

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 Rule 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: <a href="https://www.centralbank.ae/en/financial-institutions">https://www.centralbank.ae/en/financial-institutions</a>
(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: <a href="https://www.adx.ae/English/Pages/default.aspx">https://www.adx.ae/English/Pages/default.aspx</a> <a href="https://www.dfm.ae/">https://www.dfm.ae/</a> <a href="https://www.nasdaqdubai.com/">https://www.nasdaqdubai.com/</a> 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

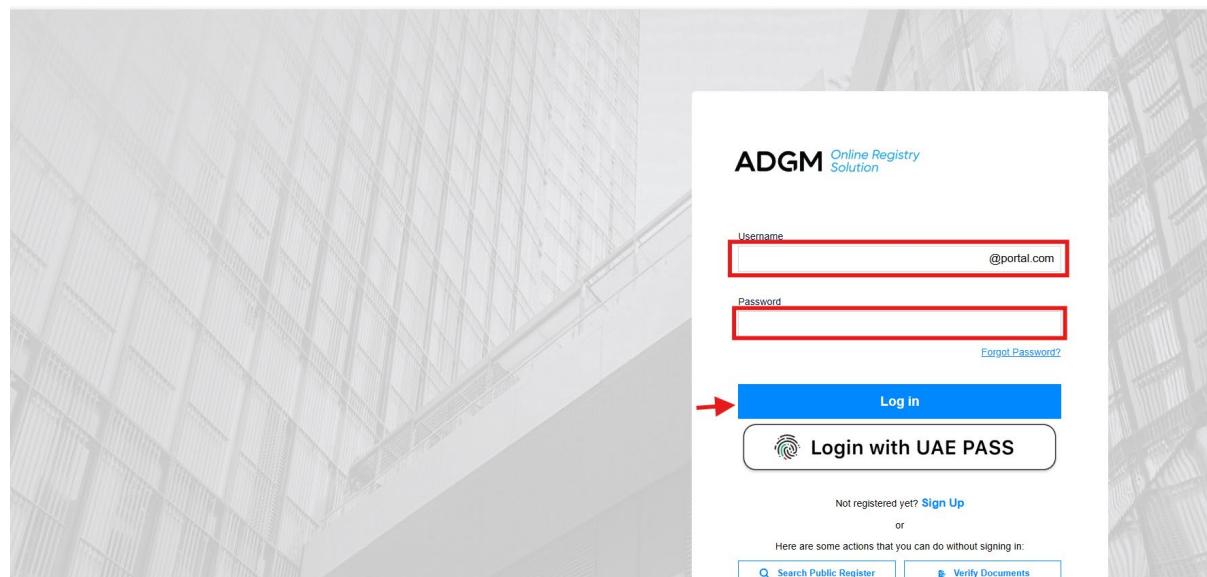
The newly appointed CSP must email a completed and signed **CSP Update & Authority Change Request Form (Appendix 1)** to: [ors.support@adgm.com](mailto:ors.support@adgm.com).

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.

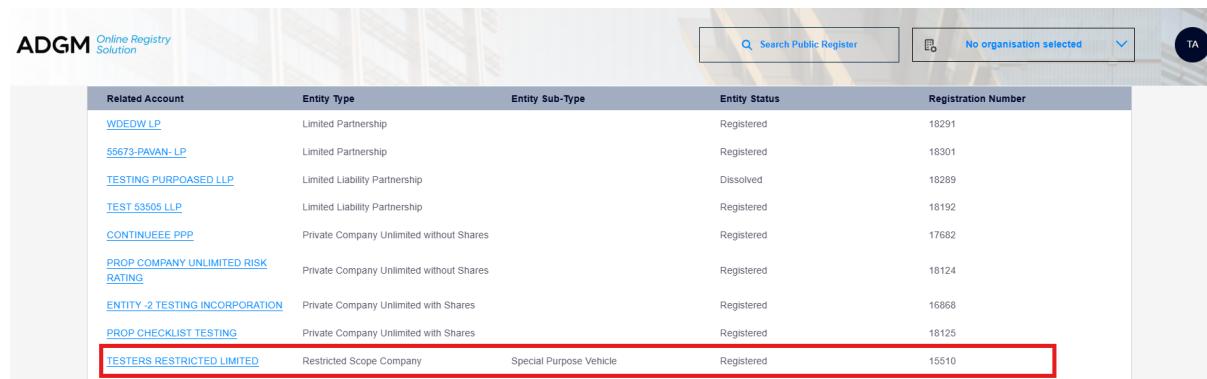
### Step 2: Authority Grant

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.



### Step 3: Access the Entity

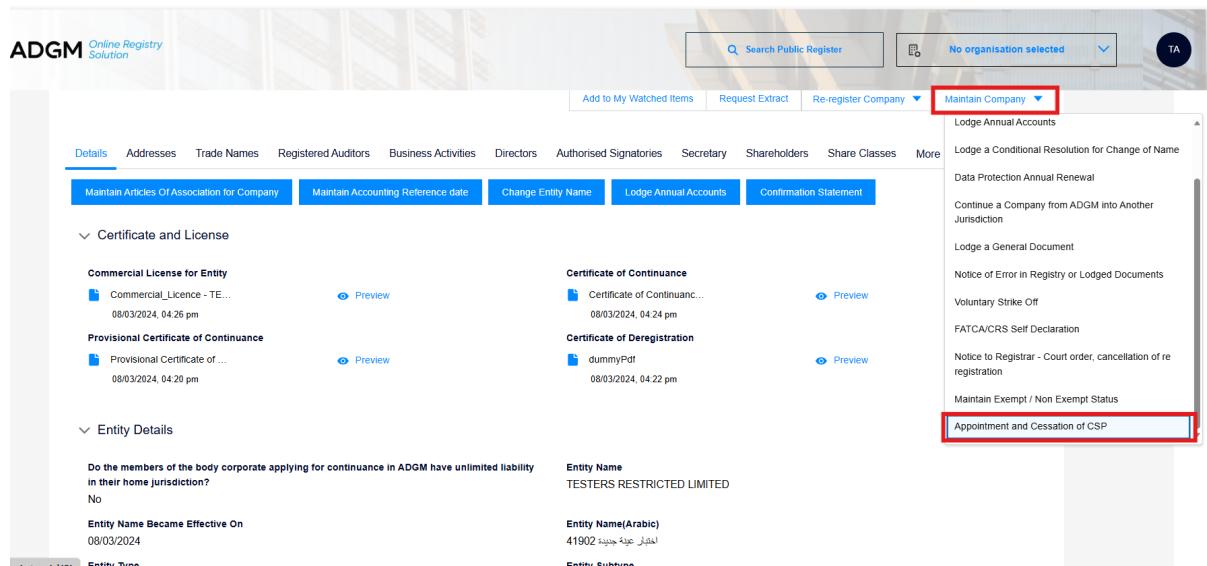
Locate and access the **non-exempt SPV/Foundation** profile.



Related Account	Entity Type	Entity Sub-Type	Entity Status	Registration Number
WDEDW LP	Limited Partnership		Registered	18291
56673-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
<b>TESTERS RESTRICTED LIMITED</b>	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**



Maintain Company ▾

- 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 or 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

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 Insolvency Practitioner

1 Start 2 General Details 3 Review 4 Payment

Appointment and Cessation of CSP  
SR-224645

Your Guide to this Application

Entity Profile Discard Request

Next >

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

General form

## Step 6: Add CSP Details

Select Add CSP.

ADGM Online Registry Solution

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

General Details

Entity TESTERS RESTRICTED LIMITED (18510) (Restricted Scope Company)(Special Purpose Vehicle)

Corporate Service Providers

Add CSP

+ 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

Add CSP

+ Add CSP

Enter CSP Details

Corporate Service Provider

Please select a Corporate Service Provider \*

Search

10 LEAVES LIMITED  
CWA ADVISORS LIMITED  
SOVEREIGN CORPORATE SERVICES ME LIMITED  
TMR SERVICES B.V.  
WALKERS PROFESSIONAL SERVICES (MIDDLE EAST) LIMITED  
ELNAGGAR & PARTNERS LIMITED

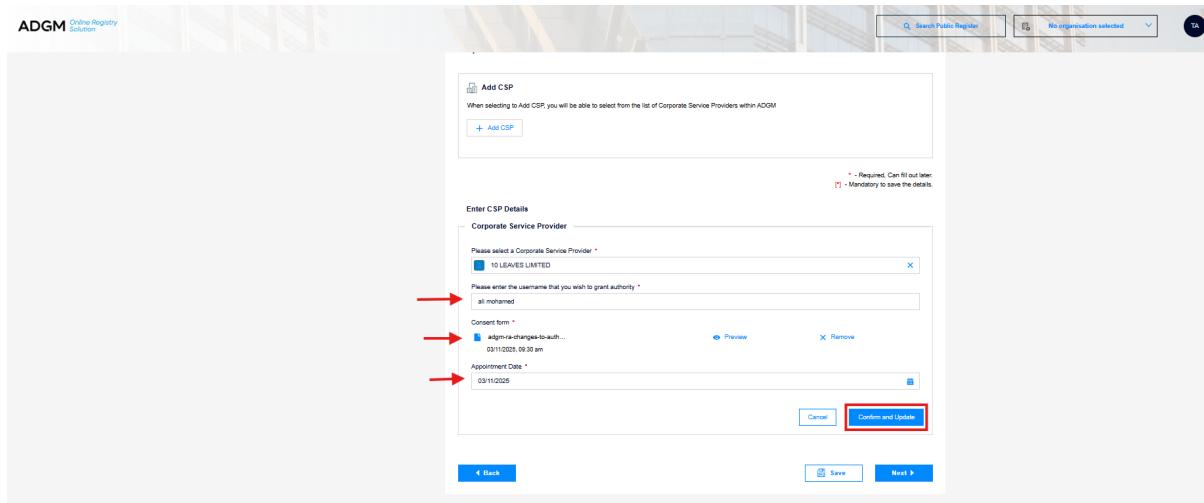
Appointment Date

Cancel Confirm and Update

Back Save Next >

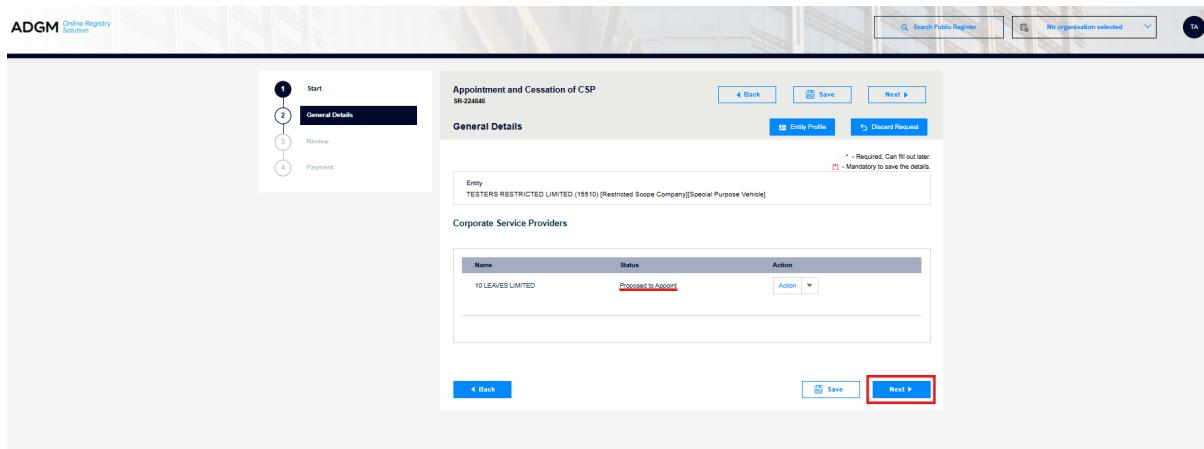
If another user from the CSP should have access to the entity's records, enter their **username**, otherwise enter 'N/A'.

