

# ECONOMIC SUBSTANCE REGULATIONS



ABU DHABI  
GLOBAL MARKET

ESR PORTAL USER GUIDE #2  
**COMPLETING AN ESR NOTIFCATION**



**DECEMBER 2021**



# ESR Portal User Guides

Economic Substance Regulations (“ESR”) applies to entities that undertake a Relevant Activity as defined by the regulations (“Licensees”). All ESR submissions are required to be submitted online via the Ministry of Finance dedicated ESR portal (“Portal”).

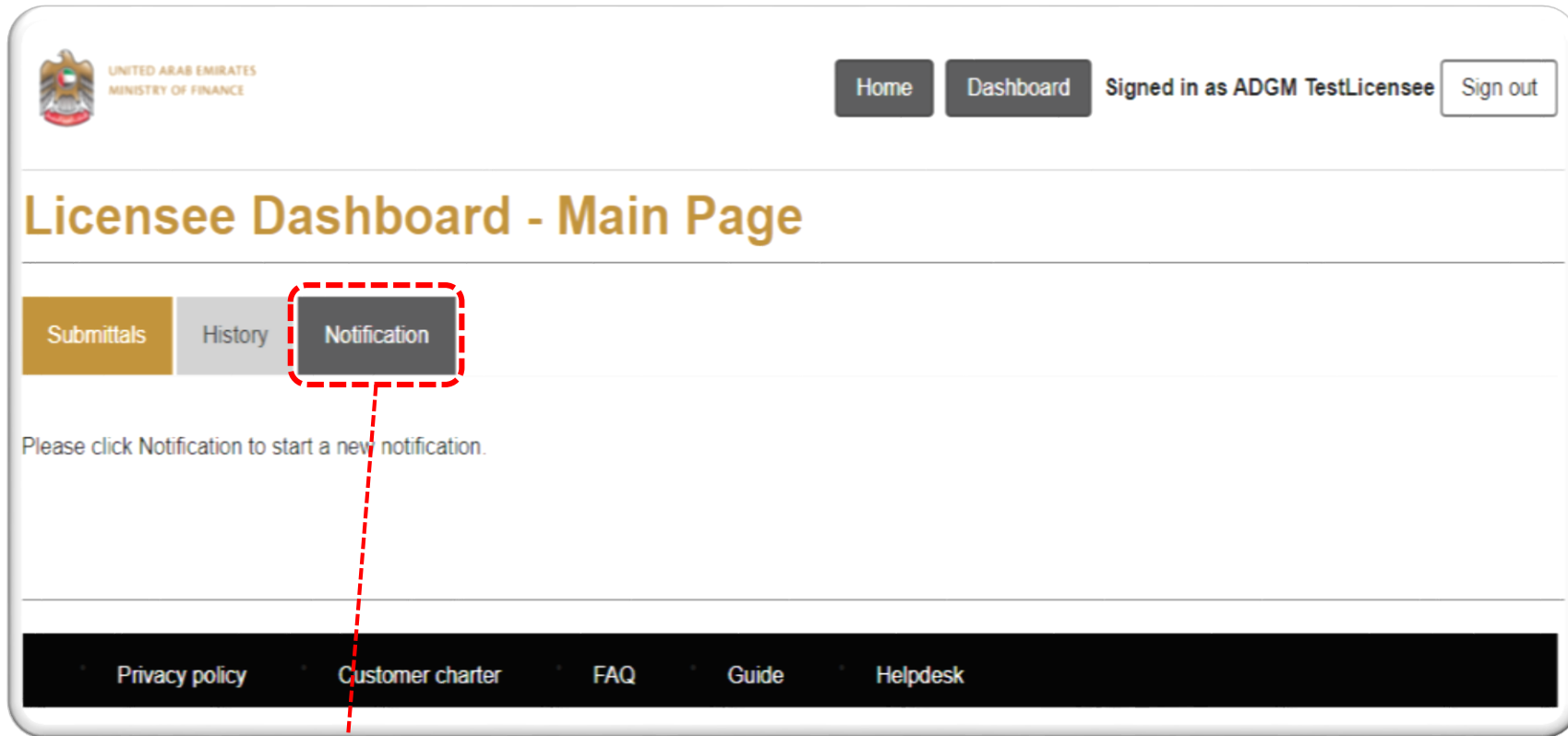
**This is a guide on how a Licensee can create an Economic Substance Notification on the Portal.**

