

| Definition of Service | | | |
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| Service Name | Transfer from the Roll of Practising Legal Consultants to the Roll of Non Practising Legal Consultants. | | |
| Service Description | An application to cease provision of Legal Services in the Emirate and be transferred to the Roll of Non-Practising Legal Consultants. | | |
| Information about the Service | | | |
| Beneficiary of the Service | Practising Legal Consultant | | |
| Service Provider's Directorate | Advocates and Legal Consultants Affairs Directorate | | |
| Service Channels Provided | Legal Profession System (“LPS”) Mobile Application Email: Legal.consultancy@legal.dubai.gov.ae | | |
| Service Provision Timeframe | (1) working day | Service Fees | 500 AED – Amendment Fee 10 AED Innovation Fee; and 10 AED Knowledge Fee Total 520 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"> The Legal Consultant must be registered on the roll of Practising Legal Consultants. A Legal Consultant who is also a Sole Proprietor of a licensed legal consultancy firm must either submit an application to temporarily suspend or cancel the legal consultancy sole establishment licence. | | |
| Required Documents | <ol style="list-style-type: none"> The applicant must provide Either a letter recording the reasons for requesting the transfer from the Roll of Practising Legal Consultants to the Roll of Non-Practising Legal Consultants Or evidence of cancellation of employment visa/ labour card (or equivalent). | | |
| Application process | <ol style="list-style-type: none"> The applicant must submit an amendment application for transfer from the Roll of Practising to the Roll of Non Practising Legal Consultants; The Legal Consultant Section shall verify the submission and issue a decision to approve the application; | | |

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| | <ol style="list-style-type: none">3. The applicant shall remit payment of the amendment fee;4. Applicant must return the original Legal Consultant Registration Card; and5. The Legal Consultant Affairs Section shall issue a copy of the Resolution transferring the Legal Consultant Registration from Practising to Non-Practising Roll; |
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