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



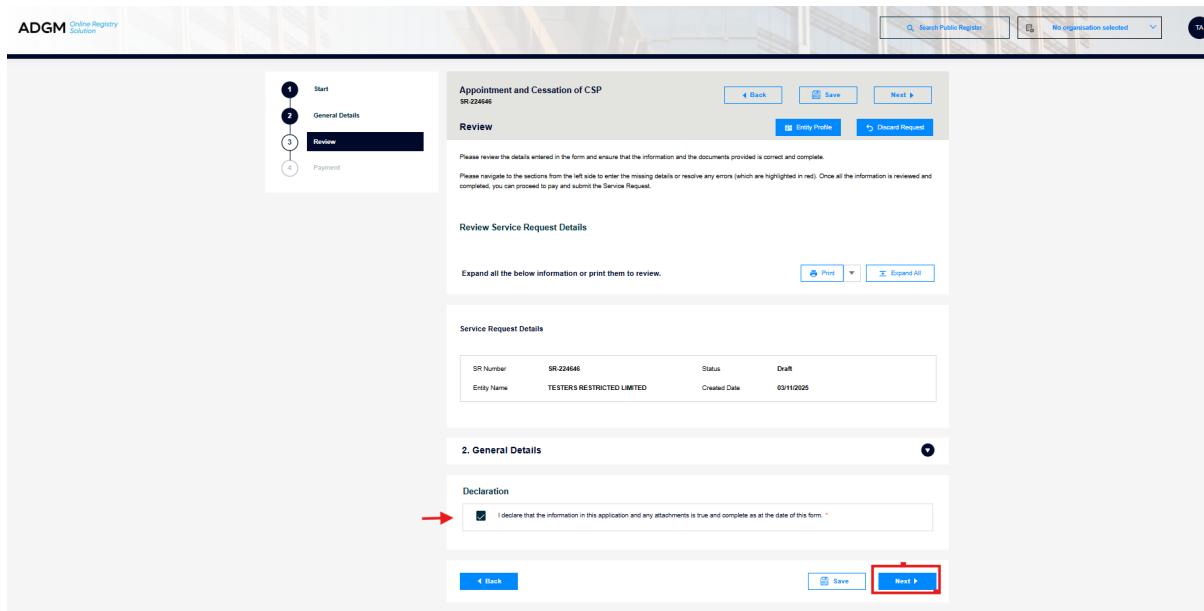
### Step 8: Verify Details

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**



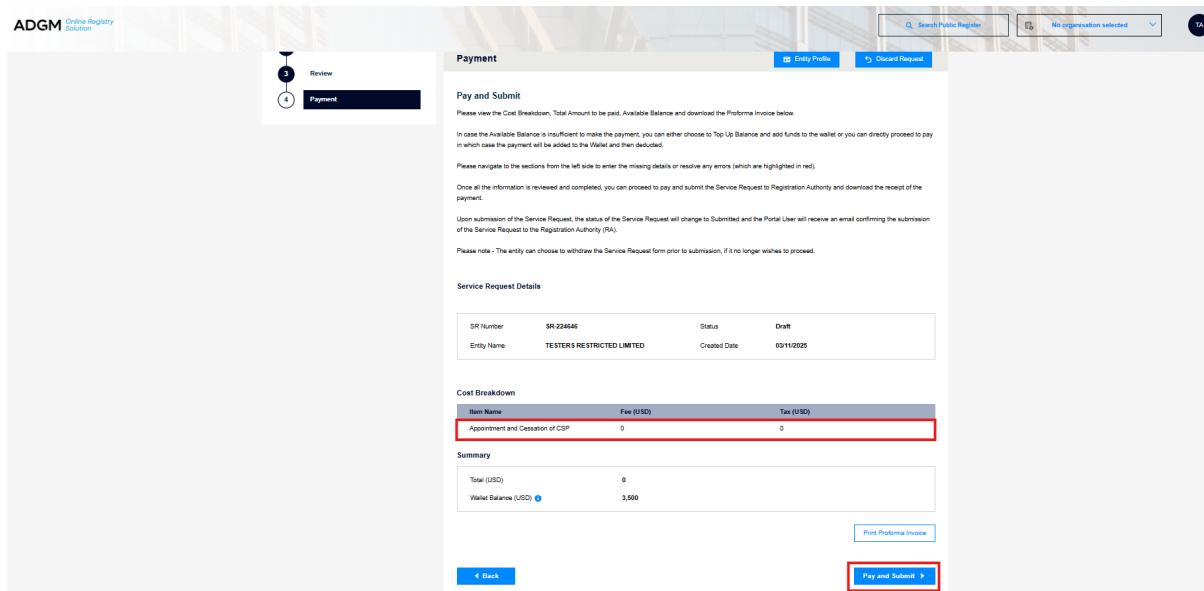
The screenshot shows the 'Review' step of the service request process. The left sidebar shows steps 1 (Start), 2 (General Details), 3 (Review), and 4 (Payment). The main area is titled 'Appointment and Cessation of CSP' (SR 224646). It includes a 'Review' section with instructions to review details and correct errors. Below is a 'Service Request Details' table:

SR Number	SR-224646	Status	Draft
Entry Name	TESTER'S RESTRICTED LIMITED	Created Date	03/11/2025

The '2. General Details' section contains a 'Declaration' checkbox with the text: 'I declare that the information in this application and any attachments is true and complete as at the date of this form.' A red arrow points to this checkbox. At the bottom are 'Back', 'Save', and 'Next >' buttons, with 'Next >' highlighted by a red box.

## Step 11: Submission

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



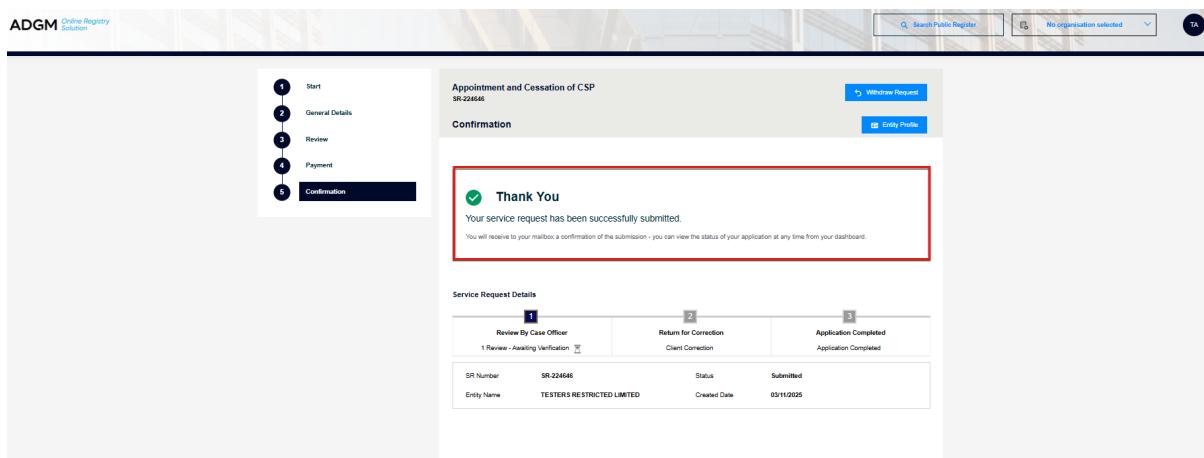
The screenshot shows the 'Payment' step of the service request process. The left sidebar shows steps 1 (Start), 2 (General Details), 3 (Review), and 4 (Payment). The main area is titled 'Pay and Submit'. It includes instructions for viewing the cost breakdown and paying. Below is a 'Service Request Details' table:

SR Number	SR-224646	Status	Draft
Entry Name	TESTER'S RESTRICTED LIMITED	Created Date	03/11/2025

The 'Cost Breakdown' table shows a single row for 'Appointment and Cessation of CSP' with a fee of 0 and tax of 0. The 'Summary' table shows 'Total (USD)' as 0 and 'Wallet Balance (USD)' as 3,500. At the bottom are 'Print Proforma Invoice' and 'Pay and Submit' buttons, with 'Pay and Submit' highlighted by a red box.

## Step 12: Confirmation

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



## 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.

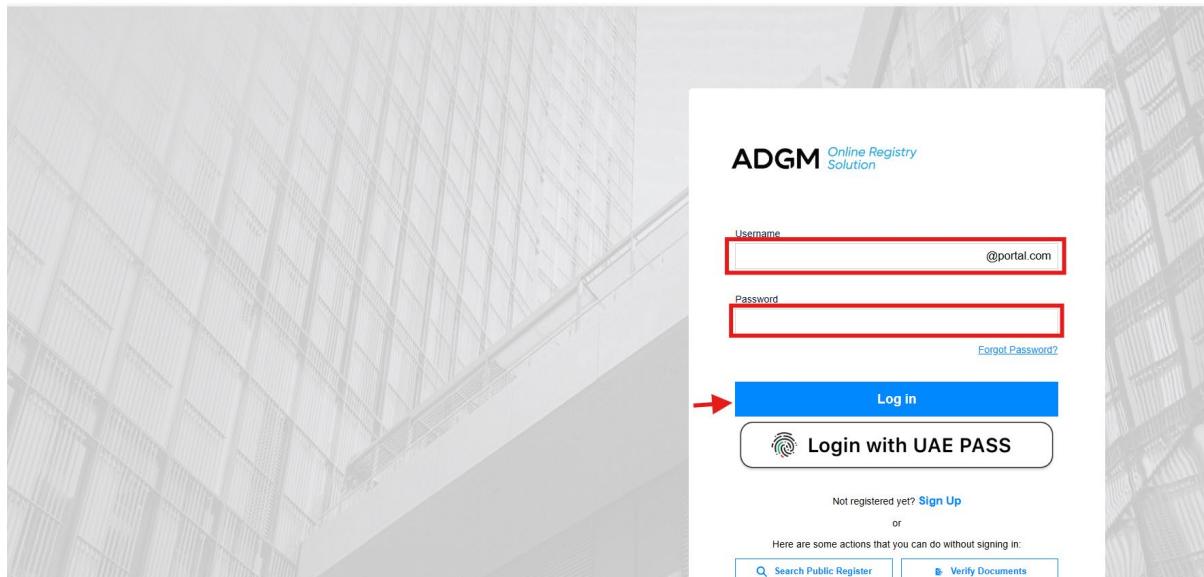
## Who can submit it?

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

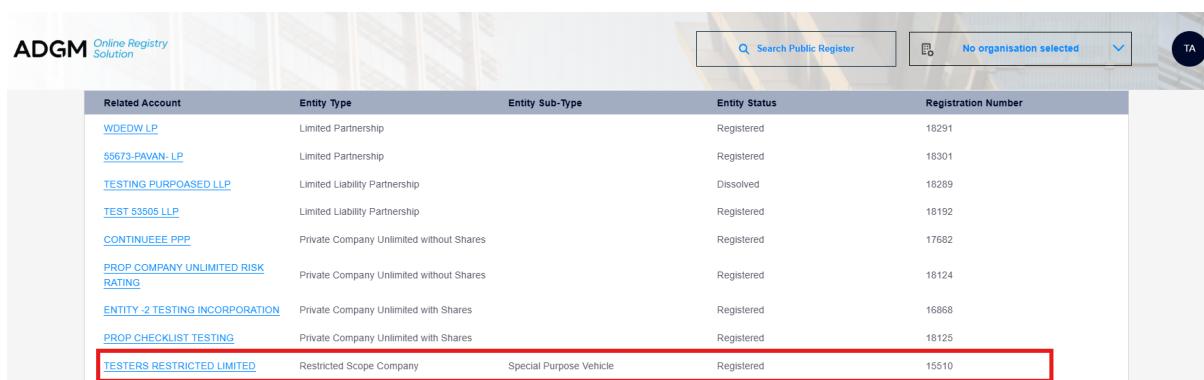
[Forgot Password?](#)

**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

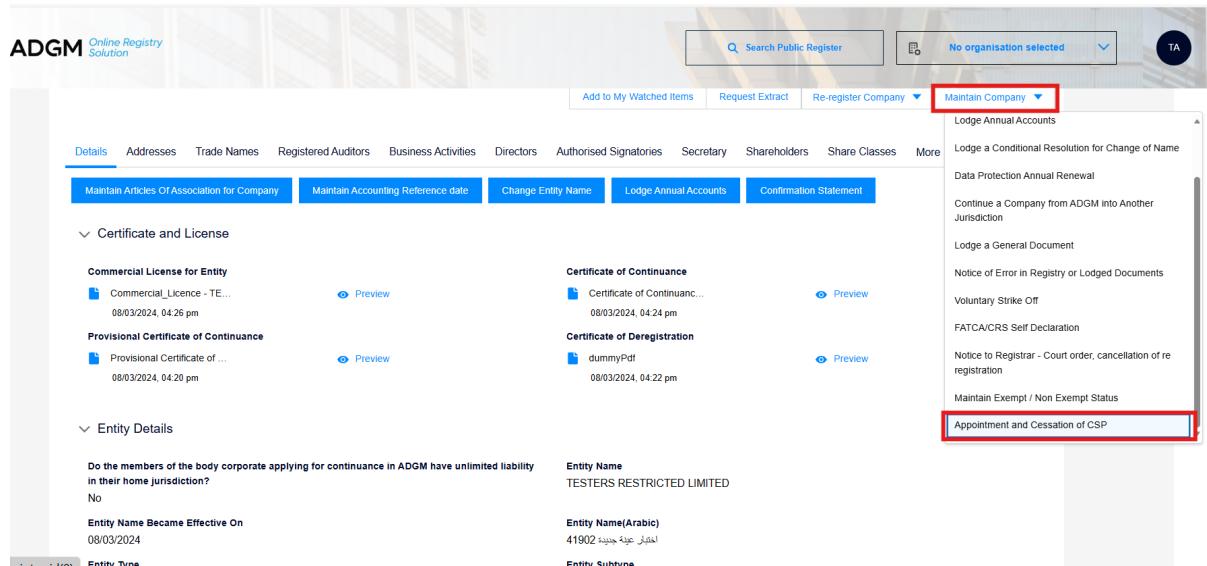
Locate and access the **non-exempt SPV/Foundation** profile.



