

Client Procedure (CP) for Federal Law License Amendment

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1. Purpose

The purpose of this procedure is to facilitate information to clients regarding the procedural requirements for amendment a federal law license issued by Trakhees.

2. Scope

This procedure will apply to all Clients of federal law licenses within Trakhees' jurisdiction.

3. Definitions

- 3.1 External approval Approval required from external entity to practice some type of activities.
- 3.2 MOU - Memorandum of Association
- 3.3 LD - Licensing Department in Trakhees.
- 3.4 Advertisement - Announce the amendment to public through Al Bayan Newspaper.

4. Procedure

4.1 Client should apply for federal law license amendment online and attach the below required documents to the online portal online.trakhees.ae:



For online application help, please refer to (Section 3.1.39) of below link:

http://trakhees.ae/en/Documents/Online_Admin_ExternalUserManual%20-%20CLD%20web.pdf

Amendment Type	Required documents
Change Trade Name	- Signed registration and Licensing Application Form/ - Trade name certificate with the new name.

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		<ul style="list-style-type: none"> - Original License (if valid) - Modify memorandum of association (If the license LLC,Civil company)
Change/Add/ Activity	Remove	<ul style="list-style-type: none"> - Signed registration and Licensing Application Form - Trade name certificate with the new name (in case of change activity).
Change Location		<ul style="list-style-type: none"> - Signed registration and Licensing Application Form/ - Original License (if valid) - Copy of lease agreement attested by RERA
Remove Manager		<ul style="list-style-type: none"> - Signed registration and Licensing Application Form/ - Modify memorandum of association (If the license LLC,Civil company)
Change Nationality	Manager/Partner	<ul style="list-style-type: none"> - Signed registration and Licensing Application Form/ - Amended memorandum of association (If the license LLC,Civil company)
Add Partner		<ul style="list-style-type: none"> - Signed registration and Licensing Application Form/ - Modify memorandum of association (If the license LLC, Civil company) - If manager/owner is local or GCC required copy of the passport or Emirates ID - If New partners are non-local required copy of the passport with visa page and NOC letter from the sponsor/ visit visa.
Add Manager		<ul style="list-style-type: none"> - Signed registration and Licensing Application Form/ - Modify memorandum of association (If the license LLC, Civil company) - If new manager is local or GCC required copy of the passport or Emirates ID - If new manager is non-local required copy of the passport with visa page and NOC letter from the sponsor/ visit visa.
Change Name	Manager/Partner	<ul style="list-style-type: none"> - Signed registration and Licensing Application Form/ - Modify memorandum of association (If the license LLC, Civil company) - Copy of New Passport copy
Change Partner		<ul style="list-style-type: none"> - Signed registration and Licensing Application Form/

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	<ul style="list-style-type: none"> - Modify memorandum of association (If the license LLC, Civil company) - If new Partner is local or GCC required copy of the passport or Emirates ID - If new Partner is non-local required copy of the passport with visa page and NOC letter from the sponsor/ visit visa.
Change Manager	<ul style="list-style-type: none"> - Signed registration and Licensing Application Form/ - Modify memorandum of association (If the license LLC, Civil company) - If new manager is local or GCC required copy of the passport or Emirates ID - If new manager is non-local required copy of the passport with visa page and NOC letter from the sponsor/ visit visa.
Change Service Agent	<ul style="list-style-type: none"> - Signed registration and Licensing Application Form - Copy of Passport for New local service agent - Copy of new contract of local service agent
Remove Service Agent	<ul style="list-style-type: none"> - Signed registration and Licensing Application Form - NOC of labour office and immigration
Legal Form Amendment	<ul style="list-style-type: none"> - Signed registration and Licensing Application Form - Trade name certificate with the new name. - Memorandum of association (if new license is L.L.C. or Civil company)

4.2 Licensing staff will review the application, and accordingly:

4.2.1 Approve: in case the submission complies with the requirements, licensing staff will accept the request and proceed with the amendment process

4.2.2 Reject: in case the request is not complying with requirement, licensing staff will reject the submission and state the reason for rejection.

4.2.3 More information: Licensing staff will request for more information in the below cases:

- In case missing of any of the required documents licensing staff will state the missing information and client should update the requirements.
- In case the required documents are submitted, while the client need to guarantee external approvals as per the requested amendment, licensing staff will upload follow up receipt signed by Trakhees. Clients need to collect the required approvals and update the transaction with the same number.
- In case the required documents are submitted, while the client need to update the MOU/, licensing staff will upload the application signed by Trakhees. Clients need to amend the MOU as per the request amendment and then update the transaction with the same number.

4.3 Upon approval, licensing staff will process the license amendment, generate and update the system with the payment advice for client settlement.

4.4 Client should settle the payment.

4.5 Once the payment is settled licensing staff will proceed with the amendment process as follow:

4.5.1. Close the transaction and update the system with a copy of the license in case of the below amendments:

- Change Location
- Remove Manager
- Change Manager/Partner Nationality
- Add Partner
- Add Manager
- Change Manager
- Change Service Agent
- Remove Service Agent.

4.5.2. Close the transaction and update the system with a copy of the license, then publish advertisement for the amendments:

- Change Trade Name
- Change Manager/Partner Name

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- Change Partner
- Legal Form Amendment

4.5.3. In case Selling Shop (Change all License partners) amendment, Trakhees will coordinate for an advertisement on “Albayan newspaper” about the license selling with 15 days from published the advertisement grace to receive any note against the sold license. Once the advertisement period is completed, licensing staff will close the transaction in the system.

4.6 Once the transaction is closed, the new license copy will be uploaded by licensing staff in the system for client generation.

Note:

For manual submission, customer can approach Amer offices located in Dragon Mart2 and should apply by sending the digital documents to the common Email: dm2amerded@gmail.com

5. Process Measurements

No.	Process	Target	Frequency
5.1	Submission revision and update the submission status in the system (form the date of submission)	2 Working days	Quarterly
5.2	Time taken for license availability (from the date of payment settlement) <ul style="list-style-type: none"> - For selling a shop. - For all other amendment types. 	<ul style="list-style-type: none"> - 3 Working days + 15 days advertisement. - 3 Working days 	

6. Service Fees*

No.	Service	Fees (AED)
6.1	License Amendment fees are as below: (in case of more than one amendment type is requested, fees is required for each type of amendment)	

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6.1.1.	Change Trade Name	500
6.1.2.	Change Location	500
6.1.3.	Remove Manager	500
6.1.4.	Change Manager/Partner Nationality	500
6.1.5.	Add Partner	500
6.1.6.	Add Manager	500
6.1.7.	Change Manager/Partner Name	500
6.1.8.	Change Partner	500
6.1.9.	Change Manager	500
6.1.10.	Change Service Agent	500
6.1.11.	Remove Service Agent	500
6.1.12.	Legal Form Amendment	500
6.2	License Printing Fees	50
6.3	License Modification Fees	50
6.4	Fees for External Departments	Depend on the activity and external party fees
6.5	Accommodation Fees (in case of Add Manager/Partner, Change Manager/Partner) : - For people live inside Dubai and submit DEWA bill - For other cases	0.0 1,000
6.6	Advertisement (once required according to amendment type)	500

*The above fees might be subjective to 5% VAT.

* 10 AED Innovation fees and 10 AED for knowledge fees are to be added for each service.

7. Related Forms

7.1 CLS-F02b Registration and Licensing Application Form.

8. References

8.1 Trakhees Regulation and Rules.

8.2 DED Regulation and Rules

8.3 Federal Law No. 2 of 2015, for Commercial Companies

9. Workflow

