

Definition of Service			
Service Name	Amendment of Licence Information-Change of Managing Partner- Civil Company/ Branch of a Foreign Company		
Service Description	Approving and amending the Managing Partner of a Legal Consultancy Firm		
Information about the Service			
Beneficiary of the Service	Civil Company/ Branch of a Foreign Company		
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 (2) Working Days	Service Fees	1000 AED -Amendment Fee 10 AED Innovation Fee; and 10 AED Knowledge Fee Total 1020 AED
Direct Contact Number	04 353 3337	E-mail Address	legal.consultancy@legal.dubai.gov.ae
Requirements and Procedures			
Requirements to get the Service	<ol style="list-style-type: none"> Proposed new managing partner must be a registered practising Legal Consultant with the Department or, must fully qualify for registration as a Legal Consultant with the Department; and Proposed UAE National new managing partner must evidence a minimum of (2) years' of qualifying legal experience and proposed Non-UAE National new managing partner must evidence a minimum of (8) years' of qualifying legal experience. 		
Required Documents	<p>For Branches of Foreign Companies:</p> <ol style="list-style-type: none"> Fully Legalised Board Resolution resolving to appoint the new Dubai Branch Managing Partner and authorising him to act on behalf of the firm. (If not registered already) an application from the new Managing Partner to register on the roll of practising legal consultants. Copy of the commercial licence (For firms established in free zones) <p>For Companies incorporated in the Emirate of Dubai:</p> <ol style="list-style-type: none"> An application signed by the firm's partners approving to appoint the new office manager 		

	<ol style="list-style-type: none"> 2. (If not registered already) an application from the new Managing Partner to register on the roll of practising legal consultants. 3. Copy of the commercial licence (For firms established in free zones)
<p>Procedures for service provision</p>	<ol style="list-style-type: none"> 1. Submission of an amendment application for change of managing partner by email; 2. The Department verifies the submission and issues a decision to approve the application; 3. The applicant remits payment of the amendment fee; 4. Following amending the commercial licence, the applicant firm must provide the Department with the following: <ul style="list-style-type: none"> - For companies incorporated in the Emirate, a notarised partnership agreement reflecting the appointment of the new managing partner must be submitted - Copy of the amended commercial licence (For firms established in free zones) 5. The Department issues the amended licence of the firm reflecting the name of the new managing partner.