

Steps to buy a shelf company in Dubai:

No.	Steps	Week
1.	Healy Consultants Compliance Team receives the required corporate and personal due diligence information from our Client;	1
2.	Our Client signs Healy Consultants engagement letter and returns the original to our Singapore Head Office. Our Client settles our fees;	1
3.	Our Client confirms by email the planned corporate structure, the Dubai local shareholder and the address for office premises and e-mails the required due diligence. Only then will Healy Consultants' Company Secretary Team reserves the company name with DED . If required, Healy Consultants will be happy to act as your Firm's local shareholder and provide your Firm with a company office address;	2
4.	Healy Consultants provides our Client i) a company name and number ii) a company office address and iii) a corporate bank account number. Our Client can inform customers and suppliers;	3
5.	The Dubai shelf company director signs i) the legal share allotment and legal share transfer ii) the change of company address and iii) the lease agreement in Dubai (if required);	3
6.	The existing Dubai shelf company director's signature signs and courier return the originals legal transfer documents to Healy Consultants Dubai office. Healy Consultants' Company Secretary Team submits transfer documents to DED for processing;	4
7.	The Dubai registry approves the change of company ownership application and emails Healy Consultants proof of transaction. Healy Consultants then emails our Client i) the certificate of incorporation and ii) the M&AA with the new shareholders and directors;	8
8.	<p>Healy Consultants' Banking Team and our Client attends a meeting with the Dubai bank to appoint our Client as the new bank signatory and submit the corporate bank package containing:</p> <ol style="list-style-type: none"> 1. Signed appointment of bank signatory forms; 2. Client's passport copy and proof of address; 3. Singapore company kit; 4. Proof of business together with other Client due diligence. <p>As always, Healy Consultants will aggressively negotiate a travel exemption for our Client, asking the bank to just perform a skype or phone conversation with the bank signatory. Depending on Client nationality, sometimes we are successful and our Client does not have to travel to Dubai.</p>	9

9.	The bank approves the appointment of the new bank signatory and will courier internet banking documents (login, password etc) to our Client;	10
10.	<p>Healy Consultants will courier the following to our Client:</p> <ol style="list-style-type: none"> 1. Company kit containing original Singapore corporate documents; 2. The bank kit; 3. Healy Consultants Customer Satisfaction Survey. 	11
11.	Our Client receives a courier from the bank comprising internet banking information. The bank signatory activates the internet banking.	11