

When establishing a foreign branch in Abu Dhabi, the following parent company documents will be required:

Checklist of parent company documents required to establish a FOREIGN BRANCH in Abu Dhabi	
<b>Certificate of Incorporation of parent company</b>	<ul style="list-style-type: none"> <li>• Certified by the Notary Public in the country of origin</li> <li>• Legalised by the Ministry of Foreign Affairs in the country of origin</li> <li>• Legalised by the UAE Embassy in the country of origin</li> <li>• Stamped at the Ministry of Foreign Affairs in the UAE</li> <li>• Legally translated into Arabic</li> </ul>
<b>Memorandum of Association/Articles of Association of parent company</b> stating what activities the company is engaged in, registered address, capital and shareholders.	<ul style="list-style-type: none"> <li>• Certified by the Notary Public in the country of origin</li> <li>• Legalised by the Ministry of Foreign Affairs in the country of origin</li> <li>• Legalised by the UAE Embassy in the country of origin</li> <li>• Stamped at the Ministry of Foreign Affairs in the UAE</li> <li>• Legally translated into Arabic</li> </ul>
<b>Board Resolution</b> to open the Foreign Branch Office	<ul style="list-style-type: none"> <li>• Certified by the Notary Public in the country of origin</li> <li>• Legalised by the Ministry of Foreign Affairs in the country of origin</li> <li>• Legalised by the UAE Embassy in the country of origin</li> <li>• Stamped at the Ministry of Foreign Affairs in the UAE</li> <li>• Legally translated into Arabic</li> </ul>
<b>Power of Attorney</b> to the General Manager	<ul style="list-style-type: none"> <li>• Certified by the Notary Public in the country of origin</li> <li>• Legalised by the Ministry of Foreign Affairs in the country of origin</li> <li>• Legalised by the UAE Embassy in the country of origin</li> <li>• Stamped at the Ministry of Foreign Affairs in the UAE</li> <li>• Legally translated into Arabic</li> </ul>

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<b>Copy of Passport of the proposed General Manager in Abu Dhabi (and Emirates ID, if they have one – if not, their UID from Immigration).</b>	
<b>Service Agent Agreement</b>	<ul style="list-style-type: none"> <li>• Legally translated into Arabic</li> <li>• Notarized at the Notary Public in Abu Dhabi</li> </ul>
<b>Signature Specimen for the General Manager / signatory of the Abu Dhabi LLC</b>	<ul style="list-style-type: none"> <li>• Legally translated into Arabic</li> <li>• Notarized at the Notary Public in Abu Dhabi</li> </ul>
<b>Colour copy of Passport of Emirati local sponsor</b>	
<b>Colour copy of Emirates ID card of Emirati local sponsor</b>	
<b>Family book of Emirati local sponsor</b>	
<b>Commercial License of Emirati local sponsor (if the sponsor is a company rather than an individual)</b>	
<b>Power of Attorney for the signatory representing the sponsor (if the sponsor is a company or the individual has appointed a representative)</b>	<ul style="list-style-type: none"> <li>• Notarized at the Notary Public</li> </ul>
<b>Tawtheeq lease agreement for commercial premise</b>	
<b>Auditor's Appointment Letter</b>	<ul style="list-style-type: none"> <li>• In Arabic</li> </ul>

*Please also note, that the bank selected for your corporate account in Abu Dhabi may request additional documents to those listed above. All banks have different due diligence and governance requirements. Thus, it is strongly recommended that clarification of document requirements is discussed with your preferred bank at an early stage.*

*For assistance with your company formation in Abu Dhabi email: [info@GatewayToAbuDhabi.com](mailto:info@GatewayToAbuDhabi.com) to request a meeting.*