**This guide is targeted at ADGM Licensees that conclude that they undertook a Relevant Activity under ESR during a reportable period.**

***Disclaimer notice:***

*The contents of this publication is provided by way of guidance only and is not to be considered or relied upon as legal advice.*

**Login to the Ministry of Finance ESR portal\* and you will be redirected to the “Licensee Dashboard - Main Page”.**



**1. Click on the “Notification” button to start a new submission.**

*\*Refer to ADGM ESR User Guide #1 for guidance on how to create a login.*

## 2. Select the “Next” Button after reviewing and accepting the “Terms and Conditions”.

### Economic Substance Notification

<b>Introduction</b> (selected)	<b>What is the purpose of the Notification?</b>
<b>Filing requirements</b>	The purpose of the Notification is to provide the Regulatory Authorities with certain initial information in respect of Licensees and their activities in the UAE for the relevant Reportable Period. The information provided as part of the Notification is a prerequisite to filing an Economic Substance Report for the same period (if required).
<b>A. Licensee Details</b>	<b>Terms and Conditions</b>
<b>B. Branch details</b>	Please read our Terms and Conditions, which include our Privacy Policy, here: <a href="https://www.mof.gov.ae/en/StrategicPartnerships/Documents/ESR_Portal_Privacy_Policy%20Updated.pdf">https://www.mof.gov.ae/en/StrategicPartnerships/Documents/ESR_Portal_Privacy_Policy%20Updated.pdf</a> and click 'Accept' before continuing, to acknowledge that you have read, understood and accept our Terms and Conditions, including our Privacy Policy, and consent to the use of your information, as set out in our Privacy Policy.
<b>C. Reportable Period</b>	<input checked="" type="checkbox"/> Accept
<b>D. Relevant Activities</b>	<input type="button" value="Next"/>
<b>G. Declaration</b>	<input type="button" value="Cancel"/>
<b>Preview and submission</b>	

Preview and submission

<b>G. Declaration</b>	<input type="button" value="Next"/>	<input type="button" value="Cancel"/>
<b>D. Relevant Activities</b>		

### 3. Input the required information for “Licensee Details” in section “A” & “B” of the Notification and then click on the “Next” button.

Note: the licensee’s details must be up-to-date, accurate and consistent with information provided to and shown on ADGM’s online registry system.

Please make sure to select the correct Regulatory Authority. This will be “Abu Dhabi Global Market (ADGM)” for ADGM licensed entities.



Please pay extra attention when inputting the “Legal form”, this needs to reflect the information on the Commercial License.

If a Legal form is not available from the drop-down list, please select “Any other legal form” and manually type in the legal form. For example, “Private Company Limited by Shares”.

The screenshot shows a web form titled "A. Licensee Details". On the left, a navigation menu lists sections: Introduction (checked), Filing requirements (checked), A. Licensee Details (selected), B. Branch details, C. Reportable Period, D. Relevant Activities, G. Declaration, and Preview and submission. The main form area contains a "NOTE" and a question: "Have you filed previously or been issued a penalty for failure to file?" with radio buttons for "Yes" and "No" (selected). Below are several input fields: "1. Licensee Name" (ADGM Test Submission), "2. Does the Licensee have a dual license?" (No), "2.1 Commercial License/Trade License/Permit No." (0000099999), "2.2 Licensing Authority" (Abu Dhabi Global Market (ADGM)), "3. Primary/Main Regulatory Authority" (Abu Dhabi Global Market (ADGM)), "4. Place of establishment?" (Free Zone), "5. Registered office address" (ADGM RA Level 3), "5.1 Registered office city" (Abu Dhabi), "5.2 Registered office country" (United Arab Emirates), and "5.3 UAE Emirate" (Abu Dhabi). A red dashed box highlights the "6. Legal form" section, which includes a text input "Any other legal form (specify)" and a dropdown menu "6.1 Please specify legal form" with "Private Company Limited by Shares" selected. Below this are fields for "7. Is the Licensee registered for VAT in the UAE?" (Yes) and "7.1 Insert UAE VAT Tax Registration Number" (000000000000003). At the bottom, there are "Previous", "Next", and "Cancel" buttons. Two large gold stars are positioned on the right side of the form.