Related Account	Entity Type	Entity Sub-Type	Entity Status	Registration Number
<a href="#">WDEDW LP</a>	Limited Partnership		Registered	16291
<a href="#">55673-PAVAN- LP</a>	Limited Partnership		Registered	18301
<a href="#">TESTING PURPOSEASD LLP</a>	Limited Liability Partnership		Dissolved	16289
<a href="#">TEST 53505 LLP</a>	Limited Liability Partnership		Registered	18192
<a href="#">CONTINUEEE PPP</a>	Private Company Unlimited without Shares		Registered	17682
<a href="#">PROP COMPANY UNLIMITED RISK RATING</a>	Private Company Unlimited without Shares		Registered	18124
<a href="#">ENTITY -2 TESTING INCORPORATION</a>	Private Company Unlimited with Shares		Registered	16868
<a href="#">PROP CHECKLIST TESTING</a>	Private Company Unlimited with Shares		Registered	18125
<b><a href="#">TESTERS RESTRICTED LIMITED</a></b>	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**



ADGM Online Registry Solution

Search Public Register | No organisation selected | TA

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

Entity Name Became Effective On: 08/03/2024

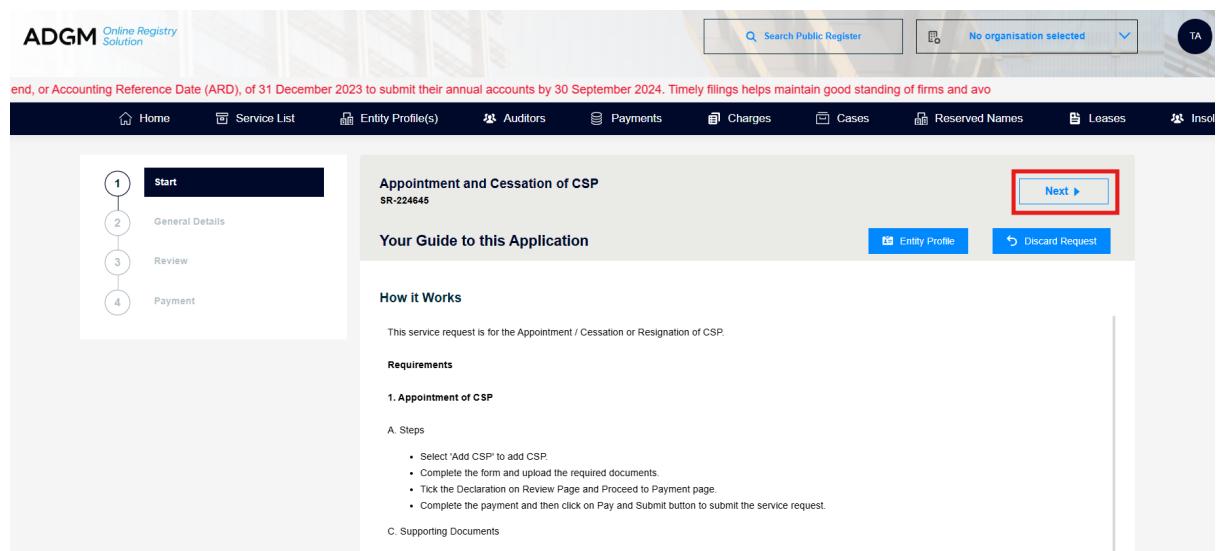
Entity Name(Arabic): ٤١٩٠٢ تesters ليمتد

Entity Subtype: Entity Type

**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

**Start**

General Details

Review

Payment

**Appointment and Cessation of CSP**  
SR-224645

**Your Guide to this Application**

**Next ▶**

**How it Works**

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

**Requirements**

**1. Appointment of CSP**

**A. Steps**

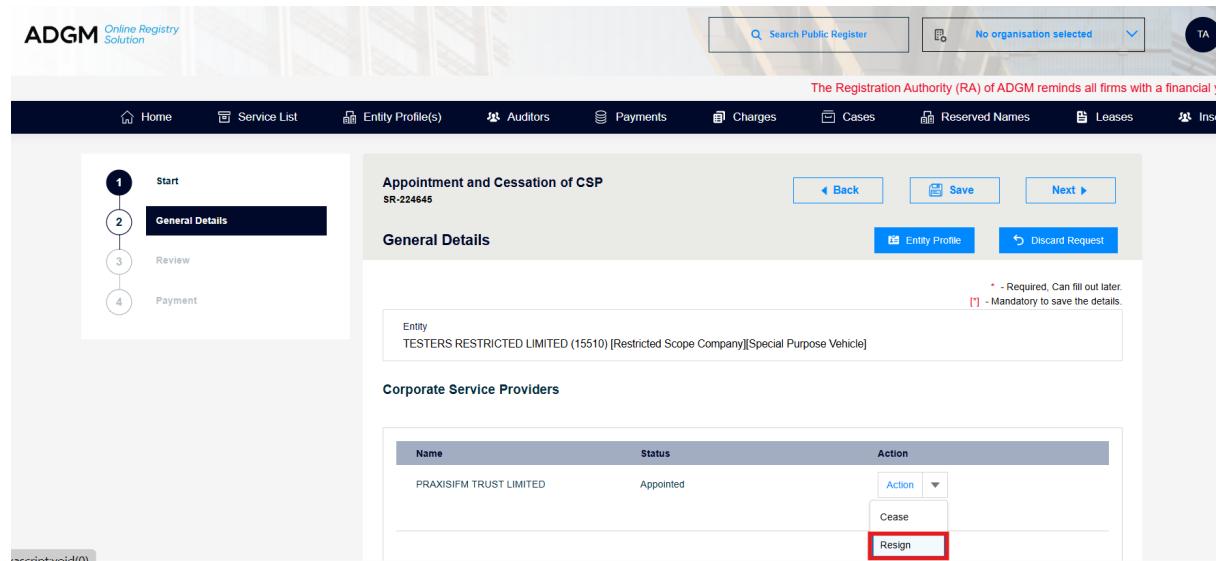
- Select 'Add CSP' to add CSP.
- Complete the form and upload the required documents.
- Tick the Declaration on Review Page and Proceed to Payment page.
- Complete the payment and then click on Pay and Submit button to submit the service request.

**C. Supporting Documents**

Cancel form

## Step 6: Resign as CSP

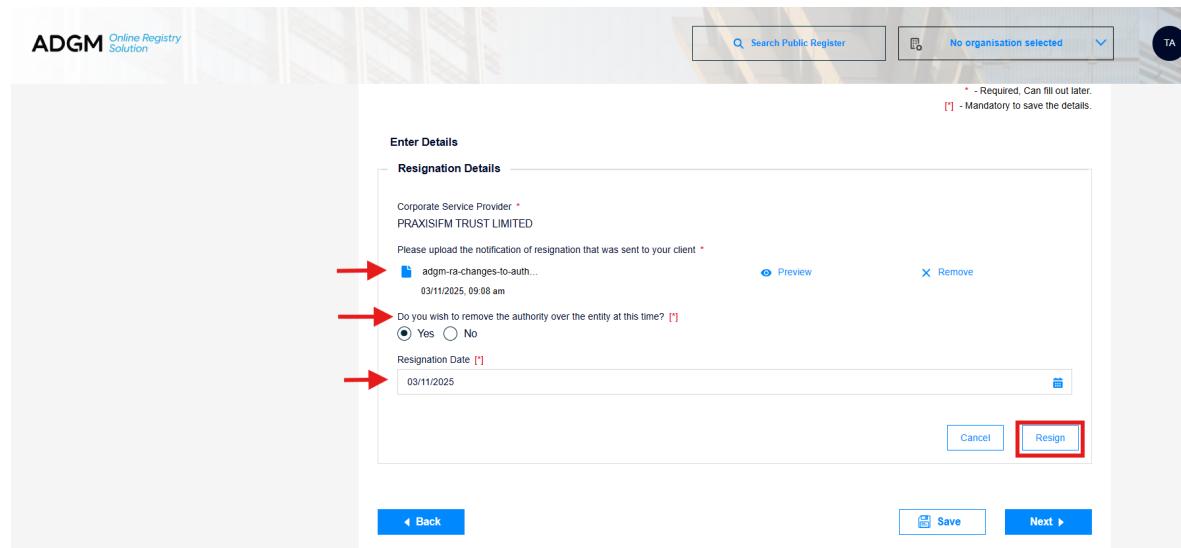
Select **Action**, and **Resign**, next to the CSP's name.



The screenshot shows the 'Appointment and Cessation of CSP' page. The 'General Details' step is selected. A table lists a service provider named 'PRAXISIFM TRUST LIMITED' with status 'Appointed'. The 'Action' column for this row has a dropdown menu with 'Cease' and 'Resign' options, where 'Resign' is highlighted with a red box.

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**.

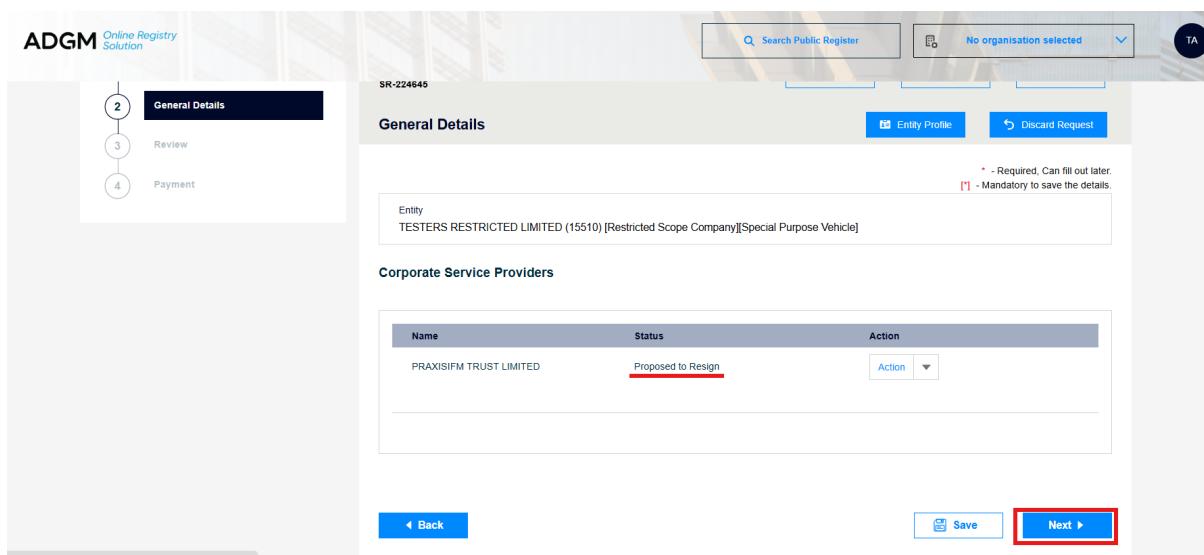
Note that all user who has authority over the non-exempt SPV/Foundation will be removed.



The screenshot shows the 'Enter Details' page for resigning. It displays 'Resignation Details' with a file upload for the resignation letter, a radio button for removing authority (set to 'Yes'), a resignation date input (03/11/2025), and a 'Resign' button highlighted with a red box.

## Step 8: Verify Details

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



ADGM Online Registry Solution

SR-224645

General Details

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

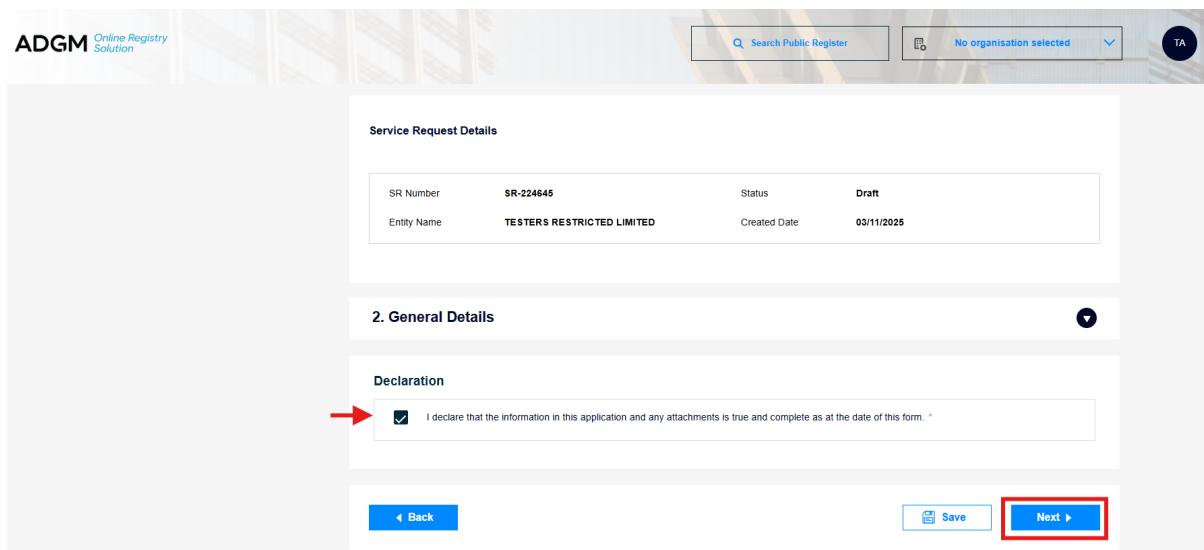
Corporate Service Providers

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

Service Request Details

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

2. General Details

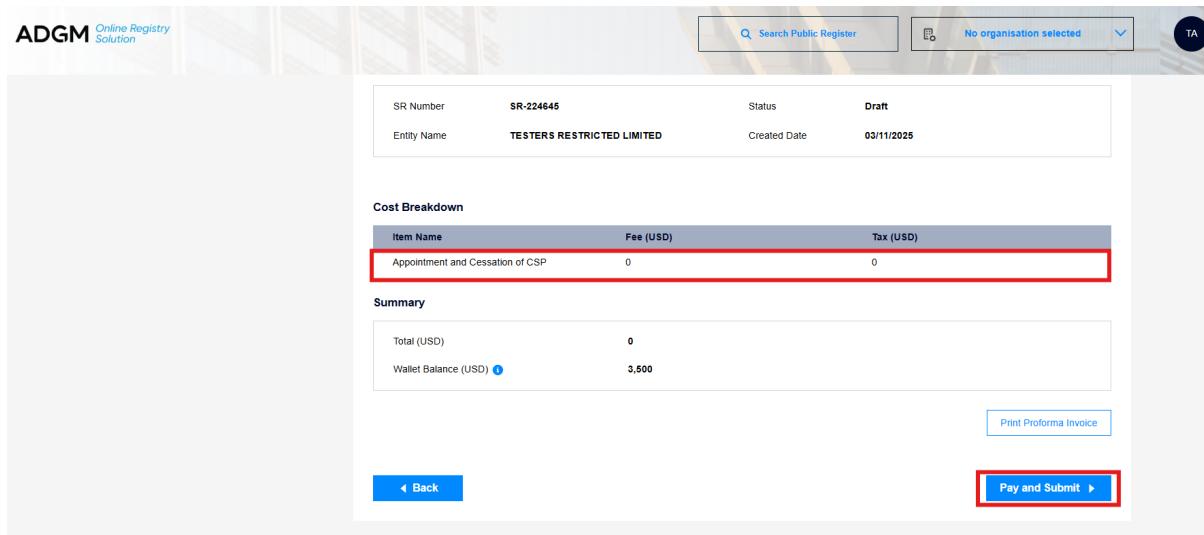
Declaration

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.



