

## **APPLICATION GUIDELINE**

### Dual Licence Office Permit

## Table of Contents

Introduction .....	3
Service to Select on Portal .....	3
Important Notes .....	3
New Dual Licence Office Permit: .....	4
Steps .....	4
Requirements .....	4
Output .....	6
Renew Dual Licence Office Permit: .....	7
Steps .....	7
Requirements .....	7
Output .....	8
Terminate Dual Licence Office Permit: .....	9
Steps .....	9
Requirements .....	9
Output .....	9
Further Information .....	9

## Introduction

All DMCC licenced companies wishes to have their DED branch/Subsidiary/ Common shareholder company operate from the same JLT office address it occupies, need to apply for **Dual Licence Office Permit** subject to meeting the eligibility criteria.

## Service to Select on Portal

- New Dual Licence Office Permit: Company Services – Licencing Services – Apply for New Dual Licence Office Permit.
- Renew Dual Licence Office Permit: Company Services – Licencing Services – Apply for Renew Dual Licence Office Permit.
- Terminate Dual Licence Office Permit: Company Services – Licencing Services – Apply for Terminate Dual Licence Office Permit.

## Important Notes

- All companies occupying office space in DMCC and wishing to share the Unit with another DED Company must obtain and hold a valid Dual Licence Office Permit if they meet the criteria, before they can share the Unit.
- All Companies who have a Dual Licence Office Permit must always comply with the relevant requirements of the Dual Licence Office Permit.
- Dual Licence Office Permit is valid for one (1) year and may be cancelled anytime by the Company who applied for it “DMCC Company”. Dual Licence Office Permit may also be terminated by the DMCCA.
- Only DMCC Licenced companies can apply for Dual Licence Office Permit.
- 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 Centers, co-working spaces, Incubation Centres and Accelerators are not eligible for Dual Licence Office Permit.
- Retail and industrial activities are not eligible for Dual Licence Office Permit.
- Each Company must be allocated to a dedicated area within the Unit with the minimum area size for DMCC Company being 300 sq. ft.
- The standard Visa Quota Policy shall be applied wherein the quota for DMCC Company shall be calculated based on the actual area allocated to the Company. And for DED

company the visa quota and process will be as per the DED applicable rules and requirements

- Certain licence activities may not be eligible for Dual Licence Office Permit and this shall be at the sole discretion of DMCC.
- Company cannot apply for new Dual Licence Office Permit if there is an active sanction on their account.
- Late renewal of Dual Licence Office Permit could lead to penalties and other sanctions imposed by DMCC.
- Dual Licence Office Permit cannot be amended after it is issued.
- Once the application of Dual Licence Office Permit is submitted, application fee is not refundable.
- Once the Dual Licence Office Permit is issued, permit fee is not refundable.
- DED companies will follow the applicable rules in mainland as per DED requirements related to visas but the DMCC company must apply for access approval for all non DMCC employees sponsored under the DED licence and wish to work from the same premises.
- DED companies must submit report from Ministry of Human Resources & Emiratization showing the names of all sponsored employees under the company.
- This service will be provided to DED companies through only the following DED service centre:

High Level Business Centre (DED Café)  
Contact email: [customer@dedcafe.ae](mailto:customer@dedcafe.ae)

## New Dual Licence Office Permit:

### Steps

**Step1:** Complete the application form to apply for 'Apply for New Dual Licence Office Permit' on the DMCC portal.

**Step 2:** Upload the required documents and proceed with the payment.  
*\*to view the applicable fee for Dual Licence Office Permit, click [here](#).*

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

### Requirements

Original	Copy	Documents	Remarks
	•	Ejari certificate	For the full Unit under the DMCC company with a minimum validity of 6 months.

	•	Title Deed	For the unit that will be occupied by all companies issued by Land Department.
	•	Sub-lease contract	Between DMCC company and DED company to mention the area of the part occupied by Company.
	•	Certificate of Incumbency for Branches, Subsidiaries and Joint Ventures	<p>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).</p> <p>The following to be considered:</p> <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>
	•	Request letter	<p>Prepared by DMCC company who is applying for the permit.</p> <p>Letter should state:</p> <ul style="list-style-type: none"> <li>• The details of sharing like full names of the companies that would be occupying the unit and the divisions with the area size that each company will occupy and the bases on what they are sharing.</li> </ul> <p>The letter must be stamped and signed by the authorized signatory on behalf of the DMCC company.</p>

	•	Undertaking letter	<p>Template will be generated by the system and all companies sharing are required to sign and stamp the undertaking.</p> <p><i>Signature should be done by the authorized signatory on behalf of each company.</i></p>
	•	NOC from the landlord	To allow DMCC company to sub-lease part of the unit to DED company.
	•	DED Licence	Valid DED licence (required for DED licenced company)

## Output

- Dual Licence Office Permit issued

## Renew Dual Licence Office Permit:

### Steps

**Step 1:** Complete the application form to apply for 'Apply for Renew Dual Licence Office Permit' on the DMCC portal after putting the existing permit number that need to be renewed.

**Step 2:** Upload the required documents and proceed with the payment.

### Requirements

Original	Copy	Documents	Remarks
	•	Ejari certificate	For the full Unit under the DMCC company with a minimum validity of 6 months.
	•	Certificate of Incumbency for Branches, Subsidiaries and Joint Ventures	<p>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).</p> <p>The following to be considered:</p> <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>
	•	NOC from the landlord	To allow DMCC company to sub-lease part of the unit to DED company.

	<ul style="list-style-type: none"><li>•</li></ul>	Sub-lease contract	Between DMCC company and DED company to mention the area of the part occupied by Company.
	<ul style="list-style-type: none"><li>•</li></ul>	DED Licence	Valid DED licence (required for DED licenced company)

## Output

- Dual Licence Office Permit issued



## Terminate Dual Licence Office Permit:

### Steps

**Step 1:** Complete the application form to apply for 'Apply for Terminate Dual Licence Office Permit' on the DMCC portal after putting the existing permit number that need to be terminated.

**Step 2:** Upload the required document and submit the SR.

### Requirements

Original	Copy	Documents	Remarks
	•	Request letter	Official request letter on DMCC company letterhead signed by the authorized signatory stating the reason for terminating the permit.

### Output

- Dual Licence Office Permit terminated on the system and company will receive notification confirming the same.

### 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.