

REGISTRATION AUTHORITY

QUICK GUIDE

EVENT DRIVEN FILINGS COMPANY



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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.	Resolution approving the change of name	<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	14 Days
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> .

Maintain Location of Company Record

Overview	
Prescribed Delivery Time	14 Days
Service Channel	Online

Required Documents		
1.	Evidence of approval for the change of location of the company records (e.g. resolution)	<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 Location of Company Records</i> .	
Step 3	View the details of the registered office address, then 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:		
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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>for individuals</i>) <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	14 Days
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 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"/>
	Resignation	
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"/>
	Removal (refer to section 158 of the Companies Regulations for the process of removal of directors)	
8.	Shareholder's resolution approving the removal of the director	<input type="checkbox"/>
9.	A copy of the special notice sent to the director concerned	<input type="checkbox"/>
10.	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	14 Days
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	14 Days
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	14 Days
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	<input type="checkbox"/>

	(For corporate shareholders) Applicable if name or nationality changed	
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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. Members (Private Company Limited by Guarantee)

Appointment and Cessation of Members

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 member. (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 member (For corporate member)	<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>Members</i> Tab, and select <i>Appointment and Cessation of Members</i>	
Step 3	Select <i>Next</i> .	
Step 4	Update the <i>Members 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 Member 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 members) 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>Members</i> Tab, and select <i>Maintain of Members</i>
Step 3	Select <i>Next</i> .
Step 4	Update the <i>Maintain Members 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> .

10. Shares and Shareholders

Increase Authorised Share Capital

Overview	
Prescribed Delivery Time	-
Service Channel	Online

Articles of Association If the company's articles of association are amended due to the increase in the amount of authorized share capital, the notice of amendment of articles of association can also be filed along with this form	
Prescribed Delivery Time	14 Days
Service Channel	Online

Required Documents		
1.	Special resolution approving the increase of authorized share capital	<input type="checkbox"/>
2.	Amended Articles of Association, if applicable	<input type="checkbox"/>
3.	Special resolution approving the amendment of Articles of	<input type="checkbox"/>

	Association, if applicable	
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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>Share Classes</i> Tab, and select <i>Increase Authorised Share Capital</i>	
Step 3	Select <i>Next</i> .	
Step 4	Complete the <i>Share 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> .	

Allotment of Shares

Overview		
Prescribed Delivery Time	One month	
Service Channel	Online	

Required Documents		
1.	Resolution approving the allotment of shares	<input type="checkbox"/>
2.	Share Register	<input type="checkbox"/>
3.	Shareholding Structure Chart (if applicable)	<input type="checkbox"/>
4.	Valid passport copy of new shareholder. (For individuals)	<input type="checkbox"/>
5.	A certified true copy of the Certificate of Incorporation or Commercial License (or any similar documents) of the new shareholder (For corporate shareholders)	<input type="checkbox"/>
6.	Evidence of Appointment (This is the resolution approving the allotment)	<input type="checkbox"/>
7.	Register of Ultimate Beneficial Owners	<input type="checkbox"/>
8.	Documents that support the identification of Ultimate Beneficial Owners (e.g. share register of body corporate shareholders) (if applicable)	<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 and then Go to the <i>Shareholder</i> Tab, and select <i>Allotment, Transfer and Maintain Shareholders/Cell Members/Non-Cell Members</i>	
Step 3	Select <i>Next</i> .	
Step 4	Complete the <i>Share 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> .	

Transfer of Shares

Overview	
Prescribed Delivery Time	-
Service Channel	Online

Required Documents		
1.	Resolution approving the transfer of shares	<input type="checkbox"/>
2.	Instrument of Transfer	<input type="checkbox"/>
3.	Share Register	<input type="checkbox"/>
4.	Shareholding Structure Chart (if applicable)	<input type="checkbox"/>
5.	Valid passports copy of new shareholder <i>(For individuals)</i>	<input type="checkbox"/>
6.	A certified true copy of the Certificate of Incorporation or Commercial License of the new shareholder <i>(For corporate shareholders)</i>	<input type="checkbox"/>
7.	Evidence of Appointment (This is the resolution approving the transfer)	<input type="checkbox"/>
8.	Register of Ultimate Beneficial Owners	<input type="checkbox"/>
9.	Documents that support the identification of Ultimate Beneficial Owners (e.g. share register of body corporate shareholders) (if applicable)	<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 and then Go to the <i>Shareholder</i> Tab, and select <i>Allotment, Transfer and Maintain Shareholders/Cell Members/Non-Cell Members</i>
Step 3	Select <i>Next</i> .
Step 4	Complete the Share 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 Shareholders Details

