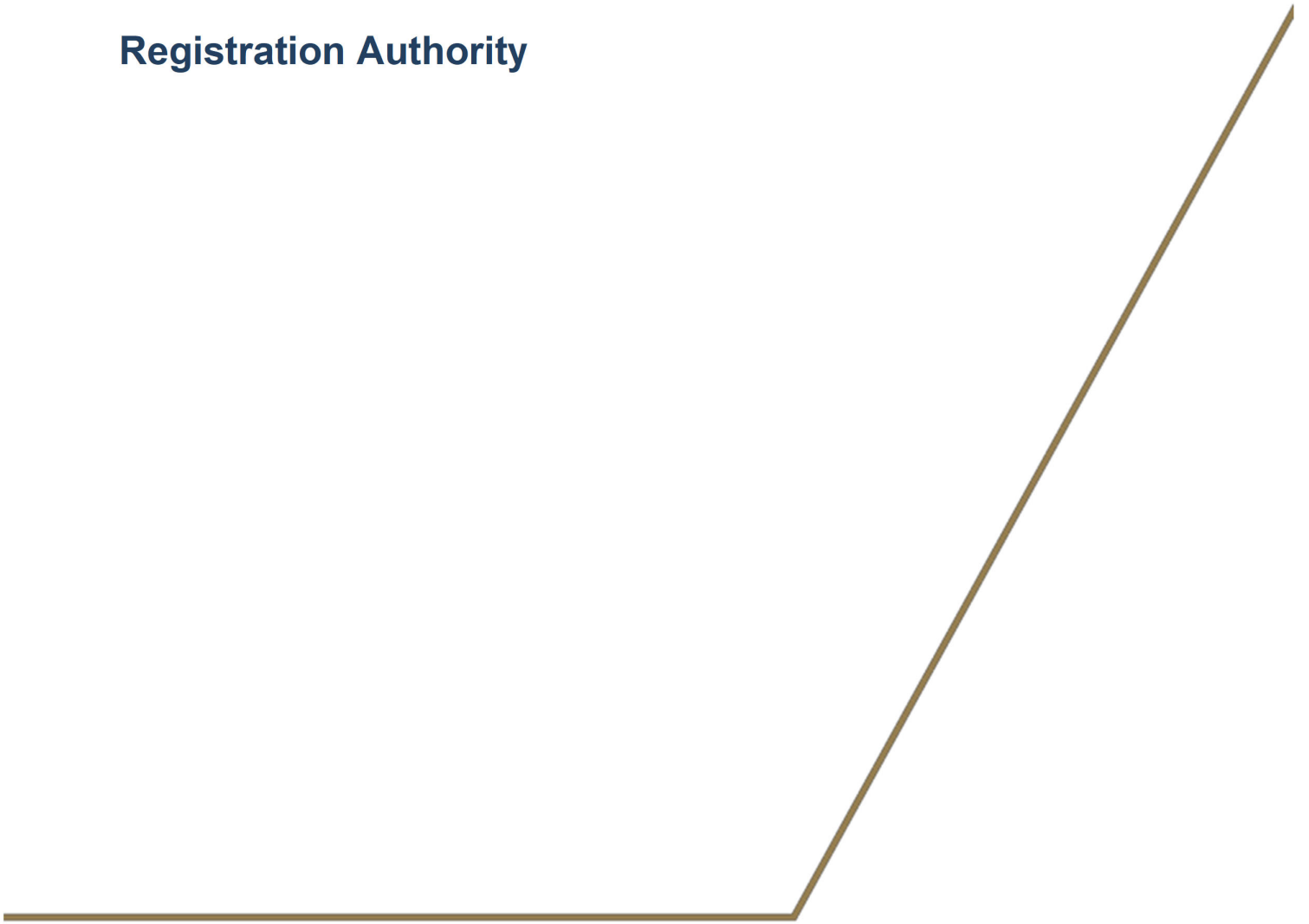




ABU DHABI
GLOBAL MARKET

Quick Guide
Event Driven Filings
Company

Registration Authority



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1. Company Names & Trade Names

