

### DMCC Inspection

Please complete the following and attach the required documents.

#### COMPANY DETAILS

Date: \_\_\_\_\_

Company Name \_\_\_\_\_  
License No: \_\_\_\_\_  
License Address: \_\_\_\_\_  
Manager Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Mobile No. \_\_\_\_\_  
Office Tel No. \_\_\_\_\_

#### REQUIRED INFORMATION

1. Did you submit the last year financial report to DMCCA?  Yes  No

If yes, kindly fill up the below details:

a) Total Assets: \_\_\_\_\_ c) Annual Turnover: \_\_\_\_\_

b) Total Liabilities: \_\_\_\_\_ d) Retained Earnings/Loss: \_\_\_\_\_

2. How many employee you have now?  (Pls. attach list of Employees)

3. Main activities of the company (attach a list, if necessary)

4. Main activities of each member and staff (attach a list, if necessary)

5. List of Clients (attach a list, if necessary)

6. List of Suppliers (Attach a list, if necessary)

**REQUIRED INFORMATION**

7. Main Quotations / Proposals for the last years (attach a list, if necessary)

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8. Main Products and Services you have Provided for the last year (attach a list, if necessary)

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9. Main Sales and Purchased Contracts Signed for the last year (attach a list, if necessary)

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**REQUIRED DOCUMENTS**

- 1. Employee list with the title of each positions
- 2. Bank Statements for the last 2 years including copies of inward/ outward transfer, LC, and etc. (To be provided only if specifically required by DMCC)
- 3. Company Brochures.
- 4. Invoices for the last 2 years.
- 5. Sample of consultation proposal reports to clients.
- 6. Copy of your AML / CFT policy and process.
- 7. Copy of your Internal Control System

**Undertaking**

I/We verify that the facts stated here-in above, and the required documents attached are true and correct to the best of our knowledge and nothing has been concealed.

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<b>Company Stamp</b>	<b>Authorized Signatory</b>
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