



Expo City Dubai Authority Services

Expo City Dubai is the pioneering legacy of Expo 2020 Dubai and a digitally driven free zone for the future. Expo City Dubai Authority offers a variety of services including business setup packages and government and documentation services.

S. No.	Service	ECDA Fees (AED)	Frequency
1	Registration and Licensing Services		
1.1	Business Setup - New (includes Registration, Licence and Company Card)		
1.1.1	Initial Approval	500	Per instance
1.1.2	Business Setup - Commercial Licence (one activity group)	17,100	Annually
1.1.3	Business Setup - Commercial Licence (two activity groups)	20,100	Annually
1.1.4	Business Setup - E-Commerce Licence	37,100	Annually
1.1.5	Business Setup - General Trading Licence	32,100	Annually
1.1.6	Business Setup - Holding Licence	37,100	Annually
1.1.7	Business Setup - Industrial Licence	22,100	Annually
1.1.8	Business Setup - Logistics Licence	22,100	Annually
1.1.9	Business Setup - Service Licence	17,100	Annually
1.1.10	Sublease fee	1,500	Annually
1.2	Renewal of Licence		
1.2.1	Renewal of Commercial Licence (one activity group)	10,000	Annually
1.2.2	Renewal of Commercial Licence (two activity groups)	13,000	Annually
1.2.3	Renewal of E-Commerce Licence	30,000	Annually
1.2.4	Renewal of General Trading Licence	25,000	Annually
1.2.5	Renewal of Holding Licence	30,000	Annually
1.2.6	Renewal of Industrial Licence	15,000	Annually
1.2.7	Renewal of Logistics Licence	15,000	Annually
1.2.8	Renewal of Service Licence	10,000	Annually
1.2.9	Late payment fee for renewal of Licence	1,500	Monthly
1.3	Amendment of Licence		
1.3.1	Addition of Business Activities on Licence (above allowed quota)	500	Per additional activity
1.3.2	Address change	500	Per instance
1.3.3	Amendment of Activity List	500	Per instance
1.3.4	Amendment of Articles of Association (AOA)	750	Per instance

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S. No.	Service	ECDA Fees (AED)	Frequency
1.3.5	Brand Name change	200	Per instance
1.3.6	Capital change	500	Per instance
1.3.7	Change from one to two Activity Groups (for Licence)	1,000	Once off
1.3.8	Company Manager change on Licence	750	Per instance
1.3.9	Company Manager Register	200	Per instance
1.3.10	Conversion to/from FZ-LLC to/from Branch	2,500	Per instance
1.3.11	Director/Secretary change	500	Per instance
1.3.12	Director Register	200	Per instance
1.3.13	Freezing of Licence (1 year)	3,000	Per instance
1.3.14	Reactivation of Licence	1,000	Per instance
1.3.15	Secretary(s) Register	200	Per instance
1.3.16	Shareholder/Director/Company Manager personal details change	100	Per instance
1.3.17	Share Transfer Package (An additional 2% of the value of total shares transferred up to a maximum of AED 10,000, is payable in addition to the service fee)	1,500 + 2% of share value transferred	Per instance
1.3.18	Signatory list change	150	Per instance
1.3.19	Trade Name change	1,500	Per instance
1.4	Continuation of Licence		
1.4.1	Continuation from the free zone	10,000	Per instance
1.4.2	Continuation to the free zone	5,000	Per instance
1.5	Cancellation of Licence		
1.5.1	Cancellation of Licence	1,000	Per instance
2	Other Company Services		
2.1	Company Card		
2.1.1	New Company Card	2,100	Per instance
2.1.2	Renewal of Company Card	2,500	Annually
2.1.3	Amendment of Company Card	350	Per instance
2.1.4	Cancellation of Company Card	300	Per instance
2.2	Company Letters, Certificates, and Documents Attestation		
2.2.1	Good Standing Certificate	2,000	Per instance
2.2.2	Incumbency Certificate	1,000	Per instance
2.2.3	Reissuance of Share Register (entire history)	200	Per instance

