Incorporation of Foundation Guidance





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Introduction

Abu Dhabi Global Market ("ADGM") is established pursuant to Abu Dhabi Law No. 4 of 2013 as a financial free zone in the Emirate of Abu Dhabi, with its own civil and commercial laws. ADGM offers market participants a world-class legal system and regulatory regime.

This document has been prepared as an indicative and non-binding guidance to guide clients through the process of registering a Foundation.

This document gives a step-by-step guide to the practicalities and to provide greater understanding of what is required.

Registration Authority Office

The Registration Authority (the "Registrar") is an independent authority, which has the powers granted to it under the Abu Dhabi Law No. 4 of 2013. The Registrar's office is located at 3rd floor, ADGM Building, Abu Dhabi Global Market Square, Al Maryah Island, Abu Dhabi, United Arab Emirates.

The Registrar's main functions under Companies and Commercial Licensing Regulations, Foundation Regulations 2017 are:

- Registration of ADGM establishments
- Registration of business names and maintenance of register
- Registration of post-incorporation documentation and event-driven filings
- Registration of changes in business name particulars
- Registration of changes in directors, officers, shareholders and share capital
- Enforcement, prosecution and strike off, dissolution or restoration of ADGM establishments
- Cancellation of Commercial Licenses, amendment, suspension, etc.

Opening Hours

The Registrar's office is open from Sunday to Thursday, 9:00am to 3:00pm and may be contacted during normal working hours at +971 2 3338888 or by email at <u>ra@adgm.com</u>

What is Foundation?

A foundation is a body corporate, traditionally viewed as being somewhere between a trust and a company. It has as separate legal personality, hence the foundation itself exists in the same way a person or a company exist. A Foundation can hold assets and can sue or be sued in its own name, in the same way that the company may.

Uses

The ADGM Foundation Regulations 2017 (the 'Regulations') allows Foundation to be created under the laws of Abu Dhabi Global Market. Foundation can be registered for the purpose of preservation of assets, facilitating management and succession and for income protection. Foundation cannot be use for charitable purposes and cannot conduct commercial activities.

Registration

The person who requests a foundation to be registered is known as the "Founder" who may be (but does not have to be) a council member and/or a beneficiary under the foundation.

The Founder or any of its representative to which he/she has given his/her authority can apply for the registration of a foundation.

Requirements

Name

The name of the Foundation must end with the word 'Foundation' and shall comply with the Business and Company Names Rules 2016 as modified from time to time.

Charter

It is a mandatory requirement of the Regulations that a Foundation has a valid charter at all times.

The charter must state:

- the name of the Foundation;
- the name and address of the Founder or each of the Founders;
- the objects of the Foundation;
- if the Foundation has been established for a specific purpose, the purpose for which the Foundation has been established;
- a description of the Initial Assets;
- provisions for the establishment of a Council;
- the name of a natural person or Legal Person who shall become a Beneficiary;
- only in circumstances where a Foundation has no other Beneficiary (the "Designee");
- the name and address (in the Abu Dhabi Global Market) of the Foundation's Registered Agent, if any;
- the address of the Foundation's registered office in the Abu Dhabi Global Market; and
- the term for which the Foundation is established, if any, or the details of any contingent event, which will trigger the dissolution of the Foundation.

Registered Office

A Foundation must at all times have a registered office in the Abu Dhabi Global Market to which all communications and notices may be addressed and which may be the same address as that of its corporate service providers/ Registered Agent. This can be demonstrated through either a lease or sub-lease agreement or consent letter. The following options are currently available to meet the registered office address requirements:

Option 1: Business Centre Virtual Office Address	Please contact Mr. Chadi El Os Al Maqam Tower, 34th & 35th M +971 (0) 50 137 4476 T +971 (0) 2 418 7654 D +971 (0) 2 418 7516	
Option 2: Corporate Service Providers / Registered Agent		viders/ Registered Agent registered in ADGM. A rescribed in Appendix A should be provided at the tion of a Foundation.
Option 3: Office co-location or sharing with the existing tenant	Please contact Mr. William Neill Tel no. +971 2 413 2671 Email: <u>wneill@mubadala.ae</u> Marwan Al Falasi Tel no.: +971 2 413 1319 Email: <u>mfelasi@mubadala.ae</u>	If the applicant is the existing tenant in the offices leased by a Landlord on Al Maryah Islad, the applicant may use a consent letter (see appendix A for the template) from the current tenant to co- locate or share office space

Authorized Signatory

The Foundation has to appoint an individual authorized to represent the Foundation as its permanent representative in Abu Dhabi Global Market.

