



SERVICE REQUEST MANUAL

SHARE TRANSFER FOR DMCC MEMBER COMPANIES

Purpose

This document is designed to define and illustrate the online process related to 'Share Transfer'. This document will brief you on how to apply for this service request and what to expect at the different stages in terms of the online interface, the notification emails and text messages as well as the expected output.

Relevant Documents

The request for 'Share Transfer' operates in conjunction with but is not limited to the belowstated policies and guidelines:

- DMCC Company Regulations
- Free Zone Rules & Regulations
- <u>Guidance Notes Share Transfer</u>

Applicability

This document will apply to all DMCC member companies with active licences if they do not have any account sanctions.





Steps

- 1. Log in to the <u>DMCC Member Portal</u>.
- 2. Navigate to Company Services to view the options under 'Company Amendment Services'. Choose 'Share Capital' and 'Transfer Shares'.

DMCC					Help Centre	+971 4 424 9600	600 54 3622	4
HOME MY COMPANY	MY EMPLOYEES MY REPORTS N	IY REQUESTS MY CASES ID	DEAS BUSINESS APPS	MANAGE DDS	MY ESIGN		Search	Sub
Employee Services	Company Service Requests Apply for all types of company services, including lice	for ensing, company amendments, and letters and c	certificates. Also update your Busin	ess Directory listing.				
Member Services	Borrow Original Legal Documents	Company Amendment S	Services	Company Coordinator		Dormancy	Services	
Property Services	Borrow Original Legal Documents	Adoption of AOA		Company Coordinator		▶ Dormanc	y	
Value Added Services	Liconsing Services	► Appointments		Official Communicatio	25	Lindata Da	tails and E-sign Su	bsoriation
Compliance Services	Additional License	Company Winding Up		DMCC business director	IS IN	Manage I	CYC and E-Sign Subsc	rintion
Online Booking	Amendments	Employment contract ma	aster	 Extracts and certificate 	s	 Parent Co 	ompany Officers	npuon
Promotion Packages	 Apply to Submit Certificate of Good Stand parent company) 	ding (for Financial year		 NOC Requests to Third Registration Amendment 	Party Authorities -	► Update N	ame/Nationality/Legal	Address
Portal Balance	Apply/Update Insurance	Name change		 NOCs and Letters from 	DMCC	Value Add	ed Services (New)	
Visa Deposit Utilised	Company Re-Activation	Refund Services		VAT Services		Comment	orative Certificate	
Account Name	Dedicated Workstation Permit Services	 Share capital 						
Visas Used/	Dual License	Transfer shares						
Tra un Dalaren	License Renewal	Share Amendment						
View Online Receipts	 NOC Requests to Third Party Authorities New/Renewal 	Ultimate Beneficial Owner	er					
	Operational Fitness Certificate (OFC)							
	Permits							
	Update Existing lease							

3. The system will display all active E-Signatories of the shareholders who need to sign documents throughout the process.

If e-signatures are not enabled for all signatories, select 'Request Update' to access the 'Manage KYC and E-sign Subscription' service request. After activating the e-signature, you may proceed with submitting the share transfer service request.

Once e-signatures are active, please click 'Confirm' to continue with the Share Transfer service request.

	To move forward	d with this service reque	st, all shareholders will	need to electronical	lly sign documents on	ce DMCC has reviewed th	e request. The signatories
	will receive one-	time passwords on their	r mobile numbers and	email addresses for	electronic signature a	uthentication.	
	Prior to advanci	ng with this service requ	est, please take the fo	llowing actions:			
	1. If the below 2. If the below	details are correct, ple details are incorrect or	ase select 'Confirm.' if the signatories are	a not enabled for e-	signatures please se	lect 'Request Undate '	
	3. If there is a s	ervice request already	in progress to activa	te e-signatures, kin	dly fulfill the necessa	ary requirements to close	e it before proceeding
	with this servic	e request.					
	Name	Role	Parent Company	Mobile Number	Email Address	E-Signature	In-Progress E-sign SR
		ShareHolder				Active	
						Cancel	firm Poquest Lindate
						Cancer	inim Request Opdate





