

REGISTRATION AUTHORITY

QUICK GUIDE

EVENT DRIVEN FILINGS

COMPANY - BRANCH



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1. Company Names & Trade Names

Change Company Name

| Overview | |
|--------------------------|---------------------------|
| Prescribed Delivery Time | Before using the new name |
| Service Channel | Online |

| Required Documents | | |
|--------------------|--|--------------------------|
| 1. | Evidence of change of name (e.g. Certificate of change of name of the parent company, or updated commercial license) | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile. In the <i>Details</i> Tab select <i>Change Entity Name</i> and then Click <i>Next</i> |
| Step 3 | Select <i>Next</i> . |
| Step 4 | Complete the form and upload the required documents, then click <i>Next</i> . |
| Step 5 | Review the form, tick the <i>Declaration</i> , and click <i>Next</i> . |
| Step 6 | Complete the payment, then select <i>Submit</i> . |

Add / Change Trade Names

| Overview | |
|--------------------------|---------------------------------|
| Prescribed Delivery Time | Before using the new trade name |
| Service Channel | Online |

| Required Documents | | |
|--------------------|---|--------------------------|
| 1. | Resolution approving the trade name or change of trade name | <input type="checkbox"/> |
| 2. | Document evidencing approval to use the trade name (e.g. Franchise Agreement, Trademark Registration, No objection certificate from the owner of a similar trade name or brand) | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to <i>Trade Names</i> Tab and select <i>Add/Change Trade Name(s)</i> . |
| Step 3 | Select <i>Next</i> . |
| Step 4 | Complete the form and upload the required documents, then click <i>Next</i> . |
| Step 5 | Review the form, tick the <i>Declaration</i> , and click <i>Next</i> . |
| Step 6 | Complete the payment, then select <i>Submit</i> . |

2. Articles of Association

Maintain Articles of Association

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |

| Required Documents | | |
|--------------------|---|--------------------------|
| 1. | Resolution approving the amendment of the articles of association | <input type="checkbox"/> |
| 2. | Amended articles of association | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile. In the <i>Details</i> Tab select <i>Maintain Articles of Association</i> and then Click <i>Next</i> |
| Step 3 | Select <i>Next</i> |
| Step 4 | Complete the form and upload the required documents, then click <i>Next</i> . |
| Step 5 | Review the form, tick the <i>Declaration</i> , and click <i>Next</i> . |
| Step 6 | Complete the payment, then select <i>Submit</i> . |

3. Accounting Reference Date

Maintain Accounting Reference Date

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |

| Required Documents | | |
|--------------------|--|--------------------------|
| 1. | Resolution approving the change of accounting reference date | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile. In the <i>Details</i> Tab select <i>Maintain Accounting Reference Date</i> . |
| Step 3 | Select <i>Next</i> |
| Step 4 | Complete the form and upload the required documents, then click <i>Next</i> . |
| Step 5 | Review the form, tick the <i>Declaration</i> , and click <i>Next</i> . |

| | |
|--------|---|
| Step 6 | Complete the payment, then select <i>Submit</i> . |
|--------|---|

4. Business Activities

License Activities Variation

| Overview | |
|--------------------------|----------------------------------|
| Prescribed Delivery Time | Before conducting the activities |
| Service Channel | Online |

| Required Documents | | |
|--------------------|---|--------------------------|
| 1. | Business Plan (applicable if the business activity type is changed) | <input type="checkbox"/> |
| 2. | Approval from FSRA (applicable if the business activity type is changed to Financial) | <input type="checkbox"/> |
| | Money Laundering Reporting Officers (<i>applicable if the new business activities fall under the definition of Designated Non-Financial Businesses and Professions</i>) | |
| 3. | Passport | <input type="checkbox"/> |
| 4. | UAE residence visa | <input type="checkbox"/> |
| 5. | Curriculum Vitae | <input type="checkbox"/> |
| 6. | Proof of relevant AML qualifications/certifications | <input type="checkbox"/> |
| 7. | AML program, policies, and procedures | <input type="checkbox"/> |
| 8. | Business and client risk assessment framework | <input type="checkbox"/> |

