

# 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.

## 4. Procedure

4.1 Client should apply for federal law license amendment online and attach the below required documents:



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

Amendment Type	Required documents
Change Trade Name	<ul style="list-style-type: none"> <li>- Signed registration and Licensing Application Form/</li> <li>- Copy of the passport for partner.</li> <li>- Copy of the residence permit/Visa (only for non-GCC nationals)</li> <li>- Trade name certificate with the new name.</li> </ul>
Change Location	<ul style="list-style-type: none"> <li>- Signed registration and Licensing Application Form/</li> <li>- Copy of the passport for partner.</li> <li>- Copy of the residence permit/Visa (only for non-GCC nationals)</li> <li>- Lease contract with the new location.</li> </ul>
Remove Manager	<ul style="list-style-type: none"> <li>- Signed registration and Licensing Application Form</li> <li>- NOC letter from Company for ( Sole Establishment)</li> <li>- Copy of Modify Memorandum of association for ( Limited liberty Company/Civil Company)</li> </ul>
Change Property Ownership	<ul style="list-style-type: none"> <li>- Signed registration and Licensing Application Form</li> <li>- Copy of New Ejari</li> </ul>



Change Manager/Partner Nationality	<ul style="list-style-type: none"><li>- Signed registration and Licensing Application Form</li><li>- Copy of new passport with in the residence permit/Visa (for non-GCC nationals)</li><li>- Copy of Modify Memorandum of association for ( Limited liberty Company/Civil Company)</li></ul>
Add Partner	<ul style="list-style-type: none"><li>- Signed registration and Licensing Application Form</li><li>- Copy of Passport and Emirates ID for Local</li><li>- Copy of Passport for GCC</li><li>- Copy of passport with in the residence permit/Visa or Visit Visa(for non-GCC nationals)</li><li>- NOC letter from sponsor for non-GCC nationals</li><li>- Copy of Lease contract accommodation or Dewa Bill for partner non-GCC nationals</li><li>- Copy of Modify Memorandum of association for ( Limited liberty Company/Civil Company)</li></ul>
Add Manager	<ul style="list-style-type: none"><li>- Signed registration and Licensing Application Form</li><li>- Copy of passport with in the residence permit/Visa or Visit Visa (for non-GCC nationals)</li><li>- NOC letter from sponsor for non-GCC nationals</li><li>- Copy of Lease contract accommodation or Dewa Bill for non-GCC nationals</li><li>- Copy of Modify Memorandum of association for ( Limited liberty Company/Civil Company)</li></ul>
Change Manager/Partner Name	<ul style="list-style-type: none"><li>- Signed registration and Licensing Application Form</li><li>- Copy of new Passport and Emirates ID for Local</li><li>- Copy of new passport with in the residence permit for non-GCC nationals)</li><li>- Copy of Passport for GCC</li><li>- Copy of Modify Memorandum of association for ( Limited liberty Company/Civil Company)</li></ul>
Change Manager	<ul style="list-style-type: none"><li>- Signed registration and Licensing Application Form</li><li>- Copy of passport with in the residence permit/Visa or Visit Visa (for non-GCC nationals)</li><li>- NOC letter from sponsor for non-GCC nationals</li><li>- Copy of Lease contract accommodation or Dewa Bill for non-GCC nationals</li><li>- Copy of Modify Memorandum of association for ( Limited liberty Company/Civil Company)</li></ul>
Change Service Agent	<ul style="list-style-type: none"><li>- Signed registration and Licensing Application Form</li><li>- Copy of new Passport and Emirates ID for Local</li><li>- Copy of new Local service agent agreement</li></ul>



Remove Service Agent	<ul style="list-style-type: none"> <li>- Signed registration and Licensing Application Form</li> <li>- Copy of new Passport and Emirates ID for Local</li> </ul>
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4.2 LD will review the application, and accordingly:

4.2.1 Approve: in case the submission comply with the requirements, LD will accept the request and proceed with the amendment process

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

4.2.3 More information: in case missing of any of the required documents LD will state the missing information and client should update the requirements.

4.2.4 More information: in case the required documents are submitted, while the client need to guarantee external approvals as per the requested amendment, LD will upload follow up receipt signed by Trakhees. Clients need to collect the required approvals and update the transaction with the same number.

4.2.5 More information: in case the required documents are submitted, while the client need to update the MOU/, LD 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, LD 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 LD will close the transaction and update the system with a copy of the license. In case of an amendment in Selling of Shop, an advertisement will be done


4.6 Client can approach Trakhees-LD offices and collect the attested copy of the license. The company manager or PRO are only allowed to collect the license.

## 5. Process Measurements

No.	Process	Target
5.1	Submission revision and update the submission status in the system (form the date of submission)	3 days
5.2	Time taken for license amendment and availability of payment advice (from the date of approving the submission)	3 days
5.3	Time taken for license availability (from the date of payment settlement) <ul style="list-style-type: none"> <li>- For selling a shop amendment.</li> <li>- For other type of amendments.</li> </ul>	15 day 1 day

## 6. Service Fees\*

No.	Service	Fees (AED)
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6.1	Change Trade Name	500
6.2	Change Location	500
6.3	Remove Manager	500
6.4	Change Property Ownership	500
6.5	Change Manager/Partner Nationality	500
6.6	Add Partner	500
6.7	Add Manager	500
6.8	Change Manager/Partner Name	500
6.9	Change Manager	500
6.10	Change Service Agent	500
6.11	Remove Service Agent	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 Registration & 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