

# Non-Financial Checklist

Family Office  
Private Company

# 1. Family Office

To set up a Family Office in the DIFC, a number of conditions must be fulfilled:

- A Family Office can be established as a Private Company or a Limited Liability Partnership. This checklist is dedicated to a Family Office established as a Private Company only.
- A Family Office must be established to either serve (i) a single Family; or (ii) multiple Families. A Family Office serving multiple families require approval by the DIFC Registrar of Companies after it satisfied the Registrar regarding the shared arrangements between the Families served and the reasons for serving multiple Families.
- A Family to be served by a Family Office must have a minimum of net assets of fifty million United States Dollar (USD50,000,000). The net asset value for this purpose is established with reference to a fair market value assessment or, where this is not possible, as determined by way of a book value assessment.
- A minimum of 1 Shareholder.
- A minimum of 1 Director.

For more details about the legal structure of a Private Company, please refer to [DIFC Companies Law, Law No. 5 of 2018](#) and [Companies Regulations](#).

For more details about the Family Arrangements Regulations, please [click here](#).

Please note that the capitalised terms herein are used in accordance with their definitions in the applicable laws and regulations referred to above.

## 1.1. Initial Approval

Steps	Description
<b>Entity Structure</b>	<p>Define the following:</p> <ol style="list-style-type: none"> <li>1. Your entity type. Select Non-Financial.</li> <li>2. The business sector of your principal activity. Select Family Office.</li> <li>3. The details of your entity's establishment. Select New.</li> <li>4. Your entity's legal structure. Select Company.</li> <li>5. If your selected legal structure is a Company, then select Private Company.</li> </ol> <p>If you are not supported by a legal advisor, we highly recommend that you get in touch with our Business Development representative before choosing your legal structure. For more details on DIFC legal structures, <a href="#">click here</a> or contact us on <a href="mailto:setup@difc.ae">setup@difc.ae</a>.</p>
<b>Business Activities</b>	<p>Please select your business activity as Family Office. As part of this section, you are also required to select the service categories that will be offered by the Family Office to a single Family or multiple Families.</p>

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	For more details on the service categories, please reference to appendix 1 in the <a href="#">Family Arrangements Regulations 2023</a> .
<b>Entity name</b>	Choose a name for the proposed Family Office. The portal will allow you to search for a name and select up to 3 options. You may also reserve a name for 90 days by clicking on 'reserve' at no additional cost. Confirm that your name is not identical to an existing entity.  If your entity is a Private Company, the suffix to the name will be "Limited" or "Ltd".
	<b>Document: Evidence of Consent</b> <i>This document is required only if the name is identical to an existing entity.</i>  Upload evidence of relationship/consent if the proposed name is identical to the name of an existing entity in the UAE other than your affiliates or parent entity.
<b>Corporate services provider (CSP)</b>	Indicate if the family office has appointed a corporate services provider and confirm if it will share the registered address of the CSP.  Sharing if registered address of the CSP is applicable to family business with large presence in the UAE only.
	<b>Document: CSP appointment letter</b> <i>This document is required only if a CSP is appointed by the family office</i>  A Letter confirming appointment of the Corporate Service Provider
<b>Shareholders</b>	Identify the Shareholders of the Family Office. A minimum of 1 Shareholder is needed. A Shareholder can be an individual or a body corporate.  If the entity has more than 20 Shareholders, you can use an import option. Click the 'Import from CSV' link under this section where you will be able to download a template. Update the template with your Shareholder details to add your 20+ Shareholders and then upload that file, making sure that it is not more than 10MB in size.  You will need to certify the passport of each individual Shareholder. This can be done through: <ul style="list-style-type: none"> <li>- our online certification option by selecting 'Online Certification of Passport' or</li> </ul>

