

Definition of Service			
<b>Service Name</b>	Cancellation of Legal Consultancy Firm Licence		
<b>Service Description</b>	Authorisation for a Licensed Legal Consultancy Firm in the Emirate of Dubai to voluntarily cease the provision of legal services.		
Information about the Service			
<b>Beneficiary of the Service</b>	Legal Consultancy Firm		
<b>Service Provider's Directorate</b>	Advocates and Legal Consultants Affairs Directorate		
<b>Service Channels Provided</b>	By Email: <a href="mailto:Legal.consultancy@legal.dubai.gov.ae">Legal.consultancy@legal.dubai.gov.ae</a>		
<b>Service Provision Timeframe</b>	Five (5) Working Days	<b>Service Fees</b>	
<b>Direct Contact Number</b>	04 3533337	<b>E-mail Address</b>	<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. Maintain a valid licence from The Government of Dubai Legal Affairs Department;</li> <li>2. Legal consultants registered on the roll of practising Legal Consultants must change their registration status to non-practising;</li> <li>3. The Legal Consultancy Firm must have no outstanding fees, fines or pending decisions with regards to any applications for grievances or amicable settlements; and</li> <li>4. Undertake that all commitments that arise through the provision of legal services are satisfied and the voluntary surrender of the licence will not have any adverse effect on the interests of their clients.</li> </ol>		
<b>Required Documents</b>	<p><b>For Sole Establishment Legal Consultancy Firms</b></p> <ol style="list-style-type: none"> <li>1. Application signed by the firm owner evidencing and confirming the decision to cancel the legal consultancy firm licence; and</li> <li>2. Amendment application for legal consultants to change from practising to non-practising.</li> </ol> <p><b>For Civil Company Legal Consultancy Firms</b></p> <ol style="list-style-type: none"> <li>1. Application signed by the partners /managing partner confirming the decision to cancel the legal consultancy firm licence;</li> </ol>		

	<ol style="list-style-type: none"> <li>2. Notarised partnership resolution evidencing the approval of the partners to cancel the legal consultancy firm's licence;</li> <li>3. Amendment application for legal consultants to change from practising to non-practising.</li> </ol> <p><b>For Branch Legal Consultancy Firms</b></p> <ol style="list-style-type: none"> <li>1. Application signed by managing partner confirming the decision to cancel the legal consultancy firm licence;</li> <li>2. Legalised board resolution from the parent firm approving the cancelation of the Legal Consultancy firm's licence;</li> <li>3. Amendment application for legal consultants to change from practising to non-practising.</li> </ol>
<p><b>Application process</b></p>	<ol style="list-style-type: none"> <li>1. The applicant submits an application for cancelation of licence by email;</li> <li>2. The Department reviews the request and issues a decision to approve the application;</li> <li>3. The Department issues a Non-Objection Certificate addressed to the particular commercial licensing authority approving the licence cancelation; and</li> <li>4. The applicant must provide the Department with the evidence of the commercial licence cancelation.</li> </ol>