

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
- 3.8 Amer Amer Business Centre located in Dragon Mart 2

4. Procedure

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

4.1.1 Client should approach Amer and should be sending the below required digital documents by the common

Email: dm2amerded@gmail.com request for cancellation a federal law license, only one of the company partners is accepted to apply for license cancellation:

4.1.1.1 Sole Establishment / Professional Business Company/Civil Company

- Registration & Licensing Application Form (CLS-F05a)
- Cancel the Establishment Card at the Ministry of Human Resources and Emiratization.
- No-objection letter from (ministry of labour & immigration)
- Collect business activity-specific approvals (only for business activities that require approvals of government bodies to cancel a license) (If activity required)
- Cancel the foreign partners' visas sponsored by the company. (For Civil Company)
- Prepare a partnership cancellation contract authenticated by the notary public or any of the state's courts (For Civil Company)

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

- Registration & Licensing Application Form (CLS-F05a)

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- NOC letter from Mother Company
- Cancel the Establishment Card at the Ministry of Human Resources and Emiratization.
- Collect business activity-specific approvals (only for business activities that require approvals of government bodies to cancel a license) (If activity required)
- The Ministry of Economy's decision to cancel the foreign company branch

4.1.2 Amer staff 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.

4.1.3 Once the submission is accepted, Amer staff will process with the cancellation of the license, generate the payment advice and sending to the client by email.

4.1.4 Client should settle the payment in Affaq (in Amer Offices)

4.1.5 Trakhees will coordinate for an advertisement on "Al Bayan newspaper" about the cancelled license with 15 days grace from advertisement published date to receive any note against the cancelled license.

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

4.2.1 Client should approach Amer and should be sending the below required digital documents by the common Email: dm2amerded@gmail.com and 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 years are allowed to apply for Company dissolution:

- Registration & Licensing Application Form (CLS-F05a)
- Preparing the documents of the liquidator: a copy of the valid license, the registration certificate from the Ministry of Economy for economic activities only (If activity required), a copy of the signature form certified by the notary public, a letter stating the liquidator's acceptance to work on liquidation of the company.

- Prepare notarized minutes of the general assembly meeting to confirm the company liquidation along with a notice of appointment of a liquidator.

4.2.2 Once the ID is accepted, Amer staff 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.

4.2.3 Once the submission is accepted, Amer staff will process with the dissolution of the license, generate the payment advice and hand it over to the applicant.

4.2.4 Client should settle the payment in Affaq (in Amer Offices) and collecting the dissolution and the liquidator appointment Certificate.

4.2.5 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.

4.2.6 After the 45 days from the advertisement, the client can approach Amer offices and should be sending the below required digital documents by the common Email: dm2amerded@gmail.com requesting for Cancellation of license(s) & cancellation from the Commercial Registration:

- Prepare the company's final report.
- Prepare a declaration letter from the liquidator and the partners indicating that no objection from any other parties during 45 days from the date of announcement.
- Cancel the Establishment Card at the Ministry of Human Resources and Emiratisation.
- Cancel the foreign partners' visas sponsored by the company.
- Collect business activity-specific approvals (only for business activities that require approvals of government bodies to cancel a license)
- 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).
- Copy of the notice of the company's dissolution & appointment of a liquidator to be published in the official newspapers.

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4.2.7 Amer staff 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 for more than 2 year are allowed to apply.

4.2.8 Amer staff will review the submitted documents as per the requirements and accordingly accept or reject the submission.

4.2.9 Once the submission is accepted, Amer staff will process with the cancellation of the license, Generate the payment advice form the system and hand it over to the applicant.

4.2.10 Client should settle the payment in Affaq (in Amer Offices)

4.2.11 Trakhees will coordinate for an advertisement on "Al Bayan newspaper" about the cancelled license with 15 days from published the advertisement grace to receive any note against the cancelled license.

4.2.12 after advertisement grace period, client should collect the Certificate for deregistration and the liquidator appointment Certificate from Amer Offices.

4.3 Clearance Letter

4.3.1 In case client need to request for clearance letter, client should approach Amer offices. Only company partners are accepted to collect the clearance letter.

4.3.2 Amer staff will process the request generate the payment advice and sending to client by email.

4.3.3 The client should settle the payment in Affaq (in Amer Offices) and then approach Amer staff for collecting the clearance letter.

4.3.4 Upon showing the receipt Amer staff will sending the clearance certificate by email to client

5. Service Completion Time

	Service	Completion Time
5.1	Cancellations for Company Licenses under Local Law (Sole Establishment /Branches/ Civil Company).	Upon payment settlement
5.2	Company's dissolution & Appointment of a liquidator	Upon payment settlement

5.3	Cancellation of a company license Limited liability Company (LLC) / this is applicable to all legal forms of commercial companies	Upon payment settlement
5.4	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.

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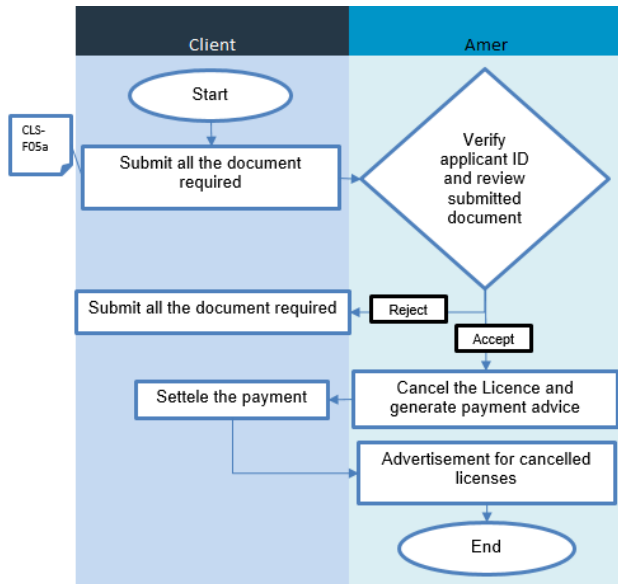
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9. Workflow

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)

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