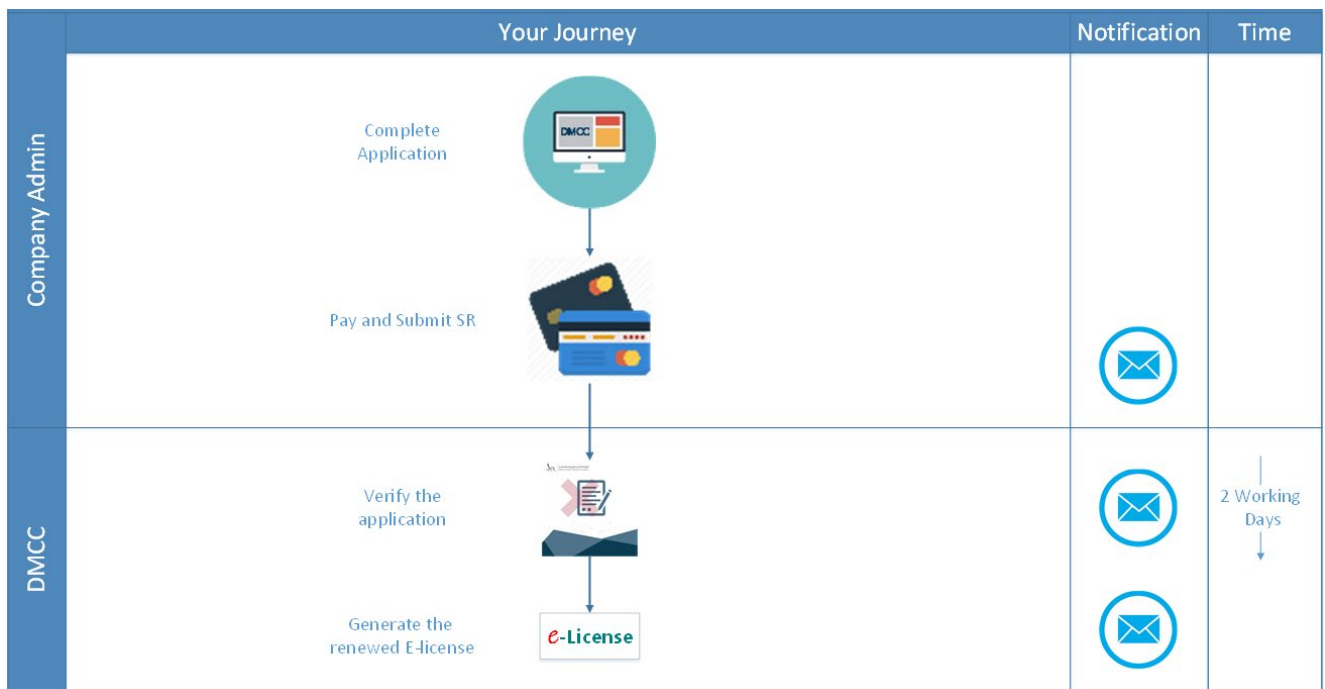


APPLICATION GUIDELINE
REQUEST FOR LICENCE RENEWAL

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Process map for Licence Renewal Application



Introduction

This form is intended to clarify the 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 must renew its licence annually (unless it is renewed for 2, 3, or 5 years) in order to continue operating.

To further support our member companies, we have developed a range of renewal packages that offer reductions on cost and a range of additional benefits for business.

- [Flexi Boost](#) – 1, 2 or even 3 years licence renewal
- [Prime Business](#) – priority service and exclusive networking events

Service to Select on Portal

Company Services – Licensing Services- License Renewal

Important Notes

For the standard requirements that are required for licence renewal, the below will apply:

