

APPLICATION GUIDELINE - REQUEST FOR TERMINATION OF LICENCE

According to the Implementing Regulations and Articles of Association, a DMCC company may apply to terminate the licence, provided that it has another active licence or is under application for a new one.

SERVICE TO SELECT ON DMCC MEMBER PORTAL

Go to Company Services - Licensing Services - Amendments - **Additional Licence Termination**

POLICY

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

STEPS

- Step 1 - Go to Company Services - Licensing Services - Amendments - Additional Licence Termination
- Step 2 - Complete all required fields and upload the necessary documents for licence termination on the DMCC portal.
- Step 3 - E-signing of required documents by authorized company`s e-signatories.
- Step 4 - The Licence Termination will be published by DMCC for 14 days.
- Step 5 - Issuance of E-Licence Termination Letter.

REQUIREMENTS

Fill in the application form on the DMCC Member Portal.

Documents	Remarks
Shareholders' Resolution regarding terminating a specific licence	- Applies to Individually-owned companies. - To be electronically signed by the authorized signatory after the application is approved by DMCCA
Board Resolution from the parent company regarding terminating a specific licence	Applies to Subsidiary, Branch and Joint Venture companies only. To be electronically signed by the authorized signatory of the parent company or notarized.
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 the "Submit" Step. - Certificate of Incumbency's attestation date should be within 1 year. - Note: If the certificate of incumbency details verification is publicly available through an online registry from the respective issuing authority's official website. In such cases, please provide the verification link (If the online verification is approved, the notarization would not be required).
No Objection Certificate	- Required from Etisalat, Du, and DEWA only if the address is different from the retained licence: - Clearance should confirm closure of accounts and services or final bill + proof of payment.
NOC from Customs	- Applies to all Trading and Industrial Licence holders only. - Clients must obtain a NOC from Dubai Customs online via their website.
Clearance letter from the landlord	- Required only if the address is different from the retained licence: - Applies to companies with physical offices. NOC should confirm that the landlord has no objection to the company terminating its licence and that the company is free of any outstanding liabilities.

	For flexi-desk lease holders, please liaise directly with the Business Center Team to terminate the lease. The termination process is still required for expired leases.
Clearance letter from 3 rd party Authorities as required (i.e. DGCX, KHDA, RERA, DHA, etc.)	Applies to all licence holders whose activities are regulated by 3rd-party Authorities.
NOC from Community Property and Assets Management (CPAM), DMCC	Applies to companies that own property in Almas, Au, Ag and Jewellery and Gemplex Towers.
Power of Attorney (POA)	- Please disregard this requirement if there is no POA issued. - If issued in the UAE, the validity is to be checked on the Dubai Court portal. - If issued outside of the UAE: - To be notarized and legalized by the UAE Embassy of the place of issue. - Original POA required to be presented for verification. - To specifically provide authority to appoint or remove an Officer of the DMCC Entity. - Original passport of the POA holder to be presented for verification.

OUTPUT

The following documents will be issued when the process is completed:

- E-Licence Termination Letter