

Definition of Service			
Service Name	Amendment of Legal Consultancy Firm Licence Information- Change of Legal Entity		
Service Description	Approving a licensed Legal Consultancy Firm to convert from the existing legal entity type to another.		
Information about the Service			
Beneficiary of the Service	Licensed Legal Consultancy Firms		
Service Provider's Directorate	Advocates and Legal Consultants Affairs Directorate		
Service Channels Provided	By Email: Legal.consultancy@legal.dubai.gov.ae		
Service Timeframe	Two 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"> The firm must hold a valid licence from The Government of Dubai Legal Affairs Department; If the change in legal entity results in change of firm name then a separate, additional application must be submitted to amend the name of the legal consultancy firm. Changing the legal entity can only be between company types. 		
Required Documents	<p>For Branch Legal Consultancy Firm (Conversion from Branch of Foreign Company/ Recognized Limited Liability Partnership to Limited Liability Partnership)</p> <ol style="list-style-type: none"> Legalised Board Resolution issued by the parent firm approving the change of legal entity. Copy of the commercial licence (for firms incorporated in free zones) <p>For Civil Company Legal Consultancy Firms converting to Limited Liability Partnership)</p> <ol style="list-style-type: none"> Notarised Board Resolution approving the change of legal entity. Copy of the commercial licence (for firms incorporated in free zones) 		

Procedures for service provision

1. The applicant submits an application by email along with the supporting documents including **an undertaking to comply with the rules for changing the legal entity;**
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 legal consultancy firm's change of legal entity;
5. The firm must submit to the Department the amended commercial licence reflecting the change of legal entity (for firms incorporated in free zones);
and
6. The Department issues the amended licence reflecting the new legal entity.