

Application Guideline

Company Formation - Application for a New Company (Subsidiary)

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DMCC Process & Requirements for Subsidiary Setup

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

Policy & Important Notes

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

Failure to comply with the requirements at any stage could result in the cancellation of the application. Applications received with incomplete information / documentation will be returned or not accepted, until all requirements are fulfilled.

No refund of fees will be possible at any stage of the application.

Process & Requirements

Express your interest in company setup:

Step 1: If you have already contacted DMCC and received your reference number, please contact your assigned representative to start the process; otherwise, submit the 'Apply Online' form through our website at www.dmcc.ae > Free Zone > DMCC Free Zone > Apply Online; or send an email to setup@dmcc.ae, or Call 800 DMCC / +971 4 4249600; or alternatively, visit our New Company Setup Counter #13 located on Level 1, Almas Tower, JLT.

Step 2: The Pre-approval (initial application) is done online. Once you confirm that you wish to start, your assigned representative will create an account on DMCC's portal for you for which you will receive an email with a link. You will have a username generated and a password to be created (please ensure to note them down).

Stage 1 (Pre-Approval)

Steps

Stage 1 (Pre-Approval):

Step 1: Once you are logged on to your online pre-approval application, please complete all pages, upload the required documents followed by a payment of 1,000 and then submit the application.

Step 2: Click "Proceed with Application" to initiate and start.

Step 3: Company Details: Choose the company type, propose three company names, and choose the bank that you intend to open an account with, the financial year dates and the clients /

consultants correspondence contact details.

Step 4: License & Activity: Choose your company business activity.

Step 5: Shareholder Structure: Add all the shareholder(s) personal and passport details and choose the number of shares.

Step 6: Appointed Company Officers: you need to appoint company roles such as license manager, director, HR Signatory, secretary (optional), legal representative (optional) and their powers and E-signature subscription details.

Step 7: Value Added Services (Optional): Choose any of the add-on services for your company.

Step 8: Review & Confirm: Review your company summary details that you have entered and confirm. (Once this step is done and application is reviewed & confirmed, you will not be able to make any amendments to any previous steps).

Step 9: Upload Documents: the documents requested will depend on the information that have been fed into the application. (Certain forms are system generated)

Documents to be uploaded in the DMCC New Company Setup Account	Remarks (Only copies are required at this stage)
Know Your Client (KYC) form for each Director/ Manager/ Secretary/ Legal Representative (D/M/Sec/L)	This is a system generated form that must be filled and signed.
HR Signatory Appointment Letter	This is a system generated letter that must be filled and signed by the shareholders.
Business Plan	A system generated template will be issued depending on the selected activity. Must be signed on each page (Applicable only for certain activities).
No Objection Letter from existing sponsor for each (D/M/Sec/L)	Must be on company letterhead, stamped and signed by the authorised signatory. (Applicable only if holding a UAE residency visa from a sponsor)
Passport (and Visa page with Emirates ID if already holding a UAE residence visa) for each (D/M/Sec/L)	

Proof of residential address in country of residence for each (D/M/Sec/L)	Any of the below can be provided: <ul style="list-style-type: none"> • Valid tenancy contract • Utility bill (not older than 6 months) • Bank/Lawyer confirmation letter (not older than 6 months) • Any official document issued by any authority in the country of residence (not older than 6 months)
Parent Company Documents	<ul style="list-style-type: none"> • Certificate of Registration • Memorandum & Articles of Association (MoA) • Certificate of Incumbency • Trade License (If available) • Ultimate Beneficiary Owner Form (This is a system generated form) <p>(If documents are in any language other than English and Arabic, then, it must be legally translated into English).</p>
Activity related Undertaking Letter	This is a system generated letter to be signed by any of the authorised signatories (Applicable only for certain activities).
Consultant's Appointment Letter	This is mandatory only if a consultant is acting on behalf of the company (Optional).
Power of Attorney (POA)	An attested POA will be required if any of the (D/M/Sec/L) wishes to grant signing powers to others on their behalf. Original to be sighted by a DMCC representative or a DMCC International Service Provider. (Optional)

Step 10: Pay & Submit your Application: Top up your account with AED 1,000 (fee is non-refundable). Payment can be made by credit card or by bank transfer or at the DMCC cashier directly after obtaining an account number.

