LICENSING SUPPORT

Document requirements for new registrations

Company formation document checklist

1 01 | INDIVIDUAL
Individual Shareholder Documents

1. **Valid Passport Copy** of the shareholder.
2. **Proof of Address** (must be current and clearly state name and address):
   - Recent utility bill, or
   - Bank statement, or
   - UAE tenancy contract (if the shareholder resides in the UAE).
3. **Proof of Source of Wealth** (mandatory if the investment value exceeds USD 250,000):
   - Three (3) months bank statement, or
   - Screenshot/statement evidencing digital asset holdings.
4. **Emirates ID and UAE Residence Visa Copy** (if the shareholder is a UAE resident).
5. **No Objection Certificate (NOC) or Self-Declaration** (if the shareholder is under sponsorship by a company or individual).

2 02 | CORPORATE
Corporate Shareholder Documents

1. **Board Resolution of the Parent Company** authorizing:
   - Investment/ownership in the Free Zone company, and
   - Appointment of manager(s) and director(s).

Attestation requirements

- If parent company is outside UAE: attested by UAE Embassy.
- If parent company is in a UAE Free Zone: attested by the relevant Free Zone Licensing Authority.
- If parent company is in UAE Mainland: attested by Notary Public.
- English version accepted.

2. **Certificate of Incumbency / Extract / Certificate of Good Standing**
   - To prove UBO(s) and confirm the parent company is active.
   - **Attestation:**
     - Outside UAE: UAE Embassy.
     - Inside UAE: issued by Licensing Authority; no further attestation required.
   - English version accepted.

CORPORATE SHAREHOLDER

Supporting company documents

2

02 | CONTINUED
Corporate Shareholder Documents

3. **Certificate of Incorporation of the Parent Company**
   - **Attestation:**
     - Outside UAE: UAE Embassy.
     - Inside UAE: issued by Licensing Authority; no further attestation required.
   - English version accepted.
4. **Memorandum and Articles of Association (MOA / AOA)** of the Parent Company.
   - **Attestation:**
     - Outside UAE: UAE Embassy.
     - Inside UAE Free Zone: Licensing Authority.
     - Inside UAE Mainland: Notary Public.
   - English version accepted.
5. **Valid Passport Copy** of the UBO(s) of the parent company.
6. **Proof of Address of UBO(s)** (current and valid):
   - Recent utility bill, or
   - Bank statement, or
   - UAE tenancy contract (if residing in UAE).
7. **Proof of Source of Wealth of UBO(s)** (mandatory if the investment value exceeds USD 250,000):
   - Three (3) months bank statement, or
   - Screenshot/statement evidencing digital asset holdings.

Important	For new registrations, proof of funds is not requested. For amendments (e.g., capital increase), proof of capital is mandatory.

8. **Company License Copy** (mandatory for UAE & GCC registered companies).
9. **Organization Ownership Chart**
   - Attestation is not required.
   - The chart should be printed on the parent company's letterhead.

Need assistance?

International Desk can coordinate document preparation and guide the licensing process.