

| Definition of the service             |   |                      |   |
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| <b>Service name</b>                   | Change of Legal Entity – Advocacy Firms   |                      |   |
| <b>Service description</b>            | Request to change the legal entity of a licensed advocacy firm  |                      |   |
| General information about the service |   |                      |   |
| <b>Beneficiary of the Service</b>     | Advocacy Firms Licensed by the Department   |                      |   |
| <b>Service Provider's Directorate</b> | Advocates & Legal Consultants Affairs Directorate   |                      |   |
| <b>Service provision channels</b>     | 1- Email to <a href="mailto:advocates@legal.dubai.gov.ae">advocates@legal.dubai.gov.ae</a><br>2- In person, at the Department's premises.   |                      |   |
| <b>Service provision timeframe</b>    | One (1) working day   | <b>Required fees</b> | 1000 AED<br>- 10 AED innovation fee<br>- 10 AED knowledge fee |
| For follow up                         |   |                      |   |
| <b>Direct contact number</b>          | 04 353 3337   | <b>Email</b>         | advocates@legal.dubai.gov.ae                                  |
| Requirements and Procedures           |   |                      |   |
| <b>Service requirements</b>           | 1- The license of the firm with the Government of Dubai Legal Affairs Department should be valid.<br>2- Firms are restricted to only change between different types of companies.<br>3- Firm must confirm the name of the new appointed managing partner.<br>4- Except for the advocacy firms previously licensed in the Emirate at the time of applying the provisions of the bylaws of advocacy firms bylaws, the following must be observed when determining the name of the advocacy firm:<br>A. The name of the firm should indicate that the firm provides legal services.<br>B. The firm name should carry the name of the owner of sole establishment advocacy firms and the names of partners, shareholders or any of them for corporate advocacy firms.<br>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 |                      |   |

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|  | <p>advocacy firm a name other than the names of the partners, upon the request of the partners or in certain circumstances.</p> <p>5- The advocacy firm must comply with all requirements stipulated in Articles (9) and (15) of the bylaws of advocacy firms licensing. The nationalism requirement shall not apply to advocacy firms licensed in the Emirate at the time of applying the provisions of this bylaws.</p>   |
| <p><b>Required documents</b></p>                     | <p>1- Application to change the legal entity of the firm signed by the managing partner.</p> <p>2- Signed undertaking form comply with the rules for changing the legal entity.</p>   |
| <p><b>Procedures/steps for service provision</b></p> | <p>1. Submit the application.</p> <p>2. Pay the fees.</p> <p>3. Receive the NOC to change the legal entity addressed to the licensing authority.</p> <p><b><u>N.B.: After the amendment at the licensing authority, the following documents must be submitted:</u></b></p> <p>1. A copy of the amended commercial license (for firms licensed in the free zones).</p> <p>2. Notarised amended partnership resolution.</p> <p>3. A letter signed by the manager of the firm requesting the approval of the particulars of the license after being amended.</p> <p>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.</p> |