



CSP Pre-Application Form
Guidance Note

Introduction

The CSP pre-application is required to be submitted by any applicant that wishes to apply for the business activity 7025 – Company Service Provider within ADGM. The pre-application outcome will determine your eligibility to apply for applying for this activity.

Once the outcome is determined following the review process, the Registration Authority team will work with you to add this activity to your application as this is a controlled activity and is not available to all applicants on the registry platform.

Criteria to access the filing

- 1) Users must be logged into the Online Registry Solution.
- 2) Service is available for both existing entities that wish to apply for licence variation as well as new applicants.

Accessing the Service Request

Step 1: Log into the Portal

Entities that meet the criteria listed above should log into the Online Registry Solution. The portal can be accessed [here](#).

Step 2: Select the Service List Tab



- Select the relevant entity type (Company or Partnership)
- Scroll to the bottom of the service list until you locate the service named, “CSP Pre Application Form”

CSP Pre Application Form

This form is to be used to confirm your eligibility to apply for the Company Service Provider business activity.

[View Options →](#)

Completing the filing

- Once you have opened the Service Request, you will be presented with “Your Guide to this application page, which will provide you with an overview of the filing.
- Please read this section carefully and have the relevant information and documents ready to upload as part of the required evidence for your application. These are summarized below:

Business plan and objectives:

Details of your business model and ADGM objectives.

Personnel Information:

- Information on the personnel including evidence of relevant qualifications, CV and evidence of completion of the ADGM CSP training.
- Details of your MLRO including information related to the relevant experience.
- Detail of your compliance officer (if different to the MLRO).

Systems, Insurance, Financials:

- Information related to your System (client management platform) and audited financials.
- Copy of the Professional Indemnity Insurance (PII).
- Audited accounts for the last financial year.
- Confirmation of the minimum regulatory capital of USD50,000.

Policies:

- Risk Management.
- AML, including customer due diligence.
- Complaint handling procedures.
- Record keeping.
- Compliance monitoring.
- Client money (if applicable).

Office Space:

- Details of the existing or proposed space.
- Number of personnel that will be full time in ADGM.

Please note that the Registrar may request additional supplementary information as part of the review process.

- On submission you will receive an email notification of successful submission.
- You will receive notification emails to the email address associated with your user.
- The outcome of the application will be communicated via email notification.
- On successful application, the Registration Authority team will directly work with you to add the relevant activity to your application.