

REGISTRATION AUTHORITY

Guidance

**Appointment & Cessation of Company
Service Provider**

SPV & Foundation Exemption Status



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Introduction

Purpose of this Guidance

Under the CSP Regime, this guidance supports Company Service Providers (CSP) and non-exempt registered Special Purpose Vehicles (SPVs) and Foundations in navigating the online service for managing the following after the incorporation of an SVP or Foundation.

- Appointment of a new CSP
- Resignation of a CSP
- Cessation/termination of an appointed CSP
- Application for exemption from appointing a CSP (for non-exempt entities)
- Notification of change in exemption status (for exempt entities becoming non-exempt)

There is no fee in filing these notifications to the Registration Authority.

Requirement to Appoint a Company Service Provider (CSP)

Under the ADGM's Company Service Provider framework ("CSP Framework"), registered non-exempt SPVs and Foundations are required to appoint an ADGM-licensed CSP.

This requirement ensures that entities maintain proper governance, compliance, and communication with the ADGM Registration Authority. The CSP provides the registered office address, manages statutory filings, and supports the entity throughout its lifecycle.

What is a Non-Exempt SPV or Foundation?

A non-exempt SPV or Foundation is one that does not meet the exemption criteria set out by ADGM. These entities must appoint a CSP to:

- Submit incorporation and statutory filings
- Provide a registered office address
- Maintain corporate records and compliance

What is an Exempt SPV or Foundation?

An exempt SPV or Foundation is one that meets any of the following criteria and obtained that necessary approval from the ADGM Registration Authority for exemption:

Description	Explanation who falls into this category
(a) persons exempt under the ADGM Commercial Licensing Regulations 2015 (Exemptions) Order 2020	A body corporate established pursuant to (i) any law or decree issued by His Highness the Ruler of the Emirate of Abu Dhabi (including the ADGM Founding Law), or (ii) any Federal Law (other than Federal Law No. 8 of 1984 concerning Commercial Companies, as the same may be amended or re-enacted from time to time). A body corporate that is a subsidiary undertaking of a body corporate specified in paragraph above. The International Bank for Reconstruction and Development and the International Development Association, commonly known as the "World Bank".
(b) an authorised person within the meaning of the ADGM Financial Services and Markets Regulations 2015	A legal entity currently registered in ADGM holding a current Financial Services Permit issued by ADGM Financial Services Regulatory Authority
(c) persons licensed or regulated by the Central Bank of the United Arab Emirates	Legal entities holding a valid license or authorisation, as applicable, issued by UAE Central Bank. For the current list of the financial institutions currently licensed by the UAE Central Bank, please refer here: https://www.centralbank.ae/en/financial-institutions
(d) a company whose shares are admitted to trading on a regulated market in the United Arab Emirates, including in Abu Dhabi Global Market	Legal entities whose shares are admitted to the following regulated markets in the UAE: https://www.adx.ae/English/Pages/default.aspx https://www.dfm.ae/ https://www.nasdaqdubai.com/ Other UAE regulated markets
(e) a company that has demonstrated to the satisfaction of the Registrar to have adequate presence in the United Arab Emirates	Please refer to section 2.3 of <u>Guidance on Exemptions from the requirement to appoint a Company Service Provider</u> :

Key Considerations

CSP Update & Authority Change Request

Entities must use the prescribed template for the CSP Update & Authority Change Request (see Appendix 1). This document must be printed on the letterhead of the issuing party (either the SPV, Foundation or the CSP, whichever is applicable) and signed by an authorised representative.

- If the SPV is issuing the letter, it must be signed by one of its directors.
- If the Foundation is issuing the letter, it must be signed by a council member or founder.
- If the CSP is issuing the letter, it must be signed by a person authorised to act on behalf of the CSP.

The CSP Update & Authority Change Request must be provided for the appointment or termination of CSP.

Resignation Letter or Notice of Resignation of CSP

The CSP's resignation letter or a copy of the notice sent by the CSP to the exempt SPV or Foundation informing them of the resignation must be provided in the notice of resignation of CSP.

Effectiveness of Notices

The ADGM Registration Authority assumes that by submitting a notice of appointment, termination or resignation of CSP, the change has already taken effect. This includes confirmation that any required notice periods, and formalities have been completed prior to submission.

Appointment of a Company Service Provider (CSP)

Purpose:

This form is used when a non-exempt SPV or Foundation appoints a CSP.

Who can submit it?

The form must be submitted by the **newly appointed CSP**.

Steps-by-Step Process

Step 1: Initiate Authority Change

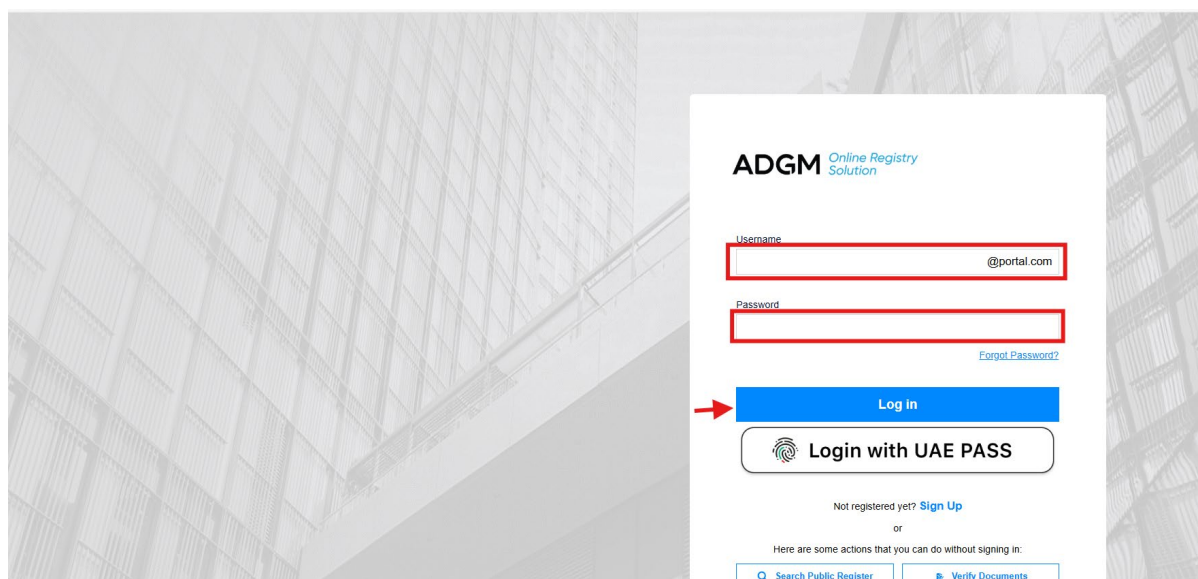
The newly **appointed CSP** must email a completed and signed **CSP Update & Authority Change Request Form (Appendix 1)** to: ors.support@adgm.com.

For non-exempt SPVs, the form must be signed by one of the directors.

For non-exempt Foundations, the form must be signed by either a founder or a council member.

Step 2: Authority Grant

Once the authority is granted in the **Online Registry Solution**, the **newly appointed CSP** must log in to their account and proceed with the appointment.




ADGM Online Registry Solution

Username

Password

[Forgot Password?](#)

Log in

 Login with UAE PASS

Not registered yet? [Sign Up](#)

or

Here are some actions that you can do without signing in:

[Search Public Register](#) [Verify Documents](#)

Step 3: Access the Entity

Locate and access the **non-exempt SPV/Foundation** profile.

ADGM

Online Registry
Solution

Search Public Register


No organisation selected

TA

Related Account	Entity Type	Entity Sub-Type	Entity Status	Registration Number
WOEDW LP	Limited Partnership		Registered	18291
55673-PAVAN- LP	Limited Partnership		Registered	18301
TESTING PURPOASED LLP	Limited Liability Partnership		Dissolved	18289
TEST 53505 LLP	Limited Liability Partnership		Registered	18192
CONTINUEEE PPP	Private Company Unlimited without Shares		Registered	17682
PROP COMPANY UNLIMITED RISK RATING	Private Company Unlimited without Shares		Registered	18124
ENTITY -2 TESTING INCORPORATION	Private Company Unlimited with Shares		Registered	16868
PROP CHECKLIST TESTING	Private Company Unlimited with Shares		Registered	18125
TESTERS RESTRICTED LIMITED	Restricted Scope Company	Special Purpose Vehicle	Registered	15510

Step 3: Access the Appointment Form

Navigate to **Maintain Company/Foundation** and select **Appointment and Cessation of CSP**


Online Registry Solution

No organisation selected

TA

[Details](#) |
 [Addresses](#) |
 [Trade Names](#) |
 [Registered Auditors](#) |
 [Business Activities](#) |
 [Directors](#) |
 [Authorised Signatories](#) |
 [Secretary](#) |
 [Shareholders](#) |
 [Share Classes](#) |
 [More](#)

[Add to My Watched Items](#) |
 [Request Extract](#) |
 [Re-register Company](#) |

[Maintain Company](#)

Maintain Articles Of Association for Company

Maintain Accounting Reference date

Change Entity Name

Lodge Annual Accounts

Confirmation Statement

▼ Certificate and License

Commercial License for Entity

📄

Commercial_Licence - TE...
08/03/2024, 04:26 pm

[Preview](#)

Certificate of Continuance

Certificate of Continuance...

📄

Certificate of Continuanc...
08/03/2024, 04:24 pm

[Preview](#)

Provisional Certificate of Continuance

Provisional Certificate of ...

📄

Provisional Certificate of ...
08/03/2024, 04:20 pm

[Preview](#)

▼ Entity Details

Do the members of the body corporate applying for continuance in ADGM have unlimited liability in their home jurisdiction?

No

Entity Name Became Effective On

08/03/2024

Entity Name

TESTERS RESTRICTED LIMITED

Entity Name(Arabic)

اختبار عتودة جديده 41902

Appointment and Cession of CSP

Step 5: Review Guidance

Read through the **Your Guide** provided on screen then click **Next** to proceed.

ADGM Online Registry Solution

Search Public Register

No organisation selected

TA

end, or Accounting Reference Date (ARD), of 31 December 2023 to submit their annual accounts by 30 September 2024. Timely filings helps maintain good standing of firms and avoid penalties.

Home Service List Entity Profile(s) Auditors Payments Charges Cases Reserved Names Leases Insolvency Practitioner

1 Start

2 General Details

3 Review

4 Payment

Appointment and Cessation of CSP
SR-224645

Next

Your Guide to this Application

Entity Profile Discard Request

How it Works

This service request is for the Appointment / Cessation or Resignation of CSP.

Requirements

1. Appointment of CSP

A. Steps

- Select 'Add CSP' to add CSP.
- Complete the form and upload the required documents.
- Tick the Declaration on Review Page and Proceed to Payment page.
- Complete the payment and then click on Pay and Submit button to submit the service request.

C. Supporting Documents

Step 6: Add CSP Details

Select Add CSP.

ADGM Online Registry Solution

Search Public Register

No organisation selected

TA

The Registration Authority (RA) of ADGM reminds all firms with a filing deadline of 30 September 2024 to submit their annual accounts by 30 September 2024. Timely filings helps maintain good standing of firms and avoid penalties.

Home Service List Entity Profile(s) Auditors Payments Charges Cases Reserved Names Leases Insolvency Practitioner

1 Start

2 General Details

3 Review

4 Payment

Appointment and Cessation of CSP
SR-224645

Back Save Next

General Details

Entity Profile Discard Request

Entity

TESTERS RESTRICTED LIMITED (15510) (Restricted Scope Company)(Special Purpose Vehicle)

Corporate Service Providers

Add CSP

When selecting to Add CSP, you will be able to select from the list of Corporate Service Providers within ADGM

+ Add CSP

Back Save Next

Search and select the CSP's name from the dropdown list.

ADGM Online Registry Solution

Search Public Register

No organisation selected

TA

The Registration Authority (RA) of ADGM reminds all firms with a filing deadline of 30 September 2024 to submit their annual accounts by 30 September 2024. Timely filings helps maintain good standing of firms and avoid penalties.

Home Service List Entity Profile(s) Auditors Payments Charges Cases Reserved Names Leases Insolvency Practitioner

1 Start

2 General Details

3 Review

4 Payment

Appointment and Cessation of CSP
SR-224645

Back Save Next

General Details

Entity Profile Discard Request

Entity

TESTERS RESTRICTED LIMITED (15510) (Restricted Scope Company)(Special Purpose Vehicle)

Corporate Service Providers

Add CSP

When selecting to Add CSP, you will be able to select from the list of Corporate Service Providers within ADGM

+ Add CSP

Enter CSP Details

Please select a Corporate Service Provider *

Search

- 10 LEAVES LIMITED
- OW ADVISORS LIMITED
- SOVEREIGN CORPORATE SERVICES ME LIMITED
- TMP SERVICES B.V.
- WALKERS PROFESSIONAL SERVICES (MIDDLE EAST) LIMITED
- ELJASGAR & PARTNERS LIMITED

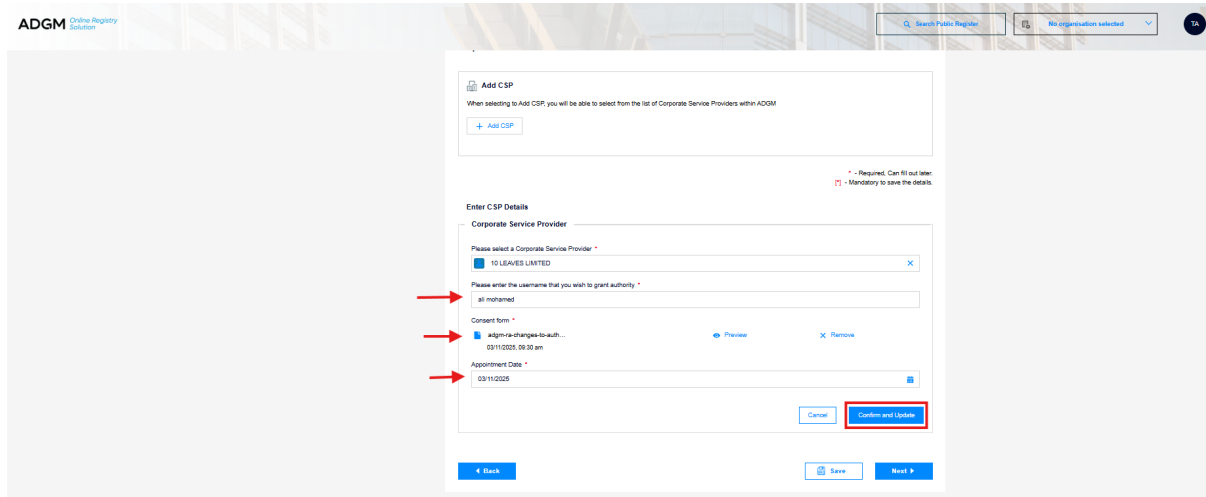
Appointment Date *

Cancel Confirm and Update

Back Save Next

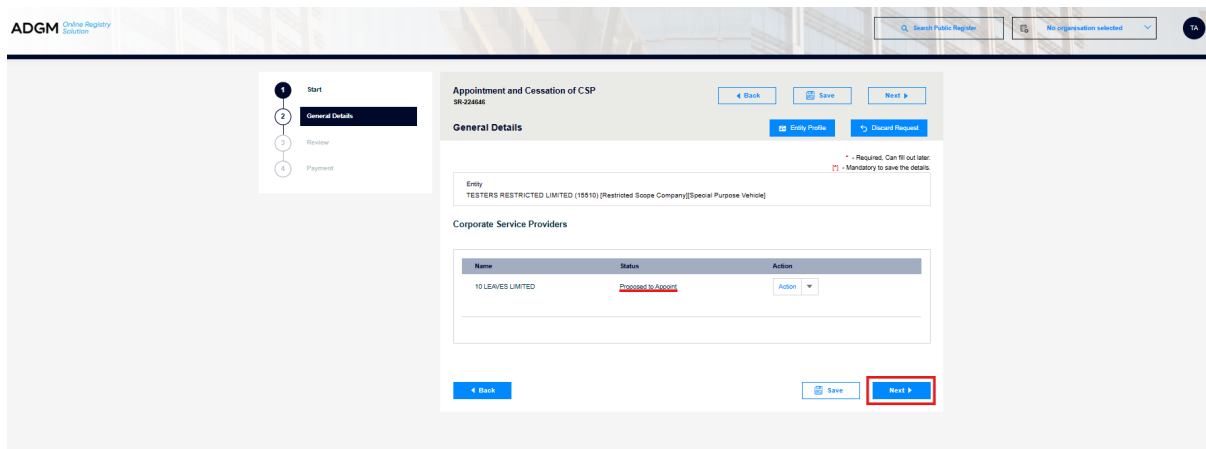
If another user from the CSP should have access to the entity's records, enter their **username**, otherwise enter 'N/A'.

