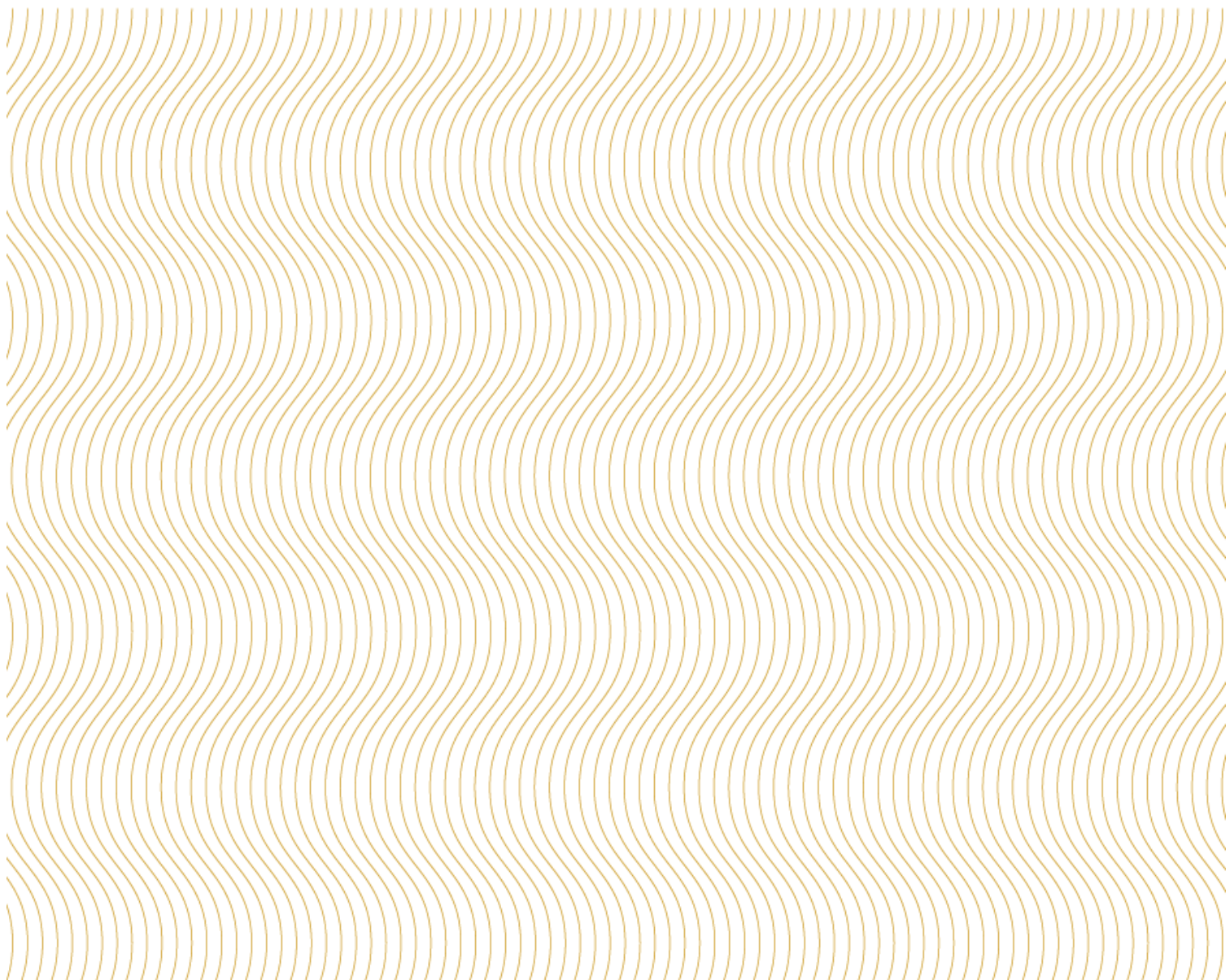


Registration Authority

Commercial License Renewal Guidance



ABU DHABI GLOBAL MARKET
سوق أبوظبي العالمي



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Introduction

Abu Dhabi Global Market (“ADGM”) is a broad based international financial centre, established pursuant to Abu Dhabi Law No. 4 of 2013 in the Emirate of Abu Dhabi. With its own civil and commercial laws based on Common law, ADGM offers the local, regional and international business community a world-class legal system and regulatory regime.

