

Task	Department
SIRA approval for License	SIRA
Vehicles license Renewal	RTA
Advertising Permits	RTA
RERA CARDS	RERA
POA Attestation	Notary
MOA Attestation	Notary
Certificates Legalisation	Notary
WPS Salary Process	MOHRE (WPS)
Visa Cancellation	MOHRE
Tawteen report track	MOHRE
Leavers overstay tracking	MOHRE
Employment quota application	MOHRE
Certificates Attestation	MOFA
Company Structure Update	Internal
Company Tracker Sheets	Internal
Admin Work	Internal
Maintaining statutory records and registers	Internal
Maintaining records of trade license documentation	Internal
Corporate Secretarial	Internal
Providing relocation assistance for expatriate employees	Internal
Arabic NOCs - RTA, Immigration, etc	Internal
UAE ID	ICP
GPSSA registration	GPSSA
GPSSA cancelation	GPSSA
Assisting with visa applications for investors	GDRFA-ICP-RERA
Dependent Visa	GDRFA-ICP
Entery Permit	GDRFA
Change Status	GDRFA
Visa Cancellation	GDRFA
Golden Visa	GDRFA

Immigration card new and renewal	GDRFA
Advertising Permits	Free Zone
Police clearance certificate	Dubai Police
Follow up on the Court Casas	Dubai Court
Representing the company in meetings, negotiations, and hearings	(All the authorities and agencies)
Monitoring legislative and regulatory developments	(All the authorities and agencies)
Visa amendment	MOHRE - GDRFA
DM approval for Licenses	DM
Waste Management Contract Attestation	DM
Advertising Permits	DM
Medical Test	DHA
OHC	DHA
Classification Renewals	DET (DTCM)
Entertainer e-permit	DET (DTCM)
Business Events Permit	DET (DTCM)
New Classification	DET (DTCM)
Receive Guest Permits	DET (DTCM)
Add, delete or update rooms	DET (DTCM)
Add, delete or update Facilites	DET (DTCM)
Trade Name Reservation	DET
Initial Approval for New company	DET
New License issuance	DET
License amendment	DET
License Renewal	DET
License Fees Special Discounts	DET
DCD approval for Licenses	DCD
Road Show Visas	Consulates/Official website
Alcohol Permit	CID
Shisha Permits	DM
COI renewals	Agents (Cayman)
Good Standing Certificates renewals	Agents (Cayman)

COI renewals	Agents
Good Standing Certificates renewals	Agents
Legal translation	Agents
Handling employee disputes and grievanc	(MOHRE-GDRFA-COURT-FREEZONE)
Handling changes in ownership or management	(Mainland,Freezone,Cayman,etc.)
Preparation and filing of incorporation documents	(Mainland,Freezone,Cayman,etc.)
Structuring shareholder agreements and company bylaws	(Mainland,Freezone,Cayman,etc.)
Legal and Regulatory Consultation	(Mainland,Freezone,Cayman,etc.)
Employment Law Compliance	(Mainland,Freezone,Cayman,etc.)
Corporate Restructuring	(Mainland,Freezone,Cayman,etc.)
Company Formation and Registration	(Mainland,Freezone,Cayman,etc.)
Establishing and maintaining relationships with government agencies	(All the authorities and agencies)
Facilitating communication between clients and government authorities	(All the authorities and agencies)
Resolving regulatory issues and disputes	(All the authorities and agencies)