

## APPLICATION GUIDELINE

### COMPANY FORMATION – APPLICATION FOR A BRANCH COMPANY

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## DMCC PROCESS AND REQUIREMENTS FOR BRACNH SETUP

This form 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 or not accepted, until all requirements are fulfilled.

No refund of fees will be possible at any stage of the application.

### PROCESS AND REQUIREMENTS

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

**Step 1:** If you have already contacted DMCC and received your reference number, please contact your assigned Business Setup Executive to start the process; otherwise, submit the 'Apply Online' form through our website at <https://www.dmcc.ae/free-zone/application-form>; or 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.

**Step 2:** Once you confirm that you wish to start, your Business Setup Executive (BSE) will create an account on DMCC's portal for you to log in, receive your username, setup your link and create your password. Please take a note of your login details.

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

#### **Steps**

Once you log in to the DMCC portal, you can either select the standard DMCC company setup option or the [Prime Plus Package](#). Once selected, you will need to complete the full application, enter all the required information, upload the relevant documents, followed by the pre-approval payment and then submit the application.

\*You may refer to the 'Help and Resources' section for further guidance.

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

**Step 2: Click on "Proceed with Application"** to start your company application.

**Step 3: Add Parent Company (Branch) / Officers** - Enter the Applicant details and select their relevant role in the company. An Applicant must be assigned to one of the following roles (Consultant / POA). Add all Parent company (Branch) details. Please note that once you select the roles for the applicant and enter parent company details, further amendments are not allowed. In order to amend roles, you will need to delete the applicant and re-enter. Make sure to enter the "Share Value", "Save" and then proceed "Next".

**Step 4:** Enter Ultimate Beneficial Owner (UBO) for the parent company.

**Step 5:** Select Company Name, Bank & Financial Year– Company name shall be same as Parent company name with suffix (DMCC BRANCH), choose the bank that you intend to open an account with and add the financial year dates.

\*You may refer to the ‘Company Name Reservation Rules and Guidelines’ for the restricted name list as per UAE rules.

**Step 6:** Add Business Activities – Select your company business activity.

**Step 7:** Select Value Added Services – Select add-on services for your company if needed.

**Step 8:** Review and Confirm Application – Review your company details that you have entered and confirm. Once this step is passed were the application is reviewed and confirmed, you will not be able to go back and make any changes or amendments.

**Step 9:** Upload Required Documents – In this section please upload the required documents. The documents will depend on your application and information that have been filled into the application. Some of these documents will be system-generated documents.

**Step 10:** Pay and Submit Application – Please top up your portal balance with the amount specified (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 credit card, by bank transfer or at the DMCC cashier directly.

**Step 11:** In case of any missing requirements or documents, the assigned BSE will be in touch within 12 working hours.

## Requirements

Documents to be Uploaded in the DMCC New Company Setup Application (Branch)	Remarks (Only copies are required at this stage)
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 - for each (Consultant / POA / Shareholder / Director / Manager / Secretary)	UAE residence visa and Emirates ID front and back is required if applicable.
Proof of residential address in country of residence for each (Shareholder / Director / Manager / Secretary).	Any of the below can be provided: <ul style="list-style-type: none"> <li>• Valid 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> <li>•</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 will be required if any of the (Shareholder / Director / Manager / Secretary) wishes to grant signing powers to others on their behalf. Original to be sighted by a DMCC representative or a DMCC International Service Provider.
Parent Company Documents	<ul style="list-style-type: none"> <li>• Certificate of Registration.</li> <li>• Certificate of Incumbency (not older than 6 months).</li> <li>• Trade License of Parent Company.</li> <li>• Memorandum &amp; Articles of Association (MOA) of the parent company.</li> </ul> <p>(If documents are in any language other than English and Arabic, then, it must be legally translated into English).</p>

## Output

Pre-approval can take anywhere from 5 to 10 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 - In case a third-party approval is required (applicable only for certain activities), you will be issued an introductory letter addressed to the regulated authority for their approval.

The Pre-Approvals are valid for 60 days from 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.

**Step 3: 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 (NOC). Upload the NOCs once received.

**Step 4: Customer Payment** – Top up your account with the required amount. The payment will be calculated on the DMCC portal account based on your selections. (None of the fees are refundable). The fees will comprise of the following:

1. Registration Fees.
2. License Fees.
3. Establishment Card Fees.
4. Flexi Desk Fees (if applicable).
5. VAS Fees (if selected by applicant).

**Step 5:** Prepare the relevant documents as per the requirements mentioned by your assigned BSE and arrange for a meeting with them or with the International Service Provider\* for the document's submission.