Upload the **CSP Update & Authority Change Request Form**, enter the appointment date and click **Confirm and Update**



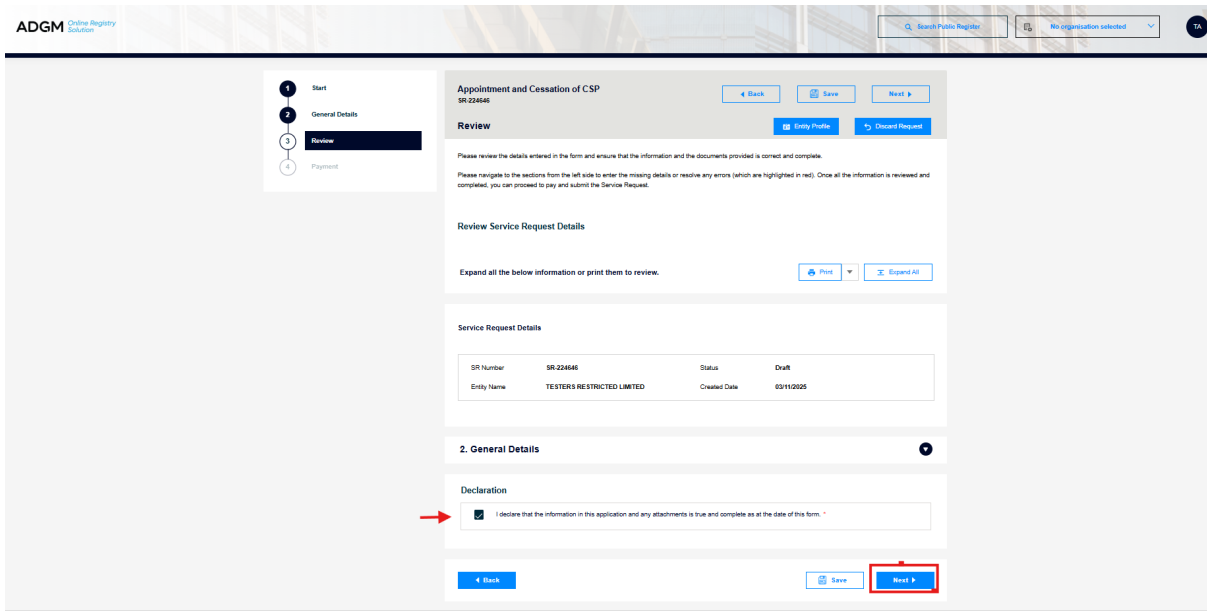
Step 8: Verify Details

Confirm that the correct CSP details have been selected then click **Next**



Step 10: Declaration

Provide the declaration confirming that all information submitted is accurate then click **Next**



ADGM Online Registry Solution

Search Public Register No organisation selected

1 Start
2 General Details
3 **Review**
4 Payment

Appointment and Cessation of CSP
SR 234646

Back Save Next

Review
Entity Profile Discard Request

Please review the details entered in the form and ensure that the information and the documents provided is correct and complete.
Please navigate to the sections from the left side to enter the missing details or resolve any errors (which are highlighted in red). Once all the information is reviewed and completed, you can proceed to pay and submit the Service Request.

Review Service Request Details

Expand all the below information or print them to review. Print Expand All

Service Request Details

SR Number	SR 234646	Status	Draft
Entity Name	TESTERS RESTRICTED LIMITED	Created Date	03/11/2025

2. General Details

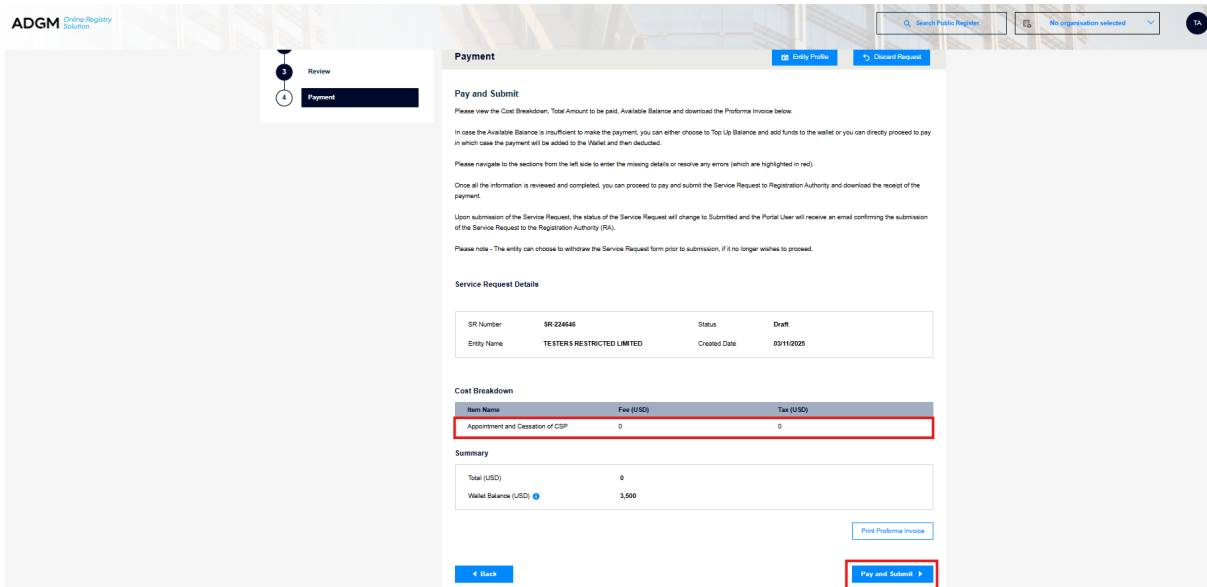
Declaration

☒ I declare that the information in this application and any attachments is true and complete as at the date of this form.

Back Save **Next**

Step 11: Submission

On the payment screen, click **Pay and Submit**. **Note:** There is **no fee** for filing this form.



ADGM Online Registry Solution

Search Public Register No organisation selected

3 Review
4 **Payment**

Payment
Entity Profile Discard Request

Pay and Submit

Please view the Cost Breakdown, Total Amount to be paid, Available Balance and download the Proforma Invoice below.
In case the Available Balance is insufficient to make the payment, you can either choose to Top Up Balance and add funds to the wallet or you can directly proceed to pay in which case the payment will be added to the Wallet and then deducted.
Please navigate to the sections from the left side to enter the missing details or resolve any errors (which are highlighted in red).
Once all the information is reviewed and completed, you can proceed to pay and submit the Service Request to Registration Authority and download the receipt of the payment.
Upon submission of the Service Request, the status of the Service Request will change to Submitted and the Portal User will receive an email confirming the submission of the Service Request to the Registration Authority (RA).
Please note - The entity can choose to withdraw the Service Request form prior to submission, if it no longer wishes to proceed.

Service Request Details

SR Number	SR 234646	Status	Draft
Entity Name	TESTERS RESTRICTED LIMITED	Created Date	03/11/2025

Cost Breakdown

Item Name	Fee (USD)	Tax (USD)
Appointment and Cessation of CSP	0	0

Summary

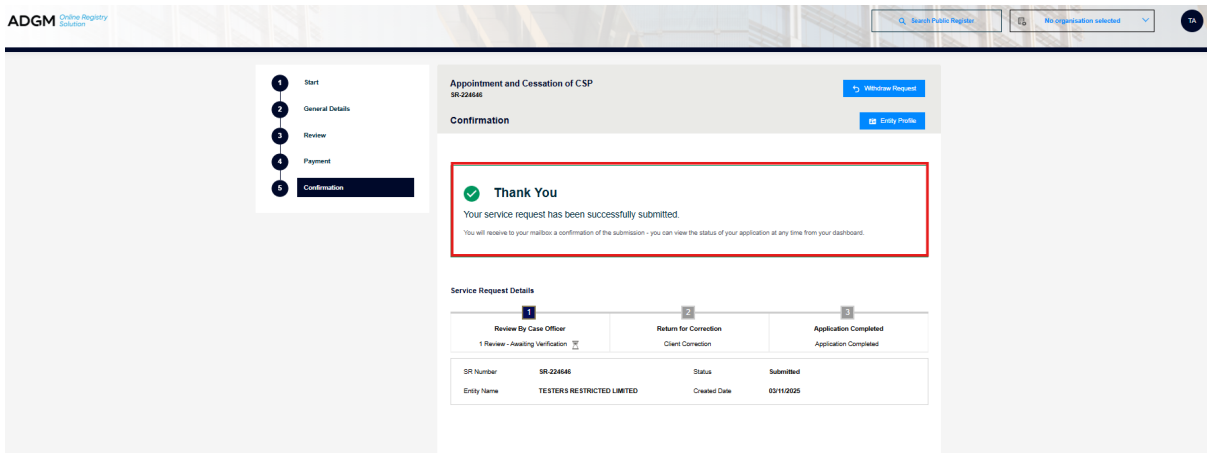
Total (USD)	0
Wallet Balance (USD)	3,500

Print Proforma Invoice

Back **Pay and Submit**

Step 12: Confirmation

A confirmation screen will appear indicating that the application has been successfully submitted.



Service Request Details			
1 Review By Case Officer 1 Review - Awaiting Verification		2 Return for Correction Client Correction	
3 Application Completed Application Completed			
SR Number	SR-224646	Status	Submitted
Entity Name	TESTERS RESTRICTED LIMITED	Created Date	03/11/2025

What Happens Next?

- Upon approval:
 - A **confirmation email** will be sent to the portal authorised user.
 - The company's record will be updated to reflect the **appointed CSP**.
 - **Authority** will be granted to the user as requested (if applicable).
 - The **registered address** of the non-exempt SPV/Foundation will be updated to the **appointed CSP's address**.

Resignation of a Company Service Provider (CSP)

Purpose:

This form is used when the appointed CSP resigned as CSP of non-exempt SPV/Foundation.

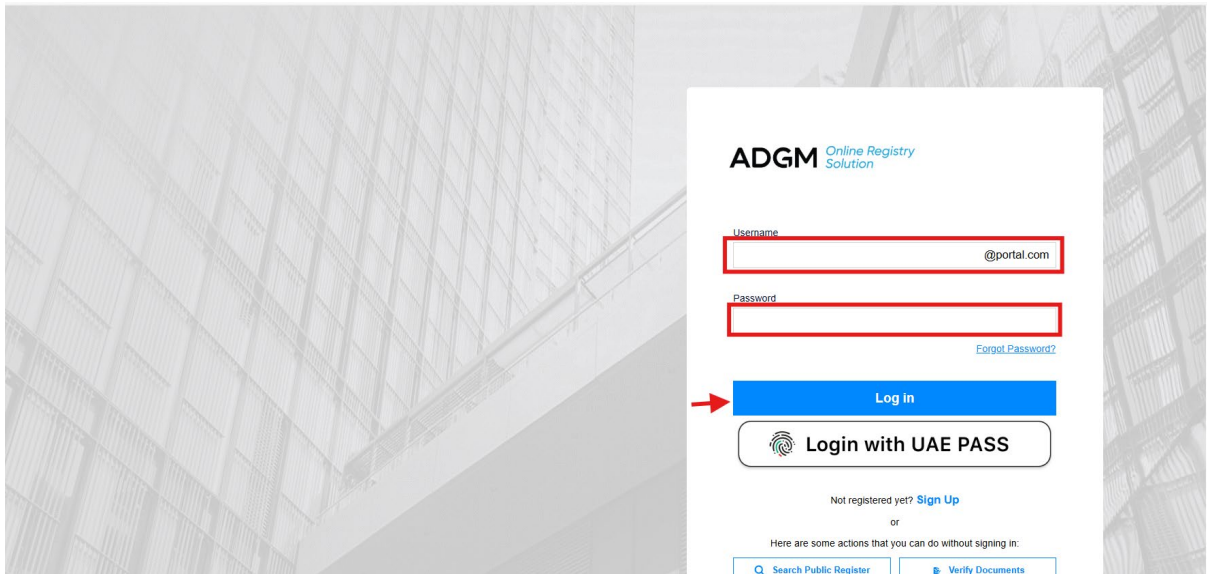
Who can submit it?

The form must be submitted by the **appointed CSP**.

Steps-by-Step Process

Step 1: Initiate the Resignation

The **appointed CSP** must log in to their account and proceed with the resignation.



ADGM Online Registry Solution

Username

Password

[Forgot Password?](#)

[Log in](#)

[Login with UAE PASS](#)

Not registered yet? [Sign Up](#)

or

Here are some actions that you can do without signing in:

[Search Public Register](#) [Verify Documents](#)

Step 2: Access the Entity

Locate and access the **non-exempt SPV/Foundation** profile.

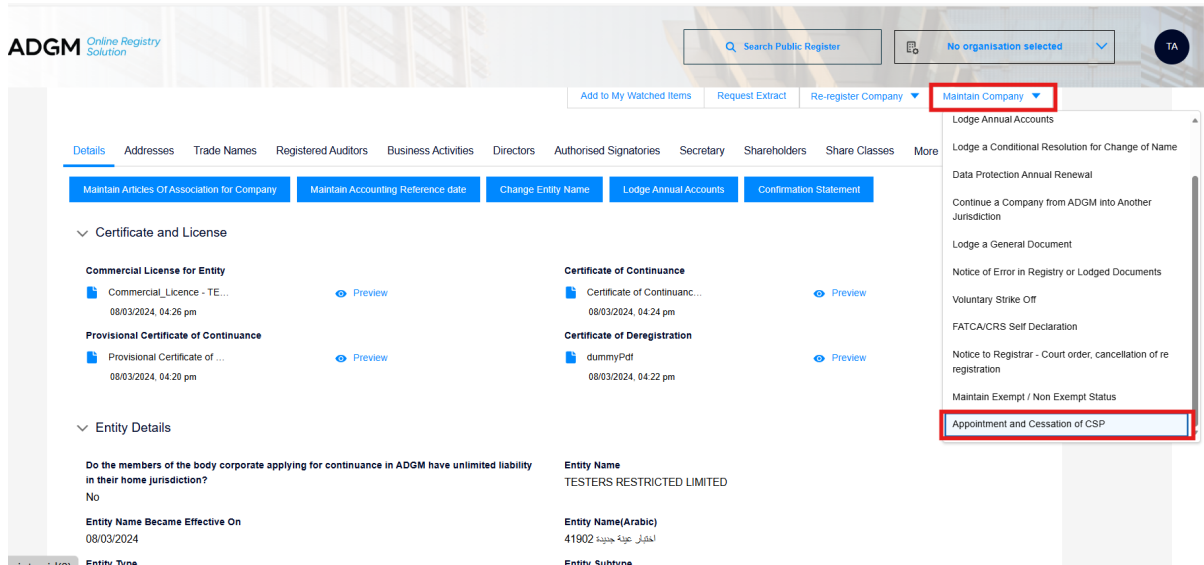
ADGM Online Registry Solution

[Search Public Register](#) [No organisation selected](#) [TA](#)

Related Account	Entity Type	Entity Sub-Type	Entity Status	Registration Number
WDEOW LP	Limited Partnership		Registered	18291
55673-PAVAN- LP	Limited Partnership		Registered	18301
TESTING PURPOSED LLP	Limited Liability Partnership		Dissolved	18289
TEST 53505 LLP	Limited Liability Partnership		Registered	18192
CONTINUEEE PPP	Private Company Unlimited without Shares		Registered	17682
PROP COMPANY UNLIMITED RISK RATING	Private Company Unlimited without Shares		Registered	18124
ENTITY-2 TESTING INCORPORATION	Private Company Unlimited with Shares		Registered	16868
PROP CHECKLIST TESTING	Private Company Unlimited with Shares		Registered	18125
TESTERS RESTRICTED LIMITED	Restricted Scope Company	Special Purpose Vehicle	Registered	15510

