

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.

The screenshot shows the DMCC Online Appointment Booking portal. The top navigation bar includes the DMCC logo, a Help Centre icon, DMCC Live Support, and contact numbers: +971 4 424 9600 and 600 54 3622. Below this is a secondary navigation bar with links for HOME, MY COMPANY, MY EMPLOYEES, MY REPORTS, MY REQUESTS, MY CASES, IDEAS, and a search bar. A left-hand menu lists various services: Employee Services, Company Services, Member Services, Property Services, Value Added Services, Compliance Services, Online Booking, and Portal Balance. The main content area is titled "DMCC Online Appointment Booking" and contains a welcome message: "Welcome to DMCC Online Booking Platform. Here, you can request for an appointment with our dedicated DMCC representatives for inquiries and requests re...". Below the welcome message are two prominent blue buttons: "UAE Kimberley Process" and "Freezone Services". Under the "UAE Kimberley Process" button, there is a text box stating: "Here you can request for an online appointment with UAE Kimberley Process office for Import and Export of rough diamond shipments only." Under the "Freezone Services" button, there is a text box stating: "Please mention the agenda or the purpose of the appointment in the comment box (i.e. the service request number, company name, request details etc.). Please ensure to come 5 minutes before the appointment. If you..."

2. Click Freezone services

3. Select Relevant Service

DMCC

1. CALENDAR / 2. REVIEW / 3. CONFIRMATION

SERVICES

<h4>Registration Amendments</h4> <p>Book appointment to amend or update company details.</p>	<input type="button" value="SELECT"/>
<h4>Employee services</h4> <p>Book appointment for Visa services.</p>	<input type="button" value="SELECT"/>
<h4>Portal Top-up</h4> <p>Book the appointment to Top-up your portal balance by visiting DMCC cash counter.</p>	<input type="button" value="SELECT"/>

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

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

DMCC

Application Progress **20%**

Homepage

- Add Shareholders and Officers ✓
- Select Company Name, Bank & Financial Year ✓
- Add Business Activities ✓
- Select Value Added Services ✓
- Review and Confirm Application ✓
- Upload Required Documents ✓

Open a Business

Welcome to the DMCC Company Setup Application where you can apply to incorporate your new companies based here in the UAE's fastest growing Free Zone. We look forward to having you here. Please click "Proceed with Application" below to start your journey.

New Company Set Up Appointment

Application Status

Value Added Services

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

CALENDAR

Week beginning:

03/05/2020 

< PREVIOUS 5 WEEKS | NEXT 5 WEEKS >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
MAY 03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	JUNE 01	02	03	04	05	06

Key

Available Unavailable

May 6, 2020

12:45 PM 1:00 PM 1:15 PM 1:30 PM

5. Fill the relevant details and click continue

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1. CALENDAR / **2. REVIEW** / 3. CONFIRMATION

REVIEW

SERVICE
Registration Amendments

DATE
Wednesday 6 May

TIME
12:45 PM - 1:00 PM

FIRST NAME

LAST NAME

EMAIL ADDRESS

MOBILE NUMBER

APPOINTMENT REASON

COMMENTS

COMPANY

ACCOUNT ID

CONTACT ID

6. Get Booking confirmation message

Confirmation

Thanks Test User. Your booking has been confirmed and we have emailed you the below details:

 PRINT  EXPORT TO CALENDAR

BOOKING REFERENCE
16924

SERVICE
[Registration Amendments](#)

DATE/TIME
Wednesday, May 6, 2020 1:00 PM - 1:15 PM

Map Satellite



📍 Level 1 , Almas Tower , Jumeirah Lakes Towers, Dubai



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.”

