



FSRA Connect User Manual

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Confidential

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ABOUT FSRA CONNECT

FSRA Connect is the Financial Services Regulatory Authority's (FSRA) online regulatory services system. It allows users to submit FSRA related applications, notifications and reports. This includes the submission of application for a Financial Services Permission (FSP).

1. INTRODUCTION

This manual applies to entities submitting their application for an FSP to the FSRA's Authorisation department. Please contact authorisation@adgm.com if you have any questions or difficulty accessing the system.

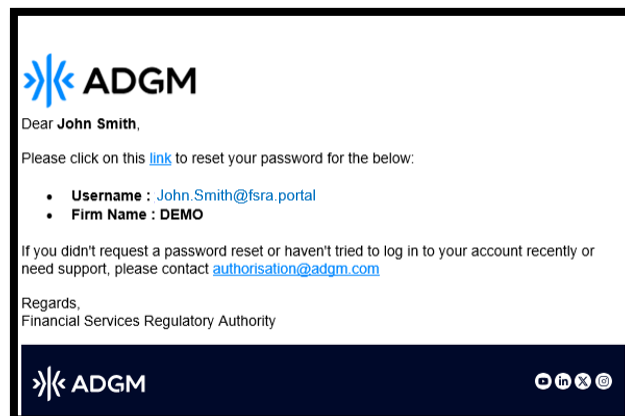
2. LOGIN TO FSRA CONNECT

2.1 First Login

Portal Users (upon being nominated by the FSP applicant entity during the Authorisation process) will receive an email request to setup their account for FSRA Connect once FSRA has set up the Portal Users access for the entity.

1. Click on the link to setup your password in the email you received from FSRA Connect.

Note: The password must be set up within 7 days of receiving the email.



2. Once you click the link, you will be asked to set up a new password. You will be guided on the password requirements. Once you have provided a password that satisfies the password requirements, click on the **Change Password** button.

3. After setting your new password, you will then be redirected to the two-factor verification page on FSRA Connect. You will receive a verification code by email and SMS (if your mobile number has been registered). Enter the verification code and then click the **Submit** button.

Note: The two-factor verification will be required every time you attempt to login to FSRA Connect.

4. After you have set a new password, you will be redirected to FSRA Connect **Home** page.
5. Portal Users are requested to note the login credentials safely in order to access FSRA Connect at all times.

Note: The username will be derived from your email address and be appended with @fsra.portal

2.2 Access FSRA Connect

You can access FSRA Connect Portal via the ADGM website or directly using the FSRA Connect URL:
<https://fsraconnect.adgm.com>

Once on the ADGM website - URL: <https://adgm.com/>,

1. Click on the **eServices** link.
2. Then, from the list of services section click on FSRA Connect.
3. Click on the Access FSRA Connect portal button.

2.3 Login to FSRA Connect

Please refer to section – Access FSRA Connect for instructions on how to access the portal.

1. Please enter your username and password and then click on the **Login** button on FSRA Connect login page.

Note: By clicking on the Login, you are accepting the Terms and Conditions. Also please note that *FSRA Connect login is protected by reCAPTCHA verification.*

2.4 Forgot Password

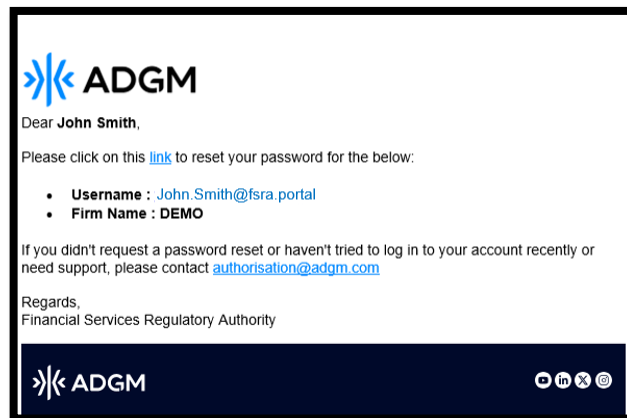
In the case you have forgotten your password, complete the following steps to recover access to FSRA Connect by setting up a new password.

1. On the FSRA Connect login page, click on **Forgot Password**.

2. On the Forgot Password page, provide your FSRA Connect username and click the **Reset Password** button.

Note: Your FSRA Connect username is required to recover the password.

3. You will receive an email to your registered email address with a link to reset your password.



4. Once you click the link, you will be asked to set up a new password. You will be guided on the password requirements. Once you have provided a password that satisfies the password requirements, click on the **Change Password** button.

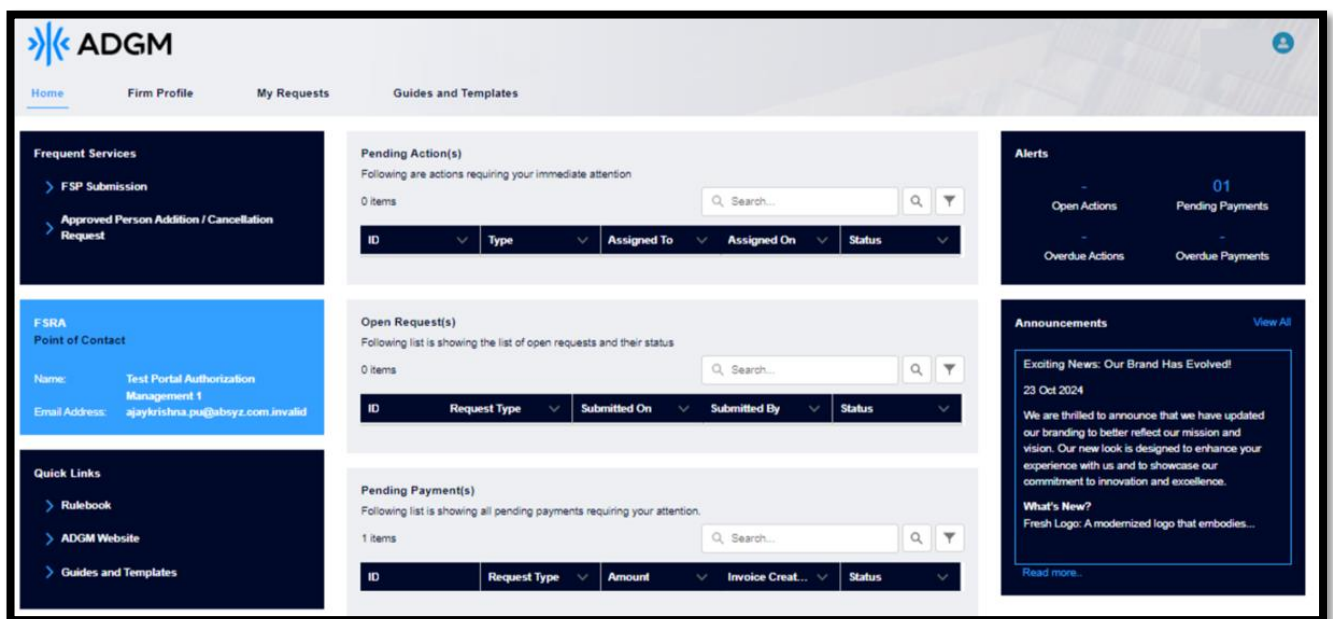
5. After setting your new password, you will then be redirected to the FSRA connect home page.

3. PORTAL NAVIGATION

3.1 Home Page

Once you have logged in to FSRA Connect you will be directed to the **Home page**.

