

Declaration of Ultimate Beneficial Owner(s) (UBOs)

Company Name: _____

License Number: _____

General Policy

The Ultimate Beneficial Owner(s) (UBOs") Declaration Form shall be submitted by all existing and onboarding corporate entities admitted as shareholders upon incorporation, any corporate amendment in shareholders and during the renewal. Hamriyah Free Zone Authority (HFZA) requires this information in order to comply with the UAE Federal Law No. 20 of 2018 on Anti-Money Laundering and Combating the Financing of Terrorism and Illegal Organisations and the Cabinet Decision No. (10) of 2019 Concerning the Implementing Regulation of Decree Law No (20) of 2018 on Anti-Money Laundering and Combating the Financing of Terrorism and Illegal Organisations.

HFZA is required to maintain a UBO register that reflects accurate and up to date information concerning UBO(s) and controller(s) of each company registered with the Zone. Once you have submitted the form, you must update such data within 15 business days upon its amendment or change; and ensure to keep this information up-to-date and accurate on an ongoing basis. As well as, assisting the Registrar in documenting such information.

Who is A UBO?

A UBO is an individual who ultimately owns or controls the entity, or on whose behalf a transaction or activity takes place.

For a company, a UBO is any individual who:

- Owns or controls 25% or more of the shares or voting rights;
- Ultimately owns or controls (whether directly or indirectly) 25% or more of the shares and voting rights in the business;
- Holds the right (directly or indirectly) to appoint or remove the majority of the board of directors;
- Has the right to exercise (or actually exercises) significant influence or control over the corporate body;
- Exercises ultimate control over the management; or
- Controls the corporate body.

If the shares or rights are held by a nominee, the UBO will be the person whom the nominee is acting on the behalf of. If the nominee is acting for a legal entity, then the UBO will be the person who exercises ultimate control over the legal entity.

For a partnership, a UBO is any individual who controls 25% or more of the capital of the partnership, or who ultimately is entitled to control 25% or more of the voting rights of the partnership.

For a trust, UBO includes: the settlor, trustees, beneficiaries and any individual who has control over a trust.

Companies are required to create and maintain the following registers at their office as per Cabinet Resolution No. (58) of 2020:

- **Register of shareholders**
- **Register of beneficial owners**
- **Register of nominee directors**, i.e. the person following the guidelines or instructions issued by another person.

Notes:

- If the shareholder/director is acting as a nominee, you need to complete the UBO details of the person(s) on whose behalf the nominee is acting upon.
- If you are representing an individual, please complete the details of the following individual.
- If you are representing a legal entity, please complete the details of the individual who exercises control over such legal entity.
- You may refer the Cabinet Decision No. (58) of 2020 – Article (5) about identification of the Beneficial owner here:
 - <https://eportal.hfza.ae/OsWeb/resources/docs/CR-Regulating-Beneficial-Owner-Arabic.pdf>
 - <https://eportal.hfza.ae/OsWeb/resources/docs/CR-Regulating-Beneficial-Owner-English.pdf>
 - <https://hfza.ae/aml-compliance>

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General Questions

- Are you acting as a nominee shareholder on behalf of a third party? Yes No
- Are you acting as a nominee director on behalf of a third party? Yes No
- Is the company publicly listed in a stock exchange Yes No
 - If yes, mention the government authority or the Exchange on which the shares are traded:
 - and the registration Number:
- Is the company wholly owned by a Local or Federal Government Yes No
 - If yes, mention the Local or Federal Government's name:
- Is the company wholly owned by a company in a UAE Financial Free Zone Yes No
 - If yes, mention the Financial Free Zone's name and the company's name:
- Is the company wholly owned by an individual Yes No (If yes, please tick one or more of the below options)
 - Owns or controls 25% or more of the shares or voting rights;
 - Ultimately owns or controls (whether directly or indirectly) 25% or more of the shares or voting rights in the business;
 - Directly or indirectly holds the right to appoint or remove the majority of the board of directors;
 - Has the right to exercise (or exercises) significant influence or control over the corporate body;
 - Exercises ultimate control over the management
 - Controls the corporate body.
- Is the Company part of multinational group (MNE Group)¹ ? Yes No
- What is the legal status of your company?
 - Free Zone Establishment with a single shareholder (FZE)
 - Free Zone Company with more than one shareholder (FZC)
 - Branch of a UAE Company
 - Branch of an international Company
 - Branch of a Free Zone Company
- Reason(s) behind submitting the application:
 - New Company
 - Reinstatement
 - Renewal
 - After a change in the shareholder / Asset transfer
 - Change in the Beneficial owner
 - Termination

¹ "Two or more entities related through ownership and control and which are required to prepare consolidated financial statements as per accounting standards with one or more entities having residence in different jurisdictions, for complete definition, please refer Cabinet of Ministers Resolution No. 57 of 2020 concerning Economic Substance Requirements"

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Details of Beneficial Owners (UBO's) – Corporate Entities

- Is the company owned by a corporate Entity? Yes No
 - If yes, list all the entities that own the above company

Company Name	Address of Registered Office	% of Shares in HFZ Company	UBO Name ²

Details of Ultimate Beneficial Owner(s) (UBO's) – Individuals³

- You are acting as a:
 - Nominee shareholder / or nominee director ⁴
 - Legal representative of publicly listed company in stock exchange ⁵
 - Legal representative of company that is wholly owned by a local or federal government ⁶
 - Legal representative of a company established in a Financial Free Zone ⁷
 - Trust ⁸
 - Company wholly owned by an individual⁹ , (If yes, please tick one or more of the boxes below)
 - Owns or controls 25% or more of the shares or voting rights;
 - Ultimately owns or controls (directly or indirectly) 25% or more of the shares or voting rights in the business;
 - Holds the right (directly or indirectly) to appoint or remove a majority of the board of directors;
 - Has the right to exercise (or exercises) significant influence or control over the corporate body;
 - Exercises ultimate control over the management; or
 - Controls the corporate body.

