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| **REQUEST FOR GRIEVANCE OF A FINE** |

**This form must be completed by all persons applying to The Government of Dubai Legal Affairs Department for a grievance of a fine.**

* Please complete this from electronically, meaning all answers are typed and print the form to sign and date or alternatively ensure the form is electronically signed and dated. The Department shall not accept any handwritten forms. Please note all questions are mandatory.
* If any details and required 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** |
| **Full Name** (as per Emirates ID) |  |
| **Applicant Type:** | [ ]  Advocate | [ ]  Legal Consultant |
| [ ]  Managing Partner of an Advocacy Firm | [ ]  Managing Partner of a Legal Consultancy Firm |
| [ ]  Unlicensed Individual (Advocate/Legal Consultant)  | [ ]  Unlicensed Entity (Firm/Company) |
| **Registration/Licence No.:** |  |
| **Registration/Licence Expiry Date:**(if applicable) | Click or tap to enter a date. |

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| **SECTION 2:** | **VIOLATION DETAILS**  |
| **Violation Order No.:** |  |
| **Violation Order Issue Date:** | Click or tap to enter a date. |
| **Violation Type:** | [ ]  Providing Legal Services in the Emirate without registration with the Department or a Licence issued by the Department. |
| [ ]  Failure to renew the Licence within the specified time limit without a valid reason acceptable to the Department. |
| [ ]  Failure to renew the registration within the specified time limit without a valid reason acceptable to the Department. |
| [ ]  Failure to obtain prior approval of the Department to any change to the legal form, name, address, management of partners of the firm. |
| [ ]  Failure to provide the Department, within the stipulated time limit, with any data or information related to the change of number of Advocates or Legal Consultants employed by the Firm. |
| [ ]  Provision of any false information or data in relation to the Licence of the Firm or registration of the Advocates or Legal Consultants. |
| [ ]  Violation of the by-laws and instructions issued by the Department. |
| [ ]  Failure to display the Licence in a prominent place in the firm. |
| **Fine Amount:** |  |

| **SECTION 3:** | **REASON FOR GRIEVANCE REQUEST** |
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| **Please give a full description of the reason for requesting a grievance of the fine.** |
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| **SECTION 5:** | **UNDERTAKING** |
| [ ]  I confirm that I have submitted this request for grievance within thirty (30) days of the issuance of the violation order.  |

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| **SECTION 6:** | **SUPPORTING DOCUMENTS** |
| Any supporting evidence relating to the reason for the grievance (In Arabic). |

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