Step 3: Access the Resignation Form

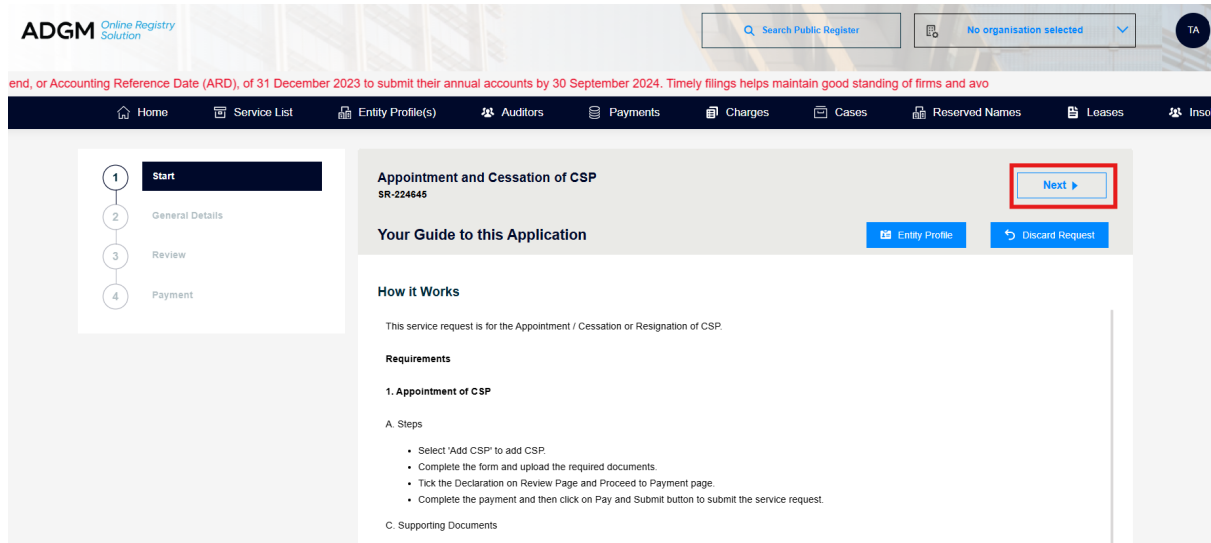
Navigate to **Maintain Company/Foundation** and select **Appointment and Cessation of CSP**



The screenshot shows the ADGM Online Registry Solution interface. At the top, there is a search bar and a dropdown menu for 'No organisation selected'. Below this, a navigation bar includes links like 'Add to My Watched Items', 'Request Extract', 'Re-register Company', and 'Maintain Company'. The 'Maintain Company' dropdown menu is open, showing various options including 'Lodge Annual Accounts', 'Lodge a Conditional Resolution for Change of Name', 'Data Protection Annual Renewal', 'Continue a Company from ADGM into Another Jurisdiction', 'Lodge a General Document', 'Notice of Error in Registry or Lodged Documents', 'Voluntary Strike Off', 'FATCA/CRS Self Declaration', 'Notice to Registrar - Court order, cancellation of re registration', 'Maintain Exempt / Non Exempt Status', and 'Appointment and Cessation of CSP'. The 'Appointment and Cessation of CSP' option is highlighted with a red box. Below the dropdown, the main content area shows 'Certificate and License' and 'Entity Details' sections.

Step 5: Review Guidance

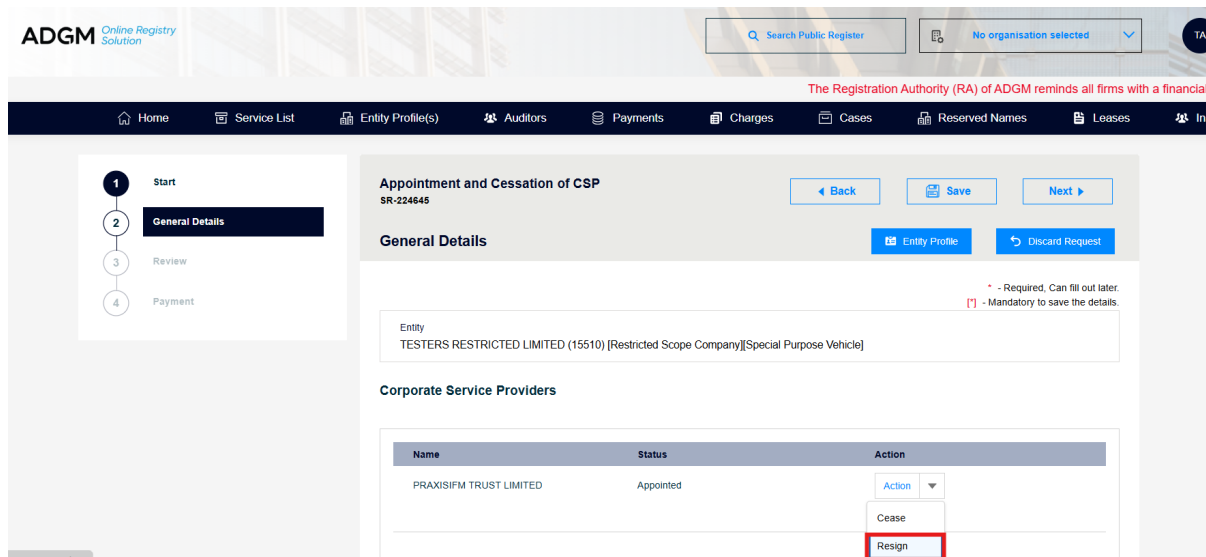
Read through the **Your Guide** provided on screen then click **Next** to proceed.



The screenshot shows the ADGM Online Registry Solution interface for the 'Appointment and Cessation of CSP' form. At the top, there is a search bar and a dropdown menu for 'No organisation selected'. Below this, a navigation bar includes links like 'Home', 'Service List', 'Entity Profile(s)', 'Auditors', 'Payments', 'Charges', 'Cases', 'Reserved Names', 'Leases', and 'Insolvency'. The main content area shows a progress bar with four steps: 1. Start, 2. General Details, 3. Review, and 4. Payment. The 'Start' step is currently selected. Below the progress bar, the form title 'Appointment and Cessation of CSP' is displayed, followed by the reference number 'SR-224645'. A 'Next' button is highlighted with a red box. Below the 'Next' button, there is a section titled 'Your Guide to this Application' which includes a 'How it Works' section and a 'Requirements' section. The 'Requirements' section is divided into '1. Appointment of CSP' and 'A. Steps'.

Step 6: Resign as CSP

Select **Action**, and **Resign**, next to the CSP's name.



ADGM Online Registry Solution

Search Public Register

No organisation selected

TA

The Registration Authority (RA) of ADGM reminds all firms with a financial...

Home Service List Entity Profile(s) Auditors Payments Charges Cases Reserved Names Leases Ins

1 Start

2 General Details

3 Review

4 Payment

Appointment and Cessation of CSP
SR-224645

Back Save Next

General Details

Entity Profile Discard Request

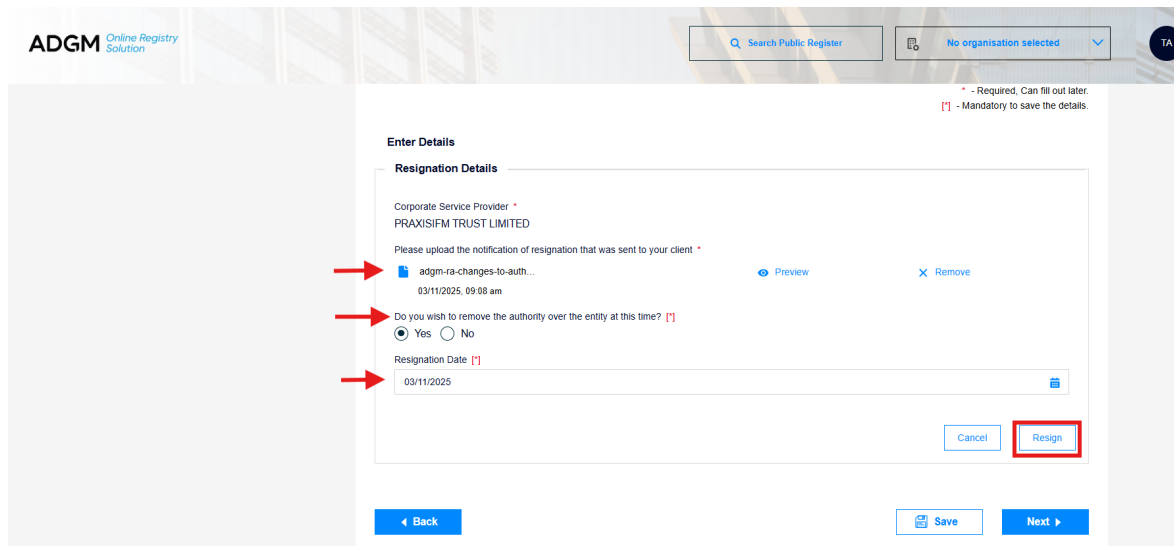
Entity
TESTERS RESTRICTED LIMITED (15510) [Restricted Scope Company][Special Purpose Vehicle]

Corporate Service Providers

Name	Status	Action
PRAXISIFM TRUST LIMITED	Appointed	Action Cease Resign

Upload the **Resignation letter or notification** sent to the non-exempt SPV/Foundation, select 'Yes' to the removal of the authority, enter the **resignation date** and click **Confirm and Update**.

Note that all user who has authority over the non-exempt SPV/Foundation will be removed.



ADGM Online Registry Solution

Search Public Register

No organisation selected

TA

The Registration Authority (RA) of ADGM reminds all firms with a financial...

Enter Details

Resignation Details

Corporate Service Provider *
PRAXISIFM TRUST LIMITED

Please upload the notification of resignation that was sent to your client *

adgm-ra-changes-to-auth... Preview Remove

03/11/2025, 09:08 am

Do you wish to remove the authority over the entity at this time? [?]
☒ Yes ☐ No

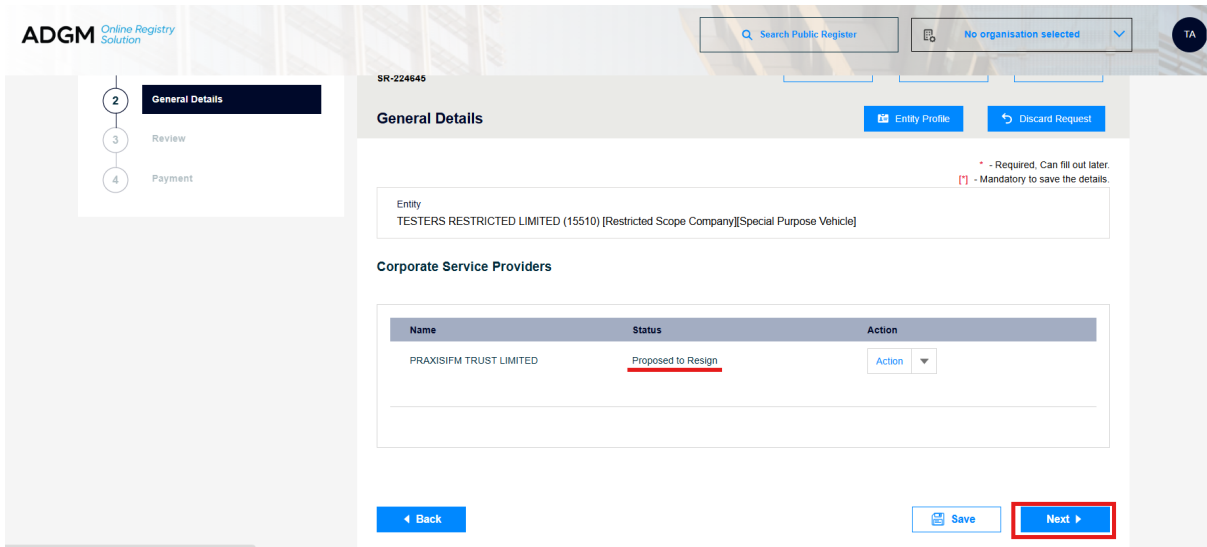
Resignation Date [?]
03/11/2025

Cancel Resign

Back Save Next

Step 8: Verify Details

Confirm that the details are correct then click **Next**



ADGM Online Registry Solution

Search Public Register

No organisation selected

TA

SR-224645

General Details

Entity Profile

Discard Request

* - Required. Can fill out later.
[*] - Mandatory to save the details.

Entity
TESTERS RESTRICTED LIMITED (15510) [Restricted Scope Company][Special Purpose Vehicle]

Corporate Service Providers

Name	Status	Action
PRAXISIFM TRUST LIMITED	Proposed to Resign	Action

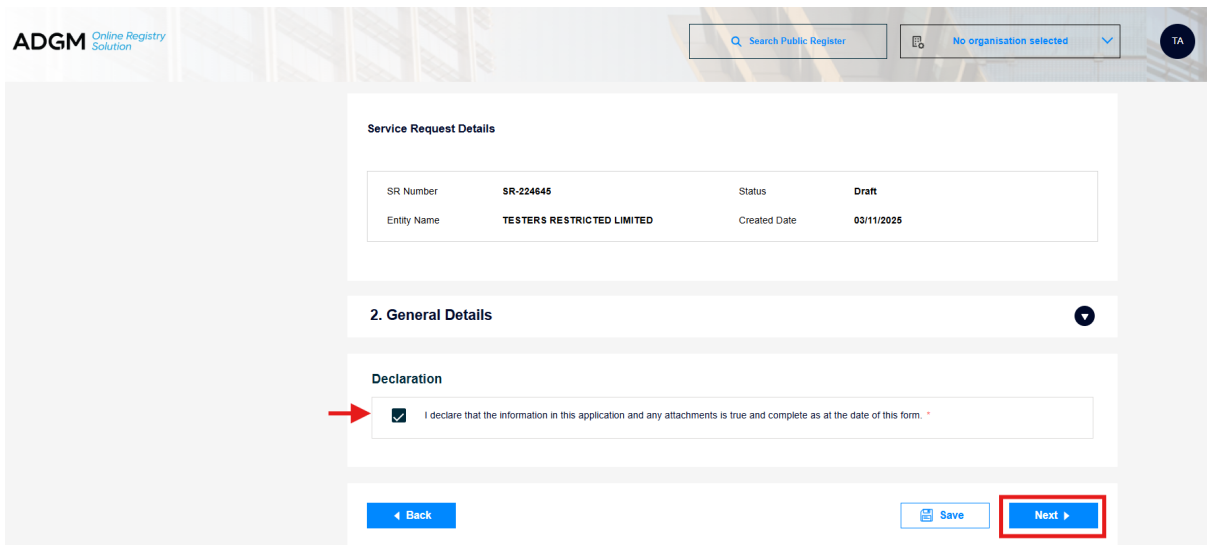
Back

Save

Next

Step 10: Declaration

Provide the declaration confirming that all information submitted is accurate then click **Next**



ADGM Online Registry Solution

Search Public Register

No organisation selected

TA

Service Request Details

SR Number	SR-224645	Status	Draft
Entity Name	TESTERS RESTRICTED LIMITED	Created Date	03/11/2025

2. General Details

Declaration

☒ I declare that the information in this application and any attachments is true and complete as at the date of this form. *

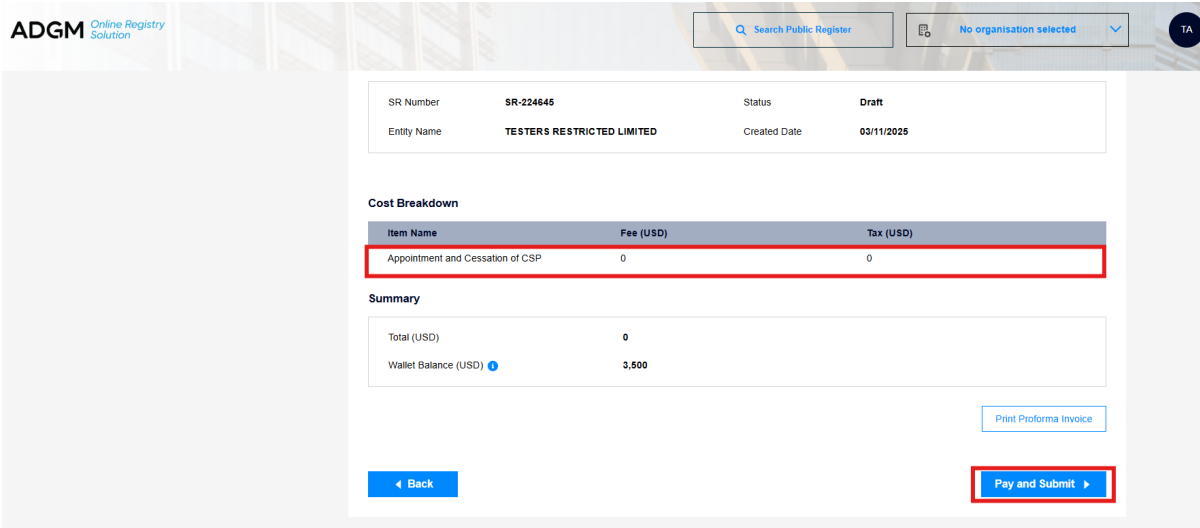
Back

Save

Next

Step 11: Submission

On the payment screen, click **Pay and Submit**. **Note:** There is **no fee** for filing this form.



