

Definition of the service			
<b>Service name</b>	Amending the details of an advocate's registration – change of firm		
<b>Service description</b>	Request to transfer an advocate's registration from one advocacy firm to another licensed firm in the UAE		
General information about the service			
<b>Beneficiary of the Service</b>	Practising Advocates registered by the Department		
<b>Service Provider's Directorate</b>	Advocates & Legal Consultants Affairs Directorate		
<b>Service provision channels</b>	<ol style="list-style-type: none"> <li>1. Legal Profession System (<a href="#">LPS</a>)</li> <li>2. Email to <a href="mailto:advocates@legal.dubai.gov.ae">advocates@legal.dubai.gov.ae</a></li> <li>3. In person, at the Department's premises.</li> </ol>		
<b>Service provision timeframe</b>	One (1) working day	<b>Service fees</b>	<p>The total amount is 520 AED, including:</p> <ol style="list-style-type: none"> <li>1. Registration fees – 500 AED</li> <li>2. Innovation fee – 10 AED</li> <li>3. Knowledge fee – 10 AED</li> </ol>
For follow up			
<b>Direct contact number</b>	04 353 3337	<b>Email</b>	<a href="mailto:advocates@legal.dubai.gov.ae">advocates@legal.dubai.gov.ae</a>
Requirements and Procedures			
<b>Service requirements</b>	<ol style="list-style-type: none"> <li>1. The applicant must be registered on the roll of Practising Advocates.</li> <li>2. A notification from the previous advocacy firm to the Department informing the Department that the advocate has left the firm (within 10 days) from the date he/she left the firm.</li> <li>3. A notification from the new advocacy firm to the Department informing the Department that the advocate has joined the firm (within 10 days) from the date he/she joined the firm.</li> <li>4. The applicant must be employed full time by the advocacy firm without practising any other commercial or professional activity in addition to his/her work except for teaching and training in a specific law area or legal practice.</li> <li>5. The applicant must comply with the registration requirements stipulated by Article (7) of the advocates registration <a href="#">bylaw</a> in the Emirate of Dubai. Non-UAE National advocates who are registered at the Department shall be exempt from the clause of the aforementioned Article whenever it applies.</li> </ol>		

	<ol style="list-style-type: none"> <li>6. The applicant must pay the prescribed service fees for as per the procedure approved by the Department in this regard</li> <li>7. Any other requirements set by the Department pursuant to the bylaws, resolutions and instructions issued in this regard.</li> </ol>
<b>Required documents</b>	<p>An employment contract legalised by Ministry of Labour.</p> <p><b>If the new firm is not registered with the Government of Dubai Legal Affairs Department:</b></p> <ol style="list-style-type: none"> <li>1. Registration Card of the advocate with the Ministry of Justice.</li> <li>2. Copy of the valid commercial licence issued by the licensing authority (in the event that the advocate moved to a new firm not registered with the Department outside the Emirate of Dubai).</li> <li>3. A letter approving the particulars of the new firm (in the event that the advocate moved to a new firm not registered with the Department outside the Emirate of Dubai).</li> </ol>
<b>Steps/procedures of the service provision</b>	<ol style="list-style-type: none"> <li>1. Submit the application request form and attach the required documents</li> <li>2. Pay of the fees.</li> <li>3. Hand over the registration card to be amended.</li> <li>4. The advocate receives the new registration card.</li> </ol>