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S. No.	Service	ECDA Fees (AED)	Frequency
2.2.4	Share Certificate (summary and up to date Share value)	1,000	Per instance
2.2.5	Specimen Signature attestation	200	Per instance
2.2.6	True Copy of Registration and Licence (issued documents)	500	Per instance
3	Permit Services		
3.1	Freelance Permit		
3.1.1	Freelance Permit - New (inclusive of AED 500 Initial Approval fee)	7,000	Annually
3.1.2	Renewal of Freelance Permit	7,000	Annually
3.1.3	Late payment fee for renewal or cancellation of Freelance Permit	100	Annually
3.2	Business Permits - New		
3.2.1	Business Operation Permit (1-3 days)	700	Per instance
3.2.2	Business Operation Permit (7 days)	900	Per instance
3.2.3	Business Operation Permit (14 days)	1,300	Per instance
3.2.4	Business Operation Permit (1 month)	2,000	Per instance
3.2.5	Business Operation Permit (2-3 months)	3,000	Per instance
3.2.6	Business Operation Permit (4-6 months)	5,000	Per instance
3.2.7	Business Operation Permit (7-9 months)	8,000	Per instance
3.2.8	Business Operation Permit (10-12 months)	10,000	Per instance
3.3	Business Permit Services (applicable only to permits with a 12 month duration)		
3.3.1	Amendment of Business Operation Permit	250	Per instance
3.3.2	Renewal of Business Operation Permit	10,000	Annually
3.3.3	Cancellation of Business Operation Permit	250	Per instance
3.4	Event Permits - New		
3.4.1	Event Operation Permit (up to 24 hours)	235	Per instance
3.4.2	Event Operation Permit (up to 2 days)	470	Per instance
3.4.3	Event Operation Permit (up to 3 days)	700	Per instance
3.4.4	Event Operation Permit (7 days)	900	Per instance
3.4.5	Event Operation Permit (14 days)	1,300	Per instance
3.4.6	Event Operation Permit (1 month)	2,000	Per instance
3.4.7	Event Operation Permit (2-3 months)	3,000	Per instance
3.4.8	Event Operation Permit (4-6 months)	5,000	Per instance

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S. No.	Service	ECDA Fees (AED)	Frequency
4	Visa Services		
4.1	Business Visit Visa (Mission) – 90 Days Single Entry		
4.1.1	Opening of Business Visit Visa file	5,200	Once off
4.1.2	Business Visit Visa (Mission) – deposit (quota of 1 visa)	1,041	Per instance
4.1.3	Business Visit Visa (Mission) – deposit (quotas of 5 visas)	5,041	Per instance
4.1.4	Business Visit Visa (Mission) – inside UAE	3,450	Per instance
4.1.5	Business Visit Visa (Mission) – outside UAE	2,800	Per instance
4.1.6	Additional quota for Business Visit Visa	3,750	Per instance
4.2	Employment Visa Packages - standard processing time (includes visa and ECD ID)		
4.2.1	New Employment Visa - inside UAE (1 year)	3,100	Per instance
4.2.2	New Employment Visa - inside UAE (2 years)	3,500	Per instance
4.2.3	New Employment Visa - outside UAE (1 year)	2,500	Per instance
4.2.4	New Employment Visa - outside UAE (2 years)	3,000	Per instance
4.2.5	Renewal of Employment Visa (1 year)	2,500	Per instance
4.2.6	Renewal of Employment Visa (2 years)	3,100	Per instance
4.2.7	Amendment of Employment Visa	1,250	Per instance
4.2.8	Cancellation of Employment Visa - inside UAE	500	Per instance
4.2.9	Cancellation of Employment Visa - outside UAE	750	Per instance
4.2.10	Cancellation of Entry Permit (unutilised)	500	Per instance
4.2.11	Cancellation of Entry Permit (utilised)	1,000	Per instance
4.3	Employment Visa Packages - urgent processing time (includes visa and ECD ID)		
4.3.1	New Employment Visa - inside UAE (1 year)	7,800	Per instance
4.3.2	New Employment Visa - inside UAE (2 years)	8,000	Per instance
4.3.3	New Employment Visa - outside UAE (1 year)	5,150	Per instance
4.3.4	New Employment Visa - outside UAE (2 years)	5,450	Per instance
4.3.5	Renewal of Employment Visa (1 year)	4,990	Per instance
4.3.6	Renewal of Employment Visa (2 years)	5,290	Per instance
4.3.7	Amendment of Employment Visa	1,370	Per instance
4.3.8	Cancellation of Employment Visa - inside UAE	690	Per instance
4.3.9	Cancellation of Employment Visa - outside UAE	1,080	Per instance
4.3.10	Cancellation of Entry Permit (unutilised)	650	Per instance
4.3.11	Cancellation of Entry Permit (utilised)	1,300	Per instance