| Steps: | |
|--------|--|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to <i>Business Activities</i> Tab and select <i>Apply for Licensed Activities Variation</i> . |
| Step 3 | Select <i>Next</i> . |
| Step 4 | Complete the form and upload the required documents, then click <i>Next</i> . |
| Step 5 | Complete the Anti Money Laundering questionnaire and upload the required documents (if applicable), then click <i>Next</i> . |
| Step 6 | Complete the Economic Substance questionnaire then click <i>Next</i> . |
| Step 7 | Review the form, tick the <i>Declaration</i> , and click <i>Next</i> . |

5. Addresses

Maintain Registered Office Address Details and/or Mailing Address

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |

| Required Documents | | |
|--------------------|--|--------------------------|
| | Registered Office Address | |
| 1. | Evidence of Occupancy | <input type="checkbox"/> |
| 2. | Document evidencing approval of change of registered office address (e.g. Resolutions) | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to <i>Addresses</i> Tab and select <i>Maintain Registered Office Address Details</i> . |
| Step 3 | Select <i>Next</i> . |
| Step 4 | Complete the form and upload the required documents, then click <i>Next</i> . |
| Step 5 | Review the form, tick the <i>Declaration</i> , and click <i>Next</i> . |
| Step 6 | Complete the payment, then select <i>Submit</i> . |

6. Authorized Signatories

Appointment and/or Cessation of Authorised Signatories

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |

| Required Documents | | |
|--------------------|---|--------------------------|
| | Appointment | |
| 1. | Evidence of Appointment (e.g. resolution approving the appointment) | <input type="checkbox"/> |
| 2. | Valid passport copy of new signatory. | <input type="checkbox"/> |
| 3. | Valid Emirates ID (for Non-GCC nationals only) | <input type="checkbox"/> |
| 4. | UAE residence visa (if applicable) Note: All authorized signatories must have at least entered the UAE and at least one of them is a GCC national or a holder of a valid UAE residence visa) | <input type="checkbox"/> |
| 5. | No Objection Certificate (Applicable if the authorized signatories are sponsored by a parent, spouse, or government entity) | <input type="checkbox"/> |
| | Cessation | |
| 6. | Resignation Letter | <input type="checkbox"/> |
| 7. | Evidence of Cessation (e.g., a resolution approving the cessation) | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the <i>Authorised Signatories</i> Tab, and select <i>Appointment and/or Cessation of Authorised Signatories</i> |
| Step 3 | Select <i>Next</i> . |
| Step 4 | Update the <i>Authorised Signatories Details</i> and upload the required documents, then click <i>Next</i> . |
| Step 5 | Review the form, tick the <i>Declaration</i> , and click <i>Next</i> . |
| Step 6 | Complete the payment, then select <i>Submit</i> . |

Maintain Authorised Signatories Details

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |

| Required Documents | | |
|--------------------|---|--------------------------|
| 1. | Valid passport copy <i>Applicable if name or nationality changed</i> | <input type="checkbox"/> |

| Steps: | |
|--------|--|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the <i>Authorised Signatories</i> Tab, and select <i>Maintain Authorised Signatories Details</i> |
| Step 3 | Select <i>Next</i> . |
| Step 4 | Update the <i>Authorised Signatories Details</i> and upload the required documents, then click <i>Next</i> . |
| Step 5 | Review the form, tick the <i>Declaration</i> , and click <i>Next</i> . |
| Step 6 | Complete the payment, then select <i>Submit</i> . |

