



**ABU DHABI
GLOBAL MARKET**

Registration Authority

Checklist – Company Set-up

INCORPORATION / REGISTRATION OF COMPANY – STANDARD REQUIREMENTS

PRIVATE COMPANY LIMITED BY SHARES – RETAIL

	Standard Requirements	Useful Links
<input type="checkbox"/>	Lease Agreement with Gulf Related	List of Retail Business Activities
<input type="checkbox"/>	Business Activities in line with the store concept submitted to Gulf Related	List of Retail Business Activities
<input type="checkbox"/>	<p>Choose a company name.</p> <ul style="list-style-type: none"> - Search if the company name is still available - Refer: Business and Company Name Rules - Similar name declaration may be required if the applicants are using a proposed name that is similar to others 	www.registration.adgm.com Business and Company Name Rules
<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 company 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 etc. 	www.registration.adgm.com Business and Company Name Rules
<input type="checkbox"/>	Select the accounting reference date/end of the fiscal year. (standard: 31 December)	
<input type="checkbox"/>	<p>Draft articles of association</p> <ul style="list-style-type: none"> - Template is available on the ADGM website but this can be amended or bespoke articles uploaded, provided the applicant can confirm that these are compliant with the ADGM Companies Regulations and subordinate legislation - If signed version is to be used, evidence of signing authority 	Model Articles
<input type="checkbox"/>	<p>Registered Office Address</p> <ul style="list-style-type: none"> - Mandatory and must be located in Al Maryah Island - Contact landlord (Mubadala, Regus, Bloom, WeWork) - Signed Lease Agreement with the Landlord (for retail applicants, signed agreement for a retail store) 	Contact Details - Registered Office Address

	<ul style="list-style-type: none"> - Lease agreement must be valid for 1 year from commercial license issuance date 	
<input type="checkbox"/>	<p>Register Lease Agreement</p> <ul style="list-style-type: none"> - Signed Lease Agreement with the Landlord (see above) - Refer: Guidance on Lease Registration 	Guidance – Registration of Lease and Sublease
<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 - Passport copies of all current and past nationalities - Emirates ID (applicable to UAE nationals) - Evidence of Appointment (this is the resolution for incorporation signed by all shareholders, which includes the appointment of the authorised signatories – template is available on the ADGM website) <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 	Resolution Templates Nominee Arrangement Confirmation Form – Role – Company
<input type="checkbox"/>	<p>Directors</p> <ul style="list-style-type: none"> - At least one director - Can be individual or Body Corporate - If body corporate director is appointed, at least one individual must be appointed <p>Individual</p> <ul style="list-style-type: none"> - Personal Details - Service Address - Residential Address - Passport copies of all current and past nationalities - Proof of Residential Address (not more than 3 months old, in the English language) 	Resolution Templates Nominee Arrangement Confirmation Form – Role – Company

	<ul style="list-style-type: none"> - Evidence of Appointment (this is the resolution signed by all shareholders, which includes the appointment of the directors – template is available on the ADGM website) <p>Body Corporate</p> <ul style="list-style-type: none"> - Entity Details - Registered Office Address - Certificate of Incorporation/Registration (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) - Register of directors (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) - Evidence of Appointment (this is the resolution signed by the shareholders, which includes the appointment of the directors – template is available on the ADGM website) <p>Nominee Arrangement Confirmation Form</p> <ul style="list-style-type: none"> - Confirm if any of the directors 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>Secretary</p> <ul style="list-style-type: none"> - This is not mandatory - Can be individual or Body Corporate <p>Individual</p> <ul style="list-style-type: none"> - Personal Details - Service Address - Passport copies of all current and past nationalities - Proof of Residential Address (not more than 3 months old, in the English language) - Evidence of Appointment (this is the resolution signed by all shareholders, foreign language documents must be accompanied by certified legal translation to the English language) <p>Body Corporate</p>	<p>Resolution Templates</p> <p>Nominee Arrangement Confirmation Form – Role – Company</p>

	<ul style="list-style-type: none"> - Entity Details - Registered Office Address - Certificate of Incorporation/Registration (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) - Register of directors (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) - Evidence of Appointment (this is the resolution signed by all shareholders, which includes the appointment of the secretaries – template is available on the ADGM website) <p>Nominee Arrangement Confirmation Form</p> <ul style="list-style-type: none"> - Confirm if any of the secretaries 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>Shares Particulars</p> <ul style="list-style-type: none"> - Decide on share class, number of issued, how much are paid and unpaid, and rights attached to the shares - At least one share must be issued at the time of incorporation 	
<input type="checkbox"/>	<p>Shareholders</p> <ul style="list-style-type: none"> - Can be individual or Body Corporate <p>Individual</p> <ul style="list-style-type: none"> - Personal Details - Service Address - Passport copies of all current and past nationalities - Proof of Residential Address - Resolution authorizing Incorporation/Registration of ADGM Entity and Evidence of Appointment (this is the resolution signed jointly by all individual shareholders – template is available on the ADGM website) <p>Body Corporate</p> <ul style="list-style-type: none"> - Entity Details - Registered Office Address 	<p>Resolution Templates</p> <p>Nominee Arrangement Confirmation Form</p>

