

APPLICATION GUIDELINE
REQUEST FOR ADDITIONAL LICENSE

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Introduction

If the DMCC member company wishes to add a new License to their existing, the member company is required to submit a request for additional license. For applicable charges, please refer to the [Free Zone Schedule of Charges](#).

Service to Select on Portal

Company Services – Licensing Services – Additional License – Apply for Additional License

Important Notes

- A DMCC licensed company cannot apply for additional license if the existing license is expired, unless a request is submitted to terminate the existing license.
- DMCC members can apply for 1, 2, 3 or 5 years license validity however, this multi-year option shall not be available for companies with certain regulated and Industrial activities.
- The Ejari Certificate number is required when applying for a new address under an additional license. This requirement does not apply to DMCC Business Centres, Third-Party Business Centres, Common Areas, Plots, Shared Units, and DMCC Tea Trading Centre units, where the relevant lease documents must be uploaded instead.
- When adding the units, all selected units must be within the same building.
- The company must ensure that its licensed activities can be carried out at the selected new or existing property type.
- Some license activities are standalone activities and cannot be carried out with any other activities even if they fall under same license category.
- In following scenarios, you will not be able to proceed submitting your service request and you will get an error message displayed on your screen:
 1. If Lease is expired
 2. If Lease validity is less than 30 days from the date of submission.
 3. If Lease is terminated
- DMCC Authority reserves the right to request any additional documents at any stage of the process.

Steps

Step 1: Log in to the DMCC Member Portal and navigate to:

Company Services → Licensing Services → Additional license

Step 2: Select the license type for the additional license.

Step 3: Add the activities required for the additional license and confirm the selected activities.

Step 4: Select the license validity period (1, 2, 3 or 5 years) if applicable.

Step 5: Under Address Details, Choose the address type:

- Continue with existing unit(s), or
- Add a new unit(s)

Step 6: Select the property type.

Step 7: Select the units and enter the Ejari (If applicable)

Step 8: Select Primary Unit to be under the Additional License.

Step 9: Review amendment details and confirm.

Step 10: Upload the required documents (if applicable).

Step 11: Confirm payment and submit the Service Request (SR).

Step 12: Operation Fitness Certificate (OFC) sub-process (If applicable).

Step 13: Download the Additional License.

Requirements

Upload	Documents	Remarks
□	<ul style="list-style-type: none"> Tenancy contract/ Lease Agreement when Ejari is not applicable. Title Deed or Certificate of Ownership applicable for members' owned units. 	<ul style="list-style-type: none"> If the lease agreement is signed by a Power of Attorney (POA) holder on behalf of the Landlord or the DMCC Company, then, a copy of the POA document & POA holder passport showing the signature are required.
□	Valid Operation Fitness Certificate	<ul style="list-style-type: none"> OFC to be obtained from Concordia. Licensed companies operating from Business Centers are not required to submit Operation Fitness Certificate (OFC)
□	Third party approval (NOC) from Regulatory Authorities	<ul style="list-style-type: none"> Applicable to regulated activities only.

Output

- Issuance of the additional license.

FURTHER INFORMATION

- Please visit our DMCC Help Centre at <http://www.dmcc.ae/helpcentre>.