

Definition of Service			
Service Name	Authorization for Visiting Legal Consultant		
Service Description	Application from a visiting legal consultant requesting authorization to provide legal services (excluding pleading before Dubai Courts) in the Emirate of Dubai.		
Information about the Service			
Beneficiary of the Service	Applicant requesting for a visiting legal consultant authorization (including licensed Advocacy/ Legal Consultancy Firms, Government Entities, commercial companies)		
Service Provider's Directorate	Advocates and Legal Consultants Affairs Directorate		
Service Channels Provided	Email: Legal.consultancy@legal.dubai.gov.ae		
Service Timeframe	Two (2) Working Days	Service Fees	200 AED Authorization Fee 10 AED – Innovation Fee 10 AED – Knowledge Fee Total: 220 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. Visiting Legal Consultant must have a letter of instruction from the entity/client requesting him/her to provide legal services in the Emirate; 2. Visiting Legal Consultant may only apply for authorization for either: <ol style="list-style-type: none"> (1) Thirty (30) days permission to provide legal services in the Emirate of Dubai; or (2) A number of registered cases within a judicial body. The name of the case(s) assigned to the proposed visiting legal consultant and the authority the cases shall be heard before must be recorded in the application; or (3) A number of legal matters requested by either a licensed firm or a requesting entity in the Emirate of Dubai. 3. A visiting legal consultant is prohibited from holding out to be entitled to provide legal services in the Emirate of Dubai beyond the scope of the 		

	<p>Department's authorization and is further prohibited to represent themselves as a registered legal consultant.</p> <p>4. The Department shall issue the visiting legal consultant with one (1) authorization letter per year for a period not exceeding thirty (30) working days or until the completion of an approved case(s) or legal matters. Applications for an extension of authorization either an extension of permitted days, cases or matters must be submitted in writing. The extension shall be granted subject to reasons acceptable by the Department.</p> <p>5. A visiting legal consultant must ensure that they comply with all immigration requirements and all other applicable laws.</p>
<p>Required Documents</p>	<ol style="list-style-type: none"> 1. Evidence of professional legal qualification; 2. Passport; 3. Indemnity Insurance Policy; and 4. Letter from requesting entity.
<p>Application Process</p>	<ol style="list-style-type: none"> 1. The applicant must submit an application for authorisation along with the required documents; 2. The Legal Consultants Affairs Section shall review the application and issue decision to approve the application; 3. The applicant must pay the required service fee; and 4. The Legal Consultant Affairs Section shall issue an authorisation letter to the applicant detailing the authorisation granted.