

DMCC FREE ZONE SERVICES SCHEDULE OF CHARGES 2020

Services	Applicability	Fees	Business Rules
New Registration			
Application Fee	One time	1,015.00	All applications. Charges are non-refundable.
New Company Registration (Standard Activities)	One time	9,000.00	All registration applications, except General Trading, Business Centre, Hotel Licenses.
New Company Registration (Transferred Companies)	One time	5,000.00	
Preparation of Standard Articles	One time	2,000.00	Applies to new companies, subsidiaries and joint ventures. Does not apply to branches.
Submission of Non-Standard Articles	One time	3,000.00	Applies to new companies, subsidiaries and joint ventures. Does not apply to branches.
Branch Company Registration (Standard Activities)	One time	9,000.00	All branch registration applications, except General Trading, Business Centre, Hotel Licenses.
New Company Registration (General Trading, Business Centre, Hotel licenses)	One time	29,000.00	Applies to companies that select General Trading, Hotel, Business Centre licenses.
Licenses			
Trading & Service License	Per annum	20,265.00	All applications. One license allows up to 6 activities from the same group activity (i.e. 74xx-xx). Any activity in a different license type requires an extra license. This pricing does not apply to Business Centre, General Trading, Industrial, Refineries and Hotels.
General Trading License	Per annum	50,265.00	Company may select General Trading to access all activities except oil and gas activities and regulated activities that require third party approvals.
Business Centre/Service Office License	Per annum	50,265.00	For companies approved to perform the activity 7010-17 Business Centre.
Licenses - Manufacturing Complex & Plots			
Industrial or Manufacturing License from 50 up to 100 square metres (1-2 Units)	Per annum	8,265	Applicable only to activity group (3691-xx).
Industrial or Manufacturing License from 101 up to 500 square metres (3-10 Units)	Per annum	15,265.00	Applicable only to activity group (3691-xx).
Industrial or Manufacturing License from 501 up to 1,000 square metres (11-20 Units)	Per annum	20,265.00	Applicable only to activity group (3691-xx).
Industrial or Manufacturing License from 1,001 up to 1,500 square metres (21-30 Units)	Per annum	25,265.00	Applicable only to activity group (3691-xx).
Refineries (Industrial or Manufacturing License) All Units / Sizes	Per annum	25,265.00	Applicable only to activity group (2732-xx).
Licenses Renewal			
1 year License Renewal		20,265.00	Standard (trading and service) license fee (May vary if additional activities are chosen).
2 years License Renewal		40,530.00	Standard (trading and service) license fee (May vary if additional activities are chosen).
3 years License Renewal		60,795.00	Standard (trading and service) license fee (May vary if additional activities are chosen).
Late Fees for License renewal (0 - 30 days)		0.00	

DMCC FREE ZONE SERVICES SCHEDULE OF CHARGES 2020

Late Fees for License renewal (31 - 60 days)		2,500.00	
Late Fees for License renewal (61 - 90 days)		5,000.00	
Commercial Permit			
Commercial Counter (for 1 month or less)	Per request	500.00	A dedicated counter to offer a service (Area size is less than 2x2 meters).
Commercial Counter (for 2 months or less)	Per request	1,000.00	A dedicated counter to offer a service (Area size is less than 2x2 meters).
Commercial Counter (for 3 months or less)	Per request	1,500.00	A dedicated counter to offer a service (Area size is less than 2x2 meters).
Commercial Kiosk (for 1 month or less)	Per request	2,000.00	A dedicated kiosk to display and sell products or offer services (Area size is greater than 2x2 meters).
Commercial Kiosk (for 2 months or less)	Per request	4,000.00	A dedicated kiosk to display and sell products or offer services (Area size is greater than 2x2 meters).
Commercial Kiosk (for 3 months or less)	Per request	6,000.00	A dedicated kiosk to display and sell products or offer services (Area size is greater than 2x2 meters).
Self-Service Device (ATM Machines & Other type of machines)	Per annum	1,500.00	Machines that provide Self-services for public: ATM Machine, Machines for paying utility bills, Photo copiers Machines and any type of machines that provide services.
Self-Service Device (Vending Machines)	Per annum	500.00	Machines that dispense products for sale for public use.
Annual Operational Fitness Certificate			
Annual Operational Fitness Certificate - Commercial Unit	Per annum	450.00	Applicable at license renewal and payable directly to Concordia.
Annual Operational Fitness Certificate - Retail Unit	Per annum	1,000.00	Applicable at license renewal and payable directly to Concordia.
Annual Operational Fitness Certificate – Industrial (Jewellery & Gemplex)	Per inspection	3,000.00	Applicable for new license, license renewal and address change. It is included in the new license, license renewal and address change service request fees.
Annual Operational Fitness Certificate – Industrial (Enterprise Zone)	Per inspection	6,000.00	Applicable for new license, license renewal and address change. It is included in the new license, license renewal and address change service request fees.
Registration Services Attestation			
Attestation of Resolution	Per request	215.00	Applicable only for licensed companies.
True Copy (License, MOA, Share Certificate, Certificate of Registration, Certificate of Name Change, Resolution -Original with DMCC-)	Per request	215.00	Applicable only for licensed companies.
Registration Arabic Letters (Arabic Letters to 3rd Parties)			
Arabic Letters (New)	Per request	215.00	Applicable only for registered companies that are not yet licensed.
Arabic Letters (Renewal)	Per request	215.00	Applicable only for licensed companies.
Arabic Letters (Additional Activity)	Per request	215.00	Applicable only for licensed companies.

