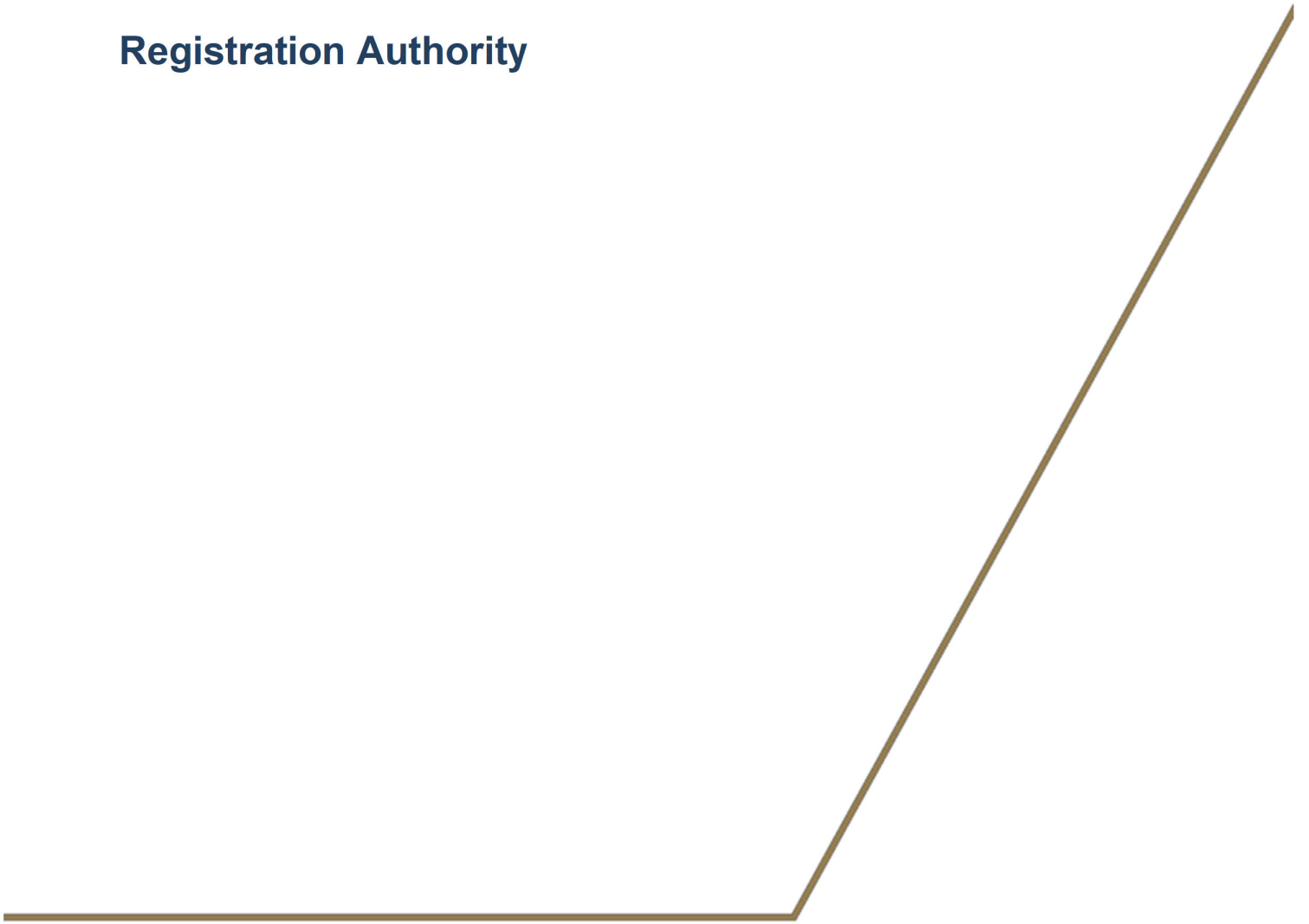




ABU DHABI
GLOBAL MARKET

Quick Guide
Event Driven Filings
Foundation

Registration Authority



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1. Foundation Names

Change Foundation 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 .

2. Foundation Charter and By-laws

Amendment of Foundation Charter

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 foundation charter	<input type="checkbox"/>
2.	Updated foundation charter	<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 select Amendment of Charter 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 .

Amendment of Foundation By-laws

Overview	
Prescribed Delivery Time	-

Service Channel	Online
Fee	USD 100
Fine	-

Required Documents		
1.	Resolution approving the amendment of the foundation by-laws	<input type="checkbox"/>
2.	Updated foundation by-laws	<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 select Maintain Foundation by-laws 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. Address

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 change of registered office address (e.g. Resolutions)	<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 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 .

5. Authorised Signatories

Appointment and Cessation of Authorised Signatory

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)	<input type="checkbox"/>
	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)	
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 <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 .

6. Members

Appointment and Cessation of Members of Foundation (Council Members, Guardian, Designee, Beneficiaries, Registered Agent)

Overview	
Prescribed Delivery Time	14 days
Service Channel	Online
Fee	-
Fine	Level 2 - USD300

Required Documents		
Appointment		
1.	Evidence of Appointment (e.g. resolution approving the appointment)	<input type="checkbox"/>
2.	Valid passports copy of new member (<i>For individuals</i>)	<input type="checkbox"/>
3.	A certified true copy of the Certificate of Incorporation or Commercial License (or any similar documents) of the new member (<i>For corporate members</i>)	<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 and then Go to 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 Foundation Members Details (Council Members, Guardian, Designee, Beneficiaries, Registered Agent)

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 (For corporate shareholders) <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 Members Tab, and select Maintain Members Details
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 .

7. 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	<input type="checkbox"/>

	Government of the UAE, or by any of the governments of the member Emirates of the UAE	
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 Foundation Regulations 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 a specific advice concerning any individual situation. Any action taken upon the information provided in this guidance is strictly at your own risk and the 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.