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

## Requirements

Documents to be Submitted to Your DMCC Executive	Remarks (Originals are required at this stage)
Specimen signature form for each (Shareholder / Director / Manager / Secretary)	Signed in the presence of a DMCC Executive or an International Service Provider* or notarized or verification through video call**
Passport and Visa page for each (Shareholder / Director / Manager / Secretary)	UAE residence is required (If applicable). Original to be sighted by the DMCC Executive or an International Service Provider* or notarized or verification through video call**
Board Resolution	This is a system generated template to be signed in the presence of a DMCC Executive or an International Service Provider* or notarised 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 or verification through video call**
Standard Terms & Warranties	This is a system-generated document to be signed by any of the authorised signatories and uploaded on the portal.
Parent Company Documents	<ul style="list-style-type: none"> <li>• Certificate of Registration of the parent company.</li> <li>• Trade License of Parent Company (if parent company has a trade license).</li> <li>• Memorandum &amp; Articles of Association (MOA) of the parent company.</li> <li>• Certificate of Incumbency issued by the Company Registrar (or a similar document showing the company's authorised signatories).</li> </ul> <p>(If documents are in any language other than English and Arabic, then, it must be legally translated into English).</p> <p>To be notarised in Home Country. (And at least one of the parent company documents to be attested (preferably the Certificate of Incumbency) 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 or provide scanned notarized copies, or copies verified by an International Service Provider, or Online verification through the Public Register if applicable**</p>

\*The International Service Provider is a company (either a consultancy, audit or legal firm) empowered by DMCC to help in company formation and to witness client's signatures on relevant documents as well as to sight original documents on behalf of the DMCC Free Zone.

## Output

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

- Provisional Approval Letter.
- AFS Declaration.
- Flexi Desk Reservation Certificate - In case your selected property type is Flexi Desk.

Provisional Approval is valid for 90 days from date of issuance.

## STAGE 3 - LICENSING

Scenario 1: If the Property type selected is a Flexi Desk with no Third-Party approval required; the application will directly proceed to the license issuance (Stage 3 will not be applicable).

Scenario 2: For all other scenarios, 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 NOCs once received.

**Step 2: Upload Property Documents** – In case your selected property type is not a Flexi Desk, please arrange for the property documents and schedule a meeting with your assigned Business Setup Executive.

## Requirements

Documents to be Submitted to Your DMCC Executive	Remarks (Originals are required at this stage)
<p><b>A. <u>Leased Property</u></b></p> <p>1. A valid property lease agreement covering the license validity period (original to be sighted or a scanned copy of the original**).</p> <p>Evidence of Property Ownership:</p> <p>2. Title Deed (original to be sighted) or a scanned copy of the original**</p> <p>3. Current dated Certificate of Ownership from the Tower Developer or Building Management Company.</p> <p>OR</p> <p>DMCC Serviced Office Contract.</p> <p>OR</p> <p>Non DMCC Serviced Office Contract.</p> <p><b>B. <u>Owned Property Under the Same DMCC Company Name</u></b></p> <p>Evidence of Property Ownership:</p> <p>1. Title Deed (original to be sighted) or a scanned copy of the original**</p> <p>2. Current dated Certificate of Ownership</p>	<p>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>- Original signed lease agreement and to be sighted or a scanned copy of the original** along with a copy of covering letter (space confirmation letter), annual operation fitness certificate, third party liability insurance and layout plan which will be provided by the Business Centre.</p>
<p>Certificate of Conformity (COC) issued by Concordia (Fit-out Approval Company): Contact details: <a href="http://www.concordiadubai.com">www.concordiadubai.com</a>; +971 4 4405067</p>	<p>A copy is required (Applicable before issuing the license for Industrial units, Retail units and Retail Activities).</p> <p>For other property types (not mandatory for issuing the license but has to be submitted after license to open the full visa quota).</p> <p>Not applicable for Flexi Desk or Serviced Offices.</p>

\*\* The highlighted options are classified as Temporary Solutions that will be available for a limited period until further notice by DMCC.



## Output

Licensing can take from 2 to 3 working days. Upon the completion of the Licensing stage, DMCC shall issue the following system generated documents:

- Company License.
- Flexi Desk Tenancy Contract; if the selected property is Flexi Desk.

In case the applicant opted for any of the Temporary Solutions highlighted options in the previous steps, then the Original License, and Original parent company documents can only be collected from DMCC upon receiving the previously required documents in original

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

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

## STAGE 4 – POST LICENSING

Within 1 month from the license issuance date, the below must be uploaded in **Enhanced Follow Up** service request:

Documents to be Uploaded in the Enhanced Follow Up Service Request	Remarks
Sample Company Letterhead with stamp	Company's Specimen Letterhead with the company's stamp on it.
Third Party Liability Insurance	If the license address is a Physical Office.

## FURTHER INFORMATION

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