#### 4. Input the “Reportable Period” in Section C of the Notification and then click on “Next”.

The Reportable Period is always the financial period preceding the financial period in which the Notification is required to be submitted.

Start date  End date 

*Please ensure the Reportable Period included is correct. Once submitted, the Reportable Period cannot be changed as part of a resubmission of the Notification or when submitting the corresponding Economic Substance Report (if applicable).*

[← Previous](#) [Next](#) [Cancel](#)



Please pay attention to input the correct reportable period since it cannot be changed after submitting the Notification.

## 5. Answer questions 1 and 2 of section D on “Relevant Activities”.

### Economic Substance Notification

Introduction	✓
Filing requirements	✓
A. Licensee Details	✓
B. Branch details	✓
C. Reportable Period	✓
D. Relevant Activities (selected)	
G. Declaration	
Preview and submission	

#### D. Relevant Activities

1. Did the Licensee carry on a Relevant Activity (as defined under Article 4 of the Economic Substance Regulations) during the Reportable Period?

Yes

2A. Please indicate which Relevant Activity(ies) the Licensee carried on during the Reportable Period?

Banking Business

Insurance Business

Investment Fund Management Business

2B. Did the Licensee earn income from the Relevant Activity during the Reportable Period?

Yes/No

Please select

2D. Regulatory Authority (RA)

RA

Please select

The answer to question 2B, which asks whether or not the Licensee generated revenue from the Relevant Activity, will determine if an Economic Substance Report and meeting the Economic Substance Test are required.

If the Licensee generated revenue from the Relevant Activity and is not exempt, the Licensee will be required to submit an Economic Substance Report and meet the Economic Substance Test for the relevant reportable period.



## 7. Input the required information under “Designated contact person” and click on “Next”.


**G. Declaration**

**1. Designated contact person**

The dedicated contact person can be anyone who has the authority to respond to queries raised by, and provide further documents and other information to, the Regulatory Authority or the National Assessing Authority.

