

Administrative Resolution No. (52) of 2022
Adopting the Bylaws Concerning the Licensing
of Advocacy Firms and Legal Consultancy Firms
in the Emirate of Dubai

The Director General of the Government of Dubai Legal Affairs Department,

After perusal of:

Article (5/15) of Law No. (32) of 2008 Establishing the Government of Dubai Legal Affairs Department which provides for the Department's functions to license the advocacy and legal consultancy profession, and advocacy and legal consultancy firms, monitor their practice, and issue the required regulations, bylaws and resolutions for this;

Law No. (8) of 2016 Granting the Capacity of Judicial Officer in the Government of Dubai and its Implementing Bylaw;

The powers vested in the Government of Dubai Legal Affairs Department to regulate the advocacy and legal consultancy profession and issue bylaws and instructions pursuant to Articles (2) and (14) of Executive Council Resolution No. (22) of 2011 Concerning Fees and Fines Prescribed for the Advocacy and Legal Consultancy Profession in the Emirate of Dubai;

Administrative Resolution No. (235) of 2015 Adopting the Bylaw Concerning the Licensing of Advocacy Firms in the Emirate of Dubai and its amendments;

Administrative Resolution No. (236) of 2015 Adopting the Bylaw Concerning the Licensing of Legal Consultancy Firms in the Emirate of Dubai; and

Administrative Resolution No. (51) of 2022 Adopting the Bylaws for the Registration of Advocates and Legal Consultants in the Emirate of Dubai,

Does hereby issue the following Resolution:

Article (1)

By virtue of this resolution, the "Bylaw Concerning the Licensing of Advocacy Firms in the Emirate of Dubai" and "Bylaw Concerning the Licensing of Legal Consultancy Firms in the Emirate of Dubai", annexed to this Resolution, together with all the rules and procedures set out therein, shall be adopted.

Article (2)

This Resolution supersedes the aforementioned Administrative Resolutions No. (235) of 2015 and (236) of 2015, notwithstanding that resolutions and instructions issued pursuant to those Resolutions remain in force to the extent that such resolutions and instructions do not conflict with the provisions of this Resolution.

Article (3)

This Resolution shall be published in the Official Gazette and shall take effect from the date of its publication.

[Signed]

Dr. Lowai Mohamed Khalfan Belhoul
Director General

Issued in Dubai on: 21 December 2022

Corresponding to: 27 Jumada Al-Uola 1444

First: The Bylaw Concerning the Licensing of Advocacy Firms in the Emirate of Dubai

Article (1)

Title of the Bylaw

This Bylaw shall be known as the “**Bylaw Concerning the Licensing of Advocacy Firms in the Emirate of Dubai**”.

Article (2)

Definitions

The following words and expressions, wherever they appear in this Bylaw, shall have the meaning set out opposite each of them unless the context states otherwise:

- UAE** : The United Arab Emirates.
- Emirate** : The Emirate of Dubai.
- Department** : The Government of Dubai Legal Affairs Department.
- Director General** : The Director General of the Department.
- Licensing Authority** : A competent entity legally authorised to license the practice of commercial activities for establishments operating in the Emirate, including the free zones and Dubai International Financial Centre.
- Resolution** : Executive Council Resolution No. (22) of 2011 Concerning Fees and Fines Prescribed for the Advocacy and Legal Consultancy Profession in the Emirate of Dubai.
- Licensing** : The document issued by the Department to authorise an Advocacy Firm to provide Legal Services in the Emirate.
- Advocacy Firm** : A sole establishment or company licensed by the Department and the Licensing Authority in the Emirate to provide Legal Services to the public.
- Advocate** : A natural person registered on the Roll under the category of practising advocates, unless provided that such person is registered in the category of non-practising advocates.

- Legal Consultant** : A natural person registered on the Roll under the category of practising Legal Consultants and authorised by the Department to provide Legal Services to the public through an Advocacy Firm or legal consultancy firm, except for advocacy and representing others before Dubai courts (Courts of First Instance, Court of Appeal, and Court of Cassation).
- Legal Services** : Services which an Advocacy Firm is authorised to provide in the Emirate, including but not limited to advocacy, representing others before judicial authorities, security departments, arbitration tribunals and centres, conciliation commissions and other entities, providing legal opinions and advice, drafting contracts, registering and winding up companies, concluding settlements and other legal services.
- Register** : The paper or electronic record maintained by the Department for the purpose of recording all information relating to Advocacy Firms.
- Roll** : The paper or electronic record maintained by the Department for the Registration of Advocates and recording their categories and particulars, as stated in the Bylaw for the Registration of Advocates adopted pursuant to above mentioned Administrative Resolution No. (51) of 2022.

Article (3)

Scope of Application

- A- The provisions of this Bylaw apply to Advocacy Firms which provide Legal Services in the Emirate, including the free zones and Dubai International Financial Centre.
- B- The provisions of this Bylaw do not apply to Government entities, organizations or companies which do not provide Legal Services to the public nor to any other entities which the Department deems to not be subject to its rules and in accordance with the rules and criteria set by it in this regard.