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**

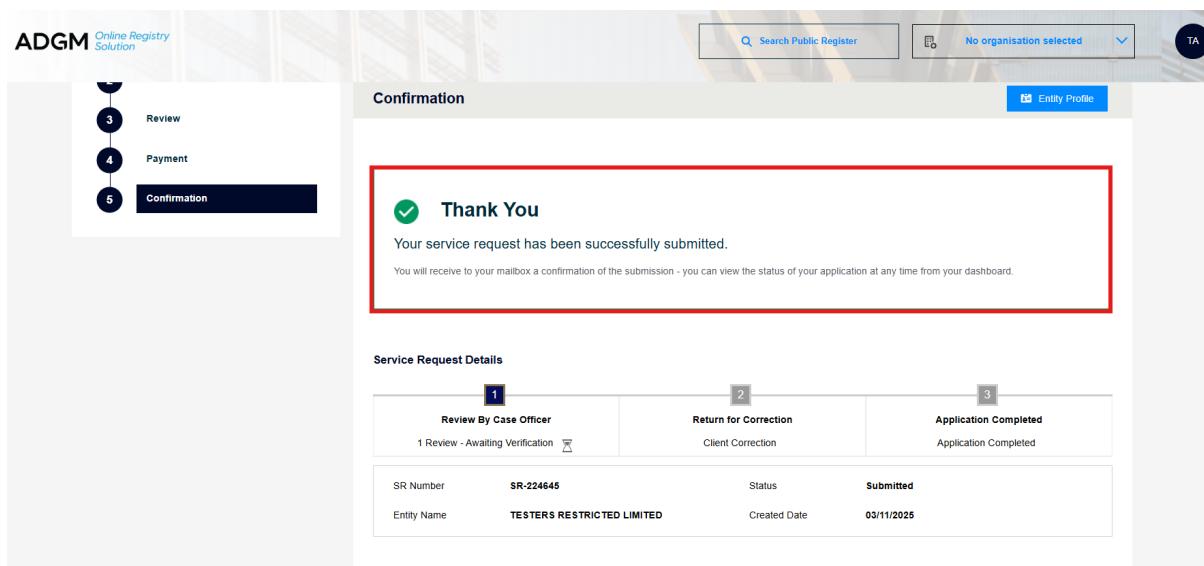
Total (USD)	0
Wallet Balance (USD) ⓘ	3,500

[Print Proforma Invoice](#)

[Back](#) **Pay and Submit**

## Step 12: Confirmation

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



**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 1 Review - Awaiting Verification	Return for Correction Client Correction	Application Completed 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.

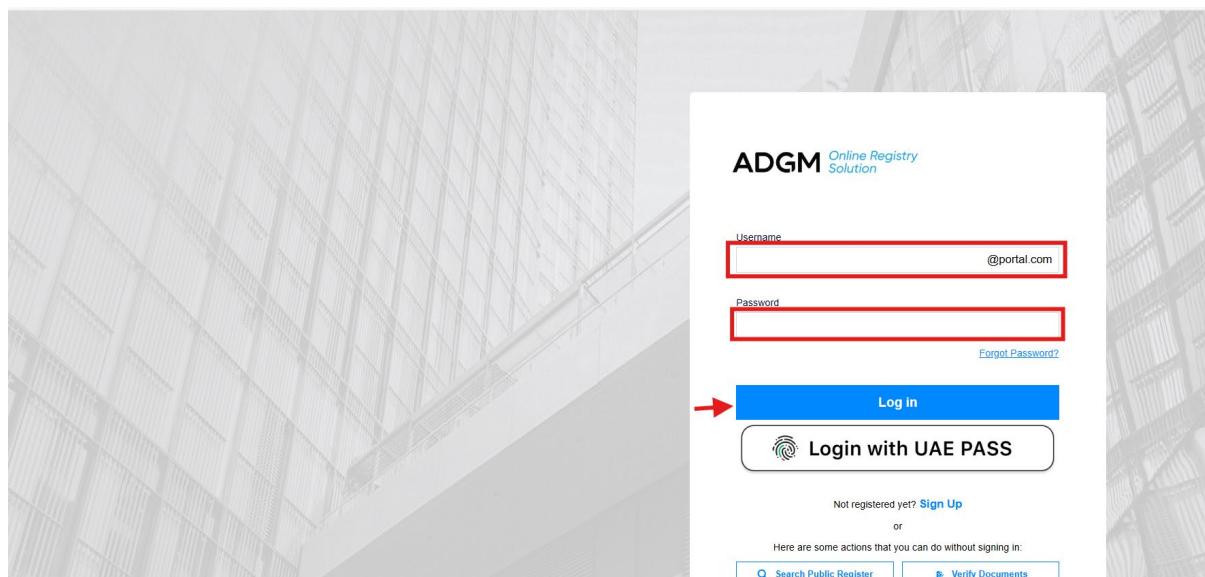
## Who can submit it?

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.



## Step 2: Access the Entity

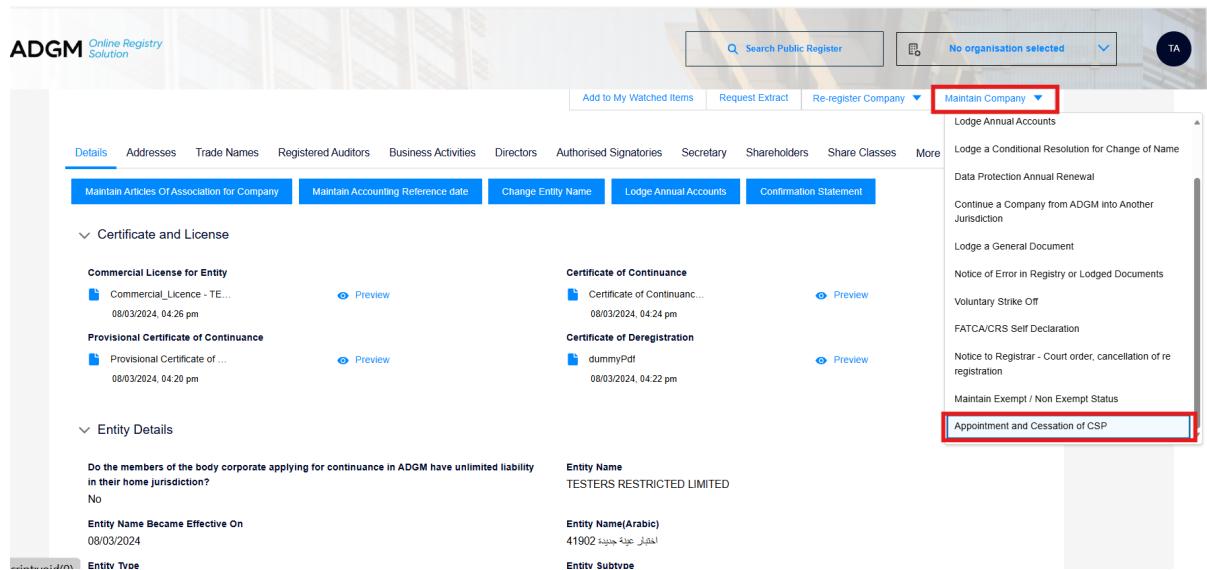
Locate and access the **non-exempt SPV/Foundation** profile.



Related Account	Entity Type	Entity Sub-Type	Entity Status	Registration Number
WDEDW LP	Limited Partnership		Registered	18291
56673-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 Termination Form

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

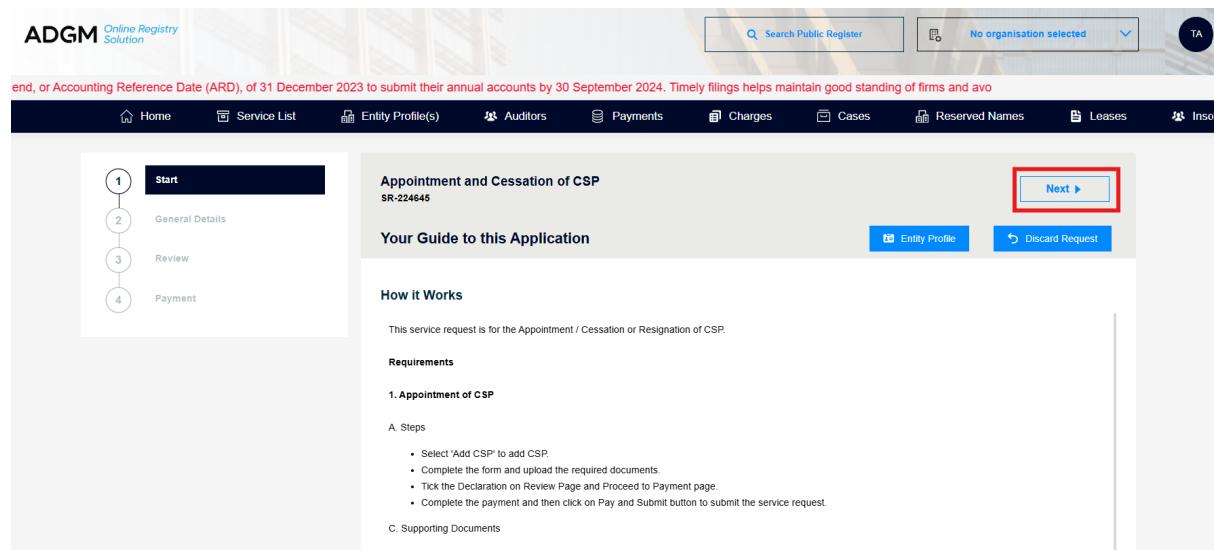


**Maintain Company**

- 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 or re-registration
- Maintain Exempt / Non Exempt Status
- Appointment and Cessation of CSP**

## Step 5: Review Guidance

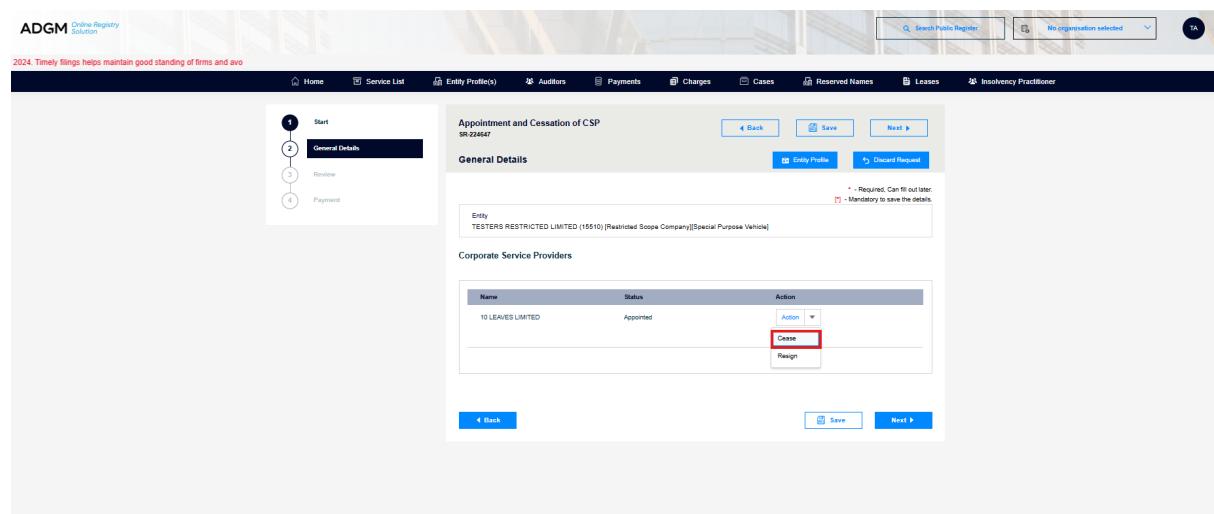
Read through the **Your Guide** provided on screen then click **Next** to proceed.



The screenshot shows the 'Your Guide to this Application' section for the 'Appointment and Cessation of CSP' service. The 'Next' button is highlighted with a red box.

## Step 6: Termination of CSP

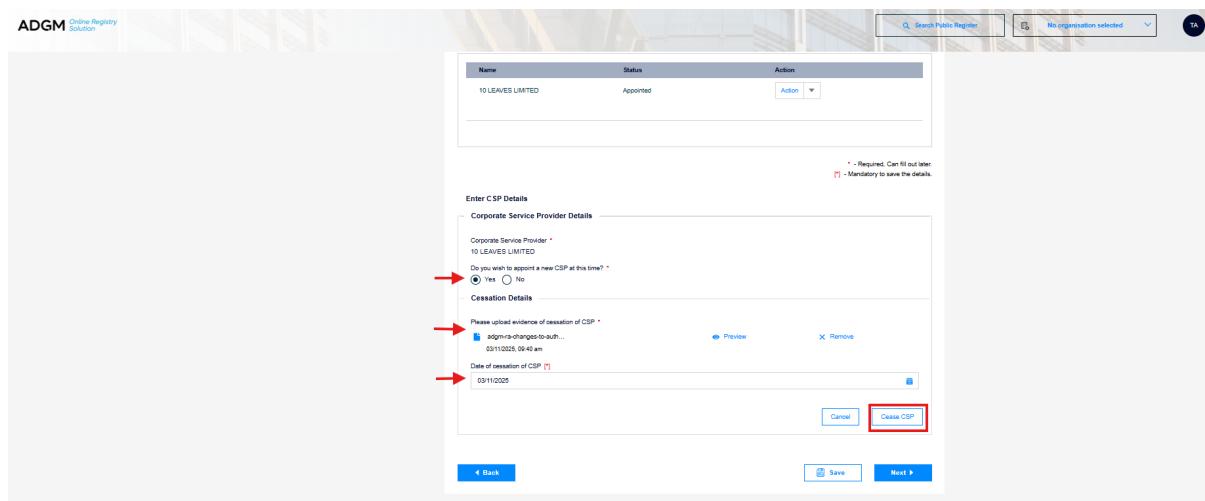
Select **Action**, and **Cease**, next to the currently appointed CSP's name.



The screenshot shows the 'General Details' section for the 'Appointment and Cessation of CSP' service. The 'Cease' button is highlighted with a red box.

