

## APPLICATION GUIDELINE 2.2.6.1

### COMPANY SERVICES - REQUEST FOR CHANGE OF COMPANY NAME

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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 change its name.

#### Policy

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

New proposed name shall be reserved by DMCC.

#### SERVICE TO SELECT ON DMCC MEMBER PORTAL

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Go to Company Services - Amendment Services - Name change - Change Company Name

#### REQUIREMENTS

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Fill in the application form on DMCC member portal.

Once name is approved, the following documents must be submitted.

Original	Copy	Documents	Remarks
!		Shareholder's resolution.	Mentioning the new approved company name. Applies to Individual companies.
!		Board Resolution from the Parent Company	To be notarized and attested or signed in the presence of DMCC related staff by authorized signatory upon presentation of a notarized Certificate of Incumbency confirming authority.
!		Justification Letter	Justification is already provided when raising the service request online.

!		Memorandum & articles of association.	All originals to be returned to DMCC
!		NOC from third party	Regulated activities.

## OUTPUT

Upon completion of all requirements:

- Once approved, DMCC shall publish in local newspaper for 14 working days

Upon completion of all requirements DMCC shall:

- Update the company register.
- Issue the amended memorandum & articles of association
- Update the company register
- Amended e-license
- Issue E-certificate of name change

## 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