

E-SIGNING PROCESS GUIDELINE COMPANY FORMATION – DIGITAL PROCESS FOR A NEW COMPANY SETUP

Table of Contents

STEPS FOR DMCC DIGITAL SIGNING PROCESS	2
POLICY AND IMPORTANT NOTES	2
PROCESS	3
STEP 1 – EXPRESS YOUR INTEREST IN DIGITAL PROCESS FOR A NEW COMPANY SETUP	3
STEP 2 – EMAIL RECEIVED	3
STEP 3 – PREVIEW DOCUMENT AND SIGN	5
STEP 4 – ADD SIGNATURE	6
a) DRAW	6
b) SELECTED STYLE	7
c) UPLOAD	8
STEP 5 – COMPLETE THE PROCESS.....	9
STEP 6 – EMAIL RECEIVED WITH ATTACHMENTS	10
FURTHER INFORMATION	11

STEPS FOR DMCC DIGITAL SIGNING PROCESS

This guideline is intended to clarify the Digital Signing Process and steps to be followed to successfully complete the process.

POLICY AND IMPORTANT NOTES

DMCC Authority reserves the right to request additional documents at any stage of the application process.

Failure to comply with the requirements at any stage could result in the cancellation of the application. Applications received with incomplete information / documentation will be returned or not accepted, until all requirements are fulfilled.

No refund of fees will be possible at any stage of the application.

The digital signing process is applicable to the following documents:

- Board/Shareholder(s) Resolution
- Specimen Signature Forms
- Articles of Association
- Terms of Services & Warranties
- Any other Undertaking Letters that might be required

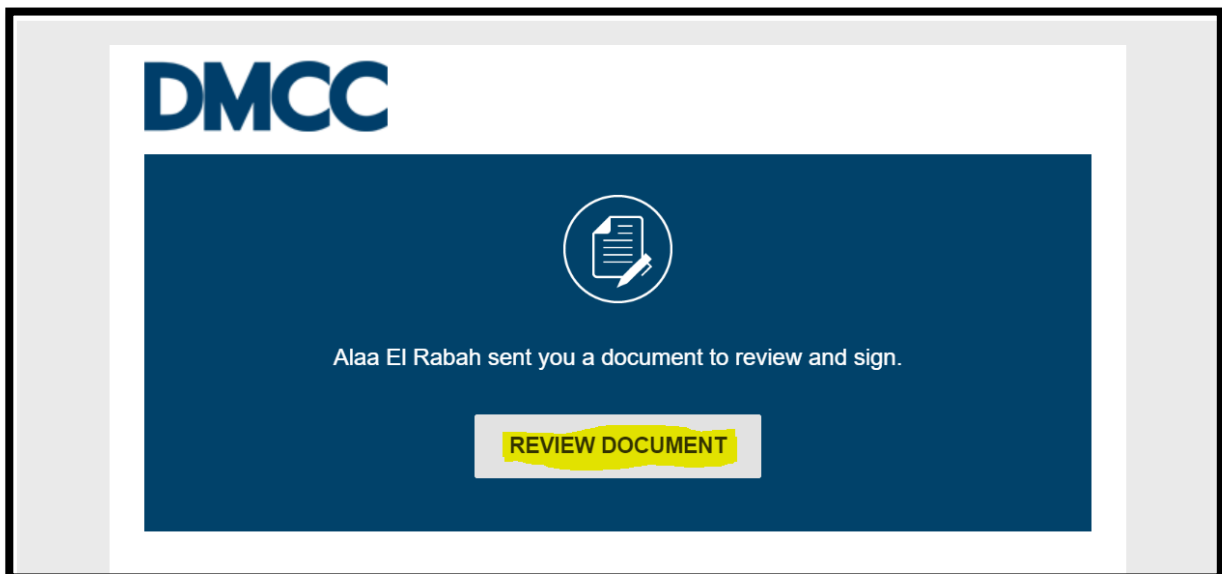
PROCESS

Step 1 - EXPRES YOUR INTEREST IN DIGITAL PROCESS FOR A NEW COMPANY SETUP

- If you have already contacted your appointed Business Setup Executive and have completed the activation process of your E-Signature and the online verification of your Original Passport, Email Address, and Mobile Number then you will be able to use the Digital Signing Process. If not, then please contact your appointed Business Setup Executive or send an email to setup@dmcc.ae, or call 600 54 DMCC (600 54 3622) / +971 4 4249600.
- Once you activated the E-Signature, your Business Setup Executive (BSE) will send you all the Registration Documents through our digital platform “DocuSign” in order to complete the E-signing process by following the below steps:


