

De-Registration

1

PLEASE SUBMIT

1. Please submit your request online
2. A notarised attested special resolution, resolving to de-register the company.

Note: In case of a Corporate Shareholder, the board resolution must be provided by the parent company and must be attested by the UAE Embassy and Ministry of Foreign Affairs

2

ONCE ABOVE ARE RECEIVED, REVIEWED AND APPROVED, PLEASE SUBMIT:

1. A Bank Confirmation / Liquidation Report that books have been closed in the bank
2. Proof that details regarding the de-registration of the company have been published in both English (Gulf News or Khaleej Times) and Arabic (Al Bayan or Al Khaleej) for a minimum of 1 day

3

IF 'NO OBJECTION' IS RECEIVED:

- Invoice for de-registration will be shared (Please provide payment receipt)
 - Please submit cleared Statement of Accounts. Statement of Accounts can be obtained from Ar.Billing@dwtc.com and Ar.Collections@dwtc.com
 - Submit Lease Surrender / NOC from Leasing Department / Landlord. This can be obtained from Leasing Department / Landlord
- Submit NOC from visa section that all Visas have been cancelled / transferred to other free zone. Note: In case of third party business centre, please provide NOC from business centre. (Visa Cancellation charges: AED 390)
- Submit clearance from Etisalat. If this is not applicable please submit declaration letter on company letterhead that no Account has been registered
 - Submit clearance from DEWA. If this is not applicable please submit declaration letter on company letterhead that no Account has been registered
 - Upon completing the visa cancellation the establishment card of the company needs to be cancelled from the immigration system. If the de-registration is completed on time then there will be no charge. In case there is delay charges may apply, this will be reviewed and advised at the end of the process. These charges are not included in the de-registration fee and the client will need to pay these additional charges which are approximately AED 100 per month
 - Return original MOA to the DWTC Authority

COST

The fees for De-registration Certificate of License - AED 3,000