# **ADGM Licensing Submission (Sample)**

**Process: Licensing**

## **Company Details**

* **Entity Name:** Example Advisory FZ-LLC
* **Registered Office:** ADGM, Abu Dhabi, UAE
* **Authorised Signatory:** Jane Doe

## **Requested Licence**

* **Licence Type:** Professional Services – Corporate Advisory (Non-Financial).
* **Scope Summary:** Advisory on corporate structuring and administration within ADGM.

## **Documents Submitted**

* Articles of Association (signed)
* Memorandum of Association
* Passport copies of shareholders and directors
* CVs of key personnel
* Bank reference letter

## **Documents Not Yet Finalised (for testing)**

* Board Resolution appointing authorised signatory (pending)
* Ultimate Beneficial Owner (UBO) declaration (pending)
* Office Lease Agreement / Flexi-desk contract (pending)
* AML/CTF Policy & Procedures (draft)
* Data Protection Policy (to be prepared)
* Compliance/Operations Manual (to be prepared)

## **Key Clauses/Policies (Extracts)**

* **Clause 3.1 – Fit & Proper:** All officers confirm fitness and propriety.
* **Clause 5.2 – Governance:** Board meets at least twice per year.
* **Clause 7.4 – Record Keeping:** Records retained for 6 years.
* **Clause 8.1 – AML/CTF:** [TBD – draft in progress].
* **Clause 9.2 – Data Protection:** [Not yet prepared – to align with ADGM DPR 2021].

## **Declarations**

We confirm information provided is accurate and we will supply remaining mandatory documents prior to licence issuance.