



De-Registration

1

Log In to the [eServices Portal](#)

- Access your account and navigate to **Company Services > De-Registration**.

2

Submit Deregistration Request

- Enter the reason for deregistration in the provided box.
- Upload the board resolution document to deregister the company and click **Submit**.
A template of the Board Resolution to De-register the Company is available [here](#) to assist you.

3

Upload Required Documents

- Once the board resolution is reviewed and submitted for approval, you will receive a link to upload all the required documents listed below:
 1. **Bank Account Closure** Confirmation letter
 2. **DEWA Account Closure** Confirmation letter
 3. **Telecom (Etisalat/du) Account Closure** Confirmation letter
 4. **NOC** from Asset Management: Contact your leasing representative to obtain this document.
 5. **Advertisement Proof:** Publish a deregistration notification in both English and Arabic in a local newspaper (e.g., Gulf News, Khaleej Times, Al Bayan, or Al Khaleej). The notice must be published for one day. A template for the deregistration publication is available [here](#) to assist you.

4

Review and Payment

- Once reviewed and submitted for approval, DWTC Authority will issue an invoice for the deregistration fee and applicable fines. 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.

5

Visa Cancellation

- Complete the cancellation of any active visas through Employee Services on the portal. The fee for visa cancellation is AED 800 per visa.

6

Deregistration Letter

- Once all steps are completed, the deregistration letter will be issued upon approval by the Registrar. Access to the portal will be revoked, it will be sent to the registered email.

Notes:

- If the corporate shareholder is registered outside UAE, all additional documents must be attested by the UAE Embassy in the parent company's 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.
- If you do not hold a telecom, DEWA, or bank account(s), you may submit a declaration letter indicating the absence of these accounts. All declarations must be signed by the shareholders.
- Please note that you will need to cancel the dependent visas (or keep them on hold) before proceeding the applicant's visa cancellation.
- Late cancellation of establishment card will result in a fine of AED 100 (per month).
- All Documents must be in Arabic or English. Documents in other languages must be accompanied by translations.

COST

- The fee for De-registration is AED 3,000