ADGM Online Registry Solution

Search Public Register

No organisation selected

TA

SR Number: SR-224645

Status: Draft

Entity Name: TESTERS RESTRICTED LIMITED

Created Date: 03/11/2025

Cost Breakdown

Item Name	Fee (USD)	Tax (USD)
Appointment and Cessation of CSP	0	0

Summary

Total (USD)	0
Wallet Balance (USD)	3,500

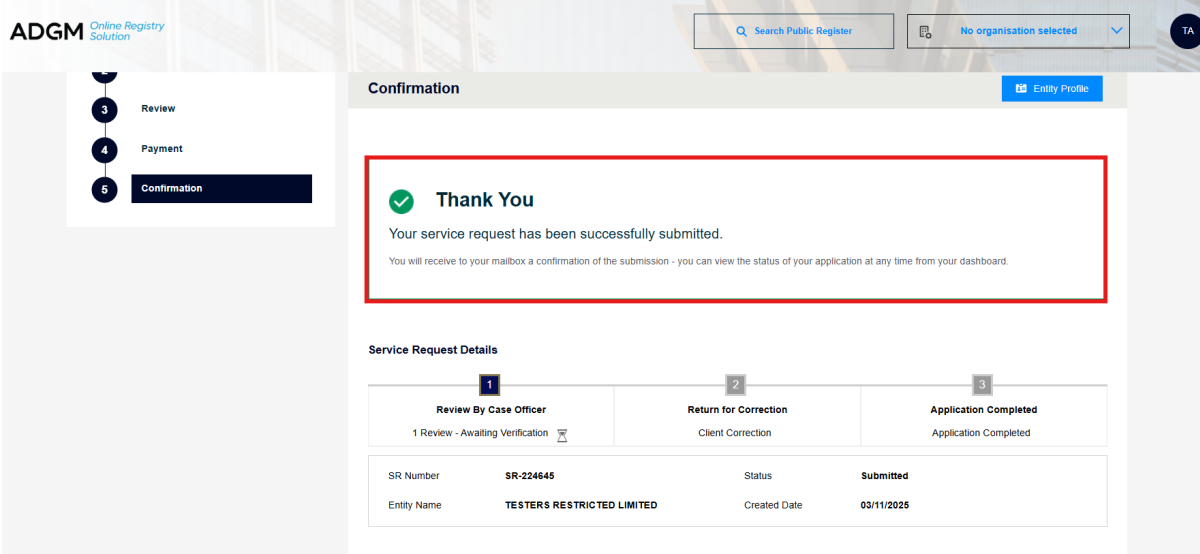
Print Proforma Invoice

Back

Pay and Submit

Step 12: Confirmation

A confirmation screen will appear indicating that the application has been successfully submitted.



ADGM Online Registry Solution

Search Public Register

No organisation selected

TA

Confirmation

Entity Profile

Thank You

Your service request has been successfully submitted.

You will receive to your mailbox a confirmation of the submission - you can view the status of your application at any time from your dashboard.

Service Request Details

1	2	3
Review By Case Officer	Return for Correction	Application Completed
1 Review - Awaiting Verification	Client Correction	Application Completed

SR Number: SR-224645

Status: Submitted

Entity Name: TESTERS RESTRICTED LIMITED

Created Date: 03/11/2025

What Happens Next?

Upon approval:

- A **confirmation email** will be sent to the portal authorised user.
- The company's record will be updated, removing the name of the **appointed CSP**.
- All existing user authorities will be revoked.
- The **registered address** of the non-exempt SPV/Foundation will be updated in the system and will show that the entity **does not currently have a registered office address**.
- The entity remains **non-exempt** and must appoint a new CSP within 30 days or apply

for exemption, if eligible.

Termination of a Company Service Provider (CSP)

Purpose:

This form is used when the appointed CSP has been **terminated** as CSP of non-exempt SPV or Foundation.

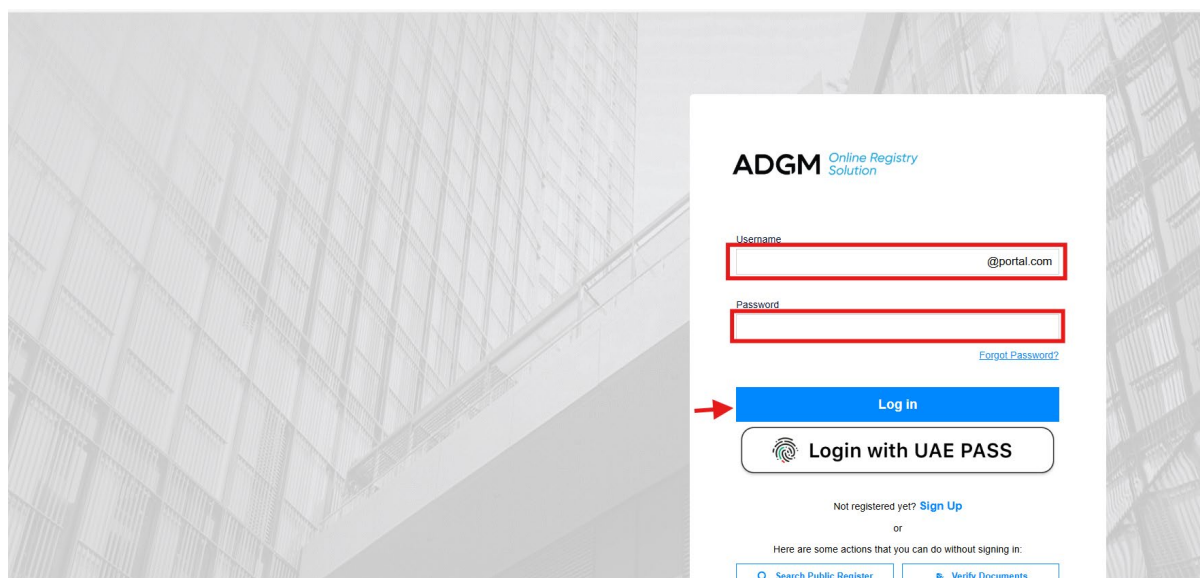
Who can submit it?

The form must be submitted by the **currently appointed CSP**.

Steps-by-Step Process

Step 1: Initiate the Termination

The **currently appointed CSP** must log in to their account and proceed with the resignation.




ADGM Online Registry Solution

Username @portal.com

Password

[Forgot Password?](#)

[Log in](#)

 Login with UAE PASS

Not registered yet? [Sign Up](#)

or

Here are some actions that you can do without signing in:

[Search Public Register](#) [Verify Documents](#)

Step 2: Access the Entity

Locate and access the **non-exempt SPV/Foundation** profile.

ADGM

Online Registry
Solution

Q

Search Public Register

No organisation selected

TA

Related Account	Entity Type	Entity Sub-Type	Entity Status	Registration Number
WDEDW LP	Limited Partnership		Registered	18291
55673-PAVAN- LP	Limited Partnership		Registered	18301
TESTING PURPOASED LLP	Limited Liability Partnership		Dissolved	18289
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PROP CHECKLIST TESTING	Private Company Unlimited with Shares		Registered	18125
TESTERS RESTRICTED LIMITED	Restricted Scope Company	Special Purpose Vehicle	Registered	15510

Step 3: Access the Termination Form

Navigate to **Maintain Company/Foundation** and select **Appointment and Cessation of CSP**

ADGM Online Registry Solution

Search Public Register | No organisation selected | TA

Add to My Watched Items | Request Extract | Re-register Company | **Maintain Company**

Details | Addresses | Trade Names | Registered Auditors | Business Activities | Directors | Authorised Signatories | Secretary | Shareholders | Share Classes | More

Maintain Articles Of Association for Company | Maintain Accounting Reference date | Change Entity Name | Lodge Annual Accounts | Confirmation Statement

▼ Certificate and License

Document Type	Document Name	Date	Action
Commercial License for Entity	Commercial_License - TE...	08/03/2024, 04:26 pm	Preview
Provisional Certificate of Continuance	Provisional Certificate of ...	08/03/2024, 04:20 pm	Preview

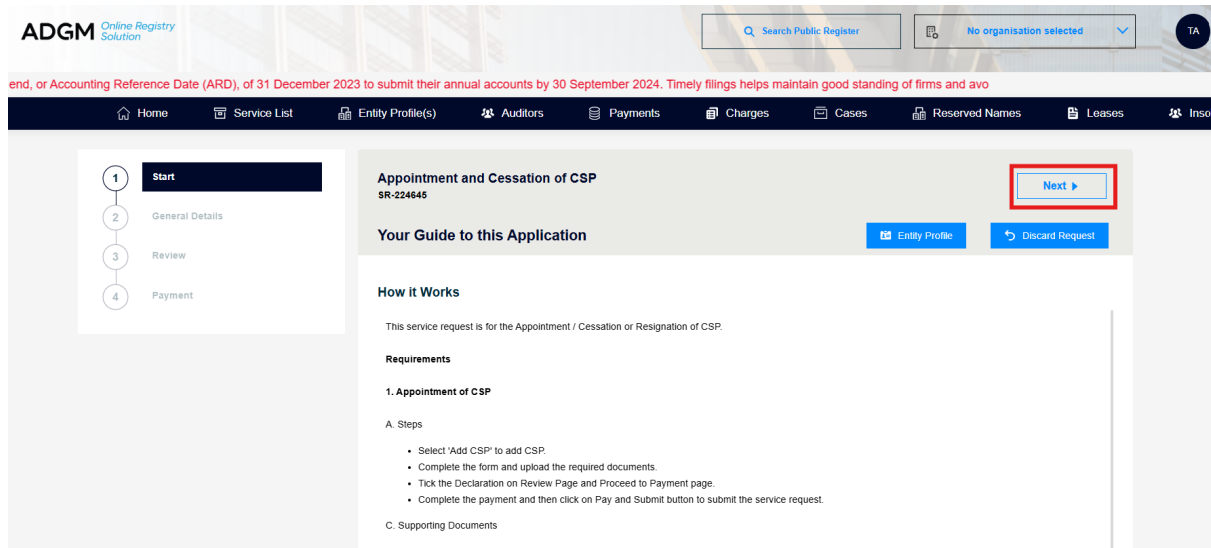
▼ Entity Details

Question	Answer
Do the members of the body corporate applying for continuance in ADGM have unlimited liability in their home jurisdiction?	No
Entity Name Became Effective On	08/03/2024
Entity Name	TESTERS RESTRICTED LIMITED
Entity Name(Arabic)	٤١٩٠٢ عتوة جنددة
Entity Subname	

Lodge Annual Accounts
Lodge a Conditional Resolution for Change of Name
Data Protection Annual Renewal
Continue a Company from ADGM Into Another Jurisdiction
Lodge a General Document
Notice of Error in Registry or Lodged Documents
Voluntary Strike Off
FATCA/CRS Self Declaration
Notice to Registrar - Court order, cancellation of re registration
Maintain Exempt / Non Exempt Status
Appointment and Cessation of CSP

Step 5: Review Guidance

Read through the **Your Guide** provided on screen then click **Next** to proceed.



ADGM Online Registry Solution

Search Public Register

No organisation selected

TA

end, or Accounting Reference Date (ARD), of 31 December 2023 to submit their annual accounts by 30 September 2024. Timely filings helps maintain good standing of firms and avo

Home Service List Entity Profile(s) Auditors Payments Charges Cases Reserved Names Leases Insol

1 Start

2 General Details

3 Review

4 Payment

Appointment and Cession of CSP
SR-224645

Next

Entity Profile Discard Request

How it Works

This service request is for the Appointment / Cession or Resignation of CSP.

Requirements

1. Appointment of CSP

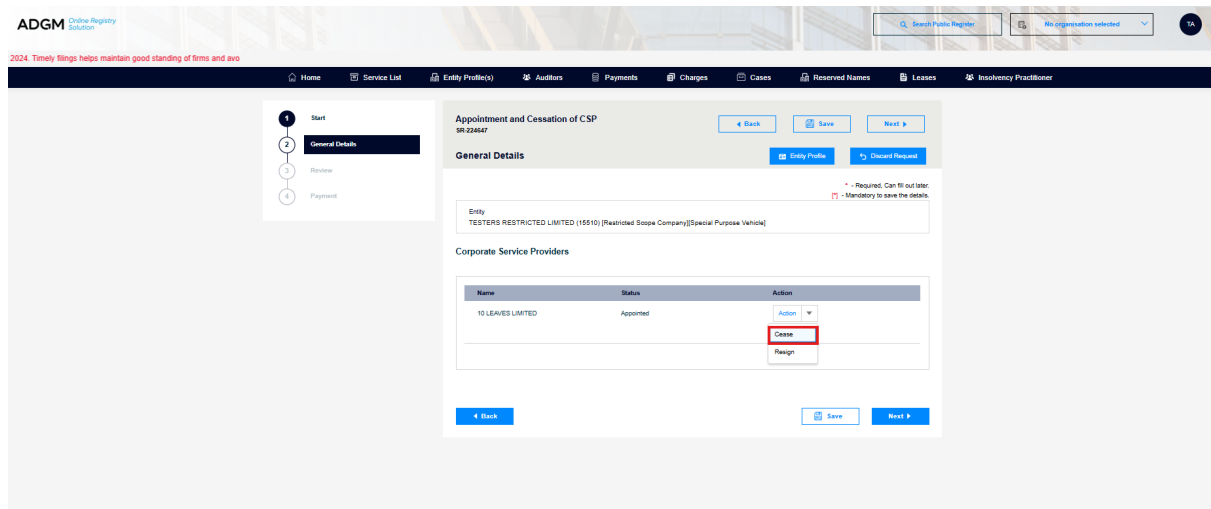
A. Steps

- Select 'Add CSP' to add CSP.
- Complete the form and upload the required documents.
- Tick the Declaration on Review Page and Proceed to Payment page.
- Complete the payment and then click on Pay and Submit button to submit the service request.

C. Supporting Documents

Step 6: Termination of CSP

Select **Action**, and **Cease**, next to the currently appointed CSP's name.