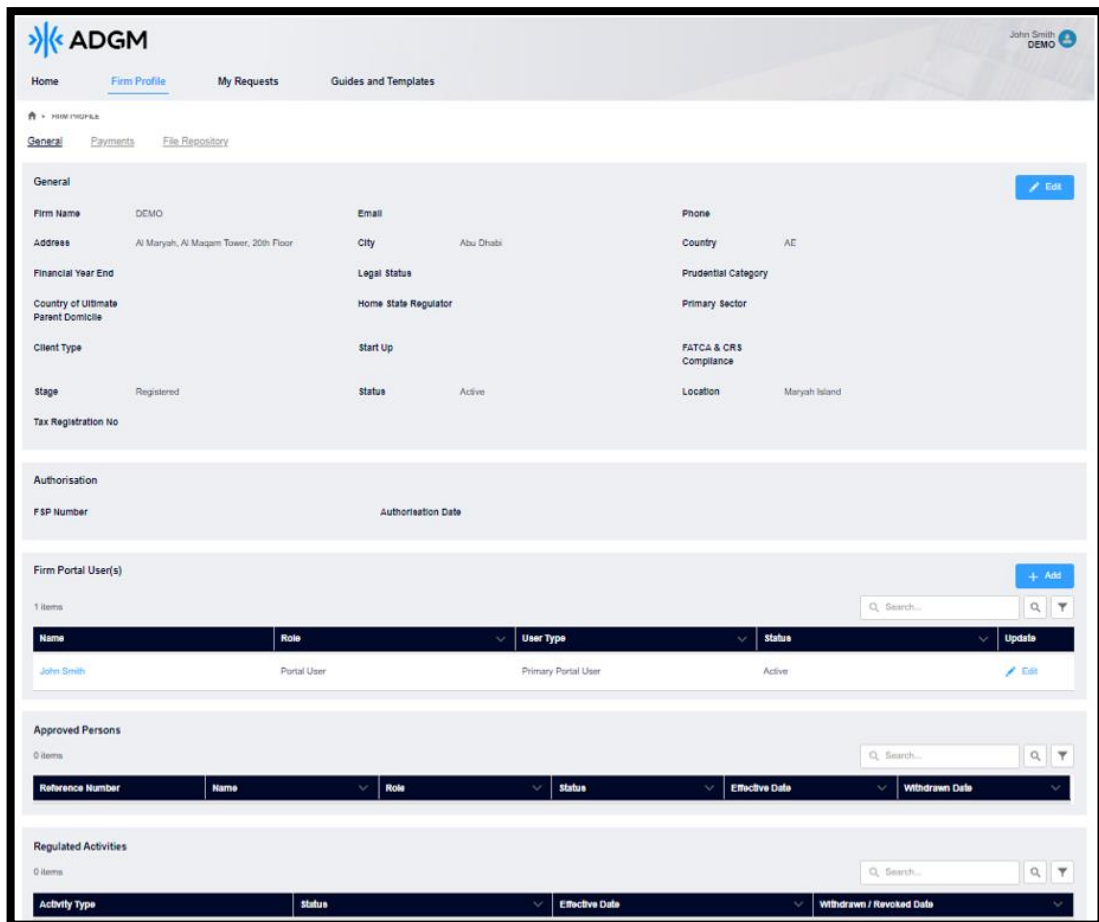
1. **Pending Actions**, this section lists all actions requiring the logged in user’s attention.
2. **Open Requests**, this list shows all open requests and their status.
3. **Pending payments**, this section will list any outstanding application or annual payments.
4. **Regulatory Reporting Calendar** displays the list of assigned regulatory reports, their due dates and status.
5. **Frequent Service(s)**, this section will provide quick links to the mostly used services.
6. **FSRA Point of Contact**, this section will outline the designated FSRA point of contact for the Firm.
7. **Quick Links**, this section will provide a link to the FSRA rulebook, ADGM website and FSRA Guides and Templates.
8. **Alerts Dashboard**, this report will highlight number of pending actions and payments.
9. **News & Announcements** displays recent announcements made by the FSRA.
10. Navigate to the **Firm Profile** to view the firm details such as FSP number, prudential category, regulated activities etc (only visible once the entity has been licensed).
11. From **My Requests**, the portal users will be able to submit and track their requests, i.e., Draft RBP.
12. **Guides & Templates**, this section will provide the latest guides and templates to be downloaded or viewed.
13. Navigate to **Primary Username** to logout of the portal.



3.2 Firm Profile

To access the firm profile, from the home page click on the **Firm Profile** link. You will then be redirected to the firm profile page and the following sections will be displayed:

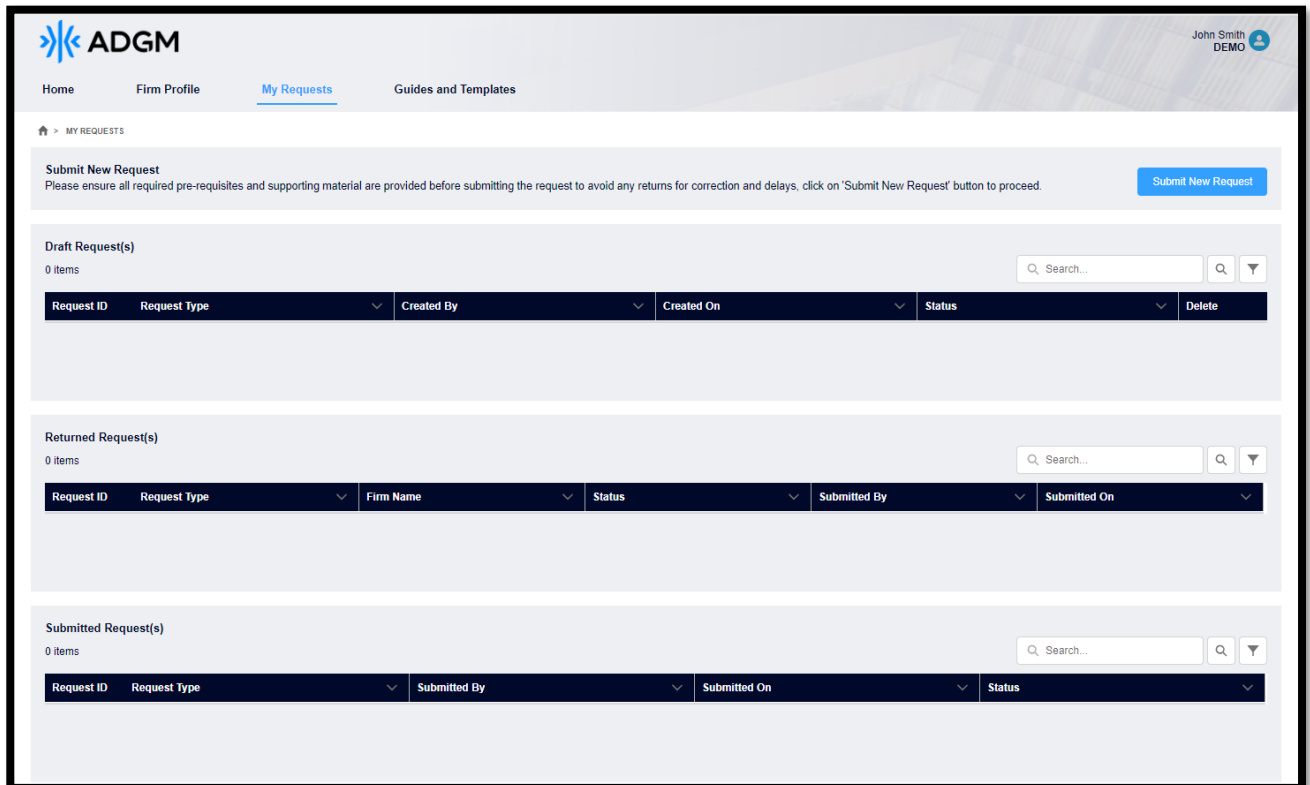
1. **General**, this section shows the general information of the firm such as address, legal status in addition to the assigned Prudential category.
2. **Authorisation** section will display the Firm’s FSP licenses number and authorization date once obtained.
3. **Firm Portal users**, this section will outline all users who have been authorised to access the Firm profile under the FSRA connect portal.
4. **Approved Persons**, this section will outline all the approved persons under this firm once authorised.
5. **Regulated Activities** section lists the Firm’s authorised regulated activities once authorised.



4. MY REQUESTS

To raise a request to FSRA, click on **My Requests** link present on the portal main menu, you will then be redirected to **My Requests** page and the following sections will be displayed:

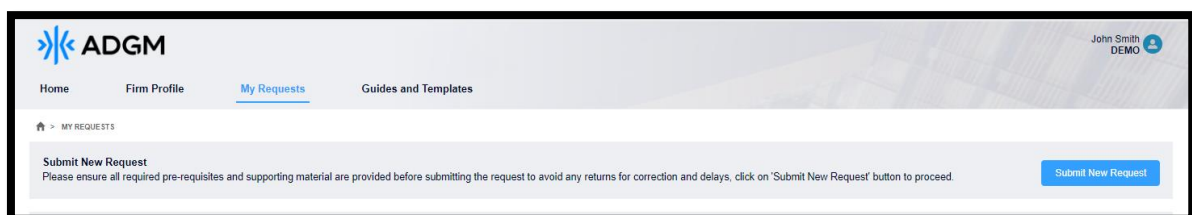
1. **Submit a New Request**, this section displays the request form, whereby the user can select the request type, fill the form, and submit.
2. **Draft Request(s)** section displays all the requests that have been saved for further editing later. These requests will not be visible to the FSRA and will remain with the user until they are submitted.
3. **Returned Request(s)** section displays all the requests that have been returned for correction or update.
4. The portal user will be able to view all his submitted and under review requests under the **Submitted Requests** section.



4.1 SUBMIT THE FSP APPLICATION

You can submit a FSP application as follows:

1. Login to the FSRA Connect Portal - please refer to section – **Access FSRA Connect** for instructions on how to access the portal.
2. From the home page, click on My **Requests** link, then click on **Submit New Request** button.



3. Expand the **Request Type** drop down and select **FSP Submission**.

The screenshot shows the 'Submit a New Request' form. The 'Request Type' dropdown menu is expanded, showing 'FSP Submission' as the selected option. The breadcrumb navigation at the top reads 'MY REQUESTS > CREATE MY REQUEST'.

The screenshot shows the 'Submit a New Request' form with 'FSP Submission' selected. The form includes a progress bar with stages: Draft, Submission Returned, Submitted, Assigned, Under Review, Payment Processing, Payment Completed, IPA Issued, and FSP Issued. Below the progress bar, there are sections for 'Already Registered with ADGM?', 'Regulated Activities', 'Ultimate Beneficiary Owner', 'Controllers', and 'Approved Person', each with an '+ Add' button. A rich text editor for 'Comments' and a 'Consent' checkbox are also visible. At the bottom, there are 'Cancel', 'Save', and 'Submit' buttons.

