

APPLICATION GUIDELINES

GUIDELINES FOR SINGLE FAMILY OFFICE LICENSE

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

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

Background

DMCC Single Family Office (hereinafter DMCC SFO) is a standard FZ LLC company structure with a specific license to allow wealth, asset and legal affairs management of a single family and provide other administrative or concierge services related to that same family only; whether to a family member, family business, family entity (corporate structure) or family trust or foundation. DMCC SFO can also hold shares in family business, assets, trusts and foundations. The DMCC SFO must be owned 100% by that same family.

Activity/Scope

Business Activity on the license will be **Single Family Office**.

Description: Includes offices founded by family members for the provision of services to the same single family; such services include wealth management, asset management, concierge work, day to day accounting and management of legal affairs, corporate governance issues and all the administrative and office affairs; such firms are not allowed to offer any of the above mentioned services to any third party other than the family's own members, entities, businesses, trusts or foundations.

Structure

- For the purpose of DMCC SFO application, a family constitutes a single family when it includes individuals who are direct descendants of a common parent or their spouses, which can go up to three preceding generations. This also includes adopted children.
- DMCC SFO can be owned by the individual family member(s) or by a corporate entity provided we are able to establish that the ultimate beneficial owners are the same family members.
- Company name must end with 'SFO DMCC'.
- DMCC SFO can be staffed by external to family members for board, administrative or functional purpose (e.g. accounting, secretary...etc.). However, in case of professional roles (e.g. lawyer, asset manager, property manager, and investment manager), then the person must be qualified and certified.

Restrictions

- DMCC SFO cannot sell shares of the company to any party, except in the case of transfer within family members.
- DMCC SFO will manage solely the assets of the family group, and will not be allowed to expand its activities to manage trusts or businesses of other families.
- All professional advice (legal, financial, investment managers...etc.) must be provided by certified regulated professionals.
- DMCC SFO cannot act as trustee but may act solely as protector or as conduit with offshore regulated trustees operating the trusts or foundations and can supervise and coordinate activities amongst foreign fiduciary service providers.

Application Pre-requisites

DMCC SFO will follow the standard setup process and requirements as a New or Subsidiary company (refer to company formation checklists) **in addition to the below requirements** which must be submitted for DMCC Management approval before proceeding with the full online application process.

Original	Copy	Documents	Remarks
	<input type="checkbox"/>	Proof of relation of the family members served by the DMCC SFO.	<p>Can be either one of the below: Birth and marriage certificates - Must be an attested copy. - To be legally translated if the certificate is any language other than English or Arabic.</p> <p>A signed letter from the family lawyer from country of origin. - Must be an original copy confirming that the family members served by the DMCC SFO constitutes a single family as per DMCC definition.</p> <p>An attested passport copy of family members. - Acceptable only if the applicant is a single generation family and if the name clearly identifies the relation.</p>
	<input type="checkbox"/>	SFO undertaking letter signed by the applicant.	See forms.
	<input type="checkbox"/>	SFO questionnaire to be filled out and signed by the applicant.	See forms.

Output

Once we confirm that you qualify for SFO license, you will then be guided to proceed with the same standard application process.

Post Licensing Requirements - Compliance and Reporting

In addition to the post-licensing requirements (Stage 4 in company formation checklists), DMCC SFO also needs to assure DMCC Authority that:

- The DMCC SFO continues to provide services solely to a Single Family.
- There has been no material change in the legal and beneficial ownership of the DMCC SFO.
- There has been no change in the total number of family members to be served by the DMCC SFO.
- The services provided by the DMCC SFO have not changed.
- Any changes to the above must be reported to DMCC.

Further Information

- Contact us at setup@dmcc.ae or call 600 54 DMCC (600 54 3622) or +971 4 4249600.
- Visit our DMCC Help Centre at www.dmcc.ae/helpcentre.