Change Company Name

| Overview | |
|--------------------------|---------------------------|
| Prescribed Delivery Time | Before using the new name |
| Service Channel | Online |
| Fee | USD 100 |
| Fine | - |

| Required Documents | | |
|--------------------|---|--------------------------|
| 1. | Resolution approving the change of name | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile. In the Details Tab select Change Entity Name and then Click Next |
| Step 3 | Select Next . |
| Step 4 | Complete the form and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

Add / Change Trade Names

| Overview | |
|--------------------------|---------------------------------|
| Prescribed Delivery Time | Before using the new trade name |
| Service Channel | Online |
| Fee | - |
| Fine | - |

| Required Documents | | |
|--------------------|---|--------------------------|
| 1. | Resolution approving the trade name or change of trade name | <input type="checkbox"/> |
| 2. | Document evidencing approval to use the trade name (e.g. Franchise Agreement, Trademark Registration, No objection certificate from the owner of a similar trade name or brand) | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to Trade Names Tab and select Add/Change Trade Name(s) . |
| Step 3 | Select Next . |
| Step 4 | Complete the form and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

2. Articles of Association

Maintain Articles of Association

| Overview | |
|--------------------------|------------------|
| Prescribed Delivery Time | 14 Days |
| Service Channel | Online |
| Fee | USD 100 |
| Fine | Level 2 - USD300 |

| Required Documents | | |
|--------------------|---|--------------------------|
| 1. | Resolution approving the amendment of the articles of association | <input type="checkbox"/> |
| 2. | Amended articles of association | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile. In the Details Tab select Maintain Articles of Association and then Click Next |
| Step 3 | Select Next |
| Step 4 | Complete the form and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

3. Accounting Reference Date

Maintain Accounting Reference Date

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |
| Fee | - |
| Fine | - |

| Required Documents | | |
|--------------------|--|--------------------------|
| 1. | Resolution approving the change of accounting reference date | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile. In the Details Tab select Maintain Accounting Reference Date . |
| Step 3 | Select Next |
| Step 4 | Complete the form and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

4. Business Activities

License Activities Variation

| Overview | |
|--------------------------|--|
| Prescribed Delivery Time | Before conducting the activities |
| Service Channel | Online |
| Fee | USD 100 (An additional fee may apply if the change includes business activity type/subtype) |
| Fine | - |

| Required Documents | | |
|--------------------|---|--------------------------|
| 1. | Business Plan (applicable if the business activity type is changed) | <input type="checkbox"/> |
| 2. | Approval from FSRA (applicable if the business activity type is changed to Financial) | <input type="checkbox"/> |
| | Money Laundering Reporting Officers (applicable if the new business activities fall under the definition of Designated Non-Financial Businesses and Professions) | |
| 3. | Passport | <input type="checkbox"/> |
| 4. | UAE residence visa | <input type="checkbox"/> |
| 5. | Curriculum Vitae | <input type="checkbox"/> |
| 6. | Proof of relevant AML qualifications/certifications | <input type="checkbox"/> |
| 7. | AML program, policies, and procedures | <input type="checkbox"/> |
| 8. | Business and client risk assessment framework | <input type="checkbox"/> |

| Steps: | |
|--------|--|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to Business Activities Tab and select Apply for Licensed Activities Variation . |
| Step 3 | Select Next . |
| Step 4 | Complete the form and upload the required documents, then click Next . |
| Step 5 | Complete the Anti Money Laundering questionnaire and upload the required documents (if applicable), then click Next . |
| Step 6 | Complete the Economic Substance questionnaire then click Next . |
| Step 7 | Review the form, tick the Declaration , and click Next . |

5. Addresses

Maintain Registered Office Address Details and/or Mailing Address

| Overview | |
|--------------------------|---------|
| Prescribed Delivery Time | - |
| Service Channel | Online |
| Fee | USD 100 |
| Fine | - |

| Required Documents | | |
|--------------------|---|--------------------------|
| | Registered Office Address | |
| 1. | Evidence of Occupancy | <input type="checkbox"/> |
| 2. | Document evidencing approval of change of registered office | <input type="checkbox"/> |

| | |
|-------------------------------|--|
| address (e.g. Resolutions) | |
|-------------------------------|--|