Details of such individual along with a copy of passport, UAE Visa or UAE entry stamp and in the case of UAE Nationals, copy of Emirates ID and passport page that states his/her unified number, must be provided on application for registration of a Foundation. The Founder must also provide an evidence of such appointment of authorized signatory. If such appointment is not stated in the Foundation Charter, this can be in a form of resolution or any document evidencing such appointment.

Founder

Founder is a legal or natural person who sets up a Foundation. One or more Founders can incorporate a Foundation.

Details of the Founder(s) along with a copy of passport and in the case of a body corporate certified true copy of certificate of registration or any equivalent document must be provided on application for registration of a Foundation. A copy of a resolution signed by the Founder(s) approving the registration of the Foundation must be provided. In the absence of such resolution, a Charter may be lodged with the Registrar.

Council

A Foundation is required to have a Council to carry out the objects of the Foundation, manage and administer the assets of the Foundation and to do any other acts which may be required by the Charter, By-laws or under the ADGM Foundation Regulations. The Council must consist of at least two Councilors. Founder can also be appointed as Councillor.

Details of the Councilors along with a copy of passport and in the case of body corporate a certified true copy of certificate of registration or any equivalent document must be provided on application for registration of a Foundation. If such appointment is not stated in the Foundation Charter, a copy of a resolution signed by the Founder(s) approving the appointment of the Councilors must be provided.

Guardian

The guardian's role is to ensure that the Council of the Foundation carries out its functions and acts to further to the Foundation's objects. Appointment of a Guardian is optional if any Founder is alive. Upon the death of the last standing Founder, appointment of the Guardian becomes compulsory. A Guardian may be a Beneficiary and may be a Legal Person, but may not be a Founder, Councillor or sole Beneficiary.

Details of the Guardian along with a copy of passport and in the case of body corporate certified true copy of certificate of registration or any equivalent document with similar effect must be provided on application for registration of Foundation. If such appointment is not stated in the Foundation Charter, a copy of resolution signed by the Founder(s) approving the appointment of the Guardian must be provided.

Designee

Designee is legal person who shall become a Beneficiary only in the circumstances where a Foundation has no other Beneficiary.

Details of the Designee along with a passport copy and in the case of a body corporate, a certified true copy of certificate of registration or any equivalent document must be provided on application for registration of a Foundation. If such appointment is not stated in the Foundation Charter, a copy of resolution signed by the Founder(s) approving the appointment of the Guardian must be provided.

Fees

The fee for incorporating a Foundation is USD200.

How to complete the Application to register a Foundation

The application to register a Foundation is available on ADGM Online Registry Solution. Before you begin, please create an account by following the steps on 'How to create an account' (access to this form is available to all registered user(s)) and prepare the supporting documents in digital format and have your credit card information handy. Please refer to 'Available Payment Methods' for more payment options.

How to create an account



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Step 2: Select 'Logon/Register'



Step 3: Select 'Register'



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<u>Step 4</u>: Complete the form.

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Step 5: Select 'Create'

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Application to register a foundation

<u>Step 1:</u> Log in to your account.

Log in to your account and access the form by selecting 'Online Services' > 'Foundation' > 'Registration' and 'Register a Foundation'

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My Unfinished Business • My Recently Finished Business • My Order History • My Reminders: • No results found	

Step 2: Foundation Name

Proposed name must end with the word 'Foundation'. Complete the 'General Details' section.

