



## Beneficial Owner FAQ

### 1. Who is the Beneficial Owner?

The Beneficial Owner is the natural person who comes into the ultimate ownership, or who has ultimate control over the legal person directly or through a chain of ownership or control or other indirect means. In addition, the natural person on whose behalf transactions are conducted or who has ultimate effective control over a legal person, owns or has ultimate control over direct/indirect shares of 25% or more.

### 2. Who are the persons authorized to provide the Beneficial Owner data?

The declaration is provided by the company's legal representative, such as at least one of the directors.

### 3. What are the data and documents required to fill out the Beneficial Owner application?

#### Required Data:

- 1- To fill in the director's data, such as name, address, ID and passport number.
- 2- To fill in the beneficial owner's data, such as name, address, ID number and the percentage of the beneficial owner in the ownership or the right to vote.
- 3- To fill in the data of the members of the board of directors, such as name and ID or passport number.

#### Required Documents:

1. Structure of the Beneficial Ownership.
- 2- A copy of the passport and ID of the beneficial owner, director or members of the board of directors.



#### 4. What is the registration process for the Beneficial Owner?

- 1- Log on to the Abu Dhabi Business Centre website at: [adbc.gov.ae](http://adbc.gov.ae)
- 2- Select the Beneficial Owner box.
- 3- Login with the UAE Pass.
4. Enter the economic license number and click "Display trade name".
5. Click "Continue" to follow up on the request.
6. Fill in the director's data, name, address, ID, and passport number. etc.
- 7- Fill in the Beneficial Owner's data, name, address, ID number and the percentage of the Beneficial Owner in the ownership or the right to vote... etc.
8. Attach the required documents.
9. Submit an acknowledgement of the validity of the Beneficial Owner's data.

#### 5. What is the modification process for the Beneficial Owner?

- 1- Log on to the Abu Dhabi Business Centre website at:
2. Select the Beneficial Owner box.
3. Login with the UAE Pass.
4. Enter the economic license number and click "Display trade name".
5. Click "Continue" to follow up on the request.
6. Fill in the director's data, name, address, ID and passport number... etc.
7. Fill in the Beneficial Owner's data, name, address, ID number and the percentage of the Beneficial Owner in the ownership or the right to vote... etc.



8. Attach the required documents.

9. Submit an acknowledgement of the validity of the Beneficial Owner's data.

**6. Is it compulsory to register the partner legal person in the license in the Beneficial Owner data?**

The partner legal person in the trade license must be registered in the data of the Beneficial Owner, as well as the partners or shareholders in the entity of the legal person until the Beneficial Owner is reached.

**7. Is it compulsory to register the Beneficial Owner for all legal forms?**

All companies registered in the UAE, including free zones, must be registered for the Beneficial Owner data, except for public shareholding companies and companies owned by 100% federal or local government agencies, or companies affiliated with companies 100% (wholly) owned by the government.

**8. Is it compulsory to register the Beneficial Owner for all types of activities (commercial, industrial, professional, and tourism)?**

Yes, the Beneficial Owner must be registered for all types of activities in the commercial registry system.

**9. Is it compulsory to register the Beneficial Owner for all types of Licenses?**

Yes, the Beneficial Owner must be registered for all types of licenses.

**10. Could the Beneficial Owner be a natural person who is not related to any party of the license?**

Yes.



**11. Is it compulsory to register the Beneficial Owner in case he is not a UAE citizen and has never entered the UAE?**

Yes.

**12. Is it compulsory to provide the concerned authorities with any identification documents of the Beneficial Owner?**

Regarding the natural person, the concerned authority must be provided with a copy of the passport or the Emirates ID for the UAE citizens. As for the legal person registered in the UAE, the concerned authority must be provided with the company's articles of association, and the foreign company must provide the concerned authority with the name of the legal representative and proof of that. The company must also keep a register of the Beneficial Owner that includes his personal data, place of residence, address, nationality, and all related data, such as e-mail, contact numbers and other data mentioned in Resolution No. 58 of 2020.

