

REGISTRATION AUTHORITY

QUICK GUIDE EVENT DRIVEN FILINGS FOUNDATION



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1. Foundation Names

Change Foundation 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 Details 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> .

2. Foundation Charter and By-laws

Amendment of Foundation Charter

Overview	
Prescribed Delivery Time	14 Days
Service Channel	Online

Required Documents		
1.	Resolution approving the amendment of the foundation charter	<input type="checkbox"/>
2.	Updated foundation charter	<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 select <i>Amendment of Charter</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> .

Amendment of Foundation By-laws

Overview	
Prescribed Delivery Time	-
Service Channel	Online

Required Documents		
1.	Resolution approving the amendment of the foundation by-laws	<input type="checkbox"/>
2.	Updated foundation by-laws	<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 select <i>Maintain Foundation by-laws</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 Details 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. Address

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 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> .

5. Authorised Signatories

Appointment and Cessation of Authorised Signatory

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> .

6. Members

Appointment and Cessation of Members of Foundation (Council Members, Guardian, Designee, Beneficiaries, Registered Agent)

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 passports copy of new member (<i>For individuals</i>)	<input type="checkbox"/>

3.	A certified true copy of the Certificate of Incorporation or Commercial License (or any similar documents) of the new member (<i>For corporate members</i>)	<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 and then Go to <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 Foundation Members Details (Council Members, Guardian, Designee, Beneficiaries, Registered Agent)

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>) <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 and then Go to <i>Members</i> Tab, and select <i>Maintain Members Details</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> .

7. 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 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> .

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 Foundation Regulations 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 a 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.