FSRA Connect

User Manual

Version 2.0 dated 30/Dec/2024.

Contents

ABOUT FSRA CONNECT

FSRA Connect is the Financial Services Regulatory Authority's (FSRA) online regulatory services system. The platform is being developed and will be launched in phases.

FSRA Connect is designed to centralize and streamline interactions between the Financial Services Regulatory Authority (FSRA) and the Authorised Persons. As it develops, it will handle a variety of requests and issues that will make it the primary platform for regulatory engagements. The current interaction on FSRA connect is as follows:

1. **Submission of Regulatory Reports**: Initially, FSRA Connect will manage the submission of Non-EPRS Regulatory Reports. As the system develops, it will handle additional types of reports, consolidating all reporting requirements into one platform.

2. **Firm Information Management**: Firms will be able to view and edit their basic information through FSRA Connect. This will include contact details, Regulated activities, and other relevant firm data. Future updates will add additional firm related data, such as FSP conditions/restrictions

3. **Application Processing**: Future phases will introduce more functionalities for submitting and processing various applications, such as Approved Persons, Change in Control and FSP Cancellation. Additional functionality relating to FSRA related applications, notifications and processes will also be implemented. This will centralise the application workflows and reduce the need of email submissions, facilitating a more efficient review and decision-making process.

4. **Portal User Management and Access Control**: The system will offer portal user access within firms, ensuring that only authorised individuals can perform specific actions or view sensitive information.

By integrating these functionalities, FSRA Connect will become the primary tool for the firms to interact with the FSRA in the Future, enhancing efficiency and transparency in regulatory processes.

The Purpose of the Manual is a s follows:

- To provide detailed instructions and guidelines for entities required to submit non-EPRS regulatory reports or returns to the FSRA's Supervision department.
- To provide a step-by-step guide on the various applications submission process.
- To provide guidance on the payment process on FSRA connect.
- To assist portal user with different functionalities available on FSRA connect.

Note: Reporting under FUNDS remains outside of the system and will be added at a later date.

Please contact your FSRA primary contact if you have any questions or difficulty accessing the system.

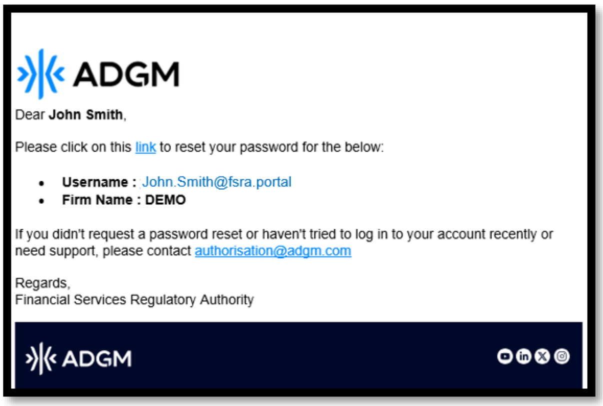
1. LOGIN TO FSRA CONNECT

1.1 First Login

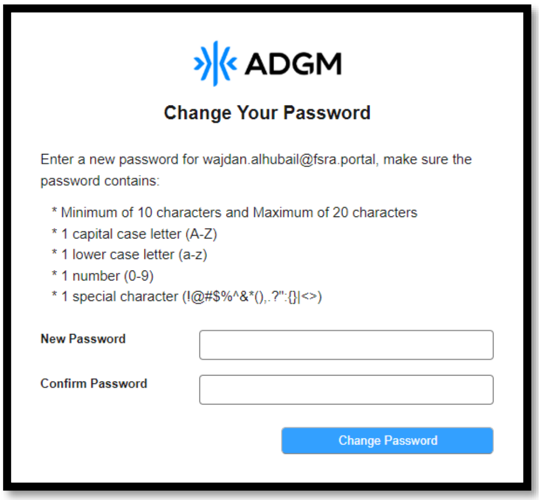
Portal Users (upon being nominated by the FSP applicant entity during the Authorisation process) will receive an email request to setup their account for FSRA Connect once FSRA has set up the Portal Users access for the entity.

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.*

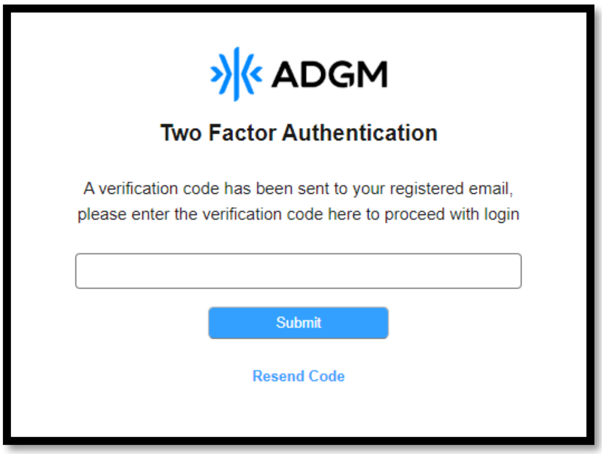


2. Once you click the link, you will be asked to set up a new password. You will be guided on the password requirements. Once you have provided a password that satisfies the password requirements, click on the **Change Password** button.



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*

1.2 Access FSRA Connect

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

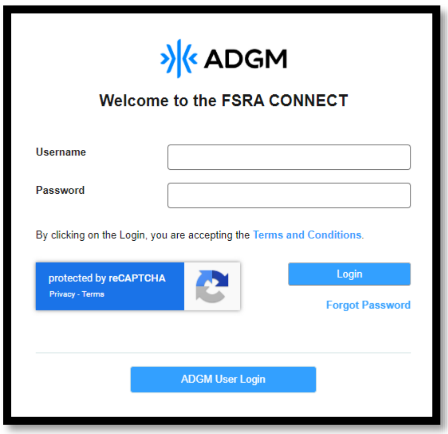
Once on the ADGM website - URL: https://adgm.com/,

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.

1.3 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*.

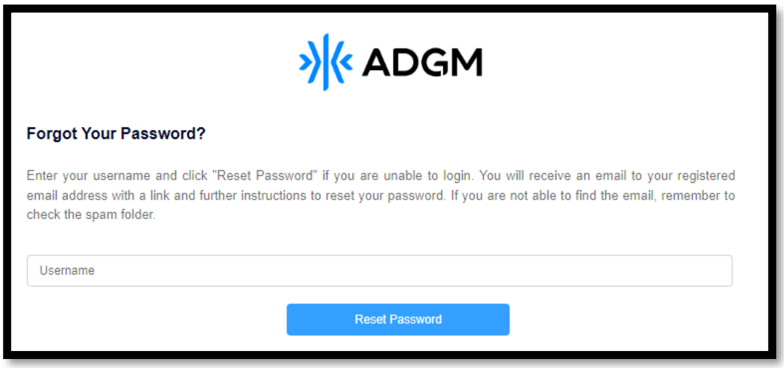
1.4 Forgot Password

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

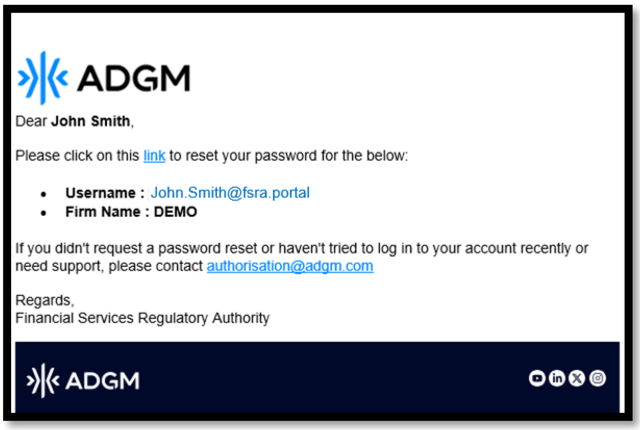
1. On the FSRA Connect login page, click on **Forgot Password.**

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

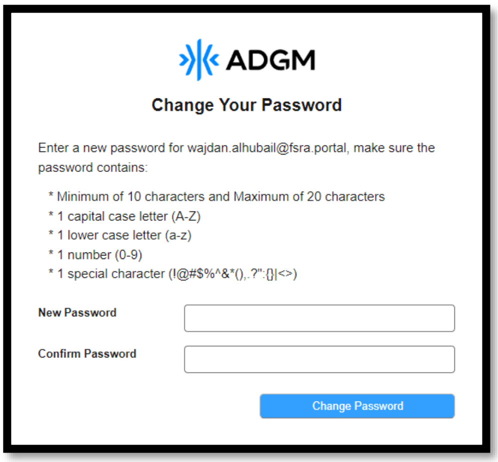
Note: *Your FSRA Connect username is required to recover the password.*



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.

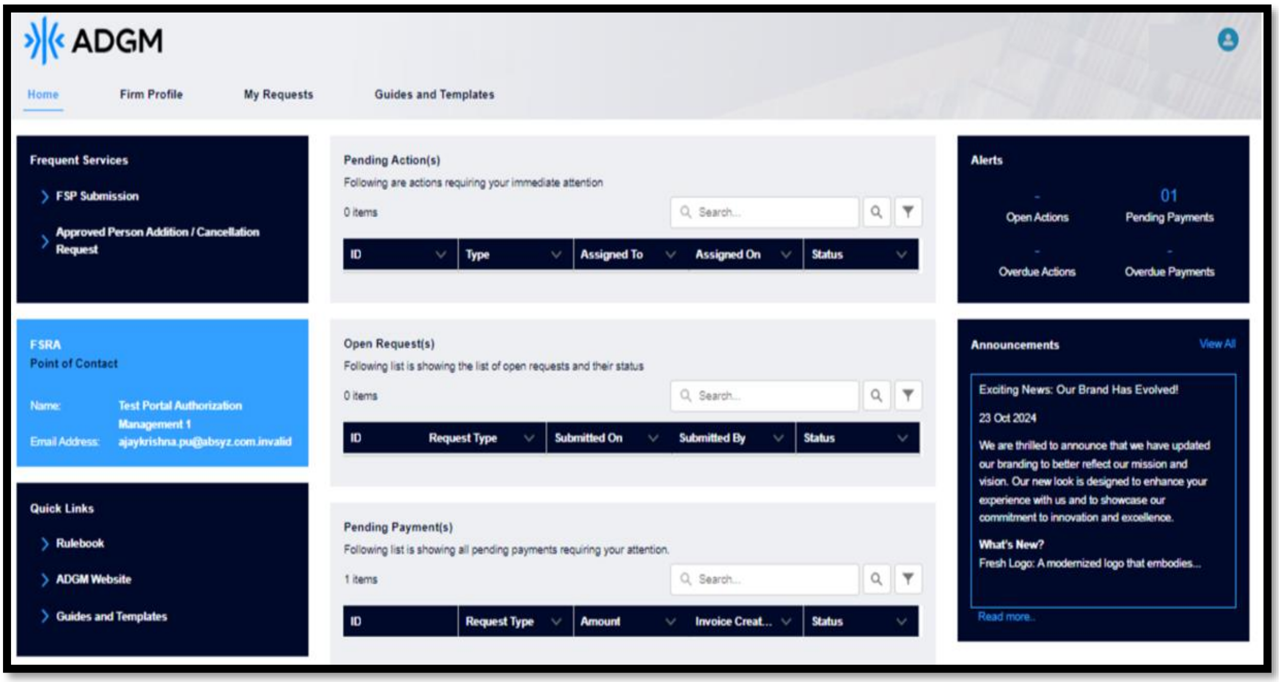
2. PORTAL NAVIGATION

2.1 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).

