

## **LICENSE CANCELLATION | 20 working days**

This page provides applicants guidelines on the submission of the application's requirements to avoid inconveniences. This guideline is not necessary to include with the application.

All applications should have complete information/documentation. Failure to comply with the requirements at any stage could result in the cancellation of the application in the light of both the Authority and the Emirate laws under the general umbrella of the UAE's laws. Following the decrees of the Authority, those incomplete information/documentation will be returned or will not be accepted until all the requirements are fulfilled.

At any stage, the Authority has the right to request additional documents of the application process to facilitate the registration and approval.

Refund of fee is not allowed throughout the application process, or the terms and conditions of the refund guidelines may apply as per the terms and conditions of the Authority.

### **LICENSE CANCELLATION**

License cancellation occurs when you are closing down your business. Applicable government entities must be informed of this decision to stop incurring fees and fines upon your license.

During cancellation, the company will be liquidated, and all of its assets and properties will be properly divided among shareholders of the company. In all scenarios of liquidation, IBG offers the best advice and services you need for liquidating your company in Mainland, Free zone, and Offshore across all the Emirates.

***Note: The total timeline indicated above is from the cancellation of immigration card up to license cancellation.***

### **STAGE 1 - CANCELLATION OF IMMIGRATION CARD | 8 working days**

Notifying the authorities - 1 working day

Immigration Card Cancellation Process - 2-7 working days

#### **STEP 1. PROVIDER STEP | Notifying the Authorities | 1 working day**

The third-party provider will notify the authorities for cancellation.

**Note:** Notifying the authorities can be done the same day that the client confirmed for license cancellation.

## **STEP 2. GOVERNMENT STEP | Immigration Card Cancellation Processing | 2-7 working days**

The Authorities will proceed to the immicard card cancellation process once notification has been received. A Cancellation Paper will be issued to the company from the Immigration Department via email.

### **STAGE 2 - PREPARATION & COLLECTION OF DOCUMENTS | 1 working day**

#### **TIMELINE:**

Preparation of Documents - 1 working day

Obtaining client signature - depends on the client

#### **STEP 1. PROVIDER STEP | Preparation of Documents | 1 working day**

**Step 1.1:** Prepare all the original documents to be submitted to the third-party provider or to the Authority.

| <b>Documents Required</b>                    | <b>Remarks</b>                             |
|--|--|
| Renewal and Amendment Application Form       | Filled and signed                          |
| Board Resolution                             | Notarized copy and submit in original copy |
| Certificate of Formation                     | Submit in original copy                    |
| Business License                             | Submit in original copy                    |
| Share Register                               | Submit in original copy                    |
| Memorandum ( <i>if applicable</i> )          | Submit in original copy                    |
| Occupancy Agreement ( <i>if applicable</i> ) | Submit in original copy                    |
| License Cancellation Fee                     | AED 2,000                                  |

<sup>1</sup>The cancellation of license should be mentioned in the Board Resolution with shareholder's signature.

<sup>1</sup>IBG Fee applies

**Step 1.2:** Obtaining client signature and payment.

#### **STEP 2. CLIENT STEP | Submission of Signed Documents and Payment | depends on the client**

Sign and submit the necessary documents along with the payment.

**Note:** Submission of documents to the authorities can be done the same day the client submitted the documents. Documents submitted after 3:00 pm will be processed the next day.

**[STAGE 2 - CANCELLATION OF VISAS | 5 working days](#)**

Please click here for step by step of cancellation of visas.

**[STAGE 3: LICENSE CANCELLATION | 6 working days](#)**

**TIMELINE:**

Submission of documents - 1 working day

License Cancellation - 3-5 working days

**STEP 1. CLIENT STEP | Submission of Documents & Payment | 1 working day**

If all documentation is complete and visas have been cancelled, the thor-party provider will submit the application for license cancellation to the Authority along with the payment.

**STEP 2. GOVERNMENT STEP | Review of License Cancellation | 5 working days**

After carefully reviewing all the documents, the Authority will notify the client or the third party provider

**[END OF PROCESS](#)**