Financial Checklist

Recognised Limited Liability Partnership

1. Recognised Limited Liability Partnership

To set up an entity as a Recognised Limited Liability Partnership, a few conditions must be fulfilled as stipulated below:

- A minimum of two Members.
- At least one being a Designated Member.
- The Limited Liability Partnership (LLP) must be registered in another jurisdiction (Foreign Partnership) and must operate in DIFC by way of a branch.
- The name of the Recognised Limited Liability Partnership that will be registered in DIFC must be identical to the name of the Foreign Limited Liability Partnership.
- A minimum of one Approved person must be appointed to accept service of documents or notices on behalf of the Recognised Limited Liability Partnership.

For more details about the legal structure of a Recognised Limited Liability Partnership, refer to the DIFC Limited Liability Partnership Law, Law No. 05 of 2004 and the Limited Liability Partnership Regulations.

1.1. Register with DIFC

Section name	Description
Entity Structure	Define the following: 1. Your entity type. Select Financial. 2. The business sector of your principal activity. 3. The sub-sector of your activity. 4. The DFSA category applied for. 5. Details of your entity's establishment. Select Branch. 6. Your entity's legal structure. Select Partnership. 7. The type of Partnership. Select Recognised Limited Liability Partnership. If you are not supported by a legal advisor, we highly recommend that you get in touch with our Business Development representative before choosing your legal structure. For more details on DIFC legal structures, please click here or contact us on setup@difc.ae.
Business Activities	Add the business activities as per the in-principal approval of the Dubai Financial Services Authority (DFSA).
Entity Name	Enter a name for the proposed Recognised Limited Liability Partnership. The name must be identical to the Foreign Limited Liability Partnership As part of this section, you also need to confirm that your name is not similar to an existing entity.

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	Document: Evidence of Consent *This document is required only if the name is identical to an existing entity.* Upload evidence of relationship/consent if the proposed name is identical to the name of an existing entity in the UAE other than your affiliates or parent entity.
Members	Identify the Members of the Recognised Limited Liability Partnership and specify the Designated Members. A minimum of 2 Members is needed. The Member can be an individual or a body corporate. You will need to certify the passport of each individual Member. This can be done through: - our online certification option by selecting 'Online Certification of Passport' which shouldn't take more than 5 minutes or - by uploading each of their certified passports. Select 'Online Certification of Passport' to avoid multiple uploads.
	Document: Certified Passport Copy of Each Individual Member *Passport copies of Members are required only if they have not been certified online.* Upload a clear, valid and certified passport copy of each individual Member. Ensure that the passport certification does not cover or hide the passport bio page. Passport certification can be done by DIFC Services, a corporate services provider, a law firm, or others as per the DIFC Certification Policy.
	Document: CV *This document is required for individual members only that do not have a LinkedIn profile* Upload the CV or bio of the individual member providing details on work experience and achievements.
	Document: Certificate of Incorporation for Each Body Corporate Member *This document is required if the body corporate is NOT a DIFC registered entity.* Upload a certificate of incorporation or a similar document for body corporate Members that is certified by the issuing authority. If the

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	certification is not electronic, it must not be older than 6 months.
Ultimate Beneficial Owners (UBOs)	You must add: - Any natural person who has the legal right to exercise, or actually exercises, significant control or influence over the activities of the foreign LLP and is identified as a UBO as per the DIFC UBO regulations. - Any body corporate beneficial owner that has the legal right to exercise significant control or influence over the activities of the foreign LLP and is identified as an exempt entity as per the DIFC UBO Regulations.
Affiliated Entities	Tell us about your affiliates registered in DIFC and/or other free zones in the UAE. In case you have an affiliate established in DIFC that you would like to share office space with, indicate it in this step.
	Document: Letter of Consent *Letter of Consent is required only if your Recognised Limited Liability Partnership is sharing office space with an affiliate entity in DIFC.* If your Recognised Limited Liability Partnership will be sharing office space with another affiliated entity in DIFC, upload a letter of consent for sharing office space issued by the affiliated entity in DIFC. The entity issuing the letter must be the leaseholder or the owner of the property.
Background on Entity	Provide an overview of the entity that is being established in DIFC and its parent (if applicable).
Registered Address	Specify the location of records and registers. You are also required to add your operating location(s). If you are sharing office space with an affiliate, the registered address of the affiliated entity will appear. Leased/subleased properties can be viewed only if the lease agreement is registered with the DIFC Registrar of Real Property. If your lease agreement is signed with DIFC Investments Ltd including the co-working space, the lease agreement will be registered automatically by the landlord. In case you will be operating from more than 1 unit, you may select 1 or more to be your registered address, provided that these units are located in the same building.
Authorised Signatory	Identify the Authorised Signatory(s) of the Recognised Limited Liability Partnership. You need to add a minimum of 1 and a maximum of 10 Signatories. The Authorised Signatory(s) must be an individual above 18 years of age.

