

Customer Procedure (CP) for Federal Law License Cancellation

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1. Purpose and Objective

This procedure aims to describe operating procedure and aligned responsibilities for cancellation a federal law licenses in PCFC-TRAKHEES

2. Scope

This procedure will apply to all Customers holding Federal law license within Trakhees' jurisdiction.

3. Definitions and Abbreviations

- 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 GCC.
- 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 DET - Economy and Tourism
- 3.9 ID - Applicant identification.

4. Procedure

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

4.1.1 Customer (only one of the company partners is accepted to request for cancellation) should approach Trakhees Service Centre and should be sending the below required digital documents to the common Email: Trakhees.licensing@pcfc.ae request for cancellation a federal law license

4.1.1.1 Sole Establishment Civil Company

- Registration & Licensing Application Form (TKS-LD-LS-CF05a)
- Cancel the Establishment Card at the Ministry of Human Resources and Emiratisation.
- 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)
- 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 (TKS-LD-LS-CF05a)



- Cancel the Establishment Card at the Ministry of Human Resources and Emiratisation.
- 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
- NOC letter from Mother Company

4.1.2 Trakhees Service Centre employee will review the submitted documents as per the requirements and accept or reject the submission.

5.1.4 Once the submission is accepted, Trakhees Service Centre will process with the cancellation of the license and generate the payment advice. The customer will receive the payment by SMS.

4.1.3 Customer should settle the payment in Cashier Trakhees Service Centre/ any Affaq/Affaq online.

4.1.4 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 Customer (only the liquidator company with a valid license issued from Dubai authorities or form company partner in case the license is expired for more than 2 years are allowed to apply for Company dissolution) should approach Trakhees Service Centre and should be sending the below required digital documents to Email: Trakhees.licensing@pcfc.ae to Notice of company's dissolution & Appointment of a liquidator:

- Registration & Licensing Application Form (TKS-LD-LS-CF05a)
- Preparing the documents of the liquidator: 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 Trakhees Service Centre will review the submitted documents as per the requirements

4.2.3 Once the submission is accepted, will process with the dissolution of the license, generate the payment advice and the customer will receive the payment voucher by SMS.

4.2.4 Customer should settle the payment in Cashier Trakhees Service Centre/ any Affaq/Affaq online and will receive the Certificate for deregistration and the liquidator appointment Certificate by SMS.

4.2.5 The customer 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 45 days from the advertisement, customer can approach Trakhees' offices - and should be sending the below required digital documents to Email: Trakhees.licensing@pcfc.ae requesting for Cancellation of license(s) & cancellation from the Commercial Registration:

- Registration & Licensing Application Form (TKS-LD-LS-CF05a)
- 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.
- Collect business activity-specific approvals (only for business activities that require approvals of government bodies to cancel a license)
- Copy of the notices published in the official newspapers for the company's dissolution & appointment of a liquidator. .

4.2.7 Trakhees Service Centre verify the ID of the coming customer 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.

4.2.8 Trakhees Service Centre will review the submitted documents as per the requirements and accordingly accept or reject the submission.

4.2.9 Once the submission is accepted, Trakhees Service Centre will process with the cancellation of the license, Generate the payment advice. Customer will receive the payment voucher by SMS.

4.2.10 Customer should settle the payment in Casher Trakhees Service Centre/ any Affaq/Affaq online.

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.

4.3 Issue Clearance Certificate

4.3.1 Customer may requested for Clearance Certificate, Trakhees Service Centre will verify the ID of the coming customer while only the company partners or auditor company are accepted to collect the certificate, then Trakhees Service Centre should make sure that the advertisement grace period is finished then will process the request.

5.3.2 Trakhees Service Centre then generate the payment and customer receive the payment voucher through SMS.

5.3.3 The customer should settle the payment in “Casher Trakhees Service Centre and will receive the clearance certificate by email.