ADGM Online Registry Solution

Search Public Register

No organisation selected

TA

2024. Timely filings helps maintain good standing of firms and avo

Home Service List Entity Profile(s) Auditors Payments Charges Cases Reserved Names Leases Insolvency Practitioner

1 Start

2 General Details

3 Review

4 Payment

Appointment and Cession of CSP
SR-224647

Back Save Next

General Details

Entity Profile Discard Request

Entity
TESTERS RESTRICTED LIMITED (16510) (Restricted Sospa Company)(Special Purpose Vehicle)

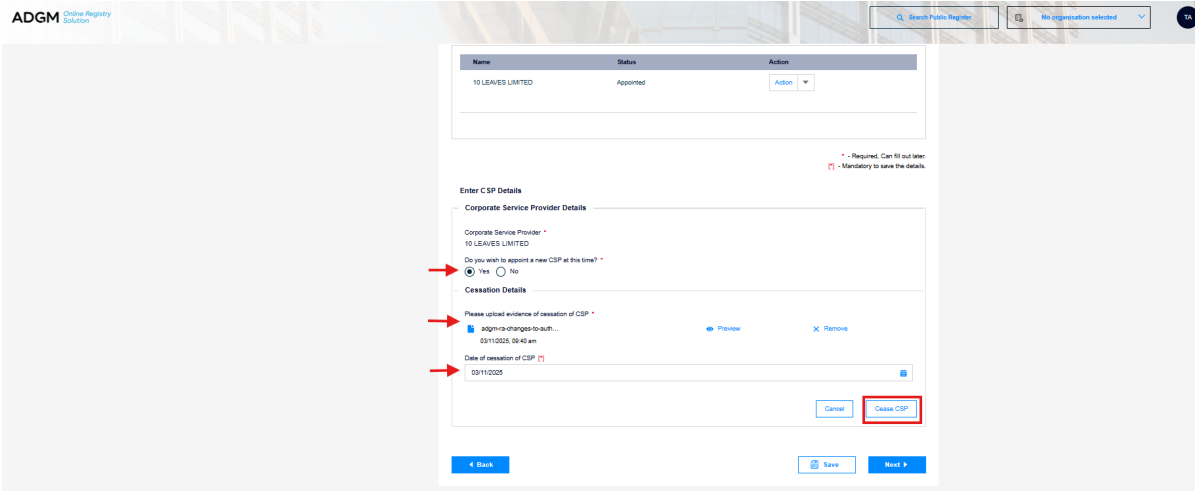
Corporate Service Providers

Name	Status	Action
10 LEAVES LIMITED	Appointed	Action Cease Resign

Back Save Next

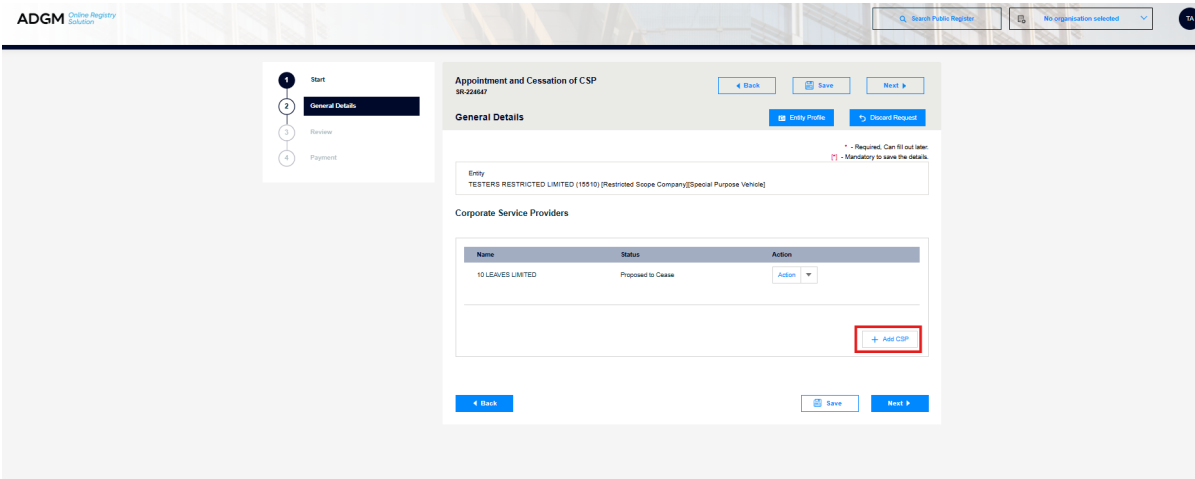
Upload the **CSP Update & Authority Change Request Form**, select 'Yes' to the appointment of new CSP (if applicable), enter the **cessation date** and click **Confirm and Update**.

Note that all user who has authority over the non-exempt SPV/Foundation will be removed.

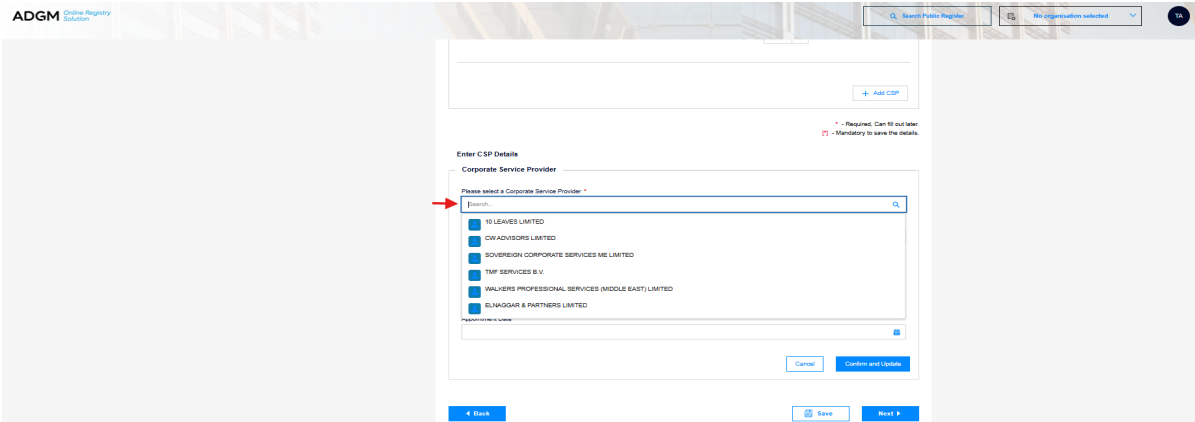


Step 8: Appointment of New CSP

If the non-exempt SPV/Foundation appointed a new CSP, Select **Add CSP**.

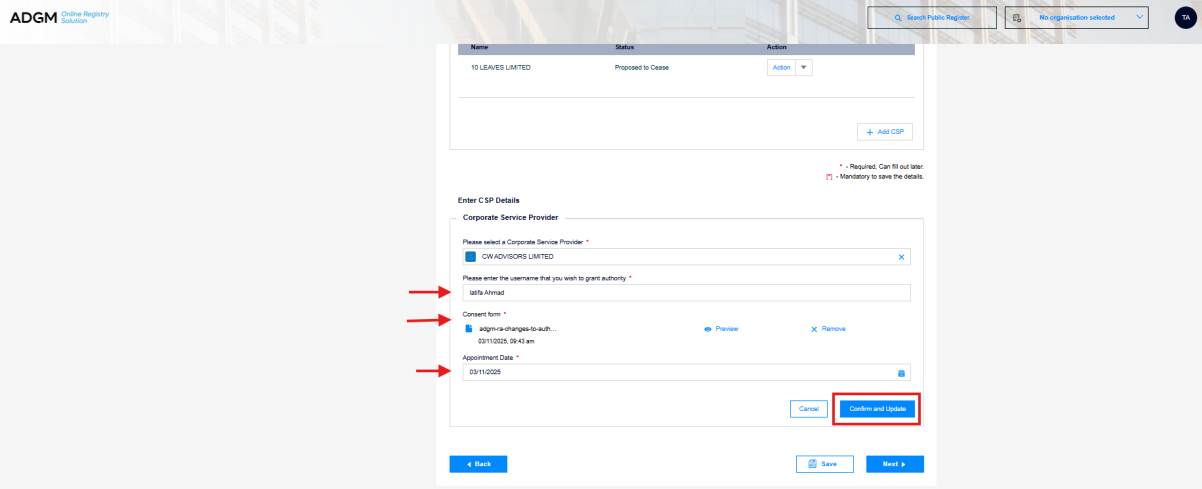


Search and select the CSP's name from the dropdown list.



Enter the **username** of the new CSPs that should have access to the entity's records. This is mandatory to transfer the access to the new CSP.

Upload the **CSP Update & Authority Change Request Form**, enter the appointment date and click **Confirm and Update**



ADGM Online Registry Solution

Search Public Register | No organisation selected | TA

Name	Status	Action
10 LEAVES LIMITED	Proposed to Cease	Action

+ Add CSP

* - Required. Can fill out later.
! - Mandatory to save the details.

Enter CSP Details

Corporate Service Provider

Please select a Corporate Service Provider *

OW ADVISORS LIMITED

Please enter the username that you wish to grant authority *

1000Almrad

Consent form *

adgm-rs-changes-to-auth...
03/11/2025, 09:43 am

Appointment Date *

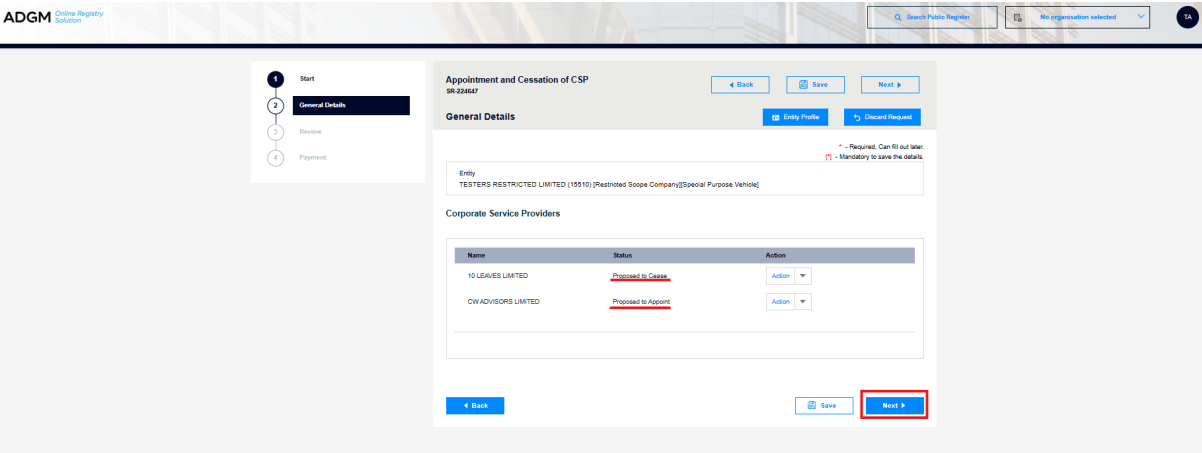
03/11/2025

Cancel | **Confirm and Update**

Back | Save | Next

Step 8: Verify Details

Confirm that the details are correct then click **Next**



ADGM Online Registry Solution

Search Public Register | No organisation selected | TA

1 Start
2 **General Details**
3 Review
4 Payment

Appointment and Cessation of CSP
SR-234647

Back | Save | Next

Entity Profile | Cancel Request

General Details

* - Required. Can fill out later.
! - Mandatory to save the details.

Entity
TESTERS RESTRICTED LIMITED (10510) (Restricted Scope Company)(Special Purpose Vehicle)

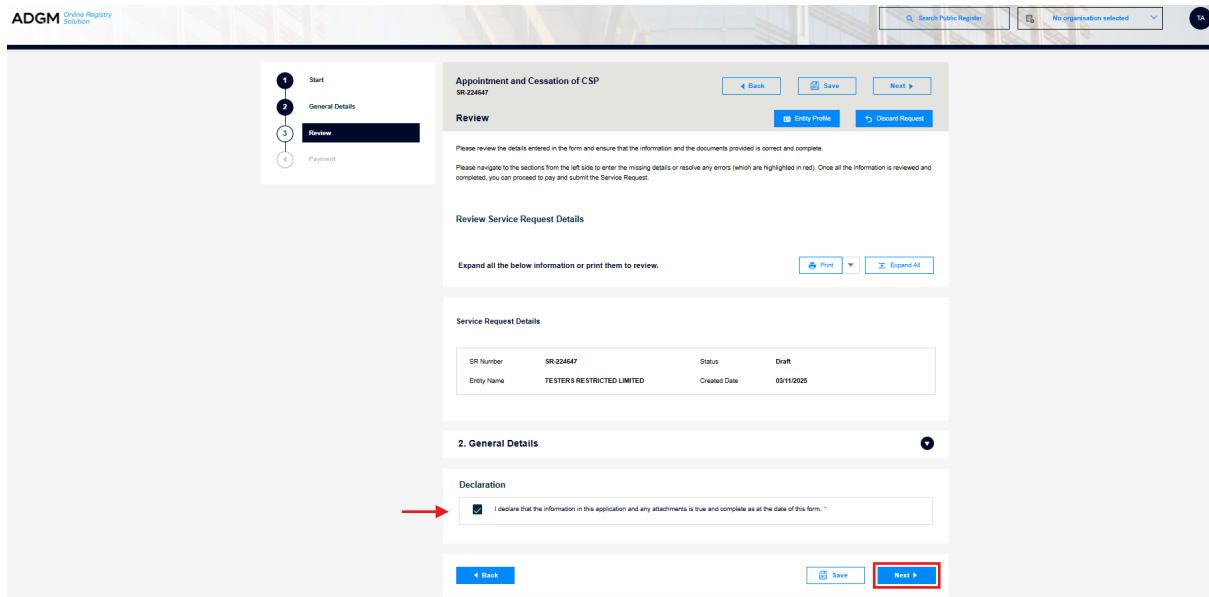
Corporate Service Providers

Name	Status	Action
10 LEAVES LIMITED	Proposed to Cease	Action
OW ADVISORS LIMITED	Proposed to Appoint	Action

Back | Save | **Next**

Step 10: Declaration

Provide the declaration confirming that all information submitted is accurate then click **Next**



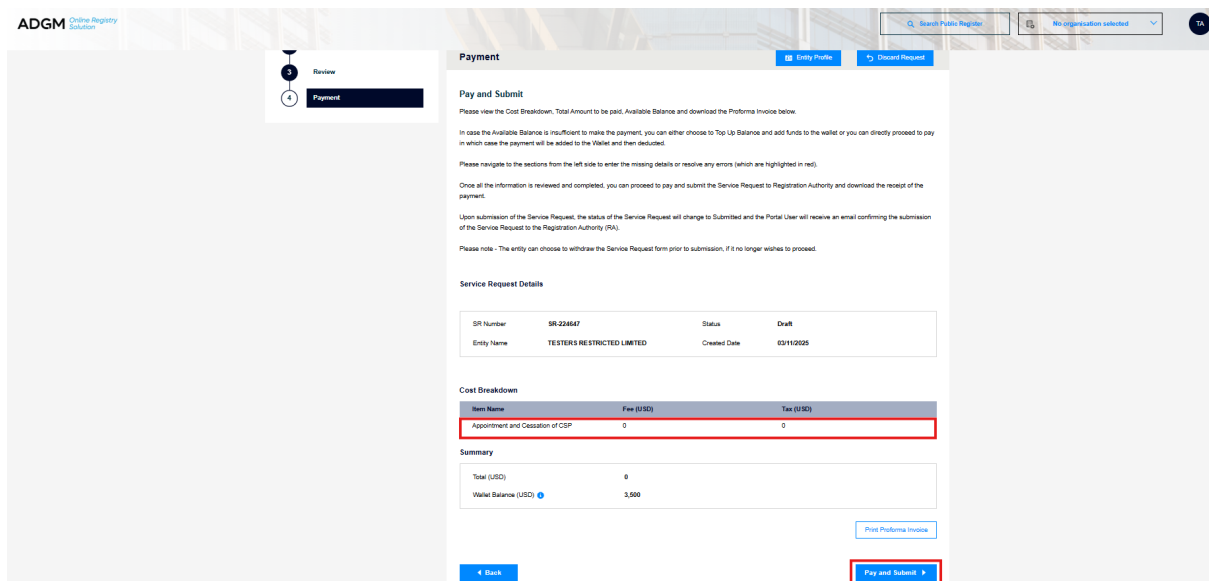
The screenshot shows the 'Review' step of the 'Appointment and Cessation of CSP' process. The left sidebar indicates the progress: 1. Start, 2. General Details, 3. Review (active), 4. Payment. The main content area has a 'Review' header with 'Entity Profile' and 'Discard Request' buttons. Below this is a 'Review Service Request Details' section with a 'Print' button and an 'Expand All' button. A table displays the Service Request Details:

SR Number	SR-224647	Status	Draft
Entity Name	TESTERS RESTRICTED LIMITED	Created Date	03/11/2025

Below the table is the '2. General Details' section, which includes a 'Declaration' form. A red arrow points to the declaration checkbox, which is checked. The declaration text reads: 'I declare that the information in this application and any attachments is true and complete as at the date of this form.' At the bottom, there are 'Back', 'Save', and 'Next' buttons. The 'Next' button is highlighted with a red box.