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	The names of listed Authorised Signatories will appear on the DIFC License.
	Document: Passport Copy of Each Signatory *The passport copy of each signatory is required only if it has not been certified online.* Upload the passport copy of each authorised signatory.
Approved Person	Identify the approved person(s) of the RLLP. You need to add a minimum of 1 approved person. Approved persons must be at least 18 years old.
	Document: Certified Passport Copy of Each Approved Person *The passport copy of each approved person is required only if it has not been certified online.* Upload a clear, valid and certified passport copy of each approved person. Ensure that the passport certification does not cover or hide the passport bio page. Passport certification can be done by DIFC Services, a corporate services provider, a law firm, or others as per the DIFC Certification Policy.
Management Details	Add the details of: - The most senior person who will manage the RLLP in DIFC - A general communications contact person - An emergency contact person - A compliance contact
	Document: Passport copy of the most senior person *The passport copy of the most senior person is required only if it has not been certified online.* Upload the passport copy of the most senior person in DIFC entity.
Data Protection	In this section, you need to select the type of Data Protection notification which can be either: - To inform the Commissioner of Data Protection that you do process personal data - To inform the Commissioner of Data Protection that you do not process personal data Please note that processing personal data includes personal data and information related to your employees, suppliers, customers, etc. If the entity is planning to hire employees or provide services to customers, then it will process personal data. If as a newly licensed entity you select the first option and confirm that the entity does currently or will process personal data, you will be required to submit a Data Protection Notification service request

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	(A draft will be created for your ease of reference under pending actions on the portal home page) within a maximum of 6 months from the date of issuance of the DIFC license. If you select the second option and inform the Commissioner that the entity will not process personal data, the same will be reviewed post issuance of the DIFC license. The Commissioner's Office may reject or request further information about your submission to clarify why you think the entity does not process personal data. If rejected, you will have 6 months from license issuance to submit the Data Protection Notification service request. As part of this section, you will also be required to provide details of a contact person for Data Protection related matters. Guidance on notifications are available on the DIFC DP website. If you have questions about the portal or the notification process, please email portal@difc.ae. If your query is about how DIFC Authority collects or processes your personal data, please contact dpo@difc.ae. If you have questions about interpretation of DIFC data protection law and regulations, please contact commissioner@dp.difc.ae.
Establishment Card (optional)	Tell us if you wish to apply for an establishment card. An establishment card is a card issued by the General Directorate of Residency and Foreigners Affairs in Dubai to allow an entity to submit employment visa applications. For any queries related to the establishment card, contact gs.helpdesk@difc.ae.
Review and Submit	Review your application carefully before you submit it. You will not be able to update or edit any information on the application post submission.

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1.2. Documents

Approval of Members	Upload the approval of the members of the Foreign LLP: - Authorising the registration of the RLLP in DIFC. - Appointing the approved person who is also authorised to sign documents on behalf of the Foreign LLP in relation to registering the RLLP in DIFC. - Appointing the authorised signatories to be listed on the license. Please ensure the names are matching the names listed on the portal. Click here for useful templates.
Partnership Agreement	Upload the Foreign Partnership Agreement Document certified as true copy by the entity's Member. This signature must be notarised in the country of origin and the UAE embassy of this country. The certification should not be older than 6 months from the date of submission.
Dubai Financial Services Authority (DFSA) In Principle Approval	Upload a copy of the Dubai Financial Services Authority (DFSA) In Principle Approval.
Dubai Financial Services Authority (DFSA) Draft License Notice	Upload the draft license issued by the Dubai Financial Services Authority (DFSA).
Personnel Sponsorship Agreement	**This document is required only if the Recognised Limited Liability Partnership applied for an Establishment Card and is automatically uploaded by the system.** This document will be sent to you through Docusign by the DIFC Services team upon submission of the application.
Note: *If any of the documents are not in the English Language, they must be accompanied by a legal translation certified to the satisfaction of the Registrar.*	

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1.3. Fees

Service	Non-Retail	Retail
Registrar of Companies		
Name Reservation (optional)	Nil	Nil
Incorporation fees		
A Recognised Limited Liability Partnership	$8,000	$3,400
License fees upon incorporation and annually **(An additional fee of AED 20 is applicable for Knowledge and innovation fees)**		
A Recognised Limited Liability Partnership	$12,000	$5,100
Government Services **(An additional fee of AED 20 is applicable for Knowledge and innovation fees)**		
New Establishment Card Fees (if applicable) - Normal - Express	 $618 $656	 $618 $656
Personnel Sponsorship Agreement Deposit	$680	$680
Data Protection		
To inform the DP Commissioner that the entity processes personal data ***	$1,250 (Financial)	
To inform the DP Commissioner that the entity does not process personal data	Nil	

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