|  |  |  |  |
| --- | --- | --- | --- |
| Ultimate Beneficial Ownership (“UBO”) Declaration Form | | | |
| **Company Name** |  | | |
| **Registration Number** |  | **License Number** |  |

|  |  |
| --- | --- |
| **Submission Type** | **New  License Renewal  Amendment  Update** |

In line with the United Arab Emirates Cabinet Resolution No. 58 of 2020 on the Regulation of the Procedures of the Real Beneficiary, and the UAE Federal Decree Law No. 20 of 2018 on Anti-Money Laundering and Combating the Financing of Terrorism and Financing of Illegal Organisations (the “**AML Law**”), and the Cabinet Decision 10 of 2019 issued under the AML Law, require business licensing agencies in the UAE to identify the ultimate individual beneficial owner(s) of businesses licensed by them.

The Abu Dhabi Free Zone (the “**ADFZ**”) requires all the Companies registered with ADFZ (whether as Ltd. or as Branch Offices - the “**Company**”) to disclose their ultimate beneficial owners.

|  |
| --- |
| **Declaration** |

I / We hereby declare that the below Individual(s) are the shareholder and ultimate beneficial owners (UBO) of the company:

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |  | **Last Name** |  |
| **Date of Birth** |  | **Place of Birth** |  |
| **Nationality** |  | **Gender** |  |
| **Passport No.** |  | **Country of issue** |  |
| **Passport Issue Date** |  | **Passport Expiry Date** |  |
| **Permanent Address** |  | | |
| **Office Phone No.** |  | **Res. Phone No.** |  |
| **Mobile No.** |  | **E-mail address** |  |
| **Emirates ID Number** |  | **Home Country ID No.** |  |
| **Date of commencement**  **as a UBO** |  | **Date of cessation as a UBO** |  |
| **Number of Shares of UBO** |  | **Total Value of Shares**  **of UBO** |  |
| **Percentage of Shares of UBO** |  | **Percentage of voting rights of UBO** |  |
| **Representative Capacity/ Title** |  | **No. of other legal entities owned / managed by UBO** |  |
| **Number of Beneficiary Owner’s Nominee Board Member(s)** | **N/A** | **Name of Nominee Board Member(s)** | **N/A** |

Please submit the copies of Passport and Emirates ID / National ID of UBO(s)   
Please copy and replicate the above table for additional UBOs, if any.

|  |  |
| --- | --- |
| **Exception from providing UBO Information** | |
| Entities which are wholly owned by the UAE Local or Federal Government, or any-other companies wholly owned by such companies, and the UAE Financial Free Zones are exempted  (Please provide the details and supporting documents, as applicable). | |
| Name of the Government Entity / Financial Free Zone | **N/A** |

|  |
| --- |
| **Undertaking** |
| I/We hereby declare that the information provided in this declaration form is true and accurate and if such information changes, I/We will promptly notify the ADFZ within 15 days of its amendment.  I/We acknowledge that if any information provided by me/us is subsequently found to be untrue, inaccurate or misleading the ADFZ may suspend or terminate our licence or impose any penalty as applicable, and I am/ we are aware that I/ we may be held liable for it. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Authorized Signatory & Position** |  | **Signature and Date** |  |

**Definition:**

**Ultimate Beneficial Owner** (UBO) is an individual who:

* Owns or controls 25% or more of the shares or voting rights; or
* ultimately owns or controls whether directly or indirectly the Company; or
* holds the right, directly or indirectly, to appoint or remove a majority of board of directors; or
* exercises ultimate control over the management or corporate body.

**Nominee Board Member**: A Nominee Board Member is a natural person who acts in accordance with the directives, instructions or wills of another person.

**Important Note:**

1. All the existing and onboarding companies must disclose and file their ultimate beneficial owner(s) information to ADFZ.
2. All Companies registered with ADFZ must keep an up to date record of its ultimate beneficial owner(s).
3. In case of any change in Beneficial Ownership details, it must notify the changes within 15 days of amendment.
4. A Chart showing the corporate structure of the Company, up to the individual level who ultimately own the Company, to be enclosed.
5. The Authority reserves the right to request any Company to supply additional documentation and other information to evidence to this UBO declaration.