

# PRO PARTNER GROUP

The Professional  
Partnership you  
can Trust

**Without the support and services of an experienced, trustworthy and proactive partner, establishing a business in the Middle East can be a complex, time-consuming and even daunting process.**

For international companies wishing to set up in the UAE, Qatar or Oman (and the law firms who represent them), our promise is clear.

We will remove that complexity, minimise that time, eliminate that stress.

As one of the region's leading business formation and support providers, PRO Partner Group facilitates all the procedures and legalities involved in establishing and maintaining a commercial entity in the UAE, Qatar and Oman; from start to finish and beyond, and across all the possible options available to you.

We do this reliably. We take a proactive and long-term approach. We do not just ensure compliance. We enable a strategic approach that helps your operations to flourish.

We act as the local shareholder (Corporate Partner) that all Limited Liability Companies (LLCs) require by law. If an LLC is your appropriate solution, this is a unique alternative to the normal method of finding an individual Local Partner. It offers significant benefits, advantages and protections.

Our senior team combined has more than 75 years' experience in the profession. We have assisted more than 300 companies, all in dedicated, successful relationships, across numerous sectors – from construction to engineering, design to health, education to IT, entertainment to recruitment, real estate to medical.





We will remove that complexity, **minimise that time, eliminate that stress.**

## COMPANY FORMATION

Utilising our experience and expertise, we will help you determine the best vehicle for your company. We can assist with setting up a:

- ◆ **Limited Liability Company (LLC)**
- ◆ **Branch Office\***
- ◆ **Representative Trade Office\***
- ◆ **Commercial Agency\***
- ◆ **Professional Service License\***
- ◆ **Free Zone License**

\*We can act as either the Corporate Local Partner or National Service Agent (NSA) in these.

## DIFC AND ADGM SPECIAL PURPOSE COMPANIES

PRO Partner Group also provides corporate nominee services through DIFC and ADGM Special Purpose Companies. This type of structure is generally adopted by more sophisticated international clients who have business interests both outside and inside the UAE.

# COMPLIANCE AND PRO SERVICES

Support and Advice Services:  
We Make the Difference

**PRO Partner Group differs from other firms. We analyse your needs, advise on solutions and we achieve impactful results.**

If you are:

- ▶ **Looking for true local insight and expertise**
- ▶ **Would appreciate proactive and strategic advice**
- ▶ **Want innovative, cost-effective and 'value-add' solutions**

...then PRO Partner Group delivers the crucial difference.

Several factors lie behind this, including:

- Our unparalleled expertise, years of experience and comprehensive understanding of local regulations and rules
- Our approach, which is built around advice not just delivery, solutions not just service
- Our connections: we have direct access to government departments, ministries, and on-the-ground experts in each department

In the words of one client, "PRO Partner Group's knowledge helped us do more, save money and operate our business in a better way." We aim to achieve this level of impact for every client we work with.



Additional Corporate Advisory & Support Services:

### LICENSING SERVICES

- ▶ Commercial Trade License application, amendment and renewals
- ▶ Acquiring and renewing regulatory approvals and licenses
- ▶ Supreme Petroleum Council (SPC) Approvals (ADNOC) and CICPA passes
- ▶ Dubai Municipality and Abu Dhabi Engineering Classification
- ▶ Health Authority Approvals
- ▶ Department of Immigration applications – FAWRI and eDNRD e-Visa system
- ▶ Ministry of Labour applications

### VISA AND HR SERVICES

- ▶ Resident, family and employee visas and IDs
- ▶ Ministry of Labour quotas, applications and assistance
- ▶ Wage Protection System (WPS) and Local Payroll assistance
- ▶ Legal document attestation services

“  
PRO Partner Group’s  
knowledge helped us  
do more, save money &  
**operate our business  
in a better way.**”

# CLIENT TESTIMONIALS

What our  
customers say

## RSK

"We are very thankful to PRO Partner Group and extremely satisfied about the way they processed each stage. The team was very helpful and they have done a good job to complete the task within one day. They went over and above by dropping the documents at our premises. Thank you PRO Partner Group!"



