

## **LICENSE CANCELLATION | 21 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 preparation of documents up to the last stage of the cancellation process.***

### **STAGE 1: NEWSPAPER PUBLICATION AND PREPARATION & COLLECTION OF DOCUMENTS | 15 working days**

#### **TIMELINE:**

Newspaper Publication – 14 working days

Preparation of Documents - 1 working day

#### **STEP 1. PROVIDER STEP | Preparation of Newspaper Publication and Documents | 15 working days**

**Step 1.1:** Assist client in the two local newspaper publication for 14 days, in Arabic and English

**Step 1.2:** Prepare all the original documents to be submitted to the third-party provider or to the Authority.

Documents Required	Remarks
Liquidation Report	Scanned clear copy
Visa Cancellation	Scanned clear copy
Immigration Card Cancellation	Scanned clear copy
Labor Card Cancellation	Scanned clear copy
Dewa Clearance	Scanned clear copy
DU / Etisalat Clearance	Scanned clear copy
RTA Clearance	Scanned clear copy
MOA Cancellation	Appearance is required
License Cancellation Fees	AED 500.00

<sup>1</sup>IBG Fee apply.

**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: 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 third-party provider will submit the application for license cancellation to the Authority along with the payment.

**STEP 2. GOVERNMENT STEP | Review of License Cancellation | 3-5 working days**

After carefully reviewing all the documents, the Authority will notify the client or the third party provider that the license has been cancelled.

## **END OF PROCESS**

