

Definition of Service			
Service Name	Amendment of Legal Consultancy Firm Licence Information – Change of Firm Name		
Service Description	Request to change the name of a Licensed Legal Consultancy Firm in the Emirate of Dubai.		
Information about the Service			
Beneficiary of the Service	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	1,000 AED Amendment Fee 10 AED – Knowledge Fee 10 AED – Creativity Fee Total 1020 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"> 1. The proposed new name of the firm must represent that the office is providing Legal Consultancy services; 2. The name of the firm must feature the name of its sole owner, partner(s) and shareholder(s) and; 3. The Firm must maintain a valid license from The Government of Dubai Legal Affairs Department. 		
Required Documents	<ul style="list-style-type: none"> • For Sole Establishments the Department only requests an application signed by the firm's owner. • For Companies the applicant(s) must submit a notarized board resolution evidencing approval of the partners to change the firm's name; • For Branches of Foreign Companies, the applicant(s) must submit a fully attested Board Resolution from the Firm's head office approving the new Dubai branch office name. 		

Procedures for service provision

1. The applicant submits by email, an application to change the firm's name;
2. The Department reviews the submission and issues a decision to approve the application;
3. The applicant makes payment of the amendment fee; and
4. The Department issues the amended licence reflecting the new name of the firm.