

Definition of Service			
Service Name	Legal Consultancy Firm Licence – Branch of Foreign Company		
Service Description	Authorisation to provide Legal Services in the Emirate of Dubai as a Branch of a Legal Consultancy Firm.		
Information about the Service			
Beneficiary of the Service	Applicants for branch legal consultancy firm licence		
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	15 working days	Service Fees	3,000 AED x No. of registered Legal Consultants provided that the total fee is not less than 15,000 AED 10 AED Innovation Fee; and 10 AED Knowledge Fee
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">1. The head office of the foreign firm must submit the application for the Licence accompanied by a professional business plan, in accordance with the requirements adopted by the Department;2. The head office of the foreign firm must have recognised international repute in the provision of legal services;3. The principal office of the foreign firm must have a minimum of (8) years of incorporation. If the head office of the foreign firm has been incorporated for less than (8) years as a result of legal acquisition or merger between two or more firms, the number of years since the incorporation of the older of these will be taken into consideration;4. The foreign firm must have a minimum of (2) branch offices or entities in a minimum of (2) distinct jurisdictions or (3) branch offices or entities in a minimum of (3) distinct states within one jurisdiction that have distinctive legal systems, according to the Department’s satisfaction;		

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| | <ol style="list-style-type: none">5. The partners of the foreign firm must either appoint an existing partner or appoint a third party as the managing partner of the branch of the foreign firm. The managing partner must have a minimum of (8) years' practical legal experience; and6. The number of Legal Consultants, including the appointed managing partner, must be no less than three (3). All legal consultants employed in the branch of the foreign firm must be registered on the Roll in the category of practising Legal Consultants or have met the registration requirements for this category as provided for in the Bylaw Concerning the Registration of Legal Consultants approved by the Department and must have also submitted an application to be registered on the Roll; |
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Branch Exemption Requirement

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| | <ol style="list-style-type: none">1. The head office of the foreign firm must submit the application for the Licence accompanied by a professional business plan, in accordance with the requirements adopted by the Department;2. The head office of the foreign firm must have recognised international reputation in the provision of legal services;3. The principal office of the foreign firm must have a minimum of (8) years of incorporation. If the head office of the foreign firm has been incorporated for less than (8) years as a result of legal acquisition or merger between two or more firms, the number of years since the incorporation of the older of these will be taken into consideration;4. The partners of the foreign firm must either appoint an existing partner or appoint a third party as the managing partner of the branch of the foreign firm. The managing partner must have a minimum of (8) years' practical legal experience;5. The number of Legal Consultants, including the appointed managing partner, employed by the branch of the foreign firm must be no less than three (3). All legal consultants employed in the branch of the foreign firm must be registered on the Roll in the category of practising Legal Consultants or have met the registration requirements for this category as provided for in the Bylaw Concerning the Registration of Legal Consultants |
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	<p>approved by the Department and must have also submitted an application to be registered on the Roll; and</p> <p>6. The applicant must offer to provide unique legal services which are not already provided by existing legal consultancy firms despite its significance OR, must demonstrate that there is a demand for such service in the Emirate;</p>
Required Documents	<ol style="list-style-type: none"> 1. Legalised Incorporation Certificate of Head office; 2. Incorporation certificate of a minimum of (2) branch offices or entities in (2) distinct jurisdiction or (3) branch entries or offices within (3) distinct states within one jurisdiction that has distinctive legal systems; 3. Legalised Power of Attorney issued from the main office conferring the powers and authorities to the appointed managing partner; 4. Legalised Resolution issued by the main office, resolving and approving the establishment of a branch office of the firm in the Emirate of Dubai. 5. Comprehensive Executive Report of the Firm. 6. Application for registration as a legal consultant for three prospective legal consultants. <p>Branch Exemption Application</p> <ol style="list-style-type: none"> 1. Legalised Incorporation Certificate of Head office; 2. Incorporation certificate of branch offices if any; 3. Legalised Power of Attorney issued from the main office conferring the powers and authorities to the appointed managing partner; 4. Legalised Resolution issued by the main office, resolving and approving the establishment of a branch office of the firm in the Emirate of Dubai. 5. Comprehensive Executive Report detailing the unique legal service or demand for service including any evidence in support; and 6. Application for registration as a legal consultant for three prospective legal consultants.
Application Process	<ol style="list-style-type: none"> 1. The applicant submits the application for branch legal consultancy firm licence through the LPS portal or by email. 2. The Legal Consultant Affairs Section reviews the application; 3. The Legal Consultant Affairs Section may request the applicant to attend an assessment meeting;

	<ol style="list-style-type: none">4. The Legal Consultants Affairs Section will notify the applicant of the decision to approve or reject the application;5. If approved, the applicant must make payment of the legal consultancy firm licence fees;6. The Legal Consultant Affairs Section issues the applicant with a Non-Objection Certificate (“NOC”) approving the concerned licensing authority to issue the commercial licence;7. The applicant must provide the Legal Consultant Affairs Section with the following documentation relating to the branch of the legal consultancy firm:<ul style="list-style-type: none">• Commercial Licence issued by the licensing authority;• Tenancy agreement/ Ejari or title deeds of the office premises; and• Professional Indemnity Insurance.• The Legal Consultants Affairs Section will issue the applicant with the legal consultancy firm licence.
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