² Ownership structure diagram is required for each entity listed and UBO Details (along with the ownership structure diagram, the minimum requirements of the details shared about each corporate entity's UBO must include their "Full Name, Nationality, and Passport copy").

³ If multiple UBO's exist, fill this sheet for each individual

⁴ Nominee shareholder/Nominee Director – individual details will be of the person for whom the nominee is acting on the behalf of. If the nominee is acting for a legal entity, then the UBO will be the person who exercises ultimate control over the legal entity.

⁵ Publicly listed company in stock exchange – individual details will be the legal representative's details

⁶ Company that is wholly owned by local or federal government – individual details will be the legal representative's details

⁷ Company established in Financial Free Zone – individual details will be the legal representative's details

⁸ For a trust, UBO includes: the settlor, trustees, beneficiaries and any individual who has control over a trust.

⁹ If you are representing an individual, please complete the details of the following individual.

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Details of Ultimate Beneficial Owner(s) (UBO's) – Individuals

I/We declare the following information:

Full Name (English) _____
Full Name (Arabic) _____
Gender (Male/Female) _____ Date of Birth (DD/MM/YY) _____ Place of Birth _____
%Percentage of ownership (if applicable) _____ Date of being a Beneficial Owner _____
Representative Capacity (Chairman/Managing Director/ General Manager .. etc.) _____
Are you carrying a dual nationality? Yes No Nationality _____ Second nationality _____
Emirates ID Number _____ Emirates ID Expiry date _____ Passport Number _____
Passport issue Date _____ Passport expiry Date _____ Unified Number _____
ID Number _____ ID Expiry Date _____
Legal Representative / POA Full Name (English) _____

Current Resident Address:

Country of Residence _____ State / province _____ Postal Code _____
Flat No. / Villa No. / Building Name _____ Street _____ Area _____
City/Town/village _____

Home Country Address

Country of Residence _____ State / province _____ Postal Code _____
Flat No. / Villa No. / Building Name _____ Street _____ Area _____
City/Town/village _____

Working address

Name of the entity _____
Address of the entity _____

Contact Details

Primary Email Address _____ Primary Contact Number _____
Secondary Email Address _____ Secondary Contact Number _____
Legal Representative / POA _____ Residential Contact Number: _____

This section is for trust only

Settlor's full name: _____
Settlor's Emirates ID: _____ Settlor's Emirates ID Expiry Date: _____
Trustee's full name: _____
Trustee's Emirates ID: _____ Trustee's Emirates ID Expiry Date: _____

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Required Supporting Documents

Please attach supporting documents to confirm all the information mentioned above:

- ✓ Valid Passport Copy
- ✓ Valid ID Copy
- ✓ Share Certificates
- ✓ Memorandum and Articles of Association
- ✓ Power of Attorney
- ✓ Proof of Legal Representative
- ✓ Declaration of Ultimate Beneficial Form (signed form)
- ✓ Ownership structure diagram (For each company listed in cooperate Entity section)
- ✓ Company Registry/ Registry Extract / Company Master Data (if UBO is Cooperate Entity) ¹⁰

Additional requirements for the following cases:

▪ **Branch of a UAE Company**

- ✓ Professional License / or Parent Company Trade License / or Membership Certificate

▪ **Branch of an International Company**

- ✓ Corporate Structure

▪ **For Companies that are either publicly listed in a stock exchange or established in a Financial Free Zone**

- ✓ Registration Certificate
- ✓ Company Registry/ Registry Extract / Company Master Data
- ✓ Corporate Structure

▪ **For Companies that are wholly owned by a local or federal government:**

- ✓ Proof of the Legal Representative

▪ **In case of termination**

- ✓ Register of shareholders
- ✓ Register of beneficial owners
- ✓ Register of nominee directors (if applicable)

I/We hereby declare that the information provided in this form is true and accurate and if such information changes, I/We will promptly notify HFZA compliance/ lease and licensing department in writing. If any of the information provided by me/us is subsequently found to be untrue, inaccurate or misleading information; then I/We hereby authorize HFZA to take the actions deemed necessary against the company in connection with this declaration.

The signatory to this document has/have all the necessary authority to provide this declaration for and on behalf of the applicant's company.

Name: _____,

Company/ Title _____

Signature¹¹: _____,

Date: _____,

¹⁰ In case your entity's UBO is a corporate entity, you have to submit an extract of the Company registry/ Registry Extract / Company master data from the Registrar of Companies website of the respective country in which the UBO corporate is Incorporated and registered.

¹¹ One of the authorized Signatory of the applicant's company may fill this form (Individual UBO/ Power of Attorney Holder).