Applying for an Additional License

1

Log In to the eServices Portal

- Access your account and navigate to **Company Services > Add License**.

2

Fill in the Additional License Details

- If there have been no changes to the UBO Declaration, please select "No (I don't have a change)" to continue with your application.
- Identify the type of license you wish to add from the options available.
- Enter the proposed business activities in the designated field.

3

Upload Required Documents

1. **Board Resolution** for an additional license, mentioning the new license types and the new proposed activities. A template of the Board Resolution for an Additional License is available here to assist you.
2. **New Business Plan**- A template of the Business Plan is available here to assist you.

4

Review and Approval

- Once submitted, the documents will be reviewed and forwarded for approval by DWTC Authority.
  Upon approval, DWTC Authority will issue an invoice. Payments can be made online using your preferred payment method under the Invoices & Statements section on the eServices Portal. Credit card payments reflect on the same day, while bank transfers take 5 to 7 days to process.
- Upon completion of payment, DWTC Authority will issue a new license.

Notes:

- DWTC Authority reserves the right to request additional documents if required.
- If the corporate shareholder is registered outside UAE, all additional documents must be attested by the UAE Embassy in the parent company jurisdiction.
- If the corporate shareholder is registered within UAE, all additional documents must be attested by the parent company's existing authority in the UAE.
- All Documents must be in Arabic or English. Documents in other languages must be accompanied by legal translations.
- A maximum of 10 activities are allowed per license.

COST

- Additional License Fees - AED **15,000**
- General Trading Additional License Fees – AED **20,000**