

Definition of Service			
Service Name	Amendment of Legal Consultancy Firm Licence Information – Additional Partner		
Service Description	Request for approval to include an additional partner in a Licensed Legal Consultancy Firm in the Emirate of Dubai.		
Information about the Service			
Beneficiary of the Service	Civil Company/ Partnership Legal Consultancy Firm		
Service Provider's Directorate	Advocates and Legal Consultants Affairs Directorate		
Service Channels Provided	By Email: Legal.consultancy@legal.dubai.gov.ae		
Service Provision Timeframe	Two Working Days	Service Fees	1000 AED – Amendment Fee 10 AED – Knowledge Fee 10 AED – Innovation Fee Total –1,020 AED
Direct Contact Number	04 353 3337	E-mail Address	legal.consultancy@legal.dubai.gov.ae
Requirements and Procedures			
Service Requirements	<ol style="list-style-type: none"> The new partner must be registered on the Roll of Practising Legal Consultants or meet the requirements to be registered; The new partner must have a minimum three (2) years' of legal experience if he is a UAE National and minimum eight (8) years' of legal experience if he is a Non-UAE National; and The Firm must maintain a valid licence from The Government of Dubai Legal Affairs Department. 		
Required Documents	<p>For Branch Legal Consultancy Firm</p> <ol style="list-style-type: none"> Legalised Board Resolution issued by the parent firm approving the additional partner. Copy of the commercial licence (for firms incorporated in free zones). <p>For Civil Company Legal Consultancy Firms</p> <ol style="list-style-type: none"> Letter signed by the firm partners approving the additional partner (or an application signed and dated by the person(s) with the authority to sign on behalf of the firm). 		

	<p>2- Copy of the commercial licence (for firms incorporated in free zones).</p>
Application process	<ol style="list-style-type: none">1. The applicant submits an application by email along with the supporting documents;2. The Department reviews the submission and issues a decision to approve the application;3. The Firm makes payment of the service fee;4. The Department issues a Non-Objection Certificate addressed to the concerned licensing authority approving the additional partner;5. The firm must submit to the Department:<ul style="list-style-type: none">• The amended commercial licence reflecting the change of legal entity (for firms incorporated in free zones); and• Notarised partnership agreement reflecting the additional partner.6. The Department issues the amended licence reflecting the new legal entity.