4. Upon confirming, the client can create application and fill out the required information and click next.

Application - Transfer a company	's share capital				
Please submit this service request to u Kindly ensure that all existing sharehol Checking the shareholders for whom e	pdate the Shareholder's structure as per the applicatic lder(s) are e-signature activated by: -signature is not yet activated by clicking here and the	n. To know more about en by submitting a Man	the requirements and p age KYC and E-Sign Sub	rocess, click here to access the guidelines and t scription request if not already submitted.	here to check the schedule of charges.
Create Application	Add New Shareholders	Transfe	er Shares	Add/Edit UBO	Add/Edit POA
Company Details					
Account Name			Account Number		
Resolution Date			Portal User's Email		
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Send SMS To Mobile					
		N	lext		

5. Once the Company Details information is filled out, select 'Add New Shareholders' wherein you will have the option to either 'Add Individual Shareholder' or 'Add Corporate Shareholder.'

Application - Transfer a company's s Application - Transfer a company's s Please submit this service request to upp Kindly ensure that all existing shareholder Checking the shareholders for whom e-s	share capital date the Shareholder's structure as per th er(s) are e-signature activated by: signature is not yet activated by clicking i	e application. To know more about the requirements and pr tere and then by submitting a Manage KYC and E-Sign Subs	Back T occess, click here to access the guidelines and h cription request if not already submitted.	o Service Request Cancel Service Request
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Prease select the new shareh	Add Individual	ι want το adα(in a case of an internal transfer click n	Add Corporate	
	Shareholder	Previous Next	Shireholder	





5.a. Steps for adding Individual Shareholder

For Individual Shareholder, click 'Add Individual Shareholder', click 'Next', and enter the New Shareholder's 'Passport Information', 'UAE Visa Information', 'Legal Address', 'Residential Address', 'Communication Address' and the 'Communication Details Information'. Once it's filled out completely, click 'Save Amendment.'

	Enter New Sha	eholder Details			
Passport Information	UAE Visa Information Legal /	Address	Residential Address	Communication Address	Communication Detail Inform
Passport Details					
* Full Name (As Per Passport)		New Passport Number			
*Date of Birth		Gender			
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*Country of Birth	•	* Passport Issue Date			繭
* Place of Birth		* Passport Expiry Date			
					苗
*Domicile / Country of Issue	_	* Place of Issue			
	Enter New Sha	reholder Details			
	UAE Visa Information Legal	Address	Residential Address	Communication Address	Communication Detail Inform
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*Holding a UAE Visa ?		* Visa Type			
	· · · · · · · · · · · · · · · · · · ·	Select an Option			•
* Visa Number		* Visa Expiry Date			
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Emirates ID Number		Visa U.I.D Number			
	Previous	Next			
	Enter New Sha	reholder Details			
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🖄 Legal Address					
- Apartment / Villa Number (LA)		- street / Area (LA)			
* City of Current Residence (LA)		* Country of Current Re	esidence (LA)		
					•
*P.O.Box / Postal Code / Zip Code (LA)]				
	Previous	Next			





Enter New Shareholder Details

					Periden	tial Address	Communication Address	Communication Datail Inform
Residential Address	× /	Ý		×	Residen		Communication Address	communication Detail monn
Copy Legal Address								
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Apartment / Villa Number (KA)				- Street / A	ea (KA)			
City of Current Residence (RA)				* Country o	f Current Residence (I	RA)		
P.O.Box / Postal Code / Zip Code (RA)								
			Prev	vious				
			Enter New S	Shareholder	Details			
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Communication Address	× /	Ý		~		×/		Communication Detail morm
🖌 Copy Legal Address								
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• Farail Address					n Email Address			
				- Ke-confin	n cmail Address			
			Previous	Save Amendn	ent)			





5.b. Steps for adding Corporate Shareholder

For new Corporate Shareholder, select 'Add Corporate Shareholder', click 'Enter Details' and the 'Company Information' to fill out the required information. Once it's filled out completely, click 'Save Amendment.'