Article (4)

Powers and Duties of the Department

For the purposes of implementing this Bylaw, the Department shall have the powers and duties to:

- 1- Classify Advocacy Firms according to their legal form;

- 2- Set the requirements and rules that must be met and the procedures to be followed to license Advocacy Firms in the Emirate;
- 3- Decide on applications for new Licences, renewal of Licences and amendment to the particulars of Licences issued to Advocacy Firms;
- 4- Compile the Register and determine the particulars that are required to be entered on it, including the classification of Advocacy firms;
- 5- Set the requirements that must be met by the Managing Partner of the Advocacy Firm, and determine their duties and responsibilities;
- 6- Set the rules governing the temporary suspension of Advocacy Firms from providing Legal Services, and the revocation of their Licences in accordance with the legislation in force in the Emirate, including the bylaws, resolutions and instructions issued by the Department;
- 7- Set the rules governing the termination of provision of Legal Services by and cancellation of Licenses issued to Advocacy Firms, upon their request;
- 8- Supervise and monitor the activities of Advocacy Firms in accordance with the provisions of the Resolution, the bylaws, resolutions and instructions issued by the Department;
- 9- Record and investigate violations committed by and receive complaints against Advocacy Firms and Legal Services providers not licensed by the Department, and take the appropriate action in this regard;
- 10- Impose the penalties prescribed by the Resolution on persons found in violation of the provisions of that Resolution, the bylaws, resolutions and instructions issued by the Department;
- 11- Prepare the forms required for implementing the provisions of this Bylaw; and
- 12- Carry out any other duties falling within the Department's powers relevant to the licensing of Advocacy Firms in the Emirate. Article (5)

Article (5)

Provision of Legal Services

- A- No Legal Services may be provided to the public except through an Advocacy Firm licensed in the Emirate by the Department.
- B- All Advocacy Firms must maintain a physical office within the Emirate, appropriate for the purpose of providing Legal Services, whether held by the Advocacy Firm or a partner in the Advocacy Firm as owner, beneficiary, or lessee. It is not permissible for two or more firms to

occupy a single office space. The office shall be the registered office for the purposes of communications and notices relating to the implementation of the provisions of this Bylaw.

- C- No Advocacy Firm may establish a branch office in the Emirate without obtaining the Department's approval in accordance with the relevant requirements adopted by the Department.

Article (6)

Name of Advocacy Firm

Except in the case of Advocacy Firms which have been licensed to operate in the Emirate prior to the effective date of this Bylaw, the following must be taken into account when determining the name of an Advocacy Firm:

- 1- The name must indicate the type of Legal Services provided;
- 2- In the case that the Advocacy Firm takes the form of a sole establishment, the name must refer the name of the sole proprietor; and
- 3- In the case that the Advocacy Firm takes the form of a company, the name must feature the names of some or all of its partners or shareholders, and upon request of the partners or where required, the Department may approve a name for the Advocacy Firm other than the personal names of partners.

Article (7)

The Register

A Register of Advocacy Firms licensed in the Emirate shall be established by the Department. The Department shall determine the information that is required to be recorded on the Register, including the Advocacy Firm's legal form, authorized areas of law, and any amendments to its Licence.

Article (8)

Legal Form of Advocacy Firms

- A- An Advocacy Firm operating in the Emirate must take the legal form of either a sole establishment or a company established in the Emirate.
- B- The legal forms referred to in paragraph (A) of this Article must be in accordance with the legislation applicable in the Emirate, and the provisions of this Bylaw.

Article (9)

Licensing Requirements

- A- An applicant for a License for an Advocacy Firm which is in the form of a sole establishment must:
- 1- be a UAE National;
 - 2- be registered on the Roll as a practising Advocate, or have met the relevant registration requirements for this category as provided for in the Bylaw Concerning the Registration of Advocates adopted by the Department and have submitted an application to be registered on the Roll;
 - 3- have a minimum of **two (2) consecutive years** of practical legal experience in the UAE;
 - 4- submit a professional business plan, in the form approved by the Department in this regard;
 - 5- be the Managing Partner of the Advocacy Firm for the duration of the Licence;
 - 6- meet other requirements set by the Department.
- B- Applicants for a License for an Advocacy Firm which is in the form of a company established in the Emirate must:
- 1- be UAE Nationals. Notwithstanding this, the Department may exempt certain partners from this requirement pursuant to the rules set by the Department in this regard;
 - 2- be registered on the Roll as practising Advocates, or must have met the relevant registration requirements for this category as provided for in the Bylaw Concerning the Registration of Advocates adopted by the Department and have submitted an application to be registered on the Roll.
 - 3- have a **minimum of two (2) consecutive years** of practical legal experience in the UAE;
 - 4- appoint among themselves the Managing Partner of the Advocacy Firm;
 - 5- submit professional business plan, in the form approved by the Department in this regard;
 - 6- ensure that the Advocates or Legal Consultants employed by the Advocacy Firm are registered on the Roll as practising Advocates or practising Legal Consultants, or that they meet the relevant registration requirements for this category as provided for in the Bylaw Concerning the Registration of both Advocates and Legal Consultants adopted by the Department and have submitted an application to be registered on the Roll; and
 - 7- meet any other requirements set by the Department.

