

## APPLICATION GUIDELINE 2.2.1

### COMPANY SERVICES - SPONSORED REQUEST FOR NEW OR RENEW ESTABLISHMENT CARD

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This form is intended to clarify submission requirements and does not need to be submitted to DMCC.

According to the implementing regulations, a DMCC company must apply for a company establishment card and renew it each year.

#### SERVICE TO SELECT ON DMCC MEMBER PORTAL

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Go to Company Services - Amendment Services - Establishment Card - Apply for new or Renew existing

#### POLICY

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

#### REQUIREMENTS - RENEW ESTABLISHMENT CARD

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Fill in the application form on DMCC member portal.

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Company establishment card	To be submitted to the member services counter

#### OUTPUT

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Upon completion of all requirements DMCC shall:

- Issue company establishment card

## FURTHER INFORMATION

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- Please visit our website at [www.dmcc.ae](http://www.dmcc.ae), or email [CustomerCare@dmcc.ae](mailto:CustomerCare@dmcc.ae)
- Contact us at **800 DMCC(3622)**, or **+971 4 4249600**