

# ECONOMIC SUBSTANCE REGULATIONS



ABU DHABI  
GLOBAL MARKET

ESR PORTAL USER GUIDE #4  
**REQUESTING AMENDMENTS & CANCELLATIONS**



**DECEMBER 2021**



# ESR Portal User Guides

The ESR Portal gives you the option to amend the Report by selecting the “request for amendment” button.

**This is a guide on how a Licensee that submitted an Economic Substance Notification or Report can request for amendment or cancellation of their ESR submission.**

**This guide is targeted at ADGM Licensees that have already submitted an Economic Substance Notification or Report.**

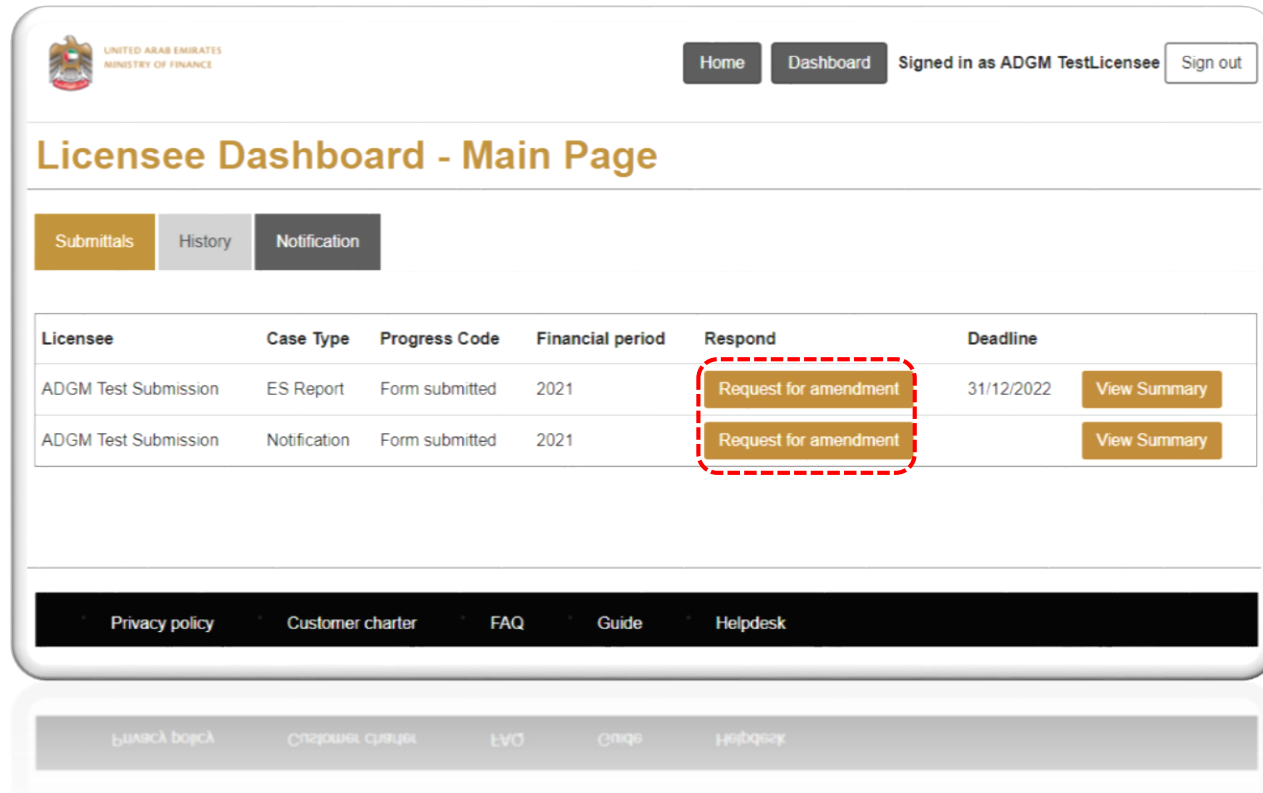
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*The contents of this publication is provided by way of guidance only and is not to be considered or relied upon as legal advice.*

# 1. Request for amendment

Login to the Ministry of Finance ESR portal and you will be redirected to the Licensee Dashboard Main Page.

Click on the “Request for amendment” button of the submission you would like to change.



Please pay attention before clicking the “request for amendment” button as the request cannot be cancelled.

Once the request is approved, Licensees have 5 business days to re-submit the Notification or Report in order to avoid “Deadline Exceeded” penalties.

The designated contact person should check their email and the Licensee Dashboard on the portal regularly for any request that might be raised.

## 2. Request for Cancellation

Licensees who wish to cancel any ESR submission (e.g. Economic Substance Notification or Report) must send a request to their Regulatory Authority.

ADGM Licensees must send an email request to the ADGM Registration Authority requesting cancellation of the ESR submission, by email to: [EconomicSubstance@ADGM.com](mailto:EconomicSubstance@ADGM.com)

The email must be sent from the Designated Contact Person's email address. The request should at a minimum include:

1. Name of the Licensee
2. License number
3. Case ID of the Notification/Report to be cancelled (Format: 2021 – xxxxx)
4. Reason for cancellation

The ADGM Registration Authority will review the request and the associated submissions, and may send you a request to submit further documentation in support of the request.

Once the cancellation is processed by the ADGM Registration Authority on the Portal, the Portal will send a system generated confirmation email.



ABU DHABI  
GLOBAL MARKET

*Abu Dhabi Global Market Authorities Building  
ADGM Square, Al Maryah Island  
PO Box 111999 – Abu Dhabi, UAE*