- C- Notwithstanding the provisions of paragraph (B) of this Article, the Department may authorise for Legal Consultants registered on the Roll as practising Legal Consultants to be among the applicants for a License, according to the Bylaw concerning the Registration of Legal Consultants as adopted by the Department, or for an Advocacy Firm or Foreign Legal Consultancy Firm to be among the applicants for a License provided that the Firm meets the licensing requirements of Legal Consultancy Firms as stated in the Bylaw concerning Licensing of Legal Consultancy Firms as adopted by the Department, all pursuant to the rules and conditions set forth by the Department in this regard.
- D- If the applicant for a License is the owner of an Advocacy Firm in another Emirate, the following requirements must be met to license the Advocacy Firm in the Emirate:
- 1- Notwithstanding the provisions of clause (5) of paragraph (A) of this Article, in the case that the Advocacy Firm is in the form of a sole establishment, an Advocate with permanent residence in the Emirate must be appointed as the Managing Partner of the Advocacy Firm under an employment contract for that purpose.
 - 2- In the case that the Advocacy Firm is in the form of a company established in the Emirate, a partner with permanent residence in the Emirate must be appointed as the Managing Partner of the Advocacy Firm,
and all pursuant to the rules set by the Department in this regard.
- E- In addition to the requirements stipulated in paragraphs (A), (B), (C) and (D) of this Article, for the purposes of its licensing by the Department, all Advocacy Firms must:
- 1- pay all prescribed Advocacy Firm Licence fees in accordance with the relevant procedures adopted by the Department; and
 - 2- submit a valid professional indemnity insurance policy document which covers all risks and misconduct relating to the practice of the Advocacy Firm in accordance with the relevant requirements and rules set by the Department.

Article (10)

Licence Renewal Requirements

The following requirements must be met for renewal of a Licence:

1. Continuous compliance by the Advocacy Firm with all requirements of Articles (9) and (15) of this Bylaw. Advocacy Firms operating in the Emirate at the time of the issuance of this Bylaw shall be exempt from the UAE nationality requirements;

2. The title deed, the right of use or the lease agreement for the Advocacy Firm's office must be in the name of the Advocacy Firm, its sole proprietor, or one of its partners or shareholders, and any lease agreement must be valid and certified by the competent authorities in the Emirate;
3. All Advocates and Legal Consultants employed by the Advocacy Firm must be registered with the Department on the Roll in the category of practicing Advocates or practising Legal Consultants, and such registration must be valid at the date of renewal of the Licence;
4. The particulars of the licence issued to the Advocacy Firm by the Licensing Authority must conform with the particulars of the Licence at the time of the request to renew the Licence;
5. The professional indemnity insurance policy must be valid at the time of the Licence renewal;
6. The fees prescribed for the Advocacy Firm Licence renewal must be paid in accordance with the relevant procedures adopted by the Department; and
7. Any other requirements as determined by the Department.

Article (11)

Licensing Procedures

- A- Applications for a new Licence, renewals of a Licence, amendments to the particulars of a Licence and all other applications provided for in this Bylaw shall be submitted in the forms prescribed by the Department and supported by the documents required by the Department in this regard.
- B- Applicants for a Licence may not obtain or renew a licence issued by the Licensing Authority without obtaining the prior approval of the Department, in accordance with the relevant procedures adopted by the Department in this regard.

Article (12)

Deciding on Licence Applications

Applications for a new Licence, renewal of a Licence, amendments to the particulars of a Licence and all other related applications shall be decided on by the Department in accordance with the requirements and procedures stipulated in this Bylaw. The Department shall notify the applicant of its decision within two (2) working days of the issuance of the decision.

Article (13)

Licence Term

- A- The term of a Licence shall be one (1) year, renewable any number of times for an equal period. An application for renewal must be submitted within the last month prior to the expiration date of the Licence.
- B- In the event that an Advocacy Firm fails to renew its Licence within the time frame prescribed in paragraph (A) of this Article without a reason acceptable to the Department, the Advocacy Firm shall be subject to the penalties prescribed in the Resolution.

Article (14)

Nature of the Licence

- A- All Licences shall be issued in the name of the applicant and must not be assigned to a third party.
- B- Without prejudice to the rights of third parties, in the event of the death of the Licence holder or dissolution of the Advocacy Firm, the heirs, successors or assignees shall not acquire the rights of the Licence holder. The Department shall determine the procedures for the management of the Advocacy Firm in accordance with the rules it sets in this regard.

