

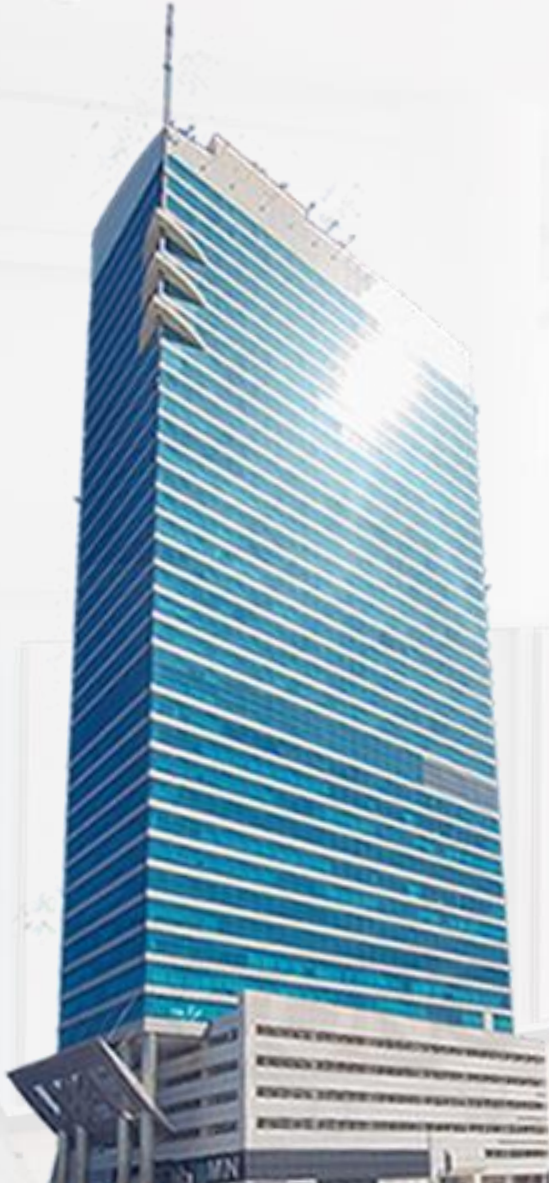
Sands ME Business Setup and PRO Services

[www.sandsme.com](http://www.sandsme.com)



## ABOUT US

**SANDS Business Management Services** provide a wide range of company formation and management services that aims to support small and large businesses in the United Arab Emirates. We aim at providing high quality corporate public relational services to new and established businesses and to advise and assist individuals and corporations in setting up businesses anywhere in the Free Zone as well as other private sectors.



## OUR SERVICES



### PRO Services

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Our service professionals handle PRO tasks for your company to get things done on time



### Document Clearing

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We provide assistance for all document clearing tasks that require time and effort to get done



### Visa Processing

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We take care of your visa processing - stamping, renewal, cancellation and more



### Value Added Services

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We offer other value added services like mail collection, translation services and more



### Freezone Business

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We assist you to setup your business in Dubai freezones



### Office Space

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Let us provide or find a suitable office space for your business



### Sponsor Arrangements

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We can find a reliable local sponsor to sponsor your business



### LLC Formation

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We can help you set up a Limited Liability Company (LLC) in Dubai

## BUSINESS SETUP SERVICES



- Registration of trade license
- Registration of chamber certificate
- Free Zone and DED (Dubai Economic Department) licenses
- Arranging employment visas
- Arranging residence visas for families
- Arranging visit visas and extensions of such visas
- Arranging tourist visas and business visas
- Assistance to all labor and immigration related works
- Assistance in arranging housemaid and servant visas
- Emirates ID registration for all employees

## PRO SERVICES



- Assistance and guidance to all government related works
- Assistance in processing and renewal of employment visas
- Assistance in processing and renewal of family visas
- Arranging visit visas and extensions of such visas
- Arranging tourist visas and business visas
- Assistance to all labor and immigration related works
- Assistance in arranging housemaid and servant visas
- Assistance in passport renewal
- Renewal of trade licenses

## DOCUMENT CLEARANCE



We provide documents clearing from following government departments and organizations

- Department of Economic Development
- Dubai Chamber
- Ministry of Labor
- UAE Embassies and Consulates

## VALUE ADDED SERVICES



- RTA Services (Car registration & D/L assistance)
- Payment of utility bills at respective authorities
- Setting up of mailbox & collection of mails
- All kinds of typing and photocopying services
- Trademark Registration.
- Accounting Services.
- Bank account opening guidance.
- Translation services (legal & normal)

## OUR ADVANTAGE



### 24x7 Support

24x7 Support is available around the clock for critical issues & emergencies. Feel free to contact us anytime for assistance



### Dedicated and Professional PROs

Experience the expertise of our highly professional and well trained PROs dedicated to work with you



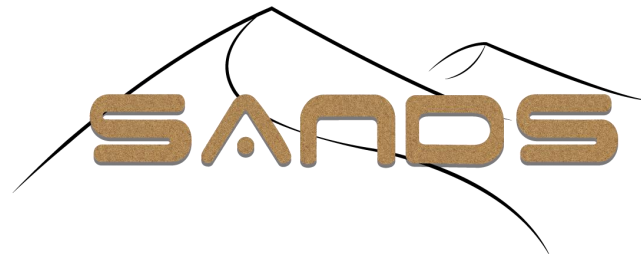
### Flexible Payment Plans

Choose your own schedule with our flexible payment plans. It is just one of the things we do to make SANDS ME a better experience for you



## SOME OF OUR ESTEEMED CLIENTS





## GET IN TOUCH



PHONE

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+971-4-3686434



ADDRESS

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2305, CONCORD TOWER, DUBAI MEDIA CITY



WEBSITE

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[www.sandsme.com](http://www.sandsme.com)