

APPLICATION GUIDELINE

COMPANY FORMATION – APPLICATION FOR A BRANCH COMPANY

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DMCC PROCESS AND REQUIREMENTS FOR BRANCH SETUP

This application guideline is intended to clarify the submission requirements and does not need to be submitted to DMCC.

POLICY AND IMPORTANT NOTES

1. DMCC Authority reserves the right to request additional documents at any stage of the application process.
2. Failure to comply with the requirements at any stage could result in the cancellation of the application. Applications received with incomplete information / documentation will be returned or not accepted, until all requirements are fulfilled.
3. All Draft SRs will automatically be voided after sixty (60) calendar days from their creation date if no action is taken by the DMCC Member.
4. SRs awaiting DMCC Member Company action will be automatically nullified if the required actions aren't completed within ninety (90) calendar days of SR's return date.
5. DMCC Member Company admin can request service cancelation by clicking the 'Cancel Request' button.
6. A cancellation fee will be charged to the DMCC Member's portal if the Member opts for its cancellation, or if the system auto-cancels the SR after the 90 days. (Please refer to the [Schedule of Charges](#)).

PROCESS AND REQUIREMENTS

Express your interest in company setup:

If you have already contacted DMCC and received your reference number, please contact your assigned Business Setup Executive (BSE) to start the process.

Once you confirm, your BSE will provide you with your login details to start your pre-approval application. Please remember to save your username and password.

If you have not been in contact with DMCC previously, you may proceed to this [link](#) and answer a few simple questions to receive your personalised proposal followed by your login details to start your pre-approval application. Please remember to save your username and password.

You may also send an email to setup@dmcc.ae, or call 600 54 DMCC (600 54 3622) / +971 4 4249600; alternatively, visit the Client Registration Centre on Level 1, Almas Tower, JLT.

STAGE 1 - EXPRESSION OF INTEREST AND PRE-APPROVAL

Steps

Step 1: Accept the Terms & Warranties mentioned on the online portal to continue using the DMCC portal. Please note that this document will need to be accepted only once, and that is during the first portal login.

Step 2: Here you will have two options based on the setup package you wish to proceed with.

Option 1: Click on “**Proceed with Application**” to start your company application & continue to the Standard DMCC fees.

Option 2: Click on ‘**Subscribe to Package**’ and select your preferred setup package. Once the package is selected, save your changes, and go back to the homepage and click ‘**Proceed with Application**’,

Step 3: Add Parent Company (Branch) / Officers

Enter the applicant details and select their relevant role in the company.

An applicant must be assigned to one of the following roles (Consultant / Power of Attorney (POA)).

Add all the officer(s) passports and personal details.

Please note that once you select the roles of the applicant, further amendments are not allowed. To amend roles, you will need to delete the applicant record and re-enter details.

Make sure to enter for each officer(s) the **Latest Business Experience** and click “Save”. If any of these details are not filled in, you will be facing an error and you will not be able to continue.

Enter the parent company details and “Save”.

Step 4: Enter Ultimate Beneficial Owner (UBO) For the parent company.

Here you will need to declare all the ownerships owning 25% or more layer by layer until the ultimate beneficial owner/s are declared.

Step 5: Select Company Name, Bank & Financial Year

Company name shall be same as Parent company name with suffix (DMCC BRANCH) which will be automatically pre-filled, then add the financial year dates.

Step 6: Add Business Activities

Select your company's business activity(s). Your business activities should either match your parent company's activities or you may apply as a representative office.

Step 7: Select Value-Added Services

Select add-on services for your company if needed.

Step 8: Review and Confirm the Application

Review the company details that you have entered and confirm. Once this step is completed where the application is reviewed and confirmed, you will not be able to go back and make any changes or amendments.

Step 9: Upload Required Documents

In this section, please upload the required documents. The documents will depend on your shared application and information. Some of these documents will be system-generated documents that

you will need to download, print, sign and re-upload as required. (Refer to the following page to learn more about each document that will be requested from you).