Article (15)

Obligations of Advocacy Firm

All Advocacy Firms must comply with the legislation regulating the advocacy profession in the Emirate, and in particular shall:

1. Not engage, or permit any employed Advocate or Legal Consultant to engage, in any activity other than the provision of Legal Services;
2. Ensure that all Licence holders and partners in the Advocacy Firm are not owners or partners in another Advocacy Firm or Legal Consultancy Firm in the Emirate licensed by the same Licensing Authority, all in accordance with the rules set by the Department in this regard;
3. Ensure that Advocates and Legal Consultants employed by the Advocacy Firm are not employed by another Advocacy Firm or Legal Consultancy Firm in the Emirate.
4. Ensure that all Licence holders, partners, Advocates and Legal Consultants employed by the Advocacy Firm are registered on the Roll, in the category of practising Advocates or practising Legal Consultants and are in full-time employment within the Advocacy Firm. Advocates and

- Legal Consultants must not engage in any other commercial activity or practise another profession, except for teaching or training in any area of the law or legal profession;
5. Not retain any Advocate or Legal Consultant not registered on the Roll in the practising category, subject to the provisions relating to visiting Legal Consultants provided for in Article (15) of the Bylaw Concerning the Registration of Legal Consultants adopted by the Department;
 6. Maintain a Managing Partner for the term of the Licence; and
 7. Meet any other obligations set by the Department pursuant to the bylaws, resolutions and instructions issued by the Department.

Article (16)

Obligations of the Managing Partner

The Managing Partner of the Advocacy Firm must:

- 1- Supervise the practice of the Advocates and Legal Consultants employed by the Advocacy Firm;
- 2- Ensure that the Advocacy Firm and all employed Advocates and Legal Consultants comply with all obligations prescribed by the Resolution, the bylaws, resolutions and instructions issued by the Department, and represent the Advocacy Firm before the Department;
- 3- Display the Licence in a prominent place where all persons dealing with the Advocacy Firm can easily view it;
- 4- Obtain the Department's prior approval before effecting a change to the legal form, name, address, partners or managing partner of the Advocacy Firm, or establishing a branch office of the Advocacy Firm, changing its address, merging or demerging with another firm, adding or removing a partner or any other changes relating to the Advocacy Firm's legal form;
- 5- Notify the Department of any change to the number of Advocates or Legal Consultants employed by the Advocacy Firm within ten (10) working days of such change;
- 6- Notify the Department of any change to the professional status of any of the Advocates or Legal Consultants employed by the Advocacy Firm, including cessation of practice, within fifteen (15) days of such change;
- 7- Provide the Department with the information of legal researchers and any of the employees working in the Advocacy Firms who hold undergraduate university degree in law or its equivalent or academic qualification in law, who perform work of legal nature in the Advocacy

- Firm, all in accordance with the rules and procedures set forth by the Department in this regard;
- 8- Obtain the Department's prior approval before ceasing provision of Legal Services by the Advocacy Firm for any reason, to allow the Department to take the action it deems appropriate in this regard;
 - 9- Retain all files, documents and information relating to the Advocacy Firm and Legal Services provided by the Advocacy Firm for a minimum of ten (10) years, and make such documentation available to the Department upon request;
 - 10- Retain records of all details relating to the Advocates and Legal Consultants employed by the Advocacy Firm for the duration of their employment and a minimum of five (5) years after the end of their employment, and disclose such documentation to the Department upon request; and
 - 11- Meet any other obligations prescribed by the bylaws, resolutions and instructions issued by the Department.

Article (17)

Temporary or Permanent Cessation of Legal Services

- A- The Department may, upon written application by an Advocacy Firm and for reasons acceptable to the Department, authorise it to suspend the provision of Legal Services for a specified period of time, on condition that the Advocacy Firm undertakes that it has satisfied all of its commitments arising out of its provision of Legal Services and provided that the suspension does not harm the interests of its clients.
- B- The Department may, upon written application by an Advocacy Firm, cancel its Licence, on condition that the Advocacy Firm undertakes that it has satisfied all of its commitments arising out of its provision of Legal Services and provided that the cancellation does not harm the interests of its clients.

Article (18)

Suspension and Revocation of a Licence

- A- The Department may temporarily suspend the Licence of an Advocacy Firm for a period not exceeding one (1) year or revoke the Licence, pursuant to a decision of the Director General or any person delegated by the Director General, in any of the following cases:

1. failure by the Advocacy Firm to renew the Licence for a period exceeding three (3) months without a reason acceptable to the Department;
 2. Revocation of the licence granted to the Advocacy Firm by the Licensing Authority;
 3. Issuance of a final court judgment to suspend or revoke the Licence, issued by the Department, or the license issued by the Licensing Authority; and
 4. The dissolution of the Advocacy Firm.
- B- The Department may temporarily suspend the Licence of an Advocacy Firm for a period not exceeding one (1) year, or revoke the Licence, pursuant to a decision of the Director General or any person delegated by the Director General, in the event of the Advocacy Firm's failure or inability to meet the Licence obligations or its contravention of the legislation in force in the Emirate, or any of the provisions of the bylaws, resolutions and instructions issued by the Department.

Article (19)

Grievances

- A- Any interested party may submit a written grievance to the Director General in respect of any violation, as set out in Table (2) annexed to this Resolution, attributed to them within thirty (30) days commencing the day following the date of notifying them of the violation, in accordance with Article (11) of the above mentioned Law No. (8) of 2016.
- B- Except for the violations mentioned in paragraph (A) of this Article, any interested party may submit a written grievance to the Director General in respect of any decision issued against them within sixty (60) days commencing the day following the date of notifying them of the decision, in accordance with Article (11) of the Resolution.
- C- Grievances mentioned in paragraphs (A) and (B) of this Article shall be considered and decided upon by a committee formed by a resolution of the Director General for this purpose. The decision issued by this committee shall be deemed final.

