

SERVICES	Fees
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CORPORATE TAX

Registration for corporate tax	500
Submission of corporate tax returns/ Corporate Tax Filing	200
Payment of corporate tax	100
Amendments and deregistration	200

Value Added Tax (VAT)

VAT registration and deregistration	500
Amendment of VAT registration	300
VAT return filing	2000
VAT payment through GIBAN or MagnatiPay	2000
VAT refund requests (general & specific e.g., new residence, mosques, diplomats)	NA

Excise Tax

Excise registration and deregistration	
Excise return filing	2500
Excise product registration	500
Excise warehouse approval and declarations	500
Excise refund applications	500

Refund Services

VAT refund for UAE nationals building new residences
VAT refund for foreign businesses
VAT refund for embassies, missions, and international organizations
Excise refund for exported goods

Payment & Accounting

Generating GIBAN
Payment via UAE banks or credit card (MagnatiPay)
Statement of account and payment history
View penalties and submit payment

Tax Clearance & Certificates

Tax Residency Certificates
Commercial Activities Certificates
VAT Compliance Certificates
No Objection Certificates (NOC)

Appeals & Reconsiderations

Submit request for reconsideration of penalties
Track appeal requests

Federal Tax Authority

B2B Costing

INTERNAL Timeline

Free	1-2 days
Free	1-2 hours
9% of taxable income above AED 375,000	1 hour
Free	3-5 days
Free	1 day
Free	Instant update
Free	1-2 hours
0.68% + VAT	30-150 minutes
Free	10-15 working days
Free	2-3 days
Free	1-2 hours
Free	10-20 business days
Free	5-10 days
Free	10-15 working days
Free	7-10 days
Free	20 working days
Free	15-20 working days
Free	10-15 working days
Free	Same day
0.68% + VAT	30-150 minutes
Free	Instant
Varies	1 day
AED 500 to 1,750	10 working days
AED 500	2-3 days
Standard	2-3 days
Varies	3-5 days
Free	15-20 working days
Free	Real-time tracking

EXTERNAL TIMELINE

2-3 working days

1 working day

Same day

5-7 working days

2-3 working days

Within 1 working day

1 working day

Same day

15-20 working days

4-5 working days

1 working day

15-25 working days

10-12 working days

15-20 working days

10-15 working days

25 working days

20-25 working days

15-20 working days

1 working day

Same day

Available anytime

Same day

10-15 working days

3-4 working days

3-4 working days

5-7 working days

20-25 working days

Track anytime with reference

Documents Required

Trade license, Emirates ID/Passport (natural person), authorization proof (legal person)
Audited financial statements, tax calculation data
Tax payment confirmation, bank details
Proof of cessation, deregistration request, turnover statement

Trade license, Emirates ID, financial records, turnover forecast
Updated trade license, revised financials
Input/output VAT invoices, reverse charge data, tax ledger
GIBAN (bank letter), credit/debit card
Invoices, housing certificates, diplomatic ID, passport, project docs

Trade license, Emirates ID, authorization letter, bank letter, company docs
Monthly/quarterly sales reports, excise declarations
Product labels, conformity certificate, food label assessment (if needed)
Warehouse layout, approval forms
Export certificates, customs and shipping docs

Housing completion cert, invoices, building contract
Invoices, foreign business registration docs
Diplomatic ID, passport, signed declaration
Shipping/export certificates

Bank account details on bank letterhead
Linked bank/card account
None
FTA penalty notice, payment proof

Passport, Emirates ID, lease, utility bill, bank statement, financials
Trade license, official request letter
Filed VAT returns, compliance audit proof
NOC request, compliance docs

Reconsideration form, invoices, clarifications, legal proof
Appeal reference number

VISA SERVICES

SERVICES	Fees	B2B Costing
Investor Visa		
Investor Visa - Issuance	4200	3500
Investor Visa - Renewal	3000	2400
Investor Visa - Cancellation	850	600
Employment Visa		
Employment Visa - Issuance	3500	2800
Employment Visa - Renewal	3000	2400
Employment Visa - Cancellation	850	600
Employment Visa		
Dependent Visa - Issuance	3000	2400
Dependent Visa - Renewal	2500	2000
Dependent Visa - Cancellation	850	600
Freelance Visa		
Freelance Visa - Issuance	7500	6000
Freelance Visa - Renewal	7000	5500
Freelance Visa - Cancellation	850	600
Golden Visa		
Golden Visa - Issuance	9500	8000
Golden Visa - Renewal	8500	7500
Housemaid Visa		
Housemaid Visa - Issuance	6000	5000
Housemaid Visa - Cancellation	850	600
Medical Typing & Test (Normal)	350	280
Medical Typing & Test (VIP)	750	600
Emirates ID Typing	280	200
Change of Status	750	600
Entry Permit Issuance	700	550
Overstay Fine Payment	300	200