Application - Transfer a Please submit this service ree Kindly ensure that all existin Checking the shareholders for	a company's share capital quest to update the Shareholder's structu g shareholder(s) are e-signature activated or whom e-signature is not yet activated b	re as per the application. To know more by: by clicking here and then by submitting	e about the requirements and process, o a Manage KYC and E-Sign Subscription	lick here to access the guidelin request if not already submit	Back To Serv nes and here to check the schedule of charg ted.	ce Request Cancel Sevice Request
~	Ad	d New Shareholders	Transfer Shares	<u>}</u>	Add/Edit UBO	Add/Edit POA
Please Select the n Shareholder detail	ew shareholder type(Individual/Corp	orate) you want to add(in a case o	of an internal transfer click next).		Add Corporate Shareholder	
ACTION	SHARE HOLDER NAME	PASSPORT/REGISTRATION NO.	NATIONALITY/COUNTRY OF	CURRENT NO OF SHARES	PROPOSED NO OF SHARES	EACH SHARE VALUE
1 1						
N 🗇						

	Enter New Shareholder Details
Enter Details	Company Information
Ssuing Authority/Registration Details	
*Registration No.	Domicile/Country Of Issue
*Issuing Authority	
Select an Option	
Scorporate Details	Search
*Company Name	* Registration Date
	Next





Note: For Ultimate Beneficiary Owner (UBO) declaration, make sure of selecting the correct structure if it's a 'Publicly Listed Company in Stock Exchange', a 'Government / State Owned Entity' or declaring if 'There are beneficial owner(s) holding more than 25% of shares or 'No beneficial owner is holding 25% of shares or more

Enter New Sh	areholder Details
✓	Company Information
Additional Information	
*Address 1	*Address 2
Address 3	Fax
Website	Nature of business
*Company Public Listed Select an Option	N me of Stock Exchange/ Government entity
This is a Publicly Listed Company in Stock Exchange. This is a Government / State Owned Entity.	
There are beneficial owner(s) holding more than 25% of shares Taxas is no handfinal owner, holding 25% of shares or more	Sar Amendment 100 100
There is no beneficial owner holding 20% of shares of more	

Additional Information	Company Information
Additional Information	
*Address 1 */	*Address 2
Fa Fa	fax
Website Ni	Nature of business
Company Public Listed N	Name of Stock Exchange/ Government entity





6. After filling in the details of the new Shareholders, select **'Transfer Shares'** and choose **'Select Destination Shareholder'** to transfer the shares of the Source Shareholder (Seller) to the Destination Shareholder (Buyer). Once the transfer is done, click **'Confirm'** and **'Next'** to proceed to the next step.

ase submit this service request to update the dly ensure that all existing shareholder(s) a	e Shareholder's structure as e e-signature activated by:	per the application. To know more about				
king the shareholders for whom e-signation	re is not yet activated by cli	cking here and then by submitting a Mar	nage KYC and E-Sign Subscription request if not	already submitted.		
~	>	<pre> </pre>	Transfer Shares	Add/Edit UBO	A	dd/Edit POA
Ĩa -	Transfer S	Share		T a		
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Domicile/Country Of Issue: Current No Of Shares:		Current No Of Shares:		Current No Of Share	s:	
Proposed No Of Shares:		Proposed No Of Shares	5:	Proposed No Of Shar	res:	
See More Details		See More Details		See More Details		
Share Transfer Details minimum share capital per shareholder is AEI lations of DMCC and Dubai Naturalization an	10,000. In case any of the Sha I Residency Department (DNR	reholder's intends to apply for a UAE visa, a D).	minimum share capital of AED50,000 is required for	r that shareholder. Visa issuance is howeve	er subject to additional condition	ns under the rules and
Source Share Holder		Destination Share Holder	No of Shares Transfered	Type Of Shares	Payment Method	
						â 🖉
		Select Destination Sharehol	Transfer Shares			
FROM		Select Destination Sharehol	Transfer Shares	:	то	
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Proposed No Of Shares: See More Details		See More Details		See More Details	
Share Transfer Details					
minimum share capital per shareholder is A Ilations of DMCC and Dubai Naturalization a	ED10,000. In case any of the Shareholder's in and Residency Department (DNRD).	ntends to apply for a UAE visa, a min	mum share capital of AED50,000 is requir	ed for that shareholder. Visa issuance is however subje	ct to additional conditions under the rules and

