



APPLICATION FOR REGISTRATION CHECKLIST

Note: Please note that all documents must be submitted within 6 weeks from **FIRST STAGE APPROVAL**.
Have you already submitted the KYC Paperwork?

Note: The information and supporting documentation required under this Checklist is MANDATORY. Applications received with incomplete information/supporting documentation will not be able to be processed and will be placed on hold until all information/supporting documentation is received. This may result in delays to the application process.

ALL APPLICATIONS

No.	Document	Requirements	Done
1.	Application for Registration		
2.	Application for Licence		
3.	Valid Passport/ID card Copy for each Shareholder/Director/Manager	*Notarized	
4.	Specimen Signature for each Shareholder/Director/Manager	*Notarized & Attested or Signed in presence of a DMCC Executive	
5.	Proof of physical address for each Shareholder/Director/Manager (eg. Utility Bill)		
6.	Two Trade References	Original	
7.	Comprehensive Business Plan of the New DMCC Company (see Template)		
8.	Intention to Book Property (Part A Freehold or Part B Leasehold filled as applicable)		
9.	Proposed Company Name*		
10.	Registration Fee: AED 5,010	Non-refundable	

APPLICATION TO FORM A NEW DMCC COMPANY

No.	Document	Requirements	Done
11.	Shareholder(s) Resolution (use Template A - Individual Shareholder or Template B - Multiple Shareholders)	*Notarized & Attested or Signed in presence a DMCC Executive	
12.	Bank Reference for each Shareholder/Director/Manager (proving min. 2 year good banking relationship)	Original	

APPLICATION TO FORM A BRANCH OR A SUBSIDIARY

No.	Document	Requirements	Done
1.	Board Resolution of Parent Company (use Template C - Subsidiary or Template D - Branch)	*Notarized & Attested	
2.	Certificate of Registration / Incorporation of the Parent Company	*Notarized & Attested	
3.	Certificate of Incumbency (from Company Registrar)	*Notarized & Attested	
4.	Certificate of Good Standing of the Company (from Company Registrar/Bankers)	*Notarized & Attested	
5.	Trade Licence of the Parent Company (for UAE-based companies only)	True Copy	
6.	Memorandum and Articles of Association	*Notarized & Attested	
7.	Audited balance sheet covering 2 years (inc. auditors names/addresses)	Original	
8.	Proof of Parent Company's physical address (e.g. Utility Bill)		
9.	Declaration of Beneficial Ownership of Parent Company		
10.	Bank Reference Letter for Parent Company (proving min. 2 year good banking relationship)	Original	
11.	Power of Attorney (optional)	*Notarized & Attested	

- Company names cannot include the following words: Dubai, Emirates; Financial, Investment, Holdings; Ltd. (for new companies only)
- Notarized by Notary Public and Attested by the UAE Embassy in Home Country.

LICENCE APPLICATION CHECKLIST

ALL COMPANIES

No.	Document	Requirements	Done
1.	Memorandum and Articles of Association Fee (New Company & Subsidiary only)	AED 2,010 (Non-refundable)	
2.	Trading/Services Licence Fee	AED 15,010 (Non-refundable)	
3.	Bank deposit receipt (New Company & Subsidiary only)	Original	
4.	Tenancy agreement (incl. floor plan of office and other relevant docs - min. 50 sq. mt./licence)	Original	