Step 11: You will get a pop-up notification that your application has successfully been submitted.

Step 12: Within 24 working hours, you will be assigned a DMCC representative (Member Services Executive) who will take your application forward until your company is licensed. Their correspondence details will be sent to you separately by email.

Step 13: In case of any missing requirements or documents, the assigned representative will contact you through the portal and email you to provide them with the necessary.

Output

Pre-approval can take anywhere from 5 to 10 working days. (This particular step could take longer in special circumstances)

Upon the completion of the Pre-approval stage, DMCC would have provided the following:

- Company name reservation
- Management & Compliance approval

The Pre-Approval is valid for 90 days from date of completion. Registration (Stage 2) documents must be submitted before the expiry date of the pre-approval.

Stage 2 (Registration)

Steps

Step 1: Once the pre-approval is successfully completed, you will receive a notification detailing the requirements for the registration stage.

Step 2: In case a third party approval is required (applicable only for certain activities), you must top up the account with AED 220 only for your DMCC representative to issue an introductory letter addressed to the regulated authority for their approval to be obtained.

Step 3: Top up your account with the remaining amount. The payment will be calculated on the DMCC portal account based on your selections (fees are non-refundable).

Step 4: Prepare the required documents as per the requirements mentioned in the notification email and arrange for a meeting with your DMCC representative or the International Service Provider* for the documents submission.

*International Service Provider: is a company (either a consultancy, audit or legal firm) empowered by DMCC to provide assistance in company formation and to witness client's signatures on relevant documents as well as to sight original documents on behalf of the DMCC Free Zone.

Documents to be submitted to your DMCC Representative	Remarks (Originals are required at this stage)
Specimen signature form for each (D/M/Sec/L)	Signed in the presence of a DMCC representative or an International Service Provider or notarised.
Passport for each (D/M/Sec/L) and (Visa if holding a UAE residence visa)	Original to be sighted by the DMCC representative or an International Service Provider or notarised.

<p>Board Resolution</p>	<p>This is a system generated template to be signed in the presence of a DMCC representative or notarised and attested by the UAE Embassy or a Consulate in the country of origin or by any Arab Embassy if a UAE Embassy or Consulate is not available.</p> <p>Note: You may use your own template but must add /cover all points of the DMCC Template.</p>
<p>Memorandum & Articles of Association (MOA)</p>	<p>This is a system generated document to be signed on each page in the presence of a DMCC representative or an International Service Provider or notarised.</p>
<p>Certificate of Registration of the parent company or Extract from Chamber of Commerce</p>	<p>Notarised in home country.</p> <p>Note: DMCC companies setting up a DMCC Subsidiary/Joint Venture are required to provide copies of the document.</p>
<p>Certificate of Incumbency issued by the Company Registrar (or a similar document showing the company's authorised signatories)</p>	<p>Notarised in Home Country. (At least 1 parent company document to be attested by the UAE Embassy or a Consulate in the country of origin or by any Arab Embassy if a UAE Embassy or Consulate is not available. preferably the Certificate of Incumbency.)</p> <p>Note: DMCC companies setting up a DMCC Subsidiary/Joint Venture are required to provide copies of the document.</p>
<p>Memorandum & Articles of Association of the parent company (MOA)</p>	<p>Notarised in Home Country.</p> <p>Note: DMCC companies setting up a DMCC Subsidiary/Joint Venture are required to provide copies of the document.</p>
<p>Standard Undertaking Letter to comply with DMCC's requirements</p>	<p>This is a system generated letter to be signed by any of the authorised signatories.</p>

Output

Registration can take anywhere from 3 to 5 working days. Upon the completion of the Registration stage, DMCC shall issue the following:

- Provisional Approval Letter (The provisional approval letter is a requirement to sign a lease agreement).
- Bank Letter (Both Provisional Approval and Bank letter are valid for 90 days from date of issuance).

