

APPLICATION GUIDELINE 2.3.1.1

COMPANY SERVICES - REQUEST FOR CHANGING OR ADDING NEWACTIVITY

This form is intended to clarify the submission requirements and does not need to be submitted to DMCC.

According to the implementing Regulations and Memorandum and Articles of Association, a DMCC company may request to change and/or add a new activity to their license.

SERVICE TO SELECT ON DMCC MEMBER PORTAL

Go to Company Services - Licensing Services - Amendments - Amend existing

Or if the amendment coincides with license renewal:

Go to Company Services - Licensing Services - License Renewal - Renew with/without amendment

STEPS

1. Go to Company Services, click on License Services menu and choose Amendments.
2. Fill in the fields with your company details and type yes next to activity change.
3. Click on Review/Amend activities, save, and then upload all the required documents for activity change.
4. Finalise License, Submit the service request and approve the payment; then, the service request will be submitted to DMCC for verification.

POLICY

New requested activity should be in the same business field or a new license must be requested.

DMCC registered companies are entitled to request for addition of activity only after the company formation is completed and the company has obtained the DMCC license.

Subject to DMCC final decision.

DMCC authority reserves the right to request any additional documents at any stage of the process.

REQUIREMENTS

Fill in the application form on the DMCC member portal.

Original	Copy	Documents	Remarks
	<input type="checkbox"/>	Brief Business Plan.	Applicable only to certain license activities. The business plan must mention the new activities. Please refer to the Business Plan Guidelines at www.dmcc.ae/managing-a-company .
	<input type="checkbox"/>	Third party approval from relevant activity regulating authorities.	Applicable for certain activities. Please refer to DMCC Approved List of Activities to find out about the relevant third party NOCs on the DMCC website at www.dmcc.ae/managing-a-company .

OUTPUT

Upon completion of all requirements, DMCC shall:

- Issue the license with the new activities.

FURTHER INFORMATION

- Visit our website at www.dmcc.ae or contact us at 600 54 DMCC (600 54 3622) or +971 4 424 9600.