Step 10: Pay and Submit the Application

Top up your portal balance with the amount specified (initial fees are non-refundable), then make sure to submit the application. Company Status on the homepage will be updated to “Submitted” and an email notification will be sent to the applicant.

*Payment can be made by any of the available channels under DMCC - Customer Portal Top-up.

*The pre-approval payment is required prior to submitting the application if the application is under the Standard DMCC company setup fees.

Step 11: In case of any missing requirements or documents, the assigned BSE will be in touch within 12 working hours.

Requirements

Documents	Remarks (Only copies are required at this stage)
Electronic Signature Undertaking document	This is a system-generated document that must be signed by the officers and uploaded.
HR Signatory Appointment Letter	This is a system-generated letter that must be filled in and signed by parent company signatories and uploaded.
Passport Visa page and Emirates ID - front and back - for each (Consultant / POA / Manager / Secretary)	UAE residence visa and Emirates ID front and back is required if applicable.
Proof of residential address in country of residence for each (Manager / Secretary)	Any of the below can be provided: <ul style="list-style-type: none"> Valid tenancy contract Utility bill (not older than 6 months) Bank confirmation letter (not older than 6 months) Any official document issued by any authority in the country of residence (not older than 6 months)
Consultant's Appointment Letter (Optional)	This is mandatory only if a consultant is acting on behalf of the company.
Power of Attorney (POA) (Optional)	An attested POA copy will be required if any of the (Manager / Secretary) wishes to grant signing powers to others on their behalf.

Parent Company Documents	<ul style="list-style-type: none"> • Certificate of Registration/ Trade Licence of Parent Company • Certificate of Incumbency (not older than 1 year). • Memorandum & Articles of Association (MOA) of the parent company/By-Laws <p>(If documents are in any language other than English and Arabic, then, it must be legally translated into English)</p>
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Output

Pre-approval can take anywhere from 5 to 7 working days.

*This step could take longer in special circumstances.

An email notification will be sent to you, upon the completion of the pre-approval stage, DMCC would have provided the following:

- ✓ Company Name Reservation
- ✓ Management and Compliance approval
- ✓ Third Party Introductory Letter – This letter will be issued only if a third-party approval is required (applicable only for certain business activities), you will be issued an introductory letter addressed to the regulated authority for their approval. At this point, please reach out to the relevant third-party authority to receive a No Objection Certificate (NOC).

The pre-approvals are valid for 60 days from the date of issuance.

Registration (Stage 2) must be completed before the expiry date of the pre-approval.

STAGE 2 - REGISTRATION

Steps

Step 1: Confirm Value Added Services and Financial Year

Please confirm your selected Value-Added Services (VAS) and Financial Year.

Step 2: Property Type

Please select from the dropdown menu your preferred property type.

*Certain activities have property restrictions. For example, Restaurant is restricted only to Retail Space.

Step 3: Upload Third Party NOC

In case a third-party approval was required (which is applicable only for certain activities), upload the NOC once received.

Step 4: Customer Payment

Top up your account with the required amount. The payment will be calculated on the DMCC portal account based on your selections. The fees will comprise the following:

1. The selected setup packages
2. VAS Fees (if selected by applicant)

Step 5: Identity Verifications & Preparation of Documents

The BSE will verify the identities of all authorised company signatories through a video call against their passports.

In parallel, the company documents will be prepared by your assigned BSE and sent to all the company signatories through DocuSign for e-signing,

Once the above steps are completed, your application will proceed to the registration stage.

