

GUIDANCE NOTE

REGISTRATION AMENDMENT– CHANGE OF NAME AND OPERATING NAME OF A DMCC ENTITY (DMCC COMPANY OR BRANCH OF A NON-DMCC ENTITY)

In this Guidance Note, unless the context otherwise requires, words or expressions not defined have the same meaning and interpretation as in the Company Regulations 2020 of the Dubai Multi Commodities Centre Authority (“CR 2020”).

I. GENERAL

A. Concept

- A DMCC Company may apply to change its name, provided the new name is acceptable to the Registrar.
- If the name of a Branch Parent has changed, the Branch must notify the Registrar of the resultant change in its name for the new name to be reflected in the Branch established in DMCC.
- A DMCC Entity may apply to change its Operating Name.

B. Amendments Covered by this Guidance Note

- Change of Company Name of a DMCC Company.
- Change of Name of a Branch of a Non-DMCC Entity established in DMCC.
- Change of Operating Name of a DMCC Entity.

C. Applicable Business Rules

- This process applies to Companies and Branches.
- The Branch and Company’s Licence must be valid at the time of submission of the application and until the process is completed. The application will be put on hold if the Licence expires during the process. The only exception to this Rule is when the change of name is required to be completed first before the Licence can be renewed. This exception is subject to the approval of the Registrar.
- Application is subject to the DMCC Company Name Reservation Rules and Guidelines.
- There should not be any account sanction.
- A No Objection Certificate from a Regulatory Authority is required in case the DMCC Entity has Licence with a regulated activity.
- Cancellation of the application shall be subject to the existing cancellation policy and fees.
- The company needs to make sure they have:
 - a. [Adopted the Articles of Association](#) as per DMCC rules & regulations of 2020 (only applicable if companies hold old MOA).
 - b. [Subscribed and activated the e-signature](#) of all authorized signatories.

II. CHANGE OF NAME OF A DMCC ENTITY (DMCC COMPANY OR BRANCH OF A NON-DMCC ENTITY)

A. PROCESS FLOW

To apply for this amendment, a corresponding service request (SR 105 – Change of Company Name) will have to be raised by the DMCC Entity through its portal account.

Process Owner	Action	Comments
Company	<p>Company to do the following in the online portal:</p> <ul style="list-style-type: none"> • System to identify if it is Company or Branch. • Provide the required information in the SR. • Supply the details change. • Provide three proposed names. Please note that the proposed names are in order of preference. • In case any of the shareholders will be represented by the POA holder, POA is to be selected • Confirm payment. • Submit the SR. 	<ul style="list-style-type: none"> • A submission notification will be received by the client.
DMCC	<p>Relevant DMCC Officers will verify the application by doing the following:</p> <ul style="list-style-type: none"> • Check information provided by the client and verify all the uploaded documents. • Approves or Declines the application. • Reserves the new name. 	<ul style="list-style-type: none"> • SR may be returned to the client to submit additional information or re-upload a document. In such cases, the client has to comply with the requirements to continue with the process. • SR may be returned if E-sign is not activated for all shareholders / POA holders (if POA selected) <p>When additional requirements or information is provided, the client has to update the step in the SR.</p>

Process Owner	Action	Comments
		<p>If Approved</p> <ul style="list-style-type: none"> Client will receive pre-approval notification and shall continue as per the instruction in the notification.
Company	<p>Company to do the following in the online portal:</p> <ul style="list-style-type: none"> Upload the required Resolution. Upload NOC from Regulatory Authority (if applicable). Upload Power of attorney documents (if POA selected) 	<p>If Yes</p> <ul style="list-style-type: none"> DMCC step to be generated by the system.
DMCC	<p>Relevant DMCC Officers will verify the application by doing the following:</p> <ul style="list-style-type: none"> Check information provided by the client and verify all the uploaded documents. Approves or Declines the application. 	<ul style="list-style-type: none"> SR may be returned to the client to submit additional information or re-upload a document. In such cases, the client has to comply with the requirements to continue with the process. SR may be returned if E-sign is not activated for all shareholders / POA holders (if POA selected) <p>When additional requirements or information is provided, the client has to update the step in the SR.</p> <p>If Approved</p> <ul style="list-style-type: none"> Client will receive pre-approval notification and documents that require electronic signing will be sent to the authorized signatories. Once e-signing is completed, the client to continue as per the instruction in the email notification.
Process Owner	Action	Comments

Company	<ol style="list-style-type: none"> 1. All authorized signatories E-Sign the document(s) 2. Book an appointment through the DMCC Member Portal for submitting original sets of documents 	<ul style="list-style-type: none"> • If requirements are satisfied: <ul style="list-style-type: none"> - Original documents will be accepted. - Publication step will be triggered
DMCC	<ol style="list-style-type: none"> 1. Verify e-signatures and original documents 2. Update the Company account. 	
Publication	To continue for fourteen (14) calendar days on the DMCC Website.	
DMCC	After the period of publication is completed, update the company account	<ul style="list-style-type: none"> • Applied amendment is registered. • Notification of SR closure will be sent to the client. • Generated E-documents will be available on the member portal
Company	Download the electronic documents	

