

APPLICATION GUIDELINE

SHARE CAPITAL DEPOSIT

Table of Contents

| | |
|-----------------------------------|---|
| Introduction..... | 3 |
| Service to Select on Portal | 3 |
| Important Notes..... | 3 |
| Steps | 3 |
| Requirements | 4 |
| Output | 4 |
| Further Information | 4 |

Introduction

Share capital of a company being AED 50,000 the share capital amount may be deposited in the company's DMCC portal account. Companies will thereby be able to use the amount of share capital deposited in their DMCC portal accounts for DMCC services such as registration, licensing, leasing, visas etc. Where companies deposit their share capital amount in the DMCC portal account, a Certificate of Share Capital Deposit may be requested from the DMCCA.

Service to Select on Portal

Company Services – Company Amendment Services – Share Capital Deposit

Important Notes

- The company must have share capital of AED 50,000/- only.
- The amount is non-refundable; however, the client may utilize the funds at any time during the entity's tenure, provided the company maintains an active license.

Steps

Step 1: Log in to [member portal](#)

Step 2: Top up the portal with a minimum balance of AED 50,000/- (inclusive of service fees)*

** To see the applicable fees for "Share Capital Deposit", please refer to the [Schedule of Charges](#), under "Registration Services – Other Services".*

Step 3: Go to Company Services- Company Amendment Services and select "Share Capital Deposit"

Step 4: Agree to the disclaimer & click on 'Confirm'

Step 5: Enter Portal User's Email & mobile number.

Step 6: Submit Service Request (SR)

Step 7: SR will be in process of verification and approval

Step 8: Upon SR approval, Follow up Requirements will be closed and sanction for "Document Non-Submission Sanction" shall be removed (subject to company having share capital deposit pending).

Step 9: The remaining balance, after deducting applicable charges, will be credited back to the portal.

Requirements

No documents are required.

Output

Sanction for “Document Non-Submission Sanction” shall be removed if sanction is only for above requirement.

Further Information

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