Requirements

Documents	Remarks
Specimen signature form for each (Manager / Secretary)	This is a system generated document to be electronically signed via DocuSign.
Passport and Visa page for each (Authorized Signatories/ Manager / Secretary)	Original passport must be presented upon the video call from shareholders/officers. The Visa is required only if applicable.
Board Resolution	This is a system generated document to be electronically signed via DocuSign or notarized and attested by the UAE Embassy or a Consulate in the country of origin or by any Arab Embassy if a UAE Embassy or Consulate is not available.
Standard Terms & Warranties	This is a system-generated document to be electronically signed via DocuSign.
Activity Undertaking Letter	If applicable, this will be electronically signed via DocuSign.
Parent Company Documents	<ul style="list-style-type: none"> • Certificate of Registration/ Trade Licence of Parent Company • Certificate of Incumbency (not older than 1 year) • Memorandum & Articles of Association (MOA) of the parent company <p>If documents are in any language other than English and Arabic, then, they must be legally translated into English).</p> <p>All parent company documents to be notarised in the Home Country and at least one of the parent company documents is to be attested (preferably the Certificate of Incumbency) by the UAE Embassy or a Consulate in the country of origin or by any Arab Embassy if a UAE Embassy or Consulate is not available, or Online verification through the Public Register if applicable</p>

Output

Registration can take 2 to 3 working days. Upon completion of the registration stage, DMCC shall issue the following:

- ✓ Provisional Approval Letter
- ✓ Flexi Desk Reservation Certificate - In case your selected property type is Flexi Desk

Provisional Approval is valid for 90 days from the date of issuance.

STAGE 3 - LICENSING

Scenario 1:

If the Property type selected is a Flexi Desk with no Third-Party approval required; the application will directly proceed to the licence issuance stage (**Stage 3 will not be applicable**).

Scenario 2:

For all other scenarios where the client has selected any other property type besides Flexi Desk, the client will be required to submit documents based on the criteria selected.

Scenario 2 Steps

Step 1: Upload Third Party NOC – In case a Third-Party approval is required (applicable only for certain activities), please reach out to the relevant Third-Party Authority to receive a No Objection Certificate. Upload the NOC once received.

Step 2: Upload Property Documents – In case your selected property type is not a Flexi Desk, please arrange for the property documents (Refer to the following page to learn more about the documents that will be requested from you at this stage).

Requirements

Documents	Remarks
A. <u>Leased Property</u> <ul style="list-style-type: none"> • A valid property lease agreement covering the licence validity period • Evidence of Property Ownership – <ul style="list-style-type: none"> • Title Deed or • Current dated Certificate of Ownership from the Tower Developer or Building Management Company <p>OR</p> <ol style="list-style-type: none"> 1. DMCC Serviced Office Contract 	<p>A copy is required – The lease agreement (tenancy contract) must:</p> <ul style="list-style-type: none"> - State the exact company name as reserved by DMCC - Be valid for at least one year from the date of submission - Mention the full unit details (unit number, tower name, and area size) and lease details (start date, expiry date, and rent amount) <p>If the property is a joint purchase; all landlords' names and signatures are required on the lease agreement</p>

<p>OR</p> <p>1. Non-DMCC Serviced Office Contract</p> <p>B. <u>Owned Property Under the Same DMCC Company Name</u></p> <p>Evidence of Property Ownership:</p> <ul style="list-style-type: none"> • Title Deed <p>Current dated Certificate of Ownership</p>	
<p>In the case of a retail shop: Certificate of Conformity (COC) issued by Concordia or Retail Annual Operational Fitness Certificate (RAOFC issued by Socotec (Fit-out Approval Companies)</p>	<p>Copy is required</p>

Output

Licensing can take 2 to 3 working days.

Upon the completion of the licensing stage, the following system-generated documents will be available on the company portal for download:

- ✓ Electronic Licence
- ✓ Electronic Certificate of Establishment
- ✓ Flexi Desk Tenancy Contract if the selected property is Flexi Desk
- ✓ Financial Year Declaration

Companies at this point may proceed to apply for the employment visa online, if:

- The property leased is a Flexi Desk or a Serviced Office
- The Certificate of Conformity (COC) or Annual Operational Fitness Certificate (AOFC) has been submitted to the DMCC representative

FURTHER INFORMATION

- Visit our DMCC Help Centre at www.dmcc.ae/helpcentre.