

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