

Checklist of Legal Documents – Branch

Documents required to register a Branch of a Foreign / UAE Company

The following documents are required from the applicant to register a Branch of a Foreign / UAE Company in Abu Dhabi Free Zone (“ADFZ”):

1.	Application form for Registration & License
2.	Business Plan (<i>template can be provided</i>)
	<p><u>Documents of Parent Company</u></p> <p>For Foreign Companies</p> <ol style="list-style-type: none"> Certificate of Registration of the Corporate Person - Notarised Certificate of Good Standing (issued by the Registrar of Companies in which jurisdiction the Corporate Person is incorporated) – Original or Notarised Memorandum and Articles of Association along with a list of the current Directors - Notarized and Attested Registry Identification Form – Corporate <p>For U.A.E. Companies</p> <ol style="list-style-type: none"> Copy of a valid Trade License issued by the Department of Economic Development Commercial Registration issued by the Department of Economic Development Memorandum and Articles of Association along with a list of the current Directors (if applicable) – notarized Registry Identification Form – Corporate
3.	<p><u>Documents of Manager:</u></p> <ol style="list-style-type: none"> Valid Passport Copy Copies of Residency Visa / Visit Visa & Emirates ID (as applicable) NOC from current sponsor in Arabic (if applicable) Personal Profile (CV) Registry Identification Form – Individual
4.	<p>Board / Shareholder’s Resolution from Parent Company for registering a Branch in ADFZ (Notarized and Attested, as applicable) (<i>Please utilize the specimen document</i>), along with:</p> <ul style="list-style-type: none"> - Appointment of the Negotiator / Legal Representative (optional) - Power of Attorney for the Manager (if not part of the Resolution) – Notarized and attested
5.	<p>Details of Ultimate Beneficial Owner (UBO) (this is to identify that the UBO shareholding is 25% or more);</p> <ol style="list-style-type: none"> UBO Declaration Form (specimen document attached) A chart showing the corporate structure of the entity – up to the individual who ultimately owns the company Copy of passport of individual(s) who ultimately own(s) the company Details of public listed company or subsidiary of Government entity (if applicable)
6.	<p>Details of Compliance Officer (applicable if proposed entity is subject to anti money laundering)</p> <ol style="list-style-type: none"> Copies of Passport, Residency Visa & Emirates ID Curriculum Vitae Registry Identification Form – Individual
7.	<p>Details of Legal Representative (if applicable);</p> <ol style="list-style-type: none"> Copies of Passport, Residency Visa & Emirates ID Registry Identification Form – Individual Copy of address proof in UAE
9.	Package Fee

Important Notes:

- All legal documents more than one page has to be sealed.
- Powers of Attorney need to be accompanied with a valid passport copy of the Attorney.
- ADFZ Authority reserves the right to call for any extra documents it may deem require, as and when necessary.
- ADFZ Authority reserves the right to ask for attestation by the UAE Embassy or other Embassies, as may be necessary.
- Board / Shareholder's Resolution and/or Power of Attorney for the Manager must state the Manager's full name as per passport including nationality and valid passport number.
- The legal documents must be in English and / or Arabic. Documents in any other language must be accompanied by a certified English or Arabic translation.