

Definition of Service			
Service Name	Additional Office of a Legal Consultancy Firm		
Service Description	Approving a licensed Legal Consultancy Firm to open an additional office in the Emirate of Dubai		
Information about the Service			
Beneficiary of the Service	Branch Legal Consultancy Firms		
Service Provider's Directorate	Advocates and Legal Consultants Affairs Directorate		
Service Channels Provided	Email: Legal.consultancy@legal.dubai.gov.ae		
Service Provision Timeframe	Five (5) working days	Service Fees	1000 AED Service Fee 10 AED – Knowledge Fee 10 AED – Creativity Fee Total 1020 AED
Direct Contact Number	04 3533337	E-mail Address	legal.consultancy@legal.dubai.gov.ae
Requirements and Procedures			
Requirements to get the Service	<ol style="list-style-type: none"> 1. The additional office must retain a minimum of three (3) practicing legal consultants; 2. The managing partner of the existing office must be the managing partner of the additional office sought; 3. The office premises of the additional office must be appropriate for the provision of legal services and must be a registered office for the purpose of communication and notices; and 4. The office premises of the additional office must not be shared with or occupied by another firm. 		
Required Documents	<ol style="list-style-type: none"> 1. Legal consultant registration applications for the proposed legal consultants of the new office (if not already registered on the roll of legal consultants); and 2. Legalised resolution (or equivalent, detailing the relationship between partners) from the firm's head office resolving and approving the establishment of an additional office in the Emirate and authorising the managing partner to manage the additional office. 		

Procedures for service provision	<ol style="list-style-type: none">1. The applicant submits an application for an additional office by email;2. The Legal Consultants Affairs Section reviews the submission and issues a decision to approve the application;3. The Firm makes payment of the service fee;4. The Legal Consultants Affairs Section issues a Non-Objection Certificate addressed to the concerned licensing authority approving the incorporation of the additional office;5. The following documentation relating to the additional office must be submitted by the Firm to the Department within the time period specified by the Department:<ul style="list-style-type: none">• Commercial licence (For firms incorporated in freezones only)• Tenancy agreement/ Ejari/ title deeds; and• Professional Indemnity Insurance;• Following receipt of the documents for the additional office, the Legal Consultants Affairs Section issues the licence for the additional office.
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