

Application Guideline

Value Added Services - Request for Company Stamp

Table of Contents

Introduction.....	2
Services to Select on DMCC Member Portal	2
Steps	2
Policy	2
Requirements.....	2
Note	3
Stamp Designs	4
Output	4
Further Information	4

Introduction

This form is intended to clarify submission requirements and does not need to be submitted to DMCC.

It is a mandatory requirement in the UAE for each legal entity to have a Company Stamp.

Services to Select on DMCC Member Portal

Go to Value Added Services - Company Stamp

Steps

1. Log on to the company's portal account, click on Value Added Services menu and then click on Company Stamp service request.
2. Fill in the fields with your company's details, stamp preferences, authorised representative & delivery information and correspondence details.
3. If the logo option is selected, then, the logo file must be uploaded by clicking on Download/upload/review doc under the SR Documents section.
4. Finally Submit the SR for verification.

Policy

Every licensed company should have a company stamp, which should bear the name of the company in English exactly as per the license issued by DMCC.

For branch companies, the company name along with the 'DMCC BRANCH' suffix, location 'Dubai, UAE' are the minimum requirements.

It is optional for the companies to put their address, contact number or the P.O.Box number. DMCC's provided stamp will only reflect the company name in Arabic and English with Dubai, U.A.E.

Requirements

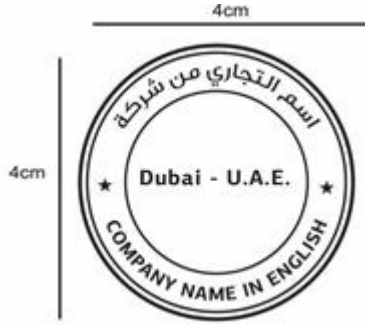
Any DMCC licensed company whose license is active can apply for this service.

Note

- Members will be able to select only one combination of design, colour, size and quantity per service request out of 4 designs.
- If the company name is long and have more than 40 characters / alphabets; then, the only available stamp design will be rectangular and may result in an increase of the size of stamp without any prior notification.
- Members will have the option to include the company's logo in the service request, if they select 'yes' for logo; then, a logo file will be required to upload only in a PDF format under download/upload/review doc under the SR Documents section.
- After the submission of the service request, it will take 2-3 working days for the stamp to be ready.
- In case the applying company is on a flexi desk, then, the stamps must be collected from the Client Service Centre at Level 1, Almas Tower.
- In case of selecting the delivery preference option, any employee present at the office will be able to receive the stamp from the courier.
- In case of selecting the collection preference option, only the authorised person mentioned in the service request will be able to collect the stamps from the Client Service Centre.
- There will be no proof checking after the submission of request and the stamp request will be processed immediately.
- DMCC is not liable for any damages or consequences that may affect the company as a result of any misuse of the company stamp by a third party.
- Once the request is submitted and approved, the paid fee will be non-refundable and stamps will be non-exchangeable unless there is a spelling mistake in the company's name or the stamp was physically received by the company in a damaged state.

Stamp Designs

Circle



Oval



Rectangular



Square



Output

Upon completion and submission of request:

- The stamp will either be couriered to the registered address as per the DMCC license or can be collected in person from the Client Services Centre at Level 1, Almas Tower.

Further Information

- Visit our website at www.dmcc.ae or contact us at 600 54 DMCC (600 54 3622) or +971 4 424 9600.