

APPLICATION GUIDELINE

REQUEST TO SUBMIT CERTIFICATE OF GOOD STANDING (FOR PARENT COMPANY)

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INTRODUCTION

Member companies that are (subsidiaries, branches or joint ventures) are required to submit every 2 years to DMCC a proof that the parent company is still active and is in a good standing position. This service request is free of charge.

SERVICE TO SELECT ON PORTAL

Company Services - Apply to Submit Certificate of Good Standing (for parent company).

IMPORTANT NOTES

- Member companies that are due to submit their parent company Certificate of Good Standing cannot proceed to renew their license unless they have first raised and completed this 'Apply to Submit Certificate of Good Standing (for parent company)' service request.
- The parent company good standing document should reflect the same company name and details as per DMCC records. In case the information is not matching with DMCC records, the company will be requested to apply for the following:
 - In case of branches: Apply for 105-Apply to change parent company's name and domicile. Please click [here](#) to download the Board Resolution for Change of Parent Company Name and / or Domicile.
 - In case of subsidiaries / Joint Ventures: Apply for 950-Change of Shareholder and Officer's Name / Nationality / Address on Legal Document.
- If a company provides a link to verify the parent company information of company registry, the link should not require payment or username and password.
- DMCC Authority reserves the right to request any additional documents at any stage of the process.

- **Step 1:** Log on to the portal and apply to submit Certificate of Good Standing (for parent company). Two options will be provided as follows:
 - a) Tick a box if Online Registry is available, and then, enter the link to the online registry.
 - b) Upload a current dated Certificate of Good Standing.
- **Step 2:** The member company must tick a box confirming that the parent company is in a good standing position.
- **Step 3:** Save the service request (SR).
- **Step 4:** Click 'Submit'.
- **Step 5:** The member company will receive notifications on the progress updates.

REQUIREMENTS

Upload	Documents	Remarks
□	Certificate of Good Standing	Any of the below documents are acceptable as Certificate of Good Standing: <ul style="list-style-type: none"> - A notarised recent Certificate of Incumbency from the regulating authority of the parent company. - Certificate of Good Standing from the bank. - A notarised and legalised letter from any law firm. - A notarised letter from any chartered auditing firm. - A notarised and legalised Third Party Agent letter. - Online Extract.

FURTHER INFORMATION

- Please visit our DMCC Help Centre at <http://www.dmcc.ae/helpcentre>
- Contact us at 600 54 DMCC (600 54 3622) or +971 4 4249600.