

Application Guideline

Company Amendment Services - Appoint or Change Company Officeholders

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Introduction

According to the implementing DMCC Rules and Regulations and the DMCC Company's Memorandum and Articles of Association, a DMCC company may request to appoint and / or change its officers. The officer maybe a Director, Manager, Secretary or Legal Representative.

Service to select on Portal

Log on to the Member Portal - Company Services - Company Amendment Services - Appoint or Change Company Officeholder.

Important Notes

- Each company may appoint up to 6 Directors (Please refer to Article 31 of the company's Article of Association), 1 Manager, 1 Secretary and Legal Representative/s.
- A Branch Company is required to appoint 1 Manager; however, appointing a Director, Secretary or Legal Representative/s is optional.
- Individual and subsidiary companies are required to appoint at least 1 Director and 1 Manager. Appointing a Secretary and Legal Representative/s is discretionary.
- 'Notarisation' of a copy certificate is a legal method of confirming that a reproduction of an original document is true, exact, and complete.
- 'Legalisation' is the process of authenticating or certifying a legal document so a foreign country's legal system will recognize it as valid and with full legal effect. It is the official confirmation that a signature, seal or stamp on a document is genuine. Having a document legalised does not mean that its contents are accurate, and it does not carry any sort of official approval by the office that performs the legalisation.

This is performed by the the national department responsible for foreign affairs of the country from which the document is issued usually performs legalisation.

- Attestation is the act of witnessing a signature for declaring that a document was properly signed and declared by the signer to be his or her signature. Example: Attesting UK Documents for use in the UAE - the United Arab Emirates require documents that are issued in the UK to be attested before they can be legally used in the UAE. This is a two-step process, which requires the addition of an Apostle Stamp by the Foreign and Commonwealth Office, and then subsequent consular attestation by the UAE Embassy in London. For the avoidance of doubt, attestation is sometimes referred to as legalisation.

Steps

Step 1: Complete the application form to apply for Change of Director / Manager / Secretary / Legal Representative on the DMCC portal.

Step 2: Choose the required amendments [*Amend Dir/Mgr/Sec/Legal Rep*]. Edit the account of the resigned officer and remove the tick from the position box to terminate the appointment if applicable. You can also untick the box for HR Signatory if you wish to terminate him / her. Remove the Selected License for Manager termination if applicable, then save.

Step 3: [*Add New Dir/Mgr/Sec/Legal Rep*] if there is a new appointment of officers. Fill up the required details and select the position box as required. You can also tick the box for the HR Signatory if you wish to appoint the new officer as HR Signatory. Select and add the Available License for the Manager's appointment if applicable, then save.

Step 4: Finalise the application by clicking [*Finalise Dir/Mgr/Sec/Legal Rep*]

Step 5: Upload the stage 1 required documents and proceed with the payment then click Submit.

Step 6: Receive a notification by email and SMS on the provided contact details regarding the successful submission of the request.

Step 7: Receive a notification if the application requires for re-upload of documents or additional requirement. If no additional requirement is required, proceed to Step 8.

Step 8: Receive a notification confirming to visit the DMCC counter to submit original documents. The newly appointed officer must visit the DMCC counter for the signing of specimen signature and the verification of passport with the original along with the stage 2 required documents. Otherwise, a notarised copy of the aforementioned requirements will suffice if the appointee will not be available to visit DMCC.

Step 9: Receive a notification confirming the completion of request and E-documents available for download.

Requirements

Stage 1 Required Documents

Uploaded	Documents	Remarks
□	Resolution regarding Change of Officers	<ul style="list-style-type: none"> • Should clearly specify changes on the management; resignation and appointment of Director / Manager / Secretary / Legal Rep. • For Individual Companies: Shareholders Resolution to be signed by all the shareholders of the DMCC Company. Need not be signed in the presence of DMCC but signature should match with specimen signature in file. • If a power of attorney (POA) holder signs the Resolution, it should be signed in DMCC by the POA holder and original POA to be presented for verification. Passport copy of the POA holder is required. • For Branch/Subsidiary Companies: Board Resolution from parent company, signed by their authorized signatories, notarised and legalised. • For Change of Director and Legal Representative only - the shareholders of the company can only execute this. Hence, Shareholders/Board Resolution from parent co. notarised and legalised or signed in DMCC upon presentation of a notarised and legalised Certificate of Incumbency. • For Change of Manager and Secretary only - the DMCC Company Directors, if any, may execute this. Hence, Board Resolution to be signed by DMCC Company Directors taking into consideration their authority. Need not be signed in DMCC but signatures to match with specimen signature in file.
□	Certificate of Incumbency	<ul style="list-style-type: none"> • Applicable to Branch and Subsidiary companies only. • Issued recently (Not more than 1 year). • Notarised and legalized.
□	Specimen Signature	Filled-out and signed.

□	Passport copy and visa page	<ul style="list-style-type: none"> • Should be at least 6 months valid. • Upload valid UAE residence visa page if any or latest cancelled UAE resident visa page.
□	KYC Form	Filled-out and signed.
□	Proof of address	<ul style="list-style-type: none"> • Any proof of billing, tenancy contract, etc. under the name of the new appointed officer. • Dated recently (Not more than 6 months). • OR a proof of billing under the name of a relative/friend/landlord + an NOC confirming that the new officer lives on the address on the bill + passport copy of the bill holder with signature page.
□	NOC from Sponsor	<ul style="list-style-type: none"> • If UAE residence visa holder. • Should be recently dated (Not more than 6 months). • Not applicable if on tourist visa. • Not applicable if sponsor is the DMCC company where he will be appointed. • Not applicable for the following visa designations: Managing Director, Partner, Investor and CEO.
□	HR Signatory Appointment Letter	This is a system generated letter that is generated when the new officer is also appointed as HR Signatory. This letter must be filled and signed by the company's authorised signatory, then uploaded.

Stage 2 Required Documents

Original	Copy	Documents	Remarks
□		Resolution regarding Change of Officers	<ul style="list-style-type: none"> • Individual: To submit original that is signed by the correct signatory. • Subsidiary/Branch: To submit original that is signed by the correct signatory as per the Certificate of Incumbency, notarised and legalised or signed in DMCC.
□		Certificate of Incumbency	Bring original that is notarised and legalised + 1 set of copy. A DMCC representative will verify the copy from original.

<input type="checkbox"/>		Specimen Signature	<ul style="list-style-type: none"> To be signed in DMCC in presence of a DMCC representative or notarised. If the passport copy does not have a signature page, notarised and legalised.
<input type="checkbox"/>		Passport copy	To be verified from original by a DMCC representative or notarised.
<input type="checkbox"/>		KYC Form	Submit original of the uploaded and approved document.
	<input type="checkbox"/>	Proof of address	Submit a copy of the uploaded and approved document.
	<input type="checkbox"/>	No objection Certificate (NOC) from Sponsor	Submit original of the uploaded and approved document.

Output

- E-Registry Extract
- E-License (for Change of Manager only)

Note

- The powers issued to the appointed officers will reflect as per the submitted resolution if singly, jointly or limited. This information will be available at the E-Registry Extract.

Further Information

- Visit our website at www.dmcc.ae or contact us at 600 54 DMCC (600 54 3622) or +971 4 424 9600.