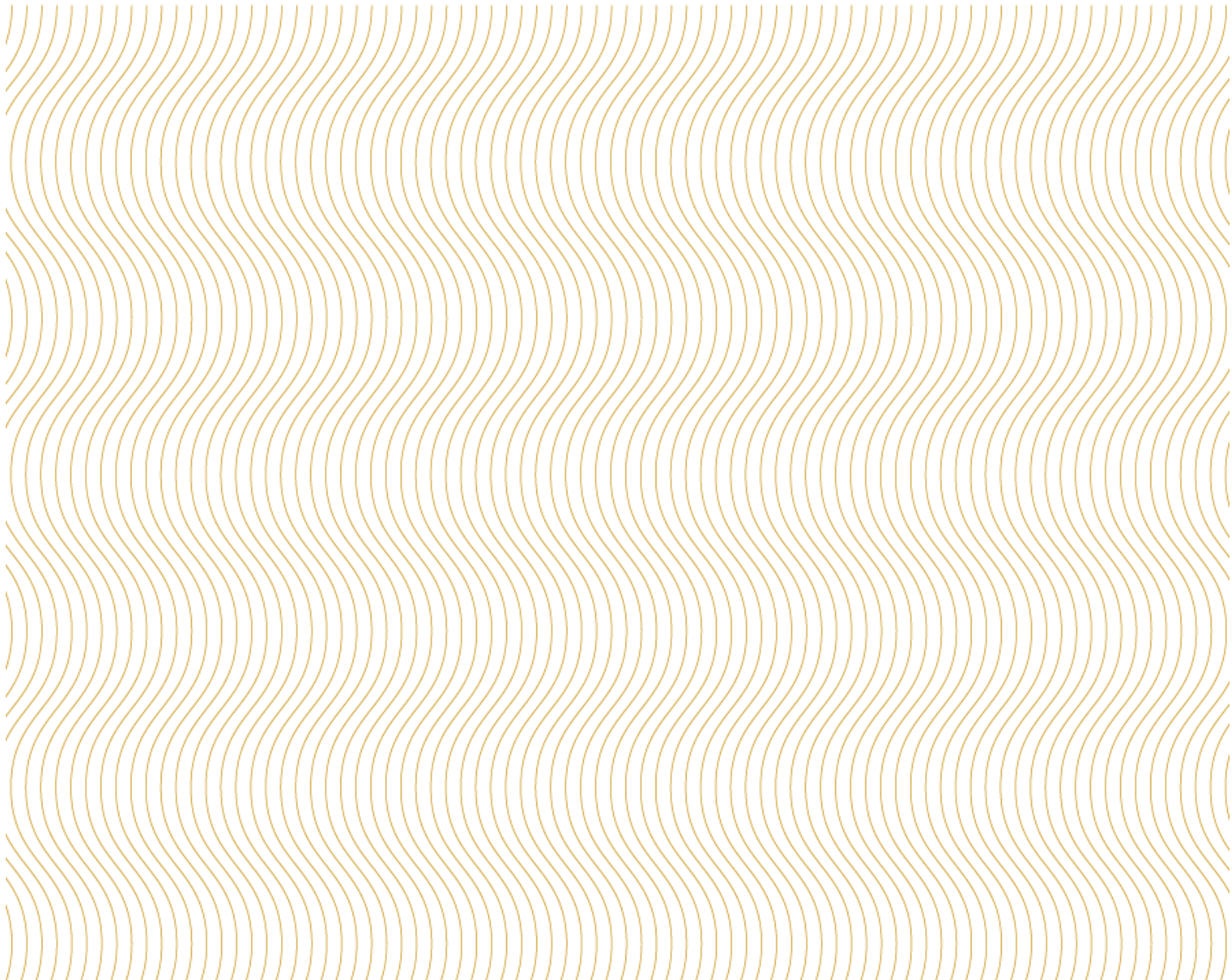


Entity Authority Management Guidance
Online Registry Solution



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Introduction

The purpose of this document is to provide an overview on how to manage the Authority of an Entity within the Online Registry Solution which is available at: www.registration.adgm.com.

The Online Registry Solution is the ADGM platform where you can complete entity related services such as registration, incorporation, submit filings etc. For any Government Services, such as Visas and permits please view the help documentation on ACCESSADGM at the following URL:

<https://www.adgm.com/fag/accessadgm>

What is Authority?

Authority over an entity means that this user has the ability to access the detailed entity information, maintain the details of the entity and submit filings on behalf of that entity.

The user who completes the initial registration and incorporation process for an entity will automatically have the authority over the entity. This guidance note will provide the reader with details on how they can grant additional users authority over the entity.

Please note: The Online Registry Solution can have multiple users with authority over a single entity. The Registration Authority **do not** recommend that user details are shared, and each individual user should create their own set of unique log in details.

This guidance note will cover the following user types:

- 1) **Guidance for Agents: with Existing Authority over an Entity.**
 - a. How you can provide authority to a registered Director.
- 2) **Guidance for Directors: with Existing Authority over an Entity.**
 - a. How you can provide authority to an agent; and
 - b. How you can provide authority to another person within your organisation.

