

## **APPLICATION GUIDELINE**

### **NEW OFFICE SHARING PERMIT**

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## Introduction

All DMCC member Companies wishes to share an office space within the DMCC Free Zone, need to apply for the office sharing permit subject to meeting the eligibility criteria.

## Service to Select on Portal

Company Services – Licensing Services – Permits – Apply for New Office Sharing Permit.

## Important Notes

- All Companies occupying office space and wishing to share the Unit with another Company must obtain and hold a valid office sharing permit “Office Sharing Permit” if they meet the criteria, before they can share the Unit.
- All Companies who have an Office Sharing Permit must comply with the relevant requirements of the Office Sharing Permit at all times.
- Office Sharing Permit is valid for one (1) year and may be cancelled anytime by the Company who applied for it “Main Tenant”. An Office Sharing Permit may also be terminated by the DMCCA.
- Property type must be office as per the title deed of the Unit. Sharing on any other property types such as “workshop, shop/retail, land, flat...etc.” is not allowed.
- Units within Business Centres, co-working spaces, Incubation Centres and Accelerators are not eligible for office sharing.
- Each Company must be allocated to a dedicated area within the Unit with the minimum area size per Company being 150 sq. ft.
- The standard visa quota policy shall be applied wherein the quota for each Company shall be calculated based on the actual area allocated to the Company according to their lease.
- Certain license activities may not be eligible for office sharing and this shall be at the sole discretion of DMCC.
- Members can now easily track their submitted application statuses via DMCC Help Centre’s Service Request Tracker.

## Steps

**Step 1:** Complete the application form to apply for 'Apply for New Office Sharing Permit' on the DMCC portal.

**Step 2:** Upload the [required documents](#) and proceed with the payment.

**Step 3:** Once initially approved by DMCCA, Step will return to the company submitted the SR to upload the 'Sub-lease contract'.

## Requirements

Original	Documents	Remarks
□	Ejari certificate	For the full Unit under the main tenant with a minimum validity of 6 months. Main tenancy contract must permit sub-leasing
□	NOC from the landlord for Subleasing	It should reflect the landlord consent that <u>the main tenant will sublease a division of the unit to the subtenant.</u> NOC is not required if the unit is owned by the company applying for the sharing permit.
□	Sub-lease contract	Between Main Tenant and sub-tenant to mention the area of the part occupied by Company.
□	Certificate of Incumbency for Branches, Subsidiaries and Joint Ventures	Notarized current dated Certificate of Incumbency or any other document accepted by DMCC to provide details of all shareholders, leading up to the Ultimate Beneficiary Owners (UBOs) (all layers). The following to be considered: <ul style="list-style-type: none"> <li>- The document is not a self-confirmation/declared UBO. Meaning, the company Director, Secretary, website, employee, etc. cannot prepare an affidavit and declare themselves as a UBO.</li> <li>- The document should be recently notarized (less than 1 year upon checking).</li> <li>- The document should confirm who the shareholders are and the number of shares for each.</li> <li>- If the document is not in English or Arabic language, legal translation is required.</li> </ul>

□	Proof of relationship for family members	Official government issued documents
	Request letter	Prepared by the main tenant who is applying for the permit. Letter should state the details of sharing like company names, areas size and divisions.
	Undertaking letter	Template will be generated by the system and all companies sharing are required to sign and stamp the undertaking.

## Output

- New Office Sharing Permit issued

## Further Information

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