

| Definition of Service                 |   |                       |  |
|---------------------------------------|---|-----------------------|--|
| <b>Service Name</b>                   | Payment of Fee or Fine by Instalments   |                       |  |
| <b>Service Description</b>            | Submission of payment of Fee or Fine by instalment application by Obligors or debtors liable for payment of outstanding Fees/ Fines prescribed by the Department in accordance with the <a href="#">Executive Council Resolution No. (22) of 2011 Concerning Fees and Fines Prescribed for the Advocacy and Legal Consultancy Profession in the Emirate of Dubai</a>  |                       |  |
| Information about the Service         |   |                       |  |
| <b>Beneficiary of the Service</b>     | Obligors or debtors liable for payment of outstanding Fees/ Fines prescribed by the Department.   |                       |  |
| <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<br/><a href="mailto:advocates@legal.dubai.gov.ae">advocates@legal.dubai.gov.ae</a><br/><a href="mailto:Legal.consultancy@legal.dubai.gov.ae">Legal.consultancy@legal.dubai.gov.ae</a></li> <li>2. In Person</li> </ol>  |                       |  |
| <b>Service Provision Timeframe</b>    | Five (5) Working Days   | <b>Service Fees</b>   | N/A  |
| <b>Direct Contact Number</b>          | 04 353 3337   | <b>E-mail Address</b> | <a href="mailto:advocates@legal.dubai.gov.ae">advocates@legal.dubai.gov.ae</a><br><a href="mailto:Legal.consultancy@legal.dubai.gov.ae">Legal.consultancy@legal.dubai.gov.ae</a> |
| Requirements and Procedures           |   |                       |  |
| <b>Service Requirements</b>           | <ol style="list-style-type: none"> <li>1. Fees and Fines must be due by the date on which the application for payment by instalment is submitted.</li> <li>2. The amount of Fees /Fines to be paid by instalments must not be less than the minimum amount prescribed for payment by instalments.</li> <li>3. The applicant for payment by instalments must prove his inability to pay the total outstanding amounts in one payment.</li> <li>4. An applicant for payment by instalments must make an initial payment of at least twenty-five percent (25%) of the outstanding amount of Fees/ Fines requested to be paid by instalments.</li> <li>5. Instalments must be paid by bank cheques or by providing any other guarantees or security as prescribed in this regard.</li> <li>6. The instalment period must not exceed five (5) years, or the period in respect of which the Fees/ Fines are due, whichever is shorter.</li> </ol> |                       |  |

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|                                   | <p><b>An applicant for payment by instalments must, within fifteen (15) days from being notified of the decision approving the application for payment by instalments, submit the guarantees or security prescribed in respect of the total outstanding amounts. The guarantees or security must be valid throughout the instalment period and until full payment. Where the applicant for payment by instalments fails to pay the instalments by the prescribed deadlines, the decision approving the application for payment by instalments will be deemed null and void.</b></p>  |
| <p><b>Required Documents</b></p>  | <ol style="list-style-type: none"> <li>1- Payment by Instalment application form signed by the applicant</li> <li>2- Proof of inability to pay the total outstanding amounts in one payment.</li> <li>3- Remittance of initial payment of at least twenty-five percent (25%) of the outstanding amount of Fees/ Fines requested to be paid by instalments.</li> </ol>  |
| <p><b>Application process</b></p> | <ol style="list-style-type: none"> <li>1. Submission of Payment by Instalment Form</li> <li>2. Review application</li> <li>3. Notify the applicant of the decision taken by the Department</li> <li>4. In the event the Department approves the application, the applicant must within fifteen (15) days from being notified of the decision approving the application for payment by instalments, submit the guarantees or security prescribed in this regard.</li> <li>5. In the event the Department rejects the application, the applicant is requested to pay the remaining outstanding amount within (10) working days.</li> </ol> |