

GUIDANCE NOTE – REACTIVATION OF A DMCC ENTITY

In this Guidance Note, unless the context otherwise requires, words or expressions not defined have the same meaning and interpretation as in the Company Regulations of the Dubai Multi Commodities Centre Authority (“**Company Regulations**”).

I. GENERAL

Applicable Business Rules

- ❖ This process is only applicable to DMCC Entities whose licence (all licences in case of multiple licences) has been terminated by Authority for any reason provided in Rule 5.1 of the DMCC Licensing Rules.
- ❖ The application can be submitted online any time prior to the DMCC Entity being struck off from the DMCC Registry.
- ❖ In case the DMCC Entity has multiple licences terminated by Authority and wish to re-apply for all, the Entity shall submit one application for reactivation and apply for a single licence. Upon issuance of the valid licence, the Entity can apply for new additional licence.
- ❖ During the process of reactivation of the DMCC Entity, a different licence type or licence activities can be applied.
- ❖ Visa cancellation by reason of termination of a DMCC Entity’s licence by Authority shall be cancelled if the visa cancellation SR has not passed the typing stage yet.
- ❖ The process of reactivation will only be completed upon the issuance of a new licence.

II. APPLICATION PROCESS

To apply for this new service, a service request (**SR 120**) for Company Reactivation will have to be raised by the DMCC Entity through its portal account.

Process Owner	Action	Comments
DMCC Entity	DMCC Entity to apply for the related service and provide required information in the SR as follows: <ul style="list-style-type: none"> • Provide the reason for non-renewal or non-compliance of any condition imposed by Authority within the grace period. • Choose the licence type to be applied. 	<ul style="list-style-type: none"> • Submit the SR. • A notification submission will be received by the client.

Process Owner	Action	Comments
	<ul style="list-style-type: none"> Choose business activities. Choose licence validity. Confirm if Entity has existing bank account. If none, to provide bank name. This applies only to DMCC Company, and not to Branch. Upload the required documents (Please see table below for list of requirements). Confirm payment. 	
DMCC	<p>Relevant DMCC Officers will verify the application by doing the following:</p> <ul style="list-style-type: none"> Check information provided by the client and verify all the uploaded documents. Approves or Declines the application. 	<ul style="list-style-type: none"> 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. <p>When additional requirements or information is provided, the client has to update the step in the SR.</p> <p>If Application is declined:</p> <ul style="list-style-type: none"> In case application is declined, Knowledge and Innovation fee (AED20/-) will be non-refundable. Rest of the fees to be returned to the portal account of the Company. SR will be closed at this stage. <p>If Approved</p> <ul style="list-style-type: none"> Client will receive pre-approval notification and

Process Owner	Action	Comments
		shall continue as per the instruction in the notification.
Company	To submit the required original documents at the DMCC Client Service Center	<ul style="list-style-type: none"> • If requirements are satisfied: <ul style="list-style-type: none"> - Original documents will be accepted. - Relevant parties will be allowed to sign the Resolutions (if client intends to have the Resolution signed in DMCC) or any other related documents.
DMCC	Update the account of the Company.	<ul style="list-style-type: none"> • Notification will be sent to the client to continue with licence steps. • Licence steps are generated and to continue as per current process.

III. REQUIRED DOCUMENTS

Documents	Remarks
Shareholder Resolution	<ul style="list-style-type: none"> • Only applicable in case of individual shareholder(s). Please disregard this requirement if this is not the case. • To be printed on the DMCC Company Letterhead and stamped. • To be signed by the Shareholder or POA holder in DMCC or Notarized and legalized by UAE Embassy in the place of issue of the document. • If signed by a POA, signing should be done in DMCC and upon presentation of the original POA and valid identification of the POA holder.

Board Resolution of corporate Shareholder	<ul style="list-style-type: none"> • Only applicable if one of the existing shareholders of the DMCC Company is a corporate shareholder. Please disregard this requirement if this is not the case. • To be signed in DMCC by authorized signatory or Notarized and legalized by UAE Embassy of the place of issue of the document.
Certificate of Incumbency (of the corporate Shareholder)	<ul style="list-style-type: none"> • Only applicable if the DMCC Company has a corporate Shareholder. Please disregard this requirement if this is not the case. • Certificate of Incumbency must be recently issued (not more than 1 year). Certificate of Incumbency must be notarized and legalized by UAE Embassy of the place of issue of the document.
Joint Resolution	<ul style="list-style-type: none"> • Only applicable for Joint Venture companies. Please disregard this requirement if this is not the case. • Printed on the DMCC Company Letterhead and stamped. • To be signed in DMCC by all Shareholders or their authorized representatives or notarized and legalized by UAE Embassy of the place of execution of the document.
Power of Attorney	<ul style="list-style-type: none"> • If applicable. Please disregard this requirement if there is no POA issued. • If issued in UAE, issued by Dubai Notary Public • Notarized and legalized by UAE Embassy of the place of issue (if issued outside of UAE). • Original POA required to be presented for verification.
Passport/Valid Emirates ID of the POA holder	<ul style="list-style-type: none"> • If applicable. Please disregard this requirement if there is no POA issued. • Original passport or valid Emirates ID (as mentioned in the POA) required to be presented. Copy to be provided.

Updated Documents of Shareholders (for Company) and Officers (for Company and Branches)

Documents	Remarks
Passport and visa page (if applicable)	<ul style="list-style-type: none">• Should be valid for at least 6 months.• Copy of valid UAE residence visa page (if applicable)• Original to be presented for verification or notarized copy is required.
Specimen Signature Form (if changed)	<ul style="list-style-type: none">• Filled-out and signed in DMCC or a notarized copy is required• POA holder cannot sign specimen signature.

IV. APPLICATION FOR NEW LICENCE

Please see process and requirements by clicking [here](#)

V. APPLICABLE FEES

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

VI. CANCELLATION OF AN APPLICATION

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