

Guidance Note

Registration Amendment - Change of Name and Operating Name Of A (Company or Branch)

In this Guidance Note, unless the context otherwise requires, words or expressions not defined have the same meaning and interpretation as in the Company Regulations 2024 of the Dubai Multi Commodities Centre Authority (“**CR 2024**”).

I. GENERAL

A. Concept

- A Company may apply to change its name, provided the new name is acceptable to the Registrar.
- If the name of a Branch Parent has changed, the Branch must notify the Registrar of the resultant change in its name for the new name to be reflected in the Branch established in DMCC.
- A Company or Branch may apply to change its Operating Name.

B. Amendments Covered by this Guidance Note

- Change of Company Name of a DMCC Company.
- Change of Name of a Branch.
- Change of Operating Name of a Company or Branch.

C. Applicable Business Rules

- This process applies to Companies and Branches.
- The Branch and Company’s Licence must be valid at the time of submission of the application and until the process is completed. The application will be put on hold if the Licence expires during the process. The only exception to this Rule is when the change of name is required to be completed first before the Licence can be renewed. This exception is subject to the approval of the Registrar.
- Application is subject to the DMCC Company Name Reservation Rules and Guidelines.
- There should not be any account sanction.
- A No Objection Certificate from a Regulatory Authority is required in case the Company or Branch has Licence with a regulated activity.
- Cancellation of the application shall be subject to the existing cancellation policy and fees.
- The company needs to make sure they have:
 - a. [Adopted the Articles of Association](#) as per DMCC rules & regulations of 2024 (only applicable if companies hold old MOA).
 - b. [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 cancelation by clicking the 'Cancel Request' button.
- Please [refer](#) to (schedule of charges) for cancellation fees.

II. CHANGE OF NAME OF A COMPANY OR BRANCH

A. PROCESS FLOW

To apply for this amendment, a corresponding service request (SR 105 – Change of Company Name) will have to be raised by the Company or Branch through its portal account.

Process Owner	Action	Comments
Company	<p>Company to do the following in the online portal:</p> <ul style="list-style-type: none"> • System to identify if it is Company or Branch. • Provide the required information in the SR. • Provide the details change. • Provide three proposed names. Please note that the proposed names should be provided in order of preference. • Select Power of Attorney (POA) (if applicable) • Upload the required documents (Please see table below for list of requirements). • Confirm payment. • Submit the SR. 	<ul style="list-style-type: none"> • A submission notification will be received by the client.
DMCC	<p>Relevant DMCC Officers will verify the application by doing the following:</p> <ul style="list-style-type: none"> • Check information provided by the client and verify all the uploaded documents. • Approves or Declines the application. • Reserves the new name. 	<p>SR may be returned to the client to submit additional information or re-upload a document. In such cases, the client has to comply with the requirements to continue with the process.</p> <p>When additional requirements or information is provided, the client has to update the step in the SR.</p>

Process Owner	Action	Comments
		<p>If Approved</p> <p>Client will receive pre-approval notification and shall continue as per the instruction in the notification.</p>
Company	<p>Company to do the following in the online portal:</p> <p>Upload relevant documents</p> <p>Upload NOC from Regulatory Authority (if applicable).</p> <p>Upload Power of attorney documents (if POA selected)</p>	<p>If Yes</p> <p>DMCC step to be generated by the system.</p>
DMCC	<p>Relevant DMCC Officers will verify the application by doing the following:</p> <p>Check information provided by the client and verify all the uploaded documents.</p> <p>Approves or Declines the application.</p>	<ul style="list-style-type: none"> SR may be returned to the client to submit additional information or re-upload a document. In such cases, the client has to comply with the requirements to continue with the process. SR may be returned if E-sign is not activated for all shareholders / POA holders (if POA selected) <p>When additional requirements or information is provided, the client has to update the step in the SR.</p> <p>If Approved</p> <ul style="list-style-type: none"> Client will receive pre-approval notification and documents that require electronic