- **For the insurance policies**, the Member Company will need to tick the insurance declaration statement that applies to their company when applying for licence renewal. However, the physical insurance policies must always be readily and available by the company, as DMCC has the right to request for casual sightings at any point of time.
- **For companies with regulated activities**, they are required to apply separately for a third-party No Objection Certificate (NOC) renewal service request (SR), the SR will remain open until the company uploads a valid third-party NOC on the same SR. Please refer to the [Third Party No Objection Certificate \(NOC\) guidelines](#).
- For member companies on **physical space** that require Annual Operation Fitness Certificate (AOFC) or companies with **Retail or Industrial activities**, must **apply separately for the Annual Operation Fitness Certificate (AOFC) renewal** through the service request titled (Annual Operation Fitness Certification Process) before applying for the licence renewal. Please refer to the [Operation Fitness Certificate guidelines](#).
- **For subsidiaries, joint ventures and branches**, Certificate of Good Standing must be submitted separately through SR (198-Certificate of Good Standing) noting that this SR is free of charge. A current dated notarized Certificate of Good Standing is required or any relevant documents of Certificate of Good Standing, which can be accepted by DMCC. Please refer to the [Certificate of Good Standing guidelines](#).
- The following requirements (if applicable), should be **valid for at least 1 month** at the time of applying for licence renewal.
 - Annual Operational Fitness Certificates “AOFC/IAOFC/RAOFC”
 - Certificate of Good Standing for parent companies
 - Office Sharing permits
 - Dual licence permits
 - Company lease

- At the time of applying for licence renewal, the **No Objection Certificates from Third Party Authorities** (if applicable), should be **valid for at least 3 months** post current licence expiry date.
- **Ejari Certificate number is required to be entered** when applying for licence renewal except for Flexi Desks, DMCC Business Centres, DMCC Crypto Centre, Non-DMCC Business Centres, Common Areas, Plots, Shared Units, and Tea Trading Centre, where **lease** documents will be uploaded.
 - **You can also add multiple Ejari numbers**, if you have multiple units and each one of them requires Ejari Certificate.
- **For companies having (AOFC)**, the process will be **handled by Concordia** and for **companies having (RAOFC/IAOFC)** the process will be **handled by Socotec**.
- The company must ensure that there are **no sanctions on the account to be able to submit the licence renewal** service request such as the sanction related to the non-submission of the audited financial statements.
- A company can subscribe for only one licence renewal package regardless the number of licences.
- Licence renewal packages are only applicable for licences valid for less than 90 days.
- Licence renewal packages have the option to avail the package and pay the package amount in installments. This is applicable for companies selecting 2 or 3 years tenure.
- Companies subscribed to licence renewal packages having regulated or retail activity, will get their licence renewed annually with no additional fees.
- All offered services in the licence renewal packages can be availed against other licences under the same company, except business licence renewal and waiving late licence renewal penalties.

*Note: Companies with Retail, Industrial, and regulated activities cannot apply for 2, or 3 years licence renewal. However, member companies holding Security Industry Regulatory Agency (SIRA) activities can apply for multiple years renewal irrespective the office type.

Illustrative Matrix

To summarize the abovementioned Important Notes, please see the following illustrative matrix which shows what will be required from you based on your scenario to proceed with your company's licence renewal:

Scenarios / Document Requirement	Lease Valid for a minimum of 1 month	Ejari Valid for a minimum of 1 month	NOC Valid for a minimum of 3 months post current licence expiry	AOFC Valid for a minimum of 1 month	CoGS Valid for a minimum of 1 month

			date		
Individual company without a regulated activity and occupying one of following: - flexi desk - DMCC Business Centres - Non-DMCC Business Centres - Common Areas - Plots - Shared Units - Tea Trading Centre - DMCC Crypto Centre	√	x	x	x	x
Individual company with a regulated activity and occupying one of following: - flexi desk - DMCC Business Centres - Non-DMCC Business Centres - Common Areas - Plots - Shared Units - Tea Trading Centre - DMCC Crypto Centre	√	x	√	x	x
Subsidiary / Branch / Joint Venture without a regulated activity and occupying one of following: - flexi desk - DMCC Business Centres - Non-DMCC Business Centres - Common Areas - Plots - Shared Units - Tea Trading Centre - DMCC Crypto Centre	√	x	x	x	√
Subsidiary / Branch / Joint Venture with a regulated activity and occupying one of	√	x	√	x	√

following: <ul style="list-style-type: none"> - flexi desk - DMCC Business Centres - Non-DMCC Business Centres - Common Areas - Plots - Shared Units - Tea Trading Centre - DMCC Crypto Centre 					
Individual company without a regulated activity and occupying one of following physical properties: <ul style="list-style-type: none"> - Office - Retail - Workshop 	x	√	x	√	x
Individual company with a regulated activity and occupying one of following physical properties: <ul style="list-style-type: none"> - Office - Retail - Workshop 	x	√	√	√	x
Subsidiary / Branch / Joint Venture without a regulated activity and occupying one of following physical properties: <ul style="list-style-type: none"> - Office - Retail - Workshop 	x	√	x	√	√
Subsidiary / Branch / Joint Venture with a regulated activity and occupying one of following physical properties: <ul style="list-style-type: none"> - Office - Retail - Workshop 	x	√	√	√	√

NOC = No Objection Certificate from third party authority.
 AOFC = Annual Operation Fitness Certificate.
 COGS = Certificate of Good Standing.