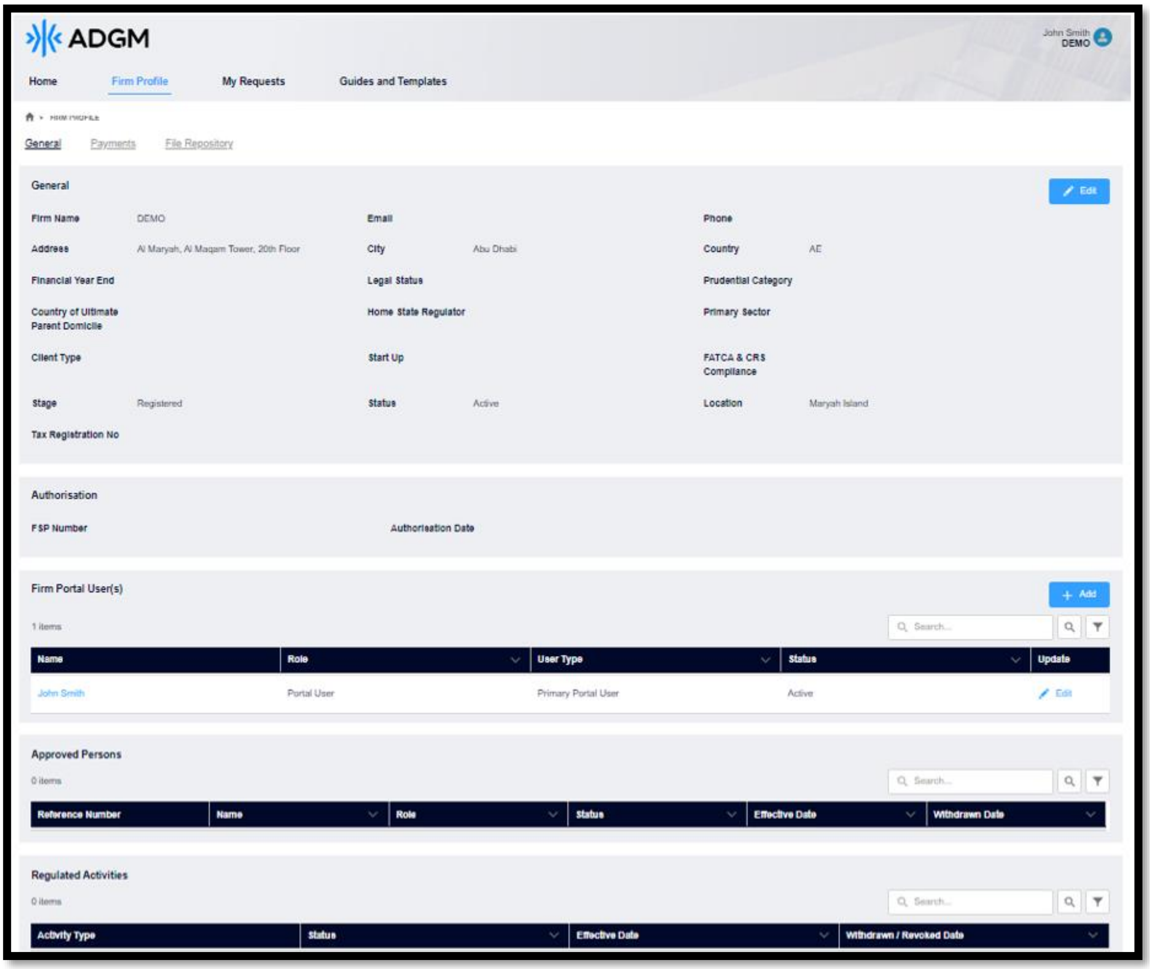
11. From **My Requests**, the portal users will be able to submit and track their requests, i.e., Draft RBP.
12. **Guides & Templates,** this section will provide the latest guides and templates to be downloaded or viewed.
13. Navigate to **Primary Username** to logout of the portal.



2.2 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.



2.3 PORTAL USERS

There are two types of portal users provisioned in FSRA Connect portal as follows:

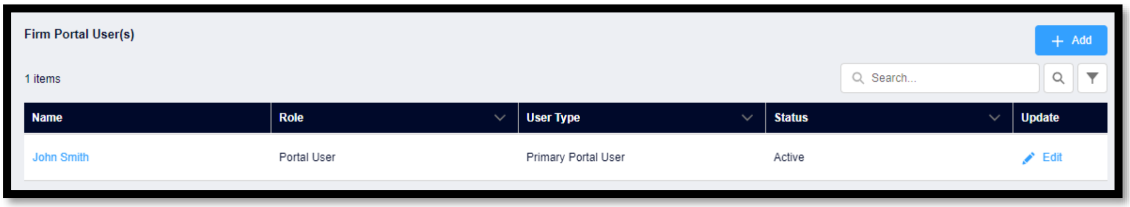
Permission	Primary Portal user	Secondary Portal user
Access the Portal	Y	Y
View Announcements	Y	Y
View & action Pending Payments	Y	Y
View Firm Profile	Y	Y
Raise a Request	Y	Y
View & edit all requests	Y	Y
View Templates and Guides	Y	Y
Add Secondary Portal Users (up to 4 only)	Y	N
Deactivate a Secondary portal user	Y	N

Note: *Primary users can only be added and changed by the Supervision team. If you wish to change the primary user please contact your designated relationship manager or if your assigned to the pool, send an email to the FSRA Pooled Supervision team at pooledsupervision@adgm.com.*

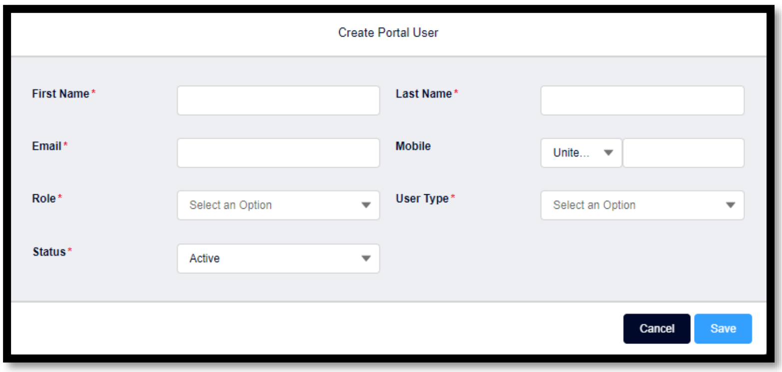
2.3.1 Add a Secondary Portal User

The primary user can add up to 4 secondary portal users 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 the Firm profile link.
3. Locate the Firm Portal user(s) section, then click +Add button



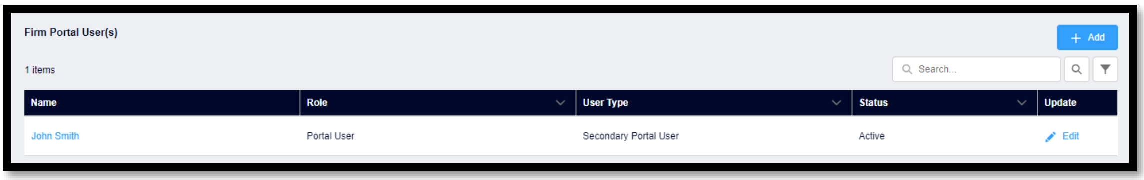
4. Populate all mandatory fields and select the required user type – Secondary then click **Save** button.



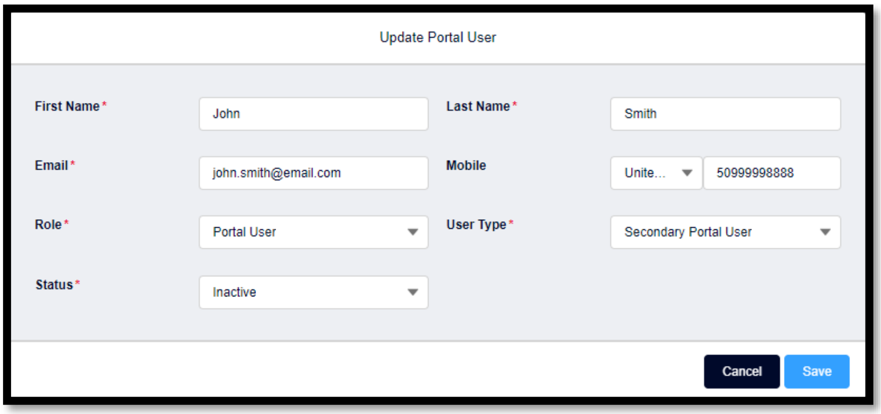
2.3.2 Deactivate a Secondary Portal User

The primary user can edit or deactivate the secondary portal user record 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 the Firm profile link.
3. Locate the Firm Portal user(s) section, then click Edit button next to the Portal User you wish to amend or deactivate.



4. Update the status to inactive if the access is no longer required or amend the details then click **Save** button.



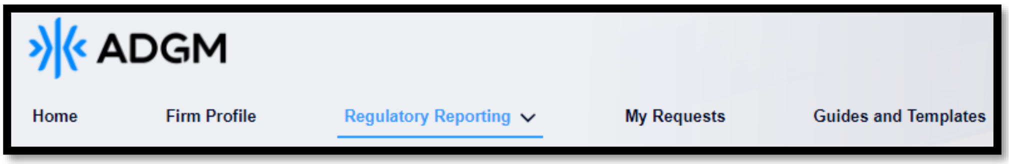
3. REGULATORY REPORTING

3.1 SUBMIT A REGULATORY REPORT

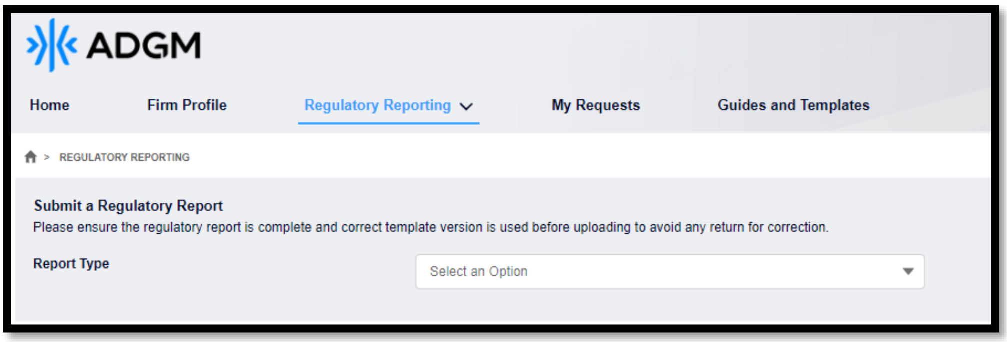
You can submit the required regulatory reports as follows:

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 the Regulatory Reporting link.



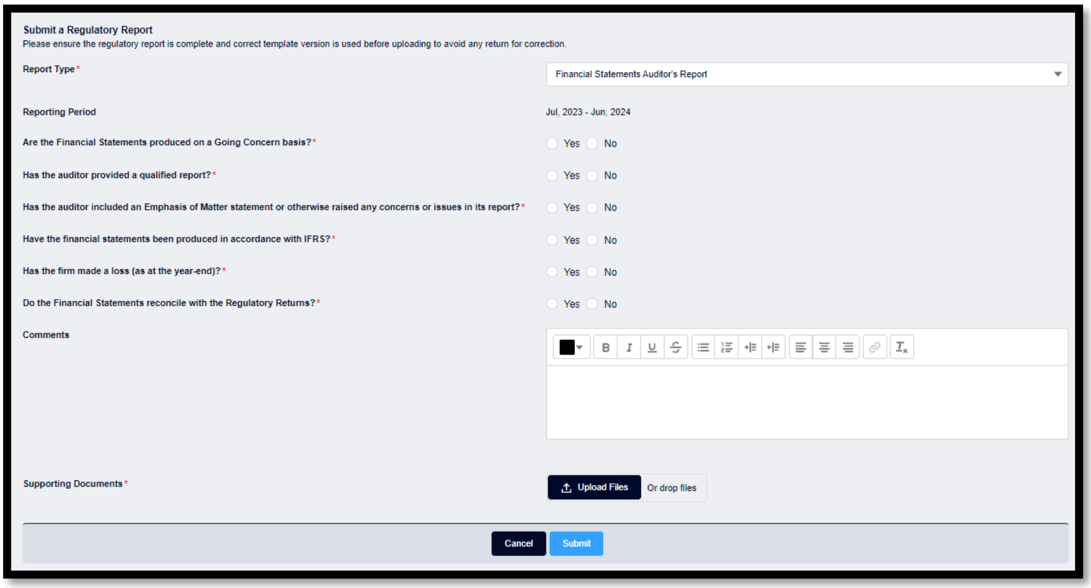
3. From the **Submit Regulatory Report** section, expand the **Report type** drop down and select the required report.



4. Complete the required questionnaire, add any comments and upload the report file then click **Submit** button.

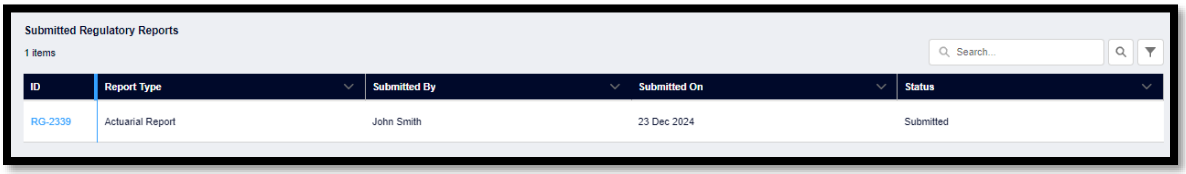
   Note: *All questions are mandatory so please make sure they are answered, a minimum of one file needs to be uploaded to proceed. Additional supporting files can be uploaded as well if needed.*

   You can only upload these file types: doc, docx, odt, pdf, rtf, txt, csv, ods, xls, xlsx, bmp, jpg, png, ppt, pptx.