DMCC FREE ZONE SERVICES SCHEDULE OF CHARGES 2020

Arabic Letters (Additional License)	Per request	215.00	Applicable only for licensed companies.
Arabic Letters (Change of Address)	Per request	215.00	Applicable only for licensed companies.
Registration Certificates			
Certificate of Good Standing	Per request	3,015.00	Applicable only for licensed companies.
Registration No Objection Certificates (NOCs)			
NOC to Open Bank Account	Per request	265.00	Applicable only for licensed companies.
NOC to Open Branch	Per request	265.00	Applicable only for licensed companies.
NOC to Open LLC (Subsidiary or become partner)	Per request	265.00	Applicable only for licensed companies.
NOC to Emirates Post	Per request	265.00	Applicable only for licensed companies.
NOC to Land Department (Licensed Company)	Per request	265.00	Applicable only for licensed companies.
NOC to Land Department (De-registration & Termination)	Per request	265.00	Applicable only for licensed companies.
NOC to DEWA	Per request	265.00	Applicable only for licensed companies.
NOC to DEWA (Registered Companies)	Per request	265.00	Applicable only for registered companies that are not yet licensed.
NOC to DU	Per request	265.00	Applicable only for licensed companies.
NOC to DU (Registered Companies)	Per request	265.00	Applicable only for registered companies that are not yet licensed.
NOC to Etisalat - Provisionally Registered Companies	Per request	265.00	
NOC to Etisalat - Licensed Companies	Per request	265.00	
NOC for Unit Owners' Fit-Out (Concordia)	Per request	265.00	
NOC to Concordia (Add License, Change of Address, Add Activity, Fit-Out)	Per request	265.00	Applicable only for licensed companies.
NOC (General) Arabic/English	Per request	265.00	
Apply for NOC to operate onshore		265.00	
Lost Documents			
Lost Certificate of Registration	Per request	2,815.00	Applicable only for licensed companies. Applicable to non-E Certificate of Registration

DMCC FREE ZONE SERVICES SCHEDULE OF CHARGES 2020

Lost Shares Certificate	Per Copy	2,815.00	Applicable only for licensed companies. Applicable to non-E Share Certificate
Lost Memorandum and Articles of Association	Per Copy	2,815.00	Applicable only for licensed companies.
Extracts			
Registry Extract	Per request	515.00	
Extract of (Shareholders, Directors, Manager, Secretary, Legal Representatives, Authorised Signatory)	Per request (per list)	215.00	
Permits			
Shisha Permit (Indoor Only)	Per request	20,015.00	
Shisha Permit (Indoor & Outdoor)	Per request	40,015.00	
24 Hours Operations Permit	Per request	1,515.00	
Ramadan Permit	Per request	1,515.00	
Full Time Dedicated Workstation Permit	Per unit per year	3,000.00	Full Time Dedicated Workstation Permit available to DMCC licensed Business Center Operators only. If Permit is 'Amended', only while increasing units, pro rata charge of AED 3,000 per unit will be applicable.
Dedicated Workstation Permit Application fee	Once	1,500.00	
Office Sharing Permit application fee	Per annum	500	Non-refundable
Office Sharing Permit fee	Per annum	2,000	Refundable only if application is rejected by DMCC or cancelled upon client's request during the process
New Dual Licence Office Permit		5,000.00	The fee includes application fee of AED 500 (non-refundable) and service fee of AED 4,500.
Renew Dual Licence Office Permit	Per annum	5,000.00	The fee includes application fee of AED 500 (non-refundable) and service fee of AED 4,500.
Terminate Dual Licence Office Permit		Free	
Other Letters			
Suffix Change Letter	Per request	Free	Applicable for JLT companies that changed to DMCC by Authority.
New Bank Letter (90 days)	Per request	215.00	Applicable only for registered companies not yet licensed.
Extension of Provisional Approval (90 days)	Per request	215.00	Applicable only for registered companies not yet licensed.
Lost Establishment Card Letter	Per request	165.00	
Registration Amendments			
Company Name Change	Per request	4,515.00	

DMCC FREE ZONE SERVICES SCHEDULE OF CHARGES 2020

Status Conversion from Branch to Subsidiary	Per request	4,515.00	
Change of Director/Secretary/Legal Representative (Change of Officer - Director, Secretary and Legal Representative)	Per request	1,515.00	
Change of Manager (Change of Officer - Manager)	Per request	1,515.00	
Amendment to Memorandum and Articles of Association	Per request	2,015.00	
Amendment Cancellation - Management Change	Per request	515.00	Applicable only if the application is not yet approved by Legal Registrar.
Amendment Cancellation - Structure Change	Per request	515.00	Applicable only if the application is not yet approved by Legal Registrar.
Share Capital - Increase / Decrease	Per request	4,515.00	
Increase of Share Capital with New Shareholder	Per request	7,224.00	
Share Pledge Registration	Per request	4,515.00	
Share Transfer	Per request	4,515.00	
Change in Financial Year	Per request	2,015.00	
Change of Domicile and Name of the Parent Company	Per request	2,015.00	Applicable for Branch companies only whose parent company had changed its name. For non-branch, please see Change of Details of Shareholders.
Company De-registration	One time	2,015.00	Applicable for a company that was only registered and never issued a license.
Company Termination	Per request	4,015.00	Liquidation of a company. Company De-registration and License Termination process.
Voluntary Suspension of License (Dormancy) - 12 Months	One time	5,000.00	Applicable for a company applying for a 12 months dormancy period
Voluntary Suspension of License (Dormancy) - 24 Months	One time	10,000.00	Applicable for a company applying for a 24 months dormancy period
Voluntary Suspension of License (Dormancy) - 36 Months	One time	15,000.00	Applicable for a company applying for a 36 months dormancy period
Change of Officer's Name / Nationality / Address on Legal Documents	Per request	1,515.00	
Change of Shareholder's Name / Nationality / Address on Legal Documents	Per request	2,015.00	If the shareholder is also a DMSL, only one charge of AED 2,015 will apply and all amendments will be done at once.
Apply to Appoint or Change a Banker	Per request	Free	
Apply to Appoint or Change an Auditor	Per request	Free	
Apply to Submit Audited Financial Reports	Per request	Free	
Apply for Company Suffix Name Change	Per request	Free	
Amalgamation	Per request	15,015.00	