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	<p>- by uploading each of their certified passports. Select 'Online Certification of Passport' if you prefer to avoid multiple uploads.</p> <p><b>Document(s): Certified Passport Copy of Each Individual Shareholder</b>  <i>Passport copies of Shareholders are required only if they have not been certified online.</i></p> <p>Upload a clear, valid and certified passport copy of each individual shareholder. Ensure that the passport certification does not cover or hide the passport bio page.</p> <p>Passport certification can be done by DIFC Services, a corporate services provider, a law firm, or others as per the <a href="#">DIFC Certification Policy</a>.</p> <p><b>Document: Certificate of Incorporation for Each Body Corporate Shareholder</b>  <i>This document is required if the body corporate is NOT a DIFC registered entity.</i></p> <p>Upload a certificate of incorporation or a similar document for body corporate Shareholders that is certified by the issuing authority. If the certification is not electronic, it must not be older than 6 months.</p> <p><b>Document: Notarised PoA</b>  If the individual Shareholder has delegated the signing of the articles to another person, upload a notarised and valid Power of Attorney approving the delegation.</p>
<p><b>Directors</b></p>	<p>Add at least 1 Director. This person must be over the age of 18.</p> <p>This step is optional at this stage unless you deem the board to be the Ultimate Beneficial Owners of the Private Company.</p> <p><a href="#">Click here</a> to navigate to and learn more about the DIFC UBO Regulations.</p> <p><b>Document: Certified Passport Copy for Each Director</b>  <i>Passport copies of Directors are required only if they have not been certified online.</i></p> <p>Upload a clear, valid and certified passport copy of each Director. Ensure that the passport certification does not cover or hide the passport bio page.</p> <p>Passport certification can be done by DIFC Services, a corporate</p>

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	<p>services provider, a law firm, or others as per the <a href="#">DIFC Certification Policy</a>.</p>
	<p><b>Document: Signed Appointment Declaration</b>  <i>This document is generated by the DIFC portal.</i></p> <p>Upload a scanned copy of the generated appointment declaration. The appointment declaration must be signed by the Director whose details appear on the declaration.</p>
<p><b>Ultimate Beneficial Owners (UBOs)</b></p>	<p>Confirm if you will be submitting your Family Office UBO data in hard copy or on the portal.</p> <p>If the submission is made via the portal, you must add:</p> <ul style="list-style-type: none"> <li>- Any natural person who owns or controls 25% or more of the Family Office (directly or indirectly) and is identified as a UBO as per the <a href="#">DIFC UBO regulations</a>.</li> <li>- Any body corporate beneficial owner who owns or controls 25% or more of the Family Office (directly or indirectly) and is identified as an exempt entity as per the <a href="#">DIFC UBO Regulations</a>.</li> </ul>
<p><b>Affiliated Entities</b></p>	<p>Tell us about your affiliates registered in DIFC and/or other free zones in the UAE. In case you have an affiliate established in DIFC that you would like to share office space with, indicate it in this step.</p> <p><b>Document: Letter of Consent</b>  <i>Letter of Consent is required only if the Family Office is sharing office space with an affiliate entity in DIFC.</i></p> <p>If your Family Office will be sharing office space with another affiliated entity in DIFC, upload a letter of consent for sharing office space issued by the affiliated entity in DIFC. The entity issuing the letter must be the leaseholder or the owner of the property.</p>
<p><b>Background on Entity</b></p>	<p>Provide the following in detail:</p> <ul style="list-style-type: none"> <li>- An overview of the Family Office that is being established in DIFC</li> <li>- The services to be provided by the Family Office.</li> <li>- Details of the Family or Families to be served by the Family Office</li> <li>- The bios of the Ultimate Beneficial Owner(s) and controller of the Family or Families to be served by the Family Office.</li> <li>- Expected number of employees in the first year of operation.</li> </ul>

