Date: [day/month/year]

To: The Registration Authority

Abu Dhabi Global Market

3rd Floor, ADGM Building

Abu Dhabi Global Market Square

Al Maryah Island, Abu Dhabi, UAE

Re: [insert name of ADGM entity and registration number]

Dear Sir / Madam,

Pursuant to section 4 of Conditions of License and Branch Registration Rules 2018, I, the undersigned, in my capacity as [insert capacity, i.e. Director / Partner / Company Secretary / Authorised Signatory

] of [insert foreign company/LLP name] hereby confirm that documents previously filed with ADGM Registration Authority are no longer current, therefore, [insert foreign company/LLP name] is subject to requirement to lodge documents listed in paragraph (2)(b) to (e) of Rule 3 of Conditions of License and Branch Registration Rules 2018 at the time of renewal of commercial license.

To satisfy that requirement the documents being provided under this cover letter are as follows: *(remove any paragraphs below that do not apply)*

1. a certified copy of the certificate of incorporation and any certificate amending the certificate of incorporation issued by the relevant authority in home jurisdiction;
2. a certified copy of the constitutional documents; and
3. a certified copy of the most recent accounts and reports, including a balance sheet, profit and loss account and (if required by applicable law to have an auditor audit its accounts and reports) the auditor’s statement thereon; or
4. if it is not required by applicable law to prepare financial statements and reports thereon (including an auditor’s report) such other evidence of financial credit worthiness as the Registrar may require.

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**[Name of Director / Partner / Company Secretary / Authorised Signatory]**