4. Confirm if the Firm was already registered with ADGM and provide the commercial license number, if not leave it blank.

The screenshot shows the 'Already Registered with ADGM?' checkbox field, which is currently unchecked.

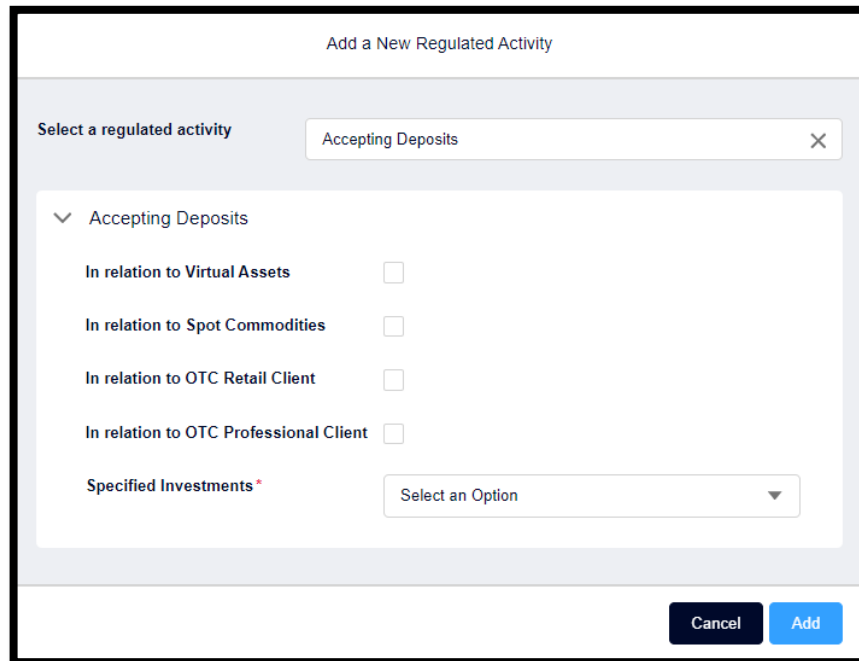
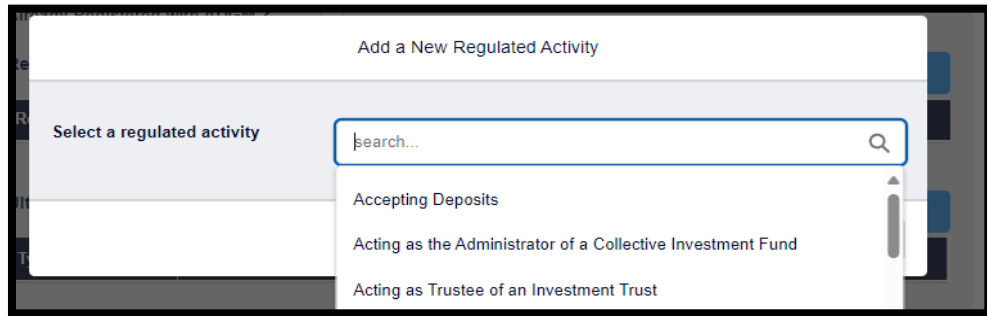
5. **Regulated Activities**, list the regulated activities as follows:

5.1 click the **add** button present on the top right corner of the regulated Activities section.

The screenshot shows the 'Regulated Activities' section with a '+ Add' button highlighted in the top right corner.

5.2 Search for or select the required regulated activity, indicate whether it is in relation to Virtual Assets, Spot Commodities, or others, select the specified Investments then click

Add button.

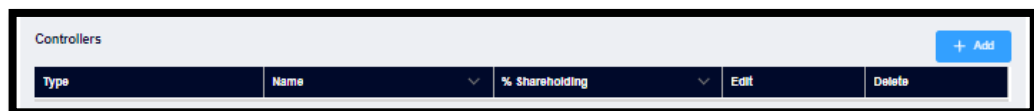


5.3 Repeat the same steps again to add another regulated activity if required.

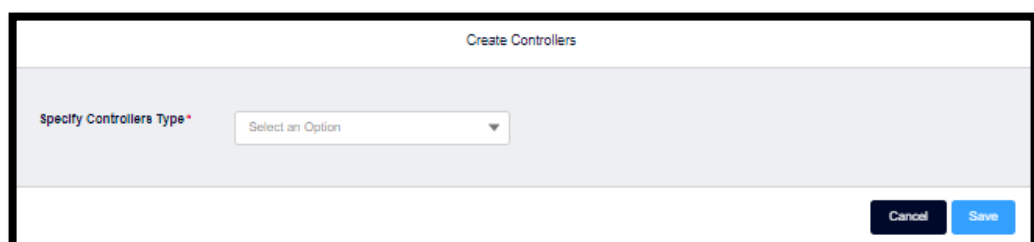
Note: Please ensure to click on **Save** button once all entries are done to maintain changes otherwise if you navigate away from this page, your changes will be lost.

6. Controller(s) – add the Controller or list of controllers as follows:

6.1 Click the **add** button present on the top right corner of the Controller(s) section.



6.2 Select the **Controller Type**, fill in all the mandatory fields, then click on **Save** button.



6.3 To edit the details post addition, click on the **Edit** button next to the line entry made, amend the required details then click **save** button.

Controllers					+ Add
Type	Name	% Shareholding	Edit	Delete	
Listed Company	Company X	70	Edit	Delete	

6.4 To delete any entry, click on the **delete** button next to the entry made.

7. Approved Person(s) –add the approved Person(s) as follows:

7.1 Click the add button present on the top right corner of the Approved Person(s) section.

Approved Person					+ Add
Type	First Name	Last Name	Edit	Delete	

7.2 Fill in all mandatory fields then click on Save button.

Add Approved Person

General Information

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Date Of Birth *	<input type="text"/>	Place of Birth *	<input type="text" value="Select an Option"/>
Primary Email *	<input type="text"/>	Telephone Number *	<input type="text" value="United Arab E..."/>
Current Residence Address *	<input type="text"/>		
Mailing Address *	<input type="text"/>		
Has the individual ever used any other name(s)?	<input type="text" value="Select an Option"/>		

Citizenship Details

Full Name In Passport *	<input type="text"/>	Citizenship (First Passport) *	<input type="text" value="Select an Option"/>
Passport 1 Number *	<input type="text"/>	Passport 1 Date of Expiry *	<input type="text"/>
Passport 1 Date of Issue *	<input type="text"/>	National Identification Number	<input type="text"/>
Passport 2 Number	<input type="text"/>		
National Identification Type	<input type="text"/>		

[Add New Role](#)

Approved Person

Email *	<input type="text"/>	Controlled Function *	<input type="text" value="Select an Option"/>
Is the role full time? *	<input type="text" value="Select an Option"/>	Will the proposed candidate be performing their duties on an outsourced basis? *	<input type="text" value="Select an Option"/>

[Remove](#)

[Cancel](#) [Save](#)

8. Add Comments if any – Optional.

9. **Provide consent to the following statement** “ I acknowledge and agree to the fact that the Applicant is applying for a Financial Services Permission will be made known to the Market Development department of the ADGM authority.”

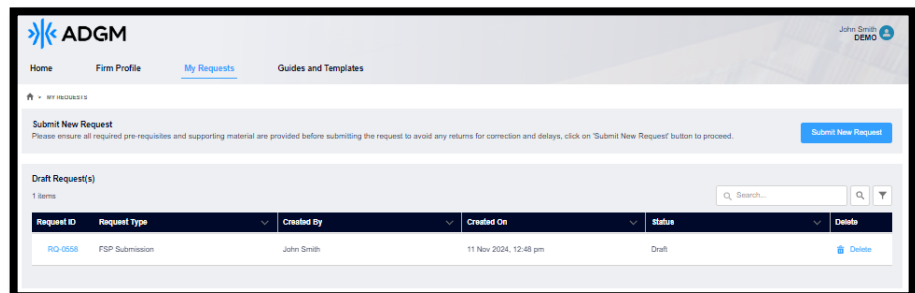
10. **To upload the supporting documents**, save the FSP application request by clicking on the **save** button. This will enable the SharePoint link and user can access via two options:

10.1 Via the **FSRA Connect portal –FSP application request**.

10.1.1 Log into the FSRA Connect portal, - please refer to section – Access FSRA Connect for instructions on how to access the portal.

