

## APPLICATION GUIDELINE 2.2.3.1

### COMPANY SERVICES - REQUEST FOR DECREASE IN SHARE CAPITAL

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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 request to decrease its share capital.

#### Policy

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Share capital must remain at minimum level as stipulated by the Rules and Regulations. Minimum share capital per shareholder is AED 10,000 and minimum share capital per company is AED 50,000, with some exceptions.

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

### SERVICE TO SELECT ON DMCC MEMBER PORTAL

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Go to Company Services - Amendment Services - Share capital - Increase or decrease shares

### REQUIREMENTS

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Fill in the application form on DMCC member portal.

Upon approval of the application in the portal, the following documents are required.

| Original | Copy | Documents   | Remarks  |
|----------|------|---|--|
| !        |      | Company owned by one or more individuals - Company Shareholders' resolution specifying the decreased amount/shares for each shareholder | To be signed by each shareholder or POA holder upon presentation of a valid attested POA in the presence of a Member Services Or Notarized and attested. |

|                                      |  |  |   |
|--------------------------------------|--|--|---|
| <p style="text-align: center;">!</p> |  | <p><u>Company owned 100% by another company - Subsidiary</u><br/>Board resolution from the parent company specifying the decreased amount/shares</p>   | <p>The board resolution will be worded in accordance with the requirements of the jurisdiction under which the parent company is incorporated. Ideally the resolution should be notarized and attested. It can be signed by all shareholders or the authorized board member in the presence of a Member Services Assistant. In this case, a recent Notarized certificate of incumbency is to be provided or a copy from the relevant registries website.</p>    |
| <p style="text-align: center;">□</p> |  | <p><u>Company owned by more than one company or company and individual - Joint Venture</u><br/>Shareholders' resolution specifying the decreased amount/shares for each shareholder and board resolution for each shareholding company specifying the decreased amount/shares.</p> | <p>The board resolution will be worded in accordance with the requirements of the jurisdiction under which the shareholding company is incorporated. Ideally the resolution should be notarized and attested. It can be signed by all shareholders or the authorized board member in the presence of a Member Services Assistant. In this case, a recent notarized certificate of incumbency to be provided or a copy from the relevant registries website.</p> |
| <p style="text-align: center;">!</p> |  | <p>Audited balance sheet</p>   | <p>from the most recent financial year</p>  |
| <p style="text-align: center;">□</p> |  | <p>letter from the Director of the DMCC Company</p>  | <p>Stating that the company is solvent</p>  |
| <p style="text-align: center;">□</p> |  | <p>Memorandum &amp; Articles of Association</p>  | <p>All originals to be returned to DMCC</p>   |

|   |  |                                |                                      |
|---|--|--------------------------------|--------------------------------------|
| ! |  | Share certificate/s            | All originals to be returned to DMCC |
| ! |  | NOC from third party authority | For regulated activities.            |

## OUTPUT

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Upon submission of all requirements:

Once Approved, DMCC shall publish the change in local newspaper for 14 working days

Upon completion of all requirements DMCC shall:

- Issue the amended Memorandum & Articles of Association
- Issue new E-share certificate(s)
- Update the company register

## FURTHER INFORMATION

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- Please visit our website at [www.dmcc.ae](http://www.dmcc.ae), or email [CustomerCare@dmcc.ae](mailto:CustomerCare@dmcc.ae)
- Contact us at 800 DMCC (3622), or +971 4 4249600