5. Once submitted, you will be able to view your report submission under my submitted regulatory reports section.

   Note: *please note that the status of your submission will reflect immediately, if the submission was made on time, it will show as "Submitted – on time", if the submission was completed post the due date, it will show as "Submitted – late"*



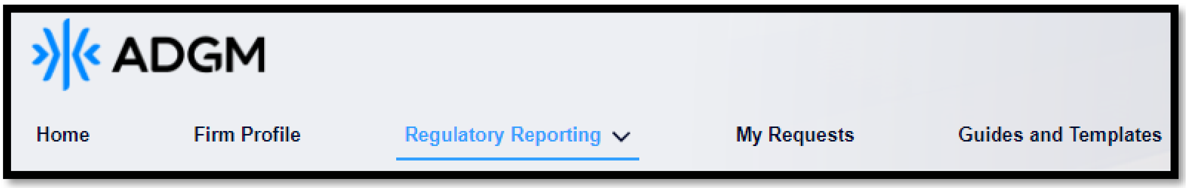
Note*: All submitted Reports will remain online as an audit trail, you will be able to add revised and supporting files to the same submission however, once submitted it cannot be deleted.*

3.2 UPDATE REGULATORY REPORT SUBMISSION

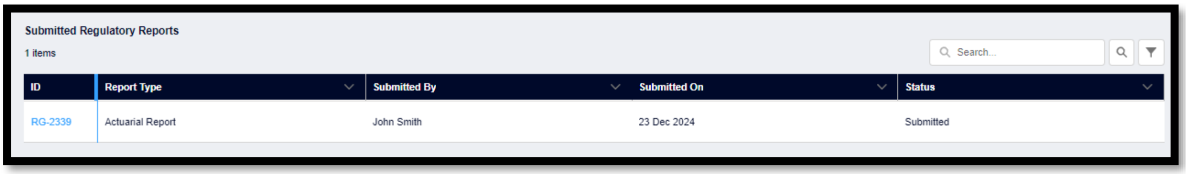
You may upload additional supporting files or upload revisions of your report if advised by supervision team post submission as follows:

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 the Regulatory Reporting link.

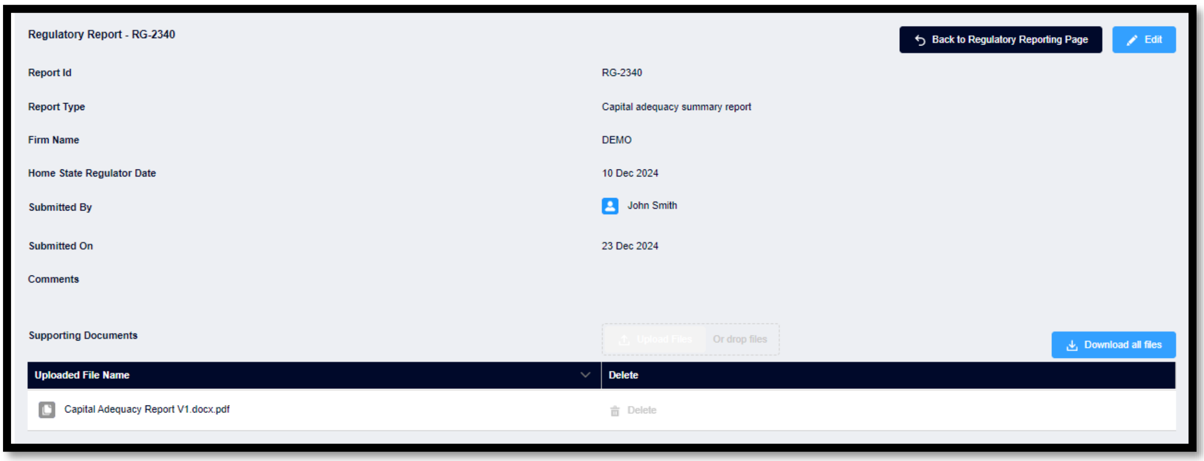


3. From the **Submitted Regulatory Reports** section, click on the required **Submission ID** to view the submission details page.

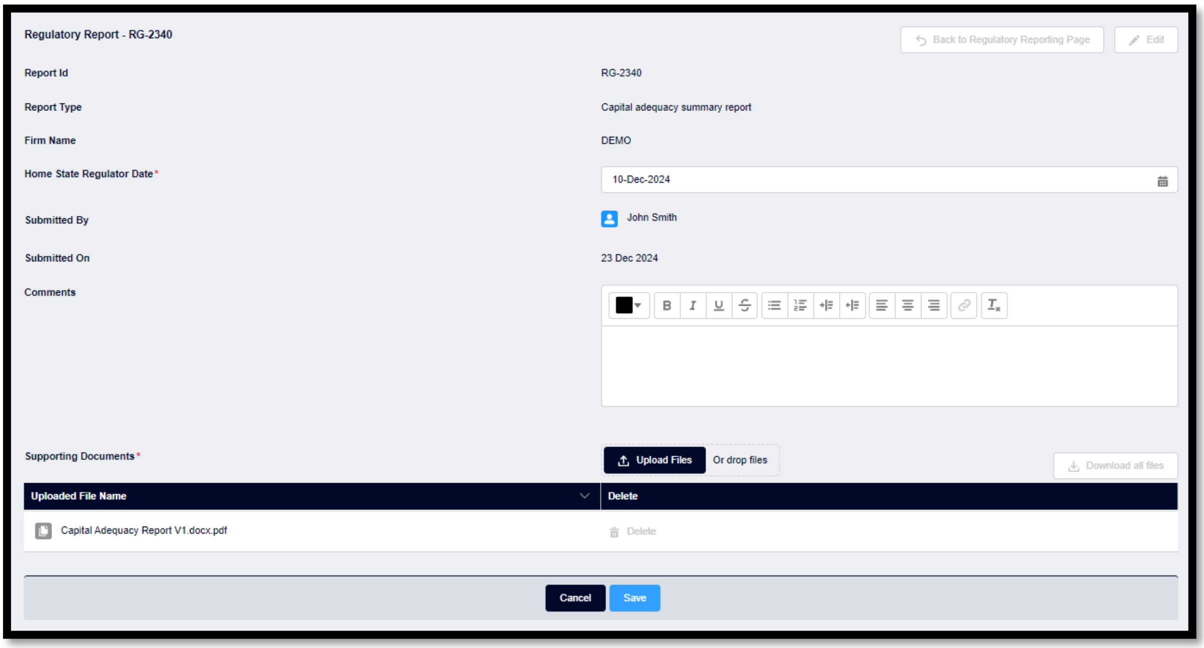


4. On the Regulatory Report submission page, click on the **Edit** button on the top right corner.

   Note: *you will not be able to edit the previously answered questions nor delete the initial files uploaded, however you will be able to upload additional files.*



5. Upload the required file or files and click **Save** button.



3.3 AML RETURNS

3.3.1 GENERAL GUIDANCE WHILE COMPLETING THE AML RETURN FORM

- In completing this AML Return, Relevant Persons should refer to the Anti-Money Laundering and Sanctions Rules and Guidance (AML).

- A Glossary of defined terms is provided in AML Chapter 3.
- A reference in the AML Return to "Money Laundering" includes a reference to Terrorist Financing (TF), Proliferation Financing (PF), the financing of unlawful organizations and sanctions non-compliance unless the context provides or implies otherwise.
- All Relevant Persons must complete and submit this AML Return by the end of April each year in accordance with
- AML 4.6.1. The AML Return must cover the period from 1 January to 31 December of the preceding year (unless previously authorised by the FSRA).
- Relevant Persons must retain a signed copy of the completed AML Return along with all supporting materials (refer to
- the above-mentioned Guidance 6).
- Separately, a Relevant Person must also report at least semi-annually to its Governing Body or Senior Management on the matters set out in AML 12.4.1. In accordance with AML 12.4.3, copies of these reports and the records made under AML 12.4.2(c) must be submitted to the Relevant Person's ADGM Regulator.

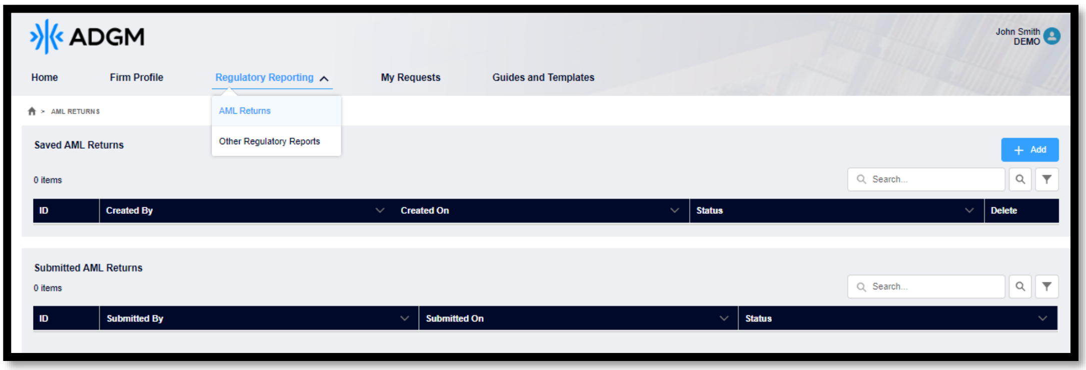
  For any queries, please reach out to FCCP by email at amlreturn@adgm.com.

3.3.2 SUBMIT AML RETURN

You can submit the AML Return 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 the Regulatory Reporting link and select AML Returns.

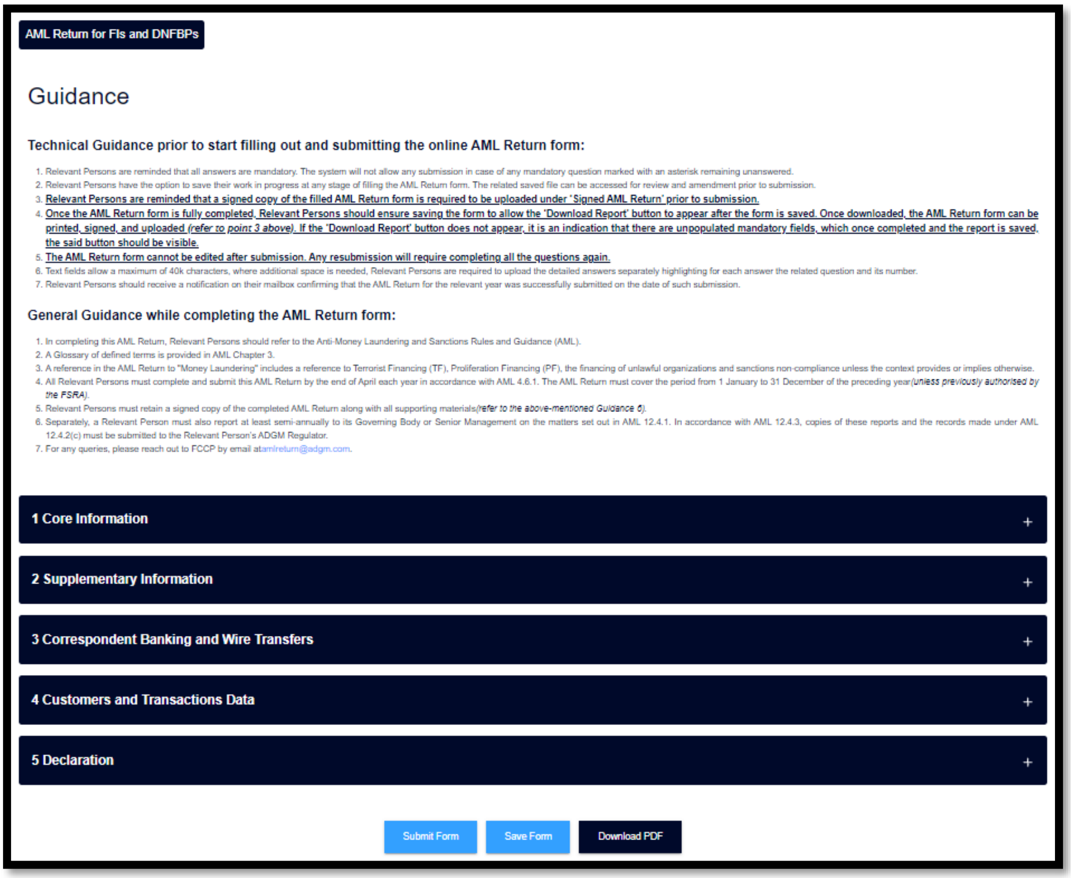


3. Click +Add Button to open the AML form.

4. Populate all the mandatory fields under each of the sections listed.

   Note: *The number of sections vary depending on the type of Firm (Fis, DNFBPS, or Representative Office).*

   a. **FIs and DNFBPs AML Form**



AML Return for FIs and DNFBPs

Guidance

Technical Guidance prior to start filling out and submitting the online AML Return form:

1. Relevant Persons are reminded that all answers are mandatory. The system will not allow any submission in case of any mandatory question marked with an asterisk remaining unanswered.
2. Relevant Persons have the option to save their work in progress at any stage of filling the AML Return form. The related saved file can be accessed for review and amendment prior to submission.
3. **Relevant Persons are reminded that a signed copy of the filled AML Return form is required to be uploaded under 'Signed AML Return' prior to submission.**
4. **Once the AML Return form is fully completed, Relevant Persons should ensure saving the form to allow the 'Download Report' button to appear after the form is saved. Once downloaded, the AML Return form can be printed, signed, and uploaded *(refer to point 3 above)*. If the 'Download Report' button does not appear, it is an indication that there are unpopulated mandatory fields, which once completed and the report is saved, the said button should be visible.**
5. **The AML Return form cannot be edited after submission. Any resubmission will require completing all the questions again.**
6. Text fields allow a maximum of 40k characters, where additional space is needed, Relevant Persons are required to upload the detailed answers separately highlighting for each answer the related question and its number.
7. Relevant Persons should receive a notification on their mailbox confirming that the AML Return for the relevant year was successfully submitted on the date of such submission.