		signing will be sent to the authorized signatories. Once e-signing is completed, the client to continue as per the instruction in the email notification.
Company	<ul style="list-style-type: none"> All authorized signatories E-Sign the document(s) Book an appointment through the DMCC Member Portal for submitting original sets of documents (if applicable) 	<p>If requirements are satisfied:</p> <ul style="list-style-type: none"> Original documents will be accepted. Publication step will be triggered.
Publication	To continue for fourteen (14) calendar days on the DMCC Website	
DMCC	<ul style="list-style-type: none"> Verify e-signatures and original documents Update the step and the account will be updated with the new details. New documents will be generated electronically in DMCC Member Portal 	<p>Applied amendment is registered.</p> <p>Notification of SR closure will be sent to the client.</p> <p>Generated E-document(s) will be available on the member portal.</p>
Company	Download the electronic documents	

B. REQUIREMENTS

Documents	Remarks
Board Resolution of Corporate Shareholder.	<ul style="list-style-type: none"> • Only applicable for Companies with Corporate Shareholder(s). <i>Please disregard this requirement if this is not the case.</i> • To be electronically signed by an authorized signatory of the parent company after the application is approved by DMCCA.
Board Resolution issued by the Board of the Parent Company.	<ul style="list-style-type: none"> • Only applicable for Branches. <i>Please disregard this requirement if this is not the case.</i> • To be electronically signed by an authorized signatory of the parent company after the application is approved by DMCCA. The resolution date is the date on which the • decision to make the amendment was taken.
Certificate of Incumbency (of Corporate Shareholder and Parent Company)	<ul style="list-style-type: none"> • Only applicable for Companies with Corporate Shareholder or Branches. <i>Please disregard this requirement if this is not the case.</i> • Certificate of Incumbency must be recently issued (not more than 1 year). Certificate of Incumbency must be notarized and legalized by the UAE Embassy of the place of issue. <p>Note: 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>
Certificate of Name Change of Parent Company	<ul style="list-style-type: none"> • Only applicable for Branches. <i>Please disregard this requirement if this is not the case.</i> • Certificate of the Name change of the Parent Company must be notarized and legalized by the UAE Embassy of the place of issue.

Shareholder's Resolution	<ul style="list-style-type: none">• Only applicable for Companies with individual Shareholders. <i>Please disregard this requirement if this is not the case.</i>• To be electronically signed by all shareholders or authorized representatives after the application is approved.
Joint Shareholder's Resolution	<ul style="list-style-type: none">• Only applicable for Joint Venture Companies. <i>Please disregard this requirement if this is not the case.</i>• To be electronically signed by all Shareholders or their authorized representatives. To be electronically signed along with other required Resolution from each of the Corporate Shareholder.

<p>Power of Attorney</p>	<ul style="list-style-type: none"> • If applicable. <i>Please disregard this requirement if there is no POA issued.</i> • If issued in UAE, validity is to be checked in the Dubai Court portal. • Notarized and legalized by the UAE Embassy of the place of issue (if issued outside of UAE). • If POA is issued outside UAE original POA is required to be presented for verification. • To specifically provide authority to change the name of the Company or Branch. • Original passport of the POA holder to be presented for verification.
<p>Original Memorandum and Articles of Association (for Companies registered before 2nd Jan 2020)</p> <p>Original Articles of Association (for Companies registered after 2nd Jan 2020)</p>	<ul style="list-style-type: none"> • Only in case of a Change of name of a DMCC Company. • Not applicable for branch companies • Not applicable to companies holding AOA with QR Code.
<p>NOC from Regulatory Authority</p>	<ul style="list-style-type: none"> • Only in case the Company or Branch carries a Licence with regulated activity.

C. OUTPUT

The **following documents** will be generated by the system when the process is completed For DMCC Company:

- Company Licence
- E- Articles of Association (AOA) with QR code as per the latest amendment)
- Certificate of Name Change

For DMCC Branch:

- Branch Licence
- Certificate of Name Change

III. CHANGE OF OPERATING NAME OF A COMPANY OR BRANCH

A. PROCESS FLOW

To apply for this amendment, the corresponding service request (SR 106 – Change of Operating name) will have to be raised by the Company or Branch through its portal account.

