

**Administrative Resolution No. (53) of 2022**

**Adopting**

**the Bylaw concerning the Continuing Legal Professional Development Programme for Legal Consultants in the Emirate of Dubai**

**The Director General of the Government of Dubai Legal Affairs Department,**

After perusal of:

Law No. (32) of 2008 establishing the Government of Dubai Legal Affairs Department;  
Executive Council Resolution No. (22) of 2011 concerning Fees and Fines Prescribed for the Advocacy and Legal Consultancy Profession in the Emirate of Dubai;

Administrative Resolution No. (240) of 2015 adopting the Continuing Legal Professional Development Bylaw for Legal Consultants in the Emirate of Dubai;

Administrative Resolution No. (375) of 2016 determining the Annual Filing Period for Completion of the Continuing Legal Professional Development Requirements for Legal Consultants in the Emirate of Dubai; and

Administrative Resolution No. (51) of 2022 adopting the Bylaws Concerning the Registration of Advocates and Legal Consultants in the Emirate of Dubai;

**Does hereby issue this Resolution:**

**Article (1)**

By virtue of this Resolution, “**The Bylaw concerning the Continuing Legal Professional Development Programme for Legal Consultants in the Emirate of Dubai**” annexed to this Resolution, including the rules and procedures set out therein shall be adopted.

**Article (2)**

This Resolution supersedes the aforementioned Administrative Resolutions No. (240) of 2015 and No. (375) of 2016, notwithstanding that all resolutions and instructions issued pursuant to this Resolution remain in force to the extent such resolutions and instructions do not conflict with the provisions of this Resolution.

### Article (3)

This Resolution shall be published in the Official Gazette and shall take effect from the date of its publication.

[Signed]

**Dr. Lowai Mohamed Khalfan Belhoul**

**Director General**

Issued in Dubai on: 21 December 2022

Corresponding to: 27 Jumada Al-Uola 1444

**The Bylaw concerning the Continuing Legal Professional Development Programme  
for Legal Consultants in the Emirate of Dubai**

**Article (1)**

**Title of Bylaw**

This Bylaw shall be known as "**The Bylaw concerning the Continuing Legal Professional Development Programme for Legal Consultants in the Emirate of Dubai**".

**Article (2)**

**Definitions**

The following words and expressions, wherever they appear in this Bylaw, shall have the meaning set out opposite each of them, unless the context implies otherwise:

<b>UAE</b>	: The United Arab Emirates.
<b>Emirate</b>	: The Emirate of Dubai.
<b>Department</b>	: The Government of Dubai Legal Affairs Department.
<b>Director General</b>	: The Director General of the Department.
<b>Legal Consultant</b>	: A natural person registered on the Roll of Practising Legal Consultants.
<b>Programme</b>	: The Continuing Legal Professional Development Programme for Legal Consultants (CLPD).
<b>Professional Development</b>	: Any activity of intellectual or practical content, which serves to maintain or enhance the professional knowledge, skills, or ethics of Legal Consultants, or to contribute to assuring the quality of Legal Services provided by Legal Consultants to the public.
<b>Mandatory CLPD Activity</b>	: A CLPD activity specified by the Department, as a mandatory activity, which is mandated to fulfil the Programme Requirements.
<b>Accredited CLPD Activity</b>	: A CLPD activity accredited by the Department, which is selected by a Legal Consultant to fulfil Programme Requirements.
<b>Programme Activities</b>	: Mandatory CLPD Activities and Accredited CLPD Activities.

- CLPD Points** : Points allocated to each Mandatory CLPD Activity or Accredited CLPD Activity, which a Legal Consultant acquires by completing such Programme Activities.
- Programme Requirements** : The minimum number of CLPD Points that a Legal Consultant must acquire in the Filing Period.
- Filing Period** : The twelve (12) month period commencing on 1st of January and ending on 31st of December of each year for the purposes of fulfilling the Programme requirements.
- CLPD Record** : A document maintained by a Legal Consultant, which includes the CLPD Activities and Points acquired by the Legal Consultant during the Filing Period.
- Committee** : The Professional Development Programme Affairs Committee
- Relevant Directorate** : The Professional Development and Training Directorate of the Department.
- Concerned Directorate** : The Advocates and Legal Consultants Affairs Directorate of the Department.
- Roll** : The paper or electronic document maintained by the Department for the registration of Legal Consultants and recording their particulars, as provided for in the Bylaw Concerning the Registration of Legal Consultants, adopted pursuant to the aforementioned Administrative Resolution No. (51) of 2022.
- Legal Services** : All legal services which a Legal Consultant is authorised to provide in the Emirate, including but not limited to providing legal opinions and advice, drafting contracts, registering and winding up of companies, concluding settlements, representing third parties before arbitration tribunals and centres and conciliation committees and before other entities, and any other legal services except for advocacy and representing other parties before Dubai Courts (Courts of First Instance, Court of Appeal and Court of Cassation).