General Guidance while completing the AML Return form:

1. In completing this AML Return, Relevant Persons should refer to the Anti-Money Laundering and Sanctions Rules and Guidance (AML).
2. A Glossary of defined terms is provided in AML Chapter 3.
3. A reference in the AML Return to "Money Laundering" includes a reference to Terrorist Financing (TF), Proliferation Financing (PF), the financing of unlawful organizations and sanctions non-compliance unless the context provides or implies otherwise.
4. All Relevant Persons must complete and submit this AML Return by the end of April each year in accordance with AML 4.6.1. The AML Return must cover the period from 1 January to 31 December of the preceding year*(unless previously authorised by the FSRA)*.
5. Relevant Persons must retain a signed copy of the completed AML Return along with all supporting materials*(refer to the above-mentioned Guidance 6)*.
6. Separately, a Relevant Person must also report at least semi-annually to its Governing Body or Senior Management on the matters set out in AML 12.4.1. In accordance with AML 12.4.3, copies of these reports and the records made under AML 12.4.2(c) must be submitted to the Relevant Person's ADGM Regulator.
7. For any queries, please reach out to FCCP by email atamlreturn@adgm.com.

1 Core Information +

2 Supplementary Information +

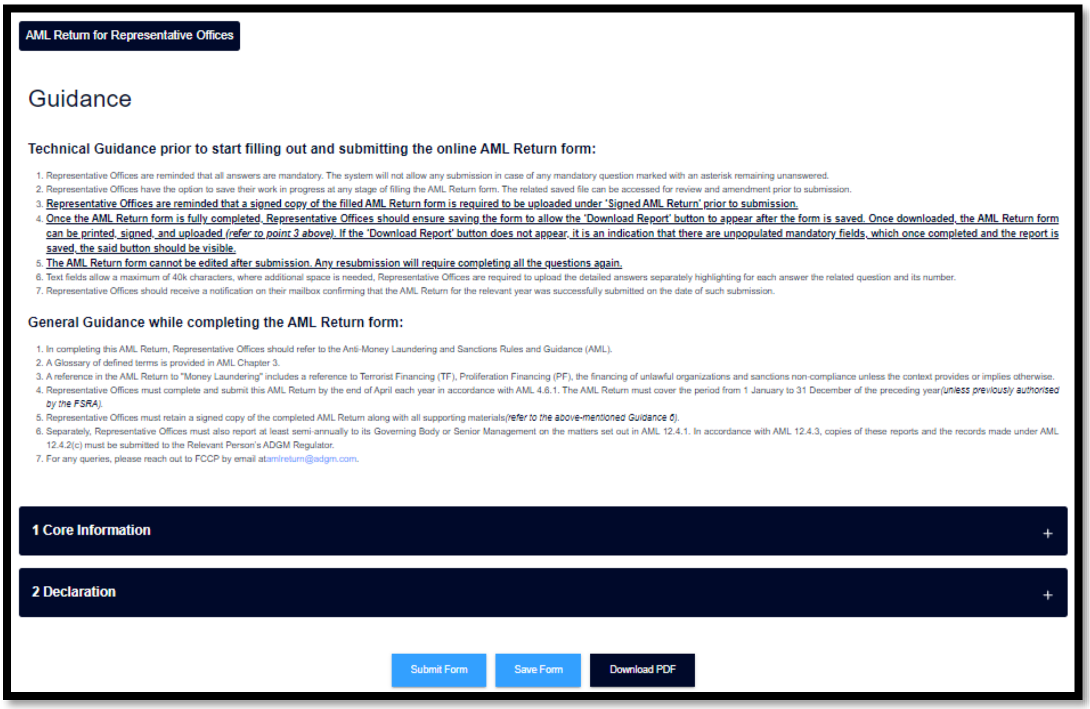
3 Correspondent Banking and Wire Transfers +

4 Customers and Transactions Data +

5 Declaration +

Submit Form | Save Form | Download PDF

b. Representative Office AML Form



AML Return for Representative Offices

Guidance

Technical Guidance prior to start filling out and submitting the online AML Return form:

1. Representative Offices are reminded that all answers are mandatory. The system will not allow any submission in case of any mandatory question marked with an asterisk remaining unanswered.
2. Representative Offices have the option to save their work in progress at any stage of filling the AML Return form. The related saved file can be accessed for review and amendment prior to submission.
3. **Representative Offices are reminded that a signed copy of the filled AML Return form is required to be uploaded under 'Signed AML Return' prior to submission.**
4. **Once the AML Return form is fully completed, Representative Offices should ensure saving the form to allow the 'Download Report' button to appear after the form is saved. Once downloaded, the AML Return form can be printed, signed, and uploaded *(refer to point 3 above)*. If the 'Download Report' button does not appear, it is an indication that there are unpopulated mandatory fields, which once completed and the report is saved, the said button should be visible.**
5. **The AML Return form cannot be edited after submission. Any resubmission will require completing all the questions again.**
6. Text fields allow a maximum of 40k characters, where additional space is needed, Representative Offices are required to upload the detailed answers separately highlighting for each answer the related question and its number.
7. Representative Offices should receive a notification on their mailbox confirming that the AML Return for the relevant year was successfully submitted on the date of such submission.

General Guidance while completing the AML Return form:

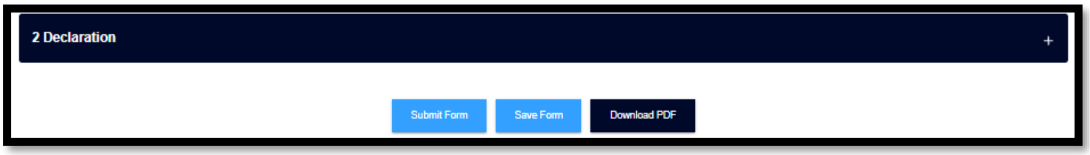
1. In completing this AML Return, Representative Offices should refer to the Anti-Money Laundering and Sanctions Rules and Guidance (AML).
2. A Glossary of defined terms is provided in AML Chapter 3.
3. A reference in the AML Return to "Money Laundering" includes a reference to Terrorist Financing (TF), Proliferation Financing (PF), the financing of unlawful organizations and sanctions non-compliance unless the context provides or implies otherwise.
4. Representative Offices must complete and submit this AML Return by the end of April each year in accordance with AML 4.6.1. The AML Return must cover the period from 1 January to 31 December of the preceding year*(unless previously authorised by the FSRA)*.
5. Representative Offices must retain a signed copy of the completed AML Return along with all supporting materials*(refer to the above-mentioned Guidance 6)*.
6. Separately, Representative Offices must also report at least semi-annually to its Governing Body or Senior Management on the matters set out in AML 12.4.1. In accordance with AML 12.4.3, copies of these reports and the records made under AML 12.4.2(c) must be submitted to the Relevant Person's ADGM Regulator.
7. For any queries, please reach out to FCCP by email atamlreturn@adgm.com.

1 Core Information +

2 Declaration +

Submit Form | Save Form | Download PDF

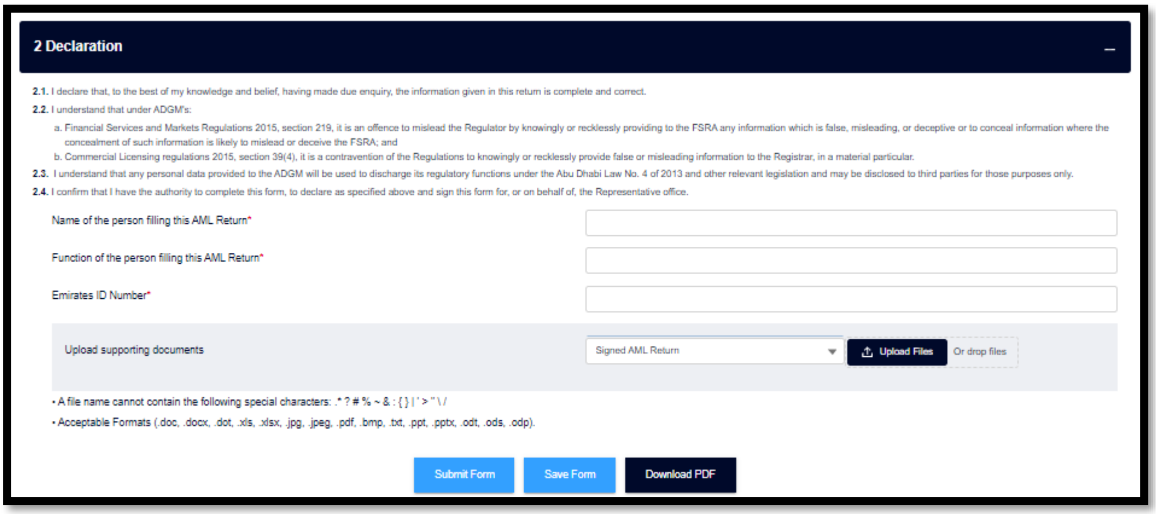
5. Once all mandatory fields are populated, click on the **Download PDF** button to download a copy of the populated form for sign off.



6. Once downloaded, print & sign or digitally sign the AML return form copy and upload it.

7. To upload the file, expand the upload supporting documents drop down under the Declaration section and select **Signed AML Return** file type, then click **Upload Files** button or drag and drop the file to attach the signed AML document.

8. Repeat the same to Upload **the MLRO Emirates ID or Trade License if the MLRO function is outsourced**, as well as any other additional supporting files.

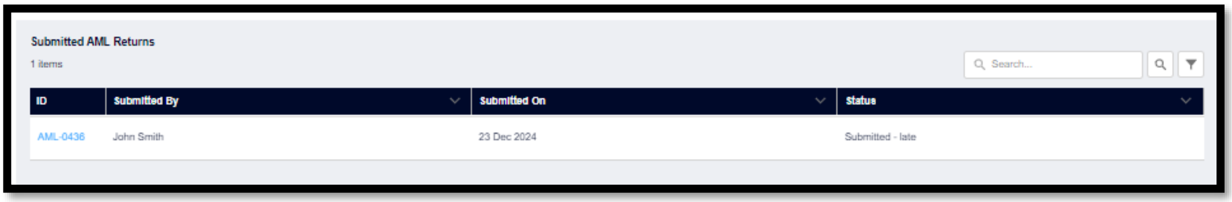


Note: *AML Signed copy and MLRO Emirates ID or Trade License if the MLRO function is outsourced files upload are mandatory for submission. You can only upload these file types: doc, docx, odt, pdf, rtf, txt, csv, ods, xls, xlsx, bmp, jpg, png, ppt, pptx.*

9. Click **Submit Form** button to forward your submission to the FSRA.

Note: *The AML Return form cannot be edited after submission. Any resubmission will require completing all the questions again. Only one resubmission is permitted a year.*

10. Once submitted, you will be able to view your report submission under submitted AML Returns section.



ID	Submitted By	Submitted On	Status
AML-0436	John Smith	23 Dec 2024	Submitted - late

Note: *please note that the status of your submission will reflect immediately, if the submission was made on time, it will show as "Submitted – on time", if the submission was completed post the due date, it will show as "Submitted – late"*

