

License Renewal FAQs

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General Inquiries

- 1. If I am renewing my license for 3 years, will DMCC accept our insurance policy, which is valid for only 1 year?**

Yes, DMCC will accept the insurance policy that is valid for less than the license validity; however, you are requested to submit an undertaking letter confirming that the company will renew its insurance on yearly basis and submit a copy to DMCC.

- 2. Our Third Party NOC will expire before our license expiry date, what do we do?**

You will be required to submit an undertaking letter to renew the third party NOC upon expiry on yearly basis. The undertaking letter should be printed on the company letterhead, stamped, and signed.

- 3. When I was applying for the license renewal, I was charged an additional amount for a DDE Membership. Is this mandatory?**

Dubai Diamond Exchange (DDE) Membership is mandatory for only the companies holding Jewellery related activities, which apply during license renewal and address change.

- 4. Can I apply for license renewal with amendment (change of address and activity) all together?**

Yes, you can apply for both change of address and activity together in a single service request.

- 5. What are the license late renewal penalties?**

Please find below the late renewal penalties:

- Between 1-30 days, AED 2520 will be applicable
- Between 31-60 days, AED 5020 will be applicable

- Between 61-90 days, AED 7520 will be applicable

More than 90 days, the company will be subject to termination by authority.

6. Can the license renewal service request be processed while the Lease is being amended?

No, the service request will be returned to the client until the amended lease is submitted.

7. What do I do if I have a dispute with the landlord such as rent issues that prevents me from renewing my license?

In such cases, DMCC recommends that you take up the case to Dubai's Rental Dispute Settlement Centre (RDSC) to settle any legal issues with the property owner.

8. Our Insurance policy does not cover 3 years validity. Will this be accepted for 3-year license renewal?

Yes, but along with a clear undertaking stating that, 'company shall renew its insurance on yearly basis by or before expiry and submit a copy to DMCC'.

9. Our insurance is valid for next 3 months only. Can we still apply for license renewal?

Yes, the license renewal can be applied if the applicable insurances are still valid for 60 days or more from the submission date; provided that a letter of undertaking from the company confirming that the 'Insurance will be renewed upon its expiry will be submitted to DMCC.

10. Are the Audited Financial Statements required at time of license renewal?

No, the Audited Financial Statements are not required at license renewal.

11. What is the minimum area size required for each license?

As per DMCC requirements, each license should have a minimum of 500 square feet / 50 square metres.

12. What are the documents required in the case of the company unit being financed by third party entity?

If the unit is financed by a third party entity, DMCC required a current dated No Objection Certificate from the financing entity to sublease the unit.

Tenancy Contract

13. What are the requirements for a tenancy contract?

Tenancy contracts must contain both the landlord name and the full DMCC company name as a tenant, location of the office (Building name, floor, unit code and area size), start and end date as well as signatures of both the landlord and tenant (authorised signatory of the company).

14. What is the acceptable validity of the tenancy contract required for the license renewal?

Ideally, the tenancy contract should be valid until the next expiry date of the license; if not, DMCC will accept a tenancy contract that is valid for 6 months if the member is applying for 1-year license renewal. However, if the member is applying for 2 or 3 years license renewal, then, DMCC will accept a tenancy contract that is valid for 1 year.

15. Do you accept tenancy contracts holding the name of the shareholder of the DMCC Company?

No, tenancy contracts must be issued under the DMCC Company name to be accepted.

16. Am I supposed to provide a tenancy contract if I am both the company shareholder and the owner of the unit?

Yes, you must provide a tenancy contract between the shareholder as a property owner and the DMCC Company as a tenant.

17. What are the additional documents required if the tenancy contract is signed by a power of attorney holder?

If in the case a Power of Attorney (POA) holder signs the tenancy contract, DMCC will require a copy of the power of attorney (POA) document and the passport copy of the POA holder.

18. If the tenancy contract is provided by a Serviced Office Company, what document can I submit instead of the title deed?

If a Serviced Office Company issues the tenancy contract, an 'Area Size confirmation letter' will be required instead of title deed only if the area size is not mentioned in the tenancy contract.

19. What do I do if the original Title Deed is with the bank?

DMCC does not require the original Title Deed. A copy of the title deed is acceptable. In such cases, the bank may either give a letter confirming that the original Title Deed is with them, along with a copy of the Title Deed or they stamp the copy of the Title Deed with the Bank stamp along with signature and a current date.

20. What do I do if I cannot obtain the Title Deed from the landlord?

A current dated Certificate of Ownership from the Tower Developer or Building Management Company can be accepted instead of the Title Deed.

21. As per the title deed, the unit is owned by a new landlord; however my tenancy contract is still valid? What shall we do?

