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| **PAYMENT OF FEE OR FINE BY INSTALMENTS APPLICATION FORM – INDIVIDUAL (NATURAL PERSONS)** |

**This form must be completed by an individual applying to The Government of Dubai Legal Affairs Department for payment of a fee or fine by instalments.**

* Please complete this form electronically, meaning all answers must be typed and the form must be signed and dated. The Department will not accept any handwritten forms.
* Please compete the form in full answering all the questions that are applicable to your application.
* If any details or supporting documents are incorrect and/or incomplete, the form may be returned to the applicant for proper completion and re-submission.

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| **SECTION 1:** | **APPLICANT DETAILS** | | | |
| **Surname/Family Name:** |  | | | |
| **First Name(s):** |  | | | |
| **Nationality:** |  | | | |
| **Mobile No:** |  | | | |
| **Emirates ID No:** |  | | | |
| **Email Address:** |  | | | |
| **Section below to be completed by a registered Advocate or Legal Consultant only** | | | | |
| **Registration Type:** | Advocate | | Legal Consultant | |
| **Name of Firm:** |  | | | |
| **Registration Number:** |  | | | |
| **Registration Issue Date:** | / / | **Registration Expiry Date:** | | / / |

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| **SECTION 2:** | **FEE DETAILS** |
| Please complete this section if you are applying to pay a fee by instalments. Please go directly to Section (3) if you are applying to pay a fine by instalments. | |
| **Name of Service:** |  |
| **Invoice No:** |  |
| **Total Fee Amount (AED):**  **(must be a minimum of AED 10,000)** |  |
| **Reasons for requesting an instalment plan:** |  |
| **Period of proposed instalment payments in Months:** |  |

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| **SECTION 3:** | **FINE DETAILS** |
| **Violation Order Number:** |  |
| **Total Fine Amount (AED):**  **(must be a minimum of AED 5,000)** |  |
| **Type of Fine:** | Choose |
| **Reasons for requesting an instalment plan:** |  |
| **Period of proposed instalment payments in Months:** |  |

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| **SECTION 4:** | | **PROPOSED INSTALMENT PLAN** | | | |
| Kindly note that an amount of AED 20 shall be applied to each instalment payment as a Knowledge & Innovation Fee. The instalments must be paid by bank transfer to the account number mentioned at the end of this form on or before the due date.  **\*** **Note:** An applicant for payment by instalments must make an initial payment of at least twenty-five percent (25%) of the outstanding amount of Public Funds requested to be paid by instalments. | | | | | |
| **Instalment No.** | **Date** | | **Amount (AED)** | **Knowledge & Innovation Fee (AED)** | **Total Amount (AED)** |
| 1 | / / | |  | 20.00 |  |
| 2 | / / | |  | 20.00 |  |
| 3 | / / | |  | 20.00 |  |
| 4 | / / | |  | 20.00 |  |
| 5 | / / | |  | 20.00 |  |

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| **SECTION 5:** | | **DECLARATION AND UNDERTAKING** |
|  | I DECLARE and undertake that the contents of this application are true and correct; | |
|  | I have read and am familiar with my obligations pursuant to the **Executive Council Resolution No. (5) of 2021 Issuing the Implementing Bylaw of Law No. (1) of 2016 Concerning the Financial Regulations of the Government of Dubai** and undertake to comply with the obligations stipulated therein. | |
|  | I understand that for the purposes of considering this application, the Department may request further information and make whatever inquiries that it considers relevant in determining whether to approve the instalment plan request and I undertake to provide the Department with all documents and information whenever requested. | |
|  | I understand that the amount must be paid in accordance with the approved instalment plan term. | |
|  | I acknowledge that any requests for a deferment of payment must be made in writing at least fourteen (14) days prior to the payment due date and approved by the Department. | |
|  | I understand that if I default on payment of an instalment without a reason acceptable to the Department, the instalment plan will be cancelled and the whole amount will become payable immediately. I further understand that should I default on payment I will be deprived from benefiting from payment of fees or fines by instalments in accordance with the provisions of the Resolution, for a period of two consecutive years starting from the date of default. | |

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| **SECTION 6:** | **SUPPORTING DOCUMENTS** |
| Applicants Passport Copy. | |

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| **Signature** |  |
| **Date** | / / |

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| **The Department's BANK DETAILS** | |
| **Account Name:** | H. H. The Rulers' Court |
| **Account No:** | 1012004074102 |
| **IBAN No:** | AE07 0260 0010 1200 4074 102 |
| **Bank Name:** | Emirates NBD-Head Office |