4. MY REQUESTS

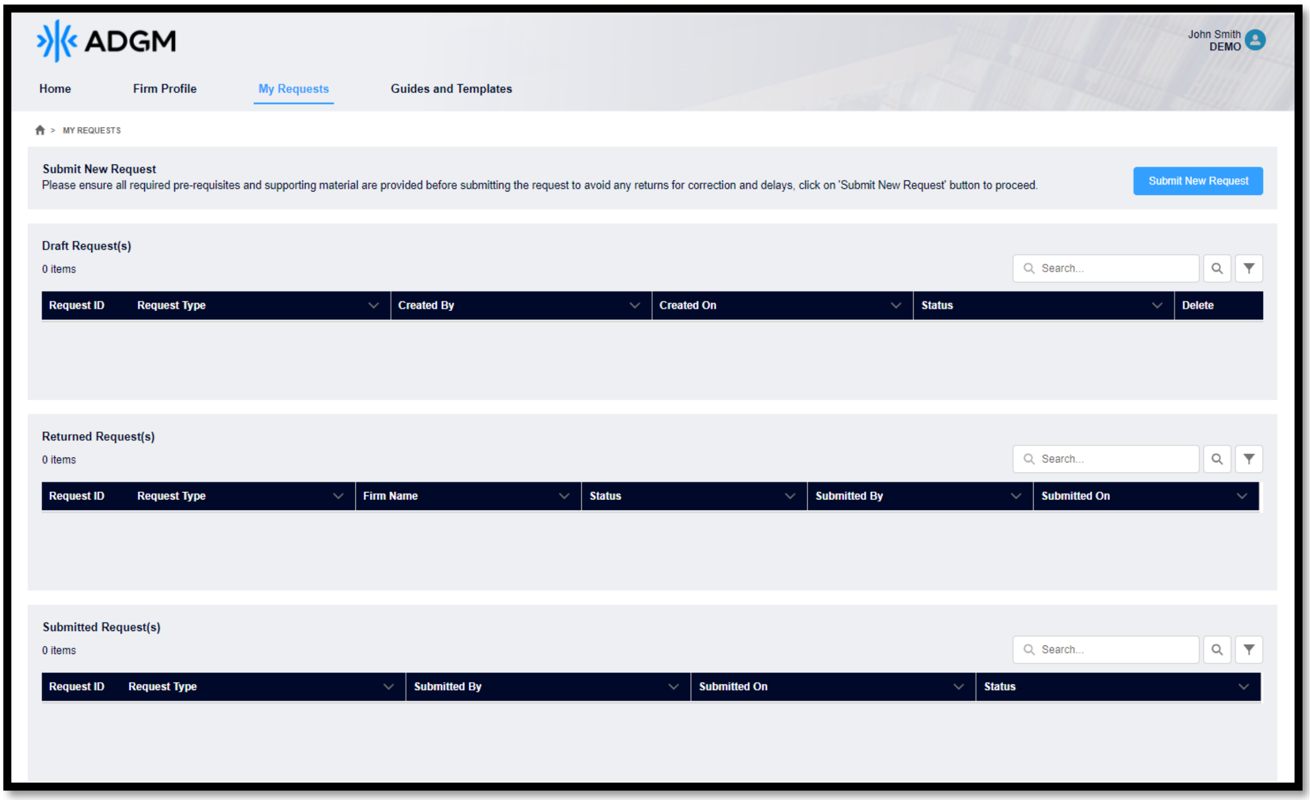
To raise a request to FSRA, click on **My Requests** link present on the portal main menu, you will then be redirected to **My Requests** page and the following sections will be displayed:

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 APPROVED PERSONS (APS) REQUEST

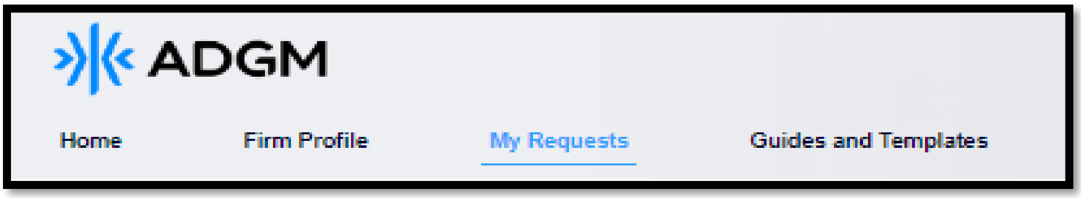
You can submit a request to add, amend or withdraw an Approved Person under your submitted FSP application.

4.1.1 APPROVED PERSONS - ADDITION

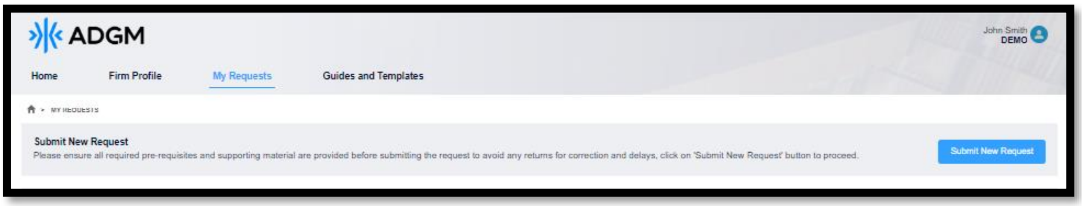
To add an additional approved person, follow the steps below:

1. Login to the FSRA Connect Portal - please refer to section – **Access FSRA Connect** for instructions on how to access the portal.

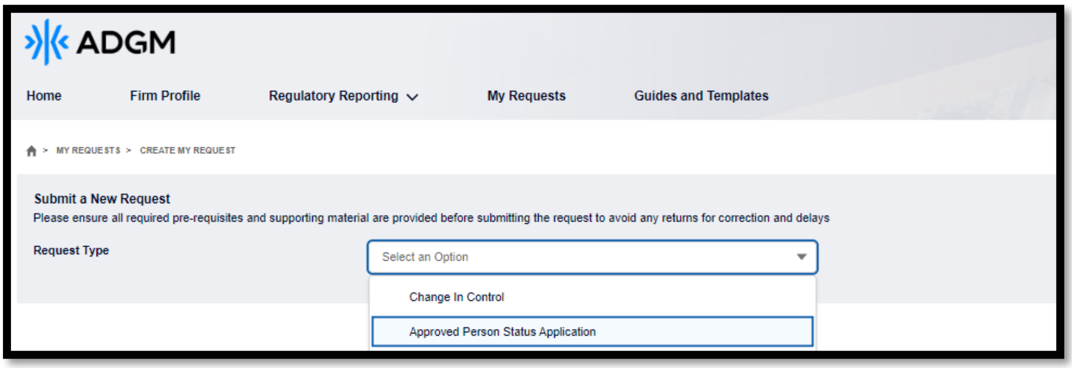
2. From the home page, click on My **Requests** link.



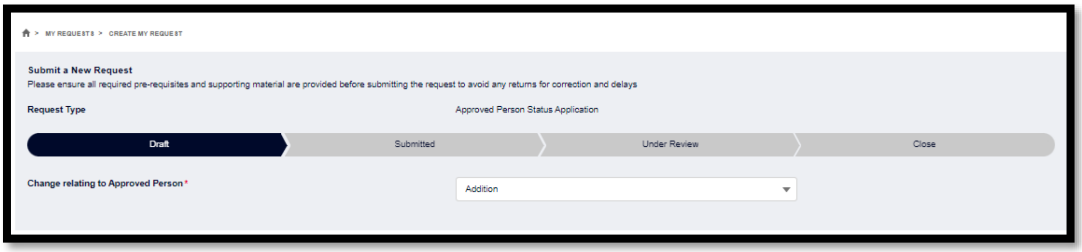
3. Click on **Submit New Request** Button on the top right-side corner.



4. Expand the **Request Type** drop down and select **Approved Persons (APS) Status Application**



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



6. Populate all mandatory fields under the **General Information** and **Citizenship** section.

7. Click Here to Add New Role button and populate the Role details.

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

9. Click Proceed to Pay button and confirm.

10. 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.

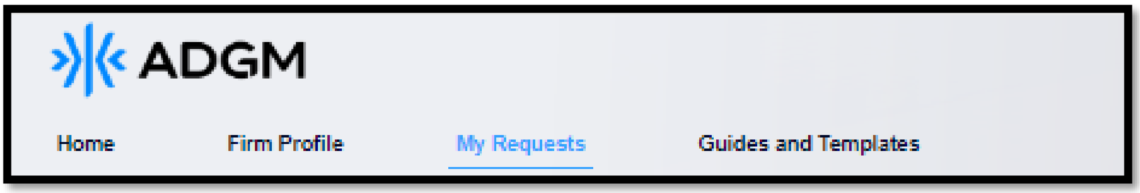
11. Request will be forwarded to FSRA Authorisation team for review.

4.1.2 APPROVED PERSONS – UPDATE

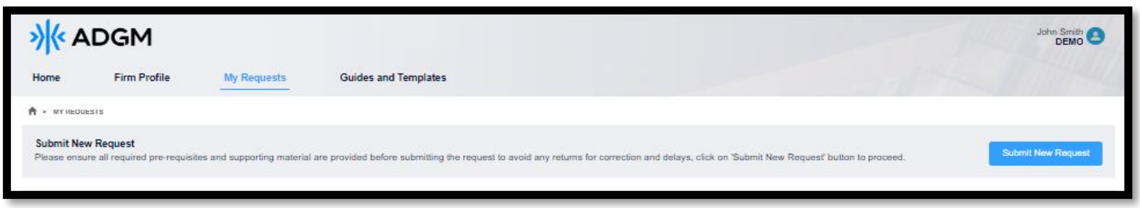
To update the existing approved person roles, follow the below steps:

1. Login to the FSRA Connect Portal - please refer to section – Access FSRA Connect for instructions on how to access the portal.

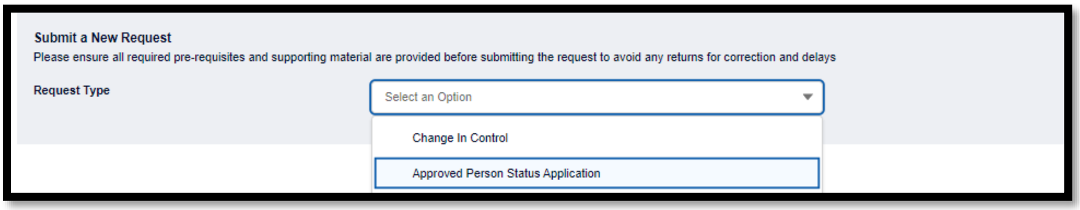
2. From the home page, click on My **Requests** link.



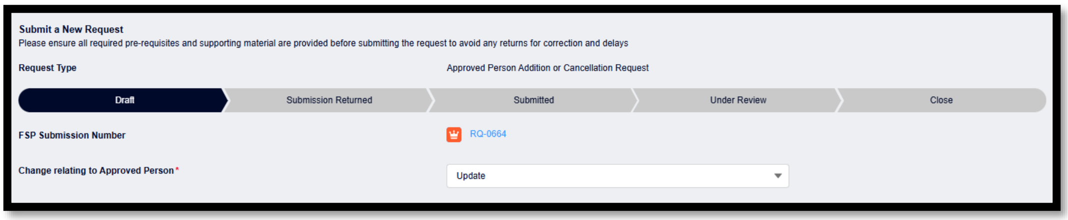
3. Click on **Submit New Request** Button on the top right-side corner.



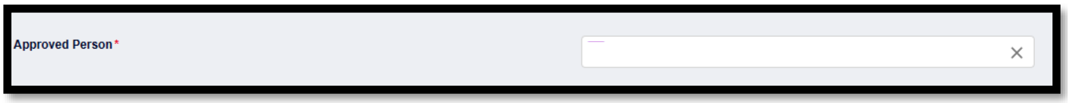
4. Expand the **Request Type** drop down and select **Approved Persons (APS) Status Application**



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



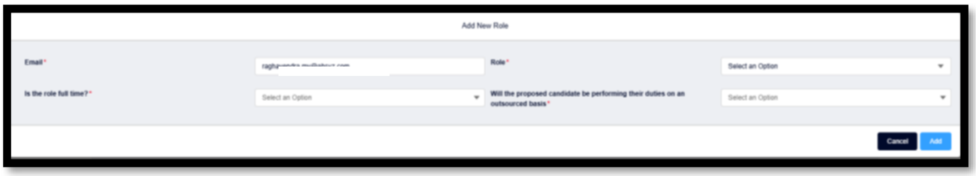
6. From the **Approved Person** search bar, look up and select the required approved person.



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.



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

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

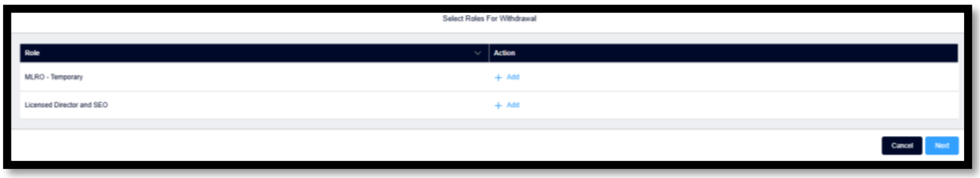
f. Select the **Mode of Payment**:

   a. Please refer to section - Card Payment to view detailed steps on how to perform a card payment.

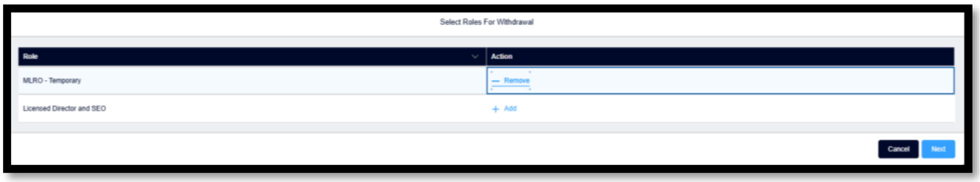
   b. Please refer to section - Bank Transfer to view detailed steps on how to notify the FSRA of a bank transfer payment.

