



## Guideline to Fill the Declaration of the Beneficial Owner\* (“BO”)

### Step One: Click on Add UBO Details

- Log in in the [E-Services Online Portal](#), and enter your username and password, and click on “Login”.

- In the home page of the E-Services Online Portal, please click on “Add UBO Details”.

- If you don't have a user access to the E-Services Online Portal, please fill the [Online Registration Form](#) to create a username and password for your company and send it to [FZManagement@dacc.ae](mailto:FZManagement@dacc.ae).



## Step Two: Authorized Person

- Please “Add” the authorized person name as per the Passport or Emirates ID.
- Please “Add” the authorized person capacity (e.g., General Manager, shareholder)
- Once the above details are filled, please click on “Update”, then move to the Step Three.

I the undersigned, please, add the name as per the Emirates ID or Passport , in my capacity as the please, add the capacity , for the purpose of fulfilling the requirements of the Beneficial Owner (BO) Information in accordance with the UAE Federal Decree by Law No. (20) of 2018 on Anti-Money Laundering and Combating Financing of Terrorism and Illegal Organizations (AML Law), the Cabinet Resolution No. (10) of 2019, concerning the Implementation of the AML Law, and Cabinet Resolution No. (58) of 2020 Regulating Beneficial Owner Procedures (BO Resolution);

Update

## Step Three: Beneficial Owner Information

There are three sections related to the required BO information based on the type of the BO, as follows:

1. In case the BO is a Natural Person (Individual), **Section A** must be filled.
2. In case the BO is an Exempted Entity (Listed in Stock Market/ Government Entity), **Section B** must be filled.
3. In case the shareholder is not a Natural Person (Corporate Shareholder), **Section C and Section A** must be filled.

### Section A: Natural Person (Individual)

- If the BO is a Natural Person, please click on “Add” to fill the Natural Person details.

Section A: List of all Beneficial Owners (BO) who are natural persons as per the BO Resolution, please complete this Section A with the following details: Name, Nationality, Passport No, Date of Birth, Gender, UAE ID #, Address, Contact Number, Status of BO ownership/control.

1 [Click here to Add](#)

- Fill the required information and click on “Next”.

**DETAILS OF ULTIMATE BENEFICIAL OWNER/S**

I/We declare the above Company is ultimately owned by the following individual/s\*:

<p>Full Name as per Passport *</p> <p>Date of Birth * DD/MM/YYYY</p> <p>UAE ID</p> <p>Nationality * --NONE--</p> <p>Passport Issue Date * DD/MM/YYYY</p> <p>Detailed Residential Address *</p> <p>Status of BO (Ownership %) * --None--</p> <p><small>(e.g. holding a controlling ownership interest (25% or more), having control of a significant percentage of voting rights, or the ability to name or remove the members of the board of directors)</small></p>	<p>Gender * --None--</p> <p>Place of Birth *</p> <p>Contact Number *</p> <p>Passport Number *</p> <p>Passport Expiry Date * DD/MM/YYYY</p> <p>Date in which the individual became the UBO DD/MM/YYYY</p> <p>Detailed description on how this individual became the UBO</p> <p><small>(e.g. purchasing shares, or tracing of corporate ownership structures up to the UBO)</small></p>
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- Upload valid passport copies of the Authorized Signatory and the Natural Person (BO), and click on “[Submit](#)”. You can add any other document you feel it is relevant.

REQUIRED DOCUMENTS

Upload	Preview	Document Name	Template	Uploaded
<a href="#">Upload/Select</a>		Passport Copy of the Authorized Signatory		✗
<a href="#">Upload/Select</a>		Passport Copy of the UBO		✗

ADD EXTRA DOCUMENTS

New Document Name \*

[Add Document](#)

[Back](#)

[Submit](#)

- Then click on “[Home](#)”.

REQUIRED DOCUMENTS

Upload	Preview	Document Name	Template	Uploaded
<a href="#">Upload/Select</a>	👁	Passport Copy of the Authorized Signatory		✔
<a href="#">Upload/Select</a>	👁	Passport Copy of the UBO		✔

[Home](#)

- If there are more than one Natural Person, please click on “[Add](#)” and follow the same process mentioned above.
- If Section B is also filled, then the Natural Person’s details must also be filled along with their UBO status (Controller/Shareholder) this can be selected under Percentage of the UBO whereby “[Controller](#)” can be selected as an option
- Once all the BO details are added and the required documents are uploaded, please [tick](#) the Customer Acknowledgment box at the end of the declaration and click on “[Submit Request](#)”.



