

Definition of the service			
Service name	Amending the particulars of a license– Adding a partner		
Service Description	Request authorisation to add a partner to the advocacy firm licensed in the Emirate of Dubai		
General information about the service			
Beneficiary of the Service	Advocacy Firms Licensed by the Department		
Service Provider's Directorate	Advocates & Legal Consultants Affairs Directorate		
Service provision channels	1- Email to advocates@legal.dubai.gov.ae . 2- In person, at the Department's premises		
Service provision timeframe	One (1) working day	Required fees	1000 AED - 10 dirhams innovation fee - 10 dirhams knowledge fee
For follow up			
Direct contact number	04 353 3337	Email	advocates@legal.dubai.gov.ae
Requirements and Procedures			
Service requirements	<ol style="list-style-type: none"> 1. The advocate (s) to be added in the license as partner (s) should be national(s) of the UAE and the Department may exempt certain partners from this requirement pursuant to the rules set out in this regard. 2. The advocate (s) to be added in the license as partner(s) should be registered with the Department on Roll of Practising Advocates or qualified to be registered on the practising roll as stipulated in advocates registration bylaws approved by the Department and to request to be registered on the Roll. 3. The advocate (s) to be added in the license as partner(s) should have practical experience of no less than (2) years in the field of law in the UAE. 4. The advocate(s) to be added in the license as partner(s) must have full time employment within the advocacy firm and should not practice any other commercial or professional activity in addition to his/her work within the firm. 5. The partners should select a manager responsible for the advocacy firm. 6. The license of the advocacy firm with the Government of Dubai Legal Affairs Department should be valid. 		

	<p>7. Except for the advocacy firms previously licensed in the Emirate at the time of applying the provisions of the advocacy firms bylaws, the following must be observed when determining the name of the advocacy firm:</p> <p>A- The name of the firm should indicate that the firm provides legal services.</p> <p>B- The firm name should carry the name of the proprietor of sole establishment advocacy firms and the names of partners, shareholders, or any of them for corporate advocacy firms.</p> <p>C- The firm name should carry the names of partners, shareholders or any of them for civil company advocacy firms. The Department may approve to grant the advocacy firm a name other than the names of the partners, upon the request of the partners or in certain circumstances</p> <p>8- The advocacy firm must comply with all requirements stipulated in Articles (9) and (15) of the bylaws of advocacy firms licensing. The UAE citizenship requirement shall not apply to advocacy firms licensed in the Emirate at the time of applying the provisions of this bylaws</p>
<p>Required documents</p>	<ol style="list-style-type: none"> 1. Application signed by the owner of the license or the partners confirming their consent to the new partner(s) and nomination of any of the partners to be the manager of the firm. 2. Copy of the firms commercial licence (for firms in free zones) 3. An undertaking to comply with the controls for changing the legal form (If necessary).
<p>Procedures/steps for service provision</p>	<ol style="list-style-type: none"> 1. Submit the application request form and attach the required papers and documents. 2. Pay the fees. 3. Receive the NOC to add a new partner(s) addressed to the licensing authority. <p><u>N.B.: After the amendment at the licensing authority, the following documents must be submitted:</u></p> <ol style="list-style-type: none"> 1. A copy of the amended commercial license. 2. A notarised copy of the new partnership contract. 3. A letter signed by the manager of the firm requesting the approval of the particulars of the license after being amended. 4. Receive the amended license issued by the Government of Dubai Legal Affairs Department after approving the particulars of the partners and the manager of the firm. (Only for firms licensed in the freezones)