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

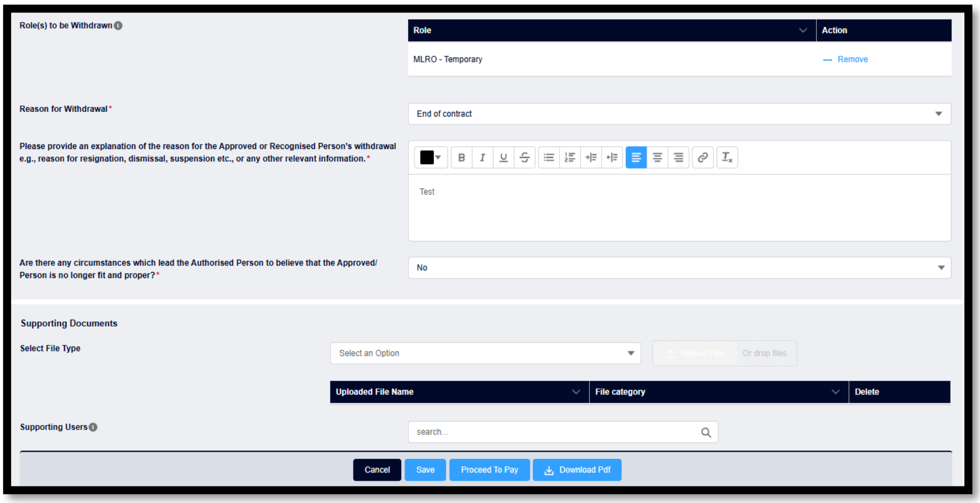
a. Click on the **Click here to Withdraw role(s)** button, to return all the existing roles assigned to the selected approved person.



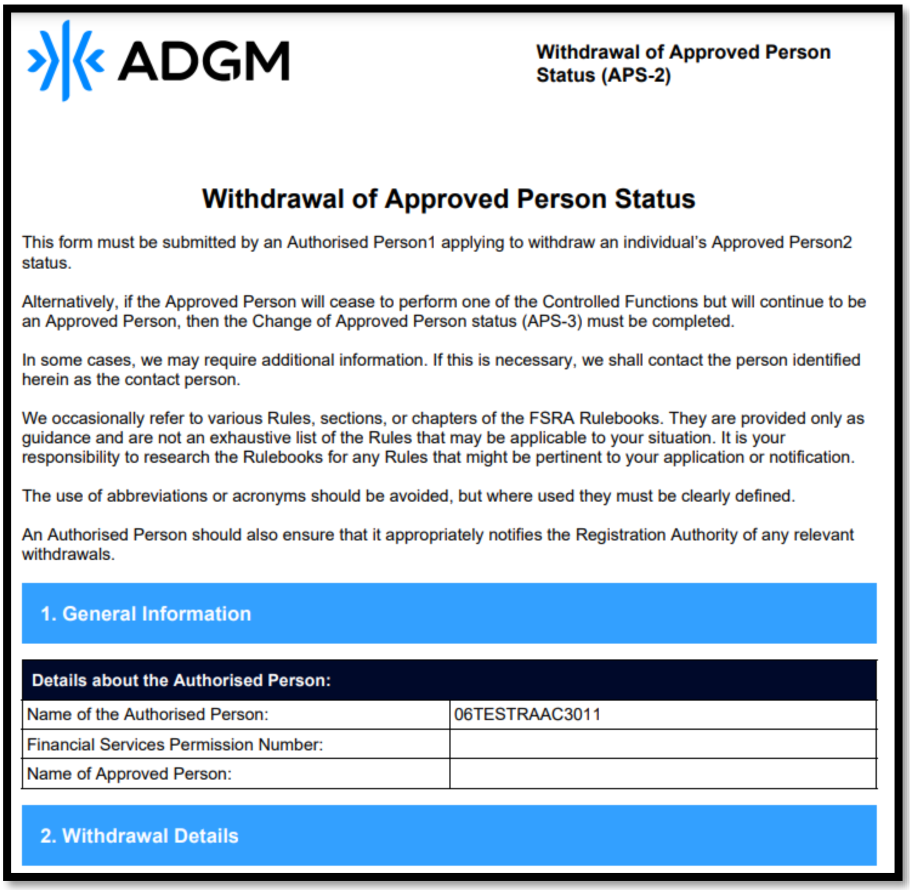
b. Select the specific role, click Next button, then provide the Withdrawal date.



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



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



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.

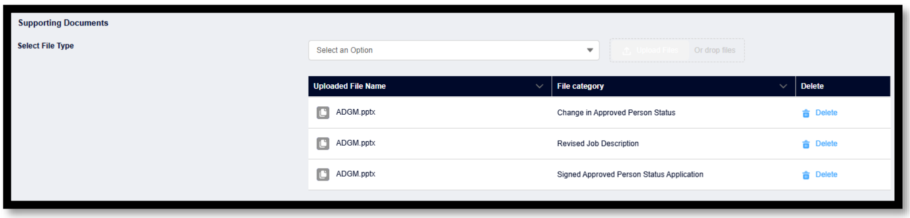
An Authorised Person should also ensure that it appropriately notifies the Registration Authority of any relevant withdrawals.

1. General Information

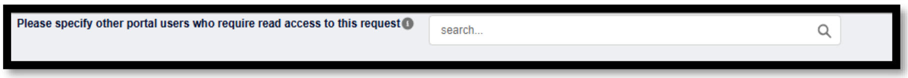
Details about the Authorised Person:	
Name of the Authorised Person:	06TESTRAAC3011
Financial Services Permission Number:	
Name of Approved Person:	

2. Withdrawal Details

e. Upload the signed form and any other supporting documents.



f. 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.

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

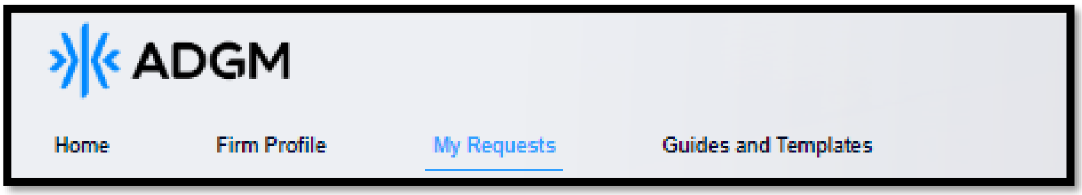
9. Once submitted, you will be able to view your submission under submitted Requests section.

4.1.3 APPROVED PERSONS – WITHDRAWAL

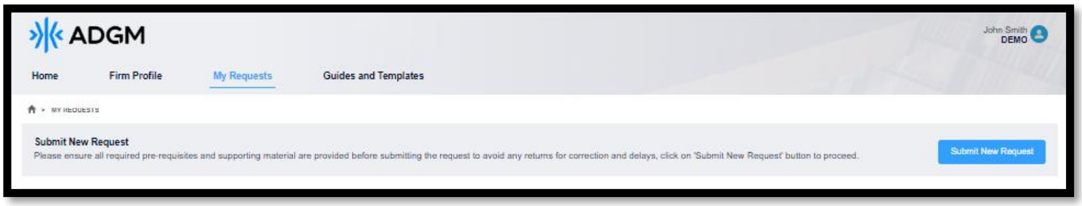
To withdraw the existing approved person role(s), follow the below steps:

1. Login to the FSRA Connect Portal - please refer to section – Access FSRA Connect for instructions on how to access the portal.

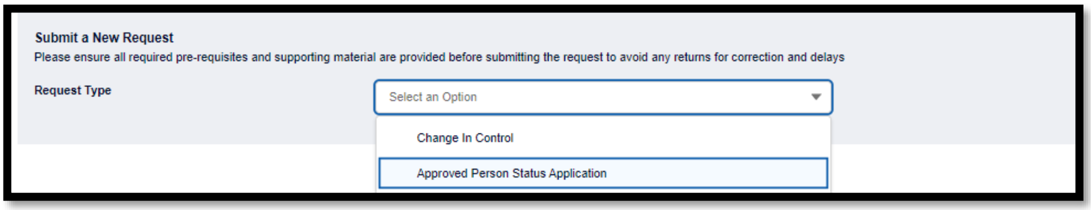
2. From the home page, click on My **Requests** link.



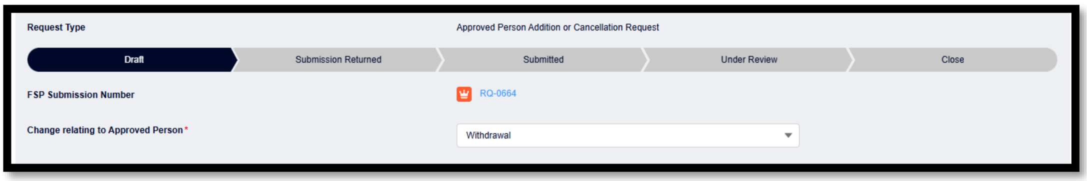
3. Click on **Submit New Request** Button on the top right-side corner.



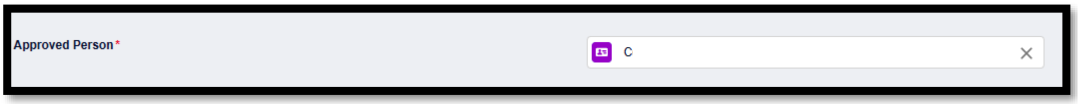
4. Expand the **Request Type** drop down and select **Approved Persons (APS) Status Application.**



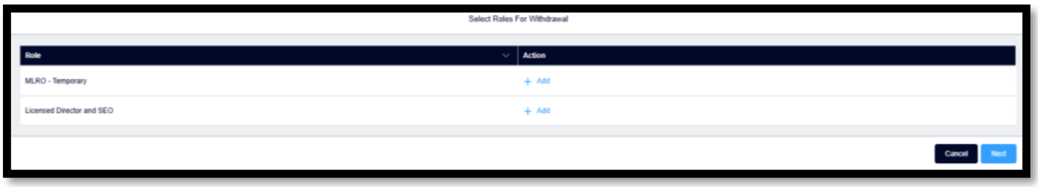
5. Expand the **Change relating to Approved Person** drop down and select the **Withdrawal** option**.**



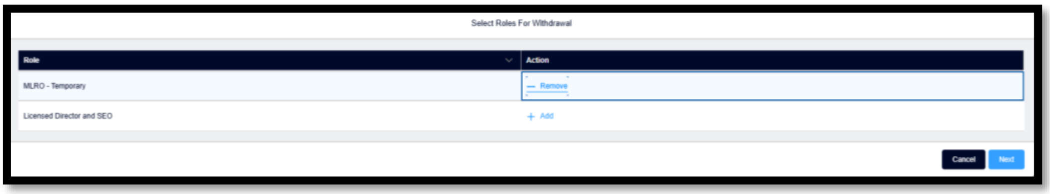
6. From the **Approved Person** search bar, look up and select the required approved person.



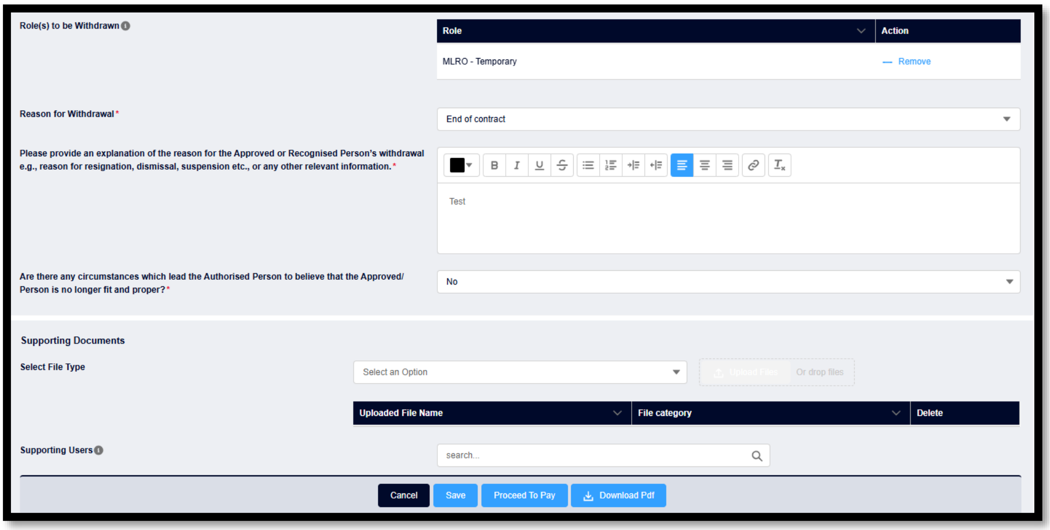
7. Click on the **Click here to select the required roles to withdraw** button.