Overview	
Prescribed Delivery Time	-
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 <i>(For corporate shareholders)</i>	<input type="checkbox"/>

	<i>Applicable if name or nationality changed</i>	
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Steps:		
Step 1	Access your entity by logging in using your account at www.registration.adgm.com .	
Step 2	Navigate to the Entity Profile and then Go to the <i>Shareholder</i> Tab, and select <i>Allotment, Transfer and Maintain Shareholders/Cell Members/Non-Cell Members</i>	
Step 3	Select <i>Next</i> .	
Step 4	Complete the <i>Share 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> .	

Add a New Class of Shares

Overview		
Prescribed Delivery Time	One month	
Service Channel	Online	

Articles of Association If the company's articles of association are amended due to the creation/addition of a new class of shares, the notice of amendment of articles of association can also be filed along with this form		
Prescribed Delivery Time	14 Days	
Service Channel	Online	

Required Documents		
1.	Resolution approving the creation of a new class of shares	<input type="checkbox"/>
2.	Share Register	<input type="checkbox"/>
3.	Amended Articles of Association, if applicable	<input type="checkbox"/>
4.	Special resolution approving the amendment of Articles of Association, if applicable	<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>Share Classes</i> Tab, and select <i>Add New Class of Shares</i>	
Step 3	Select <i>Next</i> .	
Step 4	Complete the <i>Share 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> .	

Consolidation / Subdivision of Shares

Overview	
Prescribed Delivery Time	One month
Service Channel	Online

Articles of Association If the company's articles of association are amended due to the consolidation or subdivision of shares, the notice of amendment of articles of association can also be filed along with this form	
Prescribed Delivery Time	14 Days
Service Channel	Online

Required Documents		
1.	Resolution approving the consolidation/subdivision shares	<input type="checkbox"/>
2.	Share Register	<input type="checkbox"/>
3.	Amended Articles of Association, if applicable	<input type="checkbox"/>
4.	Special resolution approving the amendment of Articles of Association, if applicable	<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>Share Classes</i> Tab, and select <i>Consolidation / Subdivision of Shares</i>
Step 3	Select <i>Next</i> .
Step 4	Complete the <i>Share Details</i> and upload the required documents, then click <i>Next</i> .
Step 5	Review the <i>Shareholder</i> information and click <i>Next</i> .
Step 6	Review the form, tick the <i>Declaration</i> , and click <i>Next</i> .

Purchase of Own Shares

Overview	
Prescribed Delivery Time	One month
Service Channel	Online

Articles of Association If the company's articles of association are amended due to the purchase of its shares, the notice of amendment of articles of association can also be filed along with this form	
Prescribed Delivery Time	14 Days
Service Channel	Online

Required Documents		
1.	Resolution approving the purchase of own shares	<input type="checkbox"/>

2.	Share Register	<input type="checkbox"/>
3.	Amended Articles of Association, if applicable	<input type="checkbox"/>
4.	Special resolution approving the amendment of Articles of Association, if applicable	<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>Share Classes</i> Tab, and select <i>Purchase of Own Shares</i>
Step 3	Select <i>Next</i> .
Step 4	Complete the <i>Share 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 Share Class Details

Overview	
Prescribed Delivery Time	One month
Service Channel	Online

Articles of Association If the company's articles of association are amended due to the change of name of the class of shares or variation of rights attached to the class of shares, the notice of amendment of articles of association can also be filed along with this form	
Prescribed Delivery Time	14 Days
Service Channel	Online

