

UAE Shareholder & UBO - Documents Checklist

Shareholder and Ultimate Beneficial Owner documents for UAE company setup & compliance.

How Emirae.Pro helps: Need help preparing these documents? Describe your setup once and compare up to 5 verified UAE consultants - free, no obligation: <https://emirae.pro/submit-request/>

Individual shareholder

- Passport copy - 6+ months validity
from: Each shareholder
- Emirates ID / UAE visa
If resident - from: Each shareholder
- Passport-size photo
from: Each shareholder
- Proof of address
Often requested - from: Each shareholder

Corporate shareholder

- Certificate of incorporation - attested & translated
from: Parent company
- MoA/AoA - attested
from: Parent company
- Board resolution to invest / incorporate - attested
from: Parent company
- Register of directors & shareholders
from: Parent company
- Certificate of incumbency / good standing
Often requested - from: Parent company

Ultimate Beneficial Owner (UBO)

- UBO declaration form
from: You
- ID of each UBO (25%+ ownership or control)
from: Each UBO
- Ownership / control structure chart
from: You

Registers to maintain

- Register of members / partners
from: Company
- Register of beneficial owners (UBO register)
from: Company
- Register of nominee directors
If applicable - from: Company

Tip: foreign corporate documents usually need the attestation chain (notary -> home Ministry of Foreign Affairs -> UAE embassy -> UAE MoFAIC). UBO registers are a legal obligation.

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