## Studio AT

"Pro Partner Group offered an extremely excellent, efficient and professional service. The team were highly knowledgeable and acted very quickly to establish my branch office, including acquiring all paperwork and visas on time without cutting corners. I would highly recommend using their services."



## Harley Street Bounceback Medical Center

"We were very satisfied with the service provided by PRO Partner Group. They were very professional and reliable and offered fast and efficient processing of all documents. We would use the service again in the future and highly recommend PRO Partner Group."





### Smart Point Management Consultancy

"As well as being easy to reach, PRO Partner Group gave us quick and precise answers to all our questions which enabled us to set up our licence in an extremely timely manner. They were very professional, and able to explain easily the various problems and procedures, giving us complete trust. They were proactive in finding a solution to match our needs, giving us a bespoke service and providing us with exactly what we needed.

If you are looking for a partner who is serious, honest and consistent, I would highly recommend PRO Partner Group."

**SmartPoint**



### Retail Emotions

"PRO Partner Group offered an excellent service. They were very professional, efficient, reliable and so friendly. The staff were extremely helpful even on weekends, and had a great understanding assessing any issues, managing the full process in a timely manner. Even when it involved areas out of the scope of work for PPG they still assisted and went the extra mile."



### EFM

"We experienced a great service, very professional with detailed communication throughout each stage of the process. There were a few complications due to the complexity of the set-up but not due to PRO Partner Group who handled everything professionally and completed everything in a timely manner.



### SampleMe App

"We were extremely satisfied with the service at PRO Partner Group. They promptly identified that we were going to use the wrong trade license before meeting them and advised us the correct one to use. This knowledge of the market helped us to be able to do more, save money and operate our business in a better way.

Their fast, efficient and a speedy process meant we got our trade license much faster and were up and running in Dubai very quickly. We highly recommend PRO Partner Group."

**SampleMe™**

### Charlotte Pipe and Foundry Company

"Everyone that we have dealt with at PRO Partner Group has excellent knowledge of the process and bureaucracy of dealing with the necessary steps to start a business in the Middle East, making our process run smoothly and giving us trust.

We were extremely satisfied with the level of communication they provided, as well as the time in which they did it. Every enquiry that we had was answered within 24-hours.

You have to have a "Partner" to navigate the intricacies of establishing a business in the UAE, and I would highly recommend that it is PRO Partner Group."





# MEET THE TEAM

The Professionals  
you can Trust

**Jane Ashford**  
Managing Director and Founder  
of PRO Partner Group

An expert in company formation, Jane has gained extensive experience in her field over the past decade. Jane has built solid relationships with trusted partners, global organisations and other professionals within the legal profession.

To date Jane has assisted in the formation of over 200 Limited Liability Companies, Representative and Branch Offices in the region. Jane has been recognised for her remarkable skills building relationships and providing excellent client services. Jane is focussed on bringing more businesses to the UAE as well as assisting PRO Partner Group clients to establish a presence in Oman and Qatar.

Originally from the UK, Jane resided in Qatar for almost 10 years with her family, before moving to the UAE in 2014. She was an active and respected member of the Qatar community for many years participating in committees groups such as QBFF and the Back2Business and working closely with the British Chamber of Commerce in Qatar.

Jane is building on her excellent reputation and the reputation of PRO Partner Group in the UAE by bringing integrity, transparency and security to ensure foreign companies have the confidence to expand into the region.





**Prakash Naik**  
Finance Director

A finance professional with over 17 years of work experience in the field of Accounting. Prakash has a wealth of experience and has an eye for quality and detail in the financial sector.

He specialises with Multinational Companies in the UAE & Qatar attributing 12 years of his career to this area. Prakash holds a degree in Financial Accounting, Auditing and Taxation from Goa University.



**James Swallow**  
Commercial Director  
P.P.G Services - Dubai

An experienced business developer and strategic advisor, James assists companies in setting up and expanding in the region. He has extensive experience in Company formation and various regulatory issues. He also has very good working knowledge of Visa, Immigration and Labour issues and Commercial Agency matters.

James holds a degree from Edinburgh University and lives with his family in Abu Dhabi.