This guidance (“Guide”) is issued under section 28 of the Commercial Licensing Regulations 2015. The Guide has been prepared by the Registration Authority to assist ADGM registered entities in relation to the annual **License Renewal** process.

Registration Authority

The Registration Authority (the “Registrar”) is one of ADGM’s three independent authorities, together with the Financial Services Regulatory Authority and ADGM Courts. The Registrar is responsible for the registration and commercial licensing of businesses operating in or from Al Maryah Island, Abu Dhabi.

The Registrar’s functions under ADGM’s Commercial Legislation

The Registrar’s functions include the registration and licensing of ADGM establishments, including companies, partnerships and branches, as well as receiving notifications of a change in the particulars of an ADGM establishment, such as a change in business name, director or registered address, and also for striking off or restoration of ADGM establishments.

The Registrar is also responsible for monitoring compliance with and, where necessary, enforcing the requirements under ADGM’s commercial legislation, including issuing financial penalties, directions, suspension or withdrawal of licence, depending on the severity of the breach.

Contact Details

The Registrar’s office is open from Sunday to Thursday, 9:00am to 3:00pm and may be contacted during normal working hours as follows:

By telephone: +971 2 333 8888;

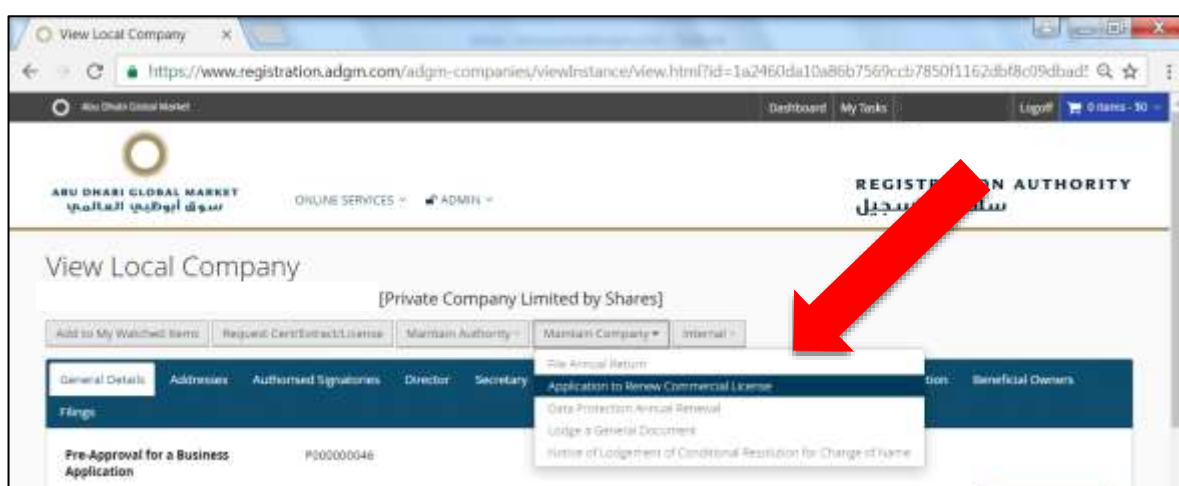
By email: ra@adgm.com; or

In person: 3rd floor, ADGM Building, Abu Dhabi Global Market Square, Al Maryah Island, Abu Dhabi, United Arab Emirates.

