



License Renewal

1

Log In to the eServices Portal

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

2

Review License Details:

- View the list of licenses and tenancy contracts under your account.
- Confirm the license expiry date and proceed with the next action if renewal is due.

3

Follow these 4 Simple Steps to Renew Your License

1. Lease Renewal

- Ensure your lease agreement is renewed and aligned with your license dates.
 - This step applies to companies operating from 3rd party business centres, sub lease or standard offices, and is not required for business address, flexi desk, hot desk or executive office holders.
 - Upload a Valid Lease Agreement (if applicable, as outlined above)

2. Accept Offer

- Review the renewal offer generated on the portal. Once reviewed, accept the offer to proceed to the next step.

3. Upload Required Documents

- Tax Registration Certificate from the Federal Tax Authority. If not available, submit a Declaration Letter on company letterhead, signed and stamped, stating the reason for non-registration
- if there's any UBO change, select "yes" and fill the Duly UBO Declaration Form (available online). If there's no change, select "no".

4. Make the Payment

- The tax invoice will be available under the "Invoices & Statements" tab
- Pay the license renewal fee via the portal under "open service requests"
 - Credit Card payments are processed the same day
 - Bank transfers may take 3 to 5 working days to reflect on the system

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License Issuance

- Once payment is received and all documents are verified, your renewed license will be issued by DWTC Authority

Notes:

- Establishment card is renewed after the renewed license is issued. In case the client has any penalty, an invoice will be issued on the portal.
- Failure to submit the license renewal on time will result in a license penalty (1,000AED/month) and establishment card penalty (100AED/month)
- Please ensure that both document submission and payment is completed before the license expiry date.