DMCC FREE ZONE SERVICES SCHEDULE OF CHARGES 2020

Company Re-instatement (Reactivation)	Per request	30,280.00 (Minimum)	License fees depending on the chosen activities and categories of license. This includes License Fees and Reactivation Fee.
License Amendments			
License Address Amendment	Per request	1,515.00	
License Termination	Per request	2,000.00	Applicable for companies with more than 1 active license. Please see Company Termination if the company is to be closed down.
Apply / Change a Company Operating Name	Per request	1,515.00	
Terminate a License by Authority	Per request	6,125.00	
License Activity Amendment/Addition	Per request	1,515.00	<p>*Additional activities over 6 activities beginning with the same first 2 digits (i.e. 50xx-xx) can be added for a fee of AED 1,515 per activity annually.</p> <p>*Additional activities that begin with the same first 1 digit (i.e. 51xx-xx) can be added for a fee of AED 10,000 annually, and this allows up to 6 activities from that same new activity division (2 digit group i.e. 51xx-xx).</p> <p>*Additional activities that begin with completely different first 2 digits (i.e. 74xx-xx) can be added for a fee of AED 20,265 annually, and this allows up to 6 activities from that same new activity division (2 digit group i.e. 74xx-xx).</p> <p>*Any activities that are from a different license type (Service, Trading and Industrial) will require a new license, at a fee of AED 20,265 annually regardless of the code. (Different Pricing for Industrial license will apply).</p>
DMCC Approved Auditors			
Non-refundable Registration Fee for non DMCC auditors	One time	5,000.00	A one-time non-refundable for non DMCC auditors.
Non-refundable Registration Fee for DMCC member company auditors	One time	2,000.00	A one-time non-refundable for DMCC member company auditors.
Annual renewal fee	Per annum	3,000.00	
Re-application fee		10,000.00	Where an auditor has previously been rejected to become an Approved Auditor.
Employment Related Priority Services			
Employment Residence Permit (Visa) - New - Outside the Country	Per request	5,360.00	Priority service is only applicable for stamping stage.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment	Per request	5,800.00	Priority service is only applicable for stamping stage.
Employee Residence Permit (Visa) - New - Inside the Country with Amendment	Per request	6,562.50	Priority service is only applicable for stamping stage.
Employment Cancellation Inside the Country	Per request	837.50	
Employment Cancellation Outside the Country	Per request	980.00	
Company Coordinator			
Appoint New Company Coordinator	Per request	20.00	
Renew Existing Company Coordinator	Per request	20.00	

DMCC FREE ZONE SERVICES SCHEDULE OF CHARGES 2020

Update Details of Existing Company Coordinator	Per request	Free of charge	
Revoke Existing Company Coordinator	Per request	Free of charge	
Employment Related Services			
Online KYC Verification & E-signature Activation Request	Per request	230.00	
Increase In Visa Quota - Application Fees	Per request	250.00	The amount is non-refundable.
Increase In Visa Quota - Service Fees	Per additional visa requested	500.00	The amount is refundable if the additional visa request is declined. The total refundable amount will be calculated based on the number of such visa request declined.
Issue Company Establishment Card	Per card	1,805.00	
Company Establishment Card Annual Renewal	Per card	1,805.00	
Late Fees for Company Establishment Card Renewal	Per month	100.00	These late penalty fees are charged on monthly basis as per the rules of the Federal Authority for Identity and Citizenship (FAIC).
Establishment card amendment - Name change for a valid card	Per card	315.00	If the card is still valid.
Establishment card amendment - Name Change & card renewal	Per card	1,805.00	If the card has expired.
Visit Visa File Opening	Per request	5,040.00	The amount is non refundable and company can apply for 5 visit visas.
Visit Visa File Opening Deposit	Per request	5,040.00	The amount is refundable.
Business Visitor Visa	Per request	1,587.50	30 days visa. Can neither be extended or renewed.
Employment Bank Guarantee (Visa Deposit)	Per visa	3,000.00	The amount is refundable.
Visa Revalidation After 6 months	Per request	2,000.00	
Employment Residence Permit (Visa) - New - Outside the Country - 3 Years Visa	Per request	3,360.00	
Employee Residence Permit (Visa) - New - Outside the Country (50 Plus Visas) - 3 Years Visa	Per request	3,030.00	Discounted rate for 50+ visas.
Employee Residence Permit (Visa) - New - Outside the Country (100 Plus Visas) - 3 Years Visa	Per request	2,705.00	Discounted rate for 100+ visas.
Employee Residence Permit (Visa) - New - Outside the Country (200 Plus Visas) - 3 Years Visa	Per request	2,370.00	Discounted rate for 200+ visas.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment - 3 Years Visa	Per request	3,800.00	
Employee Residence Permit (Visa) - New - Inside the Country without Amendment (50 Plus Visas) - 3 Years Visa	Per request	3,425.00	Discounted rate for 50+ visas.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment (100 Plus Visas) - 3 Years Visa	Per request	3,050.00	Discounted rate for 100+ visas.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment (200 Plus Visas) - 3 Years Visa	Per request	2,675.00	Discounted rate for 200+ visas.

