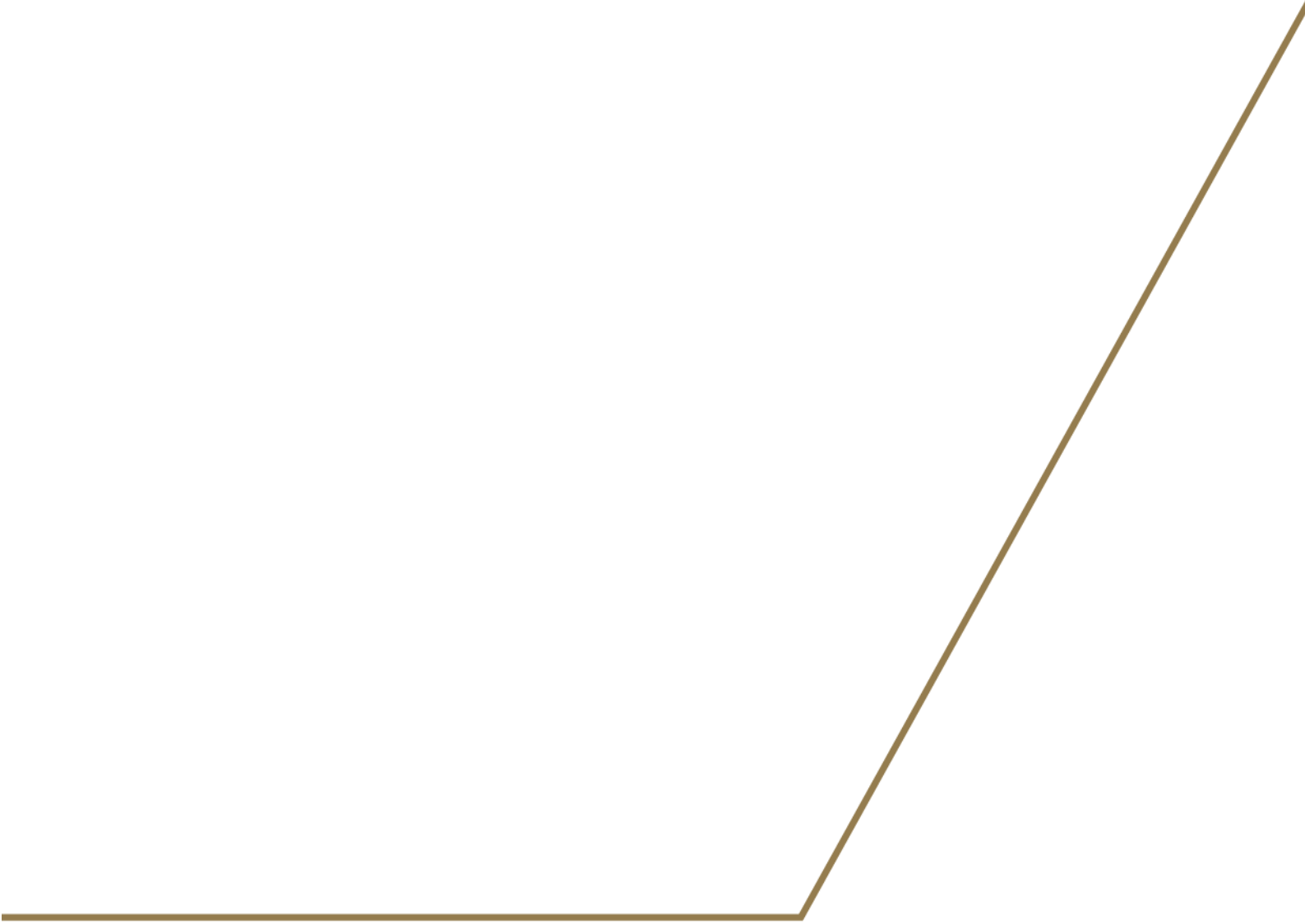




**ABU DHABI
GLOBAL MARKET**

Registration Authority

Checklist – Limited Liability Partnership



	<ul style="list-style-type: none"> • Provide overview of the applicant, including its or its group’s history, and experience in conducting proposed business activities in the UAE or other jurisdictions, as applicable; • Business activities to be conducted: please select relevant business activities and provide description of how this is intended to be delivered. In particular, you may consider providing a process flow diagram demonstrating all touch-points and stakeholders, including flow of services, and interactions with clients and other counterparties. • Target markets, clientele: please provide overview of the immediate target markets, future target markets, client types, approximate number of clients in year 1, 2, and 3. <p>Ownership structure</p> <p>Provide an ownership structure chart identifying all controllers, direct or indirect and ownership percentage. The chart must identify ultimate beneficial owners.</p> <p>Organization structure and corporate governance</p> <p>Please provide a full organization chart of the applicant’s proposed key appointments.</p> <p>Human resources and physical presence in ADGM</p> <p>Describe the applicant’s proposed staffing in ADGM and headcount, along with the office size. Please indicate if the applicant intends to rent service office in the business center or not.</p> <p>Financial projections</p> <p>The financial resources of the applicant are an important component of the assessment of the business plan. Please set out the initial capital injection and the estimated annual expenses.</p> <p>Set out assumptions underpinning the financial projection. Projections should be adequate and align with expected business set up, expected client numbers and fees, projected operational costs should be realistic and supported by numbers for such items as headcount, rent, utilities, professional advisors.</p>	
<input type="checkbox"/>	<p>Enter the partnership name.</p> <p>- Refer: Business and Company Name Rules</p>	<p>www.registration.adgm.com</p> <p>Business and Company Name Rules</p>