10.1.2 Click on **My Requests** link from the Home page main navigation menu,

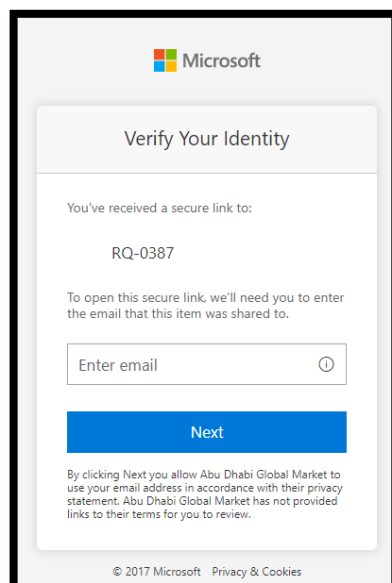
10.1.3 Under **Saved Requests** if not yet submitted or **Open Requests** if submitted, click on the related FSP Request ID – **RQ-XXXX**



10.1.4 Locate the **Supporting documents** section and click on the **Click here to upload** button.



10.1.5 Enter your registered email account (i.e. xx@yourcompany.com) not the xxx@frsa.portal account.

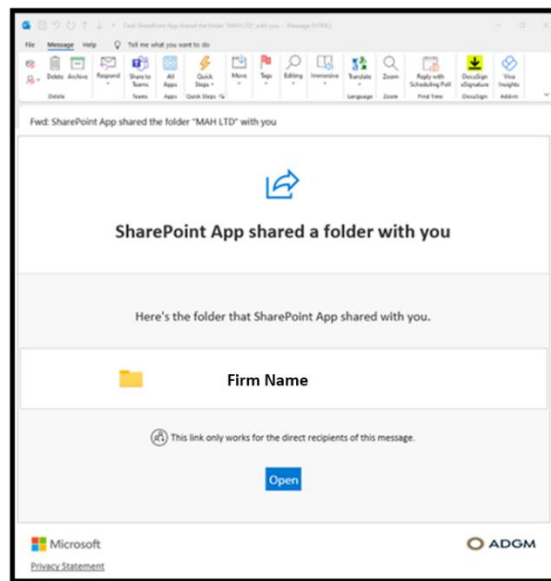


10.1.6 You will receive a Microsoft authentication code on your registered email account, enter the code.

10.1.7 You should be redirected to the related SharePoint folder and can proceed with uploading or viewing the required files.

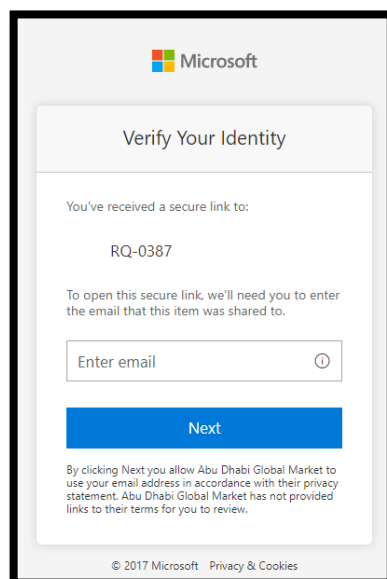
10.2 Via the SharePoint Shared Folder Email

10.2.1 Once the FSP Submission is saved, the SharePoint folder will be created automatically, and all authorized firm users (Primary & Secondary) will receive an email notification from SharePoint with the following subject - **SharePoint app shared the folder “ Firm Name” with you.**

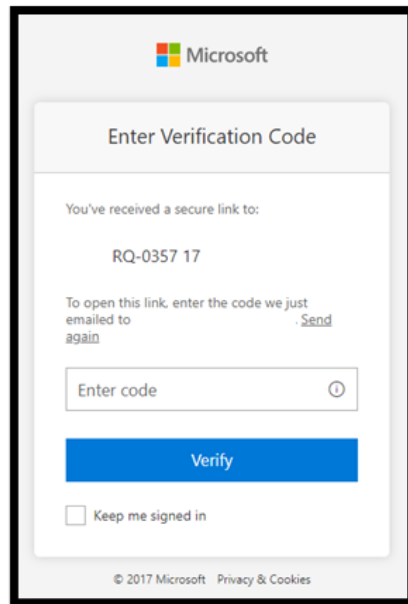


10.2.2 Locate and open the above email then click on the Open button

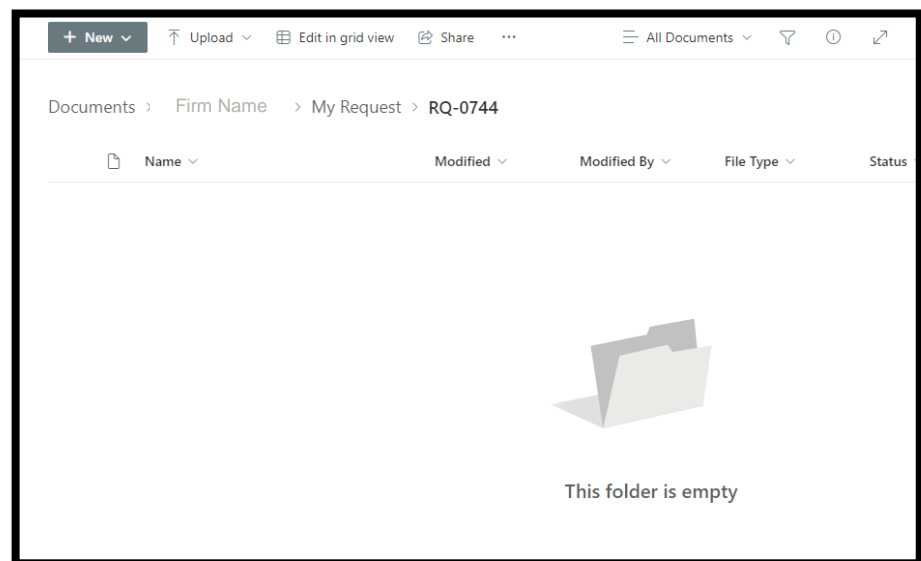
10.2.3 Enter your registered email account (i.e. xx@yourcompany.com) not the xxx@frsa.portal account.



- 10.2.4 You will receive a Microsoft notifications - authentication code on your registered email account, enter the provided code then click Verify button.



- 10.2.5 You should be redirected to the related SharePoint folder and can proceed with uploading or viewing the required files.



Note: Authorised Users will have read & edit permissions on the FSP Submission -SharePoint folder until the request is closed. Once closed only read access will be granted.

11. Take the required action needed:

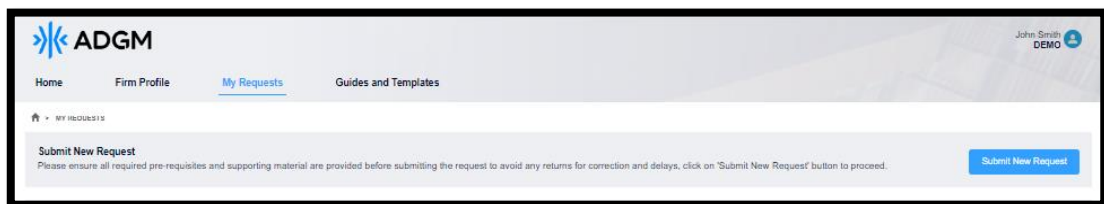
- 11.1 Click **Submit** button to forward the request to the FSRA Authorisation team.
- 11.2 Click **Save** button, to complete the form at a later time.

4.2 UPDATE THE FSP SUBMISSION

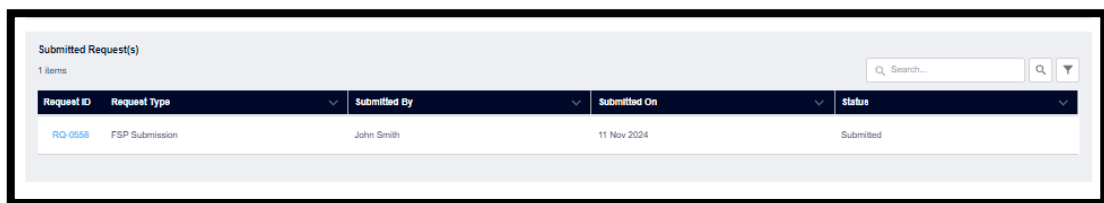
The FSP Submission can be updated post submission until the payment cycle is initiated. Once initiated only additional file uploads or amendments will be permitted.

To update the FSP Submission, please follow the below steps:

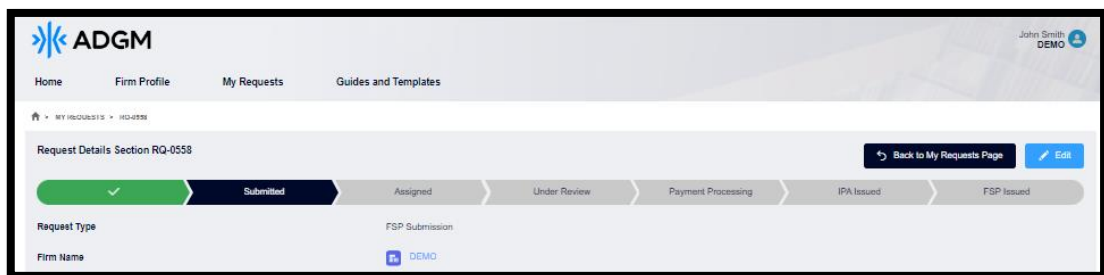
1. Login to the FSRA Connect Portal - please refer to section – **Access FSRA Connect** for instructions on how to access the portal.
2. From the home page, click on My **Requests** link.



