

A. Documents Required

1. Trade / Commercial / Industrial / Professional License of the business to be registered.
2. Memorandum of Association / Certificate of Incorporation / Share Certificate.
(All if available if all not available then whichever is available)
3. Copies of Emirates ID (Front & Back) & Passport (Front & Back) Copies of all the shareholders.
4. Copies of Emirates ID (Front & Back) & Passport (Front & Back) Copies of Manager(s).
5. Customs NOC letter if you are registered with any Customs Authority in UAE.
(If you are listed with the customs authority and are not sure how to obtain a customs NOC, let us know, we'll arrange it.)
6. Welcome letter received on the email registered with the bank when account was opened or / Bank Account Confirmation letter from Bank.
7. Invoice copies of all the sales made in the previous 12 Months, from today's date.
(Sales invoices/contracts required as proof). If no sales in the last 12 months or in the case of a new company, please give the supporting information (Like proforma invoices or contract copies) to prove that the sales in the next 30 days is going to exceed the mandatory registration threshold of AED 375K.
8. Invoice copies of Taxable Expenses made in the last 12 months, from today's date.
(Tax Invoices received in the name of your company/contracts required as proof)

B. Information Required.

1. Mobile number of Authorized Signatory / Manager.
2. Customs number (if any)
3. Bank Account Details
 - a. IBAN Number
 - b. Account Number
 - c. Bank Name
 - d. Branch Name
 - e. Swift Code
4. Complete Address of the Company.
(Building Name + Office No. + Area + City + Emirate + P.O. Box No)
5. Email address that you wish to use for VAT Registration purposes.

PLEASE REACH OUT TO US IF YOU DO NOT HAVE ANY OF THE INFORMATION OR DOCUMENTS AVAILABLE ABOVE.