

APPLICATION GUIDELINE 2.2.7.1

COMPANY SERVICES - REQUEST FOR CHANGE OF FINANCIAL YEAR

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

According to the Implementing Regulations and Memorandum and Articles of Association a DMCC Company may request to change its financial year.

Policy

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

The period cannot be less than 6 months or more than 18 months since last balance sheet date.

SERVICE TO SELECT ON DMCC MEMBER PORTAL

Go to Company Services - Company Amendment Services - Financial Year - Declare or change the financial year.

REQUIREMENTS

Fill in the application form on DMCC member portal.

Original	Copy	Documents	Remarks
!		Shareholder's resolution specifying new period.	Applies to Individual companies. We only require the original signed Resolution.
!		Board Resolution specifying new period.	Notarized and attested or signed in the presence of DMCC related staff upon presentation of an updated notarized and attested Certificate of Incumbency.
!		Memorandum and articles of association.	Notarized and attested or signed in the presence of DMCC related staff upon presentation of an updated notarized and attested Certificate of Incumbency.

!		NOC from third party authority.	Applicable for regulated activities only.
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OUTPUT

Upon completion of all requirements DMCC shall:

- Issue the amended memorandum & articles of association
- Update the company register

FURTHER INFORMATION

- Please visit our website at www.dmcc.ae, or email CustomerCare@dmcc.ae
- Contact us at 800 DMCC (3622), or +971 4 4249600