Probate Process Flow

DIFC COURTS
WILLS REGISTRY FOR NON-MUSLIMS

Executor refers to the DIFC Courts website [information resource setting out details of probate procedures and document requirements]

Download Probate Application Form and Witness Statement(s) (word documents) from DIFC Courts website

Executor completes Probate Application Form and Witness Statement

Executor requests a copy of the Will from the DIFC Registry and obtains an original/certified copy of the death certificate from the issuing authority (or otherwise signs a Statement of Oath in the absence of a death certificate)

Executor begins investigation of the deceased's estate and completes a list of assets

Executor submits all documents together with their ID online to the DIFC Courts through **probate@difccourts.ae**

DIFC Courts appoints a Case Progression Officer (CPO) to review the submitted documents and registered Will and to act as the point of contact for the Executor

The Executor will fix an appointment to attend the DIFC Courts to sign the application form in person, to present the originals of submitted documents and pay the application fee

Probate Application Form and Witness Statement(s) signed and payment made

Executor notifies the DIFC Courts if additional assets have been identified

CPO passes the file to be reviewed by the Registrar of the Wills Registry. The CPO will communicate to the Executor the date on which the probate order will be issued allowing for any additional assets to be listed.

4 WEEKS

Probate Order issued

If applicable to the DIFC zone only, then the Probate Order is collected by the Executor

If applicable outside the DIFC zone - Executor completes an application for a 'Deputisation Letter' addressed to the Dubai Courts and/or RAK Courts and pays the relevant DIFC Courts fee

Deputisation Letter submitted to Dubai/ RAK Courts together with a list of non-DIFC assets to be transferred

Dubai Courts checks paperwork for administrative completeness

4 WEEKS

Dubai Courts notifies the DIFC Courts and the Executor that the paperwork is in order

Dubai Courts issues Distribution Letters to the relevant authorities directing them to transfer the assets to the beneficiaries named in the Will. Copies of the letters are sent to the Executor

Dubai Courts deal with probate administration together with the Executor - keeping each other informed

If the Executor subsequently identifies new assets not listed in the Probate Order, then he/she must make a fresh application to the DIFC Courts for a supplementary order specifying the assets concerned. Once issued, the DIFC Courts will submit this together with the corresponding Deputisation Letter to the Dubai Courts for action

If a substantive error exists in a Distribution Letter such that the addressee declines to make the requested transfer, the Dubai Courts will duly notify the Executor. It will be the responsibility of the Executor to obtain a supplementary order from the DIFC Courts to rectify the matter

● EXECUTOR ADMIN ● DIFC COURTS ● DUBAI COURTS