

Checklist of Legal Documents – Ltd Natural Shareholder(s)

Documents required to setup a Limited Liability Company (“Ltd”) – Individual (Natural) Shareholder

The following documents are required to setup a Limited Liability Company with Individual (Natural) Shareholder in Abu Dhabi Free Zone (“ADFZ”):

1.	Application form for Registration & License
2.	Business Plan (<i>Specimen template can be provided</i>)
3.	<p><u>Documents of Shareholder(s) / Director(s), Manager & Secretary:</u></p> <ul style="list-style-type: none"> a. Valid Passport Copy b. Copies of Residency Visa / Visit Visa & Emirates ID (as applicable) c. NOC from current sponsor in Arabic (if applicable) d. Personal Profile (CV) e. Registry Identification Form – Individual
4.	<p>Shareholder’s Resolution for Incorporation of a Limited Liability Company 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> <ul style="list-style-type: none"> a. UBO Declaration Form (specimen document attached) b. A chart showing the corporate structure of the entity – up to the individual who ultimately owns the company c. Copy of passport of individual(s) who ultimately own(s) the company d. 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> <ul style="list-style-type: none"> a. Copies of Passport, Residency Visa & Emirates ID b. Curriculum Vitae c. Registry Identification Form – Individual
7.	<p>Details of Legal Representative (if applicable);</p> <ul style="list-style-type: none"> a. Copies of Passport, Residency Visa & Emirates ID b. Registry Identification Form – Individual c. 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.
- 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.