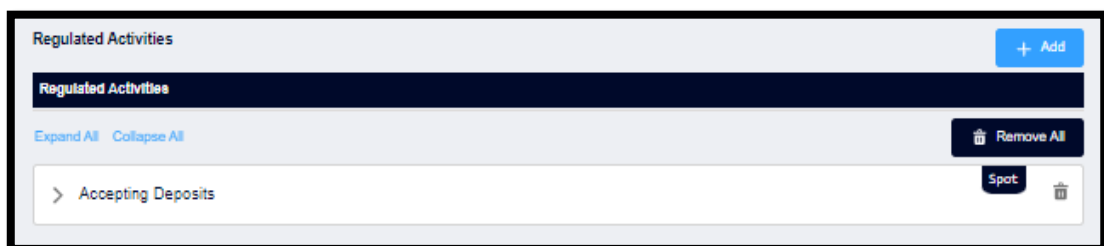
3. Locate the **Submitted Requests** section and click on the **Request ID (RG- XXX)**



4. Click the **Edit** button present on the top right corner of the FSP Submission form.



5. Amend the **Regulated activities list** if needed by adding or removing a regulated activity.



6. Amend the **Controller(s) section** entries if needed.
 - a. You can add additional Controller(s) by clicking on the **Add** button on top of the section.

- b. You can edit the existing entry by clicking on the **Edit** button next to the entry record.



- 7. Amend the **Approved Persons section** entries if needed.

- a. You can add additional Approved person(s) by clicking on the **Add** button on top of the section.
- b. You can edit the existing entry by clicking on the **Edit** button next to the entry record.



- 8. Amend the **Comments section** if needed.
- 9. To upload additional files, locate the **Supporting documents** section and click on the **Click here to upload** button and follow the same steps mentioned in **Section 4.1 Step 6**.
- 10. Click **Save** button to save all changes.

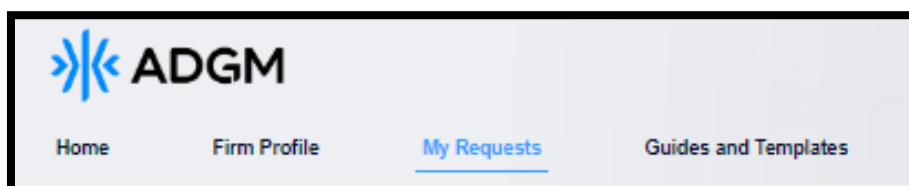
5. APPROVED PERSONS (APS) ADDITION OR CANCELLATION REQUEST

You can submit a request to add, amend or withdraw an Approved Person under your submitted FSP application.

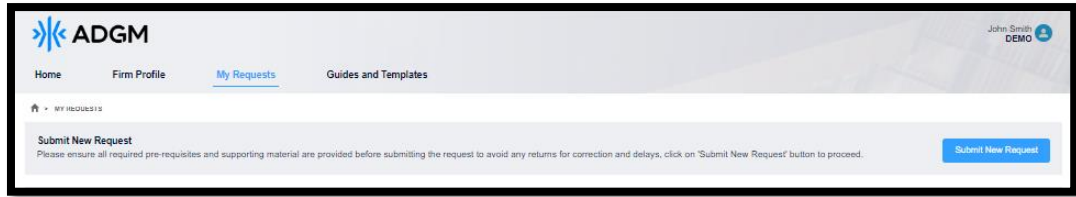
5.1 APPROVED PERSONS - ADDITION

To add an additional approved person, follow the steps below:

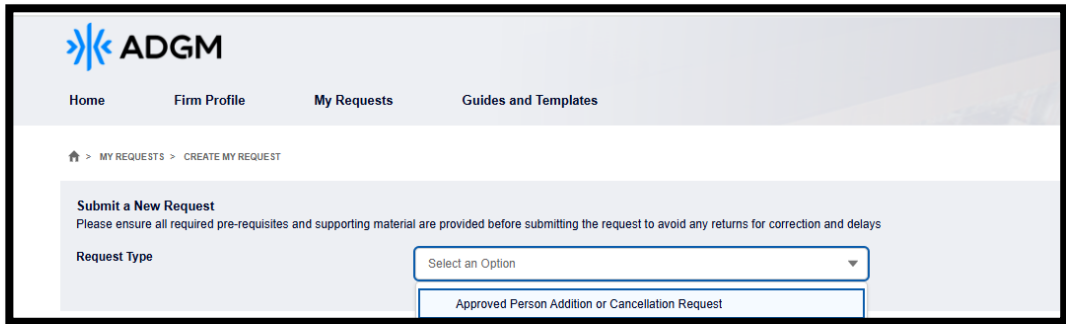
1. Login to the FSRA Connect Portal - please refer to section – **Access FSRA Connect** for instructions on how to access the portal.
2. From the home page, click on My **Requests** link.



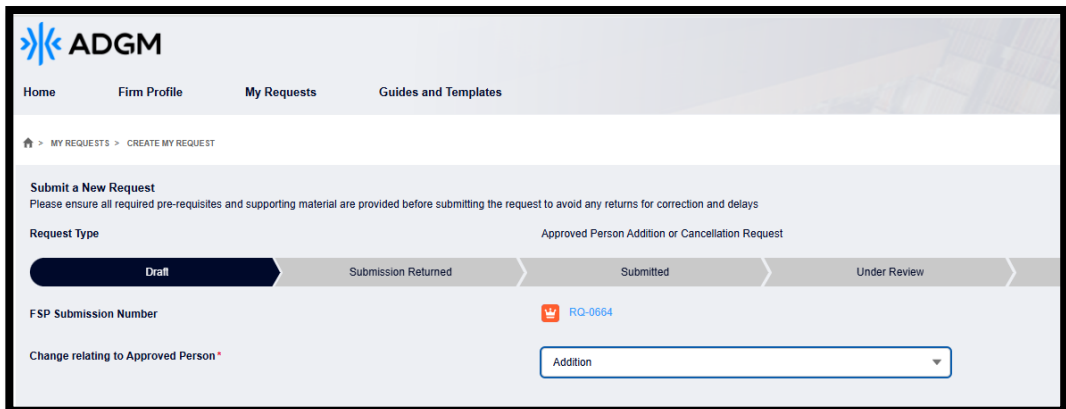
3. Click on **Submit New Request** Button on the top right-side corner.



- Expand the **Request Type** drop down and select **Approved Persons (APS) Addition or Cancellation Request**.



- Expand the **Change relating to Approved Person** drop down and select the **Addition** option.



- Populate all mandatory fields under the **General Information** and **Citizenship** section.
- Click **Here to Add New Role** button and populate the Role details.



- Upload all required supporting documents by selecting the type of document from the File Type dropdown and then click on Upload file button.



- You have an option to add any portal users you would like to be able to view this request once submitted. By default, the request will only be visible to submitter.

Note:

Please note that the users need to be added to the FSRA Connect Portal to be listed in this section.

- Click **Proceed to Pay** button and confirm.

- Select the **Mode of Payment:**

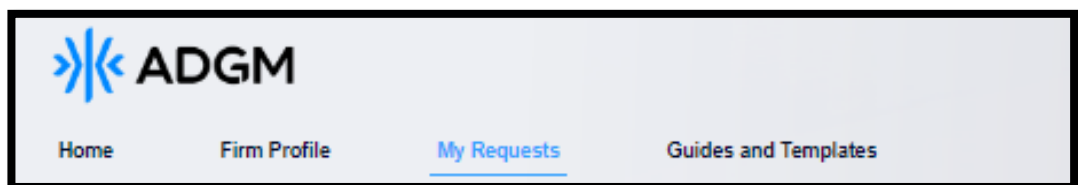
- Please refer to section - [Card Payment](#) to view detailed steps on how to perform a card payment.
- Please refer to section - [Bank Transfer](#) to view detailed steps on how to notify the FSRA of a bank transfer payment.

- Request will be forwarded to FSRA Authorisation team for review.

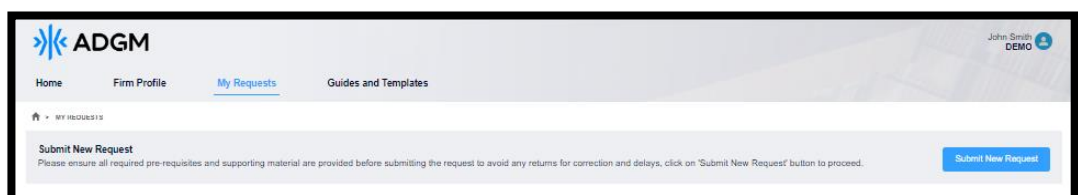
5.2 APPROVED PERSONS – UPDATE

To update the existing approved person roles, follow the below steps:

- Login to the FSRA Connect Portal - please refer to section – Access FSRA Connect for instructions on how to access the portal.
- From the home page, click on My **Requests** link.



- Click on **Submit New Request** Button on the top right-side corner.



- Expand the **Request Type** drop down and select **Approved Persons (APS) Addition or Cancellation Request**.

Submit a New Request
Please ensure all required pre-requisites and supporting material are provided before submitting the request to avoid any returns for correction and delays

Request Type

Approved Person Addition or Cancellation Request

5. Expand the **Change relating to Approved Person** drop down and select the **Update** option.

Submit a New Request
Please ensure all required pre-requisites and supporting material are provided before submitting the request to avoid any returns for correction and delays

Request Type Approved Person Addition or Cancellation Request

Draft Submission Returned Submitted Under Review Close

FSP Submission Number RC-0664

Change relating to Approved Person

6. From the **Approved Person** search bar, look up and select the required approved person.

Approved Person X

7. You will have two options; you can add new roles or withdraw existing roles.

7.1 To add one or more roles, follow the below steps:

- a. Click on the **Click here to Add New Role(s)** button, to add an additional role to selected approved person.
- b. Populate the **New Role** details then click **Add** button.
- c. Repeat the above steps to add more roles if needed.