	<ul style="list-style-type: none"> - Certificate of Incorporation/Registration (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) - Register of directors (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) - Evidence of Appointment (separate board resolution required for each body corporate shareholder, which includes the appointment of the directors – template is available on the ADGM website) <p>Nominee Arrangement Confirmation Form</p> <ul style="list-style-type: none"> - Confirm if any of the shareholders 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>Ultimate Beneficial Owners</p> <ul style="list-style-type: none"> - Applicable if an individual or body corporate owns 25% or more of the company - Can be individual or Body Corporate - Document of Beneficial Ownership Distribution (this can be the company or shareholder's group chart or shareholder's register of shareholders) <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) 	<p>Guidance – Beneficial Ownership and Control</p>

	<ul style="list-style-type: none"> - Register of directors 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>Nominee Arrangement Confirmation Form</p> <ul style="list-style-type: none"> - Confirm if any of the Ultimate Beneficial Owners 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>Anti-Money Laundering Manual and Money Laundering Reporting Officer (MLRO)</p> <ul style="list-style-type: none"> - Applicable only if the company will conduct any of the following activities: <ul style="list-style-type: none"> • Dealer in precious metals or precious stones • Dealer in any saleable item of a price greater than or equal to US\$15,000 - Must appoint one MLRO - MLRO must hold a valid UAE residence visa <p>MLRO</p> <ul style="list-style-type: none"> - Personal Details - Role, Experience and Qualifications details (must be related to AML function) - Service Address and contact details - Passport copy - UAE residence visa copy - CV - Proof of Qualifications/Certifications <p>AML Manual</p> <ul style="list-style-type: none"> - Refer ADGM AML and Sanction Rules and Guidance - Refer Guidance – AML Manual 	<p>Anti-Money Laundering and Sanctions Rules and Guidance</p> <p>Guidance - AML Manual</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 - Refer: Data Protection Guidance Note 	<p>Guidance - Data Protection</p>

	DP Contact Person <ul style="list-style-type: none"> - Personal Details - Service Address and contact details 	
<input type="checkbox"/>	Economic Substance Form <ul style="list-style-type: none"> - Confirm whether or not the company intends to conduct one or more Relevant Activities under Economic Substance Regime - Refer to Guidance on Relevant Activities. - Form is available in ADGM website - Upload completed and signed form in the Supporting Document section 	Guidance - Relevant Activities Economic Substance Form
<input type="checkbox"/>	Source of wealth Declaration Form <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 	Sources of Wealth Declaration Form
<input type="checkbox"/>	Third party NOCs required for operation of retail activities such as ADFCA etc. (as applicable)	

REGISTRATION OF COMPANY – INITIAL REGISTRATION FEES - RETAIL LTD

	Description	Amount
<input type="checkbox"/>	Application for reserving a name	USD 200
<input type="checkbox"/>	Application for incorporation of a company	USD 1,500
<input type="checkbox"/>	Issuance of commercial license	USD 4,000
<input type="checkbox"/>	Data Protection	USD 300
	Total	USD 6,000
	Please note that the above fees are excluding the following: <ul style="list-style-type: none"> - Office Rent - Lease registration fees amounting to USD 100 per lease year subject to the ADGM RA's review of the lease - Fees for any third party NOCs required for operation of retail activities such as ADFCA etc. - Fees for establishment card and UAE residence visas 	

For further information, please access the ADGM RA Schedule of Fees	
---	--

ANNUAL RENEWAL FEES - RETAIL LTD

	Description	Amount
<input type="checkbox"/>	Renewal of Commercial License	USD 4,000
<input type="checkbox"/>	Data Protection Annual Renewal	USD 300
<input type="checkbox"/>	Annual Confirmation Statement	USD 100
<input type="checkbox"/>	Annual Accounts Filing	-
	Total	USD 4,400
	<p>Please note that the above fees are excluding the following:</p> <ul style="list-style-type: none"> - 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 - Fees for any third party NOCs required for operation of retail activities such as ADFCA etc. <p>For further information, please access the ADGM RA Schedule of Fees</p>	