Step 11: Submission

On the payment screen, click **Pay and Submit**. There is **no fee** for filing this form.



The screenshot shows the 'Payment' step of the process. The left sidebar indicates the progress: 3. Review, 4. Payment (active). The main content area has a 'Payment' header with 'Entity Profile' and 'Discard Request' buttons. Below this is a 'Pay and Submit' section with instructions on how to proceed with payment. A 'Service Request Details' table is shown, identical to the one in Step 10. Below this is a 'Cost Breakdown' table:

Item Name	Fee (USD)	Tax (USD)
Appointment and Cessation of CSP	0	0

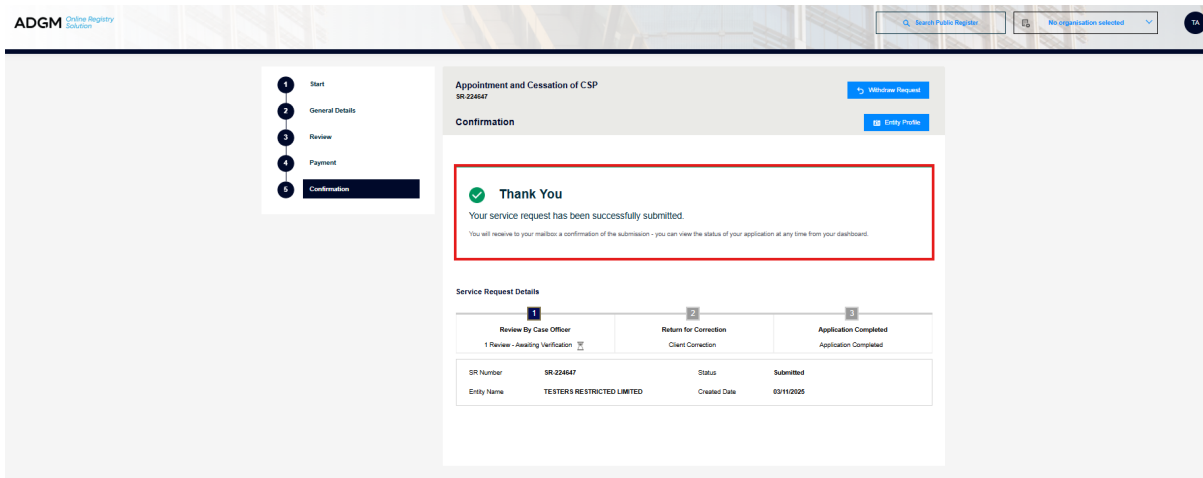
Below the cost breakdown is a 'Summary' section with a table showing the total amount and the wallet balance:

Total (USD)	0
Wallet Balance (USD)	3,500

At the bottom, there are 'Back', 'Print Proforma Invoice', and 'Pay and Submit' buttons. The 'Pay and Submit' button is highlighted with a red box.

Step 12: Confirmation

A confirmation screen will appear indicating that the application has been successfully submitted.



The screenshot shows the ADGM Online Registry Confirmation screen. On the left is a sidebar with a progress indicator showing steps: 1 Start, 2 General Details, 3 Review, 4 Payment, and 5 Confirmation (highlighted). The main content area is titled 'Appointment and Cessation of CSP' with SR 224647. Below this is a 'Confirmation' section with a green checkmark and the text 'Thank You. Your service request has been successfully submitted. You will receive to your mailbox a confirmation of the submission - you can view the status of your application at any time from your dashboard.' Below this is a 'Service Request Details' section with a progress bar showing three steps: 1 Review By Case Officer (1 Review - Awaiting Verification), 2 Return for Correction (Client Correction), and 3 Application Completed (Application Completed). At the bottom is a table with the following details:

SR Number	SR-224647	Status	Submitted
Entity Name	TESTERS RESTRICTED LIMITED	Created Date	03/11/2025

What Happens Next?

Upon approval:

- A **confirmation email** will be sent to the authorised portal user.
- The company's record will be updated to reflect the **appointed CSP**.
- All existing user authorities will be revoked, and authority will be granted to the new CSP.
- The **registered address** of the non-exempt SPV/Foundation will be updated to the **new CSP's address**.

Non-Exempt SPV/Foundation application for Exemption Status

Purpose

This form is used if a non-exempt SPV or Foundation wish to apply for an exemption to appoint a CSP

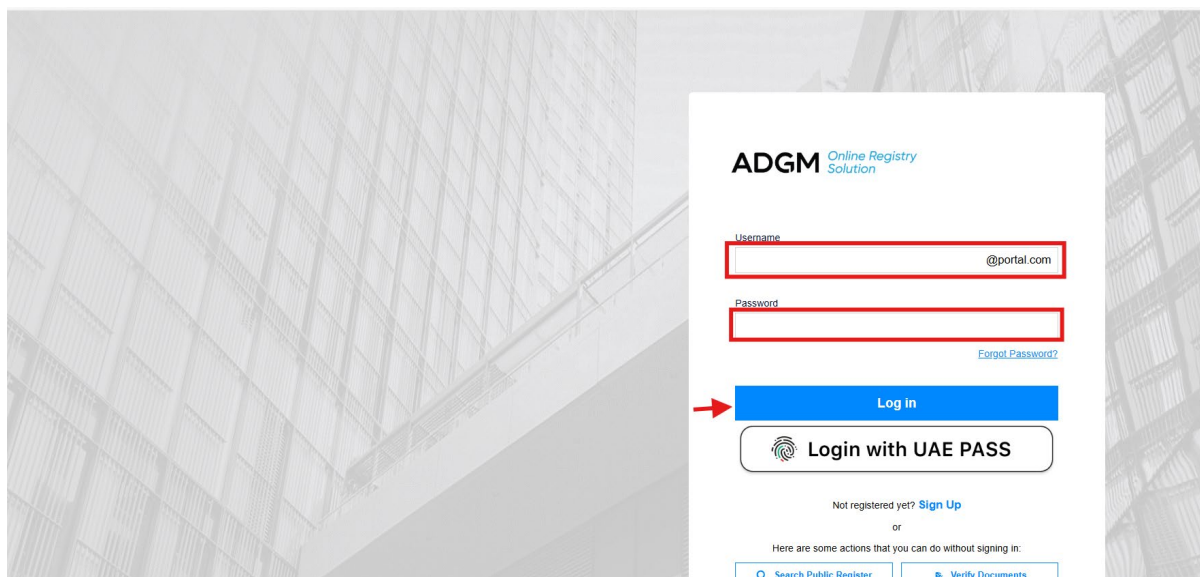
Who can submit it?

The form must be submitted by the **appointed CSP**.

Steps-by-Step Process

Step 1: Initiate the Application for Exemption

The **appointed CSP** must log in to their account and proceed with the application.




ADGM Online Registry Solution

Username

Password

[Forgot Password?](#)

Log in

 **Login with UAE PASS**

Not registered yet? [Sign Up](#)

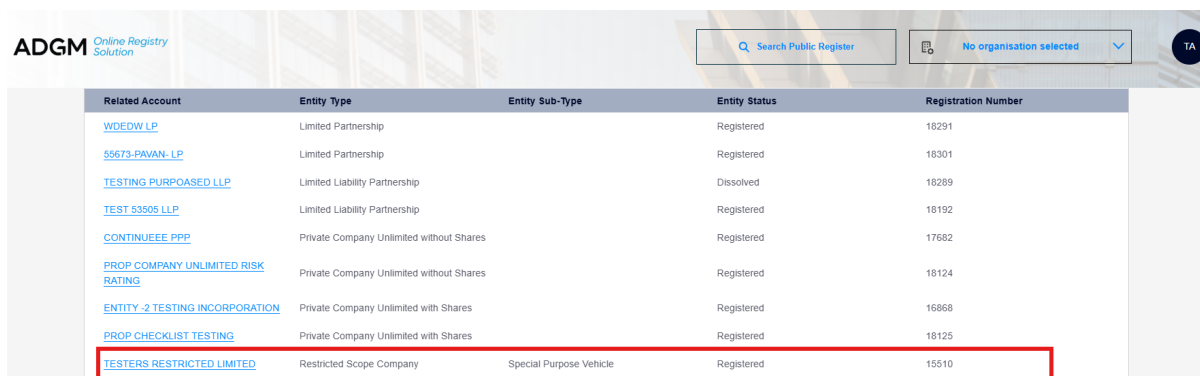
or

Here are some actions that you can do without signing in:

[Search Public Register](#) [Verify Documents](#)

Step 2: Access the Entity

Locate and access the **non-exempt SPV/Foundation** profile.



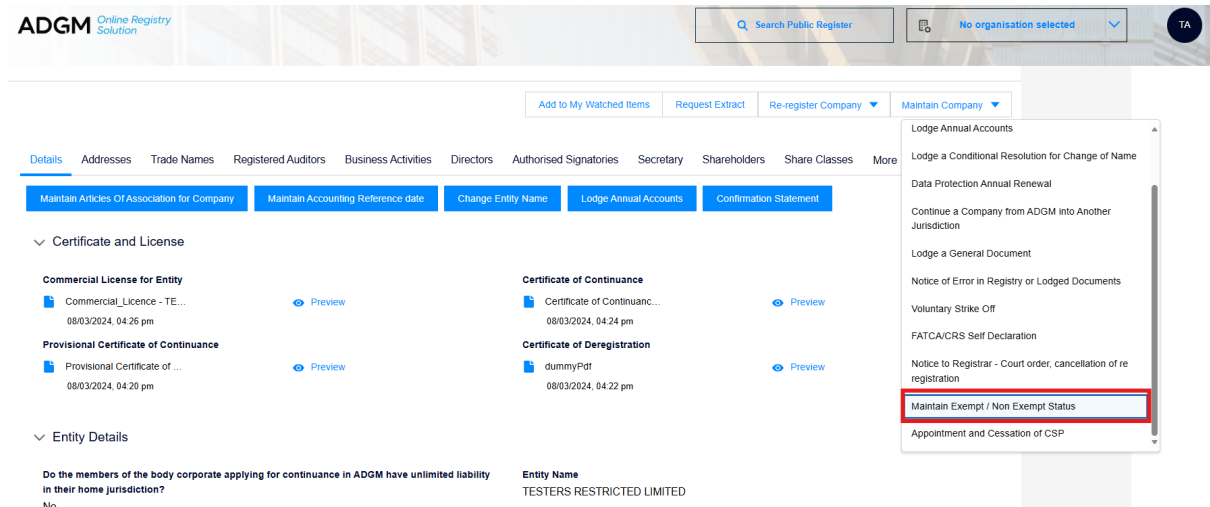
ADGM Online Registry Solution

[Search Public Register](#) [No organisation selected](#) [TA](#)

Related Account	Entity Type	Entity Sub-Type	Entity Status	Registration Number
WDEOW LP	Limited Partnership		Registered	18291
55673-PAVAN- LP	Limited Partnership		Registered	18301
TESTING PURPOSED LLP	Limited Liability Partnership		Dissolved	18289
TEST 53505 LLP	Limited Liability Partnership		Registered	18192
CONTINUEEE PPP	Private Company Unlimited without Shares		Registered	17682
PROP COMPANY UNLIMITED RISK RATING	Private Company Unlimited without Shares		Registered	18124
ENTITY-2 TESTING INCORPORATION	Private Company Unlimited with Shares		Registered	16868
PROP CHECKLIST TESTING	Private Company Unlimited with Shares		Registered	18125
TESTERS RESTRICTED LIMITED	Restricted Scope Company	Special Purpose Vehicle	Registered	15510

Step 3: Access the Exemption Form

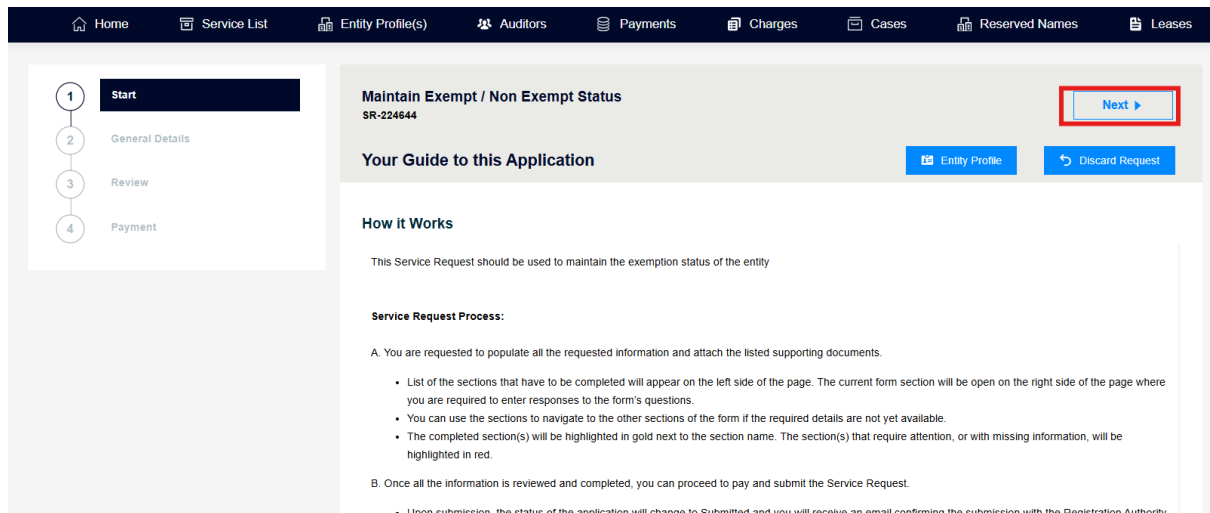
Navigate to **Maintain Company/Foundation** and select **Maintain Exempt / Non-Exempt Status**



The screenshot shows the ADGM Online Registry Solution interface. At the top, there is a search bar and a dropdown menu for 'No organisation selected'. Below this, there is a navigation bar with tabs for 'Details', 'Addresses', 'Trade Names', 'Registered Auditors', 'Business Activities', 'Directors', 'Authorised Signatories', 'Secretary', 'Shareholders', 'Share Classes', and 'More'. The 'More' dropdown menu is open, showing various options including 'Lodge Annual Accounts', 'Lodge a Conditional Resolution for Change of Name', 'Data Protection Annual Renewal', 'Continue a Company from ADGM into Another Jurisdiction', 'Lodge a General Document', 'Notice of Error in Registry or Lodged Documents', 'Voluntary Strike Off', 'FATCA/CRS Self Declaration', 'Notice to Registrar - Court order, cancellation of re registration', 'Maintain Exempt / Non Exempt Status' (highlighted with a red box), and 'Appointment and Cession of CSP'. Below the navigation bar, there are several tabs for 'Maintain Articles Of Association for Company', 'Maintain Accounting Reference date', 'Change Entity Name', 'Lodge Annual Accounts', and 'Confirmation Statement'. The 'Lodge Annual Accounts' tab is selected, showing a list of documents including 'Commercial License for Entity', 'Provisional Certificate of Continuation', 'Certificate of Continuation', and 'Certificate of Deregistration'. The 'Entity Details' section is also visible, showing the entity name 'TESTERS RESTRICTED LIMITED'.