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	<p><b>Document(s): Group Ownership Structure and Organisational Chart</b>  <i>These documents are required if you are part of a group structure.</i></p> <p>Upload a group ownership structure diagram and the organisational chart.</p>
<b>Sources of Wealth/ Income</b>	<p>Please provide a short explanation of the Source of Wealth of the relevant persons to be served by the Family Office.</p> <p>Please provide the details of the due diligence that has been conducted to verify the Source of Funds that is funding the Family Office.</p> <p>If you are a Corporate Service Provider applying on behalf of a Family Office, please provide the detail of appropriate due diligence carried out to verify the Source of Wealth of the Family concerned and Source of Funds that will be funding the Family Office and that such funds are not in any way connected to the proceeds of crime, corruption or terrorist financing.</p>
	<p><b>Document(s)</b>  Upload (i) copies of relevant documents in respect of Source/s of Wealth referred to above; and (ii) 3-months' bank statements of the individual(s) or a 2 year financial statements of the body corporate(s) who will be funding the Family Office in DIFC.</p>
<b>Compliance Procedures</b>	<p>This section is applicable to certain activities. Provide details of the Family Office's governance structure and who will be responsible with complying with the requirements of the Family Office Regulations.</p> <p>This section is not applicable if the Family Office is regulated on account of performing Restricted Services (i.e. financial services) to more than 1 Family by way of business.</p>
	<p><b>Document(s): Compliance Procedures</b>  <i>Optional Upload</i></p> <p>Upload your anti-money laundering policy and procedure depicting your guidelines in relation to verifying and controlling Source/s of Wealth and Source/s of Funding pursuant to the requirements of the Family Arrangements Regulations.</p>
	<p><b>Document: Corporate Governance Structure</b>  <i>Optional Upload</i></p> <p>Upload a corporate governance structure depicting the Family Office's governance (board or Member committees) and operational committees and their respective roles.</p>

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<b>Fit and Proper Questionnaire</b>	Complete the standard fit and proper questionnaire. Your answers will help determine whether or not your Private Company meets the requirements to operate in DIFC.
<b>Review and Submit</b>	Review the initial approval application prior to your submission. Upon submission, you will not be able to update any information until the application is returned by your relationship manager.

## 1.2 Documents

<b>CSP confirmation letter</b>	<p><i>This letter is required only if a CSP is appointed by the Family office</i></p> <p><b>A letter issued by the CSP confirming the below:</b></p> <p><b>(i) that to the best of its knowledge and belief, the individuals listed as Family Members constitute a Family, together with the details of what it relied upon for such statement;</b></p> <p><b>(ii) the details of the Family Members, the Family Entities, Family Structures and Family Businesses to be served by the Family Office, including their identity or registration details;</b></p> <p><b>(iii) that to the best of its knowledge and belief, the Family meets the Minimum Net Asset Requirement, together with the details of what it relied upon for such statement;</b></p> <p><b>(iv) that it has carried out appropriate due diligence to identify the Ultimate Beneficial Owner(s) of the Family Office and the persons who control the Family Office and provide the details thereof; and</b></p> <p><b>(v) that it has carried out appropriate due diligence to identify the common ancestor identified by the applicant in its application.</b></p> <p><b>(vi) that it has carried out appropriate due diligence to verify the Source of Wealth of the Family concerned and Source of Funds that will be funding the Family Office and that such funds are not in any way connected to the proceeds of crime, corruption or terrorist financing.</b></p>
<b>Shared Arrangement between the Families serviced by the Family Office</b>	<b>Required only if the Family Office will provide services to multiple Families.</b>
<b>Family Details Form signed by the person</b>	<b>Please fill, sign and attach the Family Details form annexed to this checklist.</b>

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<b>controlling the Family</b>	
<b>Passport copy of each Family Member</b>	<b>Passport copy of each Family Member listed in the Family Details form.</b>