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to Addresses Tab and select Maintain Registered Office Address Details . |
| Step 3 | Select Next . |
| Step 4 | Complete the form and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

Maintain Location of Company Record

| Overview | |
|--------------------------|---|
| Prescribed Delivery Time | 14 Days |
| Service Channel | Online |
| Fee | - |
| Fine | <ul style="list-style-type: none"> Register of members/ shareholders - Level 1 - USD150 Register of Directors residential addresses - Level 1 - USD150 Register of Secretaries - Level 2 – USD300 Directors' service contracts - Level 1 - USD150 Directors' indemnities - Level 2 – USD300 Records of resolutions - Level 1 – USD150 Contracts relating to the purchase of own shares - Level 2 – USD300 Documents relating to redemption or purchase of own shares out of capital by private company - Level 2 – USD25,000 Register of debenture holders - Level 3 – USD5,000 Report to members of the outcome of an investigation by the public company into interests in its shares - Level 2 – USD300 Register of interests in shares disclosed to a public company - Level 2 – USD300 Instruments creating charges - Level 2 – USD300 |

| Required Documents | | |
|--------------------|--|--------------------------|
| 1. | Evidence of approval for the change of location of the company records (e.g. resolution) | <input type="checkbox"/> |

| Steps: | |
|--------|--|
| Step 1 | Access your entity by logging in using your account at |

| | |
|--------|---|
| | www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to Addresses Tab and select Maintain Location of Company Records . |
| Step 3 | View the details of the registered office address, then select Next . |
| Step 4 | Complete the form and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

6. Authorized Signatories

Appointment and/or Cessation of Authorised Signatories

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |
| Fee | USD100 |
| Fine | - |

| Required Documents | | |
|--------------------|---|--------------------------|
| Appointment | | |
| 1. | Evidence of Appointment (e.g. resolution approving the appointment) | <input type="checkbox"/> |
| 2. | Valid passport copy of new signatory. | <input type="checkbox"/> |
| 3. | Valid Emirates ID (for Non-GCC nationals only) | <input type="checkbox"/> |
| 4. | UAE residence visa (if applicable) Note: All authorized signatories must have at least entered the UAE and at least one of them is a GCC national or a holder of a valid UAE residence visa) | <input type="checkbox"/> |
| 5. | No Objection Certificate (Applicable if the authorized signatories are sponsored by a parent, spouse, or government entity) | <input type="checkbox"/> |
| Cessation | | |
| 6. | Resignation Letter | <input type="checkbox"/> |
| 7. | Evidence of Cessation (e.g., a resolution approving the cessation) | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the Authorised Signatories Tab, and select Appointment and/or Cessation of Authorised Signatories |
| Step 3 | Select Next . |
| Step 4 | Update the Authorised Signatories Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

Maintain Authorised Signatories Details

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |
| Fee | USD100 |
| Fine | - |

| Required Documents | | |
|--------------------|---|--------------------------|
| 1. | Valid passport copy (for individuals) <i>Applicable if name or nationality changed</i> | <input type="checkbox"/> |

| Steps: | |
|--------|--|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the Authorised Signatories Tab, and select Maintain Authorised Signatories Details |
| Step 3 | Select Next . |
| Step 4 | Update the Authorised Signatories Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

7. Directors

Appointment and/or Cease Director

| Overview | |
|--------------------------|------------------|
| Prescribed Delivery Time | 14 Days |
| Service Channel | Online |
| Fee | USD100 |
| Fine | Level 1 – USD150 |

| Required Documents | | |
|--------------------|--|--------------------------|
| | Appointment | |
| 1. | Evidence of Appointment (e.g. resolution approving the appointment) | <input type="checkbox"/> |
| 2. | Valid passport copy of new director. (For individuals) | <input type="checkbox"/> |
| 3. | A certified true copy of the Certificate of Incorporation or Commercial License (or any similar documents) of the new director (For corporate directors) | <input type="checkbox"/> |
| 4. | Document from the ADGM Financial Services Regulatory Authority confirming the appointment of the licensed director (applicable if the business activity of the company is Financial) | <input type="checkbox"/> |
| | Resignation | |
| 5. | Resignation Letter | <input type="checkbox"/> |
| 6. | Evidence of Cessation (e.g. resolution approving the cessation) | <input type="checkbox"/> |
| 7. | Document from the ADGM Financial Services Regulatory Authority confirming the withdrawal of the licensed director (applicable if the business activity of the company is Financial) | <input type="checkbox"/> |
| | Removal (refer to section 158 of the Companies Regulations for the process of | |