		Register a Foundat		
	General Details Address	Expires in: 29 working days on 29/09/2017 @ Authorised Signatories Members	Data Protection	© Review
General Details				1
Name of Proposed Foundation *		Validate Name		
Proposed Name in Arabic Script				
Does the proposed name contain sensitive words or expressions that require you to seek comments of a government department or specified body? •	⊖ Yes ⊖ No			
Is the proposed name very similar to another name or trade name appearing in the register of names or trade names in ADGM or Aku Dhabi or any other relevant jurisdictions, and is this application made AS or ON BEHALF of and with the authority or, the registered owner(s) of the similarly registered owner(s) = *	○ Yes ○ No			Complete the details. Note that the proposed name of the foundation must end with the word 'Foundation'
Foundation End Term 😡				
Amount of initial asset (in USD) * 🚱				
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Day *	31	1		
Month *	December			
This is to confirm that Foundation w	vill keep adequate Accounting Records as	per provisions of Sections 19-20 of ADGM Founda	tion Regulations 2017	
Business Activities				-
Business Activity Type	Non-Financial (Category B)			
Business Activity Section	M Professional, scientific and technical	activities		
Business Activity or to carry out a specific purpose, or to do		ccordance with its objects, which may include priv	ate wealth management, s	uccession planning, for the benefit of a person or a class of persons

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Step 3: Charter

Foundation must have a charter.

Upload a copy of signed charter and complete the declaration. Once completed, select 'Next Step:..'

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Cancel Save & Exit Next Step: Addresses O Select 'Next Step:			
	Cancel Save & Exit Nex	Step: Addresses • Select 'Next Step:	

Step 4: Registered Office Address

A Foundation must at all times have a registered office in the Abu Dhabi Global Market.

Provide details of the registered office address and upload a copy of such evidence. Once completed, select 'Next Step:..'

ddress of Registered Office	Office Number * Office 1		
	Floar *		
	Level 1		
	Building Name *		
	Al Sila Tower		
	Street Name of Duater / Square / Area on the island * ADGM Square		
	Al Maryah Island		
	Abu Dhabi	Provide the details of	
	United Arab Emirates	the registered office address	
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idence of Occupancy in ADGM *	- Please Select -		
alling Address	Consent Letter from Service Provider	Select the appropriate	
alling Address	Signed Office Lease Agreement ress of Registered Signed Office Sub-Lease Agreement	conducted of occupancy	
		and upload copy of it	
Cancel Save & Exit	at Step: Authorised Signatories 0 Select 18	Vext Step:'	
	Select 1	vext step:	

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Step 5: Authorised Signatory

Foundation must have at least one authorised signatory who must be an individual.

Provide details of the authorised signatory and complete fit and proper questionnaire. Upload a passport copy, UAE Visa or UAE entry stamp and in the case of UAE Nationals, copy of Emirates ID and passport page that states his/her unified number.

Upload evidence of appointment. If such appointment is stated in the Foundation Charter, re-upload a copy of the charter, or a resolution or any document with similar effect signed by the Founder(s) of the Foundation approving the appointment of the signatory.

Abu Dhata Global Market							Dashboard Tina Austria -	Te Offer
			Register a Fo					
	General Details •	O Addresses O	Authorised Signatories	Members	Data Protection	Review		
Authorised Signatories	1				1			
In what capacity are authorised signatories acting? *	- Please Select -	×						
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	Abu Dhabi	*						
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	United Arab Emirates		*					

To add signatory, select 'Add signatory' button. Once completed, select 'Next Step:..'