7. If your request involves a new Corporate Shareholder, select 'Add / Edit UBO' and fill out the UBO information, click 'Add' to either choose if the UBO is a 'Natural Person / Individual' OR 'Legal Person / Entity

g the shareholder	s for whom e-signature is	not yet activated by clickir	ng here and then by submi	tting a Manage KYC	and E-Sign Subscription reque	st if not already subm	tted. Add/Edit UBO	Ac	id/Edit POA
	<i>,</i>		/						
Ultimate Benefic	ial Owner(UBO) Details	1							
TION	SHAREHOLDER/CORP ORATE NAME	PASSPORT/REGISTRA TION NO.	NATIONALITY/COUNT RY OF ISSUE	UBO TYPE	TOTAL SHARE % OF CORPORATE SHAREHOLDER	COMPANY DECLARATION	UBO ACTIONS	NO FURTHER UBO	DECLARE NO CHANGES IN EXISTING UBO STRCTURE
							Add		
UBO Tree View									





Beneficial Owner Type	Beneficiary Details	Beneficiary Share
The UAE federal regulations require institutions to capture and identify the details of the ultimate individual beneficial owner(s) (UBO) of an applying corporate.	
An Ultimate Beneficial Owner is normally an individual who ultimately owns or controls 25% or more of the company or group Select Beneficiary type	o of companies, or on whose behalf a transaction or an	activity is being conducted.
.		₩
Natural Person / Individual	\frown	Legal Person / Entity
	Next	
General Information	Passport Details	Residential Address Details Beneficiary Share
B Enter Passport and Nationality		
*Passport	*Nationality	
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Beneficial Owner Type	~)	Residential Address Details Beneficiary Share
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*Apartment / Villa Number (RA)	* Street / Area (RA)	
* City of Current Residence (RA)	* Country of Current Residence (RA)	v
*P.O.Box / Postal Code / Zip Code (RA)		
	Previous Next	





✓	>	\checkmark	\rangle	~	\rangle	~	Beneficiary Share
Share Details							
* Shares Percentage							
100.00							
				Previous Save			

Note: Once the UBO information is added, select with a tick mark **'NO FURTHER UBO'** and tick the **UBO Declaration** to declare confirming that there is no further beneficial owner (legal/natural person) holding 25% of shares or more

Application - Tr	ansfer a company's share capita							Back To Service Reques	t Cancel Sevice Rec
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cking the shareho	olders for whom e-signature is	not yet activated by click	ng here and then by subr	nitting a Manage KYC a	nd E-Sign Subscription requ	est if not already sub	mitted.		
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8. You have the option to appoint Power of Attorney (POA) and 'Add Director'. If you wish to opt for them, please select 'Add POA' or 'Add Director' and activate their e-signatures by either selecting.

ndly ensure th necking the sh	his service request to update the Shareholder's structure a hat all existing shareholder(s) are e-signature activated by hareholders for whom e-signature is not yet activated by o	is per the application. To know more licking here and then by submitting	e about the requirements and process, click here a Manage KYC and E-Sign Subscription request	to access the guidelines and here to che if not already submitted.	Back To	o Service Request charges.	Cancel Sevice Reque
	~ >	\checkmark	 	> ~	\rangle	Ad	ld/Edit POA
hareholders / uments on the	/ officeholders will be required to e-sign documents after eir behalf.	DMCC review and verification. Please	e click on 'Add POA' if you wish to appoint a Pov	ver of Attorney (POA) holder for any of th	e below listed shar	reholders / office	holders to e-sign the
Appointine	f Atterney Usisler	s a FOA document and a FOA holder	r passport.				
Power o	T Attorney Holders						
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Back To Service Request Cancel Sevice Request