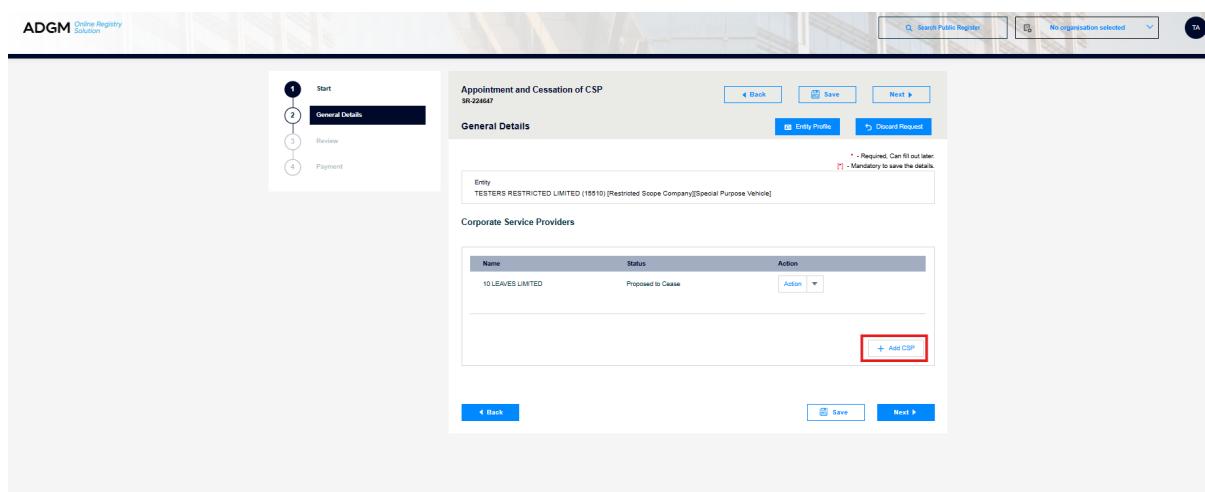
Upload the **CSP Update & Authority Change Request Form**, select 'Yes' to the appointment of new CSP (if applicable), enter the **cessation date** and click **Confirm and Update**.

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

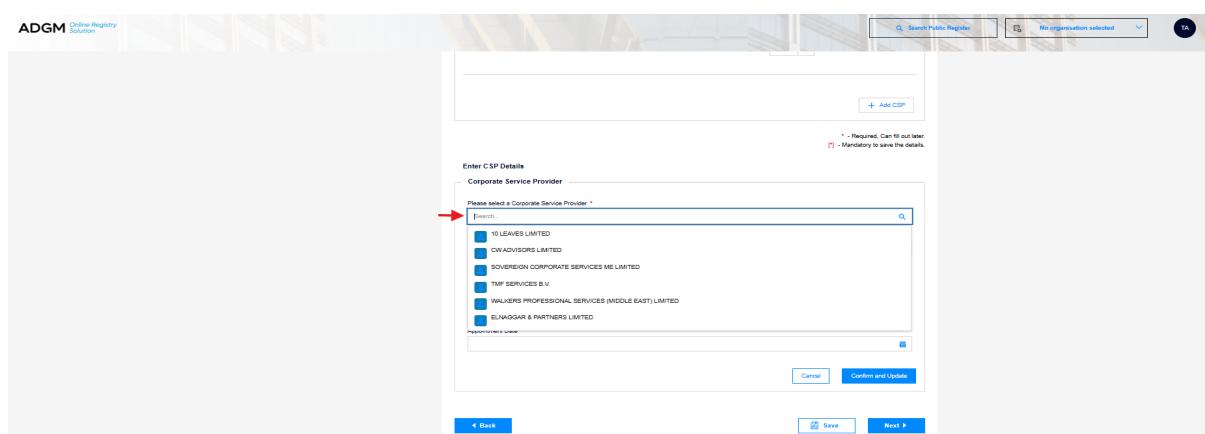


### Step 8: Appointment of New CSP

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

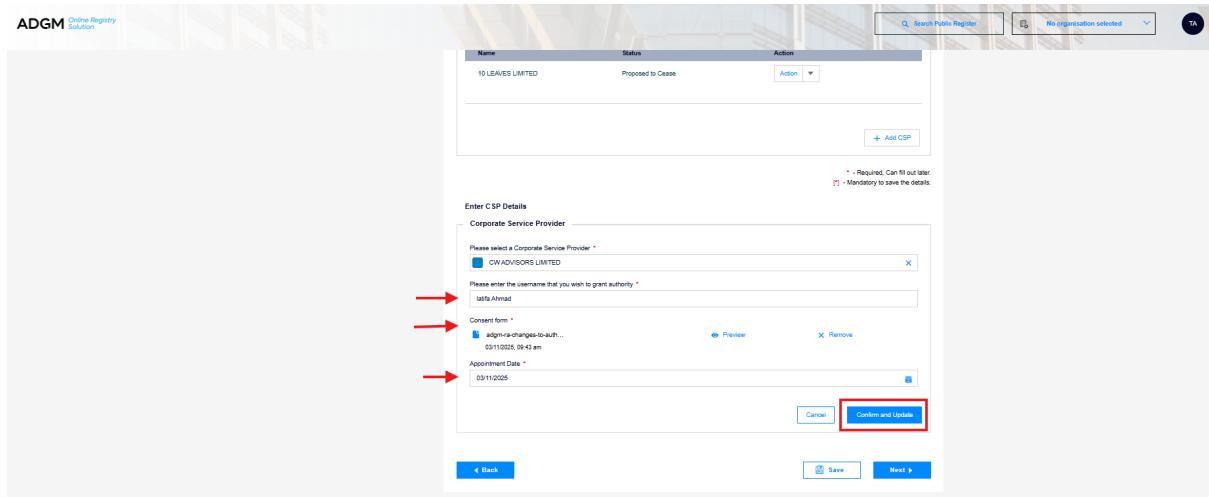


Search and select the CSP's name from the dropdown list.



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.

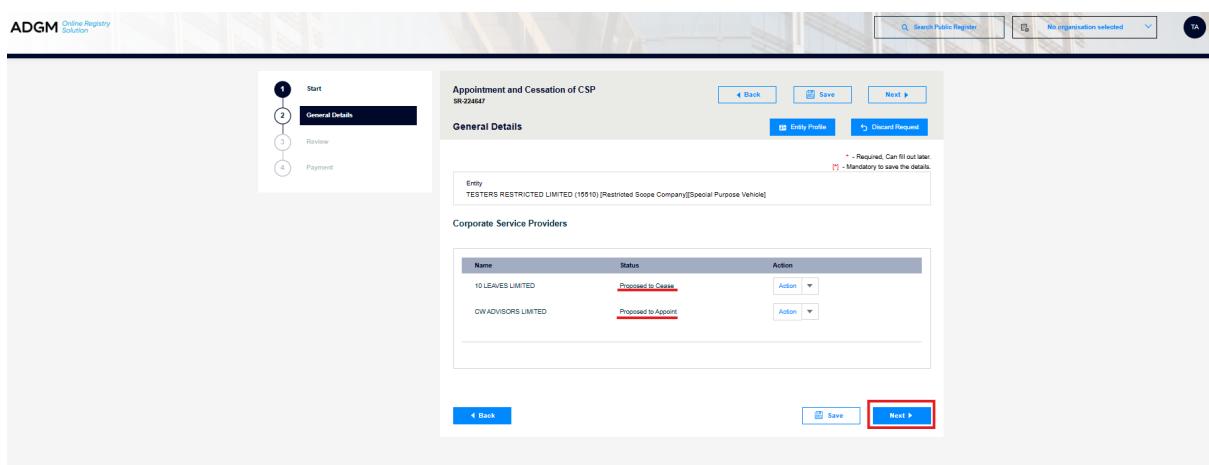
Upload the **CSP Update & Authority Change Request Form**, enter the appointment date and click **Confirm and Update**



The screenshot shows the 'Enter CSP Details' step of the ADGM Online Registry Solution. The 'Confirm and Update' button is highlighted with a red box. Red arrows point to the 'Content form' dropdown, the 'Appointment Date' field, and the 'Confirm and Update' button itself.

## Step 8: Verify Details

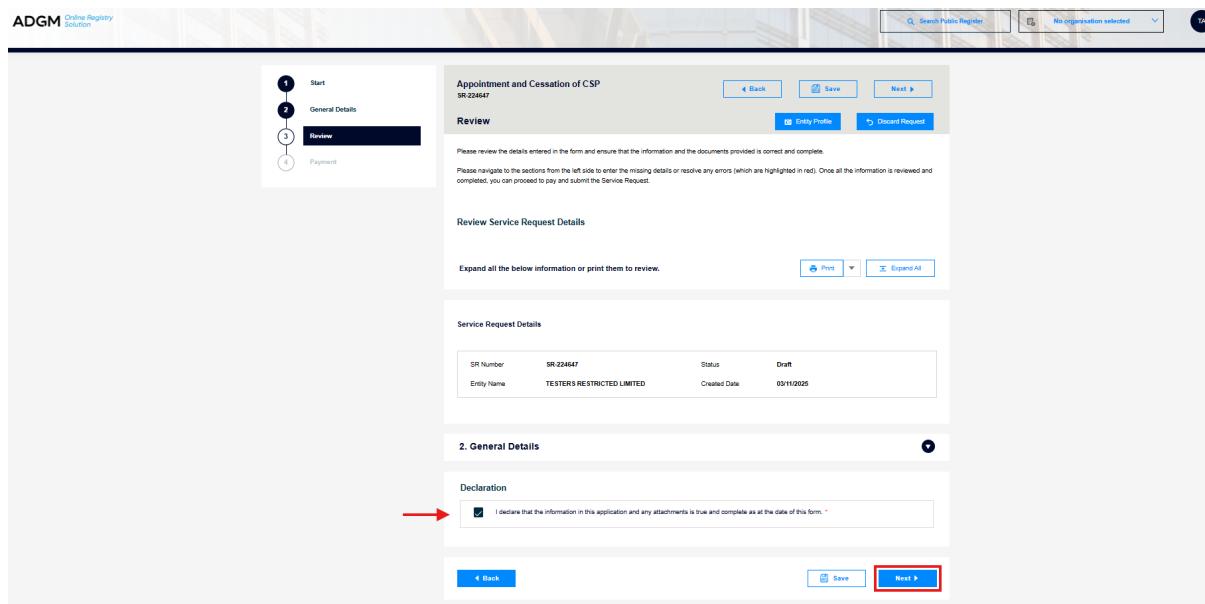
Confirm that the details are correct then click **Next**



The screenshot shows the 'General Details' step of the ADGM Online Registry Solution. The 'Next >' button is highlighted with a red box. Red boxes also highlight the 'Status' field for '10 LEAVES LIMITED' and the 'Status' field for 'CW ADVISORS LIMITED' in the 'Corporate Service Providers' table.

## Step 10: Declaration

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



Appointment and Cessation of CSP  
SR 22467

**Review**

Please review the details entered in the form and ensure that the information and the documents provided is correct and complete.

Review Service Request Details

Service Request Details

SR Number	SR 22467	Status	Draft
Entity Name	TESTERS RESTRICTED LIMITED	Created Date	03/11/2025

**2. General Details**

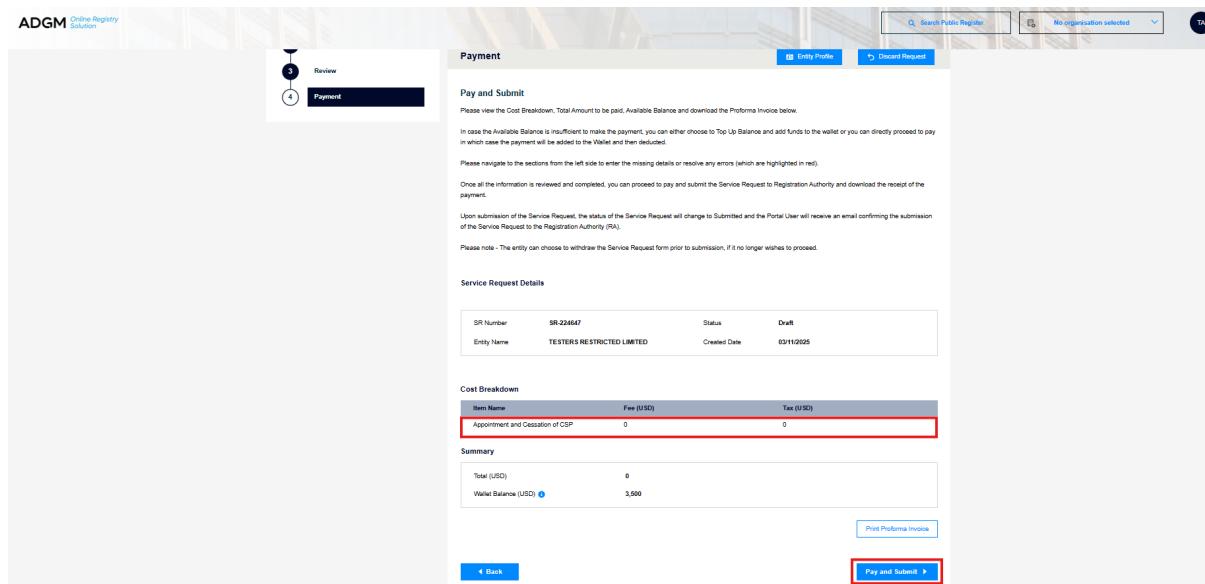
Declaration

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

**Next >**

## Step 11: Submission

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



**Payment**

**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-22467	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

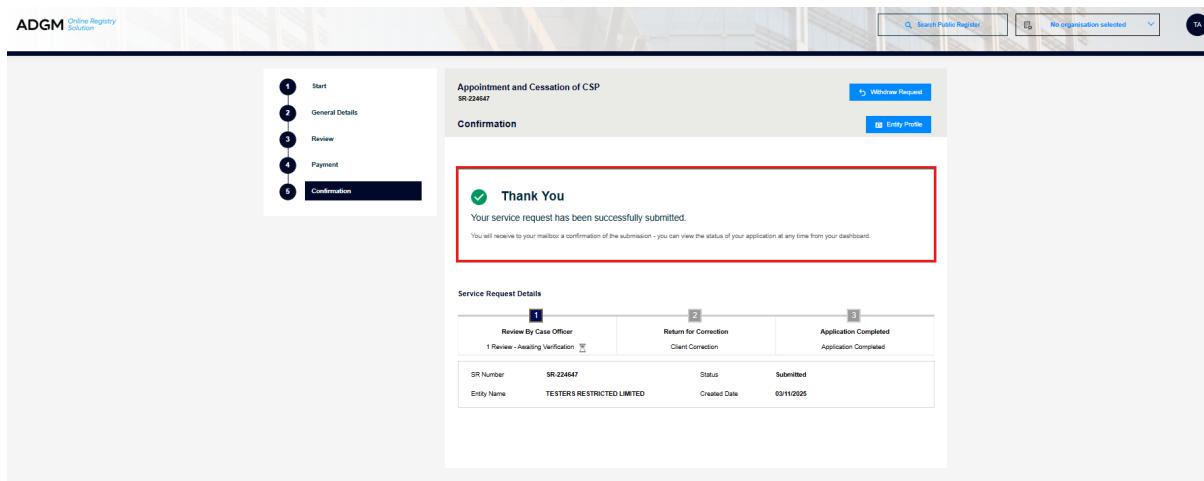
**Summary**

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

**Pay and Submit >**

## Step 12: Confirmation

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



The screenshot shows the 'Appointment and Cessation of CSP' application process. The 'Confirmation' step is highlighted. A red box surrounds the 'Thank You' message: '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, the 'Service Request Details' table is shown:

