

Client Procedure (CP) for Federal Law License Cancellation

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1. Purpose

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

2. Scope

This procedure will apply to all Clients of federal law licenses within Trakhees' jurisdiction, and will also involve any external parties concerned with the Clients requirements.

3. Definitions

- 3.1 Sole Establishment Company - Is an establishment owned by one person only for the exercise of economic activity, and the financial liability of the company is related to the owner as he bears all the financial obligations of the company
- 3.2 Civil Company - A company with two or more partners exercise in professional activities only
- 3.3 Limited Liability Company - Is a company in which partners may not exceed fifty partners and not less than two whose liability is limited to their shares in the businesses capital
- 3.4 One Person Limited Liability Company - Is a limited liability company owned by one person who is local or **Gulf Cooperation Council**
- 3.5 Partnership Company - A company which consists of two or more partners who are natural persons, to be jointly responsible in all their monies for the obligations of the company.
- 3.6 Public Share holding Company - A company whose capital is divided into equal and negotiable shares. The founders shall subscribe to part of such shares while the other shares are to be offered to the public under a public subscription. A shareholder shall be liable only to the extent of his share in the capital of the company
- 3.7 Private Shareholding Company - Is a company where the number of the shareholders is at least two shareholders, but not exceeding two hundred shareholders. The capital of the company shall be divided into shares of the same nominal value, to be paid in full without offering any shares for public subscription, by the execution of the Memorandum of Association and compliance with the provisions of this Law in connection with registration and incorporation. A shareholder shall be liable only to the extent of his share in the capital of the company

4. Procedure

5.1 Cancellations for Company Licenses under Local Law (Sole Establishment /Branches/ Civil Company)



5.1.1 Client should approach Trakhees' offices with the below required document and request for cancellation a federal law license, only one of the company partners is accepted to apply for license cancellation:

5.1.1.1 Sole Establishment / Professional Business Company/Civil Company

- Registration & Licensing Application Form (CLS-F05a)
- Original License (if valid).
- Release letter from the landlord in favour of the licensees other than GCC nationals.
- No-objection letter from (ministry of labour & immigration)
- Letter from the Dissolution Company.
- Collect business activity-specific approvals (only for business activities that require approvals of government bodies to cancel a license)

5.1.1.2 Branch of a Company registered in Dubai or any other Emirate

- Registration & Licensing Application Form
- NOC letter from Mother Company
- Original License (if valid).
- Original Certificate of Registration in the Commercial Register (if the head office is registered in Dubai).
- No-objection letter from (ministry of labour & immigration)

5.1.2 The customer service employee will review the submitted documents as per the requirements and check any remarks or pending payment related to the license and accordingly accept or reject the submission.

5.1.3 Once the submission is accepted, the customer service employee will process with the cancellation of the license, generate the payment advice and hand it over to the applicant.

5.1.4 Trakhees will coordinate for an advertisement about the cancelled license with 15 days from published the advertisement grace to receive any note against the cancelled license.

5.1.5 Upon completion of the advertised grace period the license will be cancelled.

5.2 Cancellation of Commercial Company's Registration (limited liability Company (LLC) / this is applicable to all legal forms of commercial companies)

5.2.1 Clients should approach Trakhees' offices with the below required document to notice of company's dissolution & appointment of a liquidator (Approval from Legal Department), only the liquidator company with a valid license issued from Dubai authorities or form company partner in case the license is expired form more than 2 year are allowed to apply for Company dissolution:

- Registration & Licensing Application Form (CLS-F05a)
- Duplicate of official document showing dissolution of the company, appointment of a legal liquidator and mentioning his name and determining the method of liquidation. This may either be by a resolution of the company's partners or general assembly duly notarized, or by court order.



- Certified copy of the signature of company's director(s), and the company's legal liquidator, as the case may be, authenticated by the Notary Public.
- Original Certificate of Registration in the Commercial Register + the original trade license.
- Copy of the license of the liquidator + Certificate of condition auditor + Letter from the liquidator approving the liquidation of the company.

5.2.2 Once the ID is accepted, the customer service employee will review the submitted documents as per the requirements and check any remarks or pending payment related the license and accordingly accept or reject the submission.

5.2.3 Once the submission is accepted, the customer service employee will process with the dissolution of the license, generate the payment advice and hand it over to the applicant.

5.2.4 The client should settle the payment and then approach customer service for collecting the dissolution and the liquidator appointment Certificate.

5.2.5 Customer service should verify the receipt, once approved customer service will print out the out dissolution and the liquidator appointment Certificate and hand it to the applicant.

5.2.6 The client then should publish a notice of liquidation in two Arabic local newspapers for one day only. The notice should give the debtors a grace period of 45 days from the date of the notice to submit their claims.

5.2.9 After the 45 days from the advertisement, the client can approach Trakhees' offices with the below required documents requesting for Cancellation of license(s) & cancellation from the Commercial Registration:

- Certificates issued in the other Emirates indicating cancellation of license(s) (if any).
- Original copy of the final account of liquidation approved by the partners or general assembly and stamped by the legal liquidator.
- No-objection letter concerning cancellation issued by the Ministry of Labour & Social Affairs.
- Visa Cancellation of the partner(s) in case they are sponsored by their license.
- Copy of the notice of the company's dissolution & appointment of a liquidator to be published in the official newspapers.
- Letter from the partner for the agreement of the liquidation of the company.
- Obtain the Ministry of Economy's decision to cancel the company (for private shareholding companies).
- Obtain the Securities and Commodities Authority's decision to cancel the company (for public shareholding companies).

