

# COMPANY INCORPORATION SERVICE LIST



EER  
Executive Expatriate Relocations

## COMPANY INCORPORATION SERVICE LIST WITH PRICING

<b>COMPANY INCORPORATION</b>	Advise, application and full assistance with the company incorporation procedure	
	Free Zone Company Incorporation (Individual Shareholder)	17,500AED
	Branch or Subsidiary Company Incorporation LLC Company Formation	22,500AED 25,000AED
<b>BANK ACCOUNT OPENING</b>	Assistance with opening bank accounts: <ul style="list-style-type: none"> <li>Resident Bank Account</li> <li>Non-Resident Bank Account</li> <li>Corporate Bank Account</li> </ul>	1,500AED 2,500AED 2,500AED
<b>POWER OF ATTORNEY</b>	For fulfilling all company incorporation and visa requirements (valid for 3 months from license issue date)	750AED
	Annual Power of Attorney Services (EER to retain active POA on file after the initial 3 month period)	1,500AED
<b>P.O. BOX</b>	P.O. Box Usage Short Term/6 Months usage after set up (from license issue date)	990AED
	Annual Usage & Post Collection 12 Collections per year excluding delivery to client Client has 3 months assigned to have their own P.O. Box Changed under the client company name	1,990AED
	Post Opening/scanning/forwarding (per annum)	750AED
	Post forwarding by postal mail (Postal charge per postage item not included)	100AED
<b>COMPANY STAMP</b>	Company Stamp (includes 2 company stamps) Extra Company Stamp	675AED 125AED
<b>MOBILE PHONE</b>	SIM Card Registration (for bank account opening purpose) (valid only for 3 months as per client visa)	545AED
	Credit top up (AED 1,000 per time)	100AED

<b>AUDITING AND LIQUIDATION SERVICES</b>	Auditing and Liquidation supervision	2,500AED
<b>COMPANY MANAGEMENT SERVICES</b>	<ul style="list-style-type: none"> <li>• Invoice reconciliation</li> <li>• Payroll payment</li> <li>• Bank account management</li> <li>• Supplier payment</li> <li>• Intermediary payments</li> <li>• Payment confirmation</li> </ul>	On Request
<b>CERTIFICATES</b>	Obtaining Share Certificate Obtaining Certificate of Good standing Obtaining Tax Certificate	545AED 545AED 2,500AED
<b>TRADE LICENSE RENEWALS</b>	Application and full assistance with the company trade license annual renewal  Free Zone Company LLC Company	5,000AED 4,000AED
<b>SHARE TRANSFER</b>	Company to Individual Company to Company Company to Multiple Companies	5,000AED 7,500AED 9,500AED
<b>TRADE LICENSE TERMINATION</b>	Full assistance with de-registering and closing the company	7,000AED
<b>AMENDMENT TO EXISTING LICENSES</b>	Change of License Address Change of Trade Name Addition/Change of Activities Change of Management Upgrade / Downgrade Office Facility (within Free Zone)	1,990AED 3,000AED 5,000AED 3,500AED 2,995AED
<b>ADDITIONAL SERVICES</b>	Business Plan (Drafting/renew/upgrading) Company Letterhead or Invoice Template Key Holding Service (per annum) Property Check and Report (per visit) Document Attestation & Translation (full assistance)	2,500AED 545AED 1,500AED 545AED 545AED
<b>PRIORITY VIP PROCESSING</b>	Express service with dedicated consultant	15,000AED
<b>CONSULTANCY SERVICES</b>	Hourly (or part thereof) Daily	370AED 2,625AED

\*Please note that all the above service fees do not include government fees



**Executive Expatriate Relocations**

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