INTERNAL Timeline EXTERNAL TIMELIN

5 – 7 days
4 – 5 days
2 days

7 – 10 days
5 – 7 days
2 – 3 days

5 – 6 days
4 – 5 days
2 days

6 – 8 days
5 – 6 days
2 – 3 days

4 – 5 days
3 – 4 days
2 days

5 – 7 days
4 – 5 days
2 – 3 days

6 – 8 days
5 – 6 days
2 days

8 – 10 days
7 – 8 days
2 – 3 days

10 – 12 days
8 – 10 days

15 – 20 days
12 – 15 days

7 – 10 days
2 days

10 – 14 days
2 – 3 days

1 day
1 day
1 day
2 days
2 – 3 days
1 day

1 – 2 days
1 – 2 days
1 – 2 days
2 – 3 days
3 – 4 days
1 – 2 days

Documents Required

Passport, photo, Emirates ID copy, trade license
Passport, visa, Emirates ID
Passport, visa, cancellation form

Passport, photo, offer letter, license copy
Passport, visa, Emirates ID
Passport, visa, cancellation form

Sponsor's passport, visa, birth/marriage certificate, tenancy
Sponsor documents, visa, tenancy
Passport, visa, cancellation form

Passport, photo, portfolio/NOC, bank statement
Passport, visa, Emirates ID
Passport, visa, cancellation form

Passport, Emirates ID, investment proof
Passport, Emirates ID, renewal request

Sponsor passport/visa, salary proof, maid passport/photo
Passport, visa, cancellation form

Passport, visa, Emirates ID
Passport, visa, Emirates ID
Passport, visa page, photo
Entry permit, visa, passport
Trade license, passport, visa copy
Passport, visa, overstay details

SERVICES	Fees
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Open Personal Bank Account	
Open Business Bank Account (LLC or Free Zone)	
Salary Account Setup	
Non-Resident Account Opening	
Account Closure	
Credit Card Application	

Bank	Account Type
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Emirates NBD	Salary/Current
ADCB	Current
Mashreq Neo	Easy Saver Account
Dubai Islamic	Current/Savings
Citibank UAE	Current/Savings

BANKING SERVICES

B2B Costing

Free to AED 105 (varies by bank)

Free to AED 2,500 (bank dependent, some charge compliance fees)

Free

AED 100–250

Free to AED 105

Free to AED 300 (varies by card & credit limit)

Min Salary / Balance

AED 3,000 / AED 3,000

AED 5,000 salary

None (existing client)

Varies (some zero min)

AED 3,000 / AED 3,000

INTERNAL Timeline EXTERNAL TIMELINE

1–3 working days

3–7 working days

1 day

2–4 working days

1–2 working days

2–5 working days

3 working days

5–7 working days

1–2 working days

4 working days

2 working days

5 working days

Account Opening Fee

Free

Free

Free

Free

Free (fees if below)

Documents Required

Passport, Emirates ID, visa page, salary certificate or bank statement

Trade license, MOA, passport/visa/Emirates ID of shareholders, tenancy contract (Ejari), utility bill

Passport, visa, Emirates ID, salary certificate

Passport, visa (if applicable), utility bill or foreign bank statement

ID, passport, written request or account closure form

Salary certificate, Emirates ID, passport, credit score check

Notes & Document Requirements

Requires passport, visa, Emirates ID, salary proof (\geq AED 5,000 for “Plus” packages) (paisabaza)

Requires passport, visa, Emirates ID, salary proof \geq AED 5,000 (ADCB, ADCB)

Requires passport, visa, Emirates ID, salary proof (\geq AED 5,000 for “Plus” packages) (paisabaza)

Requires passport, visa, Emirates ID, salary proof (\geq AED 5,000 for “Plus” packages) (paisabaza)

Requires Emirates ID, passport, visa; AED 3k balance, AED 25 if below (paisabazaar, en.wikiped

bill



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dia.org, Citibank UAE)

