



DOCUMENT CHECKLIST

Registration of Branch of Foreign Company

This checklist outlines the documents required to register a branch of a foreign company in Abu Dhabi Global Market. For additional information, please refer to *Guidance Note – Company Incorporation and Name* located on ADGM website.

	Forms and Supporting Documents	Format	
1.	Pre-Approval ID issued by the Registrar. This information can be found in the approval confirmation provided by the Registrar when approving <i>FORM LSP-BC001</i> . This is required prior to registering the branch.	Pre-approval ID reference (For online form, this will be pre-populated)	<input type="checkbox"/>
2.	Name Reservation approval ID issued by the Registrar. This information can be found in the approval confirmation provided by the Registrar when reserving a name. This is required prior to registering a branch or <i>INC-01 – Application to Reserve a Company Name</i> form can be submitted along with <i>INC-02</i> Form.	Name Reservation ID reference (For online form, this will be pre-populated) or completed and signed <i>FORM INC-01 – Application to Reserve a Company Name</i> form if submitted in paper form	<input type="checkbox"/>
3.	<i>FORM - INC-02 – Application for Registration of a Branch of a Foreign Company</i>	Completed and signed (signature is applicable only to paper based forms)	<input type="checkbox"/>
4.	Foreign company's existing Articles of Association and copies of amendment resolutions (if any)	Certified true copy by company secretary or director	<input type="checkbox"/>
5.	Lease agreement for the office space in ADGM or memorandum of lease or any other document evidencing that the office space is reserved by way of lease reservation letter.	Copy	<input type="checkbox"/>
6.	<i>FORM RP-L01 – Application to Register Lease</i> , in the event that the lease agreement has been signed.	Completed and signed (signature is applicable only to paper based forms)	<input type="checkbox"/>



7.	Undertaking in relation to lease registration, in the event that the lease agreement has not been signed.	Completed and signed (signature is applicable only to paper based forms)	<input type="checkbox"/>
8.	Anti-Money Laundering Form (this is applicable to paper form based application)	Completed and signed (signature is applicable only to paper based forms)	<input type="checkbox"/>
9.	Data Protection Form (this is applicable to paper form based application)	Completed and signed (signature is applicable only to paper based forms)	<input type="checkbox"/>
	AUTHORISED SIGNATORY		
10.	Copy of passport for each authorised signatory	A copy	<input type="checkbox"/>
11.	Evidence of appointment as authorised signatory (e.g Board Resolution or Power of Attorney)	Certified True Copy	<input type="checkbox"/>
12.	FORM – <i>FP-01 – Fit & Proper Declaration</i> , for each authorised signatory	Completed and signed (signature is applicable only to paper based forms)	<input type="checkbox"/>
	DIRECTORS		
13.	Certificate of Incorporation or Registration (or a document of similar effect) of a director who is a body corporate	Certified true copy – certified by the relevant authority in the jurisdiction in which it is incorporated or registered.	<input type="checkbox"/>
14.	Copy of passport for each director who is an individual	A copy	<input type="checkbox"/>
15.	Evidence of appointment as the director (e.g Shareholder’s Resolution, appointment letter or extract thereof or a document of similar effect)	Certified True Copy	<input type="checkbox"/>
16	FORM – <i>FP-01 – Fit & Proper Declaration</i> , for each director who is an individual	Completed and signed (signature is applicable only to paper based forms)	<input type="checkbox"/>



	SECRETARY		
17.	Certificate of Incorporation or Registration (or a document of similar effect) of secretary who is a body corporate	Certified true copy – certified by the relevant authority in the jurisdiction in which it is incorporated or registered.	<input type="checkbox"/>
18.	Copy of passport for each secretary who is an individual	A Copy	<input type="checkbox"/>
19.	Evidence of appointment as secretary (e.g Board Resolution, appointment letter or extract thereof or a document of similar effect)	Certified True Copy	<input type="checkbox"/>
	FORM – <i>FP-01 – Fit & Proper Declaration</i> , for each secretary who is an individual	Completed and signed (signature is applicable only to paper based forms)	<input type="checkbox"/>
20.	FOREIGN COMPANY		
21.	Certificate of Incorporation or Registration (or a document of similar effect) of a foreign company	Certified true copy – certified by the relevant authority in the jurisdiction in which it is incorporated or registered.	<input type="checkbox"/>
22.	Resolution of the Board of Directors or Shareholders (or other applicable management or executive board) appointing: a) the person authorised to sign documents on behalf of the body corporate in relation to the registration of the branch; and b) appointing the person authorised to sign documents in all matters following the registration of the branch. (In some cases the Board will authorise to issue a Power of Attorney giving a named individual the powers to sign all documents in connection with the registration of the company).	A copy	<input type="checkbox"/>



23.	Latest audited accounts of the Foreign Company, signed by the auditor.	A copy	<input type="checkbox"/>
24.	Fees: Application for Registration of a Company – US\$1500 Issuance of Commercial Licence – US\$4000 Business Activity Fee - – US\$4000 (Non-Financial)	Credit Card payment	<input type="checkbox"/>