Add New Role

Email Role

Is the role full time? Will the proposed candidate be performing their duties on an outsourced basis?

- d. You have an option to add any portal users you would like to be able to view this request once submitted. By default, the request will only be visible to submitter.

Please specify other portal users who require read access to this request Q

Note:

Please note that the users need to be added to the FSRA Connect Portal to be listed in this section.

- e. Upload all required supporting documents by selecting the type of document from the File Type dropdown and then click on Upload file button.

f. Click **Proceed to Pay** button and confirm.

g. Select the **Mode of Payment**:

- a. Please refer to section - [Card Payment](#) to view detailed steps on how to perform a card payment.
- b. Please refer to section - [Bank Transfer](#) to view detailed steps on how to notify the FSRA of a bank transfer payment.

7.2 To Withdraw an existing role, follow the below steps:

h. Click on the **Click here to Withdraw role(s)** button, to return all the existing roles assigned to the selected approved person.

i. Select the specific role, click Next button, then provide the Withdrawal date.

j. Provide the required reason by answering the list of questions displayed.

- k. Click **Download pdf** button to download and sign the form.

ADGM **Withdrawal of Approved Person Status (APS-2)**

Withdrawal of Approved Person Status

This form must be submitted by an Authorised Person¹ applying to withdraw an individual's Approved Person² status.

Alternatively, if the Approved Person will cease to perform one of the Controlled Functions but will continue to be an Approved Person, then the Change of Approved Person status (APS-3) must be completed.

In some cases, we may require additional information. If this is necessary, we shall contact the person identified herein as the contact person.

We occasionally refer to various Rules, sections, or chapters of the FSRA Rulebooks. They are provided only as guidance and are not an exhaustive list of the Rules that may be applicable to your situation. It is your responsibility to research the Rulebooks for any Rules that might be pertinent to your application or notification.

The use of abbreviations or acronyms should be avoided, but where used they must be clearly defined.

An Authorised Person should also ensure that it appropriately notifies the Registration Authority of any relevant withdrawals.

1. General Information

Details about the Authorised Person:	
Name of the Authorised Person:	06TESTRAAC3011
Financial Services Permission Number:	
Name of Approved Person:	

2. Withdrawal Details

- l. Upload the signed form and any other supporting documents.

Supporting Documents

Select File Type Select an Option Or drop files

Uploaded File Name	File category	Delete
ADGM pptx	Change in Approved Person Status	Delete
ADGM pptx	Revised Job Description	Delete
ADGM pptx	Signed Approved Person Status Application	Delete

- m. You have an option to add any portal users you would like to be able to view this request once submitted. By default, the request will only be visible to submitter.

Please specify other portal users who require read access to this request search...

Note:

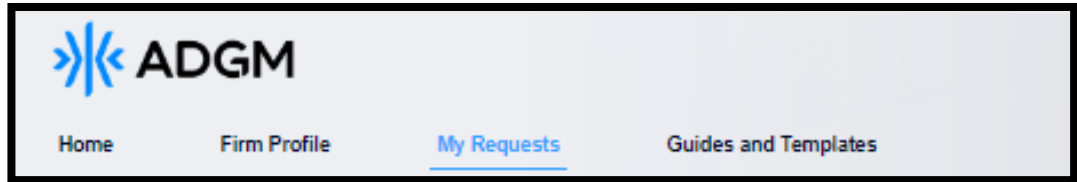
Please note that the users need to be added to the FSRA Connect Portal to be listed in this section.

- 8. Click submit to forward the request to FSRA Authorisation team.
- 9. Once submitted, you will be able to view your submission under submitted Requests section.

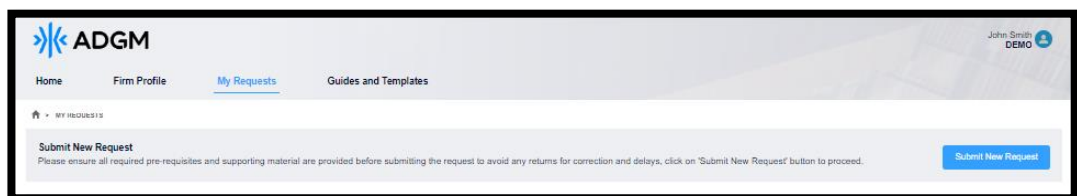
5.3 APPROVED PERSONS – WITHDRAWAL

To withdraw the existing approved person role(s), follow the below steps:

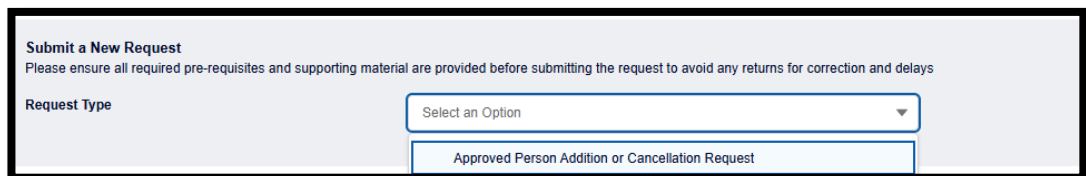
1. Login to the FSRA Connect Portal - please refer to section – Access FSRA Connect for instructions on how to access the portal.
2. From the home page, click on My **Requests** link.



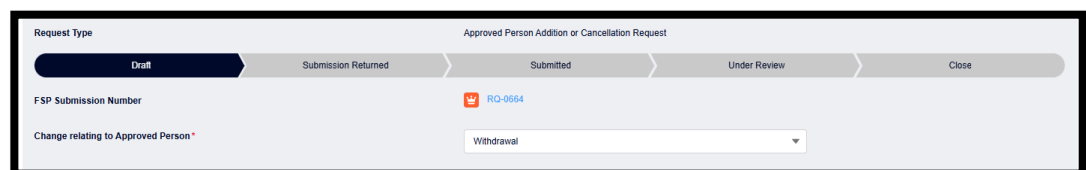
3. Click on **Submit New Request** Button on the top right-side corner.



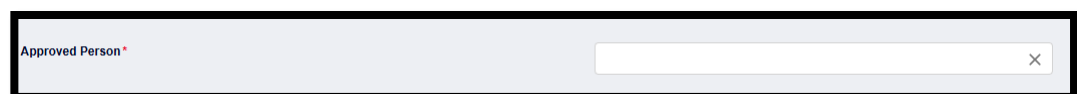
4. Expand the **Request Type** drop down and select **Approved Persons (APS) Addition or Cancellation Request**.



5. Expand the **Change relating to Approved Person** drop down and select the **Withdrawal** option.



6. From the **Approved Person** search bar, look up and select the required approved person.



7. Click on the **Click here to select the required roles to withdraw** button.

Role	Action
MLRO - Temporary	+ Add
Licensed Director and SEO	+ Add

Cancel Next

8. Select the specific role, click **Next** button, provide the **Withdrawal date** and add.

Role	Action
MLRO - Temporary	- Remove
Licensed Director and SEO	+ Add

Cancel Next

9. Provide the required reason by answering the list of questions displayed.

Role(s) to be Withdrawn

Role	Action
MLRO - Temporary	- Remove

Reason for Withdrawal *

Please provide an explanation of the reason for the Approved or Recognised Person's withdrawal e.g., reason for resignation, dismissal, suspension etc., or any other relevant information.*

End of contract

Test

Are there any circumstances which lead the Authorised Person to believe that the Approved/ Person is no longer fit and proper?*

No

Supporting Documents

Select File Type

Upload File Name File category Delete

Supporting Users

Cancel Save Proceed To Pay Download Pdf

10. Click **Download pdf** button to download and sign the form.

ADGM Withdrawal of Approved Person Status (APS-2)

Withdrawal of Approved Person Status

This form must be submitted by an Authorised Person1 applying to withdraw an individual's Approved Person2 status.

Alternatively, if the Approved Person will cease to perform one of the Controlled Functions but will continue to be an Approved Person, then the Change of Approved Person status (APS-3) must be completed.

In some cases, we may require additional information. If this is necessary, we shall contact the person identified herein as the contact person.

We occasionally refer to various Rules, sections, or chapters of the FSRA Rulebooks. They are provided only as guidance and are not an exhaustive list of the Rules that may be applicable to your situation. It is your responsibility to research the Rulebooks for any Rules that might be pertinent to your application or notification.

The use of abbreviations or acronyms should be avoided, but where used they must be clearly defined.

An Authorised Person should also ensure that it appropriately notifies the Registration Authority of any relevant withdrawals.

1. General Information

Details about the Authorised Person:

Name of the Authorised Person:	06TESTRAAC3011
Financial Services Permission Number:	
Name of Approved Person:	

2. Withdrawal Details

- You have an option to add any portal users you would like to be able to view this request once submitted under **Supporting users**. By default, the request will only be visible to submitter.