SERVICES	Fees
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Bookkeeping (Basic Monthly)	
Bookkeeping (With VAT Reconciliation)	
Full Accounting (with bank reconciliation)	
Monthly Financial Reporting	
VAT Return Filing (Quarterly)	
VAT Registration	
Payroll Processing (per employee)	
Corporate Tax Registration	
Annual Financial Statements Preparation	
Virtual CFO Services	
Audit Support Services	
Internal Audit / Compliance Check	
Accounts Payable/Receivable Management	

Accounting and Bookkeeping

B2B Costing

800
1,000
2,000
1,200
1,500
500
100
500 (one-time)
3,000
3,000
2,000 – 5,000
3,000 – 7,000
1,000 – 2,500

INTERNAL Timeline

Monthly
Monthly / Quarterly
Monthly
Monthly
Quarterly
One-time
Monthly
One-time
Annually
Monthly / Quarterly
On-demand / Annually
Quarterly / Annually
Monthly

EXTERNAL TIMELIN

Monthly

Monthly / Quarterly

Monthly

Monthly

Quarterly

One-time

Monthly

One-time

Annually

Monthly / Quarterly

On-demand / Annually

Quarterly / Annually

Monthly

Documents Required

Bank statements, sales/purchase invoices, petty cash receipts

VAT certificate, sales/purchase invoices, tax invoices, bank statements

Bank statements, trial balance, invoices, salary slips

Trial balance, P&L, ledger summaries, bank reconciliation

VAT certificate, VAT invoices, FTA credentials

Trade license, Emirates ID, passport, bank letter

Employee passport, visa, salary details, WPS file

Trade license, MOA, Emirates ID, passport, FTA login

Trial balance, ledgers, fixed asset list, bank statements

Historical financials, forecasts, business plans, cap table (if any)

Audit trail, general ledger, invoices, bank statements

Internal policies, compliance reports, transaction records

Invoices, payment vouchers, customer statements, supplier contracts

SERVICES	Fees
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MOFA Attestation (Personal Documents)	
MOFA Attestation (Commercial Documents)	
Embassy Attestation (India, Pakistan, Philippines, etc.)	
Notary Attestation (UAE Courts or Legal Affairs)	
Ministry of Justice Attestation	
Educational Certificate Attestation (UAE Use)	
Birth/Marriage Certificate Attestation	
PCC Attestation (Police Clearance)	
Power of Attorney Attestation (Personal)	
Corporate POA Attestation	
Company Document Legalization (MoA, AoA, License)	
Medical Certificate Attestation	

Attestation & Legalization

B2B Costing	INTERNAL Timeline
150 – 200	1 – 2 working days
2,000 – 2,500	3 – 5 working days
100 – 300 (varies by country)/Per Doc	3 – 7 working days
150 – 250	1 – 2 working days
50 – 100	1 day
200 – 350	2 – 4 working days
200 – 300	2 – 3 working days
250 – 350	3 – 5 working days
200 – 300	2 – 3 working days
400 – 600	3 – 5 working days
500 – 1,000	4 – 6 working days
200 – 300	2 – 3 working days

EXTERNAL TIMELIN Documents Required

2 – 3 working days	Original document, passport copy, Emirates ID
5 – 7 working days	Trade license, invoice, MOA, original documents
5 – 8 working days	Document to be attested, passport copy
2 – 3 working days	POA or affidavit, Emirates ID, passport
1 – 2 working days	Original attested doc, Emirates ID
3 – 5 working days	Degree certificate, transcript, passport copy, visa
3 – 4 working days	Original certificate, passport copy
5 – 6 working days	Original PCC, Emirates ID, passport
3 – 4 working days	Draft POA, passport, Emirates ID
5 – 7 working days	Board resolution, passport, license, MOA
5 – 7 working days	Trade license, MOA/AoA, passport
3 – 4 working days	Medical certificate, ID, passport

PRO Services

SERVICES	Fees	B2B Costing
New Company Trade License Application	3000 – 5000	2000
License Renewal	1800 – 2500	1200
Emirates ID Typing & Biometrics (Per Person)	250	150
Establishment Card Issuance / Renewal	1200	750
Labor Card (MOHRE) Application	500	300
Immigration Card Application / Renewal	800	450
Medical Typing (Standard)	400	250
Medical Test VIP / Urgent	1000	700
Visa Stamping	800	500
Dependent Visa Processing	750	400
Visa Cancellation	400	250
P.O. Box Setup & Renewal	500	300
Document Pickup & Delivery (PRO Courier)	100 – 150	50

