

Definition of Service			
Service Name	Renewal of Legal Consultancy Firm Licence		
Service Description	Renewal of a Legal Consultancy Firm's right to provide Legal Services 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		
Service Provision Timeframe	One Working Day	Service Fees	<p><u>Branch Legal Consultancy Firms</u> 3,000 AED x No. of practicing legal consultants at the time of renewal (Subject to a minimum of AED 15000)</p> <p><u>Sole Establishment & Civil Company Legal Consultancy Firms</u> 3,000 AED x No. of practicing legal consultants at the time of renewal (UAE National legal consultants in legal consultancy firms are eligible for 50% discount for the first 3 years of their registration) 10 AED Innovation Fee; and 10 AED Knowledge Fee</p>
Phone	04 353 3337	E-mail Address	legal.consultancy@legal.dubai.gov.ae
Requirements and Procedures			
Service Requirements	<ol style="list-style-type: none"> 1. Continuous compliance by the Legal Consultancy Firm with the requirements of Articles (9) and (15) of Administrative Resolution No.236 of 2015 Adopting the Bylaw Concerning the Licensing of Legal Consultancy Firms in the Emirate of Dubai; 2. The title deed, the right of use or the lease agreement for the Legal Consultancy Firm's office must be in the name of the Legal Consultancy Firm, its sole proprietor, 		

	<p>or one of the partners or shareholders, and the lease agreement must be valid and certified by the competent authorities in the Emirate;</p> <ol style="list-style-type: none"> 3. All Legal Consultants employed by the Legal Consultancy Firm must be registered with the Department on the Roll in the category of practicing Legal Consultants, and this registration must be valid at the date of renewal of the Licence; 4. The particulars of the commercial licence issued to the Legal Consultancy Firm by the Licensing Authority must conform with the particulars of the Licence at the time of Licence renewal; 5. The professional indemnity insurance policy must be valid at the time of the Licence renewal; 6. The fees prescribed for Legal Consultancy Firm Licence renewal must be paid; and 7. Any other requirements determined by the Department.
<p>Required Documents</p>	<p>Valid professional indemnity insurance</p>
<p>Procedures for service provision</p>	<ol style="list-style-type: none"> 1. The applicant applies for renewal by logging into LPS or mobile application; 2. The Department reviews the submission and issues a decision to approve the application; 3. The applicant makes payment of the renewal fee; 4. The Department issues a renewed Legal Consultancy Firm Licence.