

## APPLICATION GUIDELINE 2.2.5.4

### COMPANY SERVICES - REQUEST FOR CHANGE IN DIRECTOR, MANAGER OR SECRETARY DETAILS

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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 and memorandum and articles of association a DMCC Company may request to change the details of their director, manager or secretary.

#### Policy

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

#### SERVICE TO SELECT ON DMCC MEMBER PORTAL

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Go to Company Services - Amendment Services - Appointments - Update details for shareholder or officeholder.

#### REQUIRMENTS

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Fill in the application form on DMCC member portal.

Original	Copy	Documents	Remarks
!		Shareholder's resolution.	Applies to Individual companies. Only The original signed Resolution is require. Only applies to change of name or nationality of director, manager or secretary
!		Board Resolution from Parent Company	Notarized and attested or signed in the presence of DMCC related staff upon presentation of an updated notarized and attested Certificate of Incumbency.

Note: Government pre-approval may be required in certain cases

## REQUIREMENTS FOR CHANGE OF NAME AND NATIONALITY OR ADDRESS

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Original	Copy	Documents	Remarks
!		Specimen signature of office holder	Signed in the presence of a DMCC Member Service Assistant or notarised and attested*
!		Passport with UAE visa page (Original for verification)	Visa page only applicable for UAE Residents.
		Proof of permanent physical residential address of office holder	Such as a recent utility bill under the new office holders' name (within 6 months)

**Note: Government pre-approval may be required in certain cases**

\*If the passport does not have a signature, or the signature does not match, the specimen signature form has to be attested.

## OUTPUT

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Upon completion of all requirements DMCC shall:

- Update the company register
- Issue amended license (if applicable)

## 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