INTERNAL Timeline EXTERNAL TIMELIN

2 – 4 working days

1 – 3 working days

Same day

2 – 3 working days

2 – 3 working days

1 – 2 working days

Same day

1 working day

3 – 5 working days

4 – 6 working days

2 working days

1 – 2 working days

Same day

5 – 7 working days

3 – 5 working days

1 working day

3 – 4 working days

3 – 5 working days

2 – 3 working days

1 working day

1 – 2 working days

5 – 7 working days

6 – 8 working days

3 working days

2 – 3 working days

Same day

Documents Required

Passport copy, name approval, NOC if required
Trade license, tenancy, passport copies of partners
Passport copy, photo, visa copy
Trade license, passport, Emirates ID
Passport, visa page, company license
License copy, tenancy, passport copies
Passport, visa page, Emirates ID
Passport, visa page, Emirates ID
Medical test result, Emirates ID, insurance
Sponsor and dependent passport, photo, visa
Passport copy, Emirates ID, visa page
Trade license, Emirates ID
Location address, contact person

SERVICES

DED (Dubai Economic Department)
Civil Defense Approval
Dubai Municipality (DM)
Food Safety Department (Dubai Municipality)
KHDA (Knowledge & Human Development Authority)
RTA (Roads and Transport Authority)
Dubai Health Authority (DHA)
Ministry of Health (MOH)
Dubai Tourism (DTCM)
Telecommunications Regulatory Authority (TRA)
Dubai Civil Aviation Authority (DCAA)
Dubai Police / CID
ESR Compliance (Economic Substance Regulations)

Fees

Included in license

800 – 1,000

1,000 – 1,200

1,200 – 1,500

2,000 – 2,500

1,200 – 1,500

1,500 – 2,000

2,000 – 3,000

1,500 – 2,000

2,000 – 2,500

2,000 – 2,500

500 – 700

1,000

Third Party Approval

B2B Costing

INTERNAL Timeline

0 1 – 2 days
500 3 – 5 days
600 3 – 7 days
700 3 – 5 days
1000 5 – 10 days
800 5 – 7 days
1000 5 – 7 days
1500 7 – 10 days
1000 5 – 7 days
1500 5 – 7 days
1200 5 – 10 days
300 2 – 3 days
500 3 – 5 days

EXTERNAL TIMELIN Documents Required

2 – 3 working days	Trade name reservation, initial app
5 – 7 working days	Location tenancy contract, layout p
5 – 8 working days	Floor plan, Ejari, NOC from landlor
5 – 6 working days	Menu, layout drawings, Ejari, licens
7 – 12 working days	Education business plan, curriculur
7 – 10 working days	Vehicle list, lease contract, driver in
7 – 10 working days	Medical degrees, facility layout, ID
10 – 12 working days	MOH licensing, floor plan, ID/licens
7 – 10 working days	Tourism NOC, itinerary plan, busin
7 – 10 working days	Trade license, technical descriptior
7 – 12 working days	Flight operation plan, license, insur
3 – 4 working days	Passport copy, reason for clearanc
5 – 7 working days	Financials, ownership info, busines

External Remarks

All commercial/professional activities in Dubai mainland
Fire safety compliance for retail, kitchens, factories
Construction, salons, clinics, restaurants, warehouses
Restaurants, cafeterias, catering, cloud kitchens
Schools, training institutes, nurseries
Car rentals, transportation, driving schools
Clinics, pharmacies, medical centers
Pharmacies, hospitals, medical manufacturing
Tourism companies, travel agencies, hotel bookings
E-commerce, telecom, VoIP, cybersecurity firms
Air cargo, logistics, drone, aviation services
Security-related, background checks, NOC for visas
All companies with relevant economic substance activities

Legal Service

SERVICES	Fees	B2B Costing
MOA Drafting & Notarization	1500	1000
Legal Translation (Arabic-English)	300	200
Power of Attorney Drafting	1000	700
Shareholder Agreement	2500	1800
Trademark Registration	3500	2500
Court Case Filing (Business Dispute)	7000	5000
Contract Review & Advice	1200	900
Legal Consultation (Hourly)	500	300
Civil Case Consultation	1000	700
Legal Notice Drafting	800	500
Employment Contract Drafting	1000	700