### 1.3 Register with DIFC

<b>Steps</b>	<b>Description</b>
<b>Share Class</b>	Define your Private Company's share class and nominal value. Share Class could be Ordinary, Class A, Class B, etc.
<b>Allocate shares</b>	Allocate shares against each share class among Shareholders. All the issued shares must be allocated to the approved Shareholders as part of the initial approval submission.
<b>Articles of Association</b>	<p>Select your format of the Articles of Association and confirm if you would like to electronically sign your Articles.</p> <p>There are 2 formats of Articles of Association: 'Standard' and 'Modified'</p> <ul style="list-style-type: none"> <li>- If you choose 'Standard', the Articles of Association will be pre-filled by the portal and will be automatically generated before submission. Download the template <a href="#">here</a>.</li> <li>- Choose 'Modified' if you are making changes to any of the articles of the template, aside from the entity name and share capital.</li> </ul>

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<p><b>Registered Address</b></p>	<p>Specify the location of records and registers. You are also required to add your operating location(s).</p> <p>If you are sharing office space with an affiliate, the registered address of the affiliated entity will appear.</p> <p>Leased/subleased properties can be viewed only if the lease agreement is registered with the DIFC Registrar of Real Property.</p> <p>If your lease agreement is signed with DIFC Investments Ltd including the co-working space, the lease agreement will be registered automatically by the landlord.</p> <p>In case you will be operating from more than 1 unit, you may select 1 or more to be your registered address, provided that these units are located in the same building.</p>
<p><b>Directors</b></p>	<p>This step will display the Directors you added as part of the initial approval submission. Here, you may make changes to remove, update or add new directors.</p> <p>The Private Company must have at least 1 Director that is above 18 years of age.</p> <p><b>Document: Certified Passport Copy of Each Director</b>  <i>Passport copies of Directors are required only if they have not been certified online.</i></p> <p>In case you are adding Directors, upload a clear, valid and certified passport copy of each Director. Ensure that the passport certification does not cover or hide the passport bio page.</p> <p>Passport certification can be done by DIFC Services, a corporate services provider, a law firm, or others as per the <a href="#">DIFC Certification Policy</a>.</p> <p><b>Document: Signed Appointment Declaration</b>  <i>This document is generated by the DIFC portal.</i></p> <p>Upload a scanned copy of the generated appointment declaration. The appointment declaration must be signed by the Director whose details appear on the declaration.</p>
<p><b>Company Secretary (optional)</b></p>	<p>Identify the Secretary of the Private Company. The Company Secretary can be an individual over 18 years of age or a body corporate from a recognised jurisdiction.</p> <p><b>Document: Certified Passport Copy of the Individual Secretary</b>  <i>The passport copy of the Secretary is required only if it has not been certified online.</i></p> <p>Upload a clear, valid and certified passport copy of the individual</p>

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	<p>Company Secretary. Ensure that the passport certification does not cover or hide the passport bio page.</p> <p>Passport certification can be done by DIFC Services, a corporate services provider, a law firm, or others as per the <a href="#">DIFC Certification Policy</a>.</p>
	<p><b>Document: Certificate of Incorporation of the Body Corporate Secretary</b>  <i>This document is required if the body corporate is NOT a DIFC registered entity.</i></p> <p>Upload a certificate of incorporation or a similar document for body corporate Secretary that is certified by the issuing authority. If the certification is not electronic, it must not be older than 6 months.</p>
<b>Authorised Signatory</b>	<p>Identify the Authorised Signatory or Signatories of the Private Company. You can add a minimum of 1 Signatory and a maximum of 10 Signatories. Authorised Signatories must be at least 18 years old.</p> <p>The names of listed Authorised Signatories will appear on the DIFC License.</p>
	<p><b>Document: Passport Copy of Each Signatory</b>  <i>The passport copy of each Signatory is required only if it has not been certified online.</i></p> <p>Upload the passport copy of each Authorised Signatory.</p>
<b>Management Details</b>	<p>Add the details of:</p> <ul style="list-style-type: none"> <li>- The most senior person who will manage the Private Company in DIFC</li> <li>- A general communications contact person</li> <li>- An emergency contact person</li> </ul>
	<p><b>Document: Passport copy of the most senior person</b>  <i>The passport copy of the most senior person is required only if it has not been certified online.</i></p> <p>Upload the passport copy of the most senior person in DIFC entity.</p>
<b>Data Protection</b>	<p>In this section, you need to select the type of Data Protection notification which can be either:</p> <ul style="list-style-type: none"> <li>- To inform the Commissioner of Data Protection that you do process personal data</li> <li>- To inform the Commissioner of Data Protection that you do not process personal data</li> </ul> <p>Please note that processing personal data includes personal data and information related to your employees, suppliers, customers, etc. If the entity is planning to hire employees or provide services to customers,</p>