Policy

DMCC advises members to renew their licences **three to four weeks prior to the expiry date**. In the event that all formalities for licence renewal are not completed, or licence renewal SR is not submitted and the payment is not made on or before the expiry date, subsequent actions and overdue fines will be applied.

For more information on the overdue fines, please refer to the [FZ Schedule of Charges](#).

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

Process

Below are the different scenarios for licence renewal through DMCC Member Portal:

The Renewal Process on Flexi Desk / DMCC Business Centre or DMCC Crypto Center Units:

- Choose the licence desired to renew;
- Choose the term of renewal if applicable (1, 2 or 3 years);
- Tick the insurance declaration statement that applies to your company;
- If the lease is expired or will expire in less than 90 days, you have the option to renew the lease in the same SR of the licence renewal;
- Submit the completed application and pay the required fees;
- The application will be in process with DMCC;
- You will be notified once the renewed licence is issued;
- Download the renewed licence from the same SR.

The Renewal Process for Physical Office Units:

- Choose the licence desired to renew;
- Choose the term of renewal if applicable (1, 2 or 3 years);
- Enter Ejari number (the Ejari lease needs to be valid for more than one month);
- Tick the insurance declaration statement that applies;
- Submit the completed application and pay the required fees;
- The application will be in process with DMCC;
- You will be notified once the renewed licence is issued;
- Download the renewed licence from the same SR.

The Renewal Process for Industrial Licences (not on plots) and Retail Units:

- Choose the licence desired to renew;
- Enter Ejari number (the Ejari lease needs to be valid for more than one month).
- Tick the insurance declaration statement that applies;
- Submit the completed application and pay the required fees;
- The application will be in process with DMCC;
- You will be notified once the renewed licence is issued;
- Download the renewed licence from the same SR.

The Renewal Process on Non-DMCC Business Centres, Common Areas, and Dubai Tea Trading Centre Units:

- Choose the licence desired to renew;
- Choose the term of renewal if applicable (1, 2 or 3 years);
- Tick the insurance declaration statement that applies;
- Upload 1 SR Document – the tenancy contract and title deed;
- Submit the completed application and pay the required fees;
- The application will be in process with DMCC;
- You will be notified once the renewed licence is issued;
- Download the renewed licence from the same SR.

The Renewal Process on Plots, and Shared Units:

- Choose the licence desired to renew;
- Choose the term of renewal if applicable (1, 2 or 3 years);
- Tick the insurance declaration statement that applies;
- Upload 1 SR Document – the tenancy contract and title deed **or** certificate of ownership from developer;
- Submit the completed application and pay the required fees;
- The application will be in process with DMCC;
- You will be notified once the renewed licence is issued;
- Download the renewed licence from the same SR.

Renewal Process for a company having a licence renewal packages:

- Licence renewal offer included in the package will apply only to the licence that you have selected at the time of purchasing the package, alternatively if you did not purchase the package yet, you can select the package during the licence renewal application;
- Licence renewal term to be selected as per the purchased package except for regulated or retail activity, licence will be renewed annually;
- Tick the insurance declaration statement that applies;
- Tick the Disclaimer for Terms and Conditions;
- Enter Ejari number;
- Submit the completed application;
- The application will be in process with DMCC;
- You will be notified once the renewed licence is issued;
- Download the renewed licence from the same SR.

Requirements

Upload	Documents	Remarks
<input type="checkbox"/>	Tenancy Contract and Title Deed or Certificate of Ownership	<p>This is required from Non-DMCC Business Centres, DMCC Crypto Centre, Common Areas, Plots, Shared Units, and Tea Trading Centre.</p> <p>Tenancy Contract and Title Deed or Certificate of Ownership to be uploaded under the “SR Document” field.</p>

Output

Upon completion of all requirements, DMCC shall:

- Issue the renewed licence with the selected term 1, 2 or 3 years (if applicable).

Further Information

- Please visit our website at www.dmcc.ae or our Help Centre at www.dmcc.ae/HelpCentre.