| | | |
|-----|---|--------------------------|
| | removal of directors) | |
| 8. | Shareholder's resolution approving the removal of the director | <input type="checkbox"/> |
| 9. | A copy of the special notice sent to the director concerned | <input type="checkbox"/> |
| 10. | Document from the ADGM Financial Services Regulatory Authority confirming the withdrawal of the licensed director (applicable if the business activity of the company is Financial) | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the Directors Tab, and select Appointment and/or Cessation of Directors |
| Step 3 | Select Next . |
| Step 4 | Update the Directors Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

Maintain Director Details

| Overview | |
|--------------------------|------------------|
| Prescribed Delivery Time | 14 Days |
| Service Channel | Online |
| Fee | USD100 |
| Fine | Level 1 – USD150 |

| Required Documents | | |
|--------------------|--|--------------------------|
| 1. | Valid passport copy (for individuals) Applicable if name or nationality changed | <input type="checkbox"/> |
| 2. | A certified true copy of the Certificate of Change of Name (or any similar documents) (For corporate directors) Applicable if name or nationality changed | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the Director Tab, and select Maintain Director Details |
| Step 3 | Select Next . |
| Step 4 | Update the Director Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

8. Secretaries

Appointment and/or Cessation of Secretary

| Overview | |
|--------------------------|------------------|
| Prescribed Delivery Time | 14 Days |
| Service Channel | Online |
| Fee | USD100 |
| Fine | Level 2 – USD300 |

| Required Documents | | |
|--------------------|--|--------------------------|
| Appointment | | |
| 1. | Evidence of Appointment (e.g. resolution approving the appointment) | <input type="checkbox"/> |
| 2. | Valid passport copy of new secretary. (For individuals) | <input type="checkbox"/> |
| 3. | A certified true copy of the Certificate of Incorporation or Commercial License (or any similar documents) of the new secretary (For corporate secretary) | <input type="checkbox"/> |
| Cessation | | |
| 4. | Resignation Letter | <input type="checkbox"/> |
| 5. | Evidence of Cessation (e.g. resolution approving the cessation) | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the Secretary Tab, and select Appointment and/or Cessation of Secretary |
| Step 3 | Select Next . |
| Step 4 | Update the Secretary Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

Maintain Secretary Details

| Overview | |
|--------------------------|------------------|
| Prescribed Delivery Time | 14 Days |
| Service Channel | Online |
| Fee | USD100 |
| Fine | Level 1 – USD150 |

| Required Documents | | |
|--------------------|---|--------------------------|
| 1. | Valid passport copy (for individuals) Applicable if name or nationality changed | <input type="checkbox"/> |
| 2. | A certified true copy of the Certificate of Change of Name (For corporate shareholders) Applicable if name or nationality changed | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |

| | |
|--------|--|
| Step 2 | Navigate to the Entity Profile then Go to the Secretary Tab, and select Maintain Secretary Details |
| Step 3 | Select Next . |
| Step 4 | Update the Secretary Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

9. Members (Private Company Limited by Guarantee)

Appointment and Cessation of Members

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |
| Fee | USD100 |
| Fine | - |

| Required Documents | | |
|--------------------|--|--------------------------|
| | Appointment | |
| 1. | Evidence of Appointment (e.g. resolution approving the appointment) | <input type="checkbox"/> |
| 2. | Valid passport copy of new member. (For individuals) | <input type="checkbox"/> |
| 3. | A certified true copy of the Certificate of Incorporation or Commercial License (or any similar documents) of the new member (For corporate member) | <input type="checkbox"/> |
| | Cessation | |
| 4. | Resignation Letter | <input type="checkbox"/> |
| 5. | Evidence of Cessation (e.g. resolution approving the cessation) | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the Members Tab, and select Appointment and Cessation of Members |
| Step 3 | Select Next . |
| Step 4 | Update the Members Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

