

APPLICATION GUIDELINE

COMPANY SERVICES - REQUEST FOR CHANGING OR ADDING NEW ACTIVITY

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

POLICY

- Added activities must be from the same licence type (Trading, Service, Industrial). If not from the same licence type, member company must apply for additional licence not licence amendment.
- New requested activity can be added to the licence from the same or different business category. The licence price might change based on the number of activities and activity codes.
- Some activities (Single family office, real estate, DGCX, and professional traders) are standalone activities and cannot be carried out with any other activities even if they fall under same licence category. Subject to DMCC final decision.
- For member companies holding Physical or Retail units, Annual Operation Fitness Certificate (AOFC) or Retail Annual Operation Fitness Certificate (RAOFC) must be valid in order to proceed with your application.
- If regulated activity is being added, Third Party No Objection Certificate (NOC) from the relevant activity regulating authorities will be required to upload.

To find out more about the activities that require Third Party NOCs, please see the [DMCC List of Approved Activities](#).

- Companies subscribed for one of the licence renewal packages, will be able to avail following, terms and conditions apply:

Package Name	Offer
Prime Business Package	Client will get 30% discount on 3-times licence amendment service (over 3 years) that can be availed against other licences under the same company
Flexi Boost Package (1 year tenure)	Client will get 20% discount on 1-time licence amendment service that can be availed against other licences under the same company

Flexi Boost Package (2 years tenure)	Client will get 20% discount on 2-times licence amendment service (over 2 years) that can be availed against other licences under the same company
Flexi Boost Package (3 years tenure)	Client will get 30% discount on 3-times licence amendment service (over 3 years) that can be availed against other licences under the same company

- DMCC registered companies are entitled to request for addition of activity only after the company formation is completed and the company has obtained the DMCC licence.
- Member companies with expired licences can apply for licence amendment, however, they are required to submit a justification letter, and application will be subject to DMCC approval.
- If a company subscribed for a package and later during the package period added activity that increased the licence price, the difference in licence price multiplied by the package term will be charged in the amendment SR.

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

SERVICE TO SELECT ON DMCC MEMBER PORTAL

Go to Company Services – Licensing Services – Amendments – Apply for licence amendment

STEPS

1. Go to 'Company Services', click on 'Licensing Services' menu and choose 'Amendments', then under 'Amendments' choose 'Apply for licence amendments'.
2. Choose from the drop-down list under type of change 'Change Licence Activity'.
3. Choose from the drop-down list under type of licence activity change 'Add/ Remove/ Adding & Removing Activities', click on 'save' then click on 'next'.
4. On Current licence activity you will view your existing activities. You can add or remove licence activities based on the selected options earlier.
5. Questionnaire and Undertaking will be required based on the selected activity. If applicable, you will need to answer the questionnaire on the system and sign the undertaking letter without the need to upload any document.
6. If regulated activity is being added, Third Party NOC from the relevant activity regulating authorities will be required to be uploaded before submitting the service request (SR).
7. Click on 'Finalize Licence', submit the SR and approve the payment; then, the SR will be in process with DMCC for verification.
8. DMCC will review and verify the service request.
9. DMCC will approve the service request if all requirements are fulfilled within 48 hours. Licence will be issued at this stage only if no Annual Operation Fitness Certificate (AOFC) or Retail Annual Operation Fitness Certificate (RAOFC) is required.
10. If AOFC or RAOFC are required, once their step is approved, SR will be routed back to DMCC

to issue the amended licence. In this case, the SR completion time will be dependent on client's fulfilment of AOFC requirements.

REQUIREMENTS

Fill in the application form on the DMCC memberportal.

Original	Copy	Documents	Remarks
	<input type="checkbox"/>	Justification letter	If the licence is expired to justify the reason for changing the activity before renewing the licence and why the request was not done before licence got expired.
	<input type="checkbox"/>	Third Party approval from the relevant activity regulating authorities.	To find out more about the activities that require relevant Third Party NOCs, please see the DMCC List of Approved Activities

OUTPUT

Upon completion of all requirements, DMCC shall:

- Issue the licence with the new activities.

FURTHER INFORMATION

- Please visit our DMCC Help Centre at <http://www.dmcc.ae/helpcentre>