<input type="checkbox"/>	<p>Choose business activities.</p> <p>Refer: List of permitted activities available on the ADGM website</p>	<p>What are the permitted business activities?</p>
<input type="checkbox"/>	<p>Choose a tradename (this is not mandatory and mainly applicable for retail applications).</p> <ul style="list-style-type: none"> - Not mandatory - This is different from the partnership legal name (i.e. does not need to include the suffix) - Name used to trade, appear on the signage - Search if the trade name is still available - Refer: Business and Company Name Rules - Authorisation from the trade name owner/holder of IP right of well-known brand will be required in the form of franchise agreement, authorization letter, NOC, IP registration, etc. 	<p>www.registration.adgm.com</p> <p>Business and Company Name Rules</p>
<input type="checkbox"/>	<p>Partnership Agreement</p> <ul style="list-style-type: none"> • Partnership agreement to be executed by all members 	
<input type="checkbox"/>	<p>Resolution</p> <ul style="list-style-type: none"> - Resolution of incorporating members confirming the intention to register a limited liability partnership in the ADGM. NOTE: This is often replaced by the partnership agreement. 	<p>Resolution Templates</p>
<input type="checkbox"/>	<p>Registered Office Address</p> <ul style="list-style-type: none"> - Mandatory and must be located in Abu Dhabi Global Market - Contact landlords - Lease Agreement must be countersigned 	<p>Contact Details - Registered Office Address</p>
<input type="checkbox"/>	<p>Authorised Signatories</p> <ul style="list-style-type: none"> - Must be individual - At least one individual - At least one of the appointed signatories must be a UAE national, GCC national or hold a valid UAE residence visa. (Individuals who never entered the UAE cannot be appointed as authorised signatories because security clearance from the immigration authorities cannot be processed). <p>Individual</p> <ul style="list-style-type: none"> - Personal Details - Service Address 	<p>Resolution Templates</p> <p>Nominee Arrangement Confirmation Form – Role – Company</p>

