

Online Filing

How-To Guide

حكومة دبي
GOVERNMENT OF DUBAI



دائرة الشؤون القانونية لحكومة دبي
THE GOVERNMENT OF DUBAI LEGAL AFFAIRS DEPARTMENT

You can now access an 'Online Filing Application' on the CLPD Portal

- <http://training.legal.dubai.gov.ae/?lang=en>

You can access it by clicking on the link on the home page or by choosing 'Filing Form' from the 'CLPD Programme' drop-down menu.



*** NEW FILING SYSTEM IS LIVE. PLEASE CLICK [HERE](#) TO ACCESS. ***

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The form will appear as shown below.

| | |
|---|---|
| Course Type | <input type="text" value="Mandatory"/> |
| Course Provider | <input type="text" value="Choose Provider"/> |
| Course | <input type="text" value="Choose Course"/> |
| Course Completion Date | <input type="text" value="Course Completion Date"/> |
| Points | <input type="text" value="0"/> |
| Filing Year | <input type="text" value="2018"/> |
| Files as proof of the course (Optional) | <input type="text" value="Browse..."/> |
| <input type="button" value="Save Application"/> | |



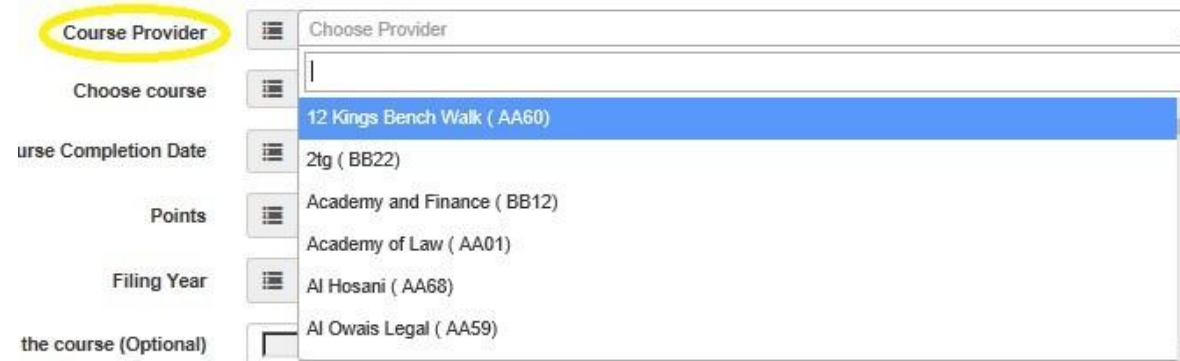
Choose the 'Course Type' from the drop-down list: Mandatory or Accredited



Course Type

Mandatory
Accredited

Choose the 'Course Provider' from the drop-down list; if you start to type the smart search function will show matches on the list



Course Provider

Choose course

Course Completion Date

Points

Filing Year

the course (Optional)

Choose Provider

12 Kings Bench Walk (AA60)

2tg (BB22)

Academy and Finance (BB12)

Academy of Law (AA01)

Al Hosani (AA68)

Al Owais Legal (AA59)



Choose the 'Course' from the drop-down list; if you start to type the smart search function will show matches on the list. Make sure you choose the course with the correct accreditation code.

Choose course

Course Completion Date

Points

Filing Year

the course (Optional)

Choose Course

A Commercial Companies Law Focus Session ()

Civil Transactions Law in context ()

Code of Ethics ()

Contract Law Focus Session – Working With International Agreements in a UAE Context ()

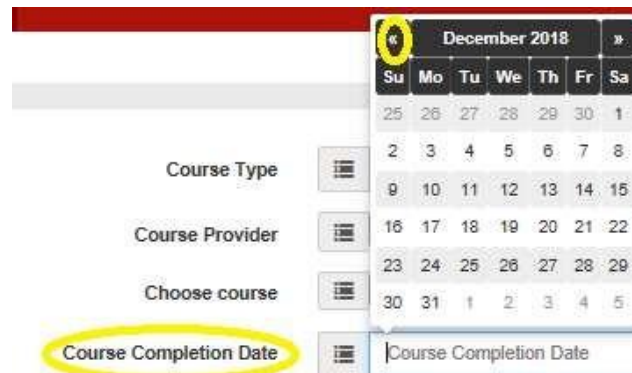
Contract Termination ()

Corporate Liability ()

Ag



Choose the 'Course Completion Date'. A calendar will appear; use the arrows to navigate to the correct month. Click on the date to select it.



