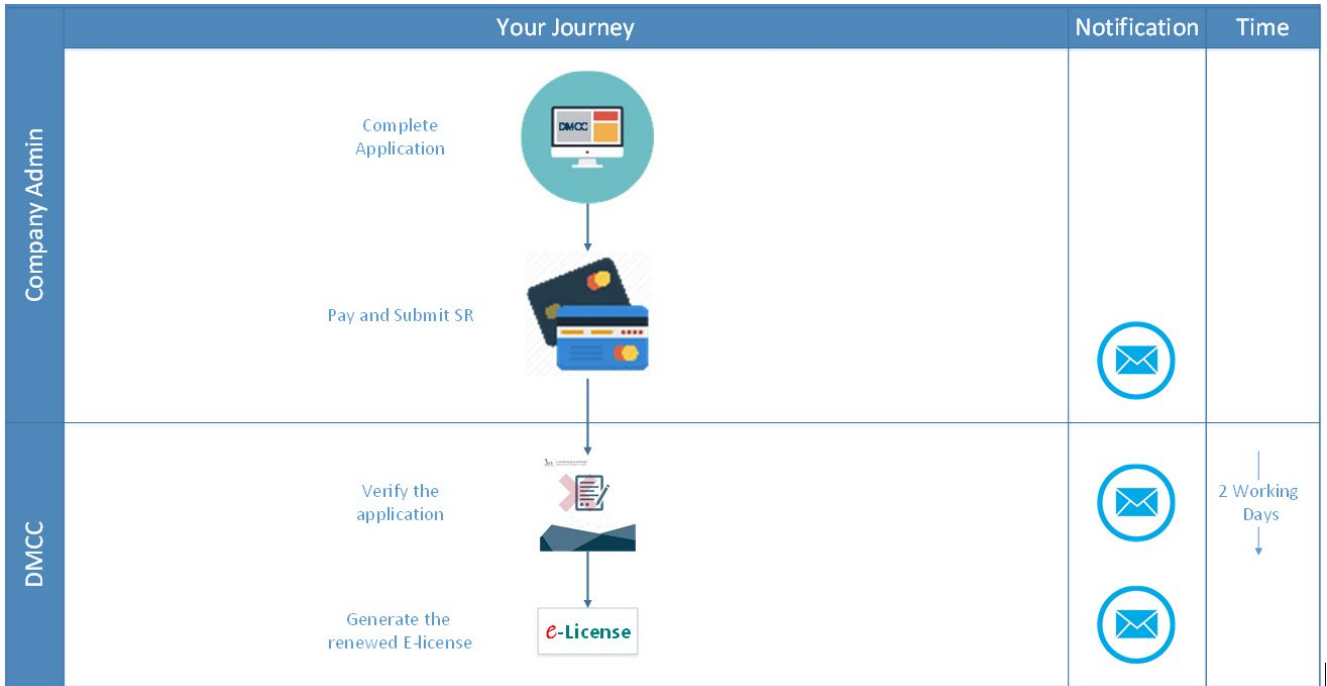


APPLICATION GUIDELINE
REQUEST FOR LICENCE RENEWAL

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Process map for Licence Renewal Application



Introduction

This document is intended to clarify the submission requirements and does not need to be submitted to DMCC.

According to the implemented Regulations and Memorandum and Articles of Association, a DMCC member company must renew its licence annually (unless it is renewed for 2, 3 or 5 years) to continue operating.

To further support our member companies, we have developed below range of renewal packages which offer discounts on cost and a range of additional benefits for business:

- Prime Business Package
- Basic Flexi Package
- Flexi Boost Package

The packages are offered to all licences except the below categories:

- Industrial licences
- Companies with the activity of General Trading
- Companies with the activity of Business Centre

The package subscriptions will not be available for companies if their business licence is valid for more than 90 days of the licence expiry date.

For more information about the applicable package for your company, please refer to the promotions section in your company portal.

