

REGISTRATION AUTHORITY

# **GUIDANCE ON CORPORATE SERVICES (COS)**





## Corporate Services

### Description:

Corporate services are generic services that can be requested by ADGM-registered entities. The information provided in the certificates is based on the information kept by the Registration Authority ('RA') for the entity.

### Certified True Copies

The RA can certify a document related to the company, such as resolutions and registers, as a true copy. A copy of such documents should be uploaded with the request. On submission of the company's request, RA will verify that the document is related to the company. The stamped document stating that it is certified as an electronically filed document will be emailed to the authorized user who filed the request along with the email address nominated by the authorized user.

If the company would like a certified true copy of its constitutional documents, (i.e. Certificate of Incorporation/Registration/Change of Name, Articles of Association, Commercial License, etc.), the RA will certify the company's constitutional documents that are in the file. The certified true copy of the documents will be issued electronically and can be received instantly once the request is submitted.

The RA also issues the following certificates upon request:

Certificate of Incumbency	<p>This certificate is issued electronically and can be received instantly once the request is submitted.</p> <p>This certificate includes the following information about the company.</p> <ul style="list-style-type: none"> <li>• Registered Office Address</li> <li>• List of Directors and appointment date</li> <li>• List of Secretaries and appointment date (if applicable)</li> <li>• Number of issued shares</li> <li>• List of Shareholders and the effective date of becoming a shareholder</li> </ul> <p>The Certificate of Incumbency does not include details of the company's share capital, number of shares, and ownership percentage that is being held by the shareholders. If the company wishes to have this information certified by RA, the company can request a certified true copy of its register of shareholders.</p>
Certificate of Good Standing	<p>The certificate is issued electronically and can be received instantly once the request is submitted. The companies should ensure that they are active and did not apply for deregistration/strike off or is not under liquidation. Additionally, the company's license is valid, and if</p>



	applicable, the confirmation statement and annual account are submitted.
Under Formation Certificate	Applicants who submitted a Business Application or Application for Incorporation/Registration can apply for Under Formation Certificate. This document is issued electronically and can be received instantly once the request is submitted
Zero Tax Certificate	This certificate confirms the entity is subject to zero tax. This document is issued electronically and can be received instantly once the request is submitted.

Overview	Certified True Copies	Certificate of Incumbency	Certificate of Good Standing	Under Formation Certificate	Zero Tax Certificate
Prescribed Delivery Time	-	-	-	-	-
Service Channel	Online	Online	Online	Online	Online

Required Documents	Certified True Copies	Certificate of Incumbency	Certificate of Good Standing	Under Formation Certificate	Zero Tax Certificate
The document that you would like to certify	✓ (if applicable), otherwise, select from the list of the entity's constitutional documents	-	-	-	-

Application Steps:	Certified True Copies	Certificate of Incumbency	Certificate of Good Standing	Under Formation Certificate	Zero Tax Certificate
Step 1	Log in using your account at <a href="http://www.registration.adgm.com">www.registration.adgm.com</a> .				
Step 2	Navigate to the Service List and select the register (Companies, Partnership, Foundation), go to Corporate Services, select View Option				
Step 3	Click Corporate Services, Proceed, and confirm your selection.				
Step 4	Select Certified True Copy as the Service Type	Select Certificate of Incumbency as Service Type	Select Certificate of Good Standing as Service Type	Select Under Formation Certificate as Service Type	Select Zero Tax Certificate as the Service



					Type
Step 5	Complete the form and upload the required documents (if any), then click Next.				
Step 6	Tick the <i>Declaration</i> and select <i>Next</i> .				
Step 7	Complete the payment, then select <i>Submit</i> .  Once payment is completed, you will instantly receive the documents.				
Note:	Only users with authority over the entity can file this request.				

### No Objection Certificates (NOCs)

The RA can issue the following NOCs upon request.

NOC to own/hold shares	The RA can issue a letter stating that the RA does not have any objection to the company owning or holding shares in entities registered in a jurisdiction outside ADGM. Companies registered in ADGM including SPVs and Tech-startups but excluding branches can request this letter.
NOC to own a property	Companies who wish to buy properties that require registration with Abu Dhabi Municipality or Dubai Land Department would be asked by the said authorities to provide a letter issued by the RA. The RA can issue a letter stating that the RA does not have any objection to the company owning properties. Companies registered in ADGM including SPVs and Tech-startups but excluding branches can request this letter.
NOC – Dual License	Operational entities (except retailers) who wish to have a branch in Abu Dhabi onshore and use their office in ADGM as its registered office address can register their branch via the dual license regime. RA can issue such NOC to the entities. This NOC will be part of the entity's application to the Abu Dhabi Department of Economic Development.
NOC – Dual License Renewal	RA can issue such NOC for license renewal upon request. This is applicable for operational entities that registered a branch with the Abu Dhabi Department of Economic Development under the dual licensing regime.
Notary Pack	Companies who wish to notarize a document with the ADGM Notary Public may be required to provide to the Notary Public a certified true copy of the resolution (or similar documents) that supports the notarization and a Notary Pack. Notary Pack includes i) a declaration letter from RA and ii) a letter stating the powers of the directors under the ADGM Companies Regulations. The company can file a separate



	request for the certified true copy and follow the steps below to request the Notary Pack.
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Overview	NOC – Own Shares	NOC – Own Properties	NOC – Dual License	NOC – Dual License – Renewal	Notary Pack
<b>Prescribed Delivery Time</b>	-	-	-	-	-
<b>Service Channel</b>	Online	Online	Online	Online	Online

Required Documents	NOC – Own Shares	NOC – Own Properties	NOC – Dual License	NOC – Dual License – Renewal	Notary Pack
Declaration Letter (template available)			✓	✓	

Application Steps:	NOC – Own Shares	NOC – Own Properties	NOC – Dual License	NOC – Dual License – Renewal	Notary Pack
Step 1	Log in using your account at <a href="http://www.registration.adgm.com">www.registration.adgm.com</a> .				
Step 2	Navigate to the Service List and select the register (Companies, Partnership, Foundation), go to Corporate Services, select View Option				
Step 3	Click Corporate Services, Proceed, and confirm your selection.				
Step 4	Select Ad Hoc Certificate – NOC – Own Shares as Service Type	Select Ad Hoc Certificate – NOC – Own Properties as Service Type	Select Ad Hoc Certificate – NOC – Dual License as Service Type	Select Ad Hoc Certificate – NOC – Dual License – Renewal as Service Type	Select Ad Hoc Certificate - Notary Pack as Service Type
Step 5	Complete the form and upload the required documents (if any), then click Next.				
Step 6	Tick the <i>Declaration</i> and select <i>Next</i> .				
Step 7	Complete the payment, then select <i>Submit</i> .  Once payment is completed, you will instantly receive the documents.				
Note:	Only users with authority over the entity can file this request.				

For information regarding fees, please refer to the schedule of fees.



## Disclaimer

This guidance is a non-binding indicative guidance and should be read together with the relevant legislation, in particular the ADGM's Companies Regulations 2020 and any other relevant regulations and enabling rules, which may change over time without notice. Information in this guidance is not to be deemed, considered, or relied upon as legal advice and should not be treated as a substitute for specific advice concerning any individual situation. Any action taken upon the information provided in this guidance is strictly at your own risk and the RA will not be liable for any losses and damages in connection with the use of or reliance on information provided in this guidance. The RA makes no representations as to the accuracy, completeness, correctness, or suitability of any information provided in this guidance.