

## **APPLICATION GUIDELINE COMPANY FORMATION – APPLICATION FOR A NEW COMPANY**

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## **DMCC PROCESS AND REQUIREMENTS FOR INDIVIDUAL SETUP**

This application guideline is intended to clarify the submission requirements and does not need to be submitted to DMCC.

### **POLICY AND IMPORTANT NOTES**

DMCC Authority reserves the right to request additional documents at any stage of the application process.

Failure to comply with the requirements at any stage could result in the cancellation of the application. Applications received with incomplete information / documentation will be returned and not accepted, until all requirements are fulfilled.

### **PROCESS AND REQUIREMENTS**

#### **Express your interest in company setup:**

If you have already contacted DMCC and received your reference number, please contact your assigned Business Setup Executive (BSE) to start the process.

Once you confirm, your (BSE) will provide you with your login details to start your pre-approval application. Please remember to save your username and password.

If you have not been in contact with DMCC previously, you may proceed to this [link](#) and answer a few simple questions to receive your personalised proposal followed by your login details to start your pre-approval application. Please remember to save your username and password.

You may send an email to [setup@dmcc.ae](mailto:setup@dmcc.ae), or call 600 54 DMCC (600 54 3622) / +971 4 4249600; or alternatively, visit the Client Registration Centre on Level 1, Almas Tower, JLT.

### **STAGE 1 - EXPRESSION OF INTEREST AND PRE-APPROVAL**

#### **Steps**

**Step 1: Accept the Terms & Warranties** mentioned on the online portal to continue using the DMCC portal. Please note that this document will need to be accepted only once, and that is during the first portal login.

**Step 2:** Here you will have two options based on the setup package you wish to proceed with.

**Option 1:** Click on “**Proceed with Application**” to start your company application & continue with the Standard DMCC fees.

**Option 2:** Click on ‘**Subscribe to Package**’ and select your preferred setup package. Once the package is selected, save changes and go back to the homepage to ‘**Proceed with Application**’.

#### **Step 3: Add Applicant, Shareholders and Officers**

Enter the applicant details and select their relevant role in the company.

An applicant must be selected in combination with any of the following roles (Shareholder / Consultant

/ Power of Attorney (POA)).

Add all the shareholder(s)/officer(s) passports and personal details and mention the number of shares for each.

Please note that once you select the roles for the applicant and shareholders, further amendments are not allowed.

To amend roles, you will need to delete the applicant or shareholder record and re-enter the details.

Provide the below information and make sure to click on “save” for each section:

- Share Value
- Latest Business Experience per shareholder(s)/ officer(s)
- Share Structure

If any of the above details are not filled in, you will be facing an error and you will not be able to continue.

After that click on “next” to proceed.

#### **Step 4: Select Company Name & Bank & Financial Year**

Propose three preferred company names.

\*You may refer to the [Company Name Reservation Rules and Guidelines](#) for the restricted names list as per UAE rules.

Choose the bank that you intend to open an account with and add the financial year dates.

#### **Step 5: Add Business Activities**

Select your suitable company business activity/s.

#### **Step 6: Select Value-Added Services**

Select add-on services for your company if needed.

#### **Step 7: Review and Confirm the Application**

Review your company details and confirm. Once this step is completed and the application is reviewed and confirmed, you will not be able to go back and make any changes or amendments.

#### **Step 8: Upload Required Documents**

Upload the required documents. The required documents will depend on your application and information. Some of these documents will be system-generated documents that you will need to download, print, sign and re-upload as required. (Refer to the following page to learn more about each document that will be requested from you).

#### **Step 9: Pay and Submit the Application**

Top up your portal balance with the amount specified (initial fees are non-refundable), then make sure to submit the application. Company Status on the homepage will be updated to “Submitted” and an email notification will be sent to the applicant.

\*Payment can be made by any of the available channels under DMCC - Customer Portal Top-up.

