

**APPLICATION GUIDELINE
STATUS CONVERSION (BRANCH TO SUBSIDIARY)**

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Introduction

This process is applicable to Branches established in DMCC company who wishes to convert the company status from Branch to Subsidiary.

Service

Manual Request

Important Notes

- The company's license must be valid at the time of application.
- There must be no active sanctions on the company's DMCC portal account.
- Application is subject to the DMCC Company Name Reservation Rules and Guidelines.
- DMCC Member Company should provide three (3) proposed names which should be provided in order of preference.
- DMCC Member Company to declare their share capital. Minimum share capital is AED 50,000/- Please note that during the status conversion process, the declared shareholder must be the parent company. Any transfer of shares to another individual or entity should only be carried out after the status conversion has been fully completed and closed.
- Re-confirmation of Management Structure, If there will be changes, it should reflect on the resolution (resignation and appointment). This will be required to apply separately online once the company structure is completed.
- If the current activity of the company is an activity that is restricted to branch Company, DMCC Member Company will be required to apply for License Amendment (Change of Activity) simultaneously with the Status Conversion.
- Status conversion will be published in DMCC Website for fourteen (**14**) calendar days.
- DMCC reserves the right to request additional documents at any stage of the process.
- All authorized signatories of DMCC Member Companies must subscribe to and activate their e-signatures prior to initiating the application.
- Please refer to schedule of charges for service request fees.

Steps

Step 1: Submit Initial Request

Submit your request through the **DMCC Portal** by raising a case under the relevant service

Documents Required:

- Request Letter (copy is sufficient at this stage)
- 3 new proposed names to be mentioned on the request letter.
- Confirmation of Activity.
- Payment to be made available in the portal

Step 2: Company Name Reservation

DMCC will review and confirm availability of your proposed company name.

Note: No additional documents are required at this stage.

Step 3: Pre-Approval & Document Submission

Once pre-approval is granted, you will be required to submit key company documents. Kindly confirm your preferred UAE bank to issue the NOC to bank to where the initial share capital deposit will be made.

Documents Required:

- Signed **Board Resolution** (*to be completed via DocuSign*).
- **Certificate of Incumbency (COI)** of the parent company
 - Copy to be provided initially.
 - Original to be submitted later at the counter (if applicable).

Step 4: Publication

The publication will be displayed on the DMCC website for a period of 14 days.

Step 5: Articles of Association (AOA)

You will be required to review and electronically sign the **Articles of Association (AOA)**

Documents Generated by DMCC:

- AOA will be shared for your review and e-signature

Step 6: Share Capital Deposit

Complete the share capital deposit as per the instructions provided in the portal.

Documents Required:

- Proof of Share Capital Deposit
(*e.g., bank confirmation / deposit letter (replace to bank statement) as applicable*)

Step 7: Submission of Original Documents

Book an appointment to visit the DMCC Engagement Centre to submit original documents for verification.

Documents Required:

- Original **Certificate of Incumbency (COI)** (if applicable)
- Any other original documents requested during the process

Step 8: Final Approval & Issuance

Upon successful verification, DMCC will proceed with final approval.

Outcome:

- Issuance of updated company documents

Important Notes

- All documents must be valid, clear, and consistent with the submitted application.
- Delays in submitting required documents may impact processing timelines.
- Ensure that **Board Resolutions are correctly signed via DocuSign** to avoid rejection.
- Original documents are mandatory for final verification and approval.

Output

- Original Bank release letter
- QR coded License
- QR coded Share Certificate
- QR coded Certificate of Registration
- Original Articles of Association
- Original letter of name change

Further Information

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