5.2.10 Customer service will verify the ID of the coming client while a liquidator company with a valid license issued from Dubai authorities or form company partner in case the license is expired form more than 2 year are allowed to apply.

5.2.11 The customer service employee will review the submitted documents as per the requirements and accordingly accept or reject the submission.

5.2.12 Once the submission is accepted, the customer service employee will process with the cancellation of the license, Generate the payment advice form the system and hand it over to the applicant.



5.2.13 The client should settle the payment and then approach TRAKHEES-LD offices for collecting the Certificate for deregistration

5.3 Printing Clearance Letter

5.3.1 In case client can request for clearance letter (if needed) to Trakhees-LD customer service. Only company partners are accepted to collect the clearance letter.

5.3.2 Customer service staff will process the request generate the payment advice and hand it over to the client.

5.3.3 The client should settle the payment and then approach Customer service for collecting the clearance letter.

5.3.4 Upon showing the receipt Customer service will print out the clearance certificate and hand it to the applicant.

5. Service Completion Time

	Service	Completion Time
3.1	Cancellations for Company Licenses under Local Law (Sole Establishment /Branches/ Civil Company) from the date of payment settlement.	2 working days plus 15 days for advertisement
3.2	company's dissolution & Appointment of a liquidator	Upon payment settlement
3.3	Cancellation of a company license Limited liability Company (LLC) / this is applicable to all legal forms of commercial companies	Upon payment settlement
3.4	Issuing Clearance Letter	Upon payment settlement

6. Service Fees*

No.	Service	Fees
Sole Establishment /Branches/ Civil Company		
6.1	Cancellations for Company Licenses under Local Law	<ul style="list-style-type: none"> Generated payment = 1000 AED, Any fines related to the license (if any) will be added automatically to the generated payment.
Limited liability Company (LLC) / this is applicable to all legal forms of commercial companies		
6.2	company's dissolution & Appointment of a liquidator (limited liability Company (LLC) / this is applicable to all legal forms of commercial companies	Liquidation fees for License (limited liability company (LLC)) = AED 2000.
6.3	Cancellation of license(s) & cancellation from the Commercial Registration	<ul style="list-style-type: none"> Generated payment = 3000 AED, Any fines related to the license (if any) will be added automatically to the generated payment.
All Federal Law license		
6.4	Trade License Cancellation letter	<ul style="list-style-type: none"> AED 100

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

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



7. Related Forms

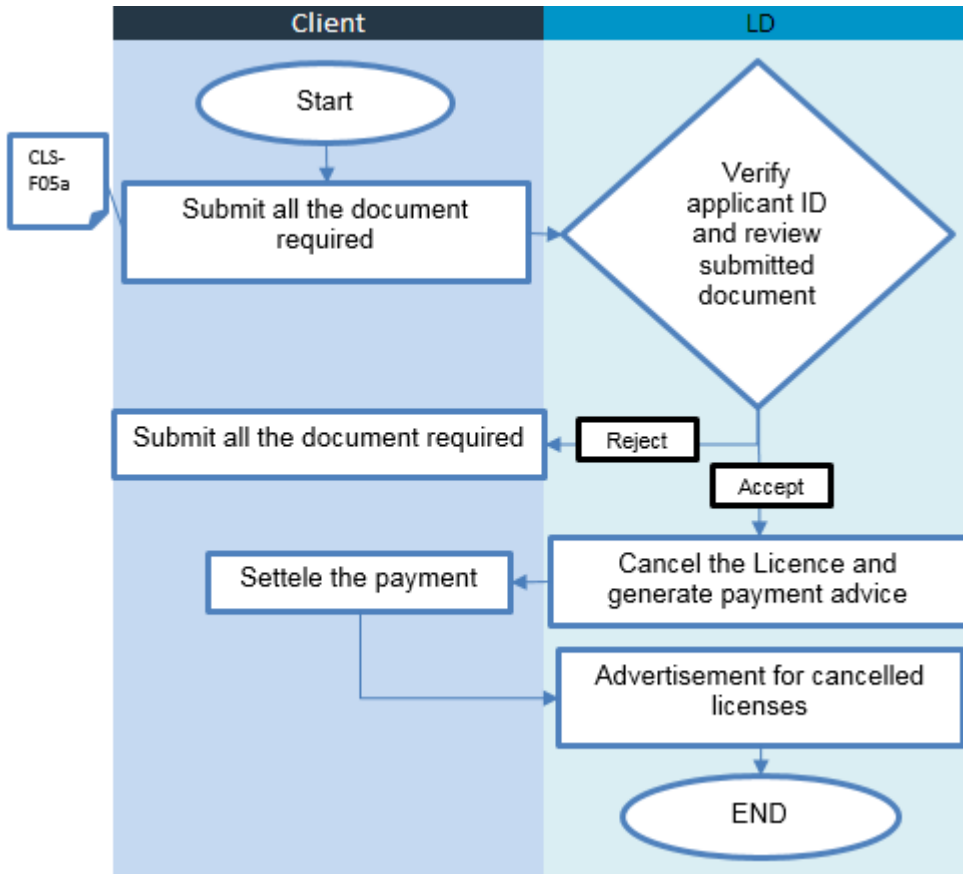
7.1 CLS-F05a, Registration and Licensing Application Form.

8. References

8.1 Trakhees Licensing Department Regulations.

9. Workflow

9.1 Workflow for Cancellations for Company Licenses under Local Law (Sole Establishment /Branches/ Civil Company)





9.2 Cancellation of Commercial Company's Registration (limited liability Company (LLC) / this is applicable to all legal forms of commercial companies)