Two: The Bylaw Concerning the Licensing of Legal Consultancy Firms in the Emirate of Dubai

Article (1)

Title of the Bylaw

This Bylaw shall be known as the “**Bylaw Concerning the Licensing of Legal Consultancy Firms in the Emirate of Dubai**”.

Article (2)

Definitions

The following words and expressions, wherever mentioned in this Bylaw, shall have the meaning indicated opposite each of them unless the context states otherwise:

UAE	: The United Arab Emirates.
Emirate	: The Emirate of Dubai.
Department	: The Government of Dubai Legal Affairs Department.
Director General	: The Director General of the Department.
Licensing Authority	: The competent entity legally authorised to license the practice of commercial activities for establishments operating in the Emirate, including free zones, and Dubai International Financial Centre.
Resolution	: Executive Council Resolution No. (22) of 2011 Concerning Fees and Fines Prescribed for the Advocacy and Legal Consultancy Profession in the Emirate of Dubai.
Licensing	: A document issued by the Department to authorise a Legal Consultancy Firm to provide Legal Services in the Emirate.
Legal Consultancy Firm	: A sole establishment, company or partnership established in the Emirate, or branch of a foreign firm licensed by the Department and by a Licensing Authority in the Emirate to provide Legal Services to the public.
Legal Consultant	: A natural person registered on the Roll in the category of practising Legal Consultants unless provided that they are registered in the category of non-practising Legal Consultants.

- Legal Services** : Legal services which the firm is authorised to provide in the Emirate, including but not limited to, providing legal opinion and advice, drafting contracts, registering and winding up of companies, concluding settlements, representing clients before arbitration tribunals and centres, conciliation commissions and other entities, and any other legal service except for pleading and representing others before Dubai Courts (Courts of First Instance, Court of Appeal, and Court of Cassation).
- Register** : The paper or electronic record prepared by the Department for the purpose of recording all particulars related to Legal Consultancy Firms.
- Roll** : The paper or electronic record maintained by the Department for the Registration of Legal Consultants and recording their categories and particulars, as stated in the Bylaw for the Registration of Legal Consultants adopted pursuant to above mentioned Administrative Resolution No. (51) of 2022.

Article (3)

Scope of Application

- A- This Bylaw shall apply to Legal Consultancy Firms which provide Legal Services to the public in the Emirate, including free zones, and the Dubai International Financial Centre.
- B- This Bylaw shall not apply to Government entities, organizations or companies which do not provide Legal Services to the public and shall not apply to any other entities which the Department deems not subject to the provisions of this Bylaw.

Article (4)

Powers and Duties of the Department

For the purposes of implementing this Bylaw, the Department shall have the powers and duties to:

- 1- Classify Legal Consultancy Firms according to their legal form;
- 2- Set the requirements and rules that must be met and the procedures that must be followed in order to license Legal Consultancy Firms in the Emirate according to their classification;

- 3- Determine areas of legal services that Legal Consultancy Firms may practise in the Emirate, depending on the qualifications, competence and expertise of their employees;
- 4- Decide on applications for new Licences, renewal of Licences and amendment to particulars of Licences issued to Legal Consultancy Firms;
- 5- Prepare the Register and determine the information that must be entered in it including the classification of Legal Consultancy Firms;
- 6- Set the requirements that must be met by the Managing Partner of the Legal Consultancy Firm, and determine their duties and responsibilities;
- 7- Set the rules governing the temporary suspension of Legal Consultancy Firms from providing Legal Services, and the cancellation of their Licences in accordance with legislations in force in the Emirate, including the bylaws, resolutions and instructions issued by the Department;
- 8- Set the rules by which Legal Consultancy Firms may request to cease the provision of Legal Services or request cancellation of the issued licences upon the request of those Firms;
- 9- Supervise and monitor the activities of all Legal Consultancy Firms in accordance with the provisions of the Resolution, the bylaws, resolutions and instructions issued by the Department;
- 10- Receive, record and investigate violations and complaints against Legal Consultancy Firms and against Legal Service providers unauthorised by the Department, and take the appropriate actions in this regard;
- 11- Impose penalties prescribed by the Resolution on persons found in violation of the Resolution, the provisions of the bylaws, resolutions and instructions issued by the Department;
- 12- Prepare the forms required for implementing the provisions of this Bylaw; and;
- 13- Carry out any other duties falling within the Department's powers relevant to the licensing of Legal Consultancy Firms in the Emirate.