1	2	3
Review By Case Officer 1 Review - Awaiting Verification	Return for Correction Client Correction	Application Completed Application Completed
SR Number Entity Name	SR-224647 TESTERS RESTRICTED LIMITED	Status Submitted 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/Foundations 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

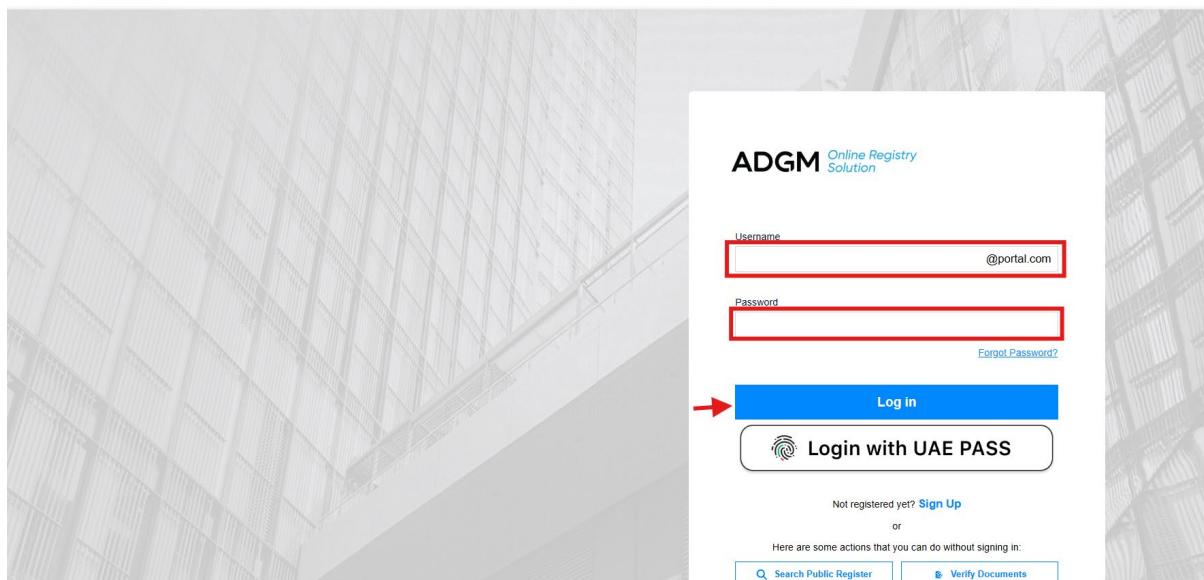
## Who can submit it?

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  [Forgot Password?](#)

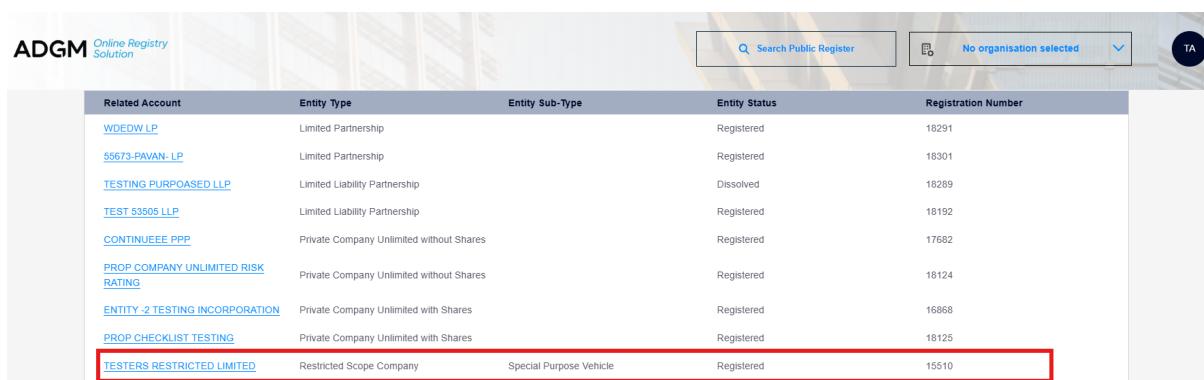
Password

**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

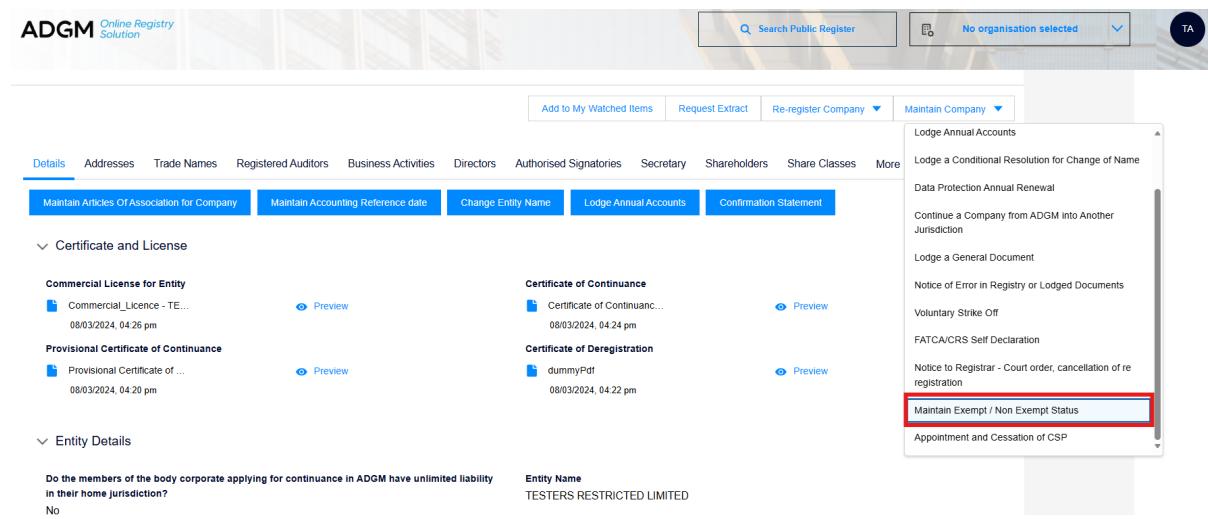
Locate and access the **non-exempt SPV/Foundation** profile.



Related Account	Entity Type	Entity Sub-Type	Entity Status	Registration Number
<a href="#">WDEDW LP</a>	Limited Partnership		Registered	16291
<a href="#">55673-PAVAN- LP</a>	Limited Partnership		Registered	18301
<a href="#">TESTING PURPOSEASD LLP</a>	Limited Liability Partnership		Dissolved	16289
<a href="#">TEST 53505 LLP</a>	Limited Liability Partnership		Registered	18192
<a href="#">CONTINUEEE PPP</a>	Private Company Unlimited without Shares		Registered	17682
<a href="#">PROP COMPANY UNLIMITED RISK RATING</a>	Private Company Unlimited without Shares		Registered	18124
<a href="#">ENTITY -2 TESTING INCORPORATION</a>	Private Company Unlimited with Shares		Registered	16868
<a href="#">PROP CHECKLIST TESTING</a>	Private Company Unlimited with Shares		Registered	18125
<b><a href="#">TESTERS RESTRICTED LIMITED</a></b>	Restricted Scope Company	Special Purpose Vehicle	Registered	15510

### Step 3: Access the Exemption Form

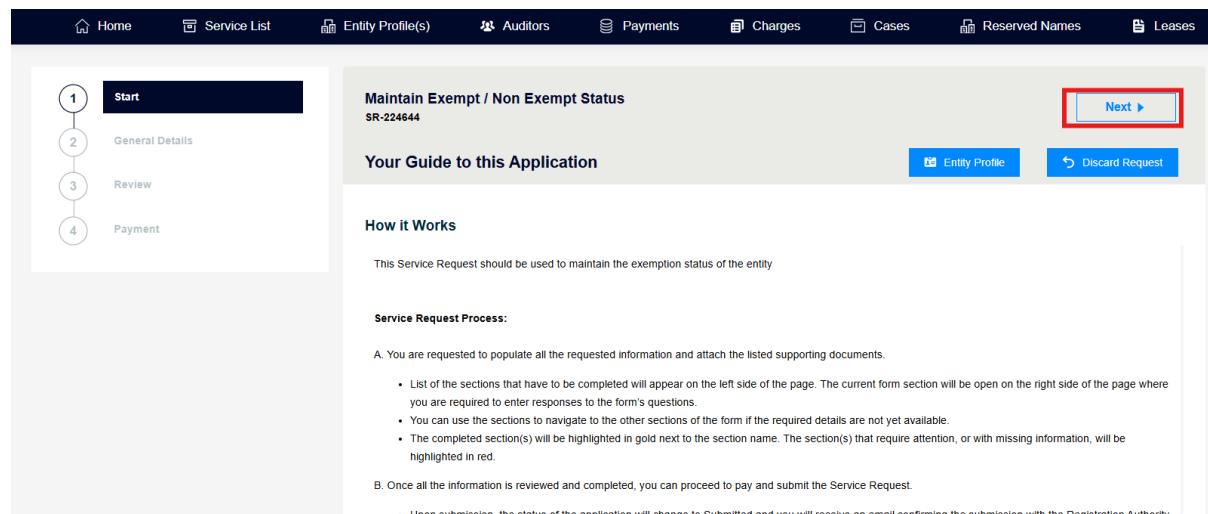
Navigate to **Maintain Company/Foundation** and select **Maintain Exempt / Non-Exempt Status**



The screenshot shows the ADGM Online Registry Solution interface. At the top, there is a search bar labeled 'Search Public Register' and a dropdown menu showing 'No organisation selected'. Below the header, there are several tabs: 'Details', 'Addresses', 'Trade Names', 'Registered Auditors', 'Business Activities', 'Directors', 'Authorised Signatories', 'Secretary', 'Shareholders', 'Share Classes', and 'More'. Under the 'More' tab, there is a dropdown menu with various options: '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 or re-registration', 'Maintain Exempt / Non Exempt Status' (which is highlighted with a red box), and 'Appointment and Cessation of CSP'. On the left, there is a sidebar with sections for 'Certificate and License' (showing 'Commercial License for Entity' and 'Provisional Certificate of Continuance') and 'Entity Details' (showing 'Entity Name: TESTERS RESTRICTED LIMITED').

### Step 5: Review Guidance

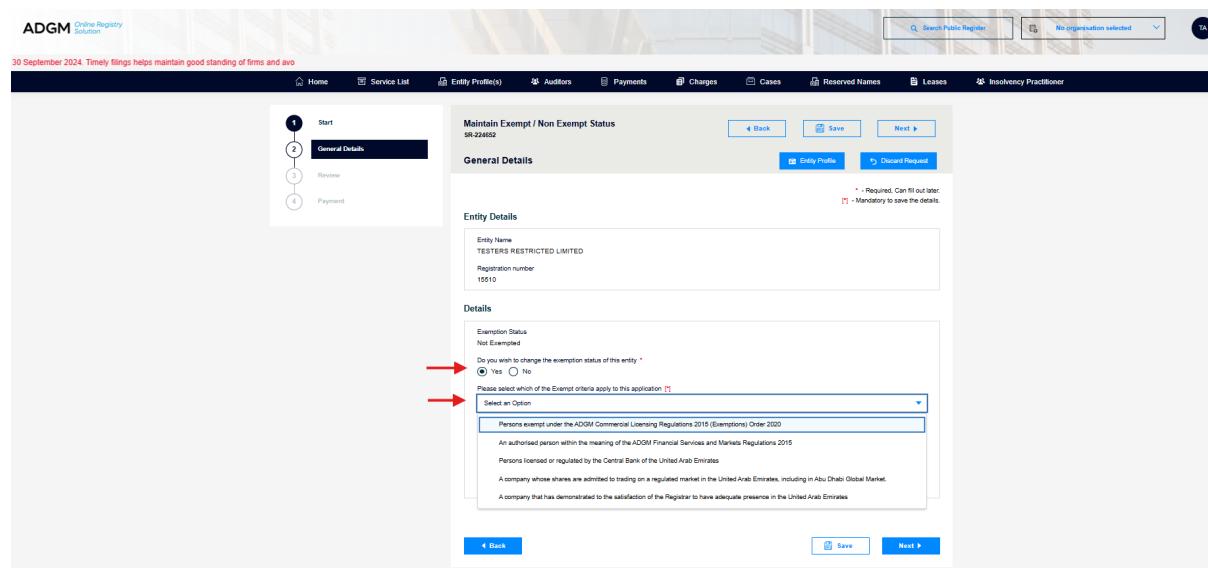
Read through the **Your Guide** provided on screen then click **Next** to proceed.



The screenshot shows the 'Maintain Exempt / Non Exempt Status' application page. On the left, there is a navigation sidebar with four steps: 'Start' (highlighted in a dark blue box), 'General Details', 'Review', and 'Payment'. The main content area is titled 'Maintain Exempt / Non Exempt Status' (SR-224644). It includes a section titled 'Your Guide to this Application' with a 'Next' button (highlighted with a red box) and a 'Discard Request' button. Below this, there is a 'How it Works' section with the text: 'This Service Request should be used to maintain the exemption status of the entity'. Under 'Service Request Process', there are two sections: 'A. You are requested to populate all the requested information and attach the listed supporting documents.' and 'B. Once all the information is reviewed and completed, you can proceed to pay and submit the Service Request.' The 'B' section includes the note: 'Upon submission the status of the application will change to Submitted and you will receive an email confirming the submission with the Registration Authority'.