Note:

Please note that the users need to be added to the FSRA Connect Portal to be listed in this section.

- Upload the signed form and any other supporting documents.

Uploaded File Name	File category	Delete
ADGM.pptx	Change in Approved Person Status	Delete
ADGM.pptx	Revised Job Description	Delete
ADGM.pptx	Signed Approved Person Status Application	Delete

- Click submit to forward the request to FSRA Authorisation team.
- Once submitted, you will be able to view your submission under submitted Requests section.

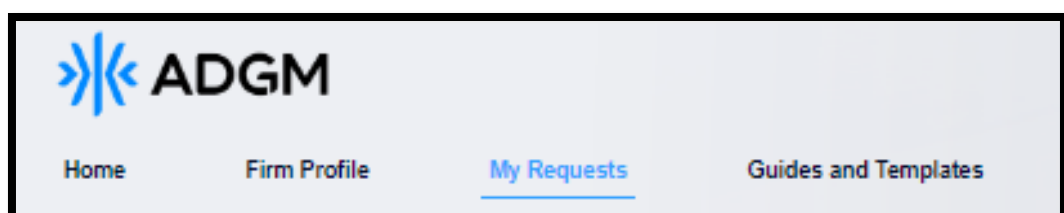
6. REGULATED ACTIVITY- ADDITION OR CANCELLATION REQUEST

You can submit a request to add, amend or withdraw a regulated activity under your submitted FSP application post IPA.

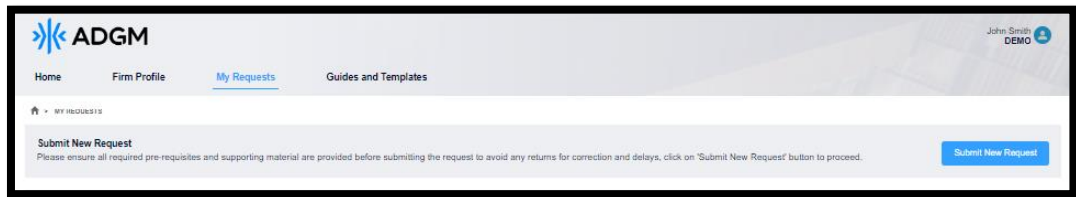
6.1 REGULATED ACTIVITY - ADDITION

To add an additional regulated activity post IPA, follow the steps below:

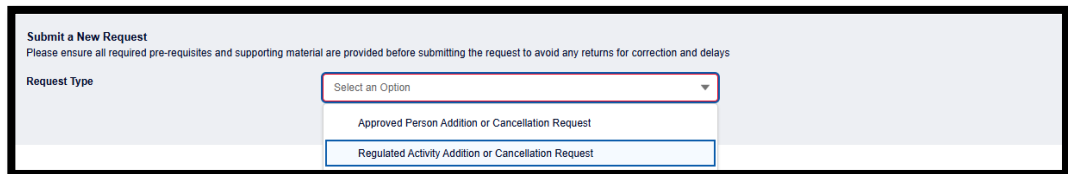
- Login to the FSRA Connect Portal - please refer to section – **Access FSRA Connect** for instructions on how to access the portal.
- From the home page, click on My **Requests** link.



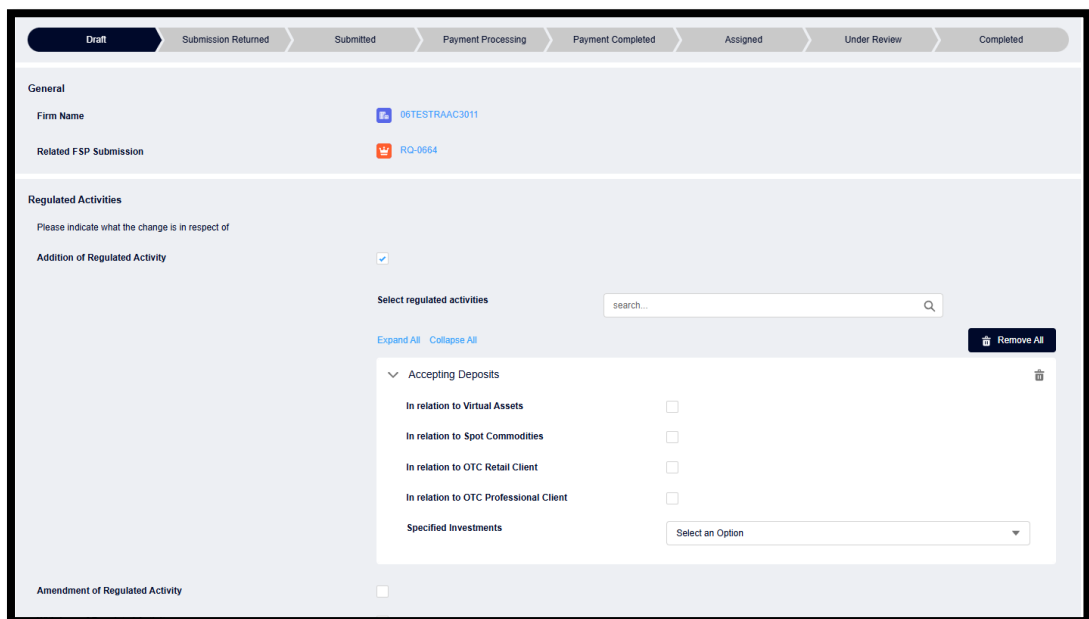
- Click on **Submit New Request** Button on the top right-side corner.



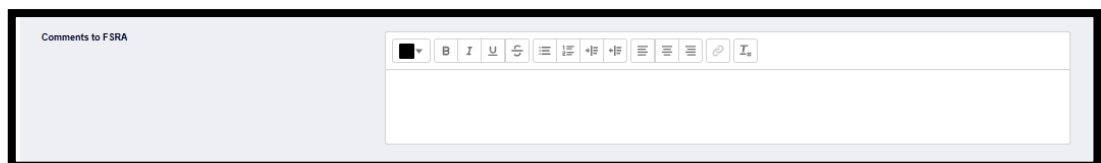
- Expand the **Request Type** drop down and select **Regulated Activity - Addition or Cancellation Request**.



- Check the **Addition of Regulated Activity** check box and select the required regulated activity, specify if it is in relation to Virtual assets, Spot Commodities or any other listed and select the specified investment. To add another regulated activity just search and select from the same regulated activities look up.



- Provide **Comments to FSRA** if any, it is optional.



- Upload all required **supporting documents** by selecting the type of document from the **File Type** dropdown and then click on upload file button.

8. You have an option to add any portal users you would like to be able to view this request once submitted. By default, the request will only be visible to submitter.

Note:

Please note that the users need to be added to the FSRA Connect Portal to be listed in this section.

9. Provide Consent to share the data with the ADGM Markets development team.

10. Click **Proceed to Pay** button and confirm.

11. Select the **Mode of Payment:**

1. Please refer to section - [Card Payment](#) to view detailed steps on how to perform a card payment.
2. Please refer to section - [Bank Transfer](#) to view detailed steps on how to notify the FSRA of a bank transfer payment.

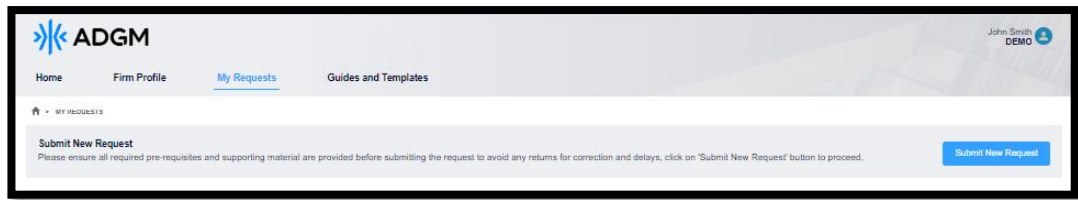
12. Request will be forwarded to FSRA Authorisation team for review.

6.2 REGULATED ACTIVITY – UPDATE

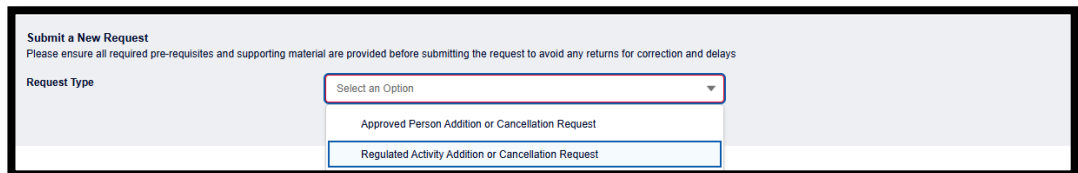
To update the regulated activities, post IPA, follow the below steps:

1. Login to the FSRA Connect Portal - please refer to section – Access FSRA Connect for instructions on how to access the portal.
2. From the home page, click on My **Requests** link.

3. Click on **Submit New Request** Button on the top right-side corner.



- Expand the **Request Type** drop down and select **Regulated Activity - Addition or Cancellation Request**.



