

## **APPLICATION GUIDELINE**

### **REQUEST FOR ATTESTATION OF E-DOCUMENTS**

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## Introduction

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

A DMCC Entity may request an Attestation of E-Documents to obtain a printed and DMCC stamped copy of recently system generated documents that are required by third parties.

## Service to Select on Portal

Company Services – Official Communications – NOCs and Letters from DMCC – Attestation of E-Documents

## Important Notes

- Attestation can only be requested once the e-document is generated.
- It is mandatory to enter the service request number of the generated e-document in the Attestation of E-Document service request. This can be accessible once the e-document request is submitted via member portal and is already closed.
- A member company can attest an e-document only once. If another attestation is required, a new e-document request should be submitted and completed.
- DMCC Authority reserves the right to request additional documents at any stage of the process.

## Steps

1. Log in to the [member portal](#)
2. Go to Company Services – Official Communications – NOCs and Letters from DMCC – Attestation of E-Documents
3. Fill in the mandatory details (You will be asked to provide the service request number of the generated e-document among other details)
4. Submit the request
5. DMCC will verify the request

6. Once your request is approved, you may book an appointment to collect the document.

## **Output**

- Printed and stamped copy of the generated e-document

## **Further Information**

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