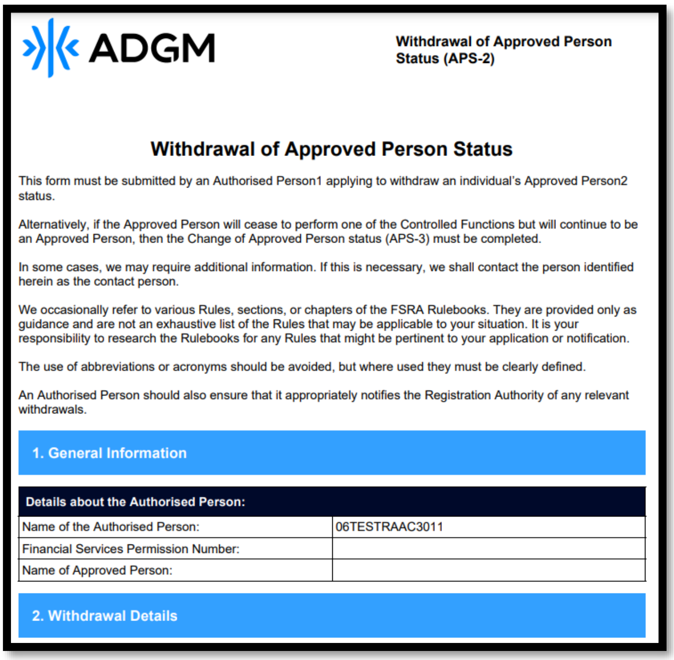
8. Select the specific role, click **Next** button, provide the **Withdrawal date** and add.



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



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



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.

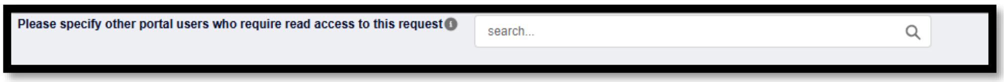
An Authorised Person should also ensure that it appropriately notifies the Registration Authority of any relevant withdrawals.

1. General Information

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

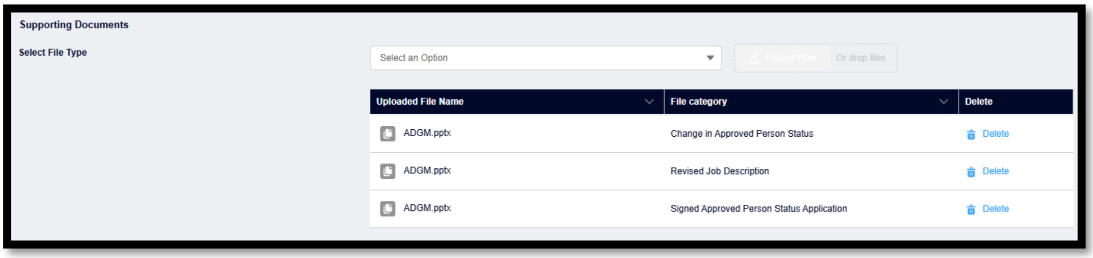
2. Withdrawal Details

11. 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.

12. Upload the signed form and any other supporting documents.



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

14. Once submitted, you will be able to view your submission under submitted Requests section.

4.2 FSP WITHDRAWAL REQUEST

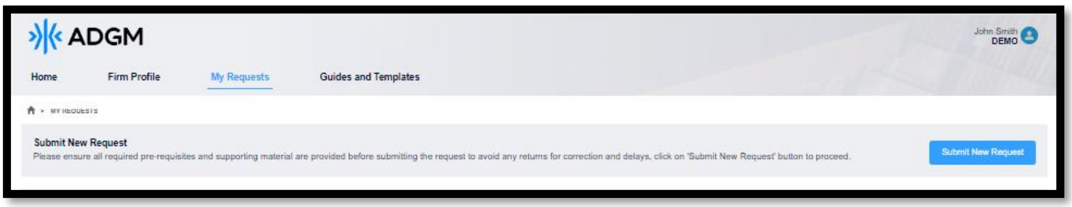
4.2.1 SUBMIT A FSP WITHDRAWAL REQUEST

To Submit an FSP Withdrawal request the following steps need to be followed:

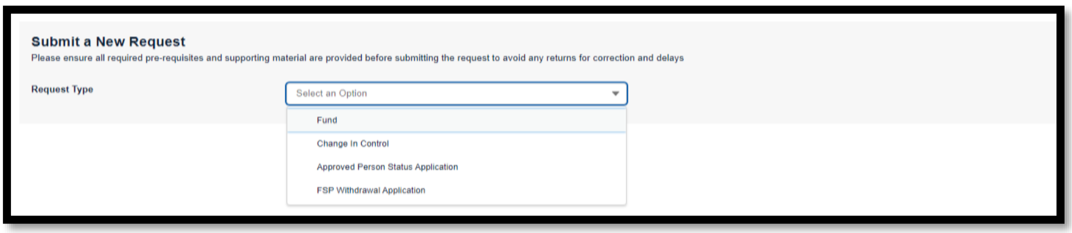
1. Login to the FSRA Connect Portal - please refer to section – Access FSRA Connect for instructions on how to access the portal.

2. From the home page, click on **My requests** link.

3. Click on the **Submit New Request** button.

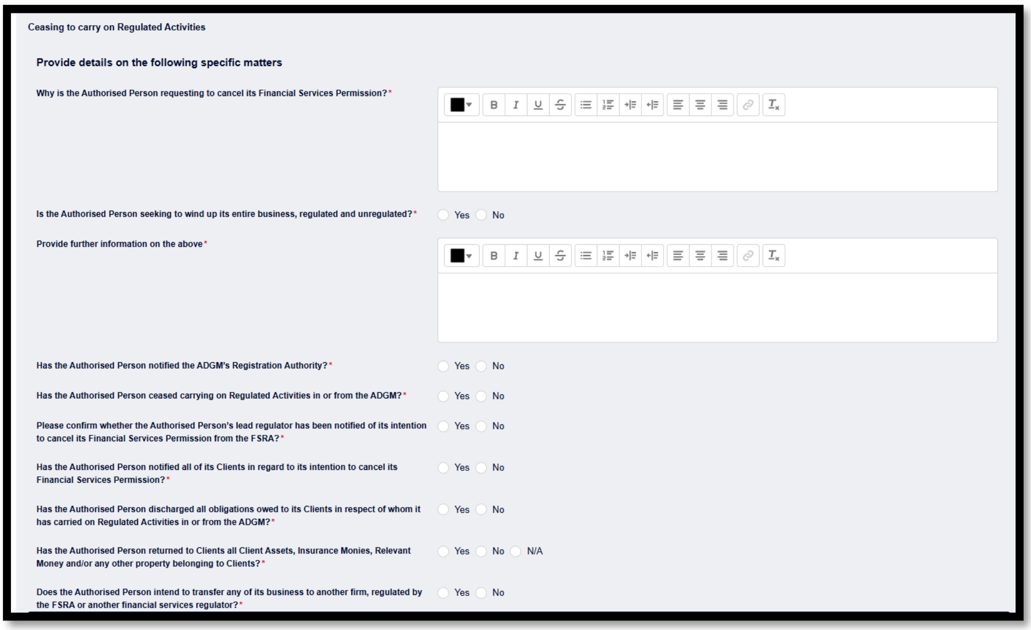


4. Expand the **Request Type** drop down and select **FSP Withdrawal Application**.



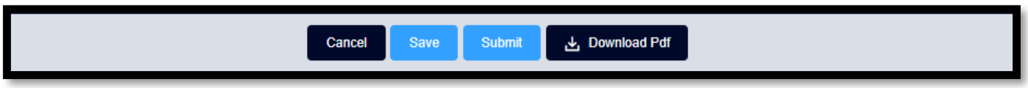
5. Validate the **Details about the Authorised Person's Contact Person** and add in any missing details.

6. Fill in the **Ceasing to carry on Regulated Activities** section

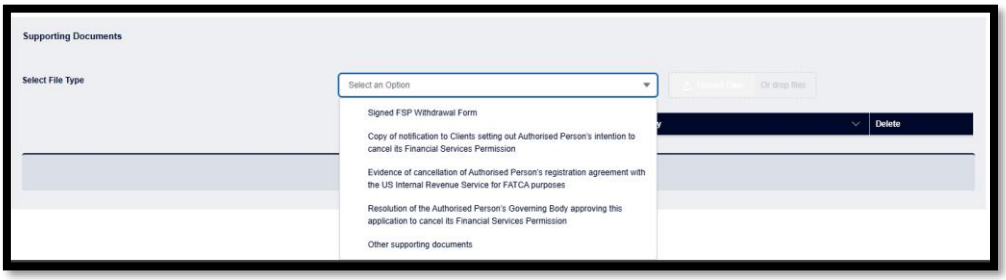


7. Once fully populated, click **Save** button on the form action bar.

8. Download a pdf version of the populated FSP withdrawal form by clicking on the **Download pdf** button on the action bar.



9. Upload the signed FSP Withdrawal form and other supporting documents listed.



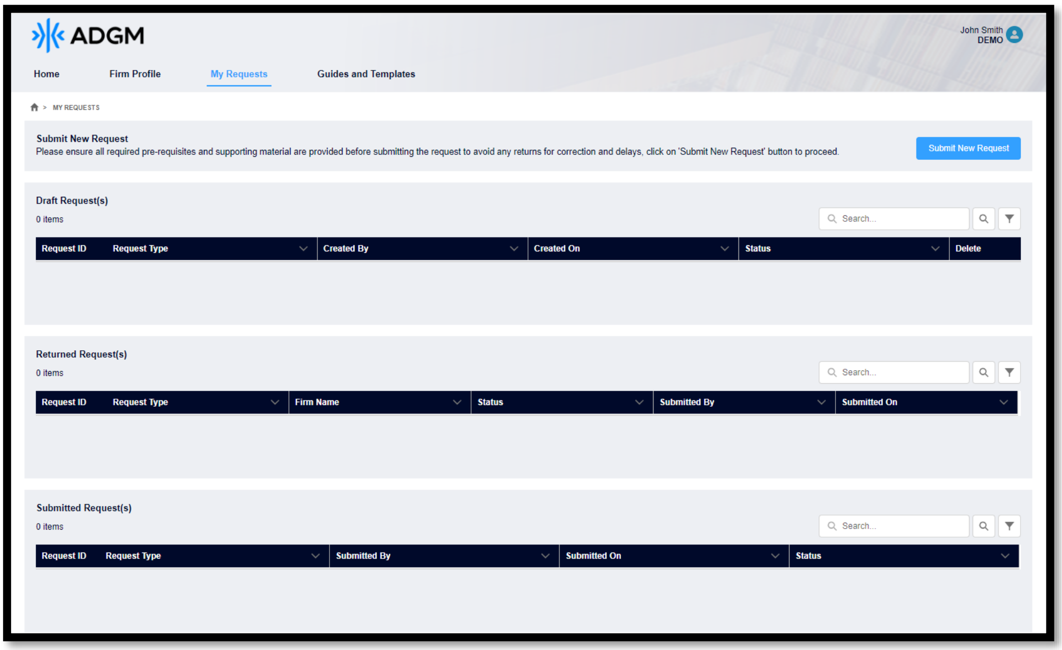
10. Click **Submit** button to forward the request to FSRA Supervision for review.

4.2.2 REVISE A FSP WITHDRAWAL REQUEST

The FSP Withdrawal request can be returned for correction by the FSRA Supervision team. An email notification regarding the request return will be sent to the request Submitter to action.

To revise the FSP withdrawal request 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 **Returned for Correct** list and click on the FSP Withdrawal **Request ID (REQ-xxx)**.



4. Click **Edit** button on the top right section of the form.
5. Modify the required sections as needed then click **Save** button.
6. Click **Submit** button to forward the revised FSP withdrawal request to the FSRA Supervision team.

7. Once submitted, you will be able to view your submission under submitted Requests section.

4.3 CHANGE IN CONTROL REQUEST

To Submit a Change in Control request, the following steps need to be followed:

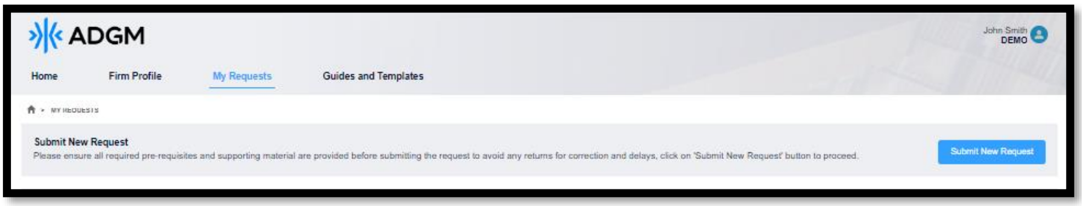
4.3.1 ADD A NEW CONTROLLER

To add a new Controller , 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.

