

Client Procedure (CP) for Federal Law Licenses Renewal

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1. Purpose

The purpose of this procedure is to facilitate information to clients regarding the procedural requirements for renewal a federal law license 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 NOC - No Objection Letter
- 3.3 LD - Trakhees- Licensing Department

4. Procedure

4.1 Client should apply for renewal of a federal law license online going to CLD services > License services > choose Trakhees LLC License renewal choice.

4.2 Client should add the license number and then the license information will be displayed in the screen.

4.3 Client should upload the below required documents:

4.3.1. License copy.

4.3.2. Copy of shop Ejari (in case the shop operate inside a hotel, need to upload NOC form hotel and the Hotel Ejari)

4.3.3. External approvals (if required depend on the activity, refer to "List of activities with external approval" sheet)

4.4 Client then press submit and will get a submission success message with reference number as below:



4.5 LD will check the availability of the required documents and accordingly:

4.5.1 Accept: If the submissions comply with requirements and submission will proceeds with the renewal license process.

4.5.2 Reject: If the submissions not comply with requirements. Applicant can apply again with new submission number.

4.5.3 More information: If note any missing document, LD will reject the submission and advice to re-upload the missing information. Applicant should re-upload the requested information with the same submission number.



4.6 Once the application is accepted LD will process the renewal of the requested license and generate the payment advice which will be available online for the client settlement.

4.7 Client should settle the payment.

4.8 Once payment is settled, LD will complete the issuance of the renewed license and upload attested copy of the licensee online.

5. Service Completion Time

	Service	Completion Time
5.1	Update the status of the application (accept/reject/more info.) and availability of payment advice in the system (from the date of submission)	From 1 to 3 Working days
5.2	Issuance of the renewed license (from the date of payment settlement)	From 1 to 2 Working days

6. Service Fees*

	Service	Fees (AED)
6.1	6.1.1 License fee as below: <ul style="list-style-type: none"> - Commercial license - Professional Licensing - General Trading 	600 550 3,000
	6.1.2 License printing fees is	50
	6.1.3 Fees for Administration service	50
	6.1.4 Company Name Signs	350
	6.1.5 Market fees	calculated as 2.5 % of the shop lease amount
	6.1.6 Accommodation Fees: calculated as below: <ul style="list-style-type: none"> - For people live outside Dubai - For people live inside Dubai is - For people live inside Dubai and submit DEWA bill 	1,000AED. 5% of the lease amount. 0
	6.1.7 Trade Name Special Features fees as below: <ul style="list-style-type: none"> - if Includes Arabized Name(Trade Name includes foreign words that cannot be translated to Arabic (e.g. Platinum).) - Includes Foreign Name - Includes Region (Name contains country names (e.g. America, united kingdom, china) - Includes firm coverage (Name which covers wide region (East, West, North, West, international, global)) - Includes abbreviation (Trade Name includes an abbreviation (e.g. A.L. Trading) - Includes Dubai, UAE, Gulf 	1000 2,000 1,000 1,000 2,000 2,000

	<ul style="list-style-type: none"> - Includes Number (Trade Name includes numerical digits (e.g. China 2000 Trading). Writing numbers in letters is excluded (e.g. China one) - Includes Trade Mark (Part of the Trade Name is a Trade Mark) 	<p>2,000</p> <p>1,000</p>
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7. Related Forms

7.1 N/A

8. References

8.1 Licensing Department regulations

9. Workflow