Required Documents		
1.	Resolution Approving new Share class name or variation of rights attached to the class of shares	<input type="checkbox"/>
2.	Share Register	<input type="checkbox"/>
3.	Amended Articles of Association, if applicable	<input type="checkbox"/>
4.	Special resolution approving the amendment of Articles of Association, if applicable	<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>Share Classes</i> Tab, and select <i>Maintain Share Class Details</i>
Step 3	Select <i>Next</i> .
Step 4	Complete the <i>Share 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> .
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Reduction of Share Capital

Overview	
Prescribed Delivery Time	14 Days
Service Channel	Online

Articles of Association If the company's articles of association are amended due to the reduction of share capital, the notice of amendment of articles of association can also be filed along with this form	
Prescribed Delivery Time	14 Days
Service Channel	Online

Required Documents		
1.	Resolution Approving reduction of share capital	<input type="checkbox"/>
2.	Share Register	<input type="checkbox"/>
3.	Statement of Solvency	<input type="checkbox"/>
4.	Court order, if applicable	<input type="checkbox"/>
5.	Amended Articles of Association, if applicable	<input type="checkbox"/>
6.	Special resolution approving the amendment of Articles of Association, if applicable	<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>Share Classes</i> Tab, and select <i>Reduction of Share Capital</i>
Step 3	Select <i>Next</i> .
Step 4	Update the <i>Share Details</i> and click <i>Next</i> .
Step 5	Complete the <i>Resolution Details</i> and upload the required documents, then click <i>Next</i> .
Step 6	Review the form, tick the <i>Declaration</i> , and click <i>Next</i> .

11. Cell & Cell Members

Add Cells

Overview	
Prescribed Delivery Time	-
Service Channel	Online

Required Documents		
1.	Shareholders Resolution approving the addition of cell.	<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>Cells</i> Tab, and select <i>Add/Remove/Maintain Cells</i>
Step 3	Select <i>Next</i> .
Step 4	Complete the <i>Cells 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> .

Remove Cells

Overview	
Prescribed Delivery Time	-
Service Channel	Online

Required Documents		
1.	Shareholders Resolution confirming the winding up and dissolution of the cell	<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>Cells</i> Tab, and select <i>Add/Remove/Maintain Cells</i>
Step 3	Select <i>Next</i> .
Step 4	Update the <i>Cells Details</i> by selecting <i>Cease</i> next to the cell 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 Cells

Overview	
Prescribed Delivery Time	-
Service Channel	Online

Required Documents		
1.	Shareholders Resolution approving the change of name of the cell	<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>Cells</i> Tab, and select <i>Add/Remove/Maintain Cells</i>
Step 3	Select <i>Next</i> .
Step 4	Update the Cells 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 Cell Members / Non-Cell Members

Overview	
Prescribed Delivery Time	-
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 <i>(For corporate) 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 and then Go to the <i>Shareholder</i> Tab, and select <i>Allotment, Transfer and Maintain Shareholders/Cell Members/Non-Cell Members</i>
Step 3	Select <i>Next</i> .
Step 4	Complete the Share 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> .

12. 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</i>

	<i>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 <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> .

Application for Re-registration as Private Company Limited by Shares

Overview	
Prescribed Delivery Time	-
Service Channel	Online

Required Documents		
1.	Special resolution confirming the intention to re-register as a private company.	<input type="checkbox"/>
2.	Articles of association reflecting the new legal entity type	<input type="checkbox"/>
	Evidence of Occupancy (e.g. Lease Agreement)	
	The following documents are required if you appointed a new role holder (Authorized signatory, director, shareholders, secretary, beneficial owners)	

1.	Evidence of Appointment (e.g. resolution approving the appointment)	<input type="checkbox"/>
2.	Valid passport copy (For individuals)	<input type="checkbox"/>
3.	A certified true copy of the Certificate of Incorporation or Commercial License (or any similar documents) (For body corporate)	<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>Re-Register Company</i> , and select <i>Re-register as Private Company Limited by Shares</i>
Step 3	Select <i>Next</i> .
Step 4	Complete the <i>relevant information</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> .

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.