**Dale Ashford**  
Managing Director  
Venture Partner Qatar

With numerous contacts in Qatar in all fields of industry coupled with commercial awareness, Dale is the ideal person to advise on company formation in Qatar.

Dale has been in Qatar for thirteen years and has a background as a Police Officer and subsequently in an HSSE role within Qatar Petroleum for eleven years, he holds a degree in Security and Risk Management as well as numerous HSE qualifications.



**Libbie Burtinshaw**  
Operations Manager

Libbie is the Operations Manager and assists clients from the formation of the company to the onboarding of staff, making sure your business is compliant with UAE laws and regulations. Libbie controls the regulatory processes from the outset and, with the assistance of our able team of Government Liaison Officers, ensures all processes are completed in a timely manner.

Libbie has a BA Hons degree in Journalism.



**Luisa Maggioni**  
Legal Counsel

Luisa is a qualified Lawyer with nine years' experience in the UAE across various laws. She also has four years of expertise in a multinational construction company working on major projects in the GCC. Her practice largely focuses on corporate, commercial, construction, employment and property law.

Luisa holds a law degree and a Masters degree in Criminal Law from the University of Milan.



**Greg Hastings**  
Business Development Manager

Greg is PRO Partner Group's Business Development Manager. He joined the company in 2016 and brings a wealth of experience assisting SME and MNC companies in establishing and protecting their business operations in the UAE. Having worked with a range of foreign businesses in the Middle East and Africa over the past 10 years, Greg understands the importance of providing clients with accurate and timely information to support their business goals.



**Annabelle Bragg**  
Client Relationship Executive - Abu Dhabi

Annabelle is our Client Relationship Executive in the Abu Dhabi office. Annabelle is the main point of contact for all visa and day-to-day enquiries. Before moving to Abu Dhabi, Annabelle worked for The Royal Bank of Scotland as their Portfolio Strategy Manager. A core part of her role was managing relationships with internal customers. Annabelle brings experience and her passion for great customer service to PRO Group.



**Audrey Haution**  
Business Development

Audrey assists French- and English-speaking clients with early stage advice on company structuring. She also provides administrative support and assistance to clients in the early stages of company formation. She works closely with our legal and structuring team and is often the first point of contact within the business development department, providing effective information on regulatory, immigration and company matters.



**Noor Waleed**  
Office Administrator

Noor studied Business Administration Management at the American University in the Emirates and moved to the UAE in 2006 from Iraq. She brings to PRO Partner Group a strong background in customer service and office administration.

Her passion to explore and search enables her to be the first point of contact for providing effective information from government departments.



# UAE PARTNERSHIP SERVICES

## Our Unique Approach in the UAE

The most common type of company formation in the UAE – a LLC – requires foreign companies to have a local 51% shareholder. In the case of a Branch of a Foreign Company, a local Emirati National Service Agent (NSA) is required.

To meet this requirement, PRO Partner Group provides a professional, dedicated corporate sponsorship platform for onshore companies with a focus on providing the foreign party with security and full management control.

### WHAT ARE THE BENEFITS?

This means you deal directly with us, with all the advantages that this provides – particularly in terms of availability and responsiveness, transparency and consistency, experience and 'value add'. All these factors are guaranteed and safeguarded when you choose PRO Partner Group as your local sponsor.

We become the local partner as a company, rather than finding an individual Emirati partner. As a corporate partner we provide you with additional protection under companies law. We can then provide the company with seamless government liaison, administrative support and a full suite of PRO Services - resident and family visas, work permits and IDs, CICPA Passes etc – as required.

PRO Partner Group has a British Management Team and an experienced western client relationship team to ensure good client communication at all times. We also have a highly experienced team of fluent Arabic speaking PROs on the ground to assist foreign companies with seamless government liaison, in Abu Dhabi, Dubai the wider UAE, Qatar and Oman.

We are able to offer this because we ourselves have partnered with highly respected, well-connected and dynamic Emirati businessmen in the UAE, who act as our local backers.





### Mohamed Eissa AHM Al Refaei Al Hosani

**Director of Business & International Relations  
Abu Dhabi Chamber of Commerce & Industry**

As a Director of the Chamber, Mohamed plays a major part in advocating policies that benefit businesses, and in expanding members' opportunities by connecting organisations with one another.

