

LICENSE RENEWAL | 5 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 RENEWAL

In accordance with the regulatory requirements, every company established in the UAE must renew their Trade License in order to legally continue engaging business activity and operation. The Department of Economic Development (DED) and freezone authority is the authority that issues, regulates and renews mainland and freezone trade licenses respectively. With the help of IBG, you can be ensured that the renewal process is completely done in the right order. IBG offers the best advice and services you need for liquidating your company in Mainland, Freezone and offshore across all the emirates.

Note: The total timeline indicated above is from the preparation of documents to the license issuance stage.

STAGE 1: PREPARATION & COLLECTION OF DOCUMENTS | 1 working day

TIMELINE:

Preparation of renewal form - 1 working day

Obtaining signature & payment from client - depends on the client

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

Prepare the renewal form and send it to the client for signature.

Documents Required	Remarks
Renewal Form	Filled and signed
Trade License	Scanned clear copy

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

Sign and submit the renewal form and license fee to a third-party provider.

Notes:

1. 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.
2. A penalty of AED 1,000 applies for late license renewal which is applicable after the initial 30-days grace period and AED 100 per month for every month after the grace period.

STAGE 2: LICENSE RENEWAL APPLICATION | 4 working days

TIMELINE:

Submission of documents to the Authority - 1 working day

Renewal Process - 3-4 working days

STEP 1. PROVIDER STEP | Submission of Documents and Payment | 1 working day

Submit the required documents and payment to the Authority.

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.

STEP 2. GOVERNMENT STEP | Review of Application | 3-4 working days

After carefully reviewing all the documents, the Authority will notify the client or the third party provider that the application has been approved and new incorporation documents will be issued.

END OF PROCESS