And

- 3) **General request for Authority over Real Property Registrations.**

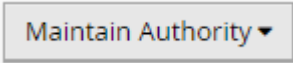


Guidance for Agents with Authority over an Entity:

As an agent you will be only be able to grant authority to a Director of the entity that you currently hold authority for, without the need to contact the Registration Authority support team.

Before granting the authority – please ensure that the specified Director has set up a user on the portal using the same email ID that will be later entered within the process steps below.

The Granter:

- 1) Open the entity details from the dashboard.
- 2) Select the  button from the top of the page
- 3) Select the grant authority option
- 4) The registered director's details will be shown. Select the director that you wish to grant access to.
- 5) Enter the email ID for the Director you are granting access to and click submit.

Authority Receiver:

- 1) The specified Director will receive an email with a link.
- 2) The Director will click the link which will open the login / authorisation page of the Online Registry Solution
- 3) Select authority type Director and click validate.
- 4) Click the confirmation box (once this is applicable) and select Apply.
- 5) The entity should now be available to view and maintain from the Directors Dashboard.



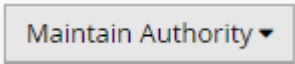
Guidance for Directors with Authority over an Entity.

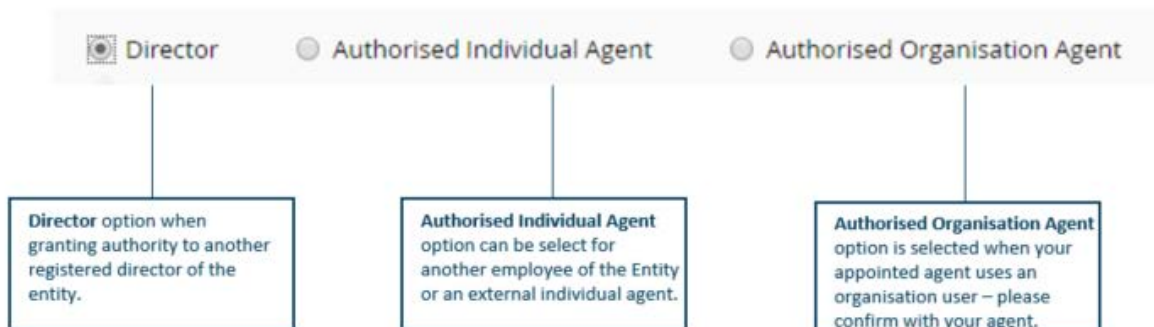
This section is applicable for Directors who currently have authority over an entity on the Online Registry Solution and wishes to extend authority to other users in order to maintain the entity details and file required returns.

Before granting the authority – please ensure that the person receiving authority has set up a user on the portal using the same email ID that will be later entered within the process steps below.

As a director with existing authority over an entity on the system you are able to grant authority to other users on the system this includes:

- a) Other Directors of the entity
- b) Other individuals within your organisation
- c) Authorised agents (third party)

- 1) Open the entity details from the dashboard.
- 2) Select the  button from the top of the page
- 3) Select the grant authority option



- 4) Enter the email address of the user that you are granting access to. Please ensure that the individual or organisation has their user set up on the system using the email address that you specify in the granting authority service.



Authority Receiver:

- 1) The specified individual/organisation will receive an email to the provided email address with a link.
- 2) The individual / organisation will click the link which will open the login / authorisation page of the Online Registry Solution
- 3) Select the authority type that has been granted (Director/Individual Agent / Organisation) and click validate.
- 4) Click the confirmation box (once this is applicable) and select Apply.
- 5) The entity should now be available to view and maintain from the Directors Dashboard.

Authority Request Template

If you are having difficulties with the above steps and wish to manually request for the Registration Authority Support team to action a change of authority on your behalf, please use the template attached below, complete and return to ors.support@adgm.com .



Online Registry
Solution_Authority

Authority Request for Real Property Register:

The Authority for the Real Property Register cannot be granted, but needs to be requested by the new user.

The new user needs to log into the Online Registry Solution and follow the below steps:

- 1) Online services
- 2) Real property
- 3) Search registered lease
- 4) Copy and paste the full lease registration number into the search field
- 5) Click on the result displayed
- 6) They will then be prompted with the below



Information Available

Please use the "Request Authority" function if you intend to make a filing against the selected real property interest and you are not representing either the owner/landlord or the tenant/lessee.

You will be able to access the required services once your request for authority has been approved.

Possible reason why 'request authority' may be required by a third party:

- Lodge benefits and burdens against the selected Real Property Interest
- Lodge others like writs of execution, instrument of subordination, non-disturbance agreement
- Lodge foreclosure or discharge against a mortgage.
- Lodge changes to existing benefits and burdens.
- Appoint Personal Representative(s) for an Owner/Mortgagor/Lessee/Lessor
- Lodge termination of a lease following lessee's default
- Lodge variation of a lease
- Other

Do you need further assistance?

Please email the support team at ors.support@adgm.com

You are solely responsible for managing your access to the Online Registry Solution and for protecting your login details and password. ADGM RA will not be held liable for the acts or omissions of any person who accesses the Online Registry Solution.