INTERNAL Timeline EXTERNAL TIMELIN

1 – 2 working days

1 working day

1 – 2 working days

2 – 4 working days

5 – 7 working days

8 – 10 working days

1 – 2 working days

Same day

1 – 2 working days

1 working day

1 – 2 working days

2 – 3 working days

1 – 2 working days

2 – 3 working days

3 – 5 working days

7 – 10 working days

10 – 15 working days

2 – 4 working days

Same day

2 – 3 working days

1 – 2 working days

2 – 3 working days

Documents Required

Trade license, passport copy, partner details

Document to be translated

Passport copy, details of POA

Trade license, partner passport copies

Trademark name, logo, activity, passport

License copy, evidence, ID copies

Contract copy, business license

ID copy, relevant documents

Claim summary, passport copy

Concerned party details, case facts

Employee details, terms & conditions

Payroll & HR Services

SERVICES	Fees	B2B Costing
Payroll Management (Monthly)	500	300
WPS File Generation	150	100
Employee Contract Management	1000	700
Employee Onboarding (Visa & Labor)	1500	1100
Employee Offboarding & Cancellation	1200	900
Salary Certificate Issuance	100	50
Leave & Attendance Management	700	500
End of Service Benefit Calculation	500	300
HR Policy Drafting	1500	1000
Monthly Payroll Reports	400	250
HR Consultation (Hourly)	300	200

INTERNAL Timeline EXTERNAL TIMELIN

2 working days

1 working day

2 – 3 working days

3 – 5 working days

2 – 3 working days

Same day

2 – 3 working days

1 – 2 working days

3 – 5 working days

1 – 2 working days

Same day

3 – 5 working days

1 – 2 working days

3 – 4 working days

5 – 7 working days

3 – 5 working days

1 working day

3 – 4 working days

2 – 3 working days

5 – 7 working days

2 – 3 working days

1 – 2 working days

Documents Required

Employee list, salary details, WPS file

Employee details, bank IBANs

Employment terms, IDs, job description

Passport, visa, photo, offer letter

Passport, visa, clearance documents

Employee ID, salary record

Attendance sheets, leave requests

Employee contract, duration, last salary

Company objectives, HR practices

Salary summary, employee info

Consultation brief, HR topics

Advisory Services

SERVICES	Fees	B2B Costing
Business Setup Consultation	500	300
Freezone vs Mainland Feasibility Report	1500	1000
Corporate Tax Advisory	1200	900
VAT Advisory & Optimization	1000	700
Accounting Health Check	800	600
Investment & Expansion Strategy	2500	1800
Bank Account Advisory	700	500
UAE Golden Visa Consultation	1000	700
Cross-border Structuring	2000	1500
Startup Pitch Deck Review	800	500
Custom Advisory Session (1 hr)	400	250

INTERNAL Timeline EXTERNAL TIMELIN

1 working day	1 – 2 working days
2 – 3 working days	3 – 4 working days
2 working days	2 – 3 working days
1 – 2 working days	2 – 3 working days
2 working days	2 – 3 working days
3 – 5 working days	5 – 7 working days
1 working day	1 – 2 working days
2 – 3 working days	3 – 4 working days
4 – 6 working days	5 – 7 working days
2 working days	2 – 3 working days
Same day	Same day

Documents Required

Basic business idea & background
Company concept, industry & budget
Trade license, revenue, expenses
VAT filings, invoices, expense sheets
Last 6 months reports & bank statements
Company background, market plans
Owner passport copy, trade license
Passport copy, visa history, Emirates ID
International entities, ownership plan
Existing deck, business model details
Query brief, business background

Office Facility

SERVICES

Fees B2B Costing

Co-working Desk (Hot Desk)

Dedicated Desk

Shared Office

Private Office (1-2 People)

Private Office (3-5 People)

Executive Office (6-10 People)

Flexi Desk (Free Zone)

Virtual Office (Mail & Call Handling)

Meeting Room (Hourly)

Conference Room (Half Day)

Event/Training Space (Full Day)

INTERNAL Timeline EXTERNAL TIMELINE

Documents Required

External Remarks

Passport copy, visa, Emirates ID (if available)

Passport copy, visa, Emirates ID (if available)

Passport copy, license copy, tenancy contract

Passport, visa, license, Emirates ID

Passport, visa, license, Emirates ID

Passport, visa, license, Emirates ID

Passport, visa, license copy

Passport copy, license copy

ID or booking reference

ID or booking reference

Booking form, payment confirmation