

## DMCC MEMBER DOS AND DON'TS - NEW BRANCH

Congratulations on becoming part of the DMCC community! We wish you success in starting your business journey with DMCC. To learn about the member responsibilities and how to stay compliant with DMCC, please refer to the following guidelines:

### Finalising Company Setup

- Submit the [Post-Licensing Requirements](#) within a period of 30 days from license issuance.
- Ensure the company holds a valid establishment card at all times. Apply on the DMCC member portal.

### Company Licensing

- Submit an application to amend your license if you wish to start performing new/additional business activities.
- Ensure the company's operating/trade name (if different from the company's registered name) is approved and mentioned on the company's license.
- Do not undertake any activity that is not covered by the approved activities on the company license.
- Do not change the license location or relocate to another site without obtaining DMCC approval.
- Do not amend or change license information without obtaining prior approval from DMCC.

### DMCC Compliance and Inspections

- DMCC inspectors will visit your company's premises from time to time. DMCC inspectors will always identify themselves. If you are unsure, please call DMCC on 800 3622.
- DMCC reserves the right to request additional documents at any stage of any application process.
- Renew the company's license/s at least two weeks prior to the expiry date.
- Display a copy of the company's license in the office reception area and company signboard outside the office or outlet.

- Submit, on a yearly basis, the updated Third Party Liability Insurance Certificate, Workmen's Compensation Insurance & a valid Operation Fitness Certificate (OFC) and any relevant 3rd Party NOC whenever applicable.

### **Employment Matters**

- All employees working in the office should have DMCC visa or access approval from DMCC Authority.
- Ensure all employees hold a valid DMCC identification card.
- Report to DMCC any employee that is believed to be in the UAE and did not report to work for 7 days without informing the company.
- Provide your employees with a copy of their officially signed contract.
- All employees should have valid & attested certificates whenever requested.
- Provide health insurance to your employees. Contact DMCC for exclusive packages.
- Do not hold employees' passports.

### **Financial Statements**

- Submit audited financial statements within 90 days after financial year-end. Don't leave it too late to select an auditor and complete the submission.

### **Dealing With Your Customers**

- Provide all customers with a dated detailed receipt for any goods or services provided.
- Make your sale and purchase policy available to customers using suitable media (noting the replacement, repair and recovery policy) or as requested.
- Publicly display prices of goods, commodities and services.
- Do not sell, promote and offer counterfeits or fake goods.

### **Your Company's Premises**

- Do not store non-compliant objects as prohibited by the DMCC and/or as per Dubai Law.
- Do not smoke inside the office, which is prohibited under Dubai Law.

### **What If My Business Stops?**

- Companies cannot be legally left dormant. You must either renew your company license on time, or commence proceedings to de-register a non-operational business. There are costs associated with de-registration.

### **Keep in Contact**

- DMCC needs to be able to contact you. Ensure you maintain up to date contact details with DMCC at all times. This may be done on the DMCC member portal.