



License Renewal

- 1 Submit a License Renewal Application online
- 2 Review all License details online
- 3 Upload the documents mentioned below
- 4 Make the payment
- 5 License Renewal will be processed by DWTC Authority

Note: To avoid Immigration penalty for late renewal (AED 100 per month) of the Establishment Card, the license renewal payment and document submission should be completed before the license expiry date.

DOCUMENTS REQUIRED FOR LICENSE RENEWAL:

1. Valid Lease Agreement (in line with the license Dates). This is applicable only for 3rd party business centres, Sub Lease and Standard offices. This is not applicable in case of Hot Desk or Executive Offices.
2. Tax Registration Certificate from the Federal Tax Authority, if applicable. If not applicable, please share a Declaration Letter printed on the company's letterhead, signed and stamped stating the reason why the company is not registered.
3. Duly filled UBO Declaration Form (available online)

CONTACT US TO MAKE YOUR NEXT BIG MOVE

OFFICE ADDRESS:

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OFFICE HOURS:

Sun-Thu: 8am - 5pm
Fri-Sat: Closed