### Article (3)

#### Objectives

The objectives of this Bylaw is to raise the standards of Legal Services delivered in the Emirate by ensuring that Legal Consultants in the Emirate are committed to engage in the Programme for the maintenance and development of their professional skills, expertise and ethics in accordance with international best practice.

### Article (4)

#### Scope of Application

- A- The Provisions of this Bylaw apply to Legal Consultants registered on the Roll as "practicing" who are authorised to provide Legal Services in the Emirate, which include Free zones, and the Dubai International Financial Centre, through an Advocacy or Legal Consultancy Firm licensed by the Department and the competent authorities in the Emirate.
- B- The Provisions of this Bylaw do not apply to Legal Consultants registered on the Roll as "non-practising", legal counsels employed by Government entities, organizations, companies, and other entities that do not provide Legal Services to the public and any other category exempted by the Department in accordance with the relevant rules and procedures set by the Department in this regard.

### Article (5)

#### Programme Requirements

- A- Each Legal Consultant is required to fulfil the Programme Requirements in each Filing Period by acquiring a total of sixteen (16) CLPD Points constituted as follows:
- 1- a minimum of eight (8) CLDP Points by completing Mandatory CLPD Activities; and
  - 2- eight (8) CLPD points acquired by completing Accredited CLPD Activities. Each Accredited CLPD Activity may not be allocated more than four (4) CLPD Points.
- B- Programme Requirements in each Filing Period for every Legal Consultant registered with Dubai International Financial Centre Courts shall be sixteen (16) CLPD Points constituted as follows:
- 1- Eight (8) CLPD Points acquired by completing Mandatory CLPD Activities; and
  - 2- Two (2) points acquired by completing any CLPD activity which is chosen by the Dubai International Financial Centre Academy of Law and mandated as a Mandatory CLPD Activity by the Department; and
  - 3- Six (6) CLPD points acquired by completing Accredited CLPD Activities. Each Accredited

CLPD Activity may not be allocated more than four (4) CLPD Points.

- C- Notwithstanding the provisions of paragraphs (A) and (B) of this Article, each Legal Consultant who is registered on the Roll for the first time is required to obtain a percentage of the Programme Requirements, in respect of the period from the date of registration to the end of the current Filing Period, as set out in the table below.

Remaining time until the end of the current Filing Period	Programme Requirements
9-12 Months	100% of Programme Requirements
6-9 Months	75% of Programme Requirements
3-6 Months	50% of Programme Requirements
Less than 3 Months	25% of Programme Requirements

#### Article (6)

##### Additional Programme Requirements

Notwithstanding the provisions of Article (5) of this Resolution, a Legal Consultant who is a graduate of an academic institutions outside the UAE and has registered on the Roll for the first time after the commencement of this Bylaw, is required to complete an additional programme for professional development as determined by the Department within twelve (12) months of the date of their registration, and must pass any other examinations specified by the Department.

#### Article (7)

##### Announcement of Programme Activities

The Department shall regularly announce all Programme Activities, registration procedures, venue of the activities, the methods of calculating CLPD Points, and other relevant information.

#### Article (8)

##### The Scientific Advisory Council of the Programme

- A- By virtue of this Bylaw, a council to be known as the "**Scientific Advisory Council for the Professional Development Programme**" shall be formed. The members of the Council shall be appointed, and the rules for its formation and mechanism for convening shall be specified, by a resolution issued by the Director General.
- B- The Scientific Council shall review the general policy and development plans for the Programme, suggest annual CLPD Activities, and the criteria for selecting providers of

Accredited CLPD Activities, and carry out any other duties relating to the Programme that the Director General may assign to it.

### Article (9)

#### Obligations of the Legal Consultant

For each Filing Period, every Legal Consultant is required to:

- 1- Fulfil the Programme Requirements within the Filing Period, unless the Legal Consultant has been granted an exemption or an extension of time, in accordance with the rules and procedures set by the Department in this regard; and
- 2- Submit a CLPD Record including all records proving the Legal Consultant's attendance at each Programme Activity during the Filing Period, within thirty (30) days of the end of the Filing Period, in the manner specified by the Department in this regard.