#### CUSTOMER ACKNOWLEDGMENT

- ☒ 1. I/We hereby declare that the information provided in this declaration is true and accurate, that the aforementioned individual/s is/are the UBO of the aforementioned company, and if such information changes, I/We will promptly notify DACC Licensing & Regulatory Affairs. I/We acknowledge that if any information provided is subsequently found to be untrue, inaccurate or misleading the DACC Licensing & Regulatory Affairs may suspend or terminate our licence. I/We hereby authorise the DACC Licensing & Regulatory Affairs to make any enquiries from any person or entity, it may deem necessary in connection with this declaration. I/We understand that the DACC Licensing & Regulatory Affairs may decline my application without being required to provide any reason.
2. I acknowledge that DACC does not accept any Nominee Arrangements\* and that I hereby declare that the information provided in the above declaration is that of the Actual Owner/Beneficial Owner(s) of the Company.
- Note:** a Nominee Arrangement is used to preserve the anonymity of the beneficial owner. For example, using a representative or other intermediary to hold the shares on behalf of the actual owner/beneficial owner

### Section B: In case the BO is an Exempted Entity (Listed in Stock Market/ Government Entity)

- If the BO is an Exempted Entity (Listed in Stock Market/ Government Entity), please click on **"Add"**.

Section B: Where the entity has any Beneficial Owners that are designated as Exempt Entity (Listed in Stock Market/ Government Entity) please complete this Section B with the following details: Company Name, Registration Address and No, Reason for Exemption, Date of Incorporation, and Place of Registration.

[1 Click here to Add](#)

- Fill the Entity's details and click on **"Next"**.

#### EXCEPTION FROM PROVIDING ULTIMATE BENEFICIAL OWNERS INFORMATION

I/We declare that the above mentioned company is:

- ☐ A subsidiary or branch of company listed in a recognized stock exchange
- ☐ A subsidiary or branch of a government owned entity

please attach supporting documents to confirm that the BO is a Government or Government owned entity or a company listed in a stock market including Passport copy of the decision maker (e.g. CEO or Chairman of the board).

Company Name \*

Stock Exchange/  
Government Entity Name \*

Date of Incorporation \* DD/MM/YYYY

Registration Address and # \*

Place of Registration \*

Reason for Exemption \*

- Upload the supporting documents (to confirm the BO is a company listed in recognized stock market, or a government or a government owned entity), and a valid passport copy of the decision maker person (e.g., CEO, Chairman of the Board), then click **"Submit"**.



REQUIRED DOCUMENTS				
Upload	Preview	Document Name	Template	Uploaded
<a href="#">Upload/Select</a>		Company Ownership Structure Detailed strcuture showing the ownership of the DWC entity and how it relates to the parent Company (Company that is Government Owned or Listed on Recognised Stock Market)		
<a href="#">Upload/Select</a>		Passport copy of the Decision Maker (CEO or Chairman of the Board) The passport copy should be any CEO or Decision maker that excercises control over the DWC entity (example: ability to appoint or remove directors, ability to dissolve the company)		
<a href="#">Upload/Select</a>		Company Registration Documents The Company Registration Documents that show that the Company is registered on a recognised stock exchange or if Government Entity kindly upload the legal document supporting that it is a government entity		

- Then click on “[Home](#)”.

REQUIRED DOCUMENTS				
Upload	Preview	Document Name	Template	Uploaded
<a href="#">Upload/Select</a>		Company Ownership Structure Detailed strcuture showing the ownership of the DWC entity and how it relates to the parent Company (Company that is Government Owned or Listed on Recognised Stock Market)		
<a href="#">Upload/Select</a>		Passport copy of the Decision Maker (CEO or Chairman of the Board) The passport copy should be any CEO or Decision maker that excercises control over the DWC entity (example: ability to appoint or remove directors, ability to dissolve the company)		
<a href="#">Upload/Select</a>		Company Registration Documents The Company Registration Documents that show that the Company is registered on a recognised stock exchange or if Government Entity kindly upload the legal document supporting that it is a government entity		

- If there are more than one Exempted Entity, please click on “[Add](#)” and follow the same process mentioned above.
- Once **Section B** is filled, kindly fill in Section A with the details or the “Controller” this can be either the CEO of the Exempted Entity or the General Managers details for the DWC Entity (where applicable).
- Once all the BO details are added, please [tick](#) the Customer Acknowledgment at the end of the declaration and click on “[Submit Request](#)”.