If there is an existing “tenancy agreement” between the previous landlord and the tenant, the new owner of the unit needs to provide a confirmation letter mentioning that he/ she has no objection to continue with the existing tenancy; Otherwise, a new tenancy contract between the landlord and the tenant will be required.

22. Do you accept an undertaking letter to renew the tenancy contract?

No, undertaking letters to renew the tenancy contract are not accepted.

Annual Operation Fitness Certificate (AOFC)

23. Are we required to obtain the Annual Operation Fitness Certificate (AOFC) on yearly basis to renew our license?

Yes, the Operational Fitness Certificate for the fit out of the premises is mandatory to renew the license.

24. Is Annual Operation Fitness Certificate required for Flexi Desk and Business Centres occupants?

Flexi Desks and Business Centres’ occupants are not required to submit the Operation Fitness Certificate.

25. Can a Company use the same Annual Operation Fitness Certificate (AOFC) for additional license if obtained for the same location?

No, a new AOFC has to be issued for the additional license.

26. If I am renewing my license for 3 years, will DMCC accept the Operation Fitness Certificate (OFC), which is valid for only 1 year?

Yes, DMCC will accept the OFC that is valid for 1 year; however, you are requested to submit an undertaking letter confirming that the company will renew its Operation Fitness Certificate (OFC) on yearly basis & submit a copy to DMCC.

27. Does DMCC accept an Operation Fitness Certificate (OFC) that is under the landlord's name?

No, a fresh OFC from Concordia needs to be obtained under the company's name.

Third Party Liability Insurance

28. What is the Third Party Liability Insurance Certificate and what does it cover?

Third party liability insurance (also known as public liability) is a mandatory requirement for all Free Zone member companies. It covers the legal liability to third parties for accidental bodily injury, or accidental loss/damage to material property caused in connection with the Insured's Business within the defined territorial limits.

29. Is Third party Liability Insurance Certificate required for Flexi Desk or Serviced offices?

No, this is usually covered by the service providers. However, a copy of the insurance is required from the service providers for submission of application.

30. What are the requirements for the third party liability insurance?

The third party liability insurance should reflect the full Company name as per the license including the DMCC Suffix

The third party liability insurance must reflect all unit/s occupied by the company

The minimum amount for the third party insurance is AED 1,000,000

31. What is the minimum indemnity limit of the third party liability insurance?

All licensees must maintain third party liability (or public liability) insurance in respect of their business operations in accordance with the minimum limit advised by DMCC, which is currently AED 1 Million.

Workmen's Compensation

32. What is Workmen's Compensation Insurance and what should it cover?

Workmen's compensation insurance is a mandatory requirement for all Free Zone member companies. It covers legal liability to employees for occupational injury during the course of their employment, within the defined territorial limits as per Labour Law/Workmen's Compensation Ordinance. In the UAE, Chapter 8 of Federal Law No. 1980 governs compensation.

33. Is Workmen's Compensation Insurance Certificate required for Flexi Desk or Serviced Offices?

Yes, it is required as long as the DMCC Company is sponsoring employees, regardless of its license address, then; they need to be covered under the Workmen's Compensation Insurance. Please note that this is not required for the Shareholders.

34. What are the requirements for the Workmen's Compensation Insurance?

The Workmen's compensation insurance should reflect the full Company name as per the license including DMCC Suffix.

The workmen's compensation insurance must reflect all unit/s occupied by the company (if mentioned).

It should reflect the names or the number of employees.

35. Are the company's employees holding PIC and PAC cards required to be covered under the workmen's compensation insurance?

No, the employee holding PIC and PAC cards are not required to be included under Workmen's Compensation Insurance.

License Renewal with Amendments (Activity / Address)

36. Do I need to change my company name when I am applying for change of activity?

Yes, if the current company name does not match with the new activity and the nature of business.

37. Can I apply for additional license in a different address within JLT?

Yes, it is allowed.

38. Can I add another unit to my license?

If your company is holding one license only, adding another unit has to be within the same building where you are operating.

39. When applying for change of address, I was informed by DMCC that unit is occupied. What do I do to proceed?

You will need to submit a clearance letter (to be provided by the property owner) and a proof of lease termination signed by the property owner and the previous tenant.

40. Can I change my company's address from a bigger office to a smaller office?

The company can only move to a smaller office / area size if the number of its existing employees does not exceed the visa quota allocated for the smaller office based on its area size.

41. Can a company have an additional unit in different building on the same license?

No, an additional unit in different building requires an additional License.

Good Standing of Parent Company

42. Which documents can we provide as an evidence of good standing for our parent company?

Good standing is a document that confirms the status of the parent company to be either active or in current good standing. You may submit any of the following documents:

- Recent Certificate of Incumbency from the regulating authority of the parent company (notarised).
- Certificate of Good standing from the bank
- Letter from any law firm (notarised and legalised)
- Letter from any chartered auditing firm (notarised)
- Online Registry Extract showing the web address