

Definition of Service			
Service Name	Amendment of Legal Consultancy Firm License Information – Change of office address		
Service Description	Request to change the registered office address 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	Legal Profession System (“ LPS ”) Mobile Application 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"> 1. The Firm must have a valid Government of Dubai Legal Affairs Department Licence. 2. The office must be an appropriate physical office for the purpose of providing legal services and be a registered office for the purpose of communications and notices. 3. The Office must be leased or owned by the Legal Consultancy Firm, or a partner, or owner, of the Legal Consultancy Firm. 4. The office must not be simultaneously occupied by another Firm or any another entity. 		
Required Documents	<ol style="list-style-type: none"> 1. Tenancy Agreement / Ejari or Title Deed; 2. Copy of the commercial licence (only for firms in free zones) 		

Application process

1. The applicant submits an amendment of Legal Consultancy Firm License Information – Change of office address application by logging into LPS or mobile application;
2. The Legal Consultants Affairs Section reviews the submission and issues a decision to approve the application;
3. The applicant makes full payment of the amendment fee; and
4. The Legal Consultants Affairs Section issues an amended licence reflecting the new address of the firm's office.