

CHECKLIST OF LEGAL DOCUMENTS

LIMITED LIABILITY COMPANY (LLC) 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:

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| 1. Application form for Registration | <input type="checkbox"/> |
| 2. Application form for License | <input type="checkbox"/> |
| 3. Business Plan | <input type="checkbox"/> |
| 4. Details of the Shareholder(s): | |
| (a) A document setting out the personal details (CV) of the individual shareholder(s) | <input type="checkbox"/> |
| (b) Valid passport copy of the individual shareholder(s) | <input type="checkbox"/> |
| (c) Original Reference letter provided by the Bank for individual shareholder(s) | <input type="checkbox"/> |
| (d) Specimen signature of the individual shareholder(s) (Template provided) | <input type="checkbox"/> |
| (e) Passport size photograph (with white background) of the individual shareholder(s) | <input type="checkbox"/> |
| 5. a) Resolution calling for an Establishment of a LLC in Abu Dhabi Airports Free Zone (ADAFZ) and guaranteeing full financial commitment – Notarized and Legalized (Specimen document can be provided): | <input type="checkbox"/> |
| b) Appointment of the Negotiator/ Legal Representative (optional) | <input type="checkbox"/> |
| c) Power of Attorney for the Manager (if not part of the Resolution) Notarized and Legalized | <input type="checkbox"/> |
| 6. Memorandum and Articles of Association of the proposed LLC Natural notarized (and legalized if applicable) | <input type="checkbox"/> |
| 7. (a) Valid Passport copy of the Manager | <input type="checkbox"/> |
| (b) NOC from the current Residency visa Sponsor of the Manager in the U.A.E. (if applicable) | <input type="checkbox"/> |
| (c) Specimen signature of the Manager | <input type="checkbox"/> |
| (d) Passport size photograph (with white background) of the Manager | <input type="checkbox"/> |
| 8. (a) Valid Passport copy of the Director(s). | <input type="checkbox"/> |
| (b) Specimen signature of the Director(s). | <input type="checkbox"/> |
| (c) Passport size photograph (with white background) of the Director(s). | <input type="checkbox"/> |
| 9. A Bank Introduction Letter to assist the LLC to open a Bank Account in the U.A.E. can be obtained from ADAFZ upon submission of the above legal documents. | <input type="checkbox"/> |
| 10. Proof of Share Capital from any bank operating in the U.A.E. (The Share Capital requirements are subject to the activity selected by the client. Minimum Share value is AED 1,000.00). | <input type="checkbox"/> |

3. Details of the Shareholder(s):

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| 11. Registration and License services fees Payments of lease and security deposit are to be made in favor of ADAFZ | <input type="checkbox"/> |
| 12. Signed copy of the Personnel Sponsorship Agreement (PSA) and Certificate of an Authorization for Government Services (GS) | <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.