

## Checklist of Legal Documents Required for a Limited (“Ltd”) Company – Natural

### If the Applicant is a Natural Person as Shareholder(s)

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 Plan [ <i>Specimen Template Provided</i> ]	<input type="checkbox"/>
3	<p>Details of the <b>Shareholder(s)</b>:</p> <p>(a) A document setting out the personal details (CV) of the individual shareholder(s)</p> <p>(b) Valid passport copy of the individual shareholder(s).</p> <p>(c) Original reference letter provided by the bank for individual shareholder(s) or bank statement</p> <p>(d) Registry Identification Form – Individual(s) (Specimen Signature)</p> <p>(e) Copies of Residency Visa / Visit Visa &amp; Emirates ID (as applicable)</p> <p>(f) NOC from Current Residency Visa Sponsor in Arabic (as applicable)</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	<p>Details of the <b>Directors(s), Manager and Secretary</b>:</p> <p>(a) Valid passport copy of the individual(s)</p> <p>(b) Registry Identification Form – Individual(s) (Specimen Signature)</p> <p>(c) Copies of Residency Visa / Visit Visa &amp; Emirates ID (as applicable)</p> <p>(d) NOC from Current Residency Visa Sponsor in Arabic (as applicable)</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5	<p>(a) Resolution calling for an Incorporation of a Ltd Company in ADFZ and guaranteeing full financial commitment – Notarized and Legalized, as applicable [<i>Specimen document can be provided</i>]:</p> <p>(b) Appointment of the Negotiator / Legal Representative (optional).</p> <p>(c) Power of Attorney for the Manager (if not part of the Resolution) – Notarized and Legalized.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	<p>Details of <b>Ultimate Beneficial Owner</b> (this is to identify that the UBO shareholding is 25% or more);</p> <p>(a) A chart showing the corporate structure of the entity – Up to the individual who ultimately owns the company</p> <p>(b) Copy of passport of individual(s) who ultimately own(s) the company</p> <p>(c) Details of trust or public /listed company (if applicable)</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	<p>Details of <b>Compliance Officer</b> (applicable if proposed entity is subject to anti money laundering);</p> <p>(a) Copy of passport</p> <p>(b) Curriculum Vitae</p>	<input type="checkbox"/> <input type="checkbox"/>
8	<p>Details of <b>Legal Representative</b> (if applicable);</p> <p>(a) Copy of passport, Visa and Emirates ID</p> <p>(b) Copy of address proof in UAE</p>	<input type="checkbox"/> <input type="checkbox"/>
9	Memorandum and Articles of Association of the proposed Ltd Company notarized and legalized.	<input type="checkbox"/>
10	Signed copy of the Personnel Sponsorship Agreement (PSA) and Certificate of an Authorization for Government Services (GS)	<input type="checkbox"/>
11	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.