

APPLICATION GUIDELINE

COMPANY SERVICES - REQUEST FOR CHANGING OR ADDING NEW ACTIVITY

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

POLICY

- Added activities must be from the same licence type (Trading, Service, Industrial). If not from the same licence type, the member company must apply for an additional licence and not licence amendment.
- New requested activity can be added to the licence from the same or different business category. The licence price might change based on the number of activities and activity codes. Some activities (Single-family office, real estate, DGCX, and professional traders) are standalone activities and cannot be carried out with any other activities even if they fall under the same licence category. Subject to DMCC's final decision.
- For member companies holding Physical or Retail units, Annual Operation Fitness Certificate (AOFC) or Retail Annual Operation Fitness Certificate (RAOFC) must be valid to proceed with your application.
- If regulated activity is being added, a Third Party No Objection Certificate (NOC) from the relevant activity regulating authorities will be required to upload.
- To find out more about the activities that require third-party NOCs, please see the [DMCC List of Approved Activities](#).
- Companies subscribed for one of the licence renewal packages, will be able to avail following, terms and conditions apply:

Package Name	Offer
Prime Business Package	The client will get a 30% discount on 3-times licence amendment service (over 3 years) that can be availed against other licences under the same company
Flexi Boost Package (1 year tenure)	The client will get a 20% discount on 1-time licence amendment service that can be availed against other licences under the same company.
Flexi Boost Package (2 years tenure)	Client will get 20% discount on 2-times licence amendment service (over 2 years) that can be availed against other licences under the same company

<p>Flexi Boost Package (3 years tenure)</p>	<p>Client will get a 30% discount on 3-times licence amendment service (over 3 years) that can be availed against other licences under the same company</p>
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- DMCC registered companies are entitled to request for the addition of activity only after the company formation is completed and the company has obtained the DMCC licence.
- Member companies with expired licences can apply for licence amendment, however, they are required to submit a justification letter, and the application will be subject to DMCC approval.
- If a company subscribed for a package and later during the package period added activity that increased the licence price, the difference in licence price multiplied by the package term will be charged in the amendment SR.
- 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.
- 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.
- DMCC Member Company admin can request service cancelation by clicking the 'Cancel Request' button.
- 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](#)).
- DMCC authority reserves the right to request any additional documents at any process stage.

SERVICE TO SELECT ON DMCC MEMBER PORTAL

Go to Company Services – Licensing Services – Amendments – Apply for licence amendment.

STEPS

1. Go to 'Company Services', click on the 'Licencing Services' menu, and choose 'Amendments', then under 'Amendments' choose 'Apply for licence amendments'.
2. Choose from the drop-down list under the type of change 'Change Licence Activity'.
3. Choose from the drop-down list under the type of licence activity change 'Add/ Remove/ Adding & Removing Activities', click on 'save' then click on 'next'.
4. On Current licence activity you will view your existing activities. You can add or remove licence activities based on the selected options earlier.

5. Questionnaire and Undertaking will be required based on the selected activity. If applicable, you will need to answer the questionnaire on the system and sign the undertaking letter without the need to upload any document.
6. If regulated activity is being added, third-party NOC from the relevant activity regulating authorities will be required to be uploaded before submitting the service request (SR).
7. Click on 'Finalize Licence', submit the SR and approve the payment; then, the SR will be in process with DMCC for verification.
8. DMCC will review and verify the service request.
9. DMCC will approve the service request if all requirements are fulfilled within 48 hours. Licence will be issued at this stage only if no Annual Operation Fitness Certificate (AOFC) or Retail Annual Operation Fitness Certificate (RAOFC) is required.
10. If AOFC or RAOFC are required, once their step is approved, SR will be routed back to DMCC to issue the amended licence. In this case, the SR completion time will be dependent on the client's fulfillment of AOFC requirements.

REQUIREMENTS

Fill in the application form on the DMCC memberportal.

Original	Copy	Documents	Remarks
	✓	Justification letter	If the licence is expired justify the reason for changing the activity before renewing the licence and why the request was not done before licence got expired.
	✓	Third-Party approval from the relevant activity regulating authorities.	To find out more about the activities that require relevant Third Party NOCs, please see the DMCC List of Approved Activities

OUTPUT

Upon completion of all requirements, DMCC shall:

- Issue the licence with the new activities.

FURTHER INFORMATION

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