

## Add new service in existing License

### About the Service/Feature

This service aims to add a new (qualified) trust service or trust service to a valid TSP or (Q)TSP license.

### Service steps

- Step 1** → Login using the UAE Pass
- Step 2** → Fill in the application form and provide the required data
- Step 3** → Pay service fees through the available payment channels
- Step 4** → Receive and review the application by a specialized team at the Authority
- Step 5** → Obtain the license

<b>Category</b>	Variation
<b>Type</b>	Transactional
<b>Expected Time</b>	Within 30 days of application completion date
<b>Fees</b>	New license application fee: 10,000 AED (one-time, regardless of the number of services) License issuance fee for providing a Trust Service: 12,000 AED (per service, as per Fees Regulation) License issuance fee for providing a Qualified Trust Service: 15,000 AED (per service, as per Fees Regulation) The Authority applies a proportional fee calculation mechanism for adding a service to an active license, provided that the added service license fee is not less than 1,000 AED, regardless of the remaining license duration
<b>Audience</b>	Business Sector Government Sector
<b>About</b>	This service is intended/designated to allow for the addition of a new (Qualified) Trust Service to a valid license of (Qualified) Trust Service Providers
<b>Channels</b>	Smart App TDRA Website Email
<b>Payment Channels</b>	E-Payment Bank Transfer

<b>Terms &amp; conditions</b>	<p>The application fee is non-refundable regardless of the final outcome of the application, whether being granted or denied</p> <p>TDRA may reject/deny/refuse the request if the requirements are not completed within 60 days from request submission/filing date</p> <p>If approved, the (new) service is added to the valid license without changing the license expiration date</p> <p>If the licensing application is approved, the license is to be issued in return for advance payment of the license issuance fee based on the number and type of services under the Fees Regulation</p>
<b>Required Documents</b>	<ul style="list-style-type: none"> <li>- Provide all requirements: <ul style="list-style-type: none"> <li>Copy of the license issued by the competent authority or otherwise entitling them to engage in activities in the country</li> <li>Statement of the commercial/business activities not related to Trust Services and Qualified Trust Services that the license applicant is authorized to practice</li> <li>Data of the license applicant's operating location or place of business in the country</li> <li>Copy of the license applicant's work plan, showing the nature and strategy of their business, goals, marketing plans, and service delivery plan</li> <li>Type of commercial/business/trade license and partners' shares therein, if any, and the organizational structure of the licensing applicant</li> <li>Statement of institutional and operational capabilities/capacities of the licensing applicant</li> <li>Compliance assessment report not exceeding one month</li> <li>Copy of the documents submitted during the compliance assessment process</li> <li>Service termination plan</li> <li>Financial data report for the last fiscal year issued by a UAE-accredited auditor, proving the availability of financial resources equivalent to (5,000,000) five million AED</li> <li>Providing a bank guarantee or insurance determined by TDRA, which is automatically renewed upon license renewal</li> </ul> </li> <li>- Completing the application fee payment process on TDRA's portal</li> </ul>
<b>Results Require Office Visit</b>	No
<b>Service package</b>	Trust Service Provider License
<b>Service Complexity Level</b>	Complex service
<b>Service Outcome</b>	<ul style="list-style-type: none"> <li>- Amended TSP license</li> <li>- Amended QTSP license</li> <li>- Amendment to the UAE Trusted List</li> </ul>
<b>Service Connectivity With Other Services</b>	The service is linked to "New Application for Trust Services License" service
<b>Service Limitation</b>	TSPs and QTSPs licensed by TDRA
<b>Service Remark</b>	No service remarks

