

## ❖ License Cancellation Procedures

| Name of Service                                      | <u>License Cancellation Procedures</u>   |
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| Description (Simple Explanation of the Service):     | A legal process carried out at the request of license holder(s) or his legal representative and resulting in the suspension of the license or its final cancellation   |
| Service Category & Type:                             | <ul style="list-style-type: none"> <li>Sub-service / Procedural</li> </ul>   |
| Service Beneficiary:                                 | <ul style="list-style-type: none"> <li>Individual – Companies - Establishments</li> </ul>  |
| Required Documents as per the requirement amendment: | <ul style="list-style-type: none"> <li>Sole Proprietorship – Sole Proprietorship (Service Agent) – Business Company: Main + Branch = 15 days’ internal newspaper announcement through service centers</li> <li>LLC – General Partnership – Simple Limited Partnership – One Person Company (Main Office) – Letter of Cancellation of Partnership Contract, 45 days’ external newspaper announcement (Auditor of Al Watan – Al Fajr Newspapers)</li> </ul>  |
| Steps for Receiving the Service (Customer Journey):  | <ul style="list-style-type: none"> <li>Fill out the License Application from (the System or the Website).</li> <li>Payment of fees</li> <li>Termination of Partnership Contract</li> <li>Publication of announcement</li> <li>Printing the Cancellation Certificate</li> </ul>   |
| Fees:  | <ul style="list-style-type: none"> <li>Cancellation of license of an Establishment not carrying out activity at the request of the Establishment AED 2000</li> <li>Application for Service / Administrative Services Form Fees AED 50</li> <li>Publication of License Announcements in daily newspapers AED 500.</li> <li>Issuance of To Whom It May Concern Certificate AED 100</li> <li>Fees for Authentication of Partnership Contract Cancellation (Contract of unspecified amount AED 200; if the contract is translated then 50 per page)</li> </ul> |
| Service Correlation with other Services:             | <ul style="list-style-type: none"> <li>N/A</li> </ul>  |
| Partners (Service Plan)                              | <ul style="list-style-type: none"> <li>N/A</li> </ul>  |
| Service Delivery Channels:                           | <ul style="list-style-type: none"> <li>Service Delivery Centers.</li> </ul>  |
| Forms used in Service Delivery:                      | <ul style="list-style-type: none"> <li>License Application EA-1-1-F1</li> </ul>  |
| Service Delivery Duration::                          | <ul style="list-style-type: none"> <li>10mn</li> </ul>   |
| Limitation of the Service:                           | <ul style="list-style-type: none"> <li>N/A</li> </ul>  |