Maintain Member Details

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |
| Fee | USD100 |
| Fine | - |

| Required Documents | |
|--------------------|--|
|--------------------|--|

| | | |
|----|--|--------------------------|
| 1. | Valid passport copy (for individuals) Applicable if name or nationality changed | <input type="checkbox"/> |
| 2. | A certified true copy of the Certificate of Change of Name (For corporate members) Applicable if name or nationality changed | <input type="checkbox"/> |

| Steps: | |
|---------------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the Members Tab, and select Maintain of Members |
| Step 3 | Select Next . |
| Step 4 | Update the Maintain Members Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

10. Shares and Shareholders

Increase Authorised Share Capital

| Overview | |
|---|------------------|
| Prescribed Delivery Time | - |
| Service Channel | Online |
| Fee | USD100 |
| Fine | - |
| Articles of Association | |
| If the company's articles of association are amended due to the increase in the amount of authorized share capital, the notice of amendment of articles of association can also be filed along with this form | |
| Prescribed Delivery Time | 14 Days |
| Service Channel | Online |
| Fee | USD100 |
| Fine | Level 2 - USD300 |

| Required Documents | | |
|---------------------------|--|--------------------------|
| 1. | Special resolution approving the increase of authorized share capital | <input type="checkbox"/> |
| 2. | Amended Articles of Association, if applicable | <input type="checkbox"/> |
| 3. | Special resolution approving the amendment of Articles of Association, if applicable | <input type="checkbox"/> |

| Steps: | |
|---------------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the Share Classes Tab, and select Increase Authorised Share Capital |
| Step 3 | Select Next . |
| Step 4 | Complete the Share Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

Allotment of Shares

| Overview | |
|--------------------------|------------------|
| Prescribed Delivery Time | One month |
| Service Channel | Online |
| Fee | USD100 |
| Fine | Level 2 - USD300 |

| Required Documents | | |
|--------------------|--|--------------------------|
| 1. | Resolution approving the allotment of shares | <input type="checkbox"/> |
| 2. | Share Register | <input type="checkbox"/> |
| 3. | Shareholding Structure Chart (if applicable) | <input type="checkbox"/> |
| 4. | Valid passport copy of new shareholder. (For individuals) | <input type="checkbox"/> |
| 5. | A certified true copy of the Certificate of Incorporation or Commercial License (or any similar documents) of the new shareholder (For corporate shareholders) | <input type="checkbox"/> |
| 6. | Evidence of Appointment (This is the resolution approving the allotment) | <input type="checkbox"/> |
| 7. | Register of Ultimate Beneficial Owners | <input type="checkbox"/> |
| 8. | Documents that support the identification of Ultimate Beneficial Owners (e.g. share register of body corporate shareholders) (if applicable) | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile and then Go to the Shareholder Tab, and select Allotment, Transfer and Maintain Shareholders/Cell Members/Non-Cell Members |
| Step 3 | Select Next . |
| Step 4 | Complete the Share Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

Transfer of Shares

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |
| Fee | USD100 |
| Fine | - |

| Required Documents | | |
|--------------------|---|--------------------------|
| 1. | Resolution approving the transfer of shares | <input type="checkbox"/> |
| 2. | Instrument of Transfer | <input type="checkbox"/> |
| 3. | Share Register | <input type="checkbox"/> |
| 4. | Shareholding Structure Chart (if applicable) | <input type="checkbox"/> |
| 5. | Valid passports copy of new shareholder (For individuals) | <input type="checkbox"/> |
| 6. | A certified true copy of the Certificate of Incorporation or Commercial License of the new shareholder (For corporate shareholders) | <input type="checkbox"/> |
| 7. | Evidence of Appointment (This is the resolution approving the transfer) | <input type="checkbox"/> |

| | | |
|----|--|--------------------------|
| 8. | Register of Ultimate Beneficial Owners | <input type="checkbox"/> |
| 9. | Documents that support the identification of Ultimate Beneficial Owners (e.g. share register of body corporate shareholders) (if applicable) | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile and then Go to the Shareholder Tab, and select Allotment, Transfer and Maintain Shareholders/Cell Members/Non-Cell Members |
| Step 3 | Select Next . |
| Step 4 | Complete the Share Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