7. Directors

Appointment and/or Cease Director

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |

| Required Documents | | |
|--------------------|--|--------------------------|
| | Appointment | |
| 1. | Evidence of Appointment (e.g. resolution approving the | <input type="checkbox"/> |

| | | |
|----|--|--------------------------|
| | appointment) | |
| 2. | Valid passport copy of new director. (For individuals) | <input type="checkbox"/> |
| 3. | A certified true copy of the Certificate of Incorporation or Commercial License (or any similar documents) of the new director (For corporate directors) | <input type="checkbox"/> |
| 4. | Document from the ADGM Financial Services Regulatory Authority confirming the appointment of the licensed director (applicable if the business activity of the company is Financial) | <input type="checkbox"/> |
| | Cessation | |
| 5. | Resignation Letter | <input type="checkbox"/> |
| 6. | Evidence of Cessation (e.g. resolution approving the cessation) | <input type="checkbox"/> |
| 7. | Document from the ADGM Financial Services Regulatory Authority confirming the withdrawal of the licensed director (applicable if the business activity of the company is Financial) | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the <i>Directors</i> Tab, and select <i>Appointment and/or Cessation of Directors</i> |
| Step 3 | Select <i>Next</i> . |
| Step 4 | Update the Directors Details and upload the required documents, then click <i>Next</i> . |
| Step 5 | Review the form, tick the <i>Declaration</i> , and click <i>Next</i> . |
| Step 6 | Complete the payment, then select <i>Submit</i> . |

Maintain Director Details

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |

| Required Documents | | |
|--------------------|--|--------------------------|
| 1. | Valid passport copy (for individuals) Applicable if name or nationality changed | <input type="checkbox"/> |
| 2. | A certified true copy of the Certificate of Change of Name (or any similar documents) (For corporate directors) Applicable if name or nationality changed | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the <i>Director</i> Tab, and select <i>Maintain Director Details</i> |
| Step 3 | Select <i>Next</i> . |

| | |
|--------|--|
| Step 4 | Update the <i>Director Details</i> and upload the required documents, then click <i>Next</i> . |
| Step 5 | Review the form, tick the <i>Declaration</i> , and click <i>Next</i> . |
| Step 6 | Complete the payment, then select <i>Submit</i> . |

8. Secretaries

Appointment and/or Cessation of Secretary

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |

| Required Documents | | |
|--------------------|--|--------------------------|
| Appointment | | |
| 1. | Evidence of Appointment (e.g. resolution approving the appointment) | <input type="checkbox"/> |
| 2. | Valid passport copy of new secretary. (For individuals) | <input type="checkbox"/> |
| 3. | A certified true copy of the Certificate of Incorporation or Commercial License (or any similar documents) of the new secretary (For corporate secretary) | <input type="checkbox"/> |
| Cessation | | |
| 4. | Resignation Letter | <input type="checkbox"/> |
| 5. | Evidence of Cessation (e.g. resolution approving the cessation) | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the <i>Secretary</i> Tab, and select <i>Appointment and/or Cessation of Secretary</i> |
| Step 3 | Select <i>Next</i> . |
| Step 4 | Update the <i>Secretary Details</i> and upload the required documents, then click <i>Next</i> . |
| Step 5 | Review the form, tick the <i>Declaration</i> , and click <i>Next</i> . |
| Step 6 | Complete the payment, then select <i>Submit</i> . |

Maintain Secretary Details

| Overview | |
|--------------------------|--------|
| Prescribed Delivery Time | - |
| Service Channel | Online |

| Required Documents | | |
|--------------------|--|--------------------------|
| 1. | Valid passport copy (for individuals) Applicable if name or nationality changed | <input type="checkbox"/> |
| 2. | A certified true copy of the Certificate of Change of Name (For corporate shareholders) Applicable if name or nationality changed | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the <i>Secretary</i> Tab, and select <i>Maintain Secretary Details</i> |
| Step 3 | Select <i>Next</i> . |
| Step 4 | Update the <i>Secretary Details</i> and upload the required documents, then click <i>Next</i> . |
| Step 5 | Review the form, tick the <i>Declaration</i> , and click <i>Next</i> . |
| Step 6 | Complete the payment, then select <i>Submit</i> . |

