

## Guidance Note – Additional Licence Termination

In this guidance note, unless the context otherwise requires, words or expressions not defined have the same meaning and interpretation as in the new DMCCA Company Regulations and the DMCC Licensing Rules.

### 1. APPLICABLE BUSINESS RULES

- This application is applicable for both registered Company and established Branches in DMCC.
- This application cannot be applied if the DMCC Entity has only one licence. The DMCC Entity should be in possession of another active licence.
- The status of the Registration to be active when applying for this application.
- There should not be an active Court sanction on the DMCC Entity when applying for this application.
- A non-objection certificate from competent Regulatory Authority is required in case the licence to be terminated is regulated by an Authority.
- The company needs to make sure they have [Subscribed and activated the e-signature](#) of all authorized signatories.
- 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 from the SR's return date.
- DMCC Member Company admin can request for service cancellation by clicking the 'Cancel Request' button.
- A cancellation fee of 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-day period.
- Please [refer](#) to (schedule of charges) for cancellation fees.

### 2. APPLICATION PROCESS

To apply for this service, client should raise service request (SR 260- Additional License Termination SR) through its DMCC portal account.

Process Owner	Action	Comments
Company	<p>Please follow below steps in raising the service request:</p> <ul style="list-style-type: none"> <li>• Choose the licence to be terminated.</li> <li>• Provide the required information in the SR.</li> <li>• Select Power of Attorney (POA) (if applicable)</li> <li>• Upload the required documents (Please see table below for list of requirements).</li> <li>• Confirm payment.</li> <li>• Submit the service request</li> </ul>	<ul style="list-style-type: none"> <li>• Submit the SR.</li> <li>• A notification submission will be received by the client.</li> </ul>

Process Owner	Action	Comments
DMCC	<p>Relevant DMCC Officers will verify the application by doing the following:</p> <ul style="list-style-type: none"> <li>• Check information provided by the client and verify all the uploaded documents.</li> <li>• Approves or Declines the application.</li> </ul>	<p>Please note that the SR could be returned to you in case of the below scenarios:</p> <ol style="list-style-type: none"> <li>a. To submit additional information or to re-upload a document.</li> <li>b. E-Signature is not activated for the authorized e-signatories or the POA holder (if applicable).</li> </ol> <p>To proceed with the SR, you should comply with the requirements by following the instructions you receive from DMCC.</p> <p><b>If Approved</b> You will be instructed on the next steps.</p>

Process Owner	Action	Comments
Company	<ul style="list-style-type: none"> <li>All authorized signatories E-Sign the document</li> <li>Book an appointment through the DMCC Member Portal for submitting original sets of documents</li> <li>To apply for cancellation of all extra active visas, access cards, and permits issued by DMCC associated with the terminated lease of the licence under termination.</li> </ul>	
DMCC	DMCC initiates the publication and shall continue for the period of fourteen (14) calendar days.	
DMCC	<ul style="list-style-type: none"> <li>Verify e-signatures and original documents</li> <li>Update the step and the account will be updated with the new details.</li> <li>New documents will be generated electronically in DMCC Member Portal</li> </ul>	<ul style="list-style-type: none"> <li>Licence status to change to "terminated"</li> <li>Notification of SR closure will be sent to the client.</li> <li>Licence termination letter will be issued.</li> </ul>

### 3. REQUIREMENTS

Documents	Remarks
Board Resolution of Corporate Shareholder or Parent Company.	<ul style="list-style-type: none"> <li>Only applicable for Companies with Corporate Shareholder and Branches. <b>Please disregard this requirement if this is not the case.</b></li> <li>To be electronically signed by the authorized signatory after the application is approved by DMCCA</li> </ul>

<p>Certificate of Incumbency (of Corporate Shareholder or Parent Company)</p>	<ul style="list-style-type: none"> <li>• Only applicable for Companies with Corporate Shareholder or Branches. <b>Please disregard this requirement if this is not the case.</b> Certificate of Incumbency must be recently issued (not more than 1 year). Certificate of Incumbency must be notarized and legalized by UAE Embassy/Consulate of the place of issue.</li> </ul> <p><b>Note:</b> If the certificate of incumbency details verification is publicly available through online registry from the respective issuing Authority official website. In such cases, please provide the link for verification. (If the online verification is approved, the notarization would not be required).</p>
<p>Shareholder’s Resolution</p>	<ul style="list-style-type: none"> <li>• Only applicable for Companies with individual Shareholders. <b>Please disregard this requirement if this is not the case.</b></li> <li>• To be electronically signed by all shareholders or their authorized representatives after the application is approved.</li> </ul>
<p>Joint Shareholder’s Resolution</p>	<ul style="list-style-type: none"> <li>• Only applicable for Joint Venture Companies. <b>Please disregard this requirement if this is not the case.</b></li> <li>• To be electronically signed by all Shareholders or their authorized representatives after the application is approved.</li> <li>• To be submitted along with other required Resolution from each of the Corporate Shareholder.</li> </ul>
<p>Power of Attorney (POA)</p>	<p><b>Please disregard this requirement if there is no POA issued.</b></p> <ul style="list-style-type: none"> <li>• If issued in UAE, validity to be checked in the Dubai Court portal.</li> <li>• If issued outside of UAE:             <ol style="list-style-type: none"> <li>To be notarized and legalized by the UAE Embassy of the place of issue.</li> <li>Original POA required to be presented for verification.</li> </ol> </li> <li>• Original passport of the POA holder to be presented for verification.</li> </ul>
<p>Customs Clearance</p>	<ul style="list-style-type: none"> <li>• Applicable for trading &amp; Industrial Licence only. <b>Please disregard this requirement if this is not the case.</b></li> <li>• Copy is acceptable.</li> </ul>
<p>NOC from regulatory Authority</p>	<ul style="list-style-type: none"> <li>• Applicable only for regulated activities. Copy is acceptable <b>Please disregard this requirement if this is not the case.</b></li> </ul>

Clearance letter from the landlord	<ul style="list-style-type: none"><li>• Landlord NOC is required when the lease is expired.</li><li>• Lease termination agreement is required when the existing leaser is still valid.</li><li>• This requirement is applicable only when the address of the licence to be terminated is different from the address of current active licence.</li><li>• Copy is acceptable.</li></ul>
Clearance letter from third party providers (Du, Etisalat, DEWA)	<ul style="list-style-type: none"><li>• This requirement is applicable only when the address of the licence to be terminated is different from the address of current active licence.</li><li>• Copy is acceptable.</li></ul>

## OUTPUT

The following documents will be issued when the process is completed:

- Licence Terminated let