	<ul style="list-style-type: none"> - Passport copies of all current and past nationalities - Emirates ID (applicable to UAE nationals) - Evidence of Appointment (this is the resolution from the parent company confirming the intention to register a branch in the ADGM) <p>Nominee Arrangement Confirmation Form</p> <ul style="list-style-type: none"> - Confirm if any of the signatories holds the role on behalf of someone else by filling up this form (if not applicable, choose no but the form must still be submitted) - Form is available on the ADGM website - Upload completed and signed form to the Supporting Documents section of the online application form 	
<input type="checkbox"/>	<p>Members:</p> <ul style="list-style-type: none"> - Individual or body corporate - Designated and Non-designated members 	<p>Limited Liability Partnerships Regulations</p>
<input type="checkbox"/>	<p>Ultimate Beneficial Owners (of the members that are body corporate) - Applicable if an individual or body corporate owns in excess of 25% (directly or indirectly) in ADGM legal entity</p> <ul style="list-style-type: none"> - Must be an individual - Document of Beneficial Ownership Distribution (this can be the ownership chart or shareholders’/members’ register, other documents) <p>Individual</p> <ul style="list-style-type: none"> - Personal Details - Service Address - Passport copies of all current and past nationalities <p>Body Corporate</p> <ul style="list-style-type: none"> - Entity Details - Registered Office Address - Register of members recently (certified as a true copy by one of the incumbent directors or company secretary, or registered agent, not more than three months ago, foreign language documents must be accompanied by certified legal translation to the English language) - Register of members recently certified as a true copy by one of the incumbent directors or company secretary, or registered agent, not more than three months ago, foreign language documents must be accompanied by certified legal translation to the English language) 	<p>ADGM Requirement</p> <p>How to determine the beneficial owner?</p>
<input type="checkbox"/>	<p>Data Protection and Data Protection Contact Person</p> <ul style="list-style-type: none"> - Must provide details of the contact person - Complete all applicable questions 	<p>Guidance - Data Protection</p>

	<ul style="list-style-type: none"> - Refer: Data Protection Guidance Note <p>DP Contact Person</p> <ul style="list-style-type: none"> - Personal Details - Service Address and contact details 	
<input type="checkbox"/>	<p>Economic Substance Form</p> <ul style="list-style-type: none"> - Confirm whether or not the partnership intends to conduct one or more Relevant Activities under Economic Substance Regime - Refer to Guidance on Relevant Activities. - Form is available in ADGM website 	<p>Guidance - Relevant Activities</p> <p>Economic Substance Form</p>
<input type="checkbox"/>	<p>Source of wealth Declaration Form</p> <ul style="list-style-type: none"> - With relevant supporting documents may be requested by the ADGM RA depending on the risk rating attributed to the application form 	<p>Sources of Wealth Declaration Form</p>

REGISTRATION OF LIMITED LIABILITY PARTNERSHIP – INITIAL REGISTRATION FEES

	Description	Amount
<input type="checkbox"/>	Application for reserving a name	USD 200
<input type="checkbox"/>	Application for registration of a partnership	USD 1,500
<input type="checkbox"/>	Issuance of commercial license	USD 4,000
<input type="checkbox"/>	Business Activity Fee (for financial services)	USD 9,000
<input type="checkbox"/>	Business Activity Fee (for non-financial services)	USD 4,000
<input type="checkbox"/>	Data Protection	USD 300
<input type="checkbox"/>	Total for financial partnerships	USD 15,000
<input type="checkbox"/>	Total for non-financial partnerships	USD 10,000
	<p>Please note that the above fees are excluding the following:</p> <ul style="list-style-type: none"> - FSRA fees - Office Rent 	

	<ul style="list-style-type: none"> - Lease registration fees amounting to USD 100 per lease year subject to the ADGM RA's review of the lease - Fees for establishment card and UAE residence visas <p>For further information, please access the ADGM RA Schedule of Fees</p>	
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ANNUAL RENEWAL FEES – Limited Liability Partnership

	Description	Amount
<input type="checkbox"/>	Renewal of Commercial License	USD 4,000
<input type="checkbox"/>	Renewal of business activities (for financial services)	USD 9,000
<input type="checkbox"/>	Renewal of business activities (for non-financial services)	USD 4,000
<input type="checkbox"/>	Data Protection Annual Renewal	USD 300
<input type="checkbox"/>	Total for financial services partnerships	USD 13,300
<input type="checkbox"/>	Total for non-financial services partnerships	USD 8,300
	<p>Please note that the above fees are excluding the following:</p> <ul style="list-style-type: none"> - FSRA fees - Office Rent - Lease registration fees amounting to USD 100 per lease year subject to the ADGM RA's review of the lease - Fees for establishment card and UAE residence visas <p>For further information, please access the ADGM RA Schedule of Fees</p>	