Process Owner	Action	Comments
Company	<p>Company to do the following in the online portal:</p> <ul style="list-style-type: none"> • Provide the required information in the SR. • provide the details change. • Provide three proposed Operating Names. Please note that the proposed Operating Names should be in order of preference. • Select Power of Attorney (POA) (if applicable) • Upload the required documents (Please see table below for list of requirements). • Confirm payment. • Submit the service request 	<ul style="list-style-type: none"> • Submit the SR. • A notification submission will be received by the client.
DMCC	<p>Relevant DMCC Officers will verify the application by doing the following:</p> <ul style="list-style-type: none"> • Check information provided by the client and verify all the uploaded documents. • Approves or Declines the application. • Reserves the new Operating Name. 	<p>Please note that the SR could be returned to you in case of the below scenarios:</p> <ol style="list-style-type: none"> a. To submit additional information or to re-upload a document. b. E-Signature is not activated for the authorized e-signatories or the POA holder (if applicable). <p>To proceed with the SR, you should comply with the requirements by following the instructions you receive from DMCC.</p> <p>If Approved You will be instructed on the next steps.</p>

Company	<ul style="list-style-type: none">• All authorized signatories E-Sign the document• Book an appointment through the DMCC Member Portal for submitting original sets of documents, (if applicable)	
DMCC	<ol style="list-style-type: none">1. Verify e-signatures and original documents2. Update the step and the account will be updated with the new details.3. New documents will be generated electronically in DMCC Member Portal	<ul style="list-style-type: none">• Applied amendment is registered.• Notification of SR closure will be sent to the client.• Licence to be issued with the updated operating name.

B. REQUIREMENTS

Documents	Remarks
Board Resolution of Corporate Shareholder.	<ul style="list-style-type: none"> • Only applicable for Companies with Corporate Shareholder. Please disregard this requirement if this is not the case. <p>To be electronically signed by the authorized signatory after the application is approved by DMCCA</p>
Board Resolution issued by the Board of the Parent Company.	<ul style="list-style-type: none"> • Only applicable for Branches. Please disregard this requirement if this is not the case. <p>To be electronically signed by an authorized signatory after the application is approved by DMCCA</p>
Certificate of Incumbency (of Corporate Shareholder and Parent Company)	<ul style="list-style-type: none"> • Only applicable for Companies with Corporate Shareholder or Branches. Please disregard this requirement if this is not the case. • Certificate of Incumbency must be recently issued (not more than 1 year). Certificate of Incumbency must be notarized and legalized by the UAE Embassy of the place of issue. <p>Note: 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>
Shareholder's Resolution	<ul style="list-style-type: none"> • Only applicable for Companies with individual Shareholders. Please disregard this requirement if this is not the case. • To be electronically signed by all shareholders or their authorized representatives after the application is approved.

<p>Joint Shareholder's Resolution</p>	<ul style="list-style-type: none"> • Only applicable for Joint Venture Companies. • To be electronically signed by all Shareholders or their authorized representatives after the application is approved. • To be submitted along with other required Resolution from each of the Corporate Shareholder..
<p>Power of Attorney (POA)</p>	<p><i>Please disregard this requirement if there is no POA issued.</i></p> <ul style="list-style-type: none"> • If issued in UAE, validity to be checked in the Dubai Court portal. • If issued outside of UAE: <ol style="list-style-type: none"> a. To be notarized and legalized by the UAE Embassy of the place of issue. b. Original POA required to be presented for verification. • Original passport of the POA holder to be presented for verification.
<p>NOC from Regulatory Authority</p>	<ul style="list-style-type: none"> • Only in case the Company or Branch carries a Licence with regulated activity.

OUTPUT

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

- Company Licence
- Branch Licence