DMCC FREE ZONE SERVICES SCHEDULE OF CHARGES 2020

Employee Residence Permit (Visa) - New - Inside the Country with Amendment - 3 Years Visa	Per request	4,562.50	
Employee Residence Permit (Visa) - New - Inside the Country with Amendment (50 Plus Visas) - 3 Years Visa	Per request	4,192.50	Discounted rate for 50+ visas.
Employee Residence Permit (Visa) - New - Inside the Country with Amendment (100 Plus Visas) - 3 Years Visa	Per request	3,812.50	Discounted rate for 100+ visas.
Employee Residence Permit (Visa) - New - Inside the Country with Amendment (200 Plus Visas) - 3 Years Visa	Per request	3,442.50	Discounted rate for 200+ visas.
Employment Residence Permit (Visa) - New - Outside the Country - 2 Years Visa	Per request	2,461.50	
Employee Residence Permit (Visa) - New - Outside the Country (50 Plus Visas) - 2 Years Visa	Per request	2,275.50	Discounted rate for 50+ visas.
Employee Residence Permit (Visa) - New - Outside the Country (100 Plus Visas) - 2 Years Visa	Per request	2,094.50	Discounted rate for 100+ visas.
Employee Residence Permit (Visa) - New - Outside the Country (200 Plus Visas) - 2 Years Visa	Per request	1,897.50	Discounted rate for 200+ visas.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment - 2 Years Visa	Per request	2,897.50	
Employee Residence Permit (Visa) - New - Inside the Country without Amendment (50 Plus Visas) - 2 Years Visa	Per request	2,670.50	Discounted rate for 50+ visas.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment (100 Plus Visas) - 2 Years Visa	Per request	2,439.50	Discounted rate for 100+ visas.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment (200 Plus Visas) - 2 Years Visa	Per request	2,202.50	Discounted rate for 200+ visas.
Employee Residence Permit (Visa) - New - Inside the Country with Amendment - 2 Years Visa	Per request	3,664.00	
Employee Residence Permit (Visa) - New - Inside the Country with Amendment (50 Plus Visas) - 2 Years Visa	Per request	3,438.00	Discounted rate for 50+ visas.
Employee Residence Permit (Visa) - New - Inside the Country with Amendment (100 Plus Visas) - 2 Years Visa	Per request	3,206.00	Discounted rate for 100+ visas.
Employee Residence Permit (Visa) - New - Inside the Country with Amendment (200 Plus Visas) - 2 Years Visa	Per request	2,970.00	Discounted rate for 200+ visas.
Employment Residence Permit (Visa) - New - Outside the Country - 1 Year Visa	Per request	2,236.50	
Employee Residence Permit (Visa) - New - Outside the Country (50 Plus Visas) - 1 Year Visa	Per request	2,053.50	Discounted rate for 50+ visas.
Employee Residence Permit (Visa) - New - Outside the Country (100 Plus Visas) - 1 Year Visa	Per request	1,877.50	Discounted rate for 100+ visas.
Employee Residence Permit (Visa) - New - Outside the Country (200 Plus Visas) - 1 Year Visa	Per request	1,686.50	Discounted rate for 200+ visas.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment - 1 Year Visa	Per request	2,671.50	
Employee Residence Permit (Visa) - New - Inside the Country without Amendment (50 Plus Visas) - 1 Year Visa	Per request	2,448.50	Discounted rate for 50+ visas.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment (100 Plus Visas) - 1 Year Visa	Per request	2,222.50	Discounted rate for 100+ visas.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment (200 Plus Visas) - 1 Year Visa	Per request	1,991.50	Discounted rate for 200+ visas.

DMCC FREE ZONE SERVICES SCHEDULE OF CHARGES 2020

Employee Residence Permit (Visa) - New - Inside the Country with Amendment - 1 Year Visa	Per request	3,439.00	
Employee Residence Permit (Visa) - New - Inside the Country with Amendment (50 Plus Visas) - 1 Year Visa	Per request	3,216.00	Discounted rate for 50+ visas.
Employee Residence Permit (Visa) - New - Inside the Country with Amendment (100 Plus Visas) - 1 Year Visa	Per request	2,989.00	Discounted rate for 100+ visas.
Employee Residence Permit (Visa) - New - Inside the Country with Amendment (200 Plus Visas) - 1 Year Visa	Per request	2,759.00	Discounted rate for 200+ visas.
Visa Amendment Charges	Per request	772.50	
Entry Permit Cancellation	Per request	437.50	
Renew An Employee Residence Permit (Visa) - 1 Year	Per request	2,200.00	
Renew An Employee Residence Permit (Visa) - 2 Years	Per request	2,790.00	
Renew An Employee Residence Permit (Visa) - 3 Years	Per request	3,377.50	
Transfer An Employee from Other Free Zones to DMCC - 1 Year	Per request	3,640.00	
Transfer An Employee from Other Free Zones to DMCC - 2 Years	Per request	4,000.00	
Transfer An Employee from Other Free Zones to DMCC - 3 Years	Per request	4,354.50	
Transfer from DMCC to Other Free Zones / Government	Per request	405.00	
Employment Cancellation Inside the Country	Per request	437.50	
Employment Cancellation Outside the Country	Per request	580.00	
Company Employment Card (CEC) Replacement	Per request	605.00	
Employment Residence Permit (RP) Stamping (Lost Passport)	Per request	677.50	
Employment Residence Permit (RP) Transfer to New Passport	Per request	477.50	
Employment Contract (EC) Amendment (Salary Change)	Per request	205.00	
Employment Contract (EC) Amendment (Profession Change)	Per request	527.50	
Employment Contract (EC) Amendment (Profession and Salary Change)	Per request	527.50	
Employment Contract (EC) Template Amendment	Per request	1,005.00	
New Absconder Declaration	Per request	5,747.50	
Absconder Declaration Withdrawal	Per request	1,818.50	