## Step 6: Change of Exemption Status

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



ADGM Online Registry

30 September 2024. Timely filings help maintain good standing of firms and avo

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

Start General Details Review Payment

Maintain Exempt / Non Exempt Status SR-224652

Entity Details

Entity Name TESTERS RESTRICTED LIMITED  
Registration number 15510

Details

Exemption Status Not Exempted

Do you wish to change the exemption status of this entity?  Yes  No

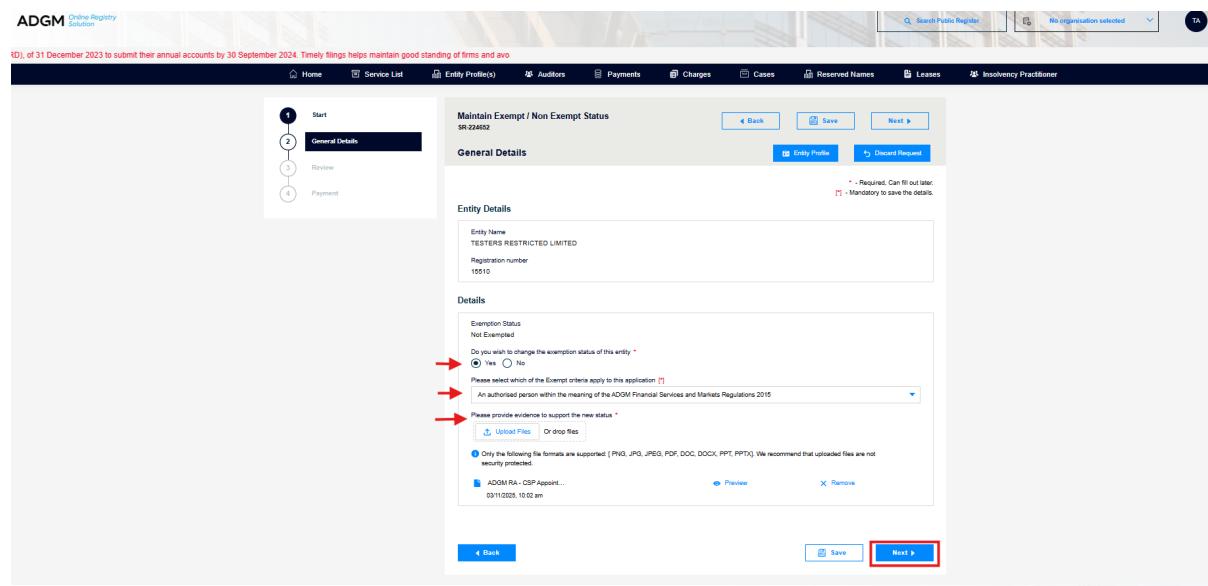
Please select which of the Exempt criteria apply to this application

Select an Option

Persons exempt under the ADGM Commercial Licensing Regulations 2015 (Exemptions) Order 2020  
An authorised person within the meaning of the ADGM Financial Services and Markets Regulations 2015  
Persons licensed or regulated by the Central Bank of the United Arab Emirates  
A company whose shares are admitted to trading on a regulated market in the United Arab Emirates, including in Abu Dhabi Global Market  
A company that has demonstrated to the satisfaction of the Registrar to have adequate presence in the United Arab Emirates

Back Save Next >

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



ADGM Online Registry

(D) of 31 December 2023 to submit their annual accounts by 30 September 2024. Timely filings help maintain good standing of firms and avo

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

Start General Details Review Payment

Maintain Exempt / Non Exempt Status SR-224652

Entity Details

Entity Name TESTERS RESTRICTED LIMITED  
Registration number 15510

Details

Exemption Status Not Exempted

Do you wish to change the exemption status of this entity?  Yes  No

Please select which of the Exempt criteria apply to this application

An authorised person within the meaning of the ADGM Financial Services and Markets Regulations 2015

Please provide evidence to support the new status

Upload File Or drop files

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

ADGM RA - CSP Appoint... 03/11/2024, 10:02 am

Preview Remove

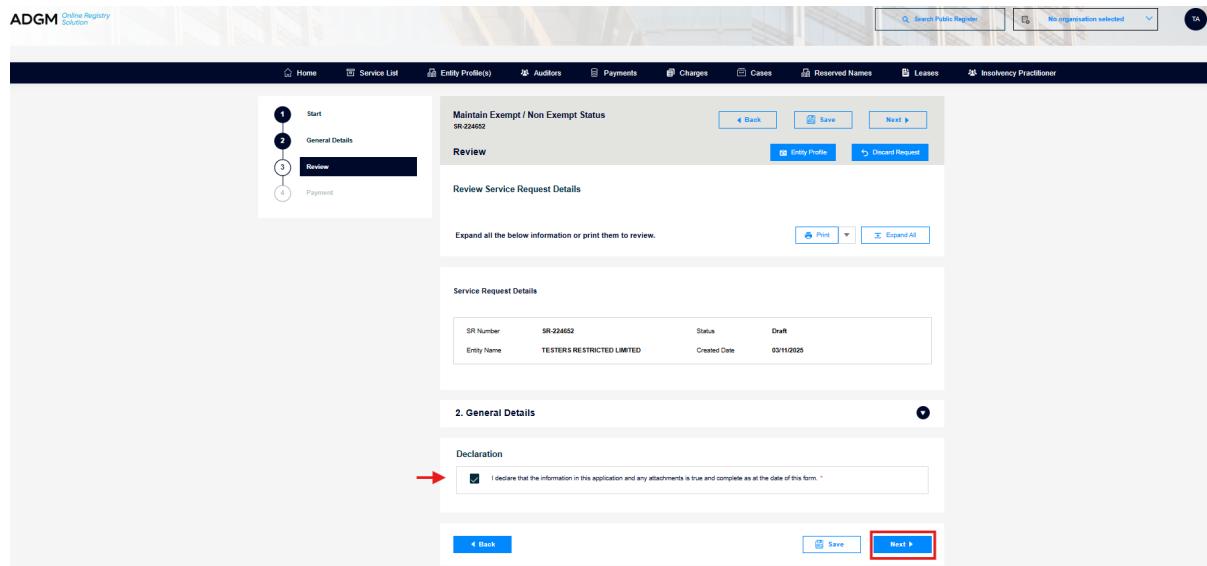
Back Save Next >

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> :

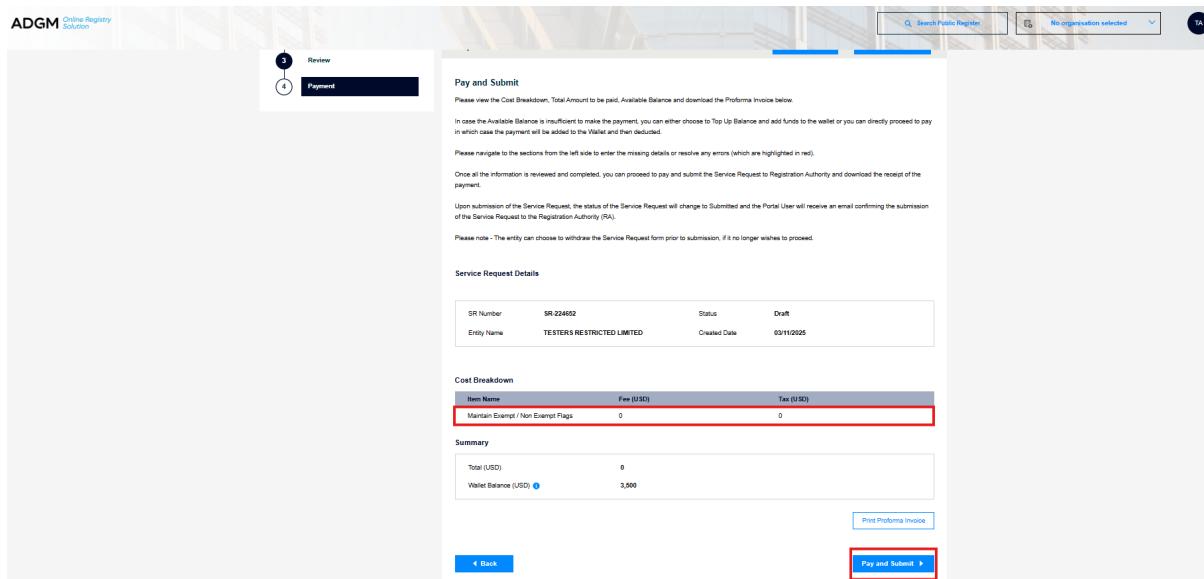
## Step 10: Declaration

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



## Step 11: Submission

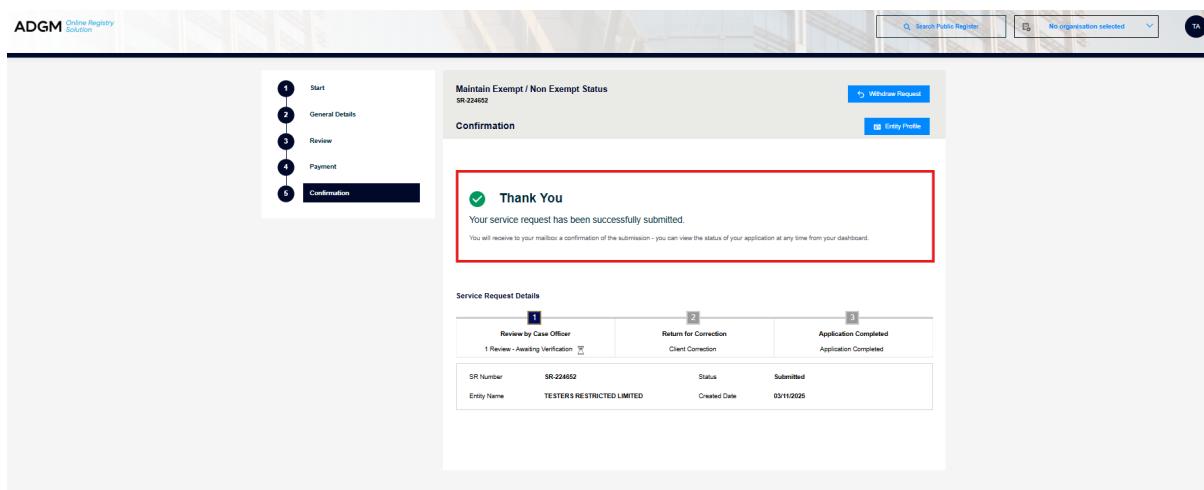
On the payment screen, click **Pay and Submit**. There is **no fee** for filing this form.



The screenshot shows the 'Pay and Submit' screen of the ADGM Online Registry. The 'Pay and Submit' button is highlighted with a red box. Other buttons like 'Print Proforma Invoice' and 'Back' are also visible.

## Step 12: Confirmation

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



The screenshot shows the confirmation screen of the ADGM Online Registry. A 'Thank You' message is highlighted with a red box. Other buttons like 'Withdraw Request' and 'Edit Profile' are also visible.

## 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/Foundations 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.

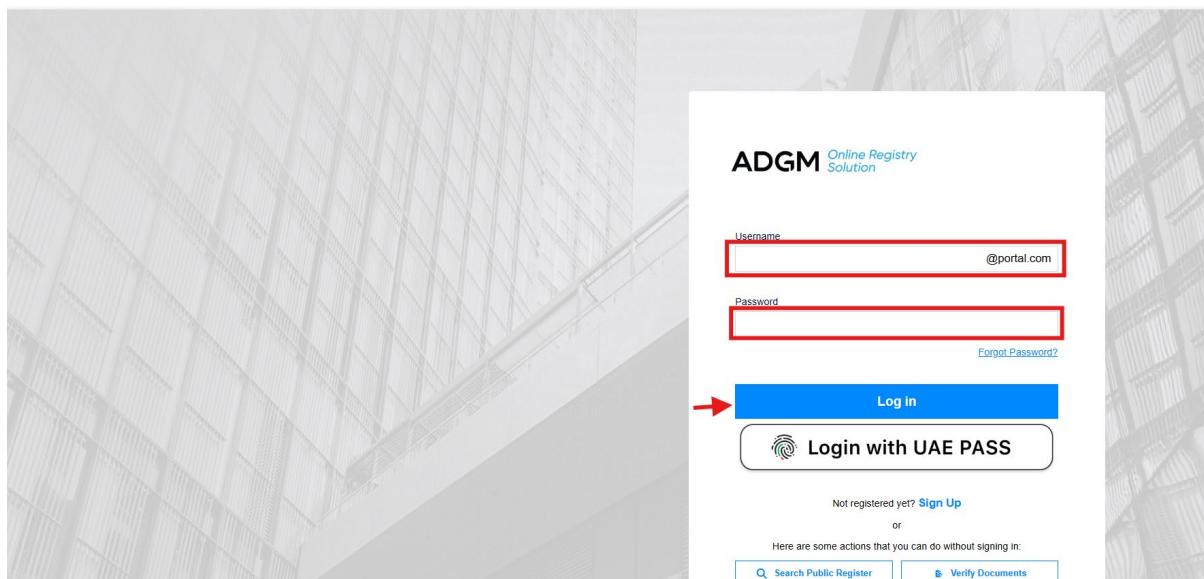
## Who can submit it?