Maintain Shareholders Details

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |
| Fee | USD100 |
| Fine | - |

| Required Documents | | |
|--------------------|---|--------------------------|
| 1. | Valid passport copy (for individuals) <i>Applicable if name or nationality changed</i> | <input type="checkbox"/> |
| 2. | A certified true copy of the Certificate of Change of Name <i>(For corporate shareholders)</i> <i>Applicable if name or nationality changed</i> | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile and then Go to the Shareholder Tab, and select Allotment, Transfer and Maintain Shareholders/Cell Members/Non-Cell Members |
| Step 3 | Select Next . |
| Step 4 | Complete the Share Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

Add a New Class of Shares

| Overview | |
|---|------------------|
| Prescribed Delivery Time | One month |
| Service Channel | Online |
| Fee | - |
| Fine | Level 2 - USD300 |
| Articles of Association | |
| If the company's articles of association are amended due to the creation/addition of a new class of shares, the | |

| | |
|---|------------------|
| notice of amendment of articles of association can also be filed along with this form | |
| Prescribed Delivery Time | 14 Days |
| Service Channel | Online |
| Fee | USD100 |
| Fine | Level 2 - USD300 |

| Required Documents | | |
|--------------------|--|--------------------------|
| 1. | Resolution approving the creation of a new class of shares | <input type="checkbox"/> |
| 2. | Share Register | <input type="checkbox"/> |
| 3. | Amended Articles of Association, if applicable | <input type="checkbox"/> |
| 4. | Special resolution approving the amendment of Articles of Association, if applicable | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the Share Classes Tab, and select Add New Class of Shares |
| Step 3 | Select Next . |
| Step 4 | Complete the Share Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

Consolidation / Subdivision of Shares

| Overview | |
|---|------------------|
| Prescribed Delivery Time | One month |
| Service Channel | Online |
| Fee | - |
| Fine | Level 2 - USD300 |
| Articles of Association | |
| If the company's articles of association are amended due to the consolidation or subdivision of shares, the notice of amendment of articles of association can also be filed along with this form | |
| Prescribed Delivery Time | 14 Days |
| Service Channel | Online |
| Fee | USD100 |
| Fine | Level 2 - USD300 |

| Required Documents | | |
|--------------------|--|--------------------------|
| 1. | Resolution approving the consolidation/subdivision shares | <input type="checkbox"/> |
| 2. | Share Register | <input type="checkbox"/> |
| 3. | Amended Articles of Association, if applicable | <input type="checkbox"/> |
| 4. | Special resolution approving the amendment of Articles of Association, if applicable | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the Share Classes Tab, and select Consolidation / Subdivision of Shares |
| Step 3 | Select Next . |

| | |
|--------|---|
| Step 4 | Complete the Share Details and upload the required documents, then click Next . |
| Step 5 | Review the Shareholder information and click Next . |
| Step 6 | Review the form, tick the Declaration , and click Next . |

Purchase of Own Shares

| Overview | |
|---|------------------|
| Prescribed Delivery Time | One month |
| Service Channel | Online |
| Fee | - |
| Fine | Level 1 – USD150 |
| Articles of Association | |
| If the company's articles of association are amended due to the purchase of its shares, the notice of amendment of articles of association can also be filed along with this form | |
| Prescribed Delivery Time | 14 Days |
| Service Channel | Online |
| Fee | USD100 |
| Fine | Level 2 - USD300 |

| Required Documents | | |
|--------------------|--|--------------------------|
| 1. | Resolution approving the purchase of own shares | <input type="checkbox"/> |
| 2. | Share Register | <input type="checkbox"/> |
| 3. | Amended Articles of Association, if applicable | <input type="checkbox"/> |
| 4. | Special resolution approving the amendment of Articles of Association, if applicable | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the Share Classes Tab, and select Purchase of Own Shares |
| Step 3 | Select Next . |
| Step 4 | Complete the Share Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