Service to Select on Portal

Company Services – Licensing Services- License Renewal

Important Notes

Below are the pre-requisites for licence renewal (where applicable):

- **Insurance policies:** Companies are required to maintain valid Third-Party Liability and/ or Workmen's Compensation insurance policies to be able to renew their DMCC licence(s).

For more details, please refer to the [guidelines](#).

- **Third-party No Objection Certificate (NOC):** Companies with regulated activities are required to maintain a valid third-party No Objection Certificate (NOC) from the regulating authority which should be **valid for at least three months** post current licence expiry date to apply for a licence renewal.

For more details, please refer to the [guidelines](#).

- **Operational Fitness Certificate (OFC):** Companies operating from a location that requires Operational Fitness Certificate (OFC) are required to maintain a valid (OFC) which should be valid for a minimum of 30 days at the time of applying for licence renewal.

For more details, please refer to the [guidelines](#).

- **Certificate of Good Standing for parent company:** Subsidiary, Joint Venture and Branch companies are required to maintain a valid Certificate of Good Standing of their parent company which should be valid for a minimum of 30 days at the time of applying for licence renewal.

For more details, please refer to the [guidelines](#).

- **Valid lease:** All companies are required to maintain a valid lease which should be valid for a minimum of 30 days at the time of applying for licence renewal.

- **Ejari Certificate:** Ejari certificate number is required when applying for licence renewal with the option to add multiple Ejari numbers if a company holds multiple Ejari for the same licence. Ejari is mandatory for all units except for the below locations, and it can be replaced with lease documents instead:

- Flexi Desks
- DMCC Business Centres
- DMCC Crypto Centre
- Non-DMCC Business Centres
- Common Areas
- Plots
- Shared Units
- DMCC Tea Trading Centre

Companies with Retail, Industrial, and regulated activities **cannot** apply for two, three or five years licence renewal. However, companies holding Security Industry Regulatory Agency (SIRA) activities can apply for multiple years renewals irrespective of the office type.

Companies must ensure that there are no active sanctions on their account to be able to submit the licence renewal service request.

Companies with regulated/ retail licence activities who subscribed for a licence renewal package will be required to renew the licence annually with no additional fees until the package end date.

Policy

A DMCC Entity must renew its Licence on or before the date of expiry specified in the Licence. A DMCC Entity must not undertake or operate any business or commercial activities in or from the DMCC Free Zone without a valid Licence.

If a DMCC Entity fails to renew its Licence on or before the date of expiry, a sanction will be imposed on the member company account, penalties will apply and might lead to the licence being terminated by authority.

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

For more information on overdue fines, please refer to the **FZ Schedule of Charges**.

Process

To apply for licence renewal

Step 1: Log in to the [DMCC Member Portal](#)

Step 2: Go to “Company Services”.

Step 3: Go to “Licence Services”.

Step 4: Select Apply for Licence renewal.

Step 5: Choose the licence that your company desires to renew.

Step 6: Choose the term of renewal if applicable (one, two, three or five years).

Step 7: Enter the Ejari number (if applicable).

If the lease is expired or will expire in less than 90 days, you have the option to renew the lease in the same licence renewal SR. (applicable for companies on Flexi Desk only).

Step 8: Submit the completed application and pay the required fees.

Step 9: The application will be in process with DMCC.

Step 10: You will be notified once the renewed licence is issued.

Step 11: Download the renewed licence from the same SR.

Requirements

Upload	Documents	Remarks
<input type="checkbox"/>	Tenancy Contract	Company (tenant) to upload tenancy contracts for units where Ejari is not applicable.
<input type="checkbox"/>	Title Deed or Certificate of Ownership	Company (tenant) to upload title deeds for units where Ejari is not applicable. Company (landlord) to upload title deeds for units owned by the member company itself.

Output

Upon completion of all requirements, DMCC shall:

- Issue the renewed licence with the selected term one, two, three or five years (if applicable).

Further Information

- Please visit our website at www.dmcc.ae or our Help Centre at www.dmcc.ae/HelpCentre.