Article (5)

Legal Services Provision

- A- No Legal Services may be provided to the public except through a Legal Consultancy Firm in the Emirate licensed by the Department.
- B- No Legal Consultancy Firm may provide any Legal Services in an area of law in which the Legal Consultancy Firm is not authorised by the Department.
- C- All Legal Consultancy Firms must maintain an appropriate physical office within the Emirate, which is appropriate for the purpose of providing Legal Services whether held by the Legal

Consultancy Firm or a partner in the Legal Consultancy Firm as owner, beneficiary or lessee. It is not permissible for two or more firms to occupy a single physical office. The office shall be the registered office for the purposes of communications and notices related to the implementation of the provisions of this Bylaw.

D- No Legal Consultancy Firm may establish a branch office in the Emirate without obtaining the Department's approval in accordance with the relevant requirements adopted by the Department.

Article (6)

Name of Legal Consultancy Firm

Except for Legal Consultancy Firms licensed to operate in the Emirate prior to the effective date of this Bylaw, when determining the name of a Legal Consultancy Firm the following must be taken into account:

- 1- The name must indicate the type of Legal Services provided;
- 2- In case that the Legal Consultancy Firm takes the form of a sole establishment, the name must refer the name of the sole proprietor; and
- 3- In case that the Legal Consultancy Firm takes the form of a company or partnership, the name must feature the names of some or all of its partners or shareholders, and upon request of the partners or where required, the Department may approve a name for the Legal Consultancy Firm other than the personal names of partners; and
- 4- In the case of a Legal Consultancy Firm which is a branch of a foreign firm in the Emirate, the name of the head office of the foreign firm must feature in the name of the Legal Consultancy Firm or the Licence issued by the Licensing Authority to indicate that it is a branch of that Firm.

Article (7)

The Register

A Register of Legal Consultancy Firms licensed in the Emirate shall be established by the Department. The Department shall determine the information that shall be recorded on the Register, including the Legal Consultancy Firm's legal form, authorised areas of law, and any other amendments to the Licence.

Article (8)

Legal Form of Legal Consultancy Firms

A- Legal Consultancy Firms operating in the Emirate must take one of the following legal forms:

- 1- A sole establishment;

- 2- A company or partnership established in the Emirate; or
 - 3- A branch of a foreign firm.
- B- The legal forms referred to in paragraph (A) of this Article shall be established in accordance with the legislation in force in the Emirate and the requirements stipulated in this Bylaw.

Article (9)

Licensing Requirements

- A- An applicant for a sole establishment legal consultancy firm licence must meet the following requirements:
- 1- The applicant must be a UAE National;
 - 2- The applicant must be registered on the Roll of Practising Legal Consultants , have met the relevant registration requirements for this category as provided for in the Bylaw Concerning the Registration of Legal Consultants adopted by the Department or have submitted an application to be registered on the Roll;
 - 3- The applicant must have a minimum of **two (2) consecutive years of** practical legal experience in the UAE;
 - 4- The applicant must submit a professional business plan, in the form approved by the Department in this regard;
 - 5- The applicant must be the Managing Partner of the Legal Consultancy Firm for the period of the Licence; and
 - 6- Any other requirements set by the Department.
- B- An Applicant for a company or partnership legal consultancy firm licence must meet the following requirements:
- 1- The applicants must be UAE Nationals. The Department may exempt certain partners from this requirement pursuant to the rules set by the Department in this regard;
 - 2- The applicants must be registered on the Roll of Practising Legal Consultants, and have met the relevant registration requirements for this category as provided for in the Bylaw Concerning the Registration of Legal Consultants approved by the Department or must have submitted an application to be registered on the Roll;
 - 3- The applicants must have a minimum of two (2) consecutive years of practical legal experience in the UAE;

- 4- The applicants must appoint among themselves the Managing Partner of the Legal Consultancy Firm;
 - 5- The applicants must submit a professional business plan, in the form approved by the Department in this regard;
 - 6- All legal consultants employed by the Legal Consultancy Firm must be registered on the Roll of Practising Legal Consultants or must have met the relevant registration requirements for this category as provided for in the Bylaw Concerning the Registration of Legal Consultants approved by the Department; and
 - 7- Any other requirements set by the Department.
- C- For the purpose of obtaining a License for a Legal Consultancy Firm which is in the form of branch of a foreign firm, the following requirements must be met:
- 1- The head office of the foreign firm must apply for a License for a Legal Consultancy Firm in the Emirate and include a professional business plan in the application, in the form approved by the Department;
 - 2- The head office of the foreign firm must have a good international reputation in legal practice;
 - 3- The head office of the foreign firm must have been established for at least **eight (8) years**. In the event that it was established as a result of a merger or acquisition between more than one legal consultancy firm, the number of years since the establishment requirement of the oldest firm which is a party to such merger or acquisition shall be taken into account;
 - 4- The foreign firm must have branches or partnerships in at least **two (2) different countries**, or branches or partnerships in **three (3)** states that have different legislative systems within one country, as per the Department's discretion;
 - 5- The partners of the foreign firm must appoint, from among themselves or otherwise, a Managing Partner of the branch of the foreign firm who must have at least **eight (8) years of practical legal experience**;
 - 6- The Managing Partner and Legal Consultants employed at the branch of the foreign firm must number at least three (3), all of whom must be registered on the Roll of practising Legal Consultants or have met the relevant registration requirements for this category, as provided for in the Bylaw Concerning the Registration of Legal Consultants adopted by the Department and have submitted an application to be registered on the Roll; and

