

Definition of Service			
<b>Service Name</b>	Amendment of Licence Information-Change of an Advocacy Firm Manager		
<b>Service Description</b>	Approving and amending the Manager of an Advocacy Firm		
Information about the Service			
<b>Beneficiary of the Service</b>	Licensed Advocacy Firms		
<b>Service Provider's Directorate</b>	Advocates and Legal Consultants Affairs Directorate		
<b>Service Channels Provided</b>	<ol style="list-style-type: none"> <li>1. Email to <a href="mailto:advocates@legal.dubai.gov.ae">advocates@legal.dubai.gov.ae</a></li> <li>2. In person, at the Department's premises</li> </ol>		
<b>Service Provision Timeframe</b>	Two (2) Working Days	Service Fees	<b>1000 AED</b> -Amendment Fee <b>10 AED</b> Innovation Fee; and <b>10 AED</b> Knowledge Fee <b>Total 1020 AED</b>
<b>Direct Contact Number</b>	04 353 3337	E-mail Address	<a href="mailto:advocates@legal.dubai.gov.ae">advocates@legal.dubai.gov.ae</a>
Requirements and Procedures			
<b>Requirements to get the Service</b>	<ol style="list-style-type: none"> <li>1. Proposed new manager must be a registered practising Advocate with the Department or, must fully qualify for registration as an advocate with the Department; and</li> <li>2. The licence of the firm with the Government of Dubai Legal Affairs Department should be valid.</li> <li>3. Proposed new Manager must be a partner on the firm's licence</li> </ol>		
<b>Required Documents</b>	<ol style="list-style-type: none"> <li>1. Application signed by the Firm's manager approving the appointment of the new manager.</li> <li>2. Copy of the firm's commercial licence (for firms in free zones)</li> </ol>		
<b>Procedures for service provision</b>	<ol style="list-style-type: none"> <li>1. Submission of an amendment application for change of manager by email;</li> <li>2. The Department verifies the submission and issues a decision to approve the application;</li> <li>3. The applicant remits payment of the amendment fee;</li> <li>4. The Department issues a non-objection certificate approving the appointment of the new manager.</li> <li>5. Following amending the commercial licence, the applicant firm must provide the Department with the following:</li> </ol>		

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|  | <ul style="list-style-type: none"><li>- Copy of the amended commercial licence (For firms established in free zones)</li><li>- Copy of the notarised amended partnership agreement</li><li>- Letter from the firm's new manager confirming the new office details.</li></ul> <p>6. The Department issues the amended licence of the firm reflecting the name of the new managing partner.</p> |
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