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S. No.	Service	ECDA Fees (AED)	Frequency
4.4	Golden Visa Package (includes visa and ECD ID)		
4.4.1	New Golden Visa (standard processing time)	10,000	Per instance
4.4.2	New Golden Visa (urgent processing time)	12,000	Per instance
5	Other Government Services		
5.1	Amendment of Employment Contract	150	Per instance
5.2	Emirates ID reissuance	500	Per instance
5.3	Employee Status Report (DNRD Report)	300	Per instance
5.4	Fine processing fee	200	Per instance
5.5	Job title change upon renewal of Employment Visa (fee in addition to visa renewal fee)	500	Per instance
5.6	New absconder	5,000	Per instance
5.7	Request for additional Employee Allocation	2,500	Per additional employee
5.8	Withdrawal of absconder	2,000	Per instance
6	ECD Identification (ID)		
6.1	Permanent Non-Sponsored Employee		
6.1.1	New ECD ID for Permanent Non-Sponsored Employee (1 year)	800	Annually
6.1.2	New ECD ID for Permanent Non-Sponsored Employee (2 years)	1,600	Biennial
6.1.3	Renewal of ECD ID for Permanent Non-Sponsored Employee (1 year)	800	Annually
6.1.4	Renewal of ECD ID for Permanent Non-Sponsored Employee (2 years)	1,600	Biennial
6.1.5	Cancellation of Permanent Non-Sponsored Employee ECD ID	300	Per instance
6.2	Temporary Employee		
6.2.1	New ECD ID for Temporary Employee (1 month)	200	Per instance
6.2.2	New ECD ID for Temporary Employee (3 months)	450	Per instance
6.3	ECD IDs		
6.3.1	Amendment of ECD ID	200	Per instance
6.3.2	Replacement of ECD ID card	100	Per instance

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S. No.	Service	ECDA Fees (AED)	Frequency
7	Documentation Services		
7.1	For Individuals		
7.1.1	Document attestation	200	Per instance
7.1.2	Employment contract attestation	200	Per instance
7.1.3	Letter to bank	200	Per instance
7.1.4	Letter to consulate/embassy*	200	Per instance
7.1.5	Letter to Dubai Police*	200	Per instance
7.1.6	Letter to General Directorate of Residence and Foreigners (GDRFA)*	200	Per instance
7.1.7	Letter to request offsite work	200	Per instance
7.1.8	Letter to Road and Transport Authority (RTA) for driving licence*	200	Per instance
7.1.9	Salary Certificate*	200	Per instance
7.2	For Companies		
7.2.1	Company Certificate for banks	250	Per instance
7.2.2	Company Certificate for Department for Economic Development (DED)*	250	Per instance
7.2.3	Company Certificate for Dubai Customs*	250	Per instance
7.2.4	Company Certificate for Dubai Electricity & Water Authority (DEWA)*	250	Per instance
7.2.5	Company Certificate for Dubai Municipality*	250	Per instance
7.2.6	Company Certificate for Etisalat / DU	250	Per instance
7.2.7	Company Certificate for GDRFA*	250	Per instance
7.2.8	Company Certificate for other free zones	250	Per instance
7.2.9	ECD Employee Report	250	Per instance
7.2.10	Letter to Emirates Post	250	Per instance
7.2.11	Letter to Dubai Police*	250	
7.2.12	Letter to RTA for Heavy Vehicle Registration*	250	Per instance
7.2.13	Letter to RTA for Light Vehicle Registration*	250	Per instance
7.2.14	Letter to RTA for Vehicle Branding*	250	Per instance
7.2.15	Letter to other third parties	250	Per instance
7.2.16	Miscellaneous letter / No Objection Certificate	250	Per instance
7.2.17	Permit to operate outside standard operating hours (nightshift and weekends)	1,500	Once off
All documents provided in English with those marked * also available in Arabic.			



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S. No.	Service	ECDA Fees (AED)	Frequency
8	Business Compliance and Workforce Affairs		
8.1	Court Referral Letter for Employee/Labour Disputes	500	Per instance
8.2	Employee Labour Dispute request	No cost	Per instance
8.3	Request to appeal ECD Authority issued fine	500	Per instance
9	Food and Beverage Services		
9.1	NOC for alcohol service	15,000	Per instance
9.2	NOC for event alcohol service	5,000	Per instance
9.3	NOC/Permit for outdoor seating (for restaurants & cafe)	1,000	Per instance
9.4	NOC for shisha service	10,000	Per instance