

APPLICATION GUIDELINE 2.3.4.1

COMPANY SERVICES - REQUEST FOR TERMINATION OF LICENSE

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 apply to terminate the license provided that it has another active license or under application of applying for a new one.

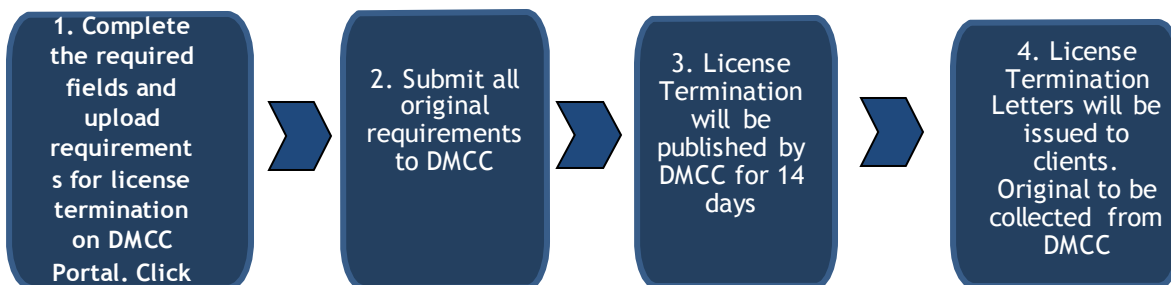
SERVICE TO SELECT ON DMCC MEMBER PORTAL

Go to Company Services - Licensing Services - Amendments - **Additional License Termination**

POLICY

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

STEPS



Fill in the application form on DMCC Member Portal.

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Shareholders' Resolution regarding terminating a specific license	Applies to Individually-owned companies.
<input type="checkbox"/>		Board Resolution from the parent company regarding terminating a specific license	Applies to Subsidiary and Branch companies only. To be signed by the authorized signatory of the parent company in DMCC or notarized.
<input type="checkbox"/>		Recent Certificate of Incumbency of the parent company	Applies to Subsidiary and Branch companies only. An original notarized certificate to be presented to DMCC counters once the SR reaches the "Submit" Step. Certificate of Incumbency's attestation date should be within 1 year.
<input type="checkbox"/>		Justification Letter (Reason for termination)	To be printed on company letterhead and signed by the authorized signatory.
	<input type="checkbox"/>	Clearance letter from the concerned 3 rd party services provider	Required from Etisalat, Du and DEWA only if the address <u>is different</u> from the retained license: Clearance should confirm closure of accounts and services or final bill + proof of payment.
	<input type="checkbox"/>	NOC from Customs	Applies to all Trading License holders only. Clients have to obtain their own NOC from Dubai Customs online through their website.
<input type="checkbox"/>		Clearance letter from the landlord	Required only if the address <u>is different</u> from the retained license: Applies to companies with physical offices. NOC should confirm that the landlord has no objection for the company to liquidate and that they are free of any outstanding and liabilities. For flexi-desk lease holders, please liaise directly with the Business Centre Team to terminate the lease. Termination process is still required for expired leases.

<input type="checkbox"/>		Clearance letter from 3 rd party Authorities as required (i.e. DGCX, KHDA, RERA, DHA, etc.)	Applies to all license holders whose activity is regulated by 3 rd party Authorities.
<input type="checkbox"/>		NOC from Community Property and Assets Management (CPAM), DMCC	Applies to companies that own property in Almas, Au, Ag and Jewellery and Gemplex Towers.

OUTPUT

Upon completion of the requirements and process, DMCC shall issue the following to be collected through DMCC Client Service Centre Counters:

- License Termination Letter

TIME FRAME

3 weeks to 30 days upon completion of requirements inclusive of 14-day publication

FURTHER INFORMATION

- Please visit our website at www.dmcc.ae, or email CustomerCare@dmcc.ae.
- Contact us at 800 DMCC (3622) or +971 4 424 9600