### Article (10)

#### Programme Affairs Committee

By virtue of this Bylaw, a committee to be known as the "**Professional Development Programme Affairs Committee**" shall be formed. The members of the Committee shall be appointed, and the rules of its formation and mechanism for convening shall be specified, by a resolution issued by the Director General. The Committee shall have the following functions and powers:

- 1- Considering and determining applications submitted by Legal Consultants relating to their fulfilment of the Programme Requirements, which include the following:
  - a. amending the Programme Requirements in accordance with the provisions of this Bylaw;
  - b. extending the period for compliance with Programme Requirements; and
  - c. extending the due date for filing the CLPD Record.
- 2- Monitoring compliance by Legal Consultants in relation to their fulfilment of the Programme Requirements.
- 3- Issuing notices to Legal Consultants who do not fulfil the Programme Requirements.
- 4- Any other duties that the Director General may determine.

### Article (11)

#### CLPD Activities Accredited by Another Regulatory Authority

The Committee may accredit up to a maximum of two (2) CLPD Points in respect of any CLPD activity by any other regulatory authority accredited by the Department, provided that these two (2) CLPD Points are considered among the Accredited CLPD Activities, for purposes of fulfilling the Programme requirements.

## Article (12)

### Carry-over of CLPD Points

A Legal Consultant who has acquired more CLPD Points than required under the Programme in any Filing Period, may apply to the Committee to carry over a maximum of two (2) Accredited CLPD Points into the following Filing Period.

## Article (13)

### Substitution of Programme Activities

A Legal Consultant may during the Filing Period substitute any of the Accredited CLPD Activities with any CLPD activity as approved by the Department, in accordance with the rules and procedures set by the Department in this regard.

## Article (14)

### Notice of Non-Compliance

- A- Where a Legal Consultant fails to submit a CLPD Record in accordance with Article (9) of this Bylaw, submits a CLPD Record containing inaccurate information or fails to fulfil the Programme requirements, the Committee shall send a notice of non-compliance setting out the following:
- 1- Details of the non-compliance with the provisions of this Bylaw; and
  - 2- A requirement to fulfil the Programme requirements, provide accurate information, or file the CLPD Record, within fifteen (15) days from the date of the notice of non-compliance.
- B- Upon the expiry of the period specified in clause (2) of paragraph (A) of this Article, the Committee may, at its discretion, take any of the following actions:
- 1- Grant the Legal Consultant an extension of time of no more than thirty (30) days to file their CLPD Record;
  - 2- Grant the Legal Consultant a deadline as determined by the Committee to fulfil the Programme Requirements and file a CLPD Record;
  - 3- Grant the Legal Consultant a reduction of or an exemption from the Programme Requirements.
- C- If the Legal Consultant fails to submit a response, file a CLPD Record or fulfil the Programme Requirements in accordance with paragraph (B) of this Article, within the period specified in paragraph (A) of this Article, the Committee shall notify the Relevant Directorate and Concerned Directorate of the Legal Consultant's non-compliance in order to take the necessary actions in this regard.



- D- The CLPD Points acquired by the Legal Consultant during the period specified in clause (2) of paragraph (B) of this Article shall only be taken into account for the purpose of fulfilling the Programme Requirements for the Filing Period stated in the notice.

### Article (15)

#### Auditing

- A- Every Legal Consultant is required to retain all documentation and information relating to his fulfilment of the Programme Requirements for a period of three (3) years following each Filing Period.
- B- The Relevant Directorate may require a Legal Consultant to submit, within a period not exceeding fifteen (15) days from date of notification, all documentation and information, which demonstrate fulfilment of the Programme Requirements for the previous Filing Period.
- C- If it is suspected, after auditing, that a Legal Consultant is in violation of any of the provisions of this Bylaw, the Relevant Directorate must refer the matter to the Committee to complete the auditing procedures.
- D- The Committee shall issue a notice to the Legal Consultant to respond within a period not exceeding thirty (30) days, if it deems appropriate.
- E- In the absence of any response within the period specified in paragraph (D) of this Article or if the violation is proven, the Committee shall notify the Relevant Directorate of the Legal Consultant's non-compliance to take the necessary action in this regard.