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	<p>then it will process personal data.</p> <p>If as a newly licensed entity you select the first option and confirm that the entity does currently or will process personal data, you will be required to submit a Data Protection Notification service request (A draft will be created for your ease of reference under pending actions on the portal home page) within a maximum of 6 months from the date of issuance of the DIFC license.</p> <p>If you select the second option and inform the Commissioner that the entity will not process personal data, the same will be reviewed post issuance of the DIFC license. The Commissioner's Office may reject or request further information about your submission to clarify why you think the entity does not process personal data. If rejected, you will have 6 months from license issuance to submit the Data Protection Notification service request.</p> <p>As part of this section, you will also be required to provide details of a contact person for Data Protection related matters.</p> <p>Guidance on notifications are available on the <a href="#">DIFC DP website</a>.</p> <p>If you have questions about the portal or the notification process, please email <a href="mailto:portal@difc.ae">portal@difc.ae</a>. If your query is about how DIFC Authority collects or processes your personal data, please contact <a href="mailto:dpo@difc.ae">dpo@difc.ae</a>. If you have questions about interpretation of DIFC data protection law and regulations, please contact <a href="mailto:commissioner@dp.difc.ae">commissioner@dp.difc.ae</a>.</p>
<b>Establishment Card (optional)</b>	<p>Tell us if you wish to apply for an establishment card. An establishment card is a card issued by the General Directorate of Residency and Foreigners Affairs in Dubai to allow an entity to submit employment visa applications. For any queries related to the establishment card, contact <a href="mailto:gs.helpdesk@difc.ae">gs.helpdesk@difc.ae</a>.</p>
<b>Review and Submit</b>	<p>Review your application before you submit it. You will not be able to update or edit any information on the application post submission.</p>

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## 1.4 Documents

<p><b>Resolution of board of directors</b></p>	<p><b>This document is required for Body Corporate Shareholders only.</b></p> <p>Upload the resolution of the board of directors that does the following:</p> <ul style="list-style-type: none"> <li>- It authorises the incorporation of the Private Company in DIFC.</li> <li>- It states that the Articles of Association have been duly adopted by the entity.</li> <li>- It appoints the person authorised to sign on behalf of the entity in relation to the incorporation of the new entity.</li> <li>- It appoints the authorised signatories to be listed on the license</li> <li>- It appoints the person authorised to sign the Articles of Association on behalf of the entity.</li> <li>- It should not be older than 6 months from the date of approval.</li> </ul> <p><a href="#">Click here</a> for the template.</p>
<p><b>Articles of Association</b></p>	<p><b>If you opted for standard Articles, this document will be pre-filled and automatically uploaded by the system. If you have opted for Modified Articles then please upload the Articles of Association.</b></p> <p>Upload the Private Company's modified Articles of Association in a PDF format without signature. The document should not be signed at this stage.</p> <p>After the review and approval of DIFC Services, Incorporators can sign the Private Company's proposed Articles of Association electronically using DocuSign. DIFC Services will initiate the signing using DocuSign.</p>
<p><b>Statement of Incorporators</b></p>	<p><b>This document is required for modified Articles of Association only.</b></p> <p>If the Articles of Association adopted by the Private Company is non standard, upload a Statement of the Incorporators signed by all of the incorporators. <a href="#">Click here</a> for the template.</p>
<p><b>DFSA in Principle Approval and Draft License</b></p>	<p><b>This is required only if the Family office will provide restricted services to multiple families as specified in Rule 2.2.2 in the GEN Module of the Dubai Financial Services Authority (DFSA)</b></p>

