

Definition of the service			
Service name	Amending the particulars of a license – Change the address of the firm		
Service description	Request to change the address of an 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	<ol style="list-style-type: none"> 1. Legal Profession System (“LPS”). 2. Email to advocates@legal.dubai.gov.ae 3. In person, at the Department's premises. 		
Service provision timeframe	One (1) working day	Required fees	1000 AED - 10 innovation fee - 10 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 advocacy firm’s office in the Emirate of Dubai should be appropriate for providing legal services. 2. Practice of any other activity in the office of the advocacy firm is not allowed. 3. The license of the firm at the Department should be valid. 		
Required documents	<ol style="list-style-type: none"> 1. Application signed by the Manager of the firm stating the details of the new address. 2. The new lease contract and Ejari or the title deed of the property which is the premises of the firm. 3. Copy of the commercial licence (for firms in free zones) 		
Procedures/steps for service provision	<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 change the address of the firm addressed to the licensing authority. <p><u>N.B: After completing 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 license. 		

	<p>2- A letter signed by the manager of the license requesting the approval of the particulars of the particulars of the license after being amended.</p>
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