B. REQUIREMENTS

Documents	Remarks
Board Resolution of Corporate Shareholder.	<ul style="list-style-type: none"> • Only applicable for Companies with Corporate Shareholder(s). <i>Please disregard this requirement if this is not the case.</i> • To be electronically signed by an authorized signatory of the parent company after the application is approved by DMCCA. The resolution date is the date on which the decision to make the amendment was taken.

<p>Board Resolution issued by the Board of the Parent Company.</p>	<ul style="list-style-type: none"> • Only applicable for Branches. <i>Please disregard this requirement if this is not the case.</i> • To be electronically signed by an authorized signatory of the parent company after the application is approved by DMCCA. The resolution date is the date on which the decision to make the amendment was taken.
<p>Certificate of Incumbency (of Corporate Shareholder and Parent Company)</p>	<ul style="list-style-type: none"> • Only applicable for Companies with Corporate Shareholder or Branches. <i>Please disregard this requirement if this is not the case.</i> <ul style="list-style-type: none"> • Certificate of Incumbency must be recently issued (not more than 1 year). Certificate of Incumbency must be notarized and legalized by the UAE Embassy of the place of issue. • Note: If publicly available the Certificate of Incumbency can be verified through an online registry from the respective Issuing Authority's official website. In such cases, please provide the link for verification. (When the online verification is approved the notarization would not be required).
<p>Certificate of Name Change of Parent Company</p>	<ul style="list-style-type: none"> • Only applicable for Branches. <i>Please disregard this requirement if this is not the case.</i> • Certificate of the Name change of the Parent Company must be notarized and legalized by the UAE Embassy of the place of issue.
<p>Shareholder's Resolution</p>	<ul style="list-style-type: none"> • Only applicable for Companies with individual Shareholders. <i>Please disregard this requirement if this is not the case.</i> • To be electronically signed by all shareholders or authorized representatives after the application is approved. The resolution date is the date on which the decision to make the amendment was taken.
<p>Joint Shareholder's Resolution</p>	<ul style="list-style-type: none"> • Only applicable for Joint Venture Companies. • Printed on the DMCC Company Letterhead and stamped. To be electronically signed by all Shareholders or their authorized representatives. To be electronically signed along with other required Resolution from each of the Corporate Shareholder.

Power of Attorney	<ul style="list-style-type: none"> • If applicable. Please disregard this requirement if there is no POA issued. • If issued in UAE, validity is to be checked in the Dubai Court portal. • Notarized and legalized by the UAE Embassy of the place of issue (if issued outside of UAE). • If POA is issued outside UAE original POA is required to be presented for verification. • To specifically provide authority to change the name of the DMCC Entity.
	<ul style="list-style-type: none"> • Original passport required to be presented.
Original Memorandum and Articles of Association (for Companies registered before 2 nd Jan 2020) Original Articles of Association (for Companies registered after 2 nd Jan 2020)	<ul style="list-style-type: none"> • Only in case of a Change of name of a DMCC Company. • Not applicable for branch companies
NOC from Regulatory Authority	<ul style="list-style-type: none"> • Only in case the DMCC Entity carries a Licence with regulated activity.

C. OUTPUT

The **following documents** will be generated by the system when the process is completed

For DMCC Company:

- Company Licence
- E- Articles of Association (AOA) with QR code as per the latest amendment) ➤
Certificate of Name Change

For DMCC Branch:

- Branch Licence
- Certificate of Name Change

III. CHANGE OF OPERATING NAME OF A DMCC ENTITY (DMCC COMPANY OR BRANCH OF A NON-DMCC ENTITY)

A. PROCESS FLOW

To apply for this amendment, the corresponding service request (SR 106 – Change of Operating name) will have to be raised by the DMCC Entity through its portal account.

Process Owner	Action	Comments
Company	Company to do the following in the online portal: <ul style="list-style-type: none"> • System to identify if it is Company or Branch. • Provide the required information in the SR. • Supply the details change. • Provide three proposed Operating Names. Please note that the proposed Operating Names are in order of preference. • Confirm payment. • Submit the SR. 	<ul style="list-style-type: none"> • A submission notification will be received by the client.
DMCC	Relevant DMCC Officers will verify the application by doing the following: <ul style="list-style-type: none"> • Check information provided by the client and verify all the uploaded documents. • Approves or Declines the application. • Reserves the new Operating Name. 	<ul style="list-style-type: none"> • SR may be returned to the client to submit additional information or re-upload a document. In such cases, the client has to comply with the requirements to continue with the process. <p>When additional requirements or information is provided, the client has to update the step in the SR.</p> <p>If Approved</p> <ul style="list-style-type: none"> • Client will receive pre-approval notification and shall continue as per the instruction in the notification.