- 7- Any other requirements set by the Department.
- D- If the applicant for a License is the owner of Legal Consultancy Firm in another Emirate, the following requirements must be met to license the Legal Consultancy Firm in the Emirate:
- 1- Notwithstanding the provisions of clause (5) of paragraph (A) of this Article, in the case that the Legal Consultancy Firm is in the form of a sole establishment, a national Legal Consultant with permanent residence in the Emirate must be appointed as the Managing Partner of the Legal Consultancy Firm under an employment contract for that purpose.
 - 2- In the case that the Legal Consultancy Firm is in the form of a company or partnership established in the Emirate, a partner with permanent residence in the Emirate must be appointed as the Managing Partner of the Legal Consultancy Firm, and all pursuant to the rules set by the Department in this regard.
- E- In addition to the requirements stipulated in paragraphs (A), (B) (C) and (D) of this Article, all Legal Consultancy Firms must comply with the following:
- 1- To pay all prescribed Legal Consultancy Firm Licence fees in accordance with the relevant procedures adopted by the Department; and
 - 2- To submit professional liability insurance coverage for the practice of Legal Consultancy in accordance with the relevant requirements and rules set by the Department in this regard.
- F- Notwithstanding the provisions of paragraphs A(1), B(1) and C(4) of this Article, the Department may issue a Legal Consultancy Firm Licence to non-UAE National applicants or to a branch of a foreign firm applicant in the event that the applicant will provide unique legal services of a type required in the Emirate, or will provide specialised legal services which are not sufficiently well provided for in the Emirate, provided that the applicant must have at least eight (8) years of practical legal experience.

Article (10)

Licence Renewal Requirements

The following requirements must be met for renewal of a Licence:

- 1- Continuous compliance by the Legal Consultancy Firm with the requirements of Articles (9) and (15) of this Bylaw. Legal Consultancy Firms operating in the Emirate at the time of the issuance of this Bylaw shall be exempt from the UAE nationality requirements;

- 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, or one of the partners or shareholders, and the lease agreement must be valid and certified by the competent authorities in the Emirate;
- 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 liability insurance coverage must be valid at the time of the Licence renewal;
- 6- The fees prescribed for Legal Consultancy Firm Licence renewal must be paid in accordance with the relevant procedures adopted by the Department; and
- 7- Any other requirements set by the Department.

Article (11)

Licensing Procedures

- A- Applications for a new Licence, renewal of Licence, and amendments to the particulars of a Licence, and all other applications stipulated in this Bylaw shall be submitted in the form prescribed by the Department and supported by the documents determined by the Department in this regard.
- B- Applicants for a Licence may not obtain or renew a licence issued by any Licensing Authority without obtaining the prerequisite approval of the Department, in accordance with the procedures followed by the Department in this regard.

Article (12)

Deciding on Licence Applications

Applications for a new Licence, renewal of a Licence, amendments to the particulars of a Licence and all other related applications shall be decided on by the Department in accordance with the requirements and procedures stipulated in this Bylaw. The Department shall notify the applicant of its decision within two (2) working days of the issuance of the decision.

Article (13)

Licence Term

- A- The term of a Licence shall be one (1) year, renewable any number of times for an equal period. An application for renewal must be submitted within the last month prior to the expiration date of the Licence.
- B- In the event that a Legal Consultancy Firm fails to renew its Licence within the time frame prescribed in paragraph (A) of this Article without a reason acceptable to the Department, the Legal Consultancy Firm shall be subject to the penalties prescribed in the Resolution.

Article (14)

Nature of the Licence

- A- All Licences shall be issued in the name of the applicant and must not be assigned to a third party.
- B- Without prejudice to the rights of third parties, in the event of the death of the Licence holder or dissolution of the Legal Consultancy Firm, the heirs, successors or assignees shall not acquire the rights of the Licence holder. The Department shall determine the procedures for the management of the Legal Consultancy Firm in accordance with the rules it sets in this regard.

Article (15)

Obligations of the Legal Consultancy Firm

All Legal Consultancy Firms must comply with the legislation regulating the legal consultancy profession in the Emirate, and in particular shall:

- 1- Not engage, or permit any employed Legal Consultant to engage, in any activity other than the provision of Legal Services;
- 2- Ensure that all Licence holders and partners the Legal Consultancy Firm are not owners or partners of another Advocacy Firm or Legal Consultancy Firm in the Emirate licensed by the same Licensing Authority, all in accordance with the rules set by the Department in this regard;
- 3- Ensure that Legal Consultants employed by the Legal Consultancy Firm are not employed by another Advocacy Firm or Legal Consultancy Firm in the Emirate.
- 4- Ensure that all Licence holders, partners, Legal Consultants employed by the Legal Consultancy Firm are registered on the Roll, in the category of practising Legal Consultants

and are in full-time employment within the Legal Consultancy Firm. Legal Consultants must not engage in any other commercial activity or practise another profession, except for teaching or training in any area of the law or legal profession;

- 5- Not retain any Legal Consultant not registered on the Roll in the practising category, notwithstanding the provisions for Visiting Legal Consultants mentioned in Article (15) of the Bylaws Concerning the Registration of Legal Consultants as adopted by the Department;
- 6- Maintain a Managing Partner for the term of the Licence; and
- 7- Meet any other obligations set by the Department pursuant to the bylaws, resolutions and instructions issued by the Department.

