

CHECKLIST OF LEGAL DOCUMENTS LIMITED LIABILITY COMPANY (LLC)

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	<input type="checkbox"/>
2. Application form for License	<input type="checkbox"/>
3. Business Plan (Specimen Template Provided)	<input type="checkbox"/>
<p>4. 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>5. 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>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) <input type="checkbox"/></p> <p>(b) Copy of passport, Visa and Emirates ID <input type="checkbox"/></p> <p>(c) Copy of address proof in UAE <input type="checkbox"/></p>	

<p>8. Board Resolution of the Corporate Person 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)</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. (a) Valid Passport copy of Manager</p> <p>(b) NOC from Current Residency Visa Sponsor in Arabic (as applicable)</p> <p>(c) Specimen signature of the Manager.</p> <p>(d) Copies of Residency Visa/ Visit Visa & Emirates ID (as applicable)</p> <p>(e) Passport size photograph (with white background) of Manager.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>10. Memorandum and Articles of Association of the proposed LLC Company notarized (and legalized if applicable)</p>	<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"/>

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.