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

## Steps-by-Step Process

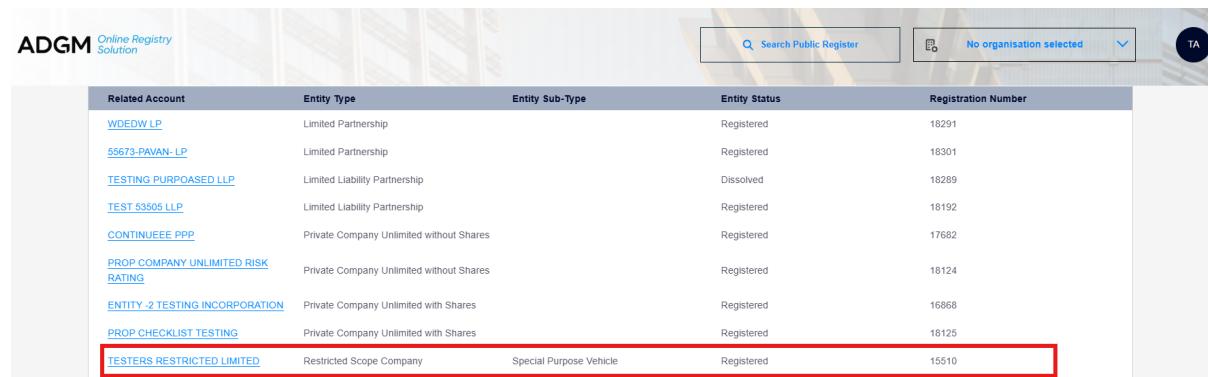
### Step 1: Initiate the Application for Change of Exemption Status

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



## Step 2: Access the Entity

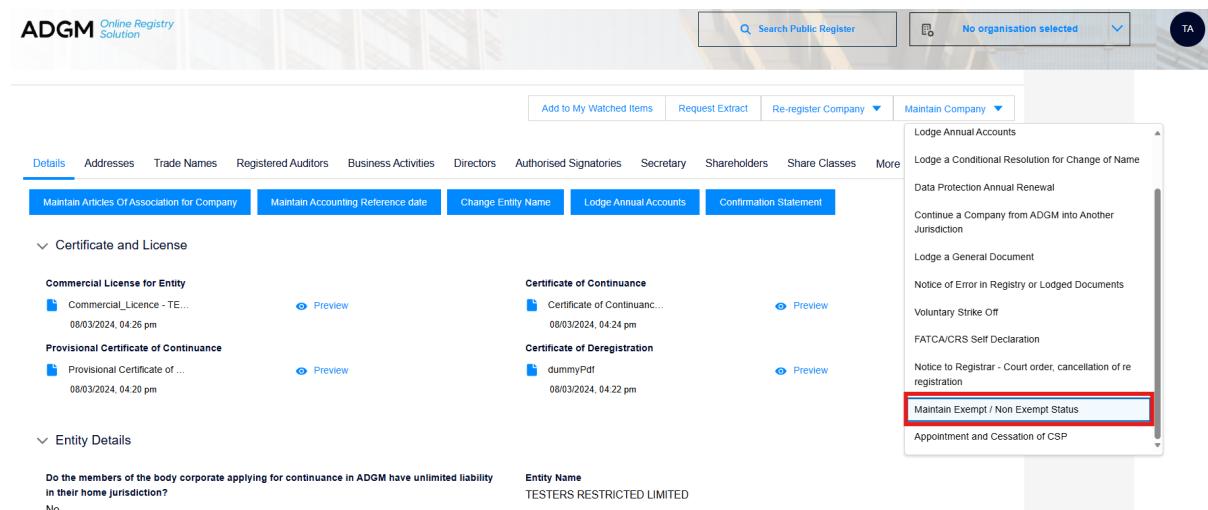
Locate and access the **non-exempt SPV/Foundation** profile.



Related Account	Entity Type	Entity Sub-Type	Entity Status	Registration Number
WDEDW LP	Limited Partnership		Registered	18291
56673-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
<b>TESTERS RESTRICTED LIMITED</b>	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

Provisional Certificate of Continuance

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

**Certificate of Continuance**

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

**Certificate of Deregistration**

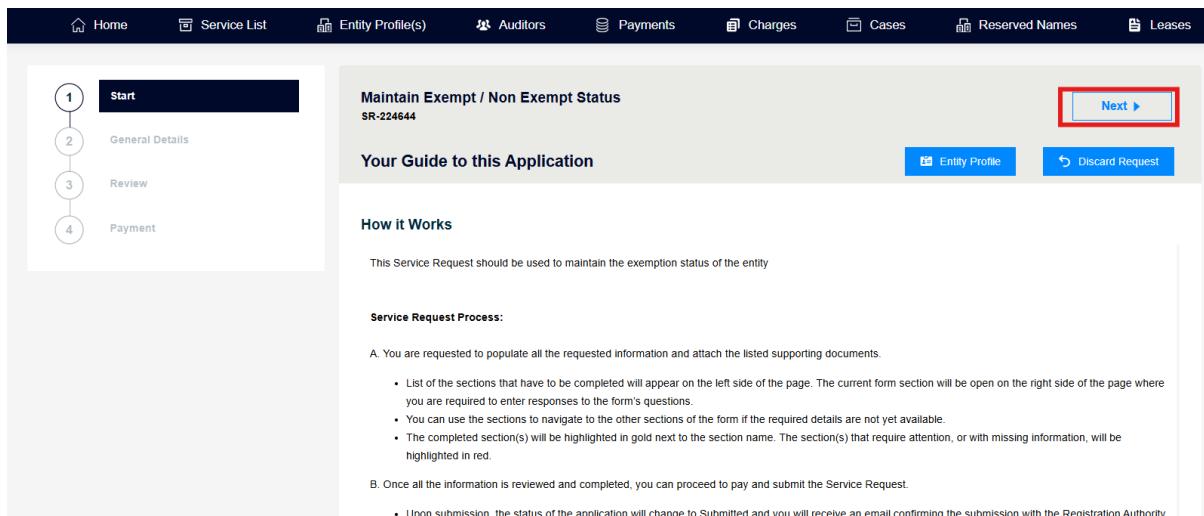
dummyPdf 08/03/2024, 04:22 pm

**Maintain Exempt / Non Exempt Status**

Entity Name: TESTERS RESTRICTED LIMITED

## Step 5: Review Guidance

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



**Maintain Exempt / Non Exempt Status**  
SR-224644

**Your Guide to this Application**

**How it Works**

This Service Request should be used to maintain the exemption status of the entity

**Service Request Process:**

A. You are requested to populate all the requested information and attach the listed supporting documents.

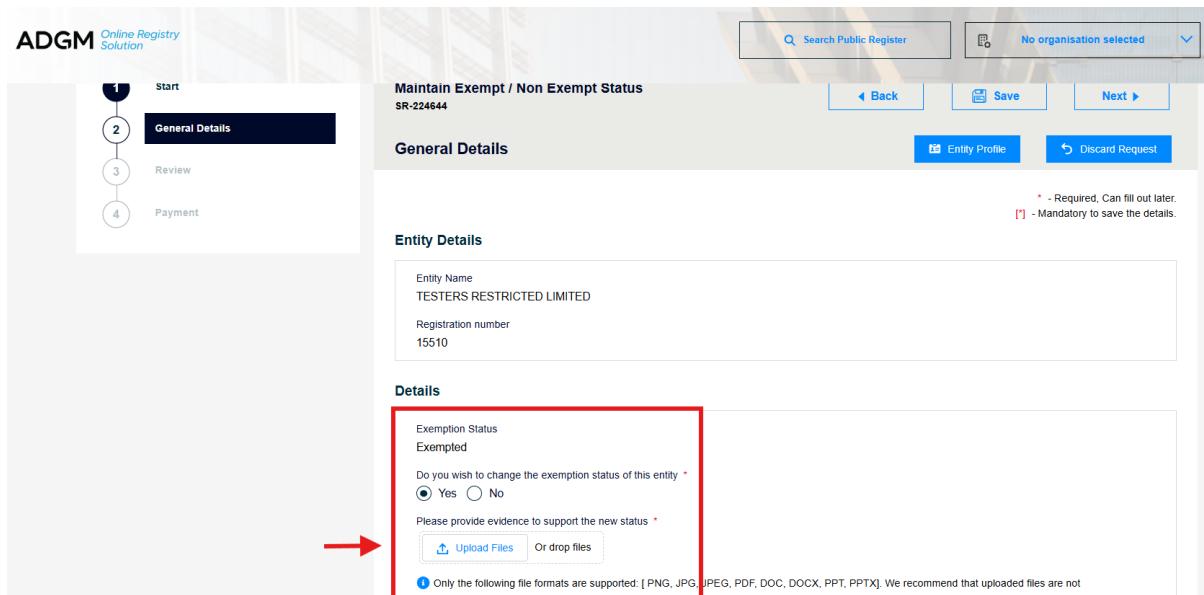
- List of the sections that have to be completed will appear on the left side of the page. The current form section will be open on the right side of the page where you are required to enter responses to the form's questions.
- You can use the sections to navigate to the other sections of the form if the required details are not yet available.
- The completed section(s) will be highlighted in gold next to the section name. The section(s) that require attention, or with missing information, will be highlighted in red.

B. Once all the information is reviewed and completed, you can proceed to pay and submit the Service Request.

• Upon submission the status of the application will change to Submitted and you will receive an email confirming the submission with the Registration Authority

## 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)



**ADGM Online Registry**

**Maintain Exempt / Non Exempt Status**  
SR-224644

**General Details**

**Entity Details**

Entity Name: TESTERS RESTRICTED LIMITED  
Registration number: 15510

**Details**

Exemption Status: Exempted

Do you wish to change the exemption status of this entity?  Yes  No

Please provide evidence to support the new status.  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

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

Step 9: Non-Exempt Status

Are you requesting Non-Exempt Status?  Yes  No

Please provide evidence to support the new status. \*  
 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. \*

(Red box)



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 +971 2 643 2394

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## Step 10: Declaration

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

Service Request Details

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

**2. General Details**

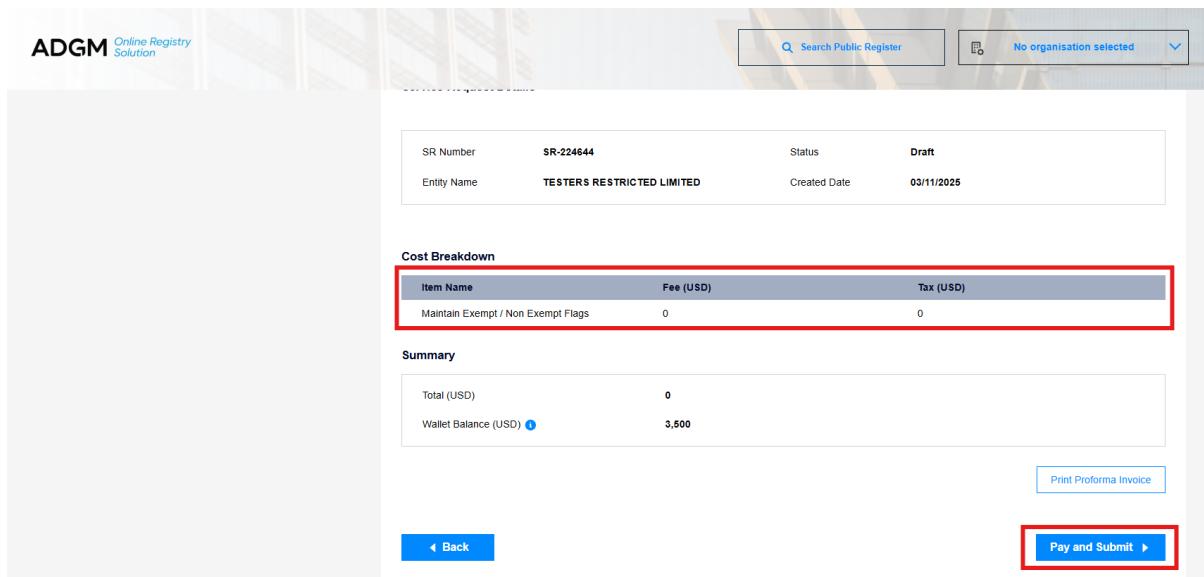
**Declaration**

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

(Red box)

## 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**

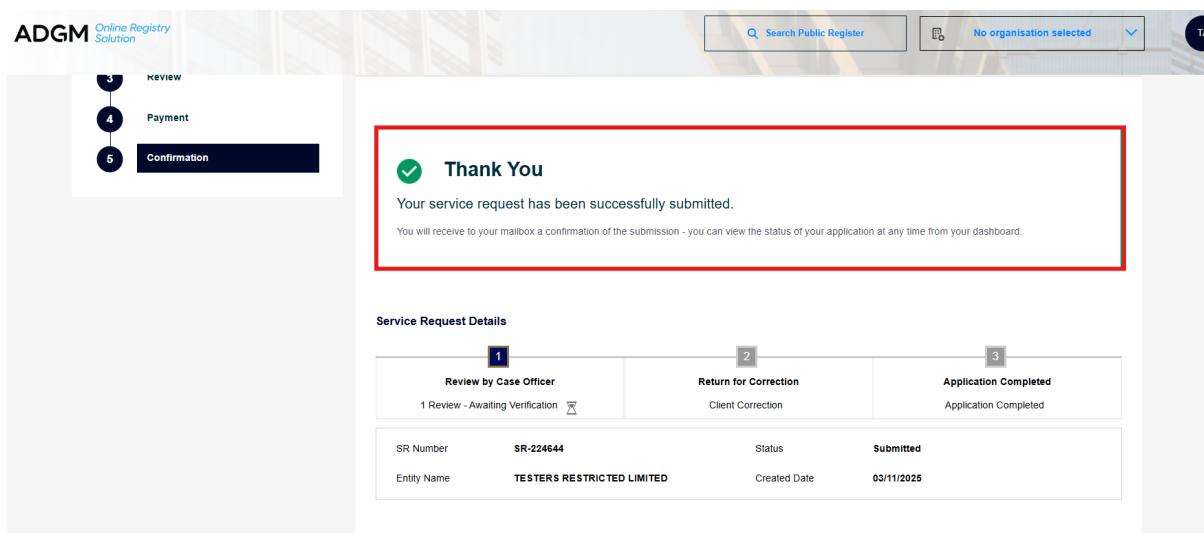
Total (USD)	0
Wallet Balance (USD) ⓘ	3,500

Print Proforma Invoice | Pay and Submit ►

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

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.