Choose the 'Points' from the drop-down list: 0, 1, 2, 3, 4



There is an OPTION to upload supporting documentation. Click on the 'Browse' button to select the relevant file.

Files as proof of the course (Optional)

Browse...

Click 'Save Application'. Follow these steps to add all of the courses attended.

Save Application



You will be directed to the 'Saved Applications' page and will see a message that says 'Success! Course Submitted Successfully'. All saved applications will show on this page.

You can View, Edit or Delete submissions.

Online filing application **Saved Applications** Submitted Applications Rejected Applications My Account Logout EN AR

Welcome Joy [← Back to main website](#)

Success! Course Submitted Successfully

Show 10 entries Search:

| Course Type | Course Provider | Course | Completion Date | Points | Filing Year | |
|-------------|-----------------------------|------------------------------|-----------------|--------|-------------|--|
| Mandatory | Kwintessential Arabia(BB15) | Jurisdiction & Enforcement() | 31-12-2018 | 2 | 2018 | View Edit Delete |



The next stage is to 'Submit' your application for approval. Once you have done this you will not be able to make further amendments so please make sure these are done before clicking 'Submit'.

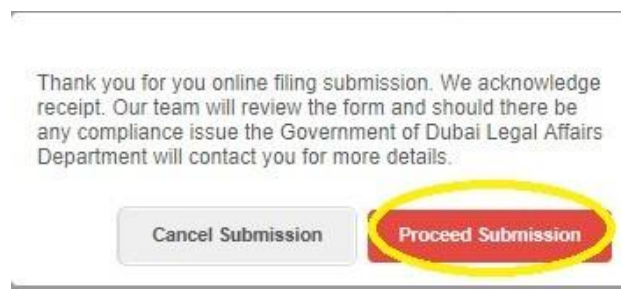
You also have the option to review your applications in a PDF format by clicking the 'View PDF' button



Submit By Filing Year: 2018 [Submit]

View PDF By Filing Year: 2018 [View PDF]

Only once you click 'Submit' the application will be sent to the DLAD for approval. You will see the popup box as shown below, click 'Proceed Submission' to continue.



Thank you for you online filing submission. We acknowledge receipt. Our team will review the form and should there be any compliance issue the Government of Dubai Legal Affairs Department will contact you for more details.

[Cancel Submission] [Proceed Submission]



Everything that has been submitted to the DLAD for approval will show on the 'Submitted Applications' screen. There are filters on the column headings that allow you to sort in ascending or descending order. You can view all submissions as a PDF or alternatively select a Filing Year and view the PDF for that Year only.

Online filing application Saved Applications **Submitted Applications** Rejected Applications My Account Logout EN AR

Welcome **Joy** ← Back to main website

Show 10 entries Search:

| Course Type | Course Provider | Course | Points | Filing Year | Status | |
|-------------|-----------------------------|--|--------|-------------|-----------|----------------------|
| Accredited | 2lg(BB22) | Current Issues in Arbitration : The View from London and Dubai (2018)() | 2 | 2018 | Submitted | View |
| Accredited | Academy of Law(AA01) | Borders and Barriers() | 2 | 2016 | Submitted | View |
| Accredited | Kwintessential Arabia(BB15) | Cultural Competencies for a successful career in the Middle East() | 2 | 2018 | Submitted | View |
| Accredited | Kwintessential Arabia(BB15) | Arbitration() | 2 | 2018 | Submitted | View |

[View All Submission PDF](#) Filing Year 2018 [View PDF](#)



Example of auto-completed Filing Form in PDF format shown below.

| SECTION 4: COURSE INFORMATION | | | | | | | |
|--|---|-------------|------------|----------------------------|------|--------|---|
| Please provide details of all courses attended | | | | | | | |
| Course title | Intellectual Property and Trademark Practice() | Course date | 07-10-2018 | Provider Accrediation Code | BB15 | Points | 2 |
| Course title | Contract Law Focus Session - Working With International Agreements in a UAE Context() | Course date | 25-11-2018 | Provider Accrediation Code | BB15 | Points | 2 |
| Course title | Civil Transactions Law in context() | Course date | 03-12-2018 | Provider Accrediation Code | AA01 | Points | 2 |
| Course title | Civil Transactions Law in context() | Course date | 12-12-2018 | Provider Accrediation Code | AA01 | Points | 2 |
| Course title | | Course date | | Provider Accrediation Code | | Points | |