Article (16)

Obligations of the Managing Partner

The Managing Partner of the Legal Consultancy Firm must:

- 1- Supervise the practice of Legal Consultants employed by the Legal Consultancy Firm;
- 2- Ensure that the Legal Consultancy Firm and all employed Legal Consultants comply with all obligations prescribed by the Resolution, the bylaws, resolutions and instructions issued by the Department, and represent the Legal Consultancy Firm before the Department;
- 3- Display the Licence in a prominent place where all persons dealing with the Legal Consultancy Firm can easily view it;
- 4- Obtain the Department's prior approval before effecting a change to the legal form, name, address, partners or managing partner of the Legal Consultancy Firm, or establishing a branch office of the Legal Consultancy Firm, changing its address, merging or demerging with another firm, adding or removing a partner or any other changes relating to the Legal Consultancy Firm's legal form;
- 5- Notify the Department of any change to the number of Legal Consultants employed by the Legal Consultancy Firm within ten (10) working days of such change;
- 6- Notify the Department of any change to the professional status of any of the Legal Consultants employed by the Legal Consultancy Firm, including cessation of practice, within fifteen (15) days of such change;
- 7- Provide the Department with the information of legal researchers and any of the employees working in the Legal Consultancy Firms who hold undergraduate university degree in law or its equivalent or academic qualification in law, who perform work of legal nature in the Legal

- Consultancy Firm, all in accordance with the rules and procedures set forth by the Department in this regard;
- 8- Obtain the Department's prior approval before ceasing provision of Legal Services by the Legal Consultancy Firm for any reason, to allow the Department to take the action it deems appropriate in this regard;
 - 9- Retain all files, documents and information relating to the Legal Consultancy Firm and Legal Services provided by the Legal Consultancy Firm for a minimum of ten (10) years, and make such documentation available to the Department upon request;
 - 10- Retain records of all details relating to Legal Consultants employed by the Legal Consultancy Firm for the duration of their employment and a minimum of five (5) years after the end of their employment, and disclose such documentation to the Department upon request; and
 - 11- Meet any other obligations prescribed by the bylaws, resolutions and instructions issued by the Department.

Article (17)

Temporary or Permanent Cessation of Legal Services

- A- The Department may, upon written application by the Legal Consultancy Firm and for reasons acceptable to the Department, authorise it to suspend the provision of Legal Services for a specified period of time, on condition that the Legal Consultancy Firm undertakes that it has satisfied all of its commitments arising out of its provision of Legal Services and provided that the suspension does not harm the interests of its clients.
- B- The Department may, upon written application by the Legal Consultancy Firm, cancel its Licence, on condition that the Legal Consultancy Firm undertakes that it has satisfied all of its commitments arising out of its provision of Legal Services and provided that the cancellation does not harm the interests of its clients.

Article (18)

Suspension and Revocation of a Licence

- A- The Department may temporarily suspend the Licence of the Legal Consultant Firm for a period not exceeding one (1) year or revoke the Licence, pursuant to a decision of the Director General or any person delegated by the Director General, in any of the following cases:

- 1- failure by the Legal Consultancy Firm to renew the Licence for a period exceeding three (3) months without a reason acceptable to the Department;
 - 2- Revocation of the licence granted to the Legal Consultancy Firm by the Licensing Authority;
 - 3- Issuance of a final court judgment to suspend or revoke the Licence, issued by the Department, or the license issued by the Licensing Authority; and
 - 4- The dissolution of the Legal Consultancy Firm.
- B- The Department may temporarily suspend the Licence of the Legal Consultancy Firm for a period not exceeding one (1) year, or revoke the Licence, pursuant to a decision of the Director General or any person delegated by the Director General, in the event of the Legal Consultancy Firm's failure or inability to meet the Licence obligations or its contravention of the legislation in force in the Emirate, or any of the provisions of the bylaws, resolutions and instructions issued by the Department.

Article (19)

Grievances

- A- Any interested party may submit a written grievance to the Director General in respect of any violation, as set out in Table (2) annexed to this Resolution, attributed to them within thirty (30) days commencing the day following the date of notifying them of the violation, in accordance with Article (11) of the above mentioned Law No. (8) of 2016.
- B- Except for the violations mentioned in paragraph (A) of this Article, any interested party may submit a written grievance to the Director General in respect of any decision issued against them within sixty (60) days commencing the day following the date of notifying them of the decision, in accordance with Article (11) of the Resolution.
- C- Grievances mentioned in paragraphs (A) and (B) of this Article shall be considered and decided upon by a committee formed by a resolution of the Director General for this purpose. The decision issued by this committee shall be deemed final.