STEP 2 – EMAIL RECEIVED

The first you will receive an email from DocuSign on the email address you have registered with us. Please open the message and click **REVIEW DOCUMENT** to begin the signing process.



Then the below page will open, you are kindly requested to click on **SEND SMS** in order to receive the OTP on your registered mobile number which was verified by us during the e-KYC process.

Security Requests from Sender

 **Alaa El Rabah**
DMCC

SMS Authentication

In order to access this document, you need to confirm your identity using your mobile phone.

1. Choose a phone number below and select the "Send SMS" button to receive a text message.
2. Enter the access code on the following page.

Authenticating Signer Name: **John Smith**

Please select a phone that can receive text messages so you can authenticate:

☒ +971 56 000 0000


SEND SMS

CANCEL

If you do not have access to your mobile phone at this time, select "Cancel" and retry when you have access.

Once you receive the OTP, please enter it in the below box and click on **CONFIRM CODE**.

Security Requests from Sender

 **Alaa El Rabah**
DMCC

SMS Authentication

An SMS message has been sent to your mobile phone. You should receive it momentarily.

Enter the code you received in the SMS message in the field below and press Confirm Code.

CONFIRM CODE

CANCEL

If you do not receive an SMS message, select "Cancel", verify the mobile phone number and try sending the SMS message again.

STEP 3 – PREVIEW DOCUMENT AND SIGN

Once you enter the OTP and confirm the code, click **CONTINUE** to begin the signing process.

This site uses cookies, some of which are required for the operation of the site. [Learn More](#) OK

Please Review & Act on These Documents

Alaa El Rabah
DMCC

DMCC
Powered by DocuSign

Please review the documents below. CONTINUE OTHER ACTIONS ▾

have the following meanings:

Word or expression	Meaning in these Articles
AED	United Arab Emirates dirhams
allotment	in relation to Shares, a transaction by which a person acquires the unconditional right to be included in the Shareholder Register in respect of those Shares (and allot has a corresponding meaning)
Articles	these articles of association
Business Day	a day (other than a Friday, Saturday or public holiday) on which banks are generally open in the UAE for normal business
Chairman	the chairman of a meeting of Shareholders or Directors (or of any committee of the Directors), as the case may be
Directors	a person occupying the position of director of the Company, by whatever name called
DMCC	the Dubai Multi Commodities Centre
DMCCA	the Dubai Multi Commodities Centre Authority, established pursuant to Law No. 4 of 2001 and by virtue of Decision No. 4 of 2002, each issued in the Emirate of Dubai, which authority has governance over the DMCC Free Zone
DMCC Free Zone	the DMCC Free Zone, established pursuant to Law No. 4 of 2001 and by virtue of Decision No. 4 of 2002 on Establishing the Dubai Commodities and Metals Centre, each issued in the Emirate of Dubai
General Meeting	a meeting of the Shareholders

Click the **START** tag on the left to begin the signing process. It will take you to the first tag requiring your action.

DocuSign Envelope ID: E11CEBA5-0081-40C3-9DEE-C71AD28D45E8

START

ARTICLES OF ASSOCIATION OF [COMPANY NAME] DMCC (THE "COMPANY")


DEFINED TERMS

1. In these Articles, unless the context otherwise requires, the following words and expressions have the following meanings:

Word or expression	Meaning in these Articles
AED	United Arab Emirates dirhams
allotment	in relation to Shares, a transaction by which a person acquires the unconditional right to be included in the Shareholder Register in respect of those Shares (and allot has a corresponding meaning)
Articles	these articles of association
Business Day	a day (other than a Friday, Saturday or public holiday) on which banks are generally open in the UAE for normal business
Chairman	the chairman of a meeting of Shareholders or Directors (or of any committee of the Directors), as the case may be
Directors	a person occupying the position of director of the Company, by whatever name called
DMCC	the Dubai Multi Commodities Centre
DMCCA	the Dubai Multi Commodities Centre Authority, established pursuant to Law No. 4 of 2001 and by virtue of Decision No. 4 of 2002, each issued in the Emirate of Dubai, which authority has governance over the DMCC Free Zone
DMCC Free Zone	the DMCC Free Zone, established pursuant to Law No. 4 of 2001

STEP 4 – ADD SIGNATURE

To add your signature, click the below highlighted **SIGN** tag.

INITIAL SHAREHOLDER(S)	
Name :	John Smith
Nationality:	USA
Passport No/Company Registration number:	223XYZ
No. of Shares:	50
Amount per Share:	1,000
<div style="text-align: center;">  </div>	
Signature	
Date:	

Once you click on the **SIGN** tag, DocuSign will give you 3 options to select from for your signature:

a. Draw

The first option is to Draw your own signature which you can do in the space below, and then click on **ADOPT AND INITIAL** to proceed.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

John Smith

Initials*

JS

SELECT STYLE

DRAW

UPLOAD

DRAW YOUR SIGNATURE

Clear

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

CANCEL

b. Selected Style

The second option is to choose from a Pre-Selected Style. To review them, please click on **CHANGE STYLE**.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

John Smith

Initials*

JS

SELECT STYLE

DRAW

UPLOAD

PREVIEW

DocuSigned by:

John Smith

FCC4BF00CC234E5...

DS

JS

Change Style

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

CANCEL

There are many styles to choose from, once decided please click on the selected one and it will be considered as your electronic signature, then click on **ADOPT AND SIGN** to proceed. Noting that the Pre-Selected Style provides both full signature and initial signature.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

John Smith

SELECT STYLE

DRAW

UPLOAD

PREVIEW

DocuSigned by:

John Smith

FCC4BF00CC234E5...

DS

JS

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

CANCEL

DocuSigned by:

John Smith

FCC4BF00CC234E5...

DS

JS

DocuSigned by:

John Smith

FCC4BF00CC234E5...

DS

JS

DocuSigned by:

John Smith

FCC4BF00CC234E5...

DS

JS

DocuSigned by:

John Smith

FCC4BF00CC234E5...

DS

JS

DocuSigned by:

John Smith

FCC4BF00CC234E5...

DS

JS

c. Upload

Third option is to upload your signature to DocuSign in case it is available as an image. If you have one, then all you need to do is to upload it and then click on **ADOPT AND SIGN**. If you don't, then you may choose to draw one using tools like Paint and then you may upload it.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

John Smith

Initials*

JS

SELECT STYLE

DRAW

UPLOAD

PREVIEW

UPLOAD YOUR SIGNATURE

For best results use an image that is 400 x 145 pixels

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

CANCEL

Once you complete the signing using any of the 3 options, the selected signature will then be adopted automatically as shown below.

INITIAL SHAREHOLDER(S)

Name :	John Smith
Nationality:	USA
Passport No/Company Registration number:	223XYZ
No. of Shares:	50
Amount per Share:	1,000

DocuSigned by:

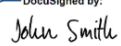
John Smith

Signature

id=93f9f633c437

Date:

Once the signature is adopted, please click **NEXT** and it will take you to the second tag requiring your action.

INITIAL SHAREHOLDER(S)	
Name :	John Smith
Nationality:	USA
Passport No/Company Registration number:	223XYZ
No. of Shares:	50
Amount per Share:	1,000
<p>DocuSigned by:  SignatureF0C4BF00CC234E5.....</p>	
Date:	

NEXT

STEP 5 – COMPLETE THE PROCESS

When you finish clicking all signature tags in the document, confirm signing by clicking **FINISH**.


