

## **APPLICATION GUIDELINE**

## **SUFFIX CHANGE GUIDELINE**

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## Introduction

Effective 2 January 2025, DMCC has implemented naming conventions: thus companies registered with DMCC will use the suffix 'FZCO', while branch establishments will use 'FZ Branch'.

Existing companies registered before 02 January 2025, will need to transition to the new suffixes.

## Service to Select on Portal

Company Services – Company Name Suffix Change

## Important Notes

- The company must have an **Active License**.

## Steps

**Step 1:** Log in to [member portal](#)

**Step 3:** Go to Company Services, and select “Company Name Suffix Change”

**Step 4:** Enter Portal User’s Email & mobile number.

**Step 4:** Submit Service Request (SR)

**Step 5:** SR will be in process of verification and approval

**Step 6:** Upon SR approval, E-Certificate & E-License shall be generated with new Suffix.

## Requirements

No documents are required.

## Output

E-Certificate of Company Suffix Change  
E-License Certificate Copy

## Further Information

Please visit our DMCC Help Centre at <http://www.dmcc.ae/helpcentre>