Application - Transfer a company's share capital

Please submit this service request to update the Shareholder's structure as per the application. To know more about the requirements and process, click here to access the guidelines and here to check the schedule of charges. Kindly ensure that all existing shareholder(s) are e-signature activated by: Checking the shareholders for whom e-signature is not yet activated by clicking here and then by submitting a Manage KYC and E-Sign Subscription request if not already submitted.

 $\mathbf{\Sigma}$ ~ \rangle \checkmark \rightarrow \rangle Add/Edit POA All shareholders / officeholders will be required to e-sign documents after DMCC review and verification. Please click on 'Add POA' if you wish to appoint a Power of Attorney (POA) holder for any of the below listed shareholders / officeholders to e-sign the documents on their behalf. Note: Appointment of POA holder will require additional documents such as a POA document and a POA holder passport.

Power of Attorney Holde

Power of Attor	ney holders						
Action	ShareHolder Name	POA Holder Name	Passport No./Registration No	Nationality/Country Of Issue	Roles	Add POA	Add Director
						Add POA	Add Director
						Add POA	
						Add POA	Add Director
Edit Remove					Director		

I accept the terms & conditions in the License Agreement



Appoint POA

rassport number	* Nationality	•
	Enter Details	
General Information		
Title	* First Name	
Aiddle Name	Last Name	
Passport Details Continue		
	Date of Birth	
Full Name (As Per Passport)		
Full Name (As Per Passport)		
Full Name (As Per Passport) Gender	Country Of Birth	
Full Name (As Per Passport) Gender	Country Of Birth Select an Option	•
'Full Name (As Per Passport) 'Gender 'Passport Issue Date	Country Of Birth Select an Option Place of Birth	•
* Full Name (As Per Passport) • Gender • Passport Issue Date • Passport Issue Date	Country Of Birth Select an Option Place of Birth Demicile/Country Of Issue	•





Note: Once the POA and/ or the company director has been declared, select 'Finalize and Proceed', tick the box to accept all terms and conditions for the licenced undertaking and click 'Confirm'

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Share Transfe



9. Review all information provided and upload all required documents. Once they are reviewed and uploaded, click 'Submit' to proceed with the service request submission.

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blication - Transfer a company's shar	e capital								
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Specimen Signature Form		UPLOAD the signed Specimen Signature Form of new share	holder. We will notify you when to visit DMCC for sighting the original or notarized	d copy.	Copy & Original	Pending Upload	21/08/2023	21/08/2023	View e-Document
Passport Copy of the Proposed New Shareholder		UPLOAD the passport copy and visa page of the proposed n	ew shareholder. Original is required for verification at collection stage or a notaris	red copy to be submitted.	Copy & Original	Pending Upload	21/08/2023	21/08/2023	View e-Document
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Power of Attorney Copy		Upload Power of Attorney copy if the shareholders / appointe	d officers wish to grant signing powers to others on their behalf. PDA should be n	rotarized & attested if issued outside UAE.	Copy & Original	Pending Upload	21/05/2023	21/05/2023	View e-Document
Power of Attorney (POA) Holder Passport Copy / Emirates ID		For UAE residents POA holders, a copy of the passport, visa	page and Emirates ID (back and front) are required. For non-UAE residents POA	A holders, a copy of the passport is required.		Pending Upload	21/08/2023	21/08/2023	View e-Document
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Certificate of Incumbency		UPLOAD a copy of the recent dated notarised and attested 0	Certificate of Incumbency.We will notify you when to visit DMCC to sight the origin	al Certificate of Incumbency.	Copy & Original	Pending Upload	21/05/2023	21/05/2023	View e-Document
lesolution - Transfer of Shares Template		DOWNLOAD the template for Board Resolution for selling of	shares.		Download e-Document	Generated	21/08/2023	21/08/2023	View e-Document
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emorandum of Association of New Corporate Shareholder		UPLOAD the notarized Memorandum of Association of the pr	roposed existing / new corporate shareholder.		Copy & Original	Pending Upload	21/08/2023	21/08/2023	View e-Document
ertificate of Registration		UPLOAD the notarized Certificate of Registration of the prop	osed new corporate shareholder.		Copy Required	Pending Upload	21/08/2023	21/08/2023	View e-Document
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- 10. Once submitted, you will receive a confirmation email notification highlighting the applications' details.
- 11. We will be reviewing and verifying your application and we may request additional information/ documents.