Step 5: Review Guidance

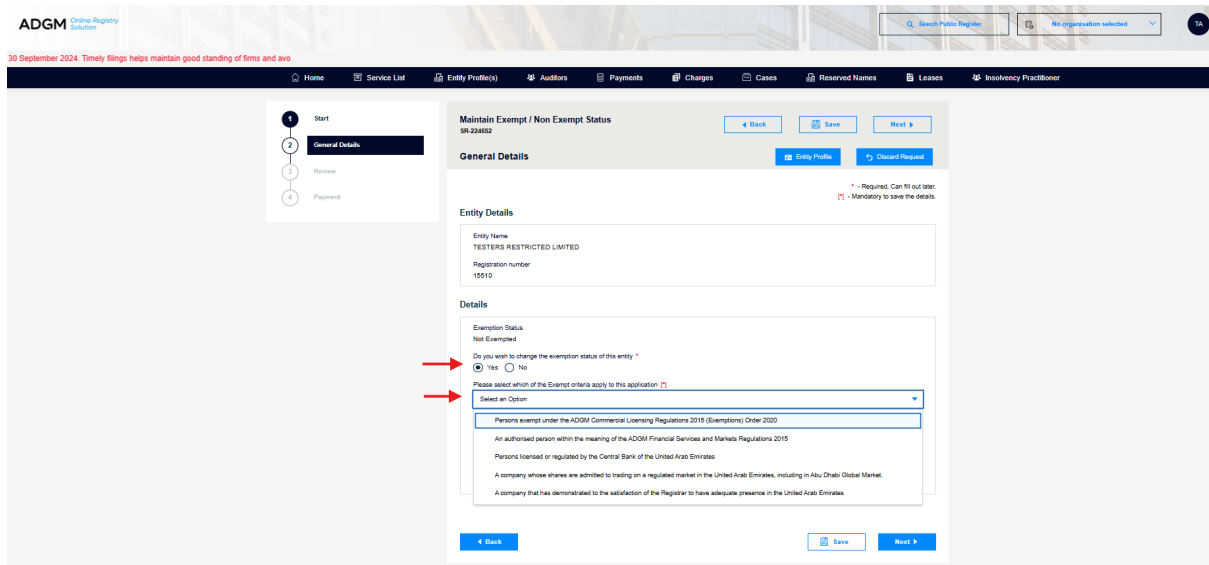
Read through the **Your Guide** provided on screen then click **Next** to proceed.



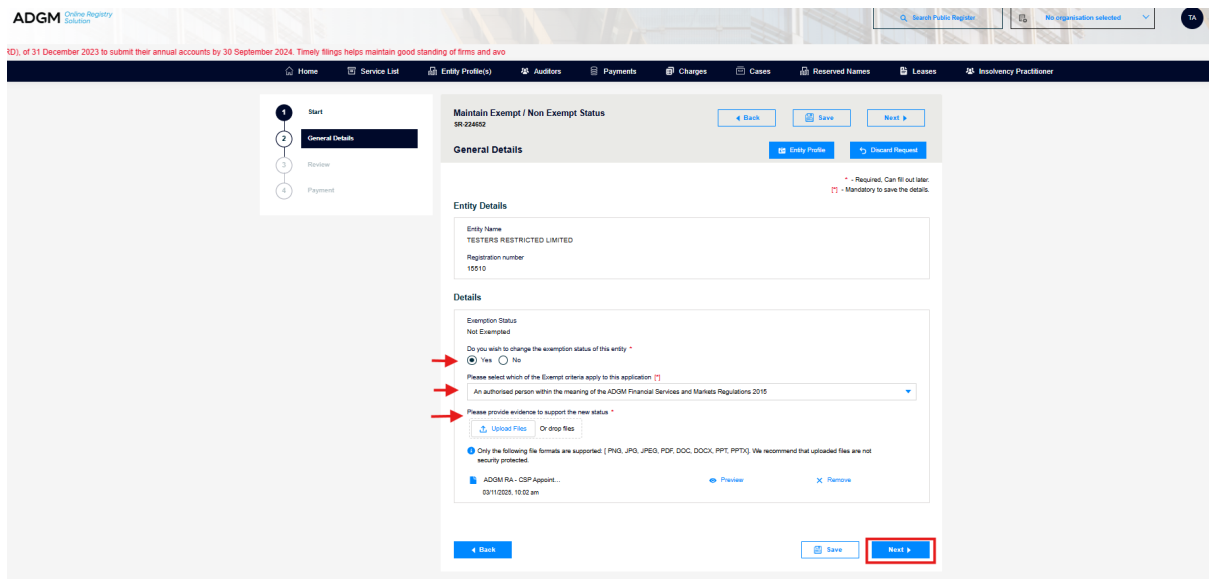
The screenshot shows the ADGM Online Registry Solution interface for the 'Maintain Exempt / Non Exempt Status' form. The top navigation bar includes links for 'Home', 'Service List', 'Entity Profile(s)', 'Auditors', 'Payments', 'Charges', 'Cases', 'Reserved Names', and 'Leases'. On the left, there is a sidebar with a progress indicator showing four steps: 1. Start (highlighted), 2. General Details, 3. Review, and 4. Payment. The main content area is titled 'Maintain Exempt / Non Exempt Status' with the reference number 'SR-224644'. Below this, there is a 'Your Guide to this Application' section with a 'Next' button highlighted in a red box. The 'How it Works' section explains the service request process, including the steps for populating information, attaching supporting documents, and submitting the request.

Step 6: Change of Exemption Status

Select 'Yes' to the change of exemptions status and select the applicable criteria for exemption.



Upload the **evidence that support the new status** and click **Next**.

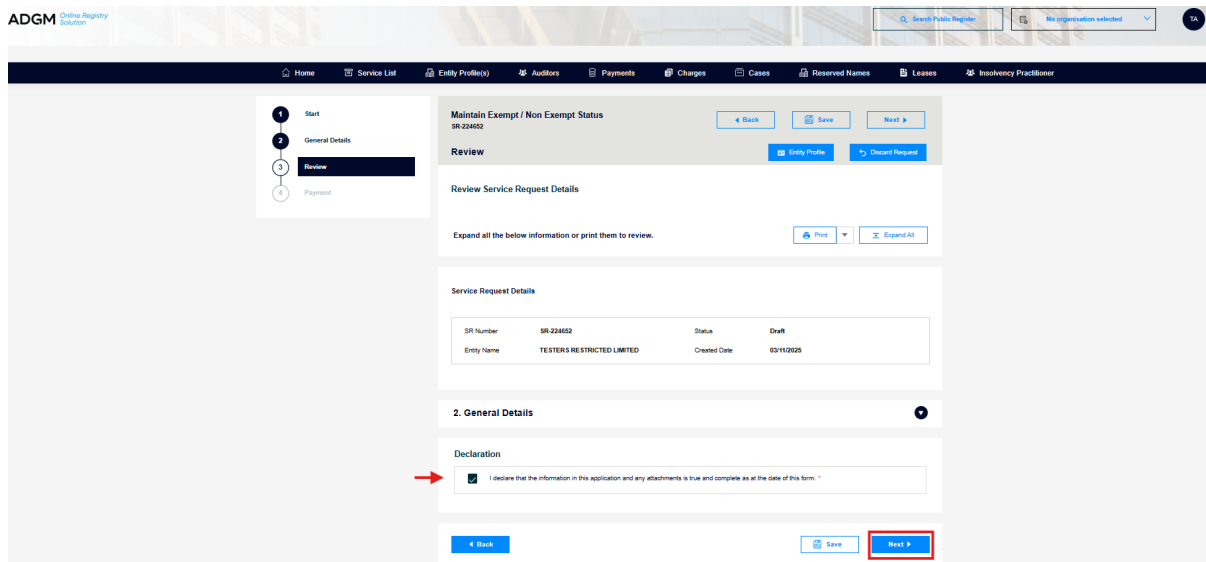


The following must be provided as evidence of the new status.

If your shareholder is:	Provide a copy of your shareholders'
(a) persons exempt under the ADGM Commercial Licensing Regulations 2015 (Exemptions) Order 2020	Document evidencing that the entity was set up by the exempt person.
(b) an authorised person within the meaning of the ADGM Financial Services and Markets Regulations 2015	Commercial License; or FSRA license
(c) persons licensed or regulated by the Central Bank of the United Arab Emirates	Commercial License; or Authorization or License issued by the UAE central bank
(d) a company whose shares are admitted to trading on a regulated market in the United Arab Emirates, including in Abu Dhabi Global Market	- Commercial License; and - Listing Certificate or Official confirmation from the listing authority that the entity is listed.
a company that has demonstrated to the satisfaction of the Registrar to have adequate presence in the United Arab Emirates	Please refer to section 2.3 of <u>Guidance on Exemptions from the requirement to appoint a Company Service Provider</u> :

Step 10: Declaration

Provide the declaration confirming that all information submitted is accurate then click **Next**



ADGM Online Registry Solution

Search Public Register No organisation selected

Home Service List Entity Profile(s) Auditors Payments Charges Cases Reserved Names Leases Insolvency Practitioner

1 Start
2 General Details
3 **Review**
4 Payment

Maintain Exempt / Non Exempt Status SR-224652

Review

Review Service Request Details

Expand all the below information or print them to review.

Service Request Details

SR Number	SR-224652	Status	Draft
Entity Name	TESTERS RESTRICTED LIMITED	Created Date	02/11/2025

2. General Details

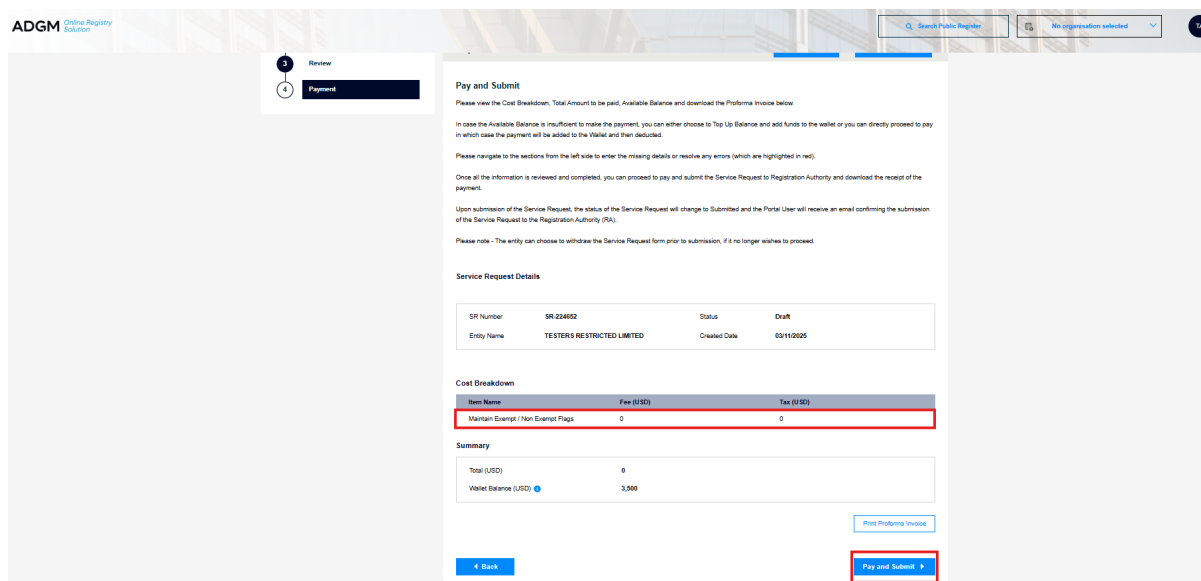
Declaration

☒ I declare that the information in this application and any attachments is true and complete as at the date of this form.

Back Save **Next**

Step 11: Submission

On the payment screen, click **Pay and Submit**. There is **no fee** for filing this form.



Pay and Submit

Please view the Cost Breakdown, Total Amount to be paid, Available Balance and download the Proforma Invoice below.

In case the Available Balance is insufficient to make the payment, you can either choose to Top Up Balance and add funds to the wallet or you can directly proceed to pay in which case the payment will be added to the Wallet and then deducted.

Please navigate to the sections from the left side to enter the missing details or resolve any errors (which are highlighted in red).

Once all the information is reviewed and completed, you can proceed to pay and submit the Service Request to Registration Authority and download the receipt of the payment.

Upon submission of the Service Request, the status of the Service Request will change to Submitted and the Portal User will receive an email confirming the submission of the Service Request to the Registration Authority (RA).

Please note - The entity can choose to withdraw the Service Request form prior to submission, if it no longer wishes to proceed.

Service Request Details

SR Number	SR-224852	Status	Draft
Entity Name	TESTERS RESTRICTED LIMITED	Created Date	03/11/2025

Cost Breakdown

Item Name	Fee (USD)	Tax (USD)
Maintain Exempt / Non Exempt Flaps	0	0

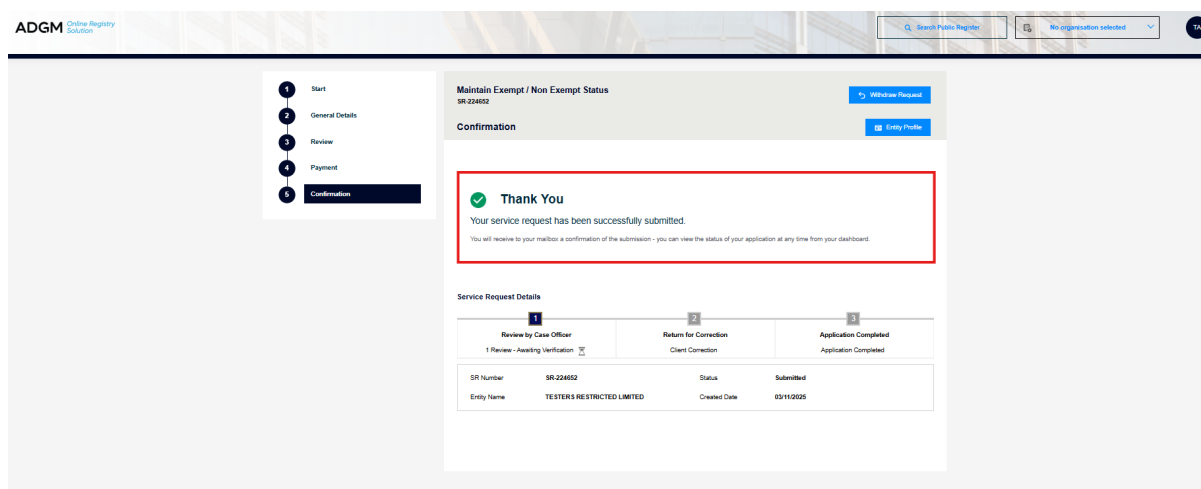
Summary

Total (USD)	0
Wallet Balance (USD)	3,000

Pay and Submit

Step 12: Confirmation

A confirmation screen will appear indicating that the application has been successfully submitted.



Maintain Exempt / Non Exempt Status

SR-224852

Confirmation

Thank You

Your service request has been successfully submitted.

You will receive to your mailbox a confirmation of the submission - you can view the status of your application at any time from your dashboard.

Service Request Details

Review by Case Officer	Return for Correction	Application Completed
1 Review - Awaiting Verification	Client Correction	Application Completed

SR Number	SR-224852	Status	Submitted
Entity Name	TESTERS RESTRICTED LIMITED	Created Date	03/11/2025

What Happens Next?

Upon approval:

- The CSP's name is removed as the appointed CSP from the entity's profile.
- The company has an option to keep the CSPs address with their consent. If the CSP no longer consents to use of their address, the SPV/Foundation must file a **"Maintain Registered Office Address (ROA)"** to update the address.

Exempt SPV/Foundation change of Exemption Status

Purpose

This form is used if an exempt SPV/Foundation no longer qualifies for exemption (e.g., due to a change in shareholders or structure) and therefore required to appoint a CSP.

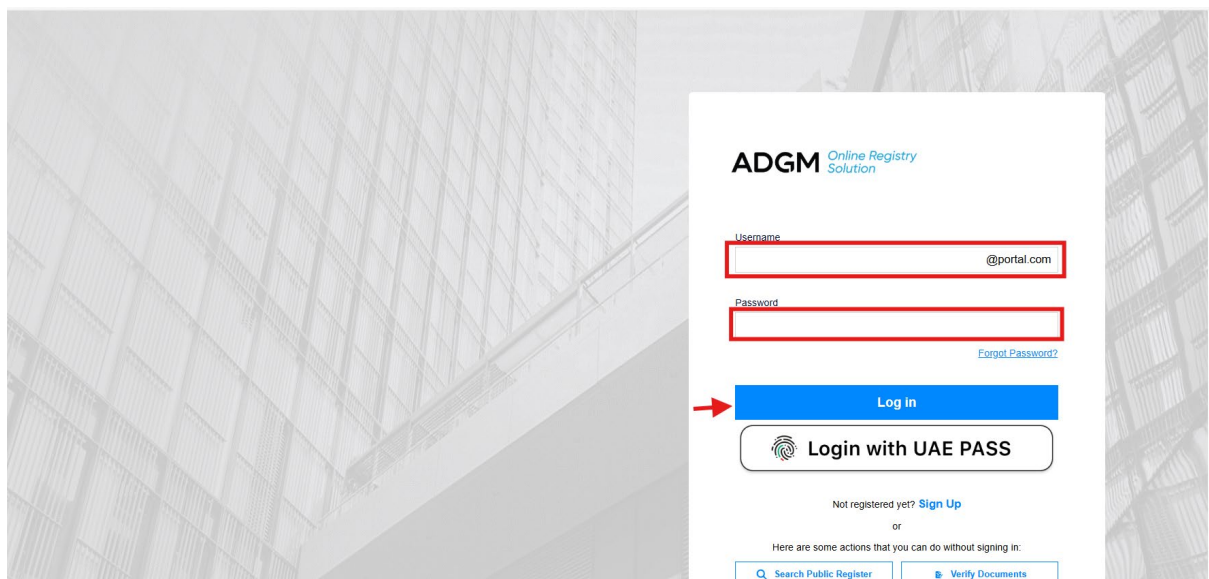
Who can submit it?

