

## GUIDANCE NOTE – ADDITIONAL LICENCE TERMINATION

In this guidance note, unless the context otherwise requires, words or expressions not defined have the same meaning and interpretation as in the new DMCCA Company Regulations and the DMCC Licensing Rules.

### 1. APPLICABLE BUSINESS RULES

- This application is applicable for both registered Company and established Branches in DMCC.
- This application cannot be applied if the DMCC Entity has only one licence. The DMCC Entity should be in possession of another active licence.
- The status of the Registration to be active when applying for this application.
- There should not be an active Court sanction on the DMCC Entity when applying for this application.
- A non-objection certificate from competent Regulatory Authority is required in case the licence to be terminated is regulated by an Authority.

### 2. APPLICATION PROCESS

To apply for this service, client should raise service request (SR 260- Additional License SR) through its DMCC portal account.

Process Owner	Action	Comments
DMCC Entity	Please follow below steps in raising the service request: <ul style="list-style-type: none"> <li>• Choose the licence to be terminated.</li> <li>• Provide the required information in the SR.</li> <li>• Upload the required documents.</li> <li>• Confirm payment.</li> <li>• Finalize and submit the SR</li> </ul>	<ul style="list-style-type: none"> <li>• SR is submitted.</li> <li>• A notification submission will be received by the client.</li> </ul>

Process Owner	Action	Comments
DMCC	<p>Relevant DMCC Officers will verify the application by doing the following:</p> <ul style="list-style-type: none"> <li>• Check information provided by the client and verify all the uploaded documents.</li> <li>• Approves or Declines the application.</li> </ul>	<ul style="list-style-type: none"> <li>• SR may be returned to the client to submit additional information or re-upload a document. In such cases, the client has to comply with the requirements to continue with the process.</li> </ul> <p><b>If Application is cancelled by DMCC for incorrect application:</b></p> <ul style="list-style-type: none"> <li>• Knowledge and Innovation fee (AED20/-) will be non-refundable. Rest of the fees to be returned to the portal account of the Company.</li> <li>• SR will be closed at this stage.</li> </ul> <p><b>If Approved</b></p> <ul style="list-style-type: none"> <li>• Client will receive pre-approval notification and shall continue as per the instruction in the notification.</li> </ul>

Process Owner	Action	Comments
DMCC Entity	<ul style="list-style-type: none"> <li>To submit the required original documents at the DMCC Client Service Center.</li> <li>To apply for cancellation of all extra active visas, access cards, and permits issued by DMCC associated with the terminated lease of the licence under termination.</li> </ul>	<ul style="list-style-type: none"> <li><b>If requirements are satisfied:</b> <ul style="list-style-type: none"> <li>Original documents will be accepted.</li> <li>Relevant parties will be allowed to sign the Resolutions (if client intends to have the Resolution signed in DMCC)</li> </ul> </li> </ul>
DMCC	DMCC initiates the publication and shall continue for the period of fourteen (14) calendar days.	
DMCC	Update the account of the Company.	<ul style="list-style-type: none"> <li>Licence status to change to “terminated”</li> <li>Notification of SR closure will be sent to the client.</li> <li>Licence termination letter will be issued.</li> </ul>

### 3. REQUIREMENTS

Documents	Remarks
<b>Board Resolution</b> of Corporate Shareholder or Parent Company.	<ul style="list-style-type: none"> <li>Only applicable for Companies with Corporate Shareholder and Branches. <b><i>Please disregard this requirement if this is not the case.</i></b></li> <li>To be signed in person in DMCC, or E-DocuSign by authorized signatory, or notarized and legalized by UAE Embassy/Consulate of the place of execution of the document.</li> </ul>

<b>Certificate of Incumbency</b> (of Corporate Shareholder or Parent Company)	<ul style="list-style-type: none"> <li>• Only applicable for Companies with Corporate Shareholder or Branches. <b><i>Please disregard this requirement if this is not the case.</i></b></li> <li>• Certificate of Incumbency must be recently issued (not more than 1 year). Certificate of Incumbency must be notarized and legalized by UAE Embassy/Consulate of the place of issue.</li> </ul>
<b>Shareholder's Resolution</b>	<ul style="list-style-type: none"> <li>• Only applicable for Companies with individual Shareholders. <b><i>Please disregard this requirement if this is not the case.</i></b></li> <li>• To be signed in person in DMCC by the Shareholder or Power of Attorney (POA) holder, or notarized, or E-DocuSign by Shareholder.</li> </ul>
<b>Joint Shareholder's Resolution</b>	<ul style="list-style-type: none"> <li>• Only applicable for Joint Venture Companies.</li> <li>• Printed on the DMCC Company Letterhead and stamped.</li> <li>• To be signed in DMCC by all Shareholders or their authorized representatives, or E-DocuSign by Shareholders or notarized.</li> <li>• To be submitted along with other required Resolution from each of the Corporate Shareholder.</li> </ul>
<b>Power of Attorney (POA)</b>	<ul style="list-style-type: none"> <li>• If applicable. <b><i>Please disregard this requirement if there is no POA issued.</i></b></li> <li>• If issued in UAE, validity to be confirmed in the Dubai Court portal.</li> <li>• Notarized and legalized by UAE Embassy/Consulate of the place of issue (if issued outside of UAE).</li> <li>• Original POA required to be presented for verification.</li> <li>• To specifically provide authority to wind-up the Company or to remove a Branch.</li> </ul>
<b>Passport of the POA holder</b>	<ul style="list-style-type: none"> <li>• If applicable. <b><i>Please disregard this requirement if there is no POA issued.</i></b></li> <li>• Original passport required to be presented.</li> </ul>
<b>Customs Clearance</b>	<ul style="list-style-type: none"> <li>• Applicable only when the licence to be terminated is a trading or industrial licence.</li> </ul>
<b>No Objection Certificate (NOC) from 3<sup>rd</sup> Party Regulator</b>	<ul style="list-style-type: none"> <li>• Applicable only when the activity of the licence to be terminated is regulated by Authority.</li> </ul>

<b>Landlord No Objection Certificate (NOC) or Lease Termination Agreement</b>	<ul style="list-style-type: none"> <li>• Landlord NOC is required when the lease is expired.</li> <li>• Lease termination agreement is required when the existing leaser is still valid.</li> <li>• This requirement is applicable only when the address of the licence to be terminated is different from the address of current active licence.</li> </ul>
<b>DEWA confirmation on account closure</b>	<ul style="list-style-type: none"> <li>• This requirement is applicable only when the address of the licence to be terminated is different from the address of current active licence.</li> </ul>
<b>Etisalat / Du confirmation on account closure</b>	<ul style="list-style-type: none"> <li>• This requirement is applicable only when the address of the licence to be terminated is different from the address of current active licence.</li> </ul>

#### 4. APPLICABLE FEES

Please see Schedule of Charges by clicking [here](#).

#### 5. CANCELLATION OF AN APPLICATION

Cancellation of an application will be subject to the existing policy and procedure of SR cancellation.