Stage 3 (Licensing)

Step 1: Choose the suitable office solution for your company and subsequently schedule a meeting with your DMCC representative or an International Service Provider to submit the licensing requirements.

Documents to be submitted to your DMCC Representative	Remarks (Originals are required at this stage)
<p>A. <u>Leased Property</u></p> <p>1. A valid property lease agreement covering the license validity period (original to be sighted)</p> <p>Evidence of Property Ownership:</p> <p>2. Title Deed (original to be sighted)</p> <p>3. Current dated Certificate of Ownership from the Tower Developer or Building Management Company</p> <p>OR</p> <p>DMCC Flexi Desk/ Serviced Office Contract (subject to approval)</p> <p>OR</p> <p>Non DMCC Serviced Office Contract</p>	<p>Lease agreement (tenancy contract) must:</p> <ul style="list-style-type: none"> • State the exact company name as reserved by DMCC • Be valid for at least one year from the date of submission • Mention the full unit details (unit number, tower name & area size) and lease details (start date, expiry date & rent amount) <p>• If the property is a joint purchase; all landlords' names & signatures are required on the lease agreement</p> <p>Signed lease agreement required</p> <p>Original signed lease agreement to be sighted along with a copy of covering letter, annual operation fitness certificate, third party liability insurance and layout plan which will be provided by the business centre.</p>

<p>B. Owned Property Under the Same DMCC Company Name</p> <p>Evidence of Property Ownership:</p> <ol style="list-style-type: none"> 1. Title Deed (original to be sighted) 2. Current dated Certificate of Ownership 	
<p>Certificate of Conformity (COC) issued by Concordia (Fit-out Approval Company): Contact details: www.concordiadubai.com; +971 4 4405067</p>	<p>A copy is required (Applicable for Industrial and Retail Activities and DMCC owned Towers (Almas, Silver & Gold Towers in JLT).</p>
<p>Bank Share Capital Deposit Letter or Bank Statement reflecting the deposited amount (stamped)</p>	<p>If the share capital is AED 500,000 and above. Original is required.</p>

Output

Licensing can take anywhere from 3 to 5 working days. Upon the completion of the Licensing stage, DMCC shall issue the following system generated documents:

- Company License
- Attested DMCC Memorandum & Articles of Association (MOA)
- Share Certificate(s)
- Certificate of Registration
- Personnel Secondment Agreement

Companies at this point, may proceed to apply for the employment visa online, if:

- The property leased is a flexi desk or serviced office.
- The Certificate of Conformity (COC) or Annual Operational Fitness Certificate (AOFC) has been submitted to DMCC representative.

After Receiving the License

Steps

Step 1: Within 1 month from the license issuance date, the below must be provided in originals to your DMCC representative:

Documents to be submitted to your DMCC Representative	Remarks
Certificate of Conformity (COC)	If not submitted for leased physical office. A copy is required. (Not applicable for Flexi Desk or Serviced Office).
Bank Share Capital Deposit Letter or Bank Statement reflecting the deposited amount (stamped)	If the share capital is below AED 500,000. Original is required.
Sample Company Letterhead with stamp	Original company's Specimen Letterhead with the company's stamp on it.
Share Certificate/s	Original stamped is required.
Letter appointing External Auditor	On auditor company letterhead, signed and stamped. Original is required
Personnel Secondment Agreement (2 copies)	To be initialed on each page, signed and returned to DMCC representative who will stamp and return one set.

Further Information

- Visit our website at www.dmcc.ae or email CustomerCare@dmcc.ae
- Contact us at 800 DMCC (3622) or +971 4 4249600.