Maintain Share Class Details

| Overview | |
|---|------------------|
| Prescribed Delivery Time | One month |
| Service Channel | Online |
| Fee | USD100 |
| Fine | Level 2 - USD300 |
| Articles of Association | |
| If the company's articles of association are amended due to the change of name of the class of shares or variation of rights attached to the class of shares, the notice of amendment of articles of association can also be filed along with this form | |
| Prescribed Delivery Time | 14 Days |
| Service Channel | Online |
| Fee | USD100 |
| Fine | Level 2 - USD300 |

| Required Documents | | |
|--------------------|--|--------------------------|
| 1. | Resolution Approving new Share class name or variation of rights attached to the class of shares | <input type="checkbox"/> |
| 2. | Share Register | <input type="checkbox"/> |
| 3. | Amended Articles of Association, if applicable | <input type="checkbox"/> |
| 4. | Special resolution approving the amendment of Articles of Association, if applicable | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the Share Classes Tab, and select Maintain Share Class Details |
| Step 3 | Select Next . |
| Step 4 | Complete the Share Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

Reduction of Share Capital

| Overview | |
|---|---------------------------------|
| Prescribed Delivery Time | 14 Days |
| Service Channel | Online |
| Fee | USD100 |
| Fine | Up to level 5 – up to USD15,000 |
| Articles of Association | |
| If the company's articles of association are amended due to the reduction of share capital, the notice of amendment of articles of association can also be filed along with this form | |
| Prescribed Delivery Time | 14 Days |
| Service Channel | Online |
| Fee | USD100 |
| Fine | Level 2 - USD300 |

| Required Documents | | |
|--------------------|--|--------------------------|
| 1. | Resolution Approving reduction of share capital | <input type="checkbox"/> |
| 2. | Share Register | <input type="checkbox"/> |
| 3. | Statement of Solvency | <input type="checkbox"/> |
| 4. | Court order, if applicable | <input type="checkbox"/> |
| 5. | Amended Articles of Association, if applicable | <input type="checkbox"/> |
| 6. | Special resolution approving the amendment of Articles of Association, if applicable | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the Share Classes Tab, and select Reduction of Share Capital |
| Step 3 | Select Next . |
| Step 4 | Update the Share Details and click Next . |
| Step 5 | Complete the Resolution Details and upload the required |

| | |
|--------|--|
| | documents, then click Next . |
| Step 6 | Review the form, tick the Declaration , and click Next . |

11. Cell & Cell Members

Add Cells

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |
| Fee | - |
| Fine | - |

| Required Documents | | |
|--------------------|---|--------------------------|
| 1. | Shareholders Resolution approving the addition of cell. | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the Cells Tab, and select Add/Remove/Maintain Cells |
| Step 3 | Select Next . |
| Step 4 | Complete the Cells Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

Remove Cells

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |
| Fee | - |
| Fine | - |

| Required Documents | | |
|--------------------|---|--------------------------|
| 1. | Shareholders Resolution confirming the winding up and dissolution of the cell | <input type="checkbox"/> |

| Steps: | |
|--------|--|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the Cells Tab, and select Add/Remove/Maintain Cells |
| Step 3 | Select Next . |
| Step 4 | Update the Cells Details by selecting Cease next to the cell and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

Maintain Cells

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |
| Fee | - |
| Fine | - |

| Required Documents | | |
|--------------------|--|--------------------------|
| 1. | Shareholders Resolution approving the change of name of the cell | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the Cells Tab, and select Add/Remove/Maintain Cells |
| Step 3 | Select Next . |
| Step 4 | Update the Cells Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

Maintain Cell Members / Non-Cell Members

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |
| Fee | USD100 |
| Fine | - |

| Required Documents | | |
|--------------------|--|--------------------------|
| 1. | Valid passport copy (for individuals) <i>Applicable if name or nationality changed</i> | <input type="checkbox"/> |
| 2. | A certified true copy of the Certificate of Change of Name <i>(For corporate) Applicable if name or nationality changed</i> | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile and then Go to the Shareholder Tab, and select Allotment, Transfer and Maintain Shareholders/Cell Members/Non-Cell Members |
| Step 3 | Select Next . |
| Step 4 | Complete the Share Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