DMCC FREE ZONE SERVICES SCHEDULE OF CHARGES 2020

Employee Passport Details Amendment	Per request	Free	
Identity Card	Per request	1,115.00	For GCC & Emirati Nationals and employees on father / husband sponsorship.
Identity Card Renewal	Per request	1,115.00	For GCC & Emirati Nationals and employees on father / husband sponsorship.
Identity Card Cancellation	Per request	215.00	For GCC & Emirati Nationals and employees on father / husband sponsorship.
New Access Approval (1 month)	Per request	115.00	For Employees of a related company.
New Access Approval (3 months)	Per request	265.00	For Employees of a related company.
New Access Approval (12 months)	Per request	515.00	For Employees of a related company.
Access Approval Renewal	Per request	515.00	For Employees of a related company.
Access Approval Cancellation	Per request	Free	For Employees of a related company.
Courier Charges for Visa and Establishment Card related requests – Business Centre/ Flexi Desk	Per request	30.00	
Courier Charges for Visa and Establishment Card related requests – Non-Business Centre/ Physical Office	Per request	20.00	
Salary Certificate (Arabic)	Per request	165.00	
Salary Certificate to Bank (English)	Per request	165.00	
Salary Certificate to Consulate/Embassy (Arabic)	Per request	165.00	
Salary Certificate to Consulate/Embassy (English)	Per request	165.00	
Employment Service Certificate (English)	Per request	165.00	
Employment Service Certificate (Arabic)	Per request	165.00	
Letter to Consulate / Embassy	Per request	165.00	
DMCC Approval to Consulate/Embassy to Obtain a Schengen Visa (English)	Per request	165.00	
Letter to Consulate / Embassy with Employee Details (Arabic)	Per request	165.00	
Approval to Obtain Police Letter for Lost Documents (Arabic)	Per request	165.00	
Approval to Obtain UAE Ports Clearance	Per request	165.00	
NOC for Boat Registration (Arabic)	Per request	165.00	
NOC for Alcohol License	Per request	165.00	

DMCC FREE ZONE SERVICES SCHEDULE OF CHARGES 2020

NOC for Family Hold	Per request	60.00	
NOC for Employee to Open a Business	Per request	165.00	
NOC for Learner's Permit or Conversion Driving License (RTA)	Per request	165.00	
Register Company Vehicle (RTA)	Per request	165.00	
Emirates ID Typing Service	Per request	450.00	The service is available for New Employment Residence Visa, Employment Residence Visa Renewal and Employment Residence Visa Transfer to DMCC.
Urgent Medical Fitness Certificate Typing Service (24 hours)	Per request	530.00	
Urgent Medical Fitness Certificate Typing Service (48 hours)	Per request	430.00	
Normal Medical Fitness Certificate Typing Service (3-5 working days)	Per request	320.00	
VIP Medical Fitness Certificate Typing Service	Per request	770.00	
Entry/ Exit Passenger Report Service	Per request	275.00	
Insurance Premium for 1 Year Visa	Per request	85	Applicable for employees with salary band of less than AED 4,000 Insurance limit coverage will be AED 10,000
Insurance Premium for 1 Year Visa	Per request	140	Applicable for employees with salary band of AED 4,001 – 9,000 Insurance limit coverage will be AED 20,000
Insurance Premium for 1 Year Visa	Per request	220	Applicable for employees with salary band of AED 9,001 – 14,000 Insurance limit coverage will be AED 30,000
Insurance Premium for 1 Year Visa	Per request	270	Applicable for employees with salary band of AED 14,001 – 19,000 Insurance limit coverage will be AED 40,000
Insurance Premium for 1 Year Visa	Per request	310	Applicable for employees with salary band of AED 19,001 – 10,000,000 Insurance limit coverage will be AED 50,000
Insurance Premium for 2 Years Visa	Per request	115	Applicable for employees with salary band of less than AED 4,000 Insurance limit coverage will be AED 10,000
Insurance Premium for 2 Years Visa	Per request	188	Applicable for employees with salary band of AED 4,001 – 9,000 Insurance limit coverage will be AED 20,000
Insurance Premium for 2 Years Visa	Per request	292	Applicable for employees with salary band of AED 9,001 – 14,000 Insurance limit coverage will be AED 30,000
Insurance Premium for 2 Years Visa	Per request	362	Applicable for employees with salary band of AED 14,001 – 19,000 Insurance limit coverage will be AED 40,000
Insurance Premium for 2 Years Visa	Per request	414	Applicable for employees with salary band of AED 19,001 – 10,000,000 Insurance limit coverage will be AED 50,000
Insurance Premium for 3 Years Visa	Per request	160	Applicable for employees with salary band of less than AED 4,000 Insurance limit coverage will be AED 10,000
Insurance Premium for 3 Years Visa	Per request	260	Applicable for employees with salary band of AED 4,001 – 9,000 Insurance limit coverage will be AED 20,000
Insurance Premium for 3 Years Visa	Per request	400	Applicable for employees with salary band of AED 9,001 – 14,000 Insurance limit coverage will be AED 30,000
Insurance Premium for 3 Years Visa	Per request	500	Applicable for employees with salary band of AED 14,001 – 19,000 Insurance limit coverage will be AED 40,000

