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STEPS FOR DMCC DIGITAL SIGNING PROCESS

This guideline is intended to clarify the Digital Signing Process and steps to be followed to successfully complete the process.

POLICY AND IMPORTANT NOTES

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

Failure to comply with the requirements at any stage could result in the cancellation of the application. Applications received with incomplete information / documentation will be returned or not accepted, until all requirements are fulfilled.

No refund of fees will be possible at any stage of the application.

The digital signing process is applicable to the following documents:

- Board/Shareholder(s) Resolution
- Specimen Signature Forms
- Articles of Association
- Terms of Services & Warranties
- Any other Undertaking Letters that might be required
Step 1 - EXPRES YOUR INTEREST IN DIGITAL PROCESS FOR A NEW COMPANY SETUP

- If you have already contacted your appointed Business Setup Executive and have completed the activation process of your E-Signature and the online verification of your Original Passport, Email Address, and Mobile Number then you will be able to use the Digital Signing Process. If not, then please contact your appointed Business Setup Executive or send an email to setup@dmcc.ae, or call 600 54 DMCC (600 54 3622) / +971 4 4249600.

- Once you activated the E-Signature, your Business Setup Executive (BSE) will send you all the Registration Documents through our digital platform “DocuSign” in order to complete the E-signing process by following the below steps:

STEP 2 – EMAIL RECEIVED

The first you will receive an email from DocuSign on the email address you have registered with us. Please open the message and click REVIEW DOCUMENT to begin the signing process.

Alaa El Rabah sent you a document to review and sign.

REVIEW DOCUMENT
Then the below page will open, you are kindly requested to click on **SEND SMS** in order to receive the OTP on your registered mobile number which was verified by us during the e-KYC process.

Once you receive the OTP, please enter it in the below box and click on **CONFIRM CODE**.
STEP 3 – PREVIEW DOCUMENT AND SIGN

Once you enter the OTP and confirm the code, click **CONTINUE** to begin the signing process.

Click the **START** tag on the left to begin the signing process. It will take you to the first tag requiring your action.
STEP 4 – ADD SIGNATURE

To add your signature, click the below highlighted SIGN tag.

Once you click on the SIGN tag, DocuSign will give you 3 options to select from for your signature:

a. Draw

The first option is to Draw your own signature which you can do in the space below, and then click on ADOPT AND INITIAL to proceed.
b. Selected Style

The second option is to choose from a Pre-Selected Style. To review them, please click on CHANGE STYLE.

There are many styles to choose from, once decided please click on ADOPT AND SIGN to proceed. Noting that the Pre-Selected Style provides both full signature and initial signature.
c. Upload

Third option is to upload your signature to DocuSign in case it is available as an image. If you have one, then all you need to do is to upload it and then click on ADOPT AND SIGN. If you don’t, then you may choose to draw one using tools like Paint and then you may upload it.

Once you complete the signing using any of the 3 options, the selected signature will then be adopted automatically as shown below.
Once the signature is adopted, please click **NEXT** and it will take you to the second tag requiring your action.

**STEP 5 – COMPLETE THE PROCESS**

When you finish clicking all signature tags in the document, confirm signing by clicking **FINISH**.
STEP 6 – EMAIL RECEIVED WITH ATTACHMENTS

Once you complete the signing process, you will receive the e-signed documents as PDF attachments on your email along with a Summary Certificate.
FURTHER INFORMATION

- Contact your appointed Business Setup Executive
- Send email to setup@dmcc.ae
- Contact us at 600 54 DMCC (600 54 3622) or +971 4 4249600.