

## APPLICATION GUIDELINES

### SUBMISSION OF AUDITED FINANCIAL STATEMENTS AND SUMMARY SHEET

A DMCC member company must upload the auditor's signed and stamped **Audited Financial Statements Summary Sheet** and the **Audited Financial Statements** via a designated online application request on the DMCC Member Portal within six months after the end of each financial year.

As per the Approved Auditors Rules (AAR), it is the responsibility of each DMCC member company to ensure that their appointed auditor is registered as an Approved Auditor with DMCCA and is listed in the Approved Auditors List (AAL).

These rules do not apply to auditors appointed to audit DMCC member companies that are registered as branch companies, provided that such companies have a group auditor.

To read more on the AAR and AAL, click on the below links:

- a. [DMCC Approved Auditors Rules](#)
- b. [Approved Auditors List](#)

Submission of Audited Financial Statements is applicable to all DMCC companies including subsidiaries and branch companies.

### DOCUMENT TO DOWNLOAD FROM DMCC WEBSITE

To download a copy of the Company Audited Financial Statements Summary Sheet directly, please click [here](#) or follow the steps below:

- a. Go to [www.dmcc.ae](http://www.dmcc.ae)
- b. Click on '**Members**', then click on '**Support**'.
- c. Click on '**Knowledge Bank**', then click on '**Managing Your Business**'.
- d. Click on '**Compliance Services**' in the Filter.
- e. Click on '**Company Audited Financial Statement Summary Sheet**'.

### POLICY

DMCC Authority reserves the right to request additional documents at any time.

### REQUIREMENTS

Prepare the following documents for submission as per the below outlined guidelines:

Copy	Documents	Remarks
✓	Company Audited Financial Statements	A copy to be uploaded in the service request
✓	Company Audited Financial Statements Summary Sheet Signed and Stamped by Auditor on Auditor's Letterhead	A copy to be uploaded in the service request.

## GUIDELINES TO SUBMIT THE REQUEST ON THE DMCC MEMBER PORTAL

Please follow the below process steps to submit the request:

1. Advise your auditors to complete the Audited Financial Statements Summary Sheet, print it on their letterhead, and have it **signed and stamped**, along with the full Audited Financial Statements.
2. Once the two documents are prepared, log into the [DMCC Member Portal](#).
3. Go to Compliance Services.
4. Click on '**Submit Company's Audited Financial Statements and Summary Sheet**'.
5. Upload the Audited Financial Statements and the Summary Sheet under the section titled 'Upload the Required Documents for Your Application'.
6. Update the Auditor's Details by inputting the Listed Auditor's Name in the available field.
7. The fields are auto-populated based on the system scanning the uploaded AFS summary sheet using OCR (Optical Character Recognition) technology.
8. Review the extracted figures after the scanning to ensure complete accuracy. If there are any errors, you can manually edit the fields.
9. Acknowledge the service request disclaimer and submit the service request.

## FURTHER INFORMATION

For more information, please visit our DMCC Help Centre at [www.dmcc.ae/helpcentre](http://www.dmcc.ae/helpcentre)