DMCC FREE ZONE SERVICES SCHEDULE OF CHARGES 2020

Insurance Premium for 3 Years Visa	Per request	570	Applicable for employees with salary band of AED 19,001 – 10,000,000 Insurance limit coverage will be AED 50,000
Insurance Premium - New Employment Card (PIC)	Per request	85	Applicable for employees with salary band of less than AED 4,000 Insurance limit coverage will be AED 10,000
Insurance Premium - New Employment Card (PIC)	Per request	140	Applicable for employees with salary band of AED 4,001 – 9,000 Insurance limit coverage will be AED 20,000
Insurance Premium - New Employment Card (PIC)	Per request	220	Applicable for employees with salary band of AED 9,001 – 14,000 Insurance limit coverage will be AED 30,000
Insurance Premium - New Employment Card (PIC)	Per request	270	Applicable for employees with salary band of AED 14,001 – 19,000 Insurance limit coverage will be AED 40,000
Insurance Premium - New Employment Card (PIC)	Per request	310	Applicable for employees with salary band of AED 19,001 – 10,000,000 Insurance limit coverage will be AED 50,000
NOC for 10 years visa	Per request	2,000.00	
Investors and Partners Visa Services			
Employment Residence Permit (Visa) - New - Outside the Country	Per request	5,610.00	Priority service is only applicable for stamping stage.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment	Per request	6,050.00	Priority service is only applicable for stamping stage.
Employee Residence Permit (Visa) - New - Inside the Country with Amendment	Per request	6,862.50	Priority service is only applicable for stamping stage.
Employment Residence Permit (Visa) - New - Outside the Country - 3 Years Visa	Per request	3,610.00	
Employee Residence Permit (Visa) - New - Outside the Country (50 Plus Visas) - 3 Years Visa	Per request	3,280.00	Discounted rate for 50+ visas.
Employee Residence Permit (Visa) - New - Outside the Country (100 Plus Visas) - 3 Years Visa	Per request	2,955.00	Discounted rate for 100+ visas.
Employee Residence Permit (Visa) - New - Outside the Country (200 Plus Visas) - 3 Years Visa	Per request	2,620.00	Discounted rate for 200+ visas.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment - 3 Years Visa	Per request	4,050.00	
Employee Residence Permit (Visa) - New - Inside the Country without Amendment (50 Plus Visas) - 3 Years Visa	Per request	3,675.00	Discounted rate for 50+ visas.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment (100 Plus Visas) - 3 Years Visa	Per request	3,300.00	Discounted rate for 100+ visas.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment (200 Plus Visas) - 3 Years Visa	Per request	2,925.00	Discounted rate for 200+ visas.
Employee Residence Permit (Visa) - New - Inside the Country with Amendment - 3 Years Visa	Per request	4,862.50	
Employee Residence Permit (Visa) - New - Inside the Country with Amendment (50 Plus Visas) - 3 Years Visa	Per request	4,487.50	Discounted rate for 50+ visas.
Employee Residence Permit (Visa) - New - Inside the Country with Amendment (100 Plus Visas) - 3 Years Visa	Per request	4,112.50	Discounted rate for 100+ visas.
Employee Residence Permit (Visa) - New - Inside the Country with Amendment (200 Plus Visas) - 3 Years Visa	Per request	3,737.50	Discounted rate for 200+ visas.
Employment Residence Permit (Visa) - New - Outside the Country - 2 Years Visa	Per request	2,711.50	

DMCC FREE ZONE SERVICES SCHEDULE OF CHARGES 2020

Employee Residence Permit (Visa) - New - Outside the Country (50 Plus Visas) - 2 Years Visa	Per request	2,525.50	Discounted rate for 50+ visas.
Employee Residence Permit (Visa) - New - Outside the Country (100 Plus Visas) - 2 Years Visa	Per request	2,344.50	Discounted rate for 100+ visas.
Employee Residence Permit (Visa) - New - Outside the Country (200 Plus Visas) - 2 Years Visa	Per request	2,147.50	Discounted rate for 200+ visas.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment - 2 Years Visa	Per request	3,147.50	
Employee Residence Permit (Visa) - New - Inside the Country without Amendment (50 Plus Visas) - 2 Years Visa	Per request	2,920.50	Discounted rate for 50+ visas.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment (100 Plus Visas) - 2 Years Visa	Per request	2,689.50	Discounted rate for 100+ visas.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment (200 Plus Visas) - 2 Years Visa	Per request	2,452.50	Discounted rate for 200+ visas.
Employee Residence Permit (Visa) - New - Inside the Country with Amendment - 2 Years Visa	Per request	3,960.00	
Employee Residence Permit (Visa) - New - Inside the Country with Amendment (50 Plus Visas) - 2 Years Visa	Per request	3,733.00	Discounted rate for 50+ visas.
Employee Residence Permit (Visa) - New - Inside the Country with Amendment (100 Plus Visas) - 2 Years Visa	Per request	3,502.00	Discounted rate for 100+ visas.
Employee Residence Permit (Visa) - New - Inside the Country with Amendment (200 Plus Visas) - 2 Years Visa	Per request	3,265.00	Discounted rate for 200+ visas.
Employment Residence Permit (Visa) - New - Outside the Country - 1 Year Visa	Per request	2,486.50	
Employee Residence Permit (Visa) - New - Outside the Country (50 Plus Visas) - 1 Year Visa	Per request	2,303.50	Discounted rate for 50+ visas.
Employee Residence Permit (Visa) - New - Outside the Country (100 Plus Visas) - 1 Year Visa	Per request	2,127.50	Discounted rate for 100+ visas.
Employee Residence Permit (Visa) - New - Outside the Country (200 Plus Visas) - 1 Year Visa	Per request	1,936.50	Discounted rate for 200+ visas.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment - 1 Year Visa	Per request	2,921.50	
Employee Residence Permit (Visa) - New - Inside the Country without Amendment (50 Plus Visas) - 1 Year Visa	Per request	2,698.50	Discounted rate for 50+ visas.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment (100 Plus Visas) - 1 Year Visa	Per request	2,472.50	Discounted rate for 100+ visas.
Employee Residence Permit (Visa) - New - Inside the Country without Amendment (200 Plus Visas) - 1 Year Visa	Per request	2,241.50	Discounted rate for 200+ visas.
Employee Residence Permit (Visa) - New - Inside the Country with Amendment - 1 Year Visa	Per request	3,734.00	
Employee Residence Permit (Visa) - New - Inside the Country with Amendment (50 Plus Visas) - 1 Year Visa	Per request	3,511.00	Discounted rate for 50+ visas.
Employee Residence Permit (Visa) - New - Inside the Country with Amendment (100 Plus Visas) - 1 Year Visa	Per request	3,285.00	Discounted rate for 100+ visas.
Employee Residence Permit (Visa) - New - Inside the Country with Amendment (200 Plus Visas) - 1 Year Visa	Per request	3,054.00	Discounted rate for 200+ visas.
Dependents Visa			