12. Ultimate Beneficial Owners

Appointment and/or Cease Beneficial Owners

| Overview | |
|--------------------------|---------------------------------|
| Prescribed Delivery Time | 15 Days |
| Service Channel | Online |
| Fee | - |
| Fine | Up to Level 5 – up to USD25,000 |

| Required Documents | | |
|---|--|--------------------------|
| 1. | Register of Ultimate Beneficial Owners | <input type="checkbox"/> |
| 2. | Ownership Structure / Corporate Structure | <input type="checkbox"/> |
| If the UBO is a listed company | | |
| 3. | A document evidencing the beneficial ownership as a publicly listed company (e.g. shareholder/member register, registry extract demonstrating the shareholding by the publicly listed company) | <input type="checkbox"/> |
| If the UBO is owned by the Federal Government | | |
| 4. | A document evidencing beneficial ownership by the Federal Government of the UAE, or by any of the governments of the member Emirates of the UAE | <input type="checkbox"/> |
| 5. | Founding legislation in the English language | <input type="checkbox"/> |
| If the UBO is a company created by Emiri decree within the UAE | | |
| 6. | A document evidencing beneficial ownership by an entity created by Emiri decree within the UAE | <input type="checkbox"/> |
| 7. | A copy of the Emiri decree in the English language | <input type="checkbox"/> |
| If the UBO is wholly owned by a government or government agency of a Relevant Jurisdiction | | |
| 8. | A copy of the law, Ministerial Decree, or similar document evidencing the formation of the foreign government agency or government, whichever is applicable. | <input type="checkbox"/> |
| If the UBO is an individual who owns or controls (directly or indirectly) 25% or more of the shares or voting rights of the entity | | |
| 9. | Valid passports copy | <input type="checkbox"/> |
| 10. | Proof of residential address | <input type="checkbox"/> |
| 11. | Document evidencing beneficial ownership | <input type="checkbox"/> |
| If the UBO is an individual who controls the entity by other means | | |
| 12. | Valid passports copy | <input type="checkbox"/> |
| 13. | Proof of residential address | <input type="checkbox"/> |
| 14. | Supporting documentation to evidence controls by other mean | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the Beneficial Owners Tab, and select Appointment and/or Cessation of Beneficial Owners |
| Step 3 | Select Next . |
| Step 4 | Update the Beneficial Owner Details and upload the required |

| | |
|--------|--|
| | documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

Maintain Beneficial Owner's Details

| Overview | |
|--------------------------|---------------------------------|
| Prescribed Delivery Time | 15 Days |
| Service Channel | Online |
| Fee | - |
| Fine | Up to Level 5 – up to USD25,000 |

| Required Documents | | |
|--------------------|--|--------------------------|
| 1. | Valid passport copy (<i>for individuals</i>) <i>Applicable if name or nationality changed</i> | <input type="checkbox"/> |
| 2. | A certified true copy of the Certificate of Change of Name, or any similar documents (For corporate UBO) <i>Applicable if name or nationality changed</i> | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the Beneficial Owners Tab, and select Maintain Beneficial Owners Details |
| Step 3 | Select Next . |
| Step 4 | Update the Beneficial Owner Details and upload the required documents, then click Next . |
| Step 5 | Review the form, tick the Declaration , and click Next . |
| Step 6 | Complete the payment, then select Submit . |

Disclaimer

This guidance is a non-binding indicative guidance and should be read together with the relevant legislation, in particular the ADGM's Companies Regulations 2020 and any other relevant regulations and enabling rules, which may change over time without notice. Information in this guidance is not to be deemed, considered, or relied upon as legal advice and should not be treated as a substitute for specific advice concerning any individual situation. Any action taken upon the information provided in this guidance is strictly at your own risk and the Registration Authority (RA) will not be liable for any losses and damages in connection with the use of or reliance on information provided in this guidance. The RA makes no representations as to the accuracy, completeness, correctness, or suitability of any information provided in this guidance.

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