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Et and Proper This is required to allow ADG Companies and Commercial	M Registration Authority to assess whether you are fit and proper for the purpose of your firm's registration as a legal entity subject to A Licensing Regulations 2015.	DGM	
Have you ever been convicted of a crim	re involving distromesty? +	- 1	
Nave you ever served or been sentence	ed to a term of imprisonment? *	- 1	
	fferce under any provision of the financial markets legislation or any offerce under any provision of any foreign act governing auditors, financial markets or financial services, paremetrs for preventing money laundering? *		
Have you ever been banned from actin	g as a director of a company or other incorporated body, of from being involved in the management of any class of incorporated or unincorporated entity? *	- 1	
Have you ever been subject to disciplin O Yes O No	ary action against them by any professional body or disciplinary bibunal, where those actions resulted in penalties being imposed or censure? *		Complete the
Have you ever had a court ruling again O Yes O No	st them in respect of a civil case, or has reached an out of court settlement, relating to their profession? *		'fit & proper' questionnaire
	trip of any professional body, or has been declined any registration. Icentee, authorization or accreditation required in relation to any profession by any public body, self-regulatory ny such membership, registration. Nome, authorization or accreditation revoked or withdrawn? *		
Have you ever been dismissed, or aske	d to resign, from a position of trust, fiduciary appointment or similar position? *	- 1	
Have you ever been placed into statuts	ny management, or has been a director of a company which has been placed into statutory management? *	- 1	Upload a signatories
	in a director or serior manager of a company, or other incorporated or unincorporated entity, which has been placed into injudation, administration or receivership, entered into an or other retructuring to avoid liquidation, administration or receivership? +	v	document and evidence of appointment. If
Are you subject to pending proceeding	s which, if any adverse finding is reached, will result in one or more of the matters set out in the paragraphs above applying to you? *		such
Evidence of Appointment *	Options	=	appointment is stated in the
Passport Evidence *	Upland		Foundation Charter, re-
Eminates ID *	Uproved	- 1	upload a copy of charter.
Signatory Consent *	shorised signatory has given consent to act as the appointed authorised signatory. I declare that the information in this application is true and complete as at the date of this form.		otherwise
Berto another Signatory	select this button to add signatory		upload a copy of resolution signed by the
Cancel Save & Exit	nt Step Members 0 Select 'Next Step:'		founder(s) approving such appointment.

Step 6: Founder

Foundation must have at least one Founder.

Select the appropriate type of legal person.

Register a Foundation	
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Members	
Members of a Foundation should satisfy the following conditions: • Appointment of Registered Agent is optional.	
Appendiments or register to Agents appointed. Al least 1 founder must be appointed. Al set 2 council members must be appointed.	
 Appointment of a Guardian is optional if any Nounder is alive. Upon the death of the last standing Founder, appointment of the Guardian becomes computory. Appointment of a Desime is inclusion or in its albentianary is not norminated by the Foundation. 	
A Council Member cannot be the same as a Guardian and vice versa. A Council member can be the same person as a Founder.	
A Guardian can be the same person as a founder or a beneficiary, but a sole beneficiary may not be appointed as a Guardian Le. If there is only 1 active Beneficary, that same person cannot be a Guardian.	
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Center Set & Exet Step: Edds NoteColor C	
Cencel Some & Lot: Next Stops Tuble Protection @	
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Provide details of the Founder and upload a passport copy, and evidence of appointment. Re-upload a copy of the charter as evidence of appointment, or a resolution or any document with similar effect signed by the Founder(s) of the Foundation approving the registration of a Foundation in Abu Dhabi Global Market.

Once completed, select 'Done:..'

To add founder, select 'Add founder' button.

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Step 7: Council Member

Foundation must have at two Council members. Council member can also be the Founder.

Select the appropriate type of legal person.

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Provide details of the Council member and upload a passport copy, and evidence of appointment. If such appointment is stated in the Foundation Charter, re-upload a copy of the charter, or a resolution or any document with similar effect signed by the Founder(s) of the Foundation approving the appointment of a council member.

Once completed, select 'Done:..'

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To add council member, select 'Add council member' button.

Preser typi 4 (insti 1 Individual "Withouse") (2 Rue * [Add Me ac a Mender] Portione	I Press Sector Render Render Partice Partice Render	Select 'Council Member' as role	
Aorner hanne () Coursy of Resterce + Nationally + Date of Birsh + Business Docujation Service Address	Press See		
Residential Address	Adig bar Bar (and a' Alan for the and a set of the and	Provide the details, documents and evidence of appointment. You can upload a copy of Foundation Charter or resolution signed by the founder(s) approving the such appointment.	
Pacipant Brotence + Excercis of Appartment + @ Cancer	Interface of the select 'Done'		

Step 8: Guardian

Appointment of a Guardian is optional during the lifetime of the Founder. Upon the death of the last standing Founder, appointment of the Guardian becomes compulsory. A Guardian may be a Beneficiary and may be a Legal Person, but may not be a Founder, Councillor or sole Beneficiary.

Select the appropriate type of legal person.

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Provide details of the Guardian and upload a passport copy, and evidence of appointment. If such appointment is stated in the Foundation Charter, re-upload a copy of the charter, or a resolution or any document with similar effect signed by the Founder(s) of the Foundation approving the appointment of the Guardian.