**Name**


**Designation**

**Phone** 

**Email for Correspondence**

ADGM.esr.test@gmail.com

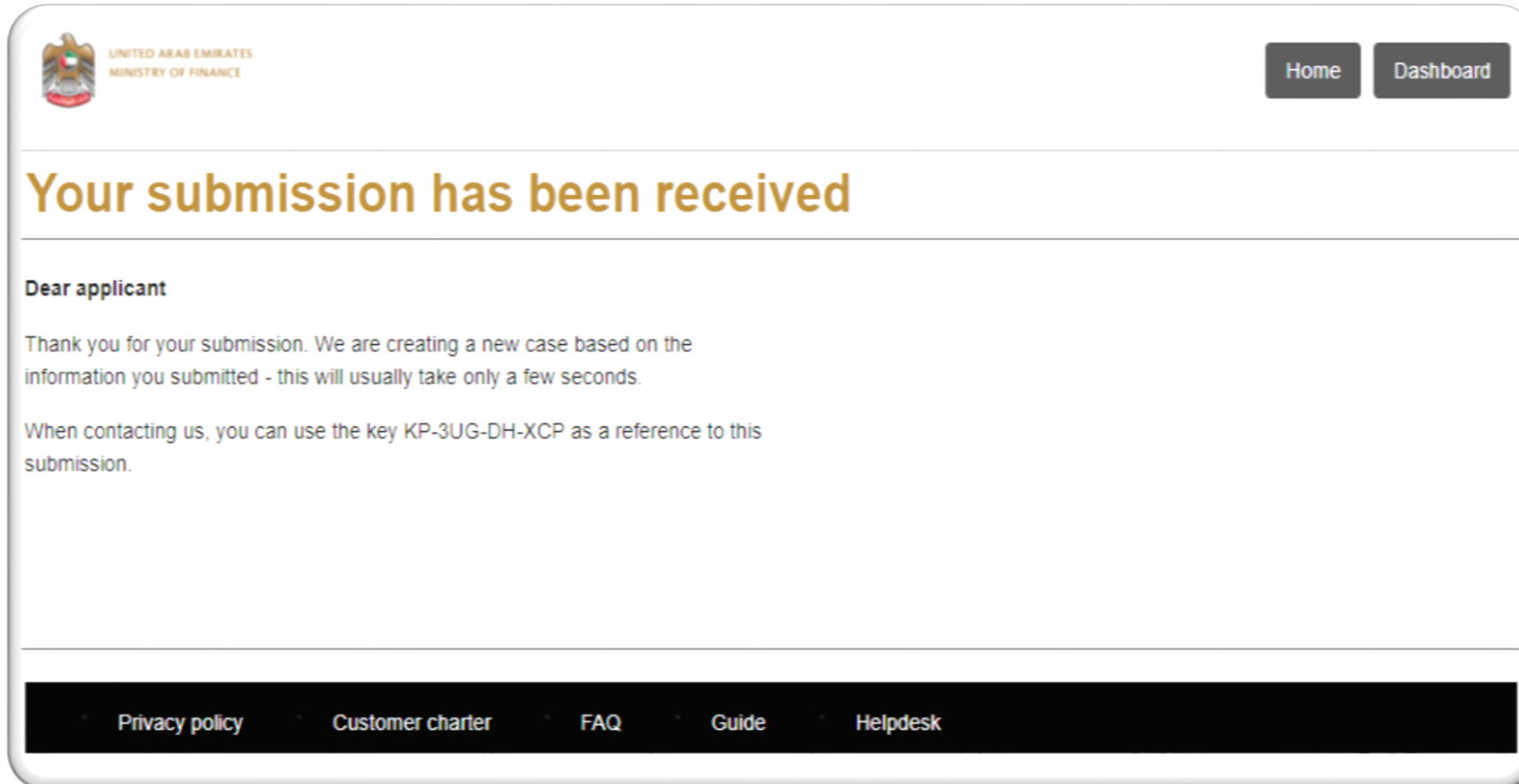
◀ Previous **Next** Cancel



The dedicated contact person must be a person who has the authority to respond to queries raised by the Regulatory Authority or the National Assessing Authority.

## 8. Review the information and click on “Send” to submit the Notification.

The Portal will then display a confirmation that the submission has been received. The Portal will also send the summary of the Notification via email to the designated contact person.



The screenshot displays a web portal interface for the United Arab Emirates Ministry of Finance. At the top left is the ministry's logo and name. At the top right are 'Home' and 'Dashboard' buttons. The main heading reads 'Your submission has been received'. Below this, the text addresses the applicant, thanking them and stating that a new case is being created. It also provides a reference key: KP-3UG-DH-XCP. At the bottom, a navigation bar contains links for 'Privacy policy', 'Customer charter', 'FAQ', 'Guide', and 'Helpdesk'.

UNITED ARAB EMIRATES  
MINISTRY OF FINANCE

Home Dashboard

### Your submission has been received

**Dear applicant**

Thank you for your submission. We are creating a new case based on the information you submitted - this will usually take only a few seconds.

When contacting us, you can use the key KP-3UG-DH-XCP as a reference to this submission.

Privacy policy Customer charter FAQ Guide Helpdesk



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