

UAE Company - Post-Registration Checklist

What to set up and file after your trade licence is issued.

How Emirae.Pro helps: Need help preparing these documents? Describe your setup once and compare up to 5 verified UAE consultants - free, no obligation: <https://emirae.pro/submit-request/>

Immediately after licensing

- Establishment / immigration card
from: Authority / free zone
- Company seal, letterhead & invoice template
Recommended - from: You
- Corporate bank account
from: Bank - See the bank-account documents checklist

Tax registration

- Corporate tax registration (EmaraTax)
from: FTA
- VAT registration
If over the threshold - from: FTA

If hiring staff

- WPS / labour file set-up with MOHRE
from: MOHRE
- Employee work permits, visas & Emirates ID
from: Authority
- Payroll & employment contracts
from: You

Operations & compliance calendar

- Office Ejari / utilities (DEWA) / P.O. box
If applicable - from: Providers
- Accounting & bookkeeping set-up (chart of accounts)
from: You
- Diary key dates: licence renewal, CT registration deadline, VAT return periods
from: You
- UBO / ESR obligations reviewed
If applicable - from: You

Tip: the first year has recurring deadlines (licence renewal, corporate-tax registration, VAT returns). Missing them causes fines - keep a compliance calendar.

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