DMCC FREE ZONE SERVICES SCHEDULE OF CHARGES 2020

Wife Residence Permit (Visa) - New - Outside the Country	Per request	1,991.50	
Wife Residence Permit (Visa) - New - Inside the Country with Amendment	Per request	3,812.50	
Wife Residence Permit (Visa) - New - Inside the Country without Amendment	Per request	2,641.50	
Child (Under 18) Residence Permit (Visa) - New - Outside the Country	Per request	1,991.50	
Child (Under 18) Residence Permit (Visa) - New - Inside the Country with Amendment	Per request	3,812.25	
Child (Under 18) Residence Permit (Visa) - New - Inside the Country without Amendment	Per request	2,641.50	
New Born Baby Residence Permit (Visa) - New - Outside the Country (Only)	Per request	1,991.50	
New Born Baby Residence Permit (Visa) - New - Inside the Country (Only)	Per request	1,170.50	
Daughter (Above 18) Residence Permit (Visa) - New - Outside the Country	Per request	1,991.50	
Daughter (Above 18) - Residence Permit (Visa) - New - Inside the Country with Amendment	Per request	3,812.25	
Daughter (Above 18) - Residence Permit (Visa) - New - Inside the Country without Amendment	Per request	2,641.50	
Son (Above 18) Residence Permit (Visa) - New - Outside the Country	Per request	1,991.50	
Son (Above 18) Residence Permit (Visa) - New - Inside the Country with Amendment	Per request	3,812.25	
Son (Above 18) Residence Permit (Visa) - New - Inside the Country without Amendment	Per request	2,641.50	
Parents or Parents in Law Residence Permit (Visa) - New - Outside the Country	Per request	2,091.50	
Parents or Parents in Law Residence Permit (Visa) - New - Inside the Country with Amendment	Per request	3,612.25	
Parents or Parents in Law Residence Permit (Visa) - New - Inside the Country without Amendment	Per request	2,441.50	
Wife Residence Permit (Visa) Renewal	Per request	1,170.75	
Child (Below 18) Residence Permit (Visa) Renewal	Per request	1,170.75	
Son (Above 18) Residence Permit (Visa) Renewal	Per request	1,170.75	
Daughter (Above 18) Residence Permit (Visa) Renewal	Per request	1,170.75	
Parents or Parents in Law Residence Permit (Visa) Renewal	Per request	970.75	
All Dependents Residence Permit (Visa) Cancellation - Inside Country	Per request	520.75	
All Dependents Residence Permit (Visa) Cancellation - Outside Country	Per request	620.75	

DMCC FREE ZONE SERVICES SCHEDULE OF CHARGES 2020

Sponsor - Opening New File in Federal Authority for Identity and Citizenship (FAIC)	Per request	215.75	
Visa Amendment	Per request	812.50	
Student Visa			
Student Visa - University - Outside Country - Entry Permit	Per request	390.00	
Student Visa - University - Outside Country - Visa Stamping	Per request	440.00	
Student Visa - University - Inside Country - Entry Permit	Per request	1,170.00	
Student Visa - University - Inside Country - Status Change	Per request	690.00	
Student Visa - University - Inside Country - Visa Stamping	Per request	440.00	
Student Visa - University - Cancellation	Per request	150.00	
Student Visa - Institute - Outside Country - Entry Permit	Per request	870.00	
Student Visa - Institute - Inside Country - Entry Permit	Per request	1,670.00	
Student Visa - Institute - Extension	Per request	1,170.00	
Student Visa - Institute - Cancellation	Per request	150.00	
Mediation Services			
Workplace Mediation Filing Fee or NOC requested by employer	Per request	205.00	Non-refundable
Workplace Mediation Filing Fee or NOC requested by employee	Per request	205.00	Non-refundable
Workplace Mediation request for a further NOC	Per request	400.00	Non-refundable
Silver Mediation Filing Fee	Per request	480.00	Non-refundable
Silver Mediation Fee (Value of claim - Up to and including AED 50,000)	Per request	1,500.00	Depends on the value of the claim and payable by the parties before the mediation can proceed
Gold Mediation Filing Fee	Per request	480.00	Non-refundable
Gold Mediation Fee (Value of claim - Above AED 50,000 up to and including AED 100,000)	Per request	9,700.00	Depends on the value of the claim and payable by the parties before the mediation can proceed
Gold Mediation Fee (Value of claim - Above AED100,000 up to and including AED 250,000)	Per request	10,800.00	Depends on the value of the claim and payable by the parties before the mediation can proceed
Gold Mediation Fee (Value of claim - Above AED 250,000 up to and including AED 500,000)	Per request	11,900.00	Depends on the value of the claim and payable by the parties before the mediation can proceed
Gold Mediation Fee (Value of claim - Above AED 500,000 up to and including AED 1,000,000)	Per request	12,500.00	Depends on the value of the claim and payable by the parties before the mediation can proceed

