APPLICATION GUIDELINE

Dual Licence Office Permit

Data Classification: Open

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Introduction

All DMCC-licensed companies seeking to have their Dubai Department of Economy and Tourism (DET) branch operate from the JLT office address they currently occupy, are required to obtain a **Dual Licence Office Permit**, subject to fulfillment of the applicable eligibility criteria.

Service to Select on Portal

- New Dual Licence Office Permit: Company Services – Licencing Services – Apply for New Dual Licence Office Permit.
- Renew Dual Licence Office Permit: Company Services – Licencing Services – Apply for Renew Dual Licence Office Permit.
- Terminate Dual Licence Office Permit: Company Services – Licencing Services – Apply for Terminate Dual Licence Office Permit.

Important Notes

Eligibility & Applicability

- Only DMCC-licensed companies that intend for their DET-licensed branch to operate from the same JLT premises are eligible to apply for a Dual Licence Office Permit. Entities that have common shareholders or operate as subsidiaries are not eligible for the Permit
- All companies occupying office space within DMCC and intending to share the unit with a DET-licensed company must obtain and maintain a valid Dual Licence Office Permit.
- The Dual Licence Office Permit is valid for one (1) year and may be cancelled at any time by the DMCC-licensed company that applied for it ("DMCC Company"). The Permit may also be terminated by DMCCA at its discretion.
- Companies holding a Dual Licence Office Permit must at all times adhere to all terms, conditions, and requirements associated with the Permit.
- The Dual Licence Office Permit cannot be amended once issued.
- Failure to renew the Dual Licence Office Permit on time may result in sanctions imposed by DMCC.

Property & Unit Requirements

- The unit must be classified as “office” as per the title deed. Sharing is not permitted on other property types such as workshops, retail units, land plots, flats, or similar classifications.
- Units located within Business Centres, co-working spaces, Incubation Centres, and Accelerators are not eligible for the Dual Licence Office Permit.
- Each company must be assigned a dedicated workspace within the unit, with a minimum allocation of 300 sq. ft. for the DMCC Company.

Activity Restrictions

- Retail and industrial activities are not eligible for the Dual Licence Office Permit.
- Certain licence activities may be deemed ineligible for the Dual Licence Office Permit at DMCC’s sole discretion.

Visa & Workforce Requirements

- The standard Visa Quota Policy shall apply. The visa quota for the DMCC Company will be calculated based on the actual dedicated area allocated.
- DET-licensed companies will follow mainland regulations as per DET requirements for visa-related matters; however, the DMCC Company must obtain access approval for all non-DMCC employees sponsored under the DET licence who will work from the same premises.
- DET-licensed companies must submit a report from the Ministry of Human Resources & Emiratisation (MOHRE) listing all employees under their sponsorship.

Fees

- Permit fees are non-refundable once the Dual Licence Office Permit is issued.

New Dual Licence Office Permit:

Steps

Step1: Complete the application form to apply for 'Apply for New Dual Licence Office Permit' on the DMCC portal.

Step 2: Upload the required documents and proceed with the payment.

Step 3: Once initially approved by DMCCA, Step will return to the company submitted the SR to upload the 'Sub-lease contract'

Requirements

Original	Copy	Documents	Remarks
	•	Ejari certificate	For the full unit under the DMCC company with a minimum validity of 6 months.
	•	Title Deed	For the unit that will be occupied by all companies issued by Land Department.
	•	Sub-lease contract	Between DMCC company and DET company to mention the area of the part occupied by Company.
	•	Request letter	Prepared by DMCC company who is applying for the permit. Letter should state: • The details of sharing like full names of the companies that would be occupying the unit and the divisions with the area size that each company will occupy and the bases on what they are sharing. The letter must be stamped and signed by the authorized signatory on behalf of the DMCC company.
	•	Undertaking letter	Template will be generated by the system and all companies sharing are required to sign and stamp the undertaking. *Signature should be done by the authorized signatory on behalf of each*

			company.
	•	NOC from the landlord	To allow DMCC company to sub-lease part of the unit to DET company.
	•	DET Licence	Valid DET licence (required for DET licenced company)

Output

- Dual Licence Office Permit issued

Renew Dual Licence Office Permit:

Steps

Step1: Complete the application form to apply for 'Apply for Renew Dual Licence Office Permit' on the DMCC portal after putting the existing permit number that need to be renewed.

Step 2: Upload the required documents and proceed with the payment.

Requirements

Original	Copy	Documents	Remarks
	•	Ejari certificate	For the full unit under the DMCC company with a minimum validity of 6 months.
	•	NOC from the landlord	To allow DMCC company to sub-lease part of the unit to DET company.
	•	Sub-lease contract	Between DMCC company and DET company to mention the area of the part occupied by Company.
	•	DET Licence	Valid DET licence (required for DET licenced company)

Output

- Dual Licence Office Permit issued

Terminate Dual Licence Office Permit:

Steps

Step1: Complete the application form to apply for 'Apply for Terminate Dual Licence Office Permit' on the DMCC portal after putting the existing permit number that need to be terminated.

Step 2: Upload the required document and submit the SR.

Requirements

Original	Copy	Documents	Remarks
	•	Request letter	Official request letter on DMCC company letterhead signed by the authorized signatory stating the reason for terminating the permit.

Output

- Dual Licence Office Permit terminated on the system and company will receive notification confirming the same.

Further Information

- Please visit our DMCC Help Centre at http://www.dmcc.ae/helpcentre
- Contact us at 600 54 DMCC (600 54 3622) or +971 4 4249600.