

Guidance Note – Reactivation 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 (“**Company Regulations**”).

I. GENERAL

Applicable Business Rules

- This process is only applicable to Companies or Branches whose licence (all licences in case of multiple licences) has been terminated by the DMCCA for any reason provided in Rule 5.1 of the DMCC Licensing Rules.
- The application can be submitted online any time prior to the Company or Branch being struck off from the DMCC Registry.
- In case the Company or Branch has multiple licences terminated by the DMCCA and wishes to re- apply for all, the Entity shall submit one application for reactivation and apply for a single licence. Upon issuance of the valid licence, the Entity can apply for new additional licences.
- During the process of reactivation of the Company or Branch, a different licence type or licence activities can be applied.
- Visa cancellation by reason of termination of a Company or Branch licence by the DMCCA shall be cancelled if the visa cancellation SR has not passed the typing stage yet.
- The process of reactivation will only be completed upon the issuance of a new licence.
- 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.

II. APPLICATION PROCESS

To apply for this service, a service request (**SR 120**) for Company Reactivation will have to be raised by the Company or Branch through its portal account.

Process Owner	Action	Comments
DMCC Entity	<p>DMCC Entity to apply for the related service and provide required information in the SR as follows:</p> <ul style="list-style-type: none">• Provide the reason for non-renewal or non-compliance of any condition imposed by Authority within the grace period.• Choose the licence type to be applied.	<ul style="list-style-type: none">• Submit the SR.• A notification submission will be received by the client.

Process Owner	Action	Comments
	<ul style="list-style-type: none"> • Choose business activities. • Choose licence validity. • Confirm if Entity has existing bank account. If none, to provide bank name. This applies only to DMCC Company, and not to Branch. • 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 	
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. 	<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>

Process Owner	Action	Comments
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	<ul style="list-style-type: none"> • Verify e-signatures and original documents. 	
Company	<ul style="list-style-type: none"> • To confirm lease (address details on the portal) • Upload relevant documents 	
DMCC	<ul style="list-style-type: none"> • Verify new lease • Update the step and the account will be updated with the new details. • 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.

III. REQUIRED DOCUMENTS

Documents	Remarks
Shareholder Resolution	<ul style="list-style-type: none">• Only applicable in case of individual shareholder(s). <i>Please disregard this requirement if this is not the case.</i>• To be electronically signed by all shareholders or their authorized representatives after the application is approved.

<p>Board Resolution of corporate Shareholder</p>	<ul style="list-style-type: none"> • Only applicable if one of the existing shareholders of the DMCC Company is a corporate shareholder. Please disregard this requirement if this is not the case. • To be electronically signed by the authorized signatory after the application is approved by DMCCA
<p>Certificate of Incumbency (of the corporate Shareholder)</p>	<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/Consulate 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>
<p>Joint Resolution</p>	<ul style="list-style-type: none"> • Only applicable for Joint Venture companies. 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. • To be submitted along with other required Resolution(s) from each of the Corporate Shareholder.
<p>Power of Attorney (POA)</p>	<p>Please disregard this requirement if there is no POA issued.</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. • To specifically provide authority to appoint or remove an Officer of the DMCC Entity. • Original passport of the POA holder to be presented for verification.

<p>A. For Leased Property:</p> <p>1. A valid Ejari Certificate covering the licence validity period as a minimum.</p> <p>Or</p> <p>2. Tenancy Contract and Title Deed from the Land Department or a current dated Certificate of Ownership from the tower developer or Owner Association Management. This is required for (Non-DMCC Business Centers, common areas, plots, subleases for approved shared units, and Tea Trading Centre)</p> <p>Or</p> <p>3. DMCC Flexi Desk contract</p> <p>B. For Owned Property:</p> <p>1. Title Deed from the Land Department; or</p> <p>2. A current dated Certificate of Ownership from the tower developer or Owner Association Management.</p>	<p>Tenancy Contract requirements:</p> <ul style="list-style-type: none"> To state the exact company name as per the licence. - Should mention the full unit details (unit number, tower name, & area size) & lease details (start date, expiry date & rent amount) If the property is a joint purchase, all owners' names & signatures are required on the lease agreement. If the lease agreement is signed by a Power of Attorney (POA) holder on behalf of the Landlord or the DMCC Company, then, a copy of the POA document & POA holder passport showing the signature are required. <p>For Owned Property, property should be under the DMCC Company Name.</p>
<p>A valid Annual Operation Fitness Certificate (AOFC) for Offices or Retail Annual Operation Fitness Certificate (RAOFC) for Retails.</p>	<p>To be obtained from Concordia for offices.</p> <p>To be obtained from Socotec for retail activities and industrial license.</p>
<p>No Objection Certificate from Regulatory Authority</p>	<p>For licenses with regulated activities, a No Objection Certificate (NOC) issued by the relevant regulatory authority is required</p>
<p>Questionnaire</p>	<p>Applicable to certain licence activities only.</p>

Updated Documents of Shareholders

Documents	Remarks
Passport and visa page (if applicable)	<ul style="list-style-type: none">• Should be valid for at least 6 months.• Copy of valid UAE residence visa page (if applicable)• Original to be presented for verification
Specimen Signature Form (if changed)	<ul style="list-style-type: none">• To be electronically signed after SR approval <p>Note:</p> <ul style="list-style-type: none">• POA holder cannot sign specimen signature.

OUTPUT

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

- E-Licence