

APPLICATION GUIDELINE

REQUEST FOR ADDITIONAL LICENSE

Table of Contents

Introduction	2
Service to Select on Portal	2
Important Notes	2
Steps	3
Requirements	4
Output	5
Further Information.....	5

Introduction

If the DMCC member company wishes to add a new License, the member company is required to submit a request for additional license. For applicable charges, please refer to the [Free Zone Schedule of Charges](#).

Service to Select on Portal

Company Services - Licensing Services - Additional License - Apply for Additional License

Important Notes

- A DMCC licensed company cannot apply for additional license if the existing license is expired, unless a request is submitted to terminate the existing license.
- DMCC members can apply for 1, 2 or 3 years license validity however, this multi-year option shall not be available for companies with regulated activities, Industrial License, Owners Association and/or Retail License.
- Ejari Certificate number is required to be entered when applying for a new address under the additional license except for Flexi Desks, DMCC Business Centres, Non-DMCC Business Centres, Common Areas, Plots, if Unit has valid office sharing permit under company name, and Tea Trading Centre, where lease documents will be uploaded.
- In case the company will operate from a new address (physical office space or retail shop), then the fit-out for the new premises must be completed.
- The company must ensure that their license activity / activities can be carried out on the new / existing property type based on the activity requirements.
- Some activities (Single family office, real estate, DG CX, and professional traders) are standalone activities and cannot be carried out with any other activities even if they fall under same license category.
- Maximum of 3 licenses are allowed for each Flexi Desk Lease.
- DMCC members operating from 3rd party Business Centre, or DMCC Serviced desk and Serviced office can hold an unlimited number of licenses.
- DMCC members operating from a physical office space can hold an unlimited number of licenses.

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

Steps

Step 1: Apply for Additional License service request and fill in the mandatory requirements of 'New License Details' such as:

- License Type
- Apply for new address on this license - Select 'Yes' if the company would like to operate from a different address, and 'No' if they wish to operate from the same address of their current license.
- Please specify the office type and your primary address of the additional license.

Step 2: Mention the 16 digits Ejari Certificate number and its expiry date (if applicable).

- You can add multiple Ejari numbers if you have more than one unit with separate Ejari documents in the same tower, you can view your Ejari details after adding your Ejari number.

Step 3: Mention the 'Correspondence Details' and save the service request.

Step 4: Click on 'Review/Amend Activities' to select the activities to be added under the new license, complete the questionnaire and agree to the undertaking letter where applicable.

Step 5: Select the license validity period (1, 2 or 3 years) depending on applicability and then Save.

Step 6: Click on 'Review/Amend Address' to verify the existing address or create a new lease for the new address. This is applicable only for physical office / retail space or Non DMCC Business Centre units.

Step 7: Upload the required documents, click on 'Finalize License', then 'Submit' the service request and proceed with the payment.

In following scenarios, you will not be able to proceed submitting your service request and you will get an error message displayed on your screen:

- If Ejari is expired
- If Ejari validity is less than 30 days
- If Ejari is terminated
- If Ejari details provided is under another company name
- If unit is occupied in DMCC records

Step 8: Once you receive a notification confirming the service request approval, download the e-license certificate copy from the 'SR Documents'.

Requirements

Upload	Documents	Remarks
<input type="checkbox"/>	<p>A. For Leased Property: 1- A valid Ejari Contract covering the license validity period (Ejari is mandatory if applicable). OR 1- A Valid lease agreement. 2- Title Deed from the Land Department or a current dated Certificate of Ownership from the tower developer or Owner Association Management.</p> <p>B. For Owned Property: 1- Title Deed from the Land Department. 2- A current dated Certificate of Ownership from the tower developer or Owner Association Management.</p>	<p>Tenancy Contract requirements:</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, then, a copy of the POA document & POA holder passport showing the signature are required.
<input type="checkbox"/>	<p>A valid Operation Fitness Certificate (AOFC) for Offices, Retail Annual Operation Fitness Certificate (RAOFC) for Retails or Industrial Annual Fitness Certificate (IAOFC)</p>	<p>1- AOFC to be obtained from Concordia. You may contact Concordia on the below details: Email: www.concordiadubai.com Tel: +971 4 4405067</p> <p>2- For RAOFC & IAOFC, the appointed third party vendor will contact the company for the submission of the required documents.</p>
<input type="checkbox"/>	<p>Third party approval (NOC) from relevant activity regulating authorities.</p>	<p>Applicable to certain activities only. 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>

Output

- Issuance of the additional license.

FURTHER INFORMATION

- Please visit our DMCC Help Centre at <http://www.dmcc.ae/helpcentre>.