

# KYC Document Requirements- UAE



	Document	Level of Requirement	Reason of this requirement	How to obtain this document
1	Commercial License <u>and/or</u> Certificate of Incorporation	<p>*For mainland registered entities, only one document is required.</p> <p>*If entities are registered in Freezone region, <b>BOTH</b> documents are required</p>	<p><b>Commercial License</b> is evidence that the entity is legally established and authorized to conduct business in the UAE. As per CBUAE AML/CFT guidelines, financial institutions must verify that a customer's business is licensed and legitimate, not shell or unregistered. additionally A valid trade/commercial license is a mandatory requirement. CBUAE rulebook section 16.11.3 CDD and EDD for Legal Persons and Legal Arrangements. Chapter two - Section Three - article 5, article 8 of Cabinet Resolution No. (10) of 2019 Concerning the Executive Regulations of Federal Decree-Law No. (20) of 2018, AML/CFT guidance for the insurance sector October 31, 2022 - SECTION 3.3. Customer Due Diligence - 3.3.1.1- Customer Identification and Verification.</p> <p><b>Certificate of Incorporation</b> confirms the legal creation of the entity, its registration number, and date of incorporation. This forms part of the basic due diligence under AML/CFT obligations and assists in verifying the customer's legal existence. CBUAE rulebook section 16.11.3. CDD and EDD for Legal Persons and Legal Arrangements. Chapter two - Section Three - article 5, article 8 of Cabinet Resolution No. (10) of 2019 Concerning the Executive Regulations of Federal Decree-Law No. (20) of 2018, AML/CFT guidance for the insurance sector October 31, 2022 - SECTION 3.3. Customer Due Diligence - 3.3.1.1- Customer Identification and Verification.</p>	Provided by the insured
2	Articles of association	Required	Essential for identifying governance structures, powers of directors, and decision-making authorities. CBUAE requires financial institutions to understand ownership/control frameworks to mitigate risks of misuse for illicit purposes. where the AOA identifies management, governance, and authority structures. CBUAE Rulebook section 16.11.2 section 4 CDD and EDD for Legal Persons and Legal Arrangements. Chapter two - Section Three - article 5, article 8 of Cabinet Resolution No. (10) of 2019 Concerning the Executive Regulations of Federal Decree-Law No. (20) of 2018, AML/CFT guidance for the insurance sector October 31, 2022 - SECTION 3.3. Customer Due Diligence - 3.3.1.1- Customer Identification and Verification. Cabinet Decision 58 of 2020: Beneficial Owner Procedures-Article (4), (c), Articles of Association	Provided by the insured
3	Regulatory authority licensing (CBUAE - DIFC - ADGM - Free Zones)	Only needed if an entity is regulated as licensed financial institutions, designated non-financial businesses and professions, virtual asset service providers or Other Sector-Specific Regulated Entities as Hawala providers.	This is a requirement when an entity is regulated as LFI, DNFPBs, VASPs, Other Sector-Specific Regulated Entities as Hawala providers, Beyond incorporation, it is necessary to confirm that the entity is regulated by the appropriate authority. Under UAE AML/CFT guidelines, reliance on regulated entities requires evidence of regulatory oversight, ensuring compliance with applicable laws. Cabinet Resolution No. (10) of 2019 Concerning the Executive. Regulations of Federal Decree-Law No. (20) of 2018	Provided by the insured

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4	UBO With Ownership structure	Required	Identification of UBOs is a core FATF and CBUAE requirement to prevent misuse of legal persons for money laundering, terrorism financing, and proliferation financing. Ownership charts establish transparency and help mitigate risks of nominee/shareholder layering. Sensitive but mandatory where group structures are involved, as per CBUAE guidance, to ensure beneficial ownership and control are fully understood. Cabinet Decision 58 of 2020: Beneficial Owner Procedures/CBUAE guidance for the insurance sector, 2022 SECTION 3.3.1.2. Beneficial Owner Identification and Verification	Provided by the insured
5	Trade license with MOA and ownership structure and UBO	Only needed when one of the partners is a company (not individual) or a foreign company	Where a partner is another company (local or foreign), it is necessary to “look through” to the ultimate owners. This ensures that no hidden or high-risk owners are obscured behind corporate layers. Cabinet Decision 58 of 2020: Beneficial Owner Procedures, FATF Recommendation 24 Transparency and beneficial ownership of legal persons and arrangements - section 4. Adequate, accurate and up-to-date information.	Provided by the insured
6	Chamber of commerce license	Required	Provides additional confirmation of the company’s registration, activities, and sector classification. It cross-validates trade license details and helps ensure consistency in the entity’s declared business activities.	Provided by the insured
7	Most recent audited financial statements	Only needed if the client is <b>NOT</b> a publicly listed entity	Financial statements provide insight into the scale of operations, financial soundness, and legitimacy of revenues. CBUAE AML guidelines require enhanced scrutiny of higher-risk customers, including source of funds/wealth verification. guidance for the insurance sector 31. OCT, 2022 SECTION 3.3.4	Provided by the insured
8	W8 Form (if FACTA registered)	Required	Necessary for compliance with FATCA/CRS reporting obligations. Supports identification of U.S. persons and ensures reporting obligations are met, as required by UAE’s international tax commitments. UAE-US IGA (2015) for FATCA.	Provided by the insured
9	VAT certificate	Required	Confirms tax registration status in the UAE, providing further assurance of legitimate operations. Also assists in validating business activities, turnover, and substance in the jurisdiction.	Provided by the insured
10	Power of attorney (Attested)	Required	Verifies individuals authorized to act on behalf of the company. Required to ensure instructions, signatories, or delegated authorities are valid and not fraudulent. Cabinet Decision No. (10) of 2019 Concerning the Implementing Regulation of Decree Law No. (20) of 2018 on AML/CFT Article (8), (2).	Provided by the insured
11	Authorized signatory (Attested)	Required	Needed to confirm the individuals who can legally bind the company in transactions and agreements. This is critical for AML/CFT purposes to ensure only verified representatives are transacting. Cabinet Decision No. (10) of 2019 Concerning the Implementing Regulation of Decree Law No. (20) of 2018 on