

Checklist of Legal Documents Required for a Branch of a Foreign / UAE Company

If the Applicant is a registered Corporate Person

The following documents (notarized and/or legalized as indicated) are required from the applicant before a License can be issued:

1	Application form for Registration & License	<input type="checkbox"/>	
2	Business Profile	<input type="checkbox"/>	
3	For Foreign Companies		
	(a) Original Certificate of Registration of the Parent Company.	<input type="checkbox"/>	
	(b) Original Certificate of Good Standing (issued by the Registrar of Companies in which jurisdiction the Corporate Person is incorporated to ensure existence and continuity of the Parent Company) if the Parent Company is more than two years old.	<input type="checkbox"/>	
	(c) Original Memorandum and Articles of Association of the parent company along with a list of the current Directors	<input type="checkbox"/>	
	(d) Registry Identification Form – Corporate	<input type="checkbox"/>	
	Copies for (a), (b) and (c) will be accepted if notarized.		<input type="checkbox"/>
	For U.A.E. Companies		
	(a) Copy of a valid Trade License issued by the Department of Planning & Economy for the Parent Company.	<input type="checkbox"/>	
	(b) Copy of the Commercial Registration issued by the Department of Planning & Economy for the Parent Company. (if applicable)	<input type="checkbox"/>	
	(c) Original Memorandum and Articles of Association of the Parent Company along with a list of the current Directors (if applicable) (copy will be accepted if notarized).	<input type="checkbox"/>	
(d) Registry Identification Form – Corporate	<input type="checkbox"/>		
4	Details of Ultimate Beneficial Owner (this is to identify that the UBO shareholding is 25% or more);		
	(a) A chart showing the corporate structure of the entity – Up to the individual who ultimately owns the company	<input type="checkbox"/>	
	(b) Copy of passport of individual(s) who ultimately own(s) the company	<input type="checkbox"/>	
5	(c) Details of trust or public /listed company (if applicable)	<input type="checkbox"/>	
	Details of Compliance Officer (applicable if proposed entity is subject to anti money laundering);		
6	(a) Copy of passport	<input type="checkbox"/>	
	(b) Curriculum Vitae	<input type="checkbox"/>	
7	Details of Legal Representative (if applicable);		
	(a) Copy of passport, Visa and Emirates ID	<input type="checkbox"/>	
	(b) Copy of address proof in UAE	<input type="checkbox"/>	
8	Board Resolution of the Parent Company calling for an registering of a “Branch” in ADFZ and guaranteeing full financial commitment - Notarized and legalized [<i>Specimen document provided</i>].		
	(a) Appointment of the Negotiator / Legal Representative (optional).	<input type="checkbox"/>	
9	(b) Power of Attorney for the Manager (if not part of the Resolution) notarized and legalized.	<input type="checkbox"/>	
	(a) Valid Passport copy of Manager .	<input type="checkbox"/>	
	(b) Registry Identification Form – Individual (Specimen Signature)	<input type="checkbox"/>	
	(c) Copies of Residency Visa / Visit Visa & Emirates ID (as applicable)	<input type="checkbox"/>	
10	(d) NOC from Current Residency Visa Sponsor in Arabic (as applicable)	<input type="checkbox"/>	
	Signed copy of the Personnel Sponsorship Agreement (PSA) and Certificate of an Authorization for Government Services (GS)	<input type="checkbox"/>	
10	Package Fees and Security Deposit. Payments are to be made in favor of Abu Dhabi Ports Company through a demand draft / cheque / cash / credit card.	<input type="checkbox"/>	

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 extra attestation by the UAE Embassy or other Embassies, as may be necessary.
- Board 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.