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Once completed, select 'Done:..'

To add Guardian, select 'Add Guardian' button.

ndividual Willioteend D		-	
tore •	Presse Serect - Pounder Council Memory	Select 'Guardian' as role	
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ervice Address	Dist Number / Divel Number		
	Building Stame		
	Street / Area	Provide the details,	
	P0 Box Number 1	documents and	
		evidence of	
	State / Province	appointment. You can	
	Anitate	upload a copy of	
	Abu Dhabi =	Foundation Charter or	
	Caulty 1 United Arab Emirates *		
lesidential Address	Unit Number / Une Number 1	resolution signed by the	
		founder(s) approving the	
	Building lione "	such appointment.	
	Street / Wrop *		
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	dening 1		
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assport Evidence -	Uploat		
vidence of Appointment * 🕞	Upload		
	(spanne)		
Cancer Dove	Once completed, select		
	'Done'		

Step 9: Designee

If the Foundation do not have beneficiary, Foundation must appoint at least one Designee.

Select the appropriate type of legal person.

At text 2 coursol members must be appointed. Appointent of a because in systemal range Founders and you for the death of the last standing Founders, appointment of the Guardian becames computiony. Appointment of a because in systemal range Founders and the foundation. Appointment of a because in the stand persons as a founder. A Coursol member can be the stand persons as a founder or a boreflowy, but a sole beneficiary may not be appointed as a Cuardian i.e. If there is only 1 active Beneficiary, that same person cannot be a Guardian. A Coursol member can be the same person as a founder or a boreflowy, but a sole beneficiary may not be appointed as a Cuardian i.e. If there is only 1 active Beneficiary, that same person cannot be a Guardian. A Coursol member can be the same person by Selecting Coursol member can be of the same person by Selecting Coursol member can be of the sole of person.	Abu Dhabi Global Market						D	ashboard Tina Austri
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Attack Tomod members and the descended Add Descingence by selecting Add Descingence by			Addresses 0	O Authorised Signatories 🗸	Members A	O Data Protection		
Interes of a Foundation should satisfy the following conditions: Appointment of Registered Agent is optional. A least 1 Suovier multi be appointed. A least 2 suovier multi be appointed. A councel heretice can be the same person a shoulder or a beneficiary may not be appointed as a Guardian i.e. If there is only 1 active Beneficiary, that same person cannot be a Guardian. A double can be the same person as a founder: A double can be the same person as a founder or a beneficiary may not be appointed as a Guardian i.e. If there is only 1 active Beneficiary, that same person cannot be a Guardian. A double can be the same person as a founder: A double can be the same person be supported as a founder. A double can be the same person be supported as a founder. A double can be the same person be supported as a founder. A double can be the same person be supported as a founder. A double can be the same person beneficiary that same person cannot be a Guardian. A double can be the same person be supported as a founder. A double can be the same person be supported as a founder. A double can be the same person be supported as a founder. A double can be the same person be supported as a founder. A double can be the same person be supported as a founder. A double can be the same person be a founder. A double can be the same person be same person be a found as a founder. A double can be the same person be a founder of beneficiary the person be a found as a founder. A double can be an explored as a founder. A double can be the same person be a founder of beneficiary the same person be a found as a founder. A double can be and person be a found as a founder. A double can be the same person be a found as a founder. A double can be person be a found as a found as a founder.	At least 2 council members mult be app At least 1 Designee must be appointed							
	Rembers of a Foundation should tasts the for + Appointment of Registered Agents is option - At least 1 Younn must be appointed. - At least 1 Younn must be appointed. - At least 2 council members must be appointed. - Appointment of a Buestion is optional if a - Appointed of a Buestion is optional if a - Appointed of a Buestion is optional if a - A Council Member camb be the same parts - A Caucil Member and the factor parts - Appointed - Appoint	nal. inted. any Founder is alive. Upo y only if a Beneficiary is n a Guardian and vice ver in as a Founder. tounder or a beneficiary. dd Designee by s	ot nominated by t sa. but a sole benefic electing	he Foundation.			on cannot be a Guardian.	