The form must be submitted by the **non-exempt SPV/Foundation**

Steps-by-Step Process

Step 1: Initiate the Application for Change of Exemption Status

The **non-exempt SPV/Foundation** must log in to their account and proceed with the change of exempt status.




ADGM Online Registry Solution

Username

Password

[Forgot Password?](#)

[Log in](#)

 Login with UAE PASS

Not registered yet? [Sign Up](#)

or

Here are some actions that you can do without signing in:

[Search Public Register](#) [Verify Documents](#)

Step 2: Access the Entity

Locate and access the **non-exempt SPV/Foundation** profile.

ADGM Online Registry Solution				
		Search Public Register		No organisation selected
Related Account	Entity Type	Entity Sub-Type	Entity Status	Registration Number
WDEDW LP	Limited Partnership		Registered	18291
55673-PAVAN-LP	Limited Partnership		Registered	18301
TESTING PURPOSED LLP	Limited Liability Partnership		Dissolved	18289
TEST 53505 LLP	Limited Liability Partnership		Registered	18192
CONTINUEEE PPP	Private Company Unlimited without Shares		Registered	17682
PROP COMPANY UNLIMITED RISK RATING	Private Company Unlimited without Shares		Registered	18124
ENTITY -2 TESTING INCORPORATION	Private Company Unlimited with Shares		Registered	16868
PROP CHECKLIST TESTING	Private Company Unlimited with Shares		Registered	18125
TESTERS RESTRICTED LIMITED	Restricted Scope Company	Special Purpose Vehicle	Registered	15510

Step 3: Access the Exemption Form

Navigate to **Maintain Company/Foundation** and select **Maintain Exempt / Non-Exempt Status**

ADGM Online Registry Solution
Search Public Register
No organisation selected
TA

Add to My Watched Items
Request Extract
Re-register Company
Maintain Company

Details
Addresses
Trade Names
Registered Auditors
Business Activities
Directors
Authorised Signatories
Secretary
Shareholders
Share Classes
More

Maintain Articles Of Association for Company
Maintain Accounting Reference date
Change Entity Name
Lodge Annual Accounts
Confirmation Statement

Certificate and License

Commercial License for Entity
Commercial_Licence - TE...
08/03/2024, 04:26 pm
Preview

Provisional Certificate of Continuance
Provisional Certificate of ...
08/03/2024, 04:20 pm
Preview

Certificate of Continuance
Certificate of Continuanc...
08/03/2024, 04:24 pm
Preview

Certificate of Deregistration
dummyPdf
08/03/2024, 04:22 pm
Preview

Entity Details

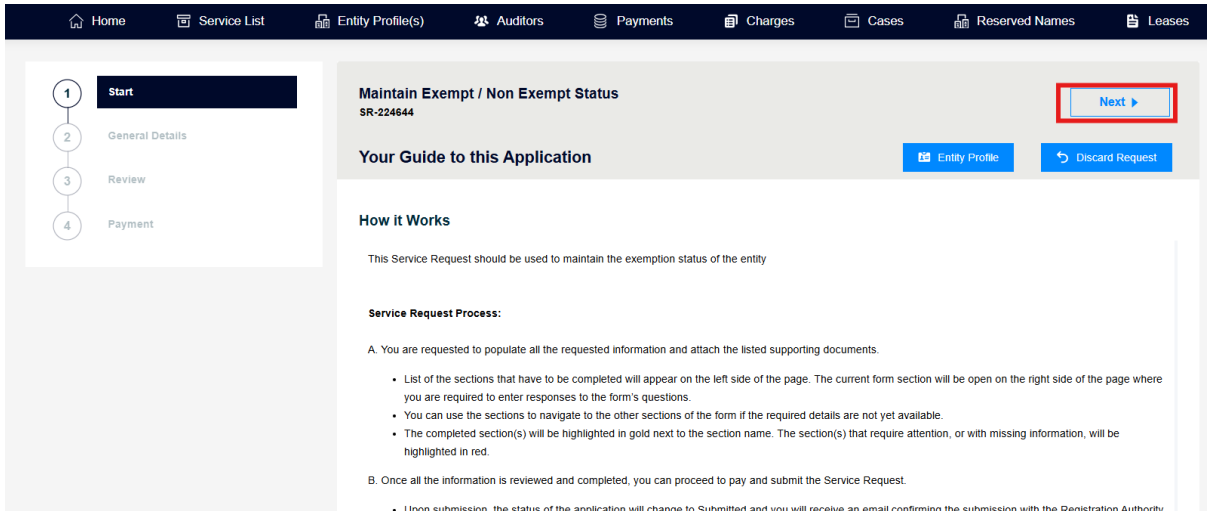
Do the members of the body corporate applying for continuance in ADGM have unlimited liability in their home jurisdiction?
No

Entity Name
TESTERS RESTRICTED LIMITED

Lodge Annual Accounts
Lodge a Conditional Resolution for Change of Name
Data Protection Annual Renewal
Continue a Company from ADGM into Another Jurisdiction
Lodge a General Document
Notice of Error in Registry or Lodged Documents
Voluntary Strike Off
FATCA/CRS Self Declaration
Notice to Registrar - Court order, cancellation of re registration
Maintain Exempt / Non Exempt Status
Appointment and Cessation of CSP

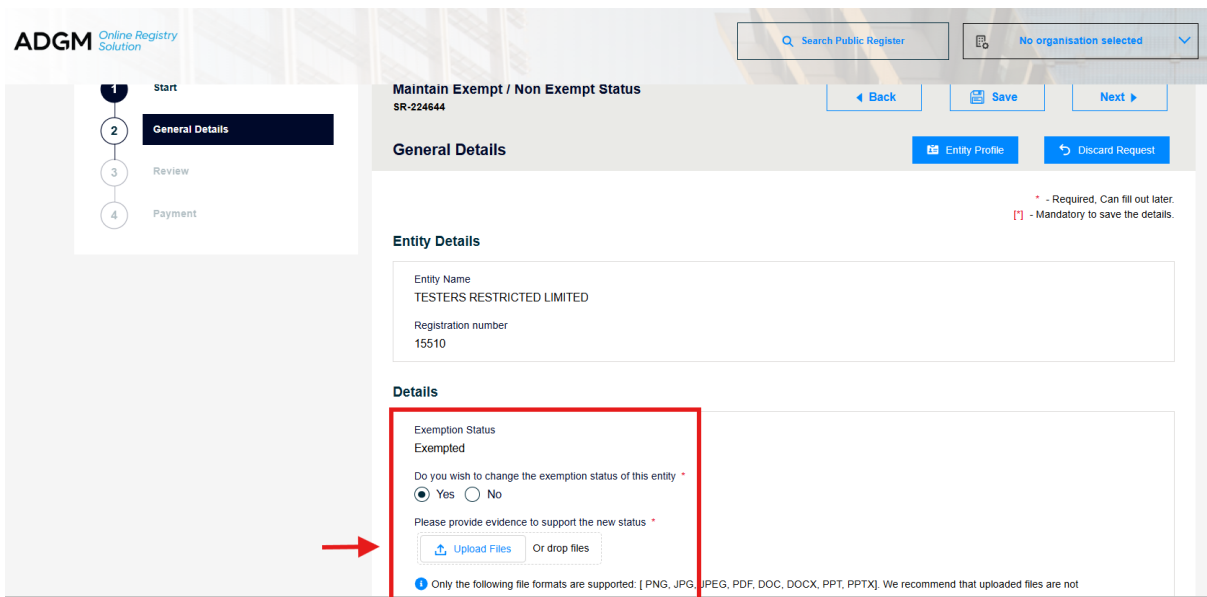
Step 5: Review Guidance

Read through the **Your Guide** provided on screen then click **Next** to proceed.



Step 6: Change of Exemption Status

Select 'Yes' to the change of exemptions status and upload the **evidence that support the new status**. (e.g. register of shareholders)



Provide the reason why the exempted SPV/Foundation changed its status and click **Next**.

ADGM Online Registry Solution

Search Public Register

No organisation selected

☒ Yes ☐ No

Please provide evidence to support the new status *

Upload Files

Or drop files

Only the following file formats are supported: [PNG, JPG, JPEG, PDF, DOC, DOCX, PPT, PPTX] We recommend that uploaded files are not security protected.

Please upload mandatory file.

Please provide rationale for Non-Exempt Status *

Back

Save

Next

ADGM

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Contact Us

ors.support@adgm.com
+971 2 333 8888
+971 2 643 2394

Follow Us

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Youtube

Step 10: Declaration

Provide the declaration confirming that all information submitted is accurate then click **Next**

ADGM Online Registry Solution

Search Public Register

No organisation selected

TA

Service Request Details

SR Number

SR-224644

Status

Draft

Entity Name

TESTERS RESTRICTED LIMITED

Created Date

03/11/2025

2. General Details

Declaration

☒ I declare that the information in this application and any attachments is true and complete as at the date of this form. *

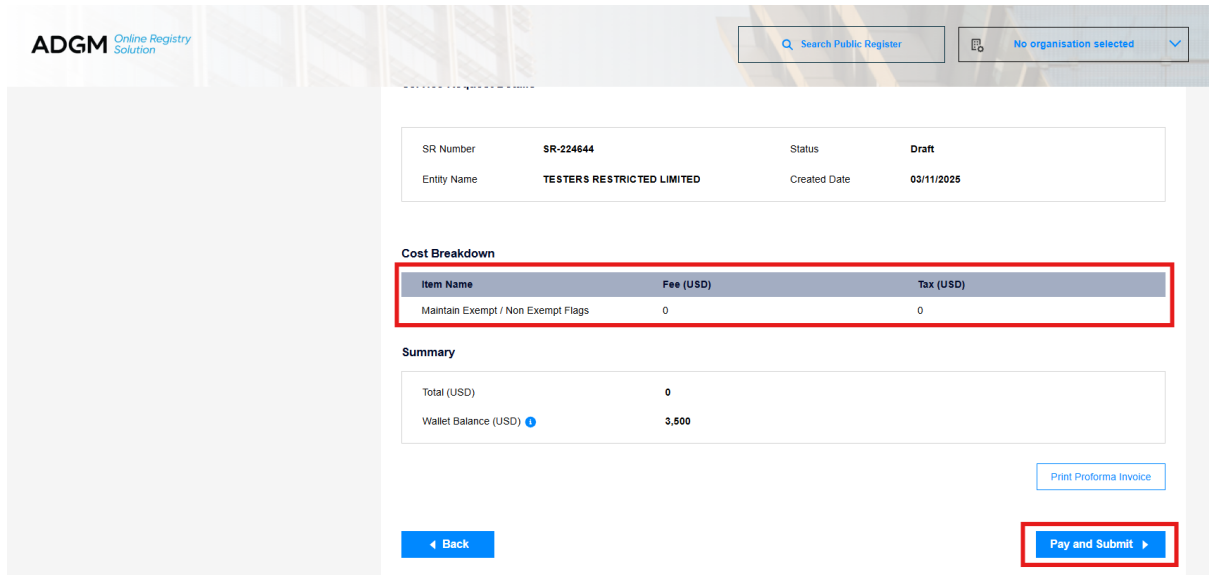
Back

Save

Next

Step 11: Submission

On the payment screen, click **Pay and Submit**. **Note:** There is **no fee** for filing this form.



ADGM Online Registry Solution

Search Public Register

No organisation selected

SR Number	SR-224644	Status	Draft
Entity Name	TESTERS RESTRICTED LIMITED	Created Date	03/11/2025

Cost Breakdown

Item Name	Fee (USD)	Tax (USD)
Maintain Exempt / Non Exempt Flags	0	0

Summary

Total (USD)	0
Wallet Balance (USD)	3,500

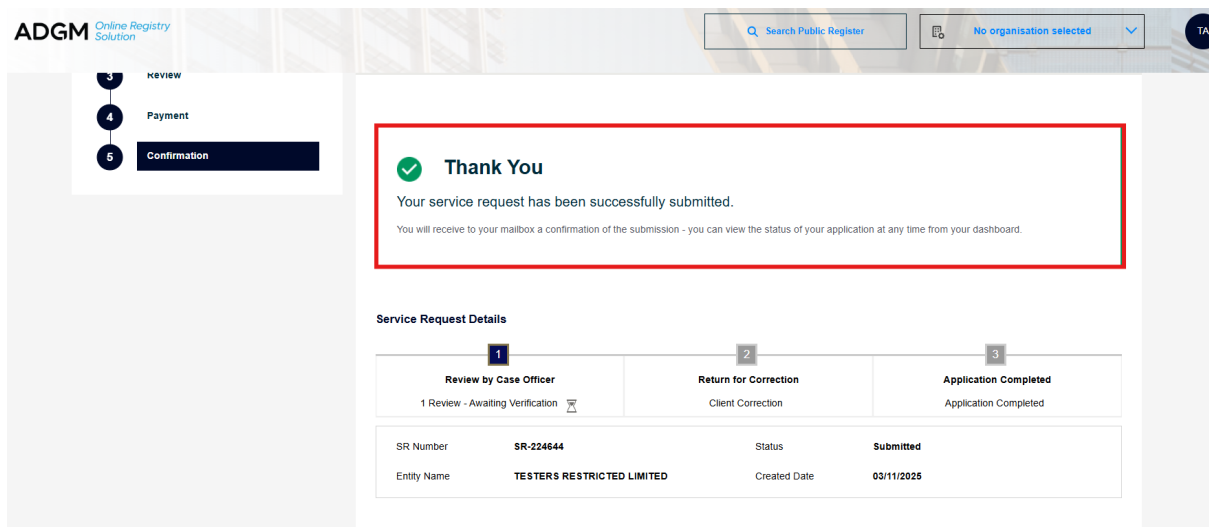
Print Proforma Invoice

Back

Pay and Submit

Step 12: Confirmation

A confirmation screen will appear indicating that the application has been successfully submitted.



ADGM Online Registry Solution

Search Public Register

No organisation selected

TA

3 REVIEW

4 Payment

5 Confirmation

Thank You

Your service request has been successfully submitted.

You will receive to your mailbox a confirmation of the submission - you can view the status of your application at any time from your dashboard.

Service Request Details

1	2	3
Review by Case Officer	Return for Correction	Application Completed
1 Review - Awaiting Verification	Client Correction	Application Completed

SR Number	SR-224644	Status	Submitted
Entity Name	TESTERS RESTRICTED LIMITED	Created Date	03/11/2025

What Happens Next?

Upon approval:

- The exemption status is removed.
- The SPV or Foundation must appoint a CSP within 14 days to remain compliant within 14 days to remain compliant.

Appendix 1 – CSP Update & Authority Change Request

Date:

To: The Registration Authority

Abu Dhabi Global Market

Re: Company Service Provider Update & Authority Change Request

Dear Registration Authority,

[Entity Name], license number: **[Entity license number]** would like to make the following amendments to the Company Service Provider (CSP) and Authority of the Online Account.

1. Appointment of a New CSP

The entity hereby appoints the following as its CSP:

CSP Name	
CSP License Number	

2. Removal of CSP

The entity hereby removes the following as its CSP:

CSP Name	
CSP License Number	

3. Grant permission to access the entity account to the following user(s):

Individual	<input type="checkbox"/>	Organization	<input type="checkbox"/>
Individual Name:		Organization Name:	
Username	@portal.com	Email address:	
Email address:			

Approved by:

Name:

[Director] / [Foundation Founder/Council Member]

Disclaimer

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