"My role is to identify business and investment opportunities, and support members on trade-related matters. At the same time, I work to enhance awareness of current capabilities within the UAE, and enrich the UAE's reputation on the world stage. This includes regularly meeting members of international trade delegations, and liaising with all foreign companies who contact the Chamber. I facilitate both initial contact and ongoing relations with key local and foreign companies."

Mohamed also organises, leads and facilitates trade missions and delegations (both incoming and outgoing) that promote the Emirate of Abu Dhabi, and the country's bi-lateral trade globally.

In addition, he provides governmental assistance to attract and facilitate foreign direct investment into the Emirate of Abu Dhabi and the UAE, contributing to the UAE's sustainable economic development and prosperity.

Mohamed has an extensive network of connections within the government, ADNOC (Abu Dhabi National Oil Company) and various private sectors. He is also a businessman and offers valuable support to his partnered clients.



### Ahmed Eissa Al Rafaei Al Hosani

**Engineer, TRANSCO**

Ahmed is an engineer with TRANSCO (Abu Dhabi Transmission and Despatch Company), a subsidiary of Abu Dhabi Water and Electricity Authority (ADWEA). ADWEA is responsible for developing, operating and maintaining the high voltage power transmission and bulk water transmission networks within the Emirate of Abu Dhabi and the UAE.

Ahmed has a Bachelor of Applied Science in Mechatronic Engineering Technology, and is currently studying for his MBA at the American University in the UAE.

The fact that Ahmed is a qualified local engineer offers engineering clients significant benefits. Having him as a partner reduces the requirements with regards to the engineering classification process in the UAE.

A background image showing several traditional wooden boats (dhows) docked in a harbor, with the modern skyline of Doha, Qatar, visible in the distance under a hazy sky. A white boat is in the foreground, partially obscured by a white diagonal shape.

# QATAR PARTNERSHIP SERVICES

## Our Unique Approach in Qatar

The most common type of company formation in Qatar, a Limited Liability Company (LLC) requires foreign companies to have a local 51% shareholder.

To meet this requirement PRO Partner Group provides a professional, dedicated corporate sponsorship platform for onshore companies with a focus on providing the foreign party with security and full management control.

### WHAT ARE THE BENEFITS?

This means you deal directly with us, with all the advantages that this provides – particularly in terms of availability and responsiveness, transparency and consistency, experience and 'value add'. All these factors are guaranteed and safeguarded when you choose PRO Partner Group as your local sponsor.

We become the local partner as a company rather than finding an individual Qatari partner. As a corporate partner we provide you with additional protection under companies law. We can then provide the company with seamless government liaison, administrative support and a full suite of PRO Services - resident and family visas, work permits and IDs, offshore passes etc – as required.

PRO Partner Group has a British Management Team and an experienced western client relationship team to ensure good client communication at all times. We also have a highly experienced team of fluent Arabic speaking PROs on the ground to assist foreign companies with seamless government liaison, in Qatar as well as Abu Dhabi, Dubai, the wider UAE and Oman.

We are able to offer this because we ourselves have partnered with highly respected, well-connected and dynamic Qatari businessmen in Qatar, who act as our local backers.





### Sheikh Hassan Bin Jabor Mj Al Thani

Sheikh Hassan is a well-known powerboat driver and the first Qatari to win a Class 1 Grand Prix. He has competed in jet ski racing and became involved in the Qatar Marine Sports Federation in 1999. In 2002 he took over as team manager of the F2000 team.

2003 saw Sheikh Hassan take over as president of the Qatar Motor Sport Federation and the formation of the Qatar 96 Class 1 Team. He made his Class 1 debut in Plymouth during the season. He has test-driven both Formula 2 and Class 2 powerboats, and is responsible for the Class 1 races in Doha. Sheikh Hassan has business interests linked to marine equipment companies and other diverse business interests.