**13. Is it compulsory for the Beneficial Owner to own shares in the license or contribute to the capital?**

The Beneficial Owner is not required to own shares in the company or contribute to the capital, as he can be the natural person who occupies the position of senior management officer (controlling the company's decisions) in case the Beneficial Owner cannot be identified as required.

**14. Could the data of the Beneficial Owner of the license be modified?**

Yes, it could be modified through the electronic fields previously prepared by the concerned authority for this purpose.

**15. Could the Beneficial Owner of the license be replaced/changed?**

Yes, it could be replaced/changed through the electronic fields previously prepared by the concerned authority for this purpose.



**16. Is there a legal age for the Beneficial Owner of the license?**

No indication in law specifies a certain age for the Beneficial Owner.

**17. Could a Beneficial Owner be identified for the master license and another Beneficial Owner be identified for the affiliates?**

No, as the Beneficial Owner is the ultimate person who controls the company or group of companies. Or, he is the person that owns 25% of the shares so he is in control of the company.

**18. Is a Beneficial Owner identified for the foreign company's branch in the UAE or for the main company in the country of origin?**

The Beneficial Owner is the ultimate control of the company whether it is in the country of origin or registered in the UAE.

**19. What is the process for submitting a grievance about the administrative penalties for violators of the provisions of Resolution (58)/2020 concerning regulating the procedures of the Beneficial Owner?**

The grievance about the administrative penalties can be submitted by sending a grievance letter to the following email: [BOGrievances@ded.abudhabi.ae](mailto:BOGrievances@ded.abudhabi.ae)

**20. What are the violations and penalties for violators of the provisions of Resolution (58)/2020 concerning regulating the procedures of the Beneficial Owner?**

Serial	Violation	For the first time	For the second time	For the third time
1.	The legal person does not create a register of the Beneficial Owner or keep his data	Warning letter	Applying a penalty of AED 50,000 and warning the legal person to adjust within (30) days	Applying a penalty of AED 100,000 and suspension of the trade



			from the date of issuing the violation	licence for at least (12) months
2.	Failure to include the data contained in the clause (2) of the article (8) of the referred cabinet resolution No. (58) for 2020	Warning letter	Applying a penalty of AED 20,000 and warning the legal person to adjust within (15) days from the date of issuing the violation	Applying a penalty of AED 40,000 and suspension of the trade licence for at least (6) months
3.	The legal person fails to keep appropriate, accurate, specific and updated data about the Beneficial Owner. Or the legal person fails to adequately record the details of the beneficial ownership of the Beneficial Owner	Warning letter	Applying a penalty of AED 10,000 and warning the legal person to adjust within (15) days from the date of issuing the violation	Applying a penalty of AED 20,000 and suspension of the trade licence for at least one month
4.	The legal person fails to submit the data referred to in article (10) - of the aforementioned cabinet resolution No. (58) of 2020 - concerning the data of the director or nominal member of the board of directors to the registrar	Warning letter	Applying a penalty of AED 20,000 and warning the legal person to adjust within (15) days from the date of issuing the violation	Applying a penalty of AED 40,000 and restricting the powers of the members of the board of directors or managers who are proven responsible for committing the violation



5.	The legal person fails to create a register of partners or shareholders	-	Applying a penalty of AED 50,000 and warning the legal person to adjust within (60) days from the date of issuing the violation	Applying a penalty of AED 100,000 and suspension of the trade licence for at least (12) months
6.	The legal person fails to keep the details of the data of each partner or shareholder in the register of partners or shareholders	Warning letter	Applying a penalty of AED 30,000 and warning the legal person to adjust within (15) days from the date of issuing the violation	Applying a penalty of AED 60,000 and suspension of the trade licence for at least (6) months
7.	The legal person fails to provide the data of the beneficial owner register and the register of partners or shareholders to the registrant. He also fails to keep these registers from damage, loss or destruction	Warning letter	Applying a penalty of AED 15,000 and warning the legal person to adjust within (15) days from the date of issuing the violation	Applying a penalty of AED 30,000 and suspension of the trade licence for at least (3) months
8.	The legal person fails to provide any additional data requested by the Registrar	Warning letter	Applying a penalty of AED 5,000 and warning the legal person to adjust within (15) days from the date of issuing the violation	Applying a penalty of AED 10,000 and suspension of the trade licence for at least one month
9.	The legal person fails to provide the registrant with the name of a natural person residing in the UAE and is authorised to disclose the data or	Warning letter	Applying a penalty of AED 1,000 and warning the legal person to adjust within (15) days	Applying a penalty of AED 2,000 and suspension of the trade