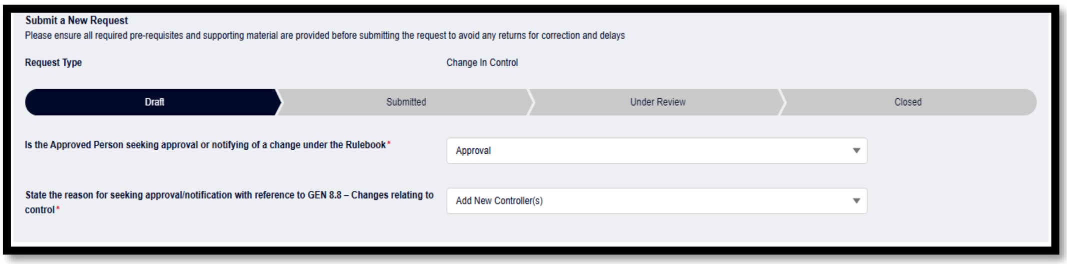
2. From the home page, click on **My requests** link.

3. Click on the **Submit New Request** button.

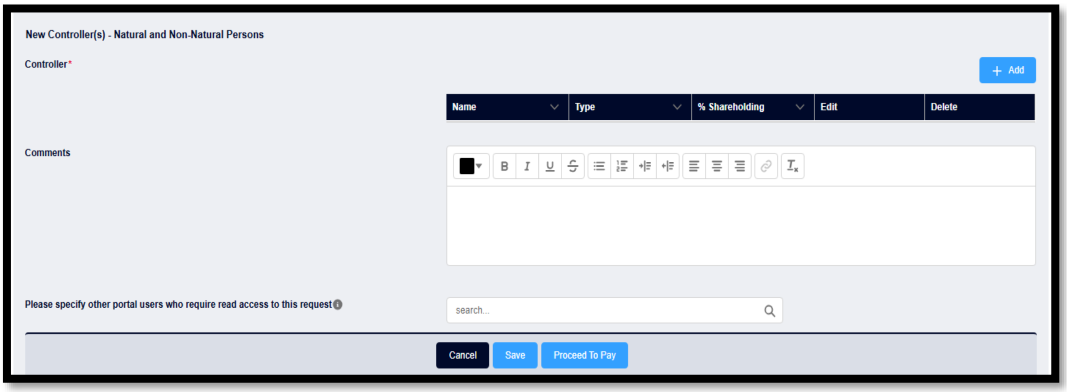


4. Expand the **Request Type** drop down and select **Change in Control**.

5. Confirm that you are seeking **approval** and state the reason for approval as **Add New Controller(s)**.

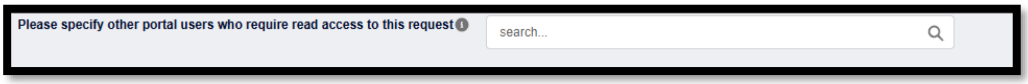


6. Click +**Add** button and populate the new controller details.



7. To add additional controllers, repeat step 6 as needed.

8. 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.

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

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 once the payment is completed.

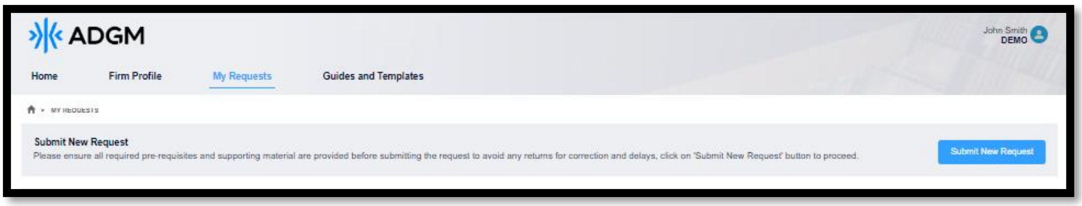
4.3.2 CHANGE IN THE LEVEL OF CONTROL

To indicate a change in control level , 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.

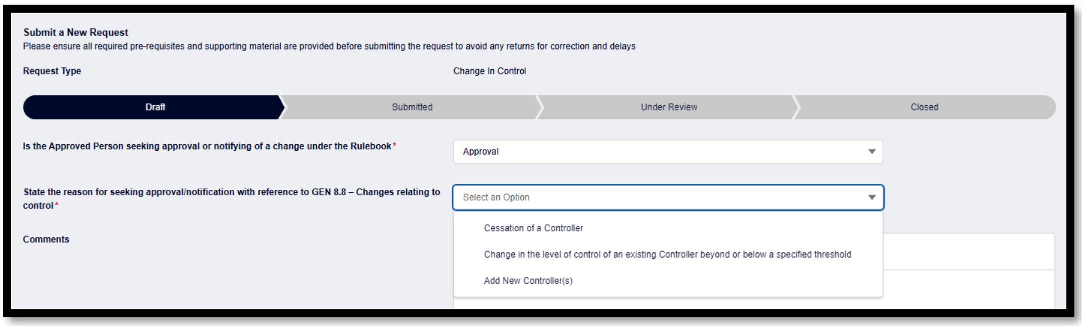
2. From the home page, click on **My requests** link.

3. Click on the **Submit New Request** button.

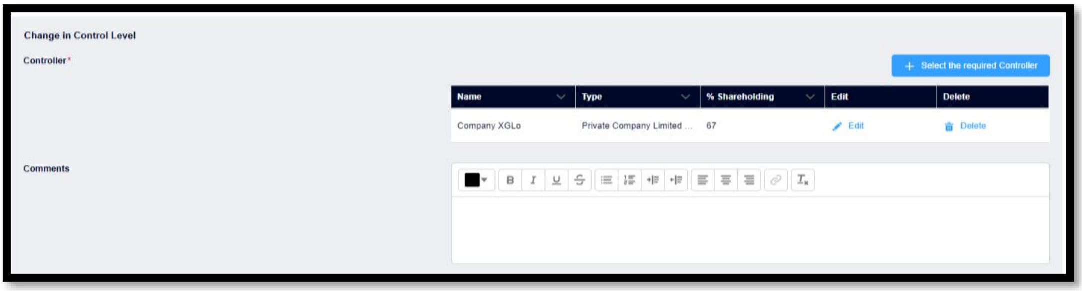


4. Expand the **Request Type** drop down and select **Change in Control**.
5. Confirm if you are seeking **approval** or notifying of a change under the Rulebook.

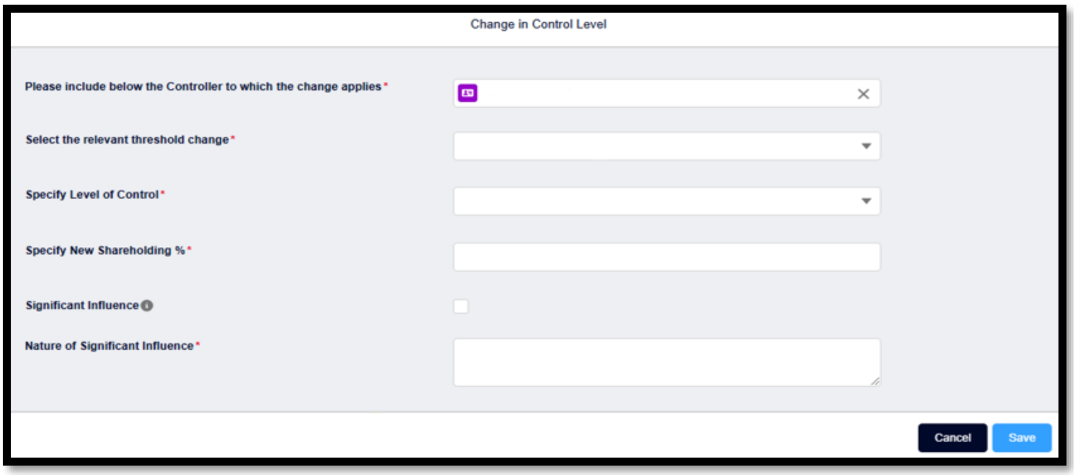
6. State the reason for approval or notification as **Change in the Level of control of an existing controller beyond or below a specified threshold.**



7. Click +**Select the required Controller** button, to look up existing controllers and select the required one.

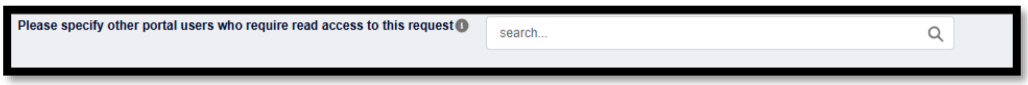


8. Specify the change in control threshold and level and indicate whether the controller has significant influence or not.



9. To change additional controllers, repeat step 7 as needed.

10. 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.

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

12. If there is an increase of level of control, there will be a payment to pay before submission otherwise you will be able to directly submit the request to the FSRA.

13. To complete the payment, click on the **Proceed to Pay** button.

14. Select the Mode of Payment:

   3. Please refer to section - Card Payment to view detailed steps on how to perform a card payment.

   4. Please refer to section - Bank Transfer to view detailed steps on how to notify the FSRA of a bank transfer payment.

15. Request will be forwarded to FSRA Authorisation team for review once payment is complete.

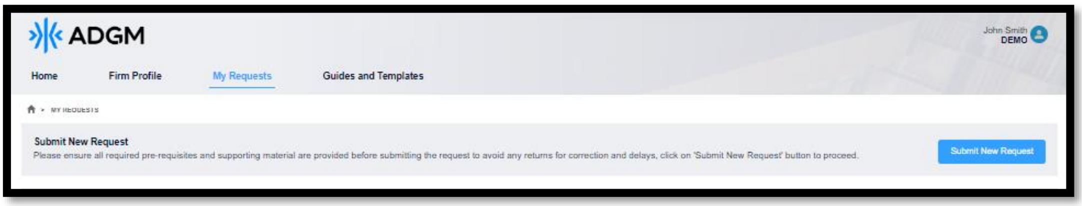
4.3.3 CEASSATION OF A CONTROLLER

To cease a controller, 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.

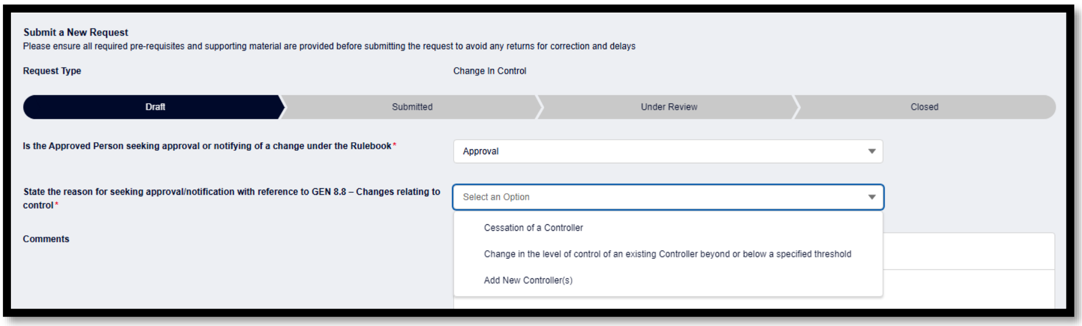
3. Click on the **Submit New Request** button.



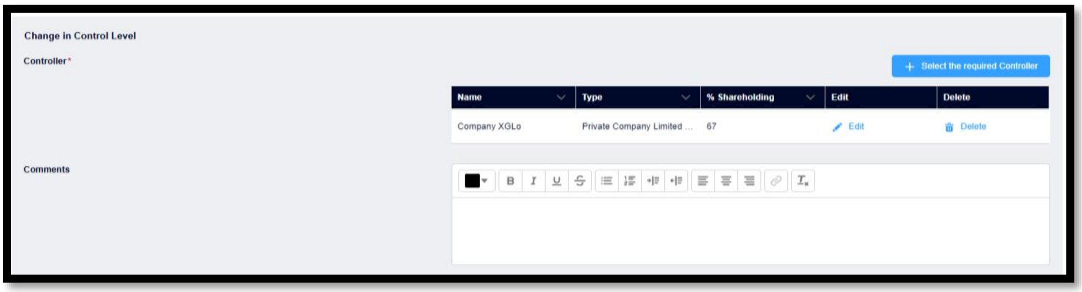
4. Expand the **Request Type** drop down and select **Change in Control**.

5. Confirm if you are seeking approval or notifying of a change under the Rulebook.

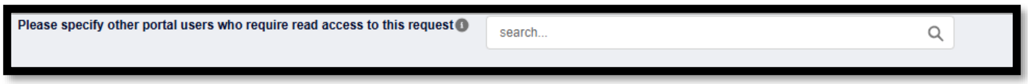
6. State the reason as **Cessation of a Controller.**



7. Click +**Select the required Controller** button, to look up existing controllers and select the required one.



8. To edit additional controllers, repeat step 7 as needed.
9. PProvide the reason for cessation.
10. 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.

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

12. Request will be forwarded to FSRA Authorisation team for review once payment is complete.

5. 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.

5.1.1 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.

5.1.2 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.

5.1.3 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.*

5.1.4 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.*