



**YOUR STEP-BY STEP GUIDE TO OBTAINING A LICENCE FROM
CREATIVE CITY, THE FUJAIRAH MEDIA FREE ZONE**

Step 1: Communicate your interest in setting up your company at Creative City

Call us on +971 9 2071333 or send an email to info@ccfz.ae and let us know your requirements, and we shall email you all the relevant information, documents and forms for company registration.

Step 2: You email us these documents:

- i. Licence application form, duly filled
- ii. Passport copy in color, of owner(s) & person in-charge (first page, residence page or any UAE entry stamp here in UAE)
- iii. Brief business activity / Business Activity
- iv. Other relevant documents as requested

Step 3: Documentation Review / Invoicing

Once your documents have been assessed, and your company name has been approved, we shall send you the initial approval via email, along with the invoice for payment.

Note: Some nationalities need to apply for licence pre-approval before company set-up. We shall advise you accordingly.

Step 4: Licence Fees & Subsequent Licence Issue

Upon receipt of entire licence fee, we proceed with the licence issue, which shall take 4-7 working days.

Step 5: Documents provided to Client

We shall inform you as soon as your licence is issued, so that you may collect your original documents from us:

- Company Trade Licence
- Certificate of Incorporation
- Shares Certificate
- Articles of Incorporation / MOA
- Office Lease Agreement (as actual or flexi-desk, as chosen by client)

Note: All sets of MOA have to be signed by the client in the presence of our Officer in Fujairah / Dubai office and it is imperative that a copy be returned to Creative City.



Step 6: Opening a Company Bank Account

Once you receive your original company documents, you may open your company bank account at any bank of your preference. However, we highly recommend Emirates NBD, as one of the leading and reputable banks in the UAE. You may contact Ms. Shaikhah Sultan Al Kaabi, Account Manager, Emirates NBD, Fujairah Main Branch, Tel.: +971 9 2241802, for further assistance in this regard.

Step 7: Establishment Card (not applicable to Commercial Licence Package)

If you have opted for a licence package with visas, we shall apply for the establishment card, whereby your company file is created with Fujairah Immigration – a process that takes 7-10 working days. We shall send you a copy for your reference, while the original is retained by us.

Step 8: Apply for Visa

Once the establishment card has been issued, you may apply for visas on the company sponsorship.