

APPLICATION GUIDELINE 2.3.1.3

COMPANY SERVICES - REQUEST FOR CHANGE OF ADDRESS ON LICENSE

This form is intended to clarify the 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 the address on their license.

SERVICE TO SELECT ON DMCC MEMBER PORTAL

Go to Company Services - Licensing Services - Amendments - Amend existing

Or if the amendment coincides with license renewal:

Go to Company Services - Licensing Services - License Renewal - Renew with/without amendment

STEPS

1. Go to Company Services, click on License Services menu and choose Amendments.
2. Fill in the fields with your company details and type yes next to address change.
3. Click on Review/Amend activities, save, and then upload all the required documents for address change.
4. Finalise License, Submit the service request and approve the payment; then, the service request will be submitted to DMCC for verification.

POLICY

Fit-out for new address/premises must be completed prior to requesting a change of address.

The company cannot shift to a smaller office/space if the number of existing visas exceeds the allowed quota as per the new address size.

The company must ensure that their license activity can be carried out on the new property type to which they chose to shift. (i.e. a retail activity cannot be carried out from an office or a flexi desk)

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

REQUIREMENTS

Fill in the application form on the DMCC member portal.

Upload	Documents	Remarks
<input type="checkbox"/>	<p>A. Leased Property. Valid property lease agreement or Ejari Contract covering the license validity period and a current dated Certificate of Ownership from the tower developer or building management company or a Title Deed from the Land Department.</p> <p>Or</p> <p>DMCC Flexi Desk contract (subject to approval).</p> <p>B. Owned Property under the same DMCC company name. Evidence of property ownership can be either a Title Deed or a current dated Certificate of Ownership.</p>	<p>Tenancy Contract:</p> <ul style="list-style-type: none"> - To state the exact company name as per the license. - Should mention the full unit details (unit number, tower name, & area size) & lease details (start date, expiry date & rent amount) - If the property is a joint purchase, all owners' names & signatures are required on the lease agreement. - If the lease agreement is signed by a Power of Attorney (POA) holder on behalf of the Landlord or the DMCC company, a copy of the POA & POA holder passport copy showing the signature are required.
<input type="checkbox"/>	<p>Valid Annual Operation Fitness Certificate (AOFC) & Fit-out Completion Certificate for the new premises.</p>	<p>To be obtained from Concordia. Contact details: www.concordiadubai.com Tel: +971 4 4405067</p>
<input type="checkbox"/>	<p>Third party approval from relevant activity regulating authorities.</p>	<p>Applicable for certain activities. Please refer to DMCC Approved List of Activities to find out about the relevant third party NOCs on the DMCC website at www.dmcc.ae/managing-a-company.</p>

NOTE

DMCC will ensure that the new office is not occupied by another company.

DMCC will compare the size / area of both offices and how many visas have been utilised from the visa quota.

OUTPUT

Upon completion of all requirements, DMCC shall:

- Issue the amended license with the new address.

FURTHER INFORMATION

- Visit our website at www.dmcc.ae or contact us at 600 54 DMCC (600 54 3622) or +971 4 424 9600.