

## Checklist of Legal Documents – Ltd Corporate Shareholder

### Documents required to setup a Limited Liability Company (“Ltd”) – Corporate Shareholder

The following documents are required to setup a Limited Liability Company with Corporate Shareholder in Abu Dhabi Free Zone (“ADFZ”):

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| 1. | Application form for Registration & License   |
| 2. | Business Plan ( <i>template can be provided</i> )   |
|    | <p><b><u>Documents of Corporate Shareholder(s)</u></b></p> <p><b>For Foreign Companies</b></p> <ol style="list-style-type: none"> <li>Certificate of Registration of the Corporate Person - Notarised</li> <li>Certificate of Good Standing (issued by the Registrar of Companies in which jurisdiction the Corporate Person is incorporated) – Original or Notarised</li> <li>Memorandum and Articles of Association along with a list of the current Directors - Notarized and Attested</li> <li>Registry Identification Form – Corporate</li> </ol> <p><b>For U.A.E. Companies</b></p> <ol style="list-style-type: none"> <li>Copy of a valid Trade License issued by the Department of Economic Development</li> <li>Commercial Registration issued by the Department of Economic Development</li> <li>Memorandum and Articles of Association along with a list of the current Directors (if applicable) – notarized</li> <li>Registry Identification Form – Corporate</li> </ol> |
| 3. | <p><b><u>Documents of Director(s), Manager &amp; Secretary:</u></b></p> <ol style="list-style-type: none"> <li>Valid Passport Copy</li> <li>Copies of Residency Visa / Visit Visa &amp; Emirates ID (as applicable)</li> <li>NOC from current sponsor in Arabic (if applicable)</li> <li>Personal Profile (CV)</li> <li>Registry Identification Form – Individual</li> </ol>  |
| 4. | <p>Board / Shareholder’s Resolution for Incorporation of a Limited Liability Company in ADFZ (Notarized and Attested, as applicable) (<i>Please utilize the specimen document</i>), along with:</p> <ul style="list-style-type: none"> <li>- Appointment of the Negotiator / Legal Representative (optional)</li> <li>- Power of Attorney for the Manager (if not part of the Resolution) – Notarized and attested</li> </ul>   |
| 5. | <p>Details of <b>Ultimate Beneficial Owner (UBO)</b> (this is to identify that the UBO shareholding is 25% or more);</p> <ol style="list-style-type: none"> <li>UBO Declaration Form (specimen document attached)</li> <li>A chart showing the corporate structure of the entity – up to the individual who ultimately owns the company</li> <li>Copy of passport of individual(s) who ultimately own(s) the company</li> <li>Details of public listed company or subsidiary of Government entity (if applicable)</li> </ol>  |
| 6. | <p>Details of <b>Compliance Officer</b> (applicable if proposed entity is subject to anti money laundering)</p> <ol style="list-style-type: none"> <li>Copies of Passport, Residency Visa &amp; Emirates ID</li> <li>Curriculum Vitae</li> <li>Registry Identification Form – Individual</li> </ol>   |
| 7. | <p>Details of Legal Representative (if applicable);</p> <ol style="list-style-type: none"> <li>Copies of Passport, Residency Visa &amp; Emirates ID</li> <li>Registry Identification Form – Individual</li> <li>Copy of address proof in UAE</li> </ol>   |
| 9. | Package Fee   |

#### **Important Notes:**

- All legal documents more than one page has to be sealed.
- Powers of Attorney need to be accompanied with a valid passport copy of the Attorney.

- ADFZ Authority reserves the right to call for any extra documents it may deem require, as and when necessary.
- ADFZ Authority reserves the right to ask for attestation by the UAE Embassy or other Embassies, as may be necessary.
- Shareholder's Resolution and/or Power of Attorney for the Manager must state the Manager's full name as per passport including nationality and valid passport number.
- The legal documents must be in English and / or Arabic. Documents in any other language must be accompanied by a certified English or Arabic translation.