\*The pre-approval payment is required prior to submitting the application if the application is under the Standard DMCC company setup fees.

**Step 10:** In case of any missing requirements or documents, your assigned BSE will be in touch within 12 working hours.

## Requirements

Documents	Remarks (Only copies are required at this stage)
Electronic Signature Undertaking document	This is a system-generated document that must be signed by each shareholder/officer and uploaded.
HR Signatory Appointment Letter	This is a system-generated letter that must be filled in and signed by the shareholders and uploaded.
Passport Visa page and Emirates ID - front and back – from each (Consultant / POA / Shareholder / Director / Manager / Secretary)	UAE residence visa and Emirates ID front and back are required if applicable.
Proof of residential address in the country of residence for each (Shareholder / Director / Manager / Secretary).	Any of the below can be provided: <ul style="list-style-type: none"> <li>Valid signed tenancy contract</li> <li>Utility bill (not older than 6 months)</li> <li>Bank confirmation letter (not older than 6 months)</li> <li>Any official document issued by any authority in the country of residence (not older than 6 months)</li> </ul>
Consultant's Appointment Letter (Optional)	This is mandatory only if a consultant is acting on behalf of the company.
Power of Attorney (POA) (Optional)	An attested POA copy will be required if any of the (Shareholder / Director / Manager / Secretary) wishes to grant signing powers to others on their behalf.

## Output

Pre-approval can take anywhere from 5 to 7 working days.

\*This step could take longer in special circumstances.

An email notification will be sent to you, upon the completion of the pre-approval stage, DMCC would have provided the following:

- ✓ Company Name Reservation
- ✓ Management and Compliance approval
- ✓ Third-Party Introductory Letter – This letter will be issued only if third-party approval is required (applicable only for certain business activities), you will be issued an introductory letter addressed to the regulated authority for their approval. At this point, please reach out to the relevant third-party authority to receive a No Objection Certificate (NOC).

The pre-approvals are valid for 60 days from the date of issuance.

Registration (Stage 2) must be completed before the expiry date of the pre-approval.

## **STAGE 2 - REGISTRATION**

### **Steps**

#### **Step 1: Confirm Value Added Services and Financial Year**

Please confirm your selected Value-Added Services (VAS) and Financial Year.

#### **Step 2: Property Type**

Please select from the dropdown menu your preferred property type.

\*Certain activities have property restrictions. For example, Restaurant is restricted only to Retail Space.

#### **Step 3: Upload Third Party NOC**

In case a third-party approval was required (which is applicable only for certain activities), upload the NOC once received.

#### **Step 4: Customer Payment**

Top up your account with the specified amount. The payment will be calculated on the DMCC portal account based on your selections. The fees will comprise of the following:

- The selected setup packages
- VAS Fees (if selected by applicant).

#### **Step 5: Identity verifications & Preparation of Documents**

The BSE will verify the identities of all authorised company signatories through a video call against their passports.

In parallel, the company documents will be prepared by your assigned BSE and sent to all the company signatories through **DocuSign** for e-signing,

Once the above steps are completed, your application will proceed to the registration stage.

## Requirements

Documents	Remarks
Specimen signature form for each (Shareholder / Director / Manager / Secretary)	This is a system-generated document to be electronically signed via DocuSign.
Passport and Visa page for each (Shareholder / Director / Manager / Secretary)	The original passport must be sighted through a video call.
Shareholders' Resolution	This is a system-generated document to be electronically signed via DocuSign or notarized and attested by the UAE Embassy or a Consulate in the country of origin or by any Arab Embassy if a UAE Embassy or Consulate is not available.
Articles of Association (AOA)	This is a system-generated document to be electronically signed via DocuSign.
Standard Terms & Warranties	This is a system-generated document to be electronically signed via DocuSign.
Activity Undertaking Letter	If applicable, this is a system-generated document to be electronically signed via DocuSign.