Provide details of the Designee upload a passport copy, and evidence of appointment. If such appointment is stated in the Foundation Charter, re-upload a copy of the charter, or a resolution or any document with similar effect signed by the Founder(s) of the Foundation approving the appointment of the Designee.

Once completed, select 'Done:..'

To add Designee, select 'Add Designee' button.

			role.	
Add Me as a Member				
Full Name	Foir * Amenomez *	Summe *		
Former Names ()				
Country of Residence *	United Arab Emirates	¥		
Nationality *	United Arab Emirates			
Date of Birth *	DC-MMML MMY			
Business Occupation			Provide the details,	
Service Address	Linit Number / Level Number		documents and	
	Rolding State		evidence of	
	Zareet / Area		appointment. You can	
			upload a copy of Foundation Charter or	
	PO Box Number 1		resolution signed by the	
	State / Province		founder(s) approving	
	Initale		such appointment.	
	Abu Dhabi *			
	Country *	*		
	United Arab Emirates			
Residential Address	pre nomber 7 tole nomber -			
	Building Name 1			
	Street / Area *			
	State / Province			
	amirate *			
	Country 1			
	United Arab Emirates	*		
Passport Evidence *	Upload			
Evidence of Appointment * @	Upload			

Step 10: Registered Agent

Foundation may have a registered agent. This is optional.

Select the appropriate type of legal person.

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Use 'look up' search window. Search the details of the Registered agent and upload the evidence of appointment. If such appointment is stated in the Foundation Charter, re-upload a copy of the charter, or a resolution or any document with similar effect signed by the Founder(s) of the Foundation approving the appointment of the registered agent.

Once completed, select 'Done:..'

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 Appointment of a Designee is com A Council Member cannot be the s A Council member can be the same 	is opponal. led. e appointed. Joint if any founder is alive. Upon the death of the pultory only if a Beneficiary is not nominated by ame as a Guardian and vice versa. reperson as a Guardian to founder.		pecones computery. Lony 1 active Beneficiary, that same person cannot be a Guardian	
6 Add growner Monther 1				
Phone input at least 1				
Company/Partnersnip Role * Search for the Company o		Search the details registered agent a upload a copy of evidence of		
Partnership you wish to a Member *		appointment. You upload a copy of	rcan	
Evidence of Appointment * @	Upload	Foundation Charte resolution signed I founder(s) approv such appointment	by the ring the	
Cancel Done	Select 'Done'.			
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*	TMF SERVICES B.V.			
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ntity Name egistered Office Address	3323, 33, Al Hagani Tower, Nou Unaul Glob			
	United Arab Emirates			

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Step 11: Data Protection

Complete all the details required on the Data Protection section and select 'Next Step:...'

O ADV Challs Calobel Market	
	Register a Foundation
	Expires in: 29 working days on 29/09/2017 @ 1.01 PM
	0 0 0 0 0 0
	General Details 🔍 Addresses 🔍 Authorised Signatories 🖌 Members 🔺 Data Protection Review
(1)	
I Data Protection	III III IV V V Data Processors Data Protection - Declaration Data Protection - Declaration
Data Protection	
Every entity under formation is subject to person acting in his capacity as a staff m	ADGM Data Protection Regulations 2015. Such an entity under formation is the Data Controller. "Data Controller" means any person in the Abu Dhabi Global Market (excluding a natural ember) who alone or jointly with others determines the purposes and means of the Processing of Personal Data. To qualify as a data processor a party must be a separate legal entity
from the data controller, and process pe	sonal data on the controller's behalf.
Data Protection Contact Person	
My Clptoerd	
Full Name	Titk * Annuanez * Sumane *
	- Please Select - 💌
Country of Residence *	United Arab Emirates
Nationality *	United Arab Emirates
	20-48/48-79/W
Date of Birth *	
Business Occupation	
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	Building Name
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	Country * United Arab Emirates *
Telephone	Country * Area Code Number *
relephone	+971
Email *	
Cancel Save & Exit New	t Step: Data Processors o

Step 12: Review

Review all the information provided on the form. If all are in order, complete the declaration and select 'Proceed to Payment'.