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 (AED)
6.1 Sole Establishment /Branches/ Civil Company		
6.1.1	Cancellations for Company Licenses under Local Law	<ul style="list-style-type: none"> Generated payment = 1000 D, Any fines related to the license (if any) will be added automatically to the generated payment.
6.1.2	Administrative fees	50
6.2 Limited liability Company (LLC) / this is applicable to all legal forms of commercial companies		
6.2.1	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 500 .
	Administrative fees	50
6.2.2	Cancellation of license(s) & cancellation from the Commercial Registration	<ul style="list-style-type: none"> Generated payment = 3000AED, Any fines related to the license (if any) will be added automatically to the generated payment.
	Administrative fees	• 50
All Federal Law license		
6.3	Trade License Cancellation certificate	• AED 100
6.4	Late Renewal Fees	• 200 AED per each month (after 1 month from the license expiry)

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

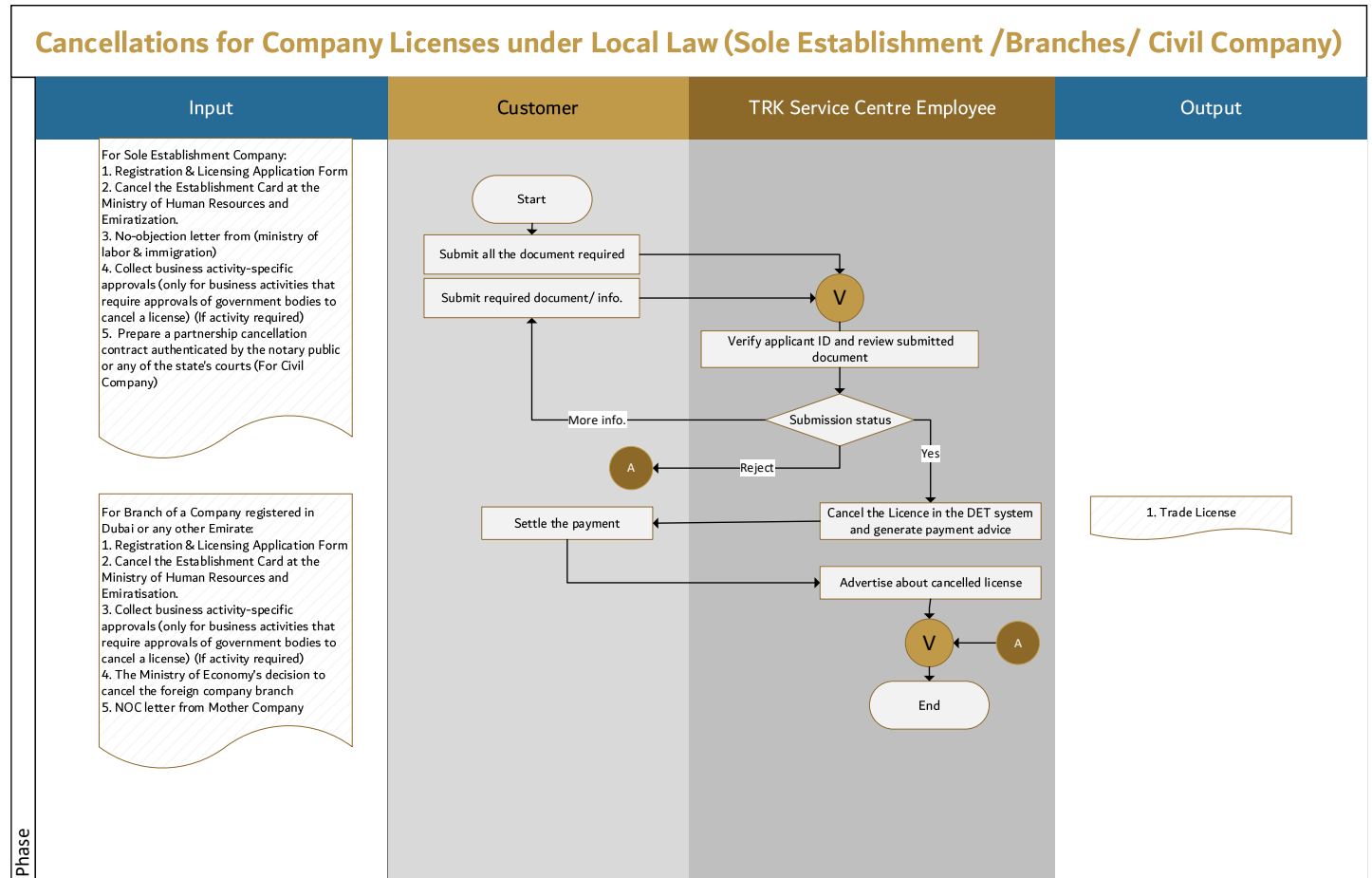
7. Related Documents and Forms

7.1 TRK-LD-LS-CF05a, Registration and Licensing Application Form.

8. Applicable Reference and Regulations

LD Rules and Regulations

9. Process Workflow



Cancellation of Commercial Company's Registration (limited liability Company (LLC) / all legal forms of commercial companies)