### Sheikh Nawaf Bin Jabor Al Thani

Sheikh Nawaf is the brother of Sheikh Hassan and has varied business interests. He is the Managing Director of Al Jabor Trading Company. Formed in 1961, the company trades in a diverse range of products, including sanitary ware, fittings and bathroom accessories, construction chemicals, swimming pools, kitchens, pumps, laundry equipment and building materials. There are a number of companies in the Group. The original family business was Al Jabor Cement, Mesaieed.

# OMAN PARTNERSHIP SERVICES

Our Unique Approach  
in Oman

The most common type of company formation in Oman, a Limited Liability Company (LLC) requires foreign companies to have a local 30% shareholder.

To meet this requirement PRO Partner Group provides a professional, dedicated corporate sponsorship platform for onshore companies with a focus on providing the foreign party with security and full management control.

## **WHAT ARE THE BENEFITS?**

This means you deal directly with us, with all the advantages that this provides – particularly in terms of availability and responsiveness, transparency and consistency, experience and 'value add'. All these factors are guaranteed and safeguarded when you choose PRO Partner Group as your local sponsor.

We become the local partner as a company rather than finding an individual Omani partner. As a corporate partner we provide you with additional protection under companies law. We can then provide the company with seamless government liaison, administrative support and a full suite of PRO Services - resident and family visas, work permits and IDs etc - as required.

PRO Partner Group has a British Management Team and an experienced western client relationship team to ensure good client communication at all times. We also have a highly experienced team of fluent Arabic speaking PROs on the ground to assist foreign companies with seamless government liaison, in Oman as well as Abu Dhabi, Dubai, the wider UAE and Qatar.

We are able to offer this because we ourselves have partnered with highly respected, well-connected and dynamic Omani businessmen, who act as our local backers.





### Ahmed Bin Ali M. Al-Mukhaini

**Consultant, Oman Centre for Governance and Sustainability, Oman**

Ahmed al Mukhaini is a researcher in public policy and an independent consultant in Human Rights, Human and Economic Development, Political Participation and Dialogue.

He currently holds the position as an expert at the Oman Centre for Governance and Sustainability and is also the Chairman of Said al Shahry Legal Training Centre 9SLTC). Previously Ahmed has held the position of Executive Manager of Said al Shahry & Partners (SASLO), vice Principal of SLTC, as well as Assistant Secretary General for Information at the Omani Majlis a'Shura, during which time he provided policy advice and research on several draft laws and issues, addressing women and children affairs, informatics, environment and health and social policies. Ahmed has also served as a Political Assistant & Advisor to two American ambassadors in Oman.

In addition to being a member of the National Committee on the Convention on the Elimination of all Forms of Discrimination against Women (CEDAE) since 2005 he has participated in a number of local and international committees and working groups on human rights and Human Rights Based Approach (HRBA).

Ahmed holds a Master of Arts in Economic Development of the Middle East (Political Economy) from Durham University, UK and a Bachelor of Science in Information Technology from the University of Glamorgan UK as well as a BTEC National Diploma in Engineering (Microelectronic Engineering), Derby College of Further Education, Derby (UK), 1988.



### Hilal O. Al Siyabi

**Head of Corporate Social Responsibility - Oman Arab Bank**

Hilal Al Siyabi is Head of Corporate Social Responsibility and a key member of the Executive Team at Oman Arab Bank. Previously he was the International Relations and Media Manager at The Telecommunications Regulatory Authority – TRA Oman. Prior to this position he was the Head of Corporate Communications at the Zubair Corporation, and from 2006 to 2008 Program Manager for the US Department of State's Middle East Partnership Initiative (MEPI) – Partnership Schools Program in collaboration with the Ministry of Education. He also headed the Human Resources and ICT Department at Al Sulaimi Group of companies from 2004 to 2006. In addition, for more than seven years he worked with the American Embassy in Muscat as a director of the Information Resource Centre from 1997 to 2004.

Hilal has a Master's degree in public policy and management with concentration in Information Systems from Carnegie Mellon University, USA. His first academic degree was from The Ohio State University, USA, in Environmental Science with specialisation in water quality.

# Limited Liability Company Formation

## Process Flowchart



■ ENGAGEMENT 
 ■ OPERATIONS 
 ■ LABOUR AND IMMIGRATION