This site uses cookies, some of which are required for the operation of the site. [Learn More](#)

Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS ▾

90. Matters not provided for in these Articles of Association may be subject to additional regulation issued by DMCCA.

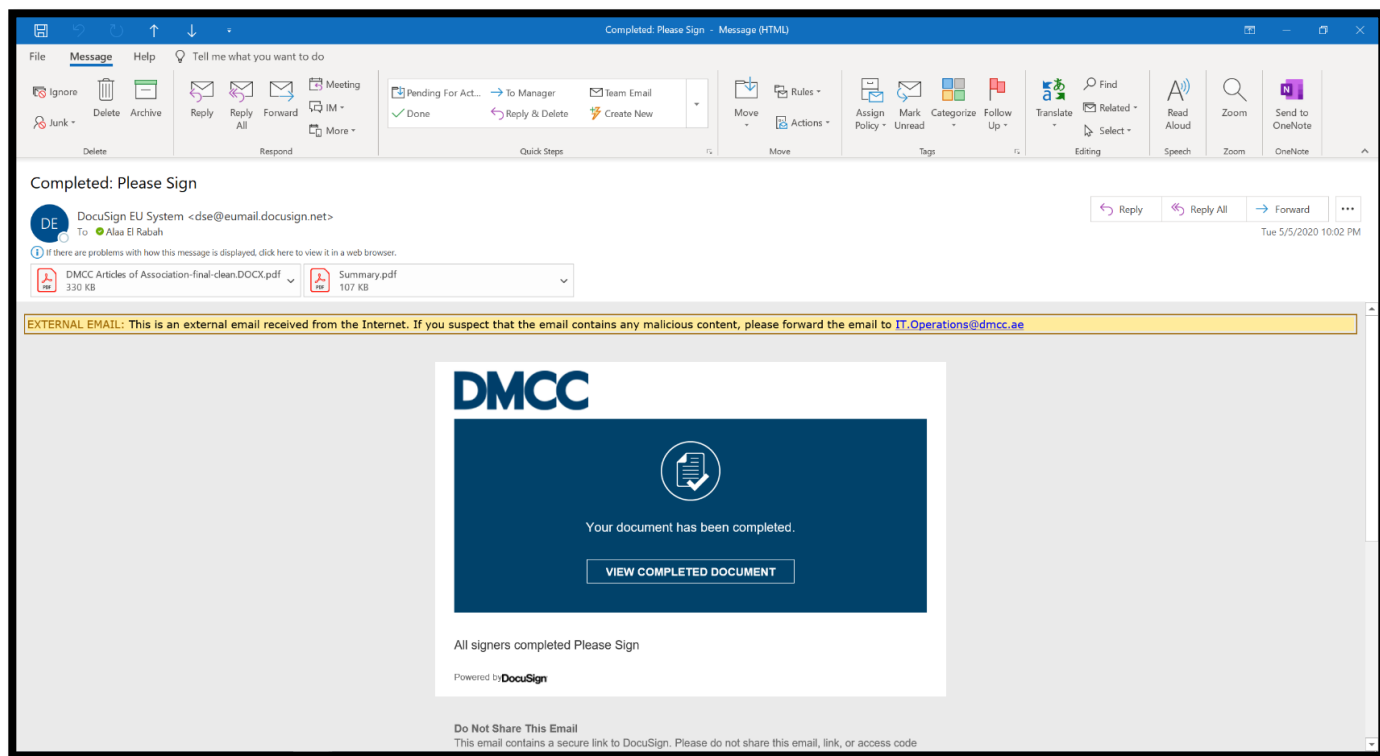
In witness whereof, we the undersigned do hereby subscribe our names to these Articles of Association on the date of registration

INITIAL SHAREHOLDER(S)	
Name :	John Smith
Nationality:	USA
Passport No/Company Registration number:	223XYZ
No. of Shares:	50
Amount per Share:	1,000
<p>DocuSigned by:  SignatureF0C4BF00CC234E5.....</p>	
Date:	

0088277-0000006 ABU.2899354.1 12

STEP 6 – EMAIL RECEIVED WITH ATTACHMENTS

Once you complete the signing process, you will receive the e-signed documents as PDF attachments on your email along with a Summary Certificate.



FURTHER INFORMATION

- Contact your appointed Business Setup Executive
- Send email to setup@dmcc.ae
- Contact us at 600 54 DMCC (600 54 3622) or +971 4 4249600.