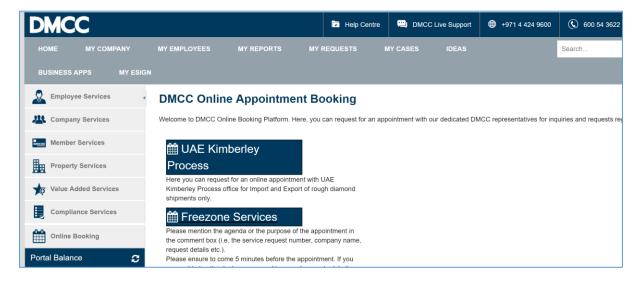


How to Book an Appointment

Existing Members as well as New Clients having portal access can book an appointment.

For Existing Members:

1. Click on "Online booking" in the Left Menu pane on your company portal.



2. Click Freezone services





3. Select Relevant Service

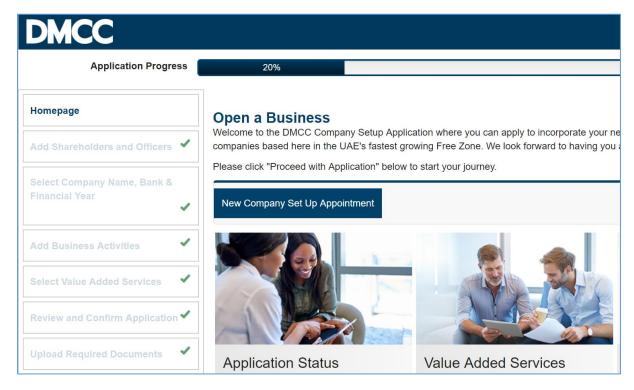
SERVICES Registration Amendments Book appointment to amend or update company details. Employee services Book appointment for Visa services. SELECT Portal Top-up Book the appointment to Top-up your portal balance by visiting DMCC cash counter.





If you are a New Customer and have aaccess to DMCC portal:

- 1. Log on to Portal
- 2. On the Homepage, click on the "New company Set Up appointment" button

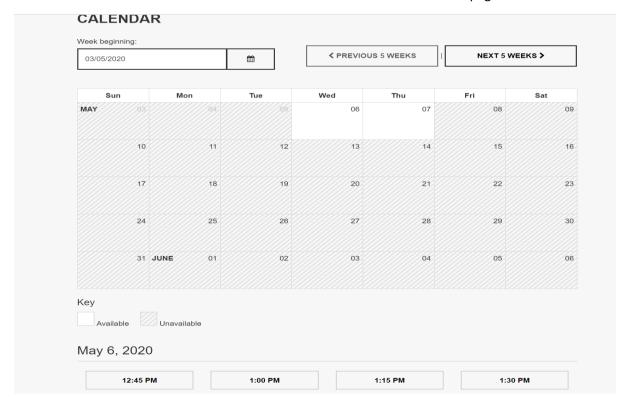


From here on the process is the same for Existing Members as well as New Clients.





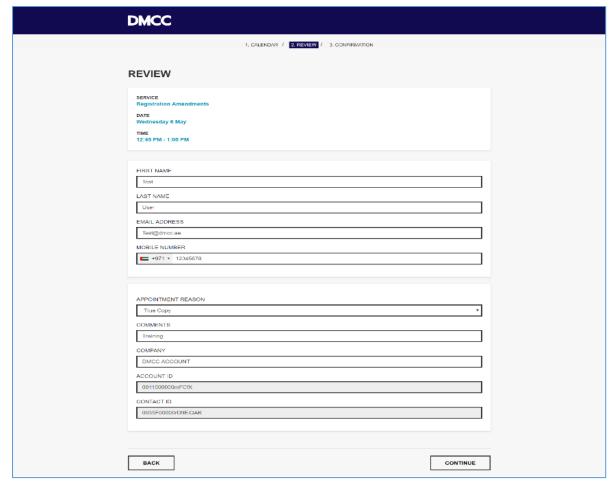
4. Select the Relevant date from the calendar and available slot on the page







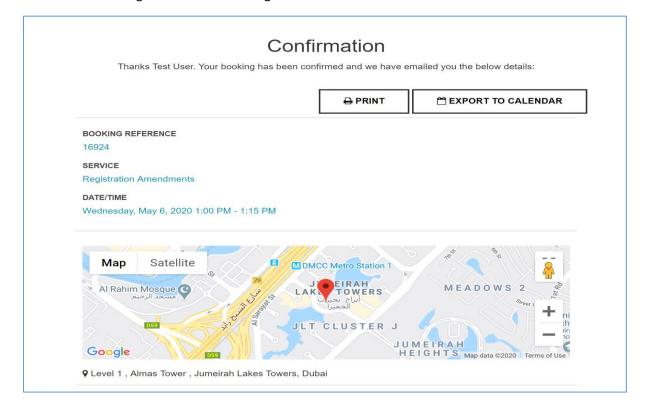
5. Fill the relevant details and click continue







6. Get Booking confirmation message







7. Get booking confirmation by email to print or show on mobile when visiting Almas Tower

Dear Name,

Thank you for booking an appointment with DMCC Client Service Centre. Please show this appointment confirmation email at the Almas Tower entrance in order to proceed to the Service Centre.

Please find below your booking details:

Booking Reference Number: 15308

Date: Wednesday 6 May 2020

Time: 09:30

Venue: Counter Number 1, Client Service Centre, Level 1, Almas Tower

Please note that we are working with a limited number of staff, so, please come on time as per your confirmed time slot and you will be served based on the token number given at the reception. Please ensure to take all the safety precautions such as wearing a mask and gloves and coming alone unless other parties are required for signing documents.

For details on how to reschedule or cancel your appointment, please click here.

If you are visiting DMCC for the first time and need assistance with the location map and parking facilities, please click here.

Best regards

DMCC Free Zone

T 600 54 DMCC (600 54 3622) / +971 4 424 9600

w dmcc.ae





8. Modifying/cancelling the appointment

Links are available in the confirmation email. Click on the link and select "Cancel" or "Move Booking."