ADGM Licence Renewal Process and Requirements

The ADGM commercial Licence **must be renewed annually** on an entity's registration anniversary. The process is simple using the *License Renewal Application Service* available from ADGM's online registration solution. To renew the Commercial License please follow these steps below.

1. Log in to your account at: www.registration.adgm.com
2. Select the entity from your Dashboard
3. Select 'Maintain Company' > 'Application to Renew Commercial License'



4. Starting with the 'General Details' tab, review the details and if correct, please confirm and move to the next tab.

NOTE: As you move through the tabs, if any details are incorrect, please save and exit the Licence Renewal service, make the correction using the relevant maintenance service and then continue with the Licence Renewal service.

5. At the 'Addresses' tab, you will be required to upload a copy of a valid Certificate of Registration of Lease or consent letter.

Please note that it is mandatory requirement to register the lease agreement. For guidance in registering the lease, please visit the Real Property page located in this link <https://www.adgm.com/operating-in-adgm/obligations-of-all-adgm-registered-entities/lease-and-real-property>. Once the lease agreement is registered, Certificate of Registration of Lease will be issued. Consent letter is applicable for entities that co-share office with service provider, holding company or its parent company.

6. Pay the Licence Renewal fee and submit. Payment can be made by credit card or electronic funds transfer. For payment by funds transfer, please refer to the instructions on the next page, below.
7. Once the application, additional documentation (where applicable) and fees are received, the Registrar will review your application and when approved, a notification will be sent to you along with the updated Commercial License.

Payment by Electronic Funds Transfer

The Registrar accepts payment by credit card or electronic funds transfer. Note that credit card is preferred as funds transfers may cause delays. The following steps explain the process for making payment by electronic funds transfer.

<ol style="list-style-type: none"> 1. Complete the <i>Licence Renewal Application Service</i> as detailed on the page above. 2. Change the status of the form to 'Pay' by selecting 'Proceed to payment' button. 3. In the Fee payment screen select 'Cancel', then 'Yes'. 4. Select 'Pay Later'. 5. Transfer the payment to either the Registrar's AED or USD denominated accounts via your bank. When completing the transfer, where possible, please include within the reference for payment field: <ul style="list-style-type: none"> • ADGM entity name or registered number; and • The service that is being applied for (i.e. License Renewal). 	<p>USD Account</p> <p>Bank Name: First Abu Dhabi Bank (FAB) Account Name: ADGM REGISTRATION AUTHORITY Account Number: 4021003571090031 IBAN Number: AE350354021003571090031 Branch: H.O. Sheikh Khalifa Street</p> <p>AED Account</p> <p>Bank Name: First Abu Dhabi Bank (FAB) Account Name: ADGM REGISTRATION AUTHORITY Account Number: 4021003571090020 IBAN Number: AE410354021003571090020 Branch: H.O. Sheikh Khalifa Street</p>
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License Renewal Fees

Business Activity Type	License Renewal Fee
Financial	USD 13,000/-
Non-Financial	USD 8,000/-
Retail	USD 4,000/-
Professional Membership Organisations	USD 1,400/-
SPV	USD 1,000/-
Cell Companies	USD 1,000/-
RegLab/Tech Start Up	USD 700/-

Once the transfer has been completed, please inform the Registrar, and if possible provide a copy of the receipt of transfer. The Registrar will process the payment and submit the form on your behalf.

Disclaimer

This is only a guide and should be read together with the relevant ADGM legislation, which may change over time without notice. The Guide only provides information on ADGM legislation and/or procedures that need to be completed in relation to the Registrar. Further advice from a specialist professional may be required. The Registration Authority makes no representations as to accuracy, completeness, correctness or suitability of any information and will not be liable for any error or omission.

For more information, please contact the Registrar by:

Telephone: +971 2 333 8888

Email: ra@adgm.com

In person: 3rd floor, ADGM Building, Abu Dhabi Global Market Square, Al Maryah Island, Abu Dhabi, United Arab Emirates.

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