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2. I acknowledge that DACC does not accept any Nominee Arrangements\* and that I hereby declare that the information provided in the above declaration is that of the Actual Owner/Beneficial Owner(s) of the Company.
- Note:** a Nominee Arrangement is used to preserve the anonymity of the beneficial owner. For example, using a representative or other intermediary to hold the shares on behalf of the actual owner/beneficial owner

### Section C: In case the Shareholder is not a Natural Person (Corporate Shareholder)

- If the shareholder is a Corporate Shareholder (a Company), please click on “Add”.

Section C: Applies if the shareholders are not natural person: Attach the Company ownership Structure and details of the Legal Person. (Company Name, Registration Address and No, Date of Incorporation, and Place of Registration.) **Please note that this section must be completed with section A**

[1 Click here to Add](#)

- Fill the Corporate Shareholder’s details and click on “Next”.

1 UBO Details2 Upload Doc3 Preview Info

DETAILS OF ULTIMATE BENEFICIAL OWNER/S

Company Name \*

Date of Incorporation \* DD/MM/YYYY

Registration Address and #

Place of Registration \*

Next

- Upload the supporting documents:
  1. The company ownership structure and details of the legal person;
  2. The trade license (if applicable, if not then the Certificate of Incorporation or Business Registration Certificate where available); and
  3. The Memorandum of Association and Articles of Association of the corporate shareholder.
- then click “Submit”.





REQUIRED DOCUMENTS

Upload	Preview	Document Name	Template	Uploaded
<a href="#">Upload/Select</a>		Company ownership structure and details of the legal person		
<a href="#">Upload/Select</a>		Trade License of Corporate Owner - If Trade License is not applicable – Certificate of Incorporation and Business registration Certificate (where applicable) - If above is not applicable – Certificate of Incumbency (Notarised and attested if applicable)		
<a href="#">Upload/Select</a>		Memorandum of Association / Articles of Association of the Corporate Owner MOA/ AOA of the Corporate owner which shows us who the shareholders are and what the directors powers are		

- If there are more than one Corporate Shareholder, please click on “[Add](#)” and follow the same process mentioned above.
- Once all the required details in **Section C** are filled, please fill **Section A** by clicking on “[Add](#)”

Section A: List of all Beneficial Owners (BO) who are natural persons as per the BO Resolution, please complete this Section A with the following details: Name, Nationality, Passport No, Date of Birth, Gender, UAE ID #, Address, Contact Number, Status of BO ownership/control.

1 [Click here to Add](#)

- Fill the required information related to the Natural Person (BO) and click on “[Next](#)”.

**DETAILS OF ULTIMATE BENEFICIAL OWNER/S**

We declare the above Company is ultimately owned by the following individual/s:

Full Name as per Passport *	<input type="text"/>	Gender *	<input type="radio"/> Male <input type="radio"/> Female
Date of Birth *	<input type="text" value="DD/MM/YYYY"/>	Place of Birth *	<input type="text"/>
UAE ID	<input type="text"/>	Contact Number *	<input type="text"/>
Nationality *	<input type="text"/>	Passport Number *	<input type="text"/>
Passport Issue Date *	<input type="text" value="DD/MM/YYYY"/>	Passport Expiry Date *	<input type="text" value="DD/MM/YYYY"/>
Detailed Residential Address *	<input type="text"/>	Date in which the individual became the UBO	<input type="text" value="DD/MM/YYYY"/>
Status of BO ownership/control * (e.g. holding a controlling ownership interest (25% or more), having control of a significant percentage of voting rights, or the ability to name or remove the members of the board of directors)	<input type="text"/>	Detailed description on how this individual became the UBO (e.g. purchasing shares, or tracing of corporate ownership structures up to the UBO)	<input type="text"/>

[Next](#)

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ADD EXTRA DOCUMENTS

New Document Name \*

Add Document

Back

Submit

- Then click on “Home”.

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<a href="#">Upload/Select</a>	👁	Passport Copy of the UBO		✔

Home

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**Note:** a Nominee Arrangement is used to preserve the anonymity of the beneficial owner. For example, using a representative or other intermediary to hold the shares on behalf of the actual owner/beneficial owner





**For any inquiries, please contact us through the below channels:**

Within UAE (toll free): 800-SOUTH / 800-76884

International: +971-800-76884

Email: [License@DACC.ae](mailto:License@DACC.ae)

\* The Beneficial Owner is defined in the Cabinet Resolution No. (58) of 2020 Concerning the Regulation of Beneficial Owner Procedures (the “Resolution”) as the natural person who ultimately owns or controls the legal person, whether directly or through a chain of ownership or control or any other indirect means, and also the natural person on whose behalf the transactions are being conducted or who exercises ultimate control over a legal person, as defined in Article (5) of the Resolution. To view and download the Resolution kindly click here for [Arabic Version](#), or here for [English Version](#).