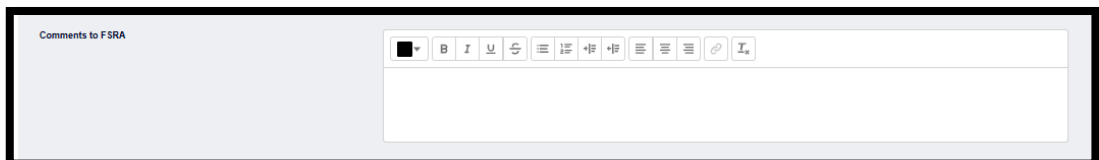
- Check the **Amendment of Regulated Activity** check box, select the required regulated activity and amend the sub details as needed. To add and amend another regulated activity just search and select from the same regulated activities look up.



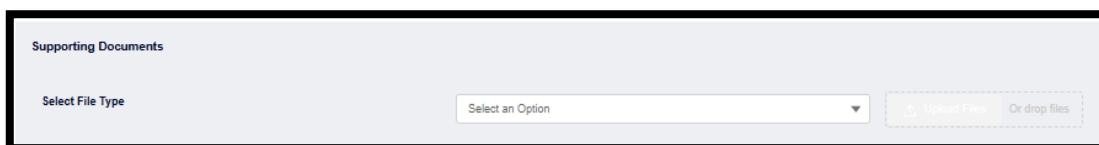
Note:

Please note that the lookup will only display the regulated activity initially included in the FSP submission.

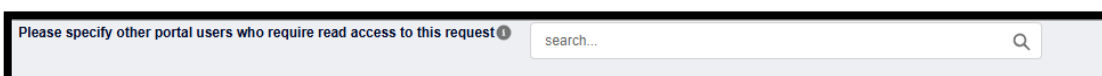
- Provide **Comments** to FSRA if any, it is optional.



- Upload all required supporting documents by selecting the type of document from the File Type dropdown and then click on Upload file button.



- You have an option to add any portal users you would like to be able to view this request once submitted. By default, the request will only be visible to submitter.



Note:

Please note that the users need to be added to the FSRA Connect Portal to be listed in this section.

9. Provide Consent to share the data with the ADGM Markets development team.



10. Click Proceed to Pay button and confirm.



11. Select the Mode of Payment:

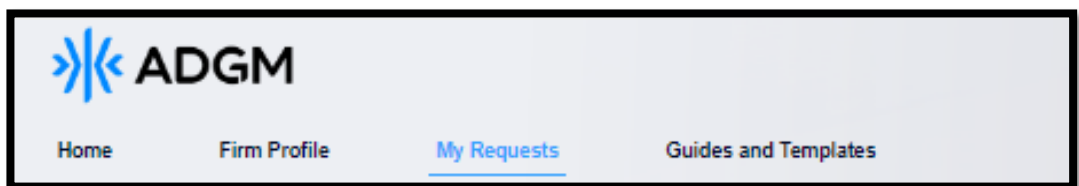
1. Please refer to section - [Card Payment](#) to view detailed steps on how to perform a card payment.
2. Please refer to section - [Bank Transfer](#) to view detailed steps on how to notify the FSRA of a bank transfer payment.

12. Request will be forwarded to FSRA Authorisation team for review.

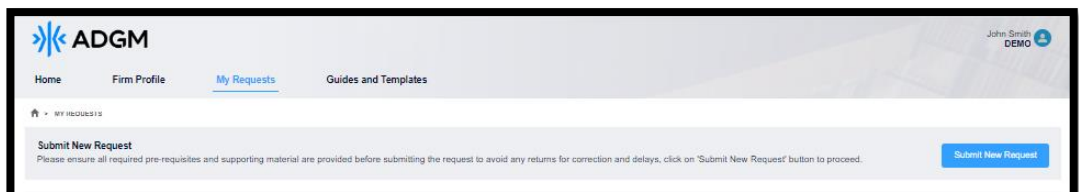
6.3 REGULATED ACTIVITY – WITHDRAWAL

To withdraw any of the previously submitted , follow the below steps:

1. Login to the FSRA Connect Portal - please refer to section – Access FSRA Connect for instructions on how to access the portal.
2. From the home page, click on My **Requests** link.



3. Click on **Submit New Request** Button on the top right-side corner.



4. Expand the **Request Type** drop down and select **Regulated Activity - Addition or Cancellation Request**.

Submit a New Request
Please ensure all required pre-requisites and supporting material are provided before submitting the request to avoid any returns for correction and delays

Request Type

Select an Option

Approved Person Addition or Cancellation Request

Regulated Activity Addition or Cancellation Request

5. Check the **Withdraw of Regulated Activity** check box, select the required regulated activity you would like to Withdraw. To add another regulated activity just search and select from the same regulated activities look up

Withdraw of Regulated Activity

Select regulated activities search...

Expand All Collapse All Remove All

Acting as the Administrator of a Collective Investment Fund

In relation to Virtual Assets

In relation to Spot Commodities

In relation to OTC Retail Client

In relation to OTC Professional Client

Specified Investments

- Units in a Collective Investment Fund

OTC Retail

Note:

Please note that the lookup will only display the regulated activity initially included in the FSP submission.

6. Provide Comments to FSRA if any, it is optional.

Comments to FSRA

B I U

7. Upload all required supporting documents by selecting the type of document from the File Type dropdown and then click on Upload file button.

Supporting Documents

Select File Type

Select an Option

Upload Files Or drop files

8. You have an option to add any portal users you would like to be able to view this request once submitted. By default, the request will only be visible to submitter.

Please specify other portal users who require read access to this request search...

Note:

Please note that the users need to be added to the FSRA Connect Portal to be listed in this section.

9. Provide Consent to share the data with the ADGM Markets development team.

Consent

On behalf of the Applicant, I acknowledge and agree to the fact that the Applicant is applying for a Regulated Activity Change or Cancellation request will be made known to the Market Development department of the ADGM authority.

10. Click submit to forward the request to FSRA Authorisation team.

7. APPLICATION FEE PAYMENT

The firm will be notified via email to complete the application - Authorisation fees. To complete the payment, follow the below steps:

1. Log in to FSRA Connect, from the home page then click on the **Payment ID** under the **Pending Payments** widget. The user will be redirected to the Payment page.
 - a. You can download and review the invoice by clicking on the Invoice download button.
 - b. You can view the outstanding amount due for payment once on the payment page.
2. Select the **Source of Payment** from the list of available values.
3. Select the **Mode of Payment**
 - a. Please refer section - [Card Payment](#) to view detailed steps on how to perform a card payment.
 - b. Please refer to section - [Bank Transfer](#) to view detailed steps on how to notify the FSRA of a bank transfer payment.

a. Card Payment

To complete the payment by card in USD

1. Select the relevant **Source of Payment** from the dropdown list.
2. Select **Mode of Payment** as **Card Payment**.
3. Select **Source of Payment Type** as **Individual**.
4. Provide the **First Name** and **Last Name** of the individual mentioned on the card which is being used to complete the payment.
5. Then, click on the **Proceed to Pay** button on the right bottom corner of the page. The Portal User will be redirected to the payment gateway page.
6. Once on the payment gateway page, fill out the required details.
7. Then, click the **Pay** button.
8. After clicking the **Pay** button, the Portal User will be redirected to a security page. Provide the requested details and click on the **Submit** button.
9. After providing the details on the security page, if the transaction is successful, you will be redirected to the payment details page on FSRA Connect where details related to the completed payment can be viewed.

b. Bank Transfer

The entity should complete the bank transfer to ADGM FSRA's bank account outside of FSRA Connect.

Note: *The fee remitted must be net of all service charges for both sides of the transaction.*

The Portal User is required to submit the details of the bank transfer on FSRA Connect so the payment can be verified by the FSRA.

On the payment page:

1. Select the relevant **Source of Payment** from the dropdown list.
2. Select **Mode of Payment** as **Bank Transfer**.
3. Scroll down to the bottom of the page to view the **ADGM Bank Account Details**.
4. Select **Source of Payment** type
 - a. If you select - **Corporate**, you will need to provide the **Corporate Name**.
 - b. If you select - **Individual**, you will need to provide the **First Name** and **Last Name** of the individual.
5. Provide the **Bank Transfer Reference Number**.
6. It is optional to add a description in the text area provided.
7. **Upload** the relevant **Bank Transfer Confirmation** file.
8. Check the confirmation checkbox.
9. Click on the **Submit for Approval** button at the bottom of the page.

Note:

Please note that the payment status will remain as incomplete if the above step is not completed on the system.

c. Payment partially received

If for any reason, the payment was not received in full by the FSRA, the entity will be notified via email that the outstanding amount requires payment.

Note:

1. Please refer to section - [Card Payment](#) to see detailed steps on how to perform a card payment.
2. Please refer to section - [Bank Transfer](#) to see detailed steps on how to notify the FSRA of a bank transfer payment.

d. Payment received from incorrect source

If for any reason, the payment was received from an incorrect source by the FSRA, the entity will be notified via email and they will have to complete the payment process again on FSRA Connect.

Note:

1. Please refer to section - [Card Payment](#) to see detailed steps on how to perform card payment.
2. Please refer to section - [Bank Transfer](#) to see detailed steps on how to notify the FSRA of a bank transfer payment.