Date: [Insert Date]

**Changes to Authority on the Online Registry Solution.**

The text within this document is guidance on the information that is required in order to process the change.

Please copy the text, fill in the required information that is specific to your entity and the changes required, and submit. Once receive the request will be processed.

**Guidance:**

* Letter to be on entity letter head;
* Entity should be registered with a valid ADGM license number;
* New users should have an account created on the Online Registry Solution;
* Signed by the Authorised Signatory of the entity (we accept digital signatures) ; and
* Scan and email the document to:

ORS.Support@ADGM.com

SAMPLE & Guidance

**Abu Dhabi Global Market**

**Re: Account Authority Request – Online Registry Solution**

**[INSERT ENTITY NAME],** license number: **[Insert ADGM license number]** would like to make the following amendments to the Authority of the Online Account.

[Please fill in the relevant sections]

1. **Grant permission to access the entity account to the following user(s):**

**Organisation  Individual**

User Name: **[Insert username as per user set up on the online registry solution]**

First Name:

Surname:

Email address:

1. **Revoke the authority of the entity account for the following user(s):**

User Name: **[Insert Registry Solution user name]**

Email Address:

**Authorised Signatory**

**Name: [insert name]**

Signature

**Privacy notice:** ADGM Registration Authority will not disclose personal data provided in this form, including name or e-mail address to any third parties, and we will only use your personal details for the purpose of maintaining your authority for the ADGM online registry solution. You have a right of access to and rectification of your personal data.

For more information on how we handle your personal data, please refer to ADGM’s [Privacy Policy](https://www.adgm.com/privacypolicy/).