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| **PAYMENT OF FEE OR FINE BY INSTALMENTS APPLICATION FORM –** **FIRM (INSTITUTIONS/LEGAL PERSONS)** |

**This form must be completed by a firm or company applying to The Government of Dubai Legal Affairs Department for payment of a fee or fine by instalments.**

* Please complete this form electronically, meaning all answers must be typed and the form must be signed and dated. The Department will not accept any handwritten forms.
* Please complete the form in full and answer all questions applicable to your application.
* If any details or supporting documents are incorrect and/or incomplete, the form may be returned to the applicant for proper completion and re-submission.

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| **SECTION 1:** | **APPLICANT DETAILS** |
| **Firm/Company Name:** |  |
| **Name of Managing Partner /Owner:** |  |
| **Nationality of Managing Partner /Owner:** |  |
| **Emirates ID No. of Managing Partner/Owner:** |  |
| **Telephone No:** |  |
| **Email Address:** |  |
| **Section below to be completed by a Licensed Advocacy Firm or Legal Consultancy Firm only** |
| **Licence Type:**  | [ ]  Advocacy | [ ]  Legal Consultancy |
| **Licence Number:** |  |
| **Licence Issue Date:** | / / | **Licence Expiry Date:** | / / |

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| **SECTION 2:** | **FEE DETAILS** |
| Please complete this section if the Firm are applying to pay a fee by instalments. Please go directly to Section (3) if the Firm are applying to pay a fine by instalments. |
| **Name of Service:** | “New Legal Consultancy Firm Licence Fee, Renewal of Legal Consultancy Firm Licence Fee” |
| **Invoice No:**  |  |
| **Total Fee Amount (AED):****(must be a minimum of AED 100,000)** |  |
| **Reasons for requesting an instalment plan:**  |  |
| **Period of proposed instalment payments in Months (maximum 24 months):** |  |
| **Date of Payment of 25%:** |  |
| **Date of Payment of First Instalment:** |  |

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| **SECTION 3:** | **FINE DETAILS** |
| **Violation Order Number:** |  |
| **Total Fine Amount (AED):****(must be a minimum of AED 20,000)** |  |
| **Type of Fine:**  | “Legal Consultancy Firm Licence Failure to Renew Fine, Legal Consultancy Firm Licence Failure to Notify Fine, Provision of False or Misleading Information Fine, Unauthorised Provision of Legal Services Fine” |
| **Reasons for requesting an instalment plan:**  |  |
| **Period of proposed instalment payments in Months (maximum 24 months):** |  |
| **Date of Payment of 25%:** |  |
| **Date of Payment of First Instalment:** |  |

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| **SECTION 4:** | **PROPOSED INSTALMENT PLAN** |
| Kindly note that a total amount of AED 20 shall be applied to each instalment payment as a 10 AED Knowledge Fee and 10 AED Innovation Fee. The instalments must be paid by bank transfer to the account number mentioned at the end of this form on or before the installment payment due date.  |
| **Instalment No.** | **Date** | **Amount (AED)** | **Knowledge & Innovation Fee (AED)** | **Total Amount (AED)** |
| 1 | / / |  | 20.00 |  |
| 2 | / / |  | 20.00 |  |
| 3 | / / |  | 20.00 |  |
| 4 | / / |  | 20.00 |  |
| 5 | / / |  | 20.00 |  |

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| **SECTION 5:** | **ELIGIBILITY** |
| Has the Firm applied for an instalment plan with the Department before? | [ ]  Yes | [ ]  No |
| Has the Firm previously defaulted on any payment of an instalment owed to the Department? | [ ]  Yes | [ ]  No |
| Has the Firm previously applied for a deferment of payment of an instalment with the Department? | [ ]  Yes | [ ]  No |
| Does the Firm have any other outstanding fine payments with the Department? | [ ]  Yes | [ ]  No |
| If you have answered 'yes' to any of the questions above, please provide details below. |
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| **SECTION 6:** | **DECLARATION AND UNDERTAKING** |
| [ ]  | I on behalf of the Firm and with conferred powers and authority declare and undertake that the contents of this application are true and correct; |
| [ ]  | I have read and am familiar with my obligations pursuant to the ***Executive Council Resolution No. (5) of 2019 Concerning Payment by Instalments of Certain Fees and Fines Payable to Government Entities in the Emirate of Dubai*** (the “**Resolution**”) and undertake to comply with the obligations stipulated therein. |
| [ ]  | I understand that for the purposes of considering this application, the Department may request further information and make whatever inquiries that it considers relevant in determining whether to approve the instalment plan request and I undertake to provide the Department with all documents and information whenever requested. |
| [ ]  | The Firm UNDERTAKE to pay an amount equivalent to twenty-five percent (25%) of the total fine amount upon approval of the instalment plan by the Department. |
| [ ]  | I understand that the fine must be paid in accordance with the approved instalment plan term. |
| [ ]  | I acknowledge that any requests for a deferment of payment must be made in writing at least fourteen (14) days prior to the payment due date and approved by the Department. |
| [ ]  | I understand that if I default on payment of an instalment without a reason acceptable to the Department, the instalment plan will be cancelled and the whole fine amount will become payable immediately. I further understand that should the firm default on payment the Firm will be deprived from benefiting from payment of fees or fines by instalments in accordance with the provisions of the Resolution, for a period of two consecutive years starting from the date of default. |

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| **SECTION 7:** | **SUPPORTING DOCUMENTS** |
|  **(1)** | Copy of Commercial Trade Licence(s). |
| **(2)** | Copy of Managing Partners’/Owners Passport. |
| **(3)** | Copy of Managing Partners’ /Owners Emirates ID.  |

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| **Managing Partner/ Owner Signature** |  |
| **Firm Stamp** |  |
| **Date** | / / |

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| **BANK DETAILS:** |
| **Account Name:** | H. H. The Rulers' Court |
| **Account No:** | 1012004074102 |
| **IBAN No:** | AE07 0260 0010 1200 4074 102 |
| **Bank Name:** | Emirates NBD-Head Office |