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	Declaration				
	i deciane that, is the best of my Ves kownelegie and belief, having made due enquiry, the information given due enquiry, the information given under applicable ieu to provide any information which is and fence under applicable ieu to provide any information which is faite. Information which is faite. Under applicable ieu to provide my information which is faite. Under applicable ieu to provide any information which is faite. Intervision of the provision which is faite. Intervision of the provision which is faite. Intervision of the provision of the provisio				
ł	Provide declaration				
0	Declaration & Consent				
6	§ 1 Lineigh the party lodging this application, decise that the information in this application and any statchments are true and complete as at the duet of this form and that Lam subtroted full proposed Foundation. I further deciser and confirm that upon lodgement of this application, all requirements of ADGII Foundation Regulators 2017 relating to registrations have been full and anthrop/lifegittrar is seeing from compliance with ADGII Dua Fineetion Regulators pursuant to section 19 of ADGII Dua Fineeticon Regulators 2017 and any amendment and anthrop/lifegittrar is seeing from compliance with ADGII Dua Fineetion Regulators pursuant to section 19 of ADGII Dua Fineeticon Regulators 2017 and any amendment	illed. I under:			
	Cancel Save & East Select 'Proceed to Payment'	⇒	Proceed to P	Payment	Ì

Step 13: Payment

Complete the payment details. Once completed, form will be submitted for review.

Available Payment Method

ADGM Registration Authority <u>does not</u> accept payment in cash.

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Payment to the Registrar can be made via the following channels:

Online Payments

Online credit card payment is only available to those applicants who have submitted applications through the Online Registry Solution.

Credit Card / POS

An applicant can visit our offices and pay using their credit card. Currently only Visa and MasterCard are accepted.

Bank Transfer

USD Account Bank Name: National Bank of Abu Dhabi Account Name: ADGM Registration Authority Account Number: 6205791613 IBAN Number: AE28035000006205791613

AED Account Bank Name: National Bank of Abu Dhabi Account Name: ADGM Registration Authority Account Number: 6205791532 IBAN Number: AE810350000006205791532

- 1. Please inform a member of the Registration Authority of your intention to make payment via bank transfer for the specified service.
- 2. When completing the transfer, where possible please include within the reference for payment field:
- a) Company name (of applicant)
- b) Service that is being applied for
- c) Once the transaction has been completed, please inform a member of the Registration Authority that this transfer has been successful, and if possible provide a copy of the receipt of transfer.

The Registration Authority will not commence processing of any application until such time that payment has been successful and received within the account. By following the above steps, any potential delays in tracing payments may be avoided.

Errors on the application form or in the documents

If the form contains errors, the Registrar's office will normally return it to the applicant for resubmission. The Registrar's office does not correct errors on the forms. The applicant will be informed by email about the errors and corrective actions that need to be taken.

Approval Process

All documents submitted to the Registrar are subject to checks. If the application is in order, a certificate of registration will be issued to the applicant. Unless requested, original certificate of registration of a lease is handed over to party lodging the application. The other party may receive a true copy of the original issued by the Registrar upon request and payment of applicable fee.

Disclaimer

This Guidance Note (the "Note") provides answers to many frequently asked questions and provides information on completing the application to register a foundation. This is only a non-binding indicative guide and should be read together with the relevant legislation, in particular, ADGM Foundations Regulations 2015 and any other relevant regulations and enabling rules, which may change over time without notice. The Note only refers to the procedures that need to be completed in relation to the Registrar. It does not cover other requirements as set out in the relevant legislation (which includes contact with the court and other obligations of an applicant). Further advice from a specialist professional may be required. The Registration Authority makes no representations as to accuracy, completeness, correctness or suitability of any information and will not be liable for any error or omission. Information in this Note is not to be deemed, considered or relied upon as legal advice and should not be treated as a substitute for a specific advice concerning any individual situation. Any action taken upon the information provided in this Note is strictly at your own risk and ADGM RA will not be liable for any losses and damages in connection with the use of or reliance on information provided in this Note.

For more information, you may contact the Registrar:

Telephone No.: 00 971 2 338888 Email: <u>ra@adgm.com</u>

Address: 3rd floor, ADGM Building, Abu Dhabi Global Market Square, Al Maryah Island, Abu Dhabi, United Arab Emirates.

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