	information required by the decree-law and its executive regulations		from the date of issuing the violation	licence for at least one month
10.	The legal person issues share warrant to bearer	Warning letter	AED 5,000	AED 10,000
11.	The legal person fails to disclose information when issuing equities or shares in the names of persons or members of the board of directors to the registrant within 15 days from the date of issuing the equities or shares	Warning letter	Applying a penalty of AED 5,000 and warning the legal person to adjust within (15) days from the date of issuing the violation	Applying a penalty of AED 10,000 and restricting the powers of the members of the board of directors or managers who are proven responsible for committing the violation
12.	The legal person fails to submit the register of the Beneficial Owner and the register of the partners or shareholders to the liquidator within 30 days from the date of the appointment of the liquidator	Warning letter	Applying a penalty of AED 5,000 and warning the legal person to adjust within (15) days from the date of issuing the violation	Applying a penalty of AED 10,000 and suspension of the trade licence for at least one month
13.	The legal person or liquidator fails to keep registers and all data contained in this decree for a period of (5) years from the date of dissolution, liquidation or cancellation	Warning letter	AED 20,000	AED 40,000





#### 21. When it is required to update the data of the Beneficial Owner register?

When amending partners, the percentages between partners, the director, members of the board of directors, the voting rights and the Beneficial Owner, as well as the data of address and contact numbers of the director or the Beneficial Owner.. etc., provided that the amendment shall be made within 15 days to avoid violations and consequential administrative penalties.

#### 22. In case there is a master license with local branches in Abu Dhabi, is it enough to register the master license only?

Yes, it is enough to register the master license.

#### 23. What is the required procedure for removing the suspension of economic establishment for non-compliance with the registration of the Beneficial Owner?

The owner of the economic establishment shall register the requests of the Beneficial Owner and send an email to the compliance unit at: [Compliance-Unit@ded.abudhabi.ae](mailto:Compliance-Unit@ded.abudhabi.ae) to consider the request and remove the suspension of the license.

#### 24. In case there is no Beneficial Owner that meets the 25% or more, what is the procedure to be taken?

The natural person holding the position of senior management official in the economic establishment shall be added.

#### 25. Contact information and inquiries

1. Email: [eservices@ded.abudhabi.ae](mailto:eservices@ded.abudhabi.ae)
2. Chatbot: <https://www.adbc.gov.ae/CitizenAccess/ChatWidgetARB.html>
3. Call Centre: +97128158888



## 26. Beneficial Owner registration channels:

Through the ADDED website - Electronic Services - Abu Dhabi Business Centre:

<https://www.adbc.gov.ae/CitizenAccess/welcome.aspx>

## 27. Beneficial Owner modification channels:

Through the ADDED website - Electronic Services - Abu Dhabi Business Centre:

<https://www.adbc.gov.ae/CitizenAccess/welcome.aspx>

## 28. The licensed legal forms that are not subject to the provisions of the cabinet decision:

1. Business Forum
2. Cooperative Society
3. Government Liaison Office
4. International Organization
5. Public Shareholding Company and its branches.

## 29. Registration in anti-money laundering systems for non-financial professions and businesses:

The sectors of mineral and gem dealers, real estate brokers and agents, the corporate service providers and the auditors shall register in both the goAML system and the automated reporting system for sanctions lists.

1. To register in the goAML system:

<https://www.economy.gov.ae/arabic/AML/goAML/Pages/default.aspx>

2. To register in the automated reporting system for sanctions lists, follow this link:

<https://www.uaieic.gov.ae/ar-ae/United-Nations-Security-Council-Sanctions>