



APPLICATION FOR NEW LICENCE

Application Ref.: _____

Date: _____

1. Type of Licence New

2. Please provide type of set-up preferred:

- Company - Actual Office Space (Office Space Required: _____ sq. ft.)
 Regular Company Branch of UAE-based Company Branch of Foreign Company
- Baby Business - (up to 6 Visas)
- Freelancer Company - (up to 3 Visas)
- Commercial Licence - (Non-Visas Availability)

3. Proposed Company Name in English
(please provide 3 options in order of preference)

1)
2)
3)

4. اسم الشركة بالعربي
Company Name in Arabic
(kindly specify if translation or transliteration of English name is required)

1)
2)
3)

5. Main Business Activity

6. Name of Parent Company if opening Branch office

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7. Company Information / Current Contact Details / Correspondence to be Addressed to:

Name of Contact Person

Company Name

Address

P.O. Box City Country

Tel. Mobile Fax

Email 1 Email2



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8. Estimated Number of Visas required

9. Proposed Staffing Levels:

<i>Position</i>	<i>No. of Staff</i>
Managerial	
Skilled / Professional	
Unskilled	
Total	

10. Details of Shareholders

No.	Name - in English*	اسم المالك بالعربي*	Contact No.	Email Address	% of Shares

(* If name in either English, or Arabic, is not provided in passport, kindly specify how it should appear in licence)

11. Please indicate Name and exact Designation of Person in-charge to appear in your Licence
(Executive Director / CEO / General Manager):

Name Designation

12. Declaration:

I/We hereby declare that to the best of my/our knowledge and belief, all the particulars furnished in this application are true and accurate in all respects. I/We hereby irrevocably undertake and agree to comply with all rules, regulations and other conditions issued from time to time by Fujairah Management Services.

Name of Applicant:

Designation:

Signature:

Date:



APPLICATION FOR LICENCE

Application Ref.: _____

FOR OFFICE USE ONLY

Accounting Details:

Receipt No.: _____ Date: _____

Type of Payment: Cash Transfer Bank Deposit

Remarks: _____

Accounts (Person in Charge): _____

Signature: _____ Date: _____

Fujairah Management Services – Creative City

Remarks: _____

Noted by:
Department: _____ Date: _____

Fujairah Culture & Media Authority

Remarks: _____

Noted by:
Department: _____ Date: _____



NEW LICENCE APPLICATION

Documents required for new company registration:

- Duly filled Licence Application Form
- Clear, colour passport copy of owner(s) and person in-charge:
 - first page and/or page containing valid passport information, such as extension page, etc.
 - residence page or valid UAE entry permit stamped in passport.
 - Clear, colour copy of last page for Indian nationals only / 2nd page for Pakistani nationals.
- Description of company activity.
- Power of Attorney (2 copies) if there is more than one owner and the person in-charge is only one among them, or if the person in-charge is different from the owner(s). The power of attorney should describe in detail the rights of the person in-charge, especially with regard to applying for company visas, opening or operating bank account, employee issues, etc.
- If owner / person in-charge is a UAE national, colour copy of Family book and Emirates ID.

Note: A person may apply for more than one licence.

Additional Documents required for setting up a Branch/Subsidiary/Company own by a Company Office if parent company is based within UAE:

- Official documents of the parent company – originals and 1 set copy (Licence, Share Certificate, Certificate of Incorporation, MOA, etc.). The originals are required only for verification by Creative City management, and shall be returned soon after. All the original legal documents must be attested from issuing authority of parent company.
- Colour passport copies of parent company’s owners & person in-charge.
- Board Resolution stating that all shareholders have agreed to set-up a branch in Creative City.
- Power of Attorney (2 copies), if the owner(s) appoints another person to function in a managerial capacity on their behalf. The power of attorney should describe in detail the rights of the person in-charge, especially with regard to applying for company visas, opening or operating bank account, employee issues, etc.
- NOC from the licence-issuing authority of the parent company.

Additional Documents required for a Branch/Subsidiary/Company own by a Company Office if parent company is overseas:

- Official documents of the parent company – originals and 1 set copy. (Licence, Share Certificate, Certificate of Incorporation, MOA, etc.). The originals are required only for verification by Creative City management, and shall be returned soon after. All the original legal documents must be attested from country of origin and from Ministry of Foreign Affairs, UAE.
- Colour passport copies of parent company’s owners & person in-charge.
- Board Resolution stating that all shareholders have agreed to set-up a branch in Creative City.
- Power of Attorney (2 copies), if the owner(s) appoints another person to function in a managerial capacity on their behalf. The power of attorney should describe in detail the rights of the person

in-charge, especially with regard to applying for company visas, opening or operating bank account, employee issues, etc.

Additional Documents required for the following activities:

EDUCATION & TRAINING:

- Actual office space is a prerequisite.

FINANCIAL / LEGAL CONSULTANCY:

- Undertaking letter.
- Copy of owner’s educational qualification pertaining to requested activity.

PUBLISHING:

- Not applicable for Commercial Licence.
- Detailed description about the contents of the magazine/publication.
- A Dummy of the publication.
- Approval for publication from National Media Council, Abu Dhabi.

Pre-requisites for Publication Approval from National Media Council:

1. Licence copy
2. Duly filled application form of National Media Council for publishing.
3. Colored passport copy of owner(s)
4. 2 Passport size photographs of owner(s)
5. Detailed description about the contents of the publication, including the following details:
 - Intended target group
 - Language of publication
 - Type of publication (if book / directory / booklet, etc.)
 - Theme / subject of publication
 - Frequency of issue
 - any other information deemed important.
6. 3 copies of dummy of publication (it must carry information that the publication is part of Creative City, by including the CC logo in it)
7. Soft copy of dummy magazine
8. Undertaking letter

BROADCASTING:

- Actual office space is a prerequisite.
- Detailed description and Content of TV Channel.
- Approval for TV Broadcasting from National Media Council

Pre-requisites for TV Broadcast Approval from National Media Council:

1. Licence copy
2. Form for applying with National Media Council for broadcast licence.
3. Colored passport copy of owner(s)
4. 2 Passport size photographs of owner(s)
5. Business plan
6. TV profile and logo

BANK ACCOUNT DETAILS:

	Bank	Commercial Bank of Dubai
	Beneficiary Name	FUJAIRAH MEDIA FZ LLC
AED	Account No.	1000 853 166
	IBAN Account No.	AE06 0230 00000 1000 853 166