

APPLICATION GUIDELINE 2.2.2.1

COMPANY SERVICES - REQUEST FOR COMPANY TERMINATION

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 apply for de-registration after termination of its licenses.

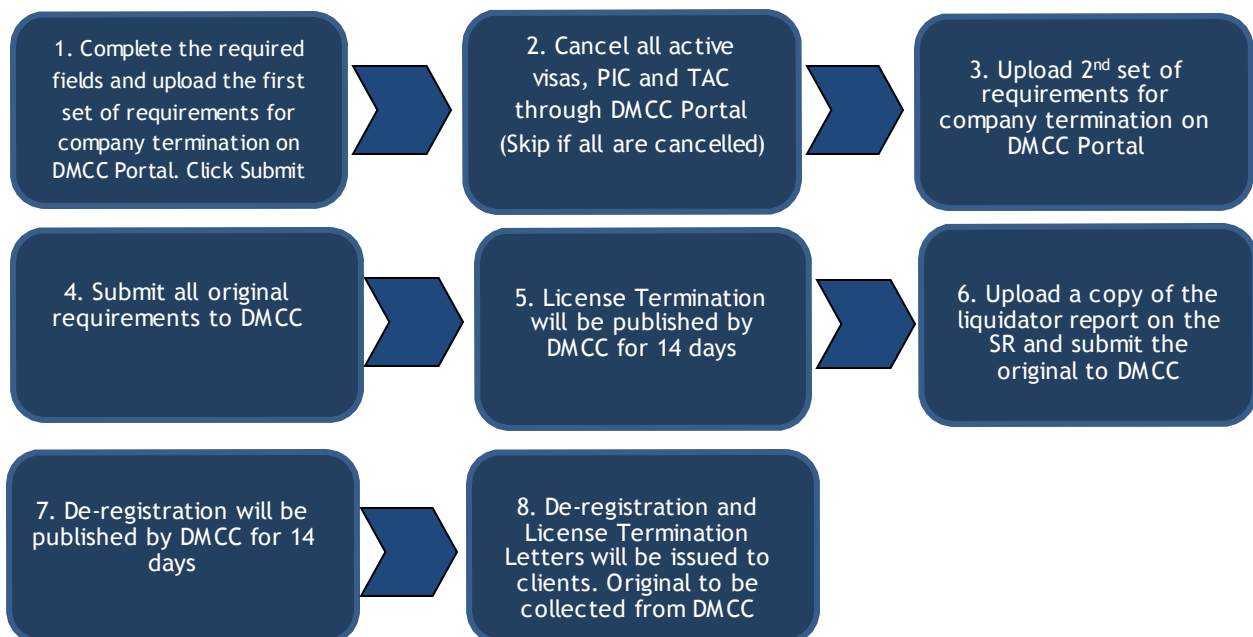
SERVICE TO SELECT ON DMCC MEMBER PORTAL

Go to Company Services - Company Amendment Services - Company Termination

POLICY

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

STEPS



REQUIREMENTS

Fill in the application form on DMCC Member Portal.

Original	Copy	Documents	Remarks
<input type="checkbox"/>		Shareholders' Resolution regarding closing and winding up the company	Applies to Individually-owned companies.
<input type="checkbox"/>		Board Resolution from the parent company regarding closing and winding up the company	Applies to Subsidiary and Branch companies only. To be signed by the authorized signatory of the parent company in DMCC or notarized and attested.
<input type="checkbox"/>		Recent Certificate of Incumbency of the parent company	Applies to Subsidiary and Branch companies only. An original notarized certificate to be presented to DMCC counters once the SR reaches Submit Step. Certificate of Incumbency's attestation date should be within 1 year.
<input type="checkbox"/>		Appointment of Liquidator through a resolution or request letter	Applies to Individual and Subsidiary companies only and to Branch companies with separate financial account and assets from parent company. The Liquidator should be a reputable Auditing or Law Firm in UAE.
<input type="checkbox"/>		Confirmation of appointment from Liquidator	Letter from Liquidator on their company letterhead with original signature from the authorized signatory.
<input type="checkbox"/>		License, MOA, Certificate of Registration, Share Certificates and Personnel Secondment Agreement	All legal documents to be returned to DMCC. <u>In case any document is lost</u> ; an Undertaking Letter + fees for each lost document are required.
<input type="checkbox"/>		Establishment Card, if issued	To be returned to DMCC + Fees for closing of file in Immigration. <u>In case it is lost</u> ; Undertaking Letter + Fees for closing of file in Immigration + Police report.
	<input type="checkbox"/>	Clearance letter from the concerned 3 rd party services provider	Etisalat, Du, DEWA and Banks. Clearance should confirm closure of accounts and services or final bill + proof of payment.

<input type="checkbox"/>	NOC from Customs	Applies to all Trading License holders only. Clients have to obtain their own NOC from Dubai Customs online through their website.
<input type="checkbox"/>	Clearance letter from the landlord	Applies to companies with physical offices. NOC should confirm that the landlord has no objection for the company to liquidate and that they are free of any outstanding and liabilities. For flexi-desk lease holders, please liaise directly with the Business Centre Team to terminate the lease. Termination process is still required for expired leases.
<input type="checkbox"/>	Clearance letter from 3 rd party Authorities as required (i.e. DGCX, KHDA, RERA, DHA, etc.)	Applies to all license holders whose activity is regulated by 3 rd party Authorities.
<input type="checkbox"/>	NOC from Community Property and Assets Management (CPAM), DMCC	Applies to companies that own property in Almas, Au, Ag and Jewellery and Gemplex Towers.
	Visas, PIC (Permanent Identity Cards) and TAC (Temporary Access Cards) under the company should all be cancelled	Through DMCC Member Portal.
<input type="checkbox"/>	Liquidator and Closed Audit Report	Prepared by the appointed Liquidator.

OUTPUT

Upon completion of the requirements and process, DMCC shall issue the following to be collected through DMCC Client Service Centre Counters:

- License Termination Letter
- De-registration Letter

TIME FRAME

45 to 60 days upon completion of requirements inclusive of 14-day publication twice.

FURTHER INFORMATION

- Please visit our website at www.dmcc.ae, or email CustomerCare@dmcc.ae.
- Contact us at **800 DMCC (3622)** or **+971 4 424 9600**.