De-Registration

**FIRST STEP**
1. Submit your request online
2. Submit 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

**ONCE RECEIVED, REVIEWED AND APPROVED, PLEASE SUBMIT:**
- A Bank Confirmation/Liquidation report that books have been closed in the bank
- 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 WEEK WAITING PERIOD. IF ‘NO OBJECTION’ IS RECEIVED AFTER 3 WEEKS:**
- Invoice for de-registration will be shared (Please provide payment receipt)
- Please submit cleared Statement of Accounts. Statement of account 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
  - 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 any delay, there might be delay charges to be paid, this will be reviewed & advised at the end of the process & advised note. These prices are not included in the de-registration fee hence the client has to clear/pay the fines which are AED 100 approximately, per month
- Return original MOA to the DWTC Authority

**COST**
The fees for de-registration certificate of license is AED 3,000

**CONTACT US TO MAKE YOUR NEXT BIG MOVE**
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**OFFICE HOURS:**
Sun-Thu: 8am - 5pm
Fri-Sat: Closed