Company	<p>Company to do the following in the online portal:</p> <ul style="list-style-type: none"> • Upload the required Resolution. • NOC from Regulatory Authority (if applicable), should also be uploaded. 	<p>If Yes</p> <ul style="list-style-type: none"> • DMCC step to be generated by the system.
Process Owner	Action	Comments
DMCC	<p>Relevant DMCC Officers will verify the application by doing the following:</p> <ul style="list-style-type: none"> • Check information provided by the client and verify all the uploaded documents. • Approves or Declines the application. 	<ul style="list-style-type: none"> • SR may be returned to the client to submit additional information or re-upload a document. In such cases, the client has to comply with the requirements to continue with the process. <p>When additional requirements or information is provided, the client has to update the step in the SR.</p> <p>If Approved</p> <ul style="list-style-type: none"> • Client will receive pre-approval notification and shall continue as per the instruction in the notification.
Company	To submit the required original documents at the DMCC Client Service Center	<ul style="list-style-type: none"> • If requirements are satisfied: <ul style="list-style-type: none"> - Original documents will be accepted. - Relevant parties will be allowed to sign the Resolutions (if the client intends to have the Resolution signed in DMCC)
DMCC	<ol style="list-style-type: none"> 1. Verify e-signatures and original documents 2. Update the Company account. 	
DMCC	After the period of publication is completed, update the account of the Company.	<ul style="list-style-type: none"> • Applied amendment is registered. • Notification of SR closure will be sent to the client. • Issue the amended documents.

B. REQUIREMENTS

Documents	Remarks
<p>Board Resolution of Corporate Shareholder.</p>	<ul style="list-style-type: none"> • Only applicable for Companies with Corporate Shareholder. Please disregard this requirement if this is not the case. <p>To be electronically signed by the authorized signatories of the parent company or notarized and legalized by the UAE Embassy of the place of execution of the document, or signed in DMCC's presence by an authorized signatory of the parent company.</p>
<p>Board Resolution issued by the Board of the Parent Company.</p>	<ul style="list-style-type: none"> • Only applicable for Branches. Please disregard this requirement if this is not the case. <p>To be electronically signed by the authorized signatories of the parent company or notarized and legalized by the UAE Embassy of the place of execution of the document, or signed in DMCC's presence by an authorized signatory of the parent company.</p>
<p>Certificate of Incumbency (of Corporate Shareholder and Parent Company)</p>	<ul style="list-style-type: none"> • Only applicable for Companies with Corporate Shareholder or Branches. Please disregard this requirement if this is not the case. • Certificate of Incumbency must be recently issued (not more than 1 year). Certificate of Incumbency must be notarized and legalized by the UAE Embassy of the place of issue. <p>Note: If publicly available the Certificate of Incumbency can be verified through an online registry from the respective Issuing Authority's official website. In such cases, please provide the link for verification. (When the online verification is approved the notarization would not be required).</p>
<p>Shareholder's Resolution</p>	<ul style="list-style-type: none"> • Only applicable for Companies with individual Shareholders. Please disregard this requirement if this is not the case. • Printed on DMCC Company letterhead and stamped. • To be electronically signed by authorized signatories • Need not be signed in DMCC nor notarized and attested if the original signed document can be submitted. •

Joint Shareholder's Resolution	<ul style="list-style-type: none"> • Only applicable for Joint Venture Companies. • Printed on the DMCC Company Letterhead and stamped. • To be electronically signed by authorized signatories or to be signed in DMCC by all Shareholders or their authorized representatives or notarized and legalized by the UAE Embassy/Consulate of the place of execution of the document. • To be submitted along with other required Resolution from each of the Corporate Shareholder.
Power of Attorney	<ul style="list-style-type: none"> • If applicable. <i>Please disregard this requirement if there is no POA issued.</i> • If issued in UAE, validity is to be checked in the Dubai Court portal. • Notarized and legalized by the UAE Embassy of the place of issue (if issued outside of UAE). • Original POA required to be presented for verification. • To specifically provide authority to change the name of the DMCC Entity. • Original passport required to be presented.
NOC from Regulatory Authority	<ul style="list-style-type: none"> • Only in case the DMCC Entity carries a Licence with regulated activity.

D. OUTPUT

The following documents will be issued when the process is completed:

- Company Licence
- Branch Licence

IV. APPLICABLE FEES

Please see the Schedule of Charges by clicking [here](#).

V. CANCELLATION OF AN APPLICATION

Cancellation of an application will be subject to the existing policy and procedure of SR cancellation.