

Definition of Service			
Service Name	Amendment of Legal Consultancy Firm License Information – Removal of Partner		
Service Description	Request for approval to remove an existing partner of a licensed Legal Consultancy Firm in the Emirate of Dubai.		
Information about the Service			
Beneficiary of the Service	Civil Company/ Partnership 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 (2) 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. Maintain a valid licence from The Government of Dubai Legal Affairs Department; 2. The Legal Consultancy Firm must replace the partner exiting, if the number of partners reduces to one (1) as a result of that partner exiting the Firm; 3. In the event that the partner exiting is the registered Managing Partner, the Legal Consultancy firm must appoint one of the remaining partners as the new Managing Partner of the Firm. 		
Required Documents	<p>For Branch Legal Consultancy Firm</p> <ol style="list-style-type: none"> 1. Legalised Board Resolution issued by the parent firm approving the removal of partner. 2. Copy of the commercial licence (for firms incorporated in free zones). <p>For Civil Company Legal Consultancy Firms</p> <ol style="list-style-type: none"> 1. Letter signed by the firm partners approving the removal of partner (or an application signed and dated by the person(s) with the authority to sign on behalf of the firm). 		

	<p>2. Copy of the commercial licence (for firms incorporated in free zones).</p>
<p>Application process</p>	<ol style="list-style-type: none">1. The applicant submits an application by email along with the supporting documents;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 removal of partner;5. The firm must submit to the Department:<ul style="list-style-type: none">• The amended commercial licence reflecting the change of legal entity (for firms incorporated in free zones); and• Notarised partnership agreement reflecting the removal of partner.6. The Department issues the amended licence reflecting the new legal entity.