DMCC FREE ZONE SERVICES SCHEDULE OF CHARGES 2020

Platinum Mediation Filing Fee	Per request	480.00	Non-refundable
Platinum Mediation Fee (Value of claim - Above AED 1,000,000 up to and including AED 2,500,000)	Per request	21,000.00	Depends on the value of the claim and payable by the parties before the mediation can proceed
Platinum Mediation Fee (Value of claim - Above AED 2,500,000 up to and including AED 5,000,000)	Per request	24,500.00	Depends on the value of the claim and payable by the parties before the mediation can proceed
Platinum Mediation Fee (Value of claim - Above AED 5,000,000 up to and including AED 10,000,000)	Per request	28,000.00	Depends on the value of the claim and payable by the parties before the mediation can proceed
Platinum Mediation Fee (Value of claim - Above AED 10,000,000)	Per request	34,500.00	Depends on the value of the claim and payable by the parties before the mediation can proceed
Free Zone Sales & Leasing			
Office			
Core & Shell	Upon start of tenancy	60-150 /Sq. Ft.	Deposit + Rent in in two instalments, payable in advance.
Fitted	Upon start of tenancy	75-180 /Sq. Ft.	Deposit + Rent in in two instalments, payable in advance.
Business Centre			
Flexi-Desk	Upon start of tenancy	16,000 - 19,000	Admin Charges, Deposit and Rent in one instalment, payable in advance.
Serviced Desk	Upon start of tenancy	22,000 - 35,000	Admin Charges, Deposit and Rent in one instalment, payable in advance.
Serviced Office	Upon start of tenancy	35,000 - 70,000	Admin Charges, Deposit and Rent in one instalment, payable in advance.
Admin Fees	New Lease & Renewal	625.00	Payable with Rent in advance.
Late Renewal of Lease	On delayed renewal	500.00 per month	starts on date of lease expiry and for 3 months, after which lease will be automatically terminated.
Meeting Room	Per request	75 / hour and 400 for full day	Booking is available for all DMCC members. Payment to be received in advance.
Serviced Office Day Rent	Per request	200.00 / day	Payment to be received in advance.
Business Package	Per request	500.00 per month	For DMCC members and payable directly to ServCorp.
Retail (One JLT, Almas, AU, AG, JGX)			
Core & Shell	Upon start of tenancy	100 - 200 / Sq.Ft. indicative	Deposit + Rent in in two instalments, payable in advance.
Detached Retail	Upon start of tenancy	125 - 140 / Sq.Ft. indicative	Deposit + Rent in in two instalments, payable in advance.
Title Deed NOC Fees	With application	2,700 per unit	NOC will be issued by DMCC, client to process application directly with the Land Department.
Change in the Name of Company to be Reflected in Purchase /Lease Agreement (Variation Agreement)	Per request	500 per unit	Request to be received on company Letterhead and signed by authorised signatory.
Lost or misplaced Property Sales Agreement Copy to Be Reissued by DMCC	Per request	500.00 per unit	Request to be received on company Letterhead and signed by authorised signatory.

DMCC FREE ZONE SERVICES SCHEDULE OF CHARGES 2020

Late Payment Fees for Installment	On delayed payment	500.00 per unit	Starts on date when the payment is due and stops on date of payment receipt.
Bounced Cheque Fees	On cheque return	1,000.00	
Dubai Diamond Exchange (DDE) Membership			
DDE Membership for DMCC Companies	Per annum per member	490.00	Corporate membership - Automatically applies to DMCC companies, holding precious stones related trade license activities.
DDE Membership for DMCC Companies (holders of non-precious stones activities)	Per annum	490.00	Corporate membership - Available for DMCC companies, not holding precious stones related trade license activities. To apply contact dde.info@dmcc.ae
DDE Membership for Industry body affiliated companies	Per annum	2,500.00	Corporate membership - Available for all companies (UAE or international), at a discounted rate due to them holding other special memberships like RJC, CIBJO, DGJG etc. To apply contact dde.info@dmcc.ae
DDE Membership for non-DMCC Companies	Per annum	4,133.00	Corporate membership - Available for all non-DMCC companies (UAE or international), holding precious stones related trade license activities. To apply contact dde.info@dmcc.ae
Energy Club Membership			
Key Member	Includes 5 memberships	4,000.00	
Large Corporate	Includes 5 memberships	4,000.00	
Medium Corporate	Includes 4 memberships	3,000.00	
Small Corporate	Includes 3 memberships	2,000.00	
Individual Membership		1,000.00	
Value Added Services			
Company Stamp	Per request	115.00	For more information, please visit www.dmcc.ae/value-added-services-business-solutions .
Insurance Packages	Per request	Price on application	For more information, please visit www.dmcc.ae/insurance-services .
Business Packages	Per request	Price on application	For more information, please visit www.dmcc.ae/dmcc-business-package .
Recruitment Packages	Per request	Price on application	For more information, please visit www.dmcc.ae/recruitment-services .
Business Solutions	Per request	Price on application	For more information, please visit www.dmcc.ae/value-added-services-business-solutions .
Corporate Credit Card	Per request	Free	For more information, please visit www.dmcc.ae/open-a-business-value-added-services-finance .
Almas Conference Centre Booking	Per request	Price on application	For bookings, please email almasconference@dmcc.ae .
Commemorative Certificate	Per request	265.00	For more information, please visit www.dmcc.ae/value-added-services-business-solutions
DUNS Number	Per request	400.00	For more information, please visit www.dmcc.ae/free-zone-duns-service

DMCC FREE ZONE SERVICES SCHEDULE OF CHARGES 2020

Astrolabs Dubai Tech Hub			For more information, please visit www.dmcc.ae/value-added-services-tech .
Food Trade Group (FTG) Membership			
DMCC Food Trade Group Memberships - DMCC Members	With application	Free	For more information, please visit www.dmcc.ae
DMCC Food Trade Group Memberships - DMCC Members (without FTG related license activities)	Per request	2,000.00	For more information, please visit www.dmcc.ae
DMCC Food Trade Group Memberships - Non-DMCC Members	Per request	2,000.00	For more information, please visit www.dmcc.ae
Other Services			
Borrowing Original Documents - Normal	Per request	100.00	For more information, please visit www.dmcc.ae
Borrowing Original Documents - Urgent	Per request	250.00	For more information, please visit www.dmcc.ae
Borrowing Original Documents – Deposit (Refundable)	Per request	1,000.00	For more information, please visit www.dmcc.ae

General Conditions

- | |
|---|
| 1. All charges are expressed in UAE Dirhams.
All charges are subject to AED 20 Knowledge & Innovation Dirham fees. |
| 2. All fees and charges mentioned in this schedule are subject to change by DMCC without prior notice. Updated schedule will be available on DMCC website at www.dmcc.ae |
| 3. Charges for any services not mentioned in this schedule will be available on request. |
| 4. Please note that some of the above DMCC services will be subject to VAT. |