

CHECKLIST OF LEGAL DOCUMENTS BRANCH

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 License	<input type="checkbox"/>
2. Business Plan	<input type="checkbox"/>
<p>3. Details of the Shareholder(s):</p> <p><u>For Foreign Companies</u></p> <p>(a) Original Certificate of Registration of the Corporate Person (copy will be accepted if notarized) <input type="checkbox"/></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 (copy will be accepted if notarized) <input type="checkbox"/></p> <p>(c) Original Memorandum and Articles of Association of the parent company along with a list of the current Directors (A copy will be accepted if notarized) <input type="checkbox"/></p> <p><u>For UAE Companies</u></p> <p>(a) Copy of a valid Trade License issued by the Department of Economy & Development for the Corporate Person <input type="checkbox"/></p> <p>(b) Copy of the Commercial Registration issued by the Department of Planning & Economy for the Corporate Person <input type="checkbox"/></p> <p>(c) Original Memorandum and Articles of Association of the parent company along with a list of the current Directors (A copy will be accepted if notarized) <input type="checkbox"/></p>	
<p>4. Details of Ultimate Beneficial Owner (UBO) (this is to identify that the UBO shareholding is 25% or more):</p> <p>(a) UBO Declaration Form (specimen document attached) <input type="checkbox"/></p> <p>(b) A chart showing the corporate structure of the entity – Up to the individual who ultimately owns the company <input type="checkbox"/></p> <p>(c) Copy of passport of individual(s) who ultimately own(s) the company <input type="checkbox"/></p> <p>(d) Details of public listed company or subsidiary of Government entity (if applicable) <input type="checkbox"/></p>	
<p>5. Board Resolution of the parent company (Notarized and Legalized) calling for the establishment of a Branch in the Abu Dhabi Airports Free Zone (ADAFZ) and guaranteeing full financial commitment (Specimen document can be provided):</p> <p>(a) Appointment of the Negotiator/ Legal Representative (optional) <input type="checkbox"/></p> <p>(b) Power of Attorney for the Manager (if not part of the Resolution) - Notarized and Legalized <input type="checkbox"/></p>	
<p>6. Details of Compliance Officer (applicable if proposed entity is subject to anti money laundering):</p> <p>(a) Copy of passport <input type="checkbox"/></p> <p>(b) Curriculum Vitae <input type="checkbox"/></p>	

<p>7. Details of Legal Representative:</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"/> <input type="checkbox"/>
<p>8. Board Resolution of the Parent Company calling for registering of a “Branch” in ADFZ and guaranteeing full financial commitment - Notarized and legalized (Specimen document provided)</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"/>
<p>9.</p> <p>(a) Valid Passport copy of Manager</p> <p>(b) NOC from the current Residency visa Sponsor of the Manager in the UAE (if applicable)</p> <p>(c) Copies of Residency Visa / Visit Visa & Emirates ID (as applicable)</p> <p>(d) NOC from Current Residency Visa Sponsor in Arabic (as applicable)</p> <p>(e) Passport size photograph (with white background) of the Manager</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>10. Signed copy of the Personnel Sponsorship Agreement (PSA) and Certificate of an Authorization for Government Services (GS)</p>	<input type="checkbox"/>
<p>11. Registration and License services fees)</p> <p>Payments of lease and security deposit are to be made in favor of ADAFZ</p>	<input type="checkbox"/>
<p>Additional requirement if the Applicant is a registered Corporate Person in the Service Provider segment:</p>	
<p>12. No Objection Certificate or Preliminary approval issued by relevant activities</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.
- ADAFZ reserves the right to call for any extra documents it may deem require, as and when necessary.
- ADAFZ 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.