

APPLICATION GUIDELINE

Borrowing Original Legal Documents

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Introduction

DMCC Member licenced companies can apply for borrowing their original legal documents for the purposes of opening bank account, Land departments transactions, Legal translations, Attestations or for any other business purposes. This guideline is intended to clarify the submission process and requirement of service request.

Service to Select on Portal

Company Services – Apply for Borrow Original Legal Documents.

Important Notes

- Only DMCC licenced companies can apply for this service.
- Company cannot apply for Borrowing Original Legal Documents if:
 - There is an active sanction on their account.
 - The company termination process is completed.
- DMCC member company can borrow original documents for a maximum period of 90 calendar days.
- Once the SR is submitted and documents are ready for collection, application fee is not refundable.

Steps

Step1: DMCC Member companies can raise a service request for borrowing original legal documents under the Company Services >>> Borrow Original Legal Documents

Step 2:

1. Select the required documents from the list you wish to borrow and upload the copy of the documents for DMCC reference;
2. Mention the reason of borrowing original documents;
3. Select the returning date from system calendar for a maximum period of 90 days;
4. Select the service type from drop down list: Normal/Urgent; and
5. Confirm the Payment.

Step 3: Save and submit the service request, DMCC Member Company will receive a notification of service request submission.

Requirements

- No documents are required for this service.
- Company can select the documents from the available list in service request:

Documents	Remarks
Resolution	Mention the resolution details which is required for borrowing if more than one resolution is with DMCC. (Upload a copy of required document)
Attested Certificate of registration/ Certificate of incorporation of parent company.	Upload a copy of required document
Attested Memorandum of association of parent company.	Upload a copy of required document
Other	Please specify the detail of documents you wish to borrow and upload the copies of required documents.

Output

- DMCC Member company will receive a notification email when the documents are ready for collection.

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**.