11.a. If additional information were requested, please follow the below steps:

- 1. Log in to DMCC Member Portal.
- 2. Go to "My Actions" and choose "Review Step" to check the comment(s)
- 3. Respond to the mentioned comment/s under your Step ID; and
- 4. Update the Step Status from "Require additional info" to "Additional Information Updated".

11.b. If additional documents were requested, please follow the below steps:

- 1. Log in to <u>DMCC Member Portal</u>.
- 2. Go to "My Actions" and click on the Licence Renewal Service Request (SR)
- 3. Under SR documents, click on "Download/Upload/Review Doc" and upload the required document(s)
- 4. Once documents are uploaded, return to parent SR and update your Step from "Upload Documents" to "Documents Uploaded."
- 12. If your application is approved, <u>book an appointment</u> to submit the required original documents at the DMCC Service Centre counters.
- 13. We will verify the original/ electronically signed documents and update the portal with new share details. once done, you will receive the confirmation email notification.

Dear Valued Member, We have received your share transfer service request number ______ for number ______ has been completed. You can download the e-Articles of Association <u>here</u>, and the e-Share Certificate (s) <u>here</u>.

Thank you for being part of the DMCC business community. Please take a minute to leave your feedback about your experience with us.





14. Should you need to revoke this service request for any reason, kindly select 'Cancel Request'.

	MY EMPLOYEES	MY REPO	ORTS MYR	EQUESTS	MY CASES	IDEAS	MANAGE DDS	MY ESIGN	Search
•	Click Here to View, Click here to view t Application - Ap	Application the Free Z oply to C	on Guidelines Cone Services So Change Comp	chedule of Cl any Officer	narges r				
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		Customer					Account Nu	mber	
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	Reso	lution Date 🌀	0/11/2023				Service authoris	ed by 🕖 All Shareholders	i de la companya de l
ED							Selected E-signature M	ethod 🧼 Via Email(docusi	ign)

15. Depending on the status of the service request, cancellation fees may be incurred. If you'd like to continue, please choose 'Yes, I want to cancel the Service Request'.

Ca	ancella	ation	Requ	uest				
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16. Kindly upload the 'Cancellation Letter' and indicate the relevant reason for cancellation and click on 'Confirm.

	Cancellatio	on Request	
If you opt to proceed with	n the cancellation of t	his Service Request, please note	that no
refunds will be granted. <u>Important Note</u> : Upon cance address specified in this requ	elation of this request, y uest.	ou will receive an email at the port	al user email
Would you like to proceed Yes, I want to cancel f	with canceling this Sen the Service Request.	rice Request?	
Upload a request for canc your company letterhead,	elation specifying the sealed and signed by	reason for the request for SR ca authorised signatories	ncelation on
Cancelation Letter	drop files		
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Select Cancellation Reasons	Selected		
Change of Managem	Þ	^	
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17. After submitting the cancellation request to DMCC for processing, you will see the following confirmation message.

Request for cancellation is submitted to DMCC		success!
	Request for cancellation is submitted t	to DMCC
OK		