## Output

Registration can take 2 to 3 working days. Upon completion of the registration stage, DMCC shall issue the following:

- ✓ Provisional Approval Letter
- ✓ Introduction Bank Letter
- ✓ Articles of Association
- ✓ Flexi Desk Reservation Certificate - In case your selected property type is Flexi Desk

Both Provisional Approval and Bank letter are valid for 90 days from date of issuance.

### **STAGE 3 - LICENSING**

#### **Scenario 1:**

If the property type selected is Flexi Desk with no third-party approval required and the Share Capital is less than AED 500,000 the application will directly proceed to the licence issuance stage (**Stage 3 will not be applicable**).

#### **Scenario 2:**

For all other scenarios where the client has selected any other property type besides Flexi Desk, the client will be required to submit documents based on the criteria selected.

#### **Scenario 2 Steps**

**Step 1: Upload Third Party NOC** - In case a third-party approval is required (applicable only for certain activities), please reach out to the relevant third-party authority to receive a No Objection Certificate. Upload the NOC once received.

**Step 2: Upload Bank Letter** – In case your share capital is more than AED 500,000 please reach out to your preferred bank with the introduction bank letter provided by DMCC to receive the bank deposit letter.

**Step 3: Upload Property Documents** – In case your selected property type is not a Flexi Desk, please arrange for the property documents (Refer to the following page to learn more about the documents that will be requested from you at this stage).

## Requirements

Documents	Remarks
<p><b>A. <u>Leased Property</u></b></p> <ol style="list-style-type: none"> <li>1. A valid property lease agreement covering the licence validity period</li> <li>2. Evidence of Property Ownership – <ul style="list-style-type: none"> <li>• Title Deed or</li> <li>• Current dated Certificate of Ownership from the Tower Developer or Building Management Company</li> </ul> </li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>1. DMCC Serviced Office Contract</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>2. Non DMCC Serviced Office Contract</li> </ol> <p><b>B. <u>Owned Property Under the Same DMCC Company Name</u></b></p> <p>Evidence of Property Ownership:</p> <ul style="list-style-type: none"> <li>• Title Deed or</li> <li>• Current dated Certificate of Ownership</li> </ul>	<p>Copy is required – Lease agreement (tenancy contract) must:</p> <ul style="list-style-type: none"> <li>- State the exact company name as reserved by DMCC</li> <li>- Be valid for at least one year from the date of submission</li> <li>- Mention the full unit details (unit number, tower name and area size) and lease details (start date, expiry date and rent amount)</li> <li>- If the property is a joint purchase; all landlords' names and signatures are required on the lease agreement</li> </ul>
<p>In the case of a retail shop: Certificate of Conformity (COC) issued by Concordia or RAOFC issued by Socotec (Fit-out Approval Companies)</p>	<p>Copy is required</p>

## Output

Licensing can take 2 to 3 working days.

Upon the completion of the licensing stage, the following system generated documents will be available on the company portal:

- ✓ Electronic Licence
- ✓ Electronic Share Certificate(s)
- ✓ Electronic Certificate of Registration
- ✓ Electronic Articles of Association (AoA)
- ✓ Flexi Desk Tenancy Contract if the selected property is Flexi Desk
- ✓ Financial Year Declaration

Companies at this point may proceed to apply for the employment visa online, if:

- The property leased is a Flexi Desk or a Serviced Office
- The Certificate of Conformity (COC) or Annual Operational Fitness Certificate (AOFC) has been submitted to DMCC representative

## STAGE 4 – POST LICENSING

Within 6 months from the licence issuance date, the below must be uploaded in the **Enhanced Follow Up** service request on the DMCC portal:

Documents	Remarks
Bank Share Capital Deposit Letter or Bank Statement reflecting the deposited amount (stamped).	If the share capital is below AED 500,000 it is required.

## FURTHER INFORMATION

- Visit our DMCC Help Centre at [www.dmcc.ae/helpcentre](http://www.dmcc.ae/helpcentre).