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<b>Personnel Sponsorship Agreement</b>	<p><b>This document is required only if the Private Company applied for an Establishment Card and is automatically uploaded by the system.</b></p> <p>This document will be sent to you through DocuSign by the DIFC Services team upon submission of the application.</p>
<p><b>Note:</b> <i>If any of the documents are not in the English Language, they must be accompanied by a legal translation certified to the satisfaction of the Registrar.</i></p>	

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## 1.4. Fees

Service	Non-Retail	Retail
<b>Registrar of Companies</b>		
Name Reservation (optional)	Nil	NA
<b>Incorporation fees</b>		
A Private Company	\$8,000	NA
<b>License fees upon incorporation and annually</b>		
A Family Office	\$12,000	NA
<b>Government Services</b>		
New Establishment Card Fees (if applicable)		
- Normal	\$618	\$618
- Express	\$656	\$656
Personnel Sponsorship Agreement Deposit	\$680	\$680
<b>Data Protection</b>		
To inform the DP Commissioner that the entity processes personal data	\$1,250 (Financial) \$750 (Non-Financial)	
To inform the DP Commissioner that the entity does not process personal data	Nil	
<b>Entry into the Private Register</b>		
Application for entry of Family Office stakeholders into the Private Register	\$1,000	

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## FAMILY DETAILS FORM

1	Does the Family Office provide services to a single family?*	Choose an item.
<b>For each Family, please provide the details below:</b>		
2	Name of the common ancestor:*	Enter text
3	Is the common ancestor alive?*	Choose an item.
4	Source of Wealth of the Family	Enter text
5	Does the common ancestor exceed 3 preceding generations of the Family?*	Choose an item.  As per the DIFC Family Arrangements Regulations, the family members should be descendants of a common ancestor that does not exceed 3 preceding generations  If the answer to this question is Yes, you cannot proceed further with this application.
6	Please select who controls the Family Office	(a) one (1) or more Family Members (b) one (1) or more other Family Entities of that Family (c) the board, trustee or council members of one (1) or more other Family Structures of that Family
<b>List all the Family Members*</b>		
Please repeat the section in blue to for each Family Member		
7	First Name*	Enter text
8	Middle Name (Optional)	Enter text
9	Last Name*	Enter text
10	Passport Number*	Enter text
11	Date of Birth*	Click or tap to enter a date.
12	Nationality*	Enter text
13	Is this individual a PEP ?*	Choose an item.
14	Enter the services offered by the Family Office to the Family Members* Please select the services from Appendix 1 in the <a href="#">Family Arrangements Regulations 2023</a>	Enter text
15	If others is selected, please specify*	Enter text
16	I hereby confirm that the Family whose members are listed above maintains in aggregate net assets of at least fifty million United States Dollar (USD50,000,000). *	Sign here
<b>List all Family Entities to be served by the Family Office*</b>		
Please repeat the section in yellow to for each Family Entity		
17	Entity Name	
18	Country of Registration	
19	Place of Registration	
20	Registered No.	
21	Address Details	Country City Street Building

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**Please fill the below if the Family Office will provide services to multiple Families**

22	Provide reasons for serving multiple Families*	Enter text	
23	Will the Family Office provide any Restricted Services to any of the Families*	Choose an item.	Restricted services are services as specified in Rule 2.2.2 in the GEN Module of the DFSA
24	Number of Families the Family Office will provide services to*	Enter Number	
25	List the Families below by name below: Enter text		

By signing below, I hereby confirm that the information provided in this form is complete and accurate.

Name of the person representing the family: Enter text

Signature:

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