9. Ultimate Beneficial Owners

Appointment and/or Cease Beneficial Owners

| Overview | |
|--------------------------|---------|
| Prescribed Delivery Time | 15 Days |
| Service Channel | Online |

| Required Documents | | |
|--------------------|--|--------------------------|
| 1. | Register of Ultimate Beneficial Owners | <input type="checkbox"/> |
| 2. | Ownership Structure / Corporate Structure | <input type="checkbox"/> |
| | If the UBO is a listed company | |
| 3. | A document evidencing the beneficial ownership as a publicly listed company (e.g. shareholder/member register, registry extract demonstrating the shareholding by the publicly listed company) | <input type="checkbox"/> |
| | If the UBO is owned by the Federal Government | |
| 4. | A document evidencing beneficial ownership by the Federal Government of the UAE, or by any of the governments of the member Emirates of the UAE | <input type="checkbox"/> |
| 5. | Founding legislation in the English language | <input type="checkbox"/> |
| | If the UBO is a company created by Emiri decree within the UAE | |
| 6. | A document evidencing beneficial ownership by an entity created by Emiri decree within the UAE | <input type="checkbox"/> |
| 7. | A copy of the Emiri decree in the English language | <input type="checkbox"/> |
| | If the UBO is wholly owned by a government or government agency of a Relevant Jurisdiction | |

| | | |
|-----|--|--------------------------|
| 8. | A copy of the law, Ministerial Decree, or similar document evidencing the formation of the foreign government agency or government, whichever is applicable. | <input type="checkbox"/> |
| | If the UBO is an individual who owns or controls (directly or indirectly) 25% or more of the shares or voting rights of the entity | |
| 9. | Valid passports copy | <input type="checkbox"/> |
| 10. | Proof of residential address | <input type="checkbox"/> |
| 11. | Document evidencing beneficial ownership | <input type="checkbox"/> |
| | If the UBO is an individual who controls the entity by other means | |
| 12. | Valid passports copy | <input type="checkbox"/> |
| 13. | Proof of residential address | <input type="checkbox"/> |
| 14. | Supporting documentation to evidence controls by other mean | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the <i>Beneficial Owners</i> Tab, and select <i>Appointment and/or Cessation of Beneficial Owners</i> |
| Step 3 | Select <i>Next</i> . |
| Step 4 | Update the <i>Beneficial Owner Details</i> and upload the required documents, then click <i>Next</i> . |
| Step 5 | Review the form, tick the <i>Declaration</i> , and click <i>Next</i> . |
| Step 6 | Complete the payment, then select <i>Submit</i> . |

Maintain Beneficial Owner's Details

| Overview | |
|--------------------------|---------|
| Prescribed Delivery Time | 15 Days |
| Service Channel | Online |

| Required Documents | | |
|--------------------|--|--------------------------|
| 1. | Valid passport copy (<i>for individuals</i>) <i>Applicable if name or nationality changed</i> | <input type="checkbox"/> |
| 2. | A certified true copy of the Certificate of Change of Name, or any similar documents (For corporate UBO) <i>Applicable if name or nationality changed</i> | <input type="checkbox"/> |

| Steps: | |
|--------|---|
| Step 1 | Access your entity by logging in using your account at www.registration.adgm.com . |
| Step 2 | Navigate to the Entity Profile then Go to the <i>Beneficial Owners</i> Tab, and select <i>Maintain Beneficial Owners Details</i> |
| Step 3 | Select <i>Next</i> . |
| Step 4 | Update the <i>Beneficial Owner Details</i> and upload the required |

| | |
|--------|--|
| | documents, then click Next. |
| Step 5 | Review the form, tick the <i>Declaration</i> , and click <i>Next</i> . |
| Step 6 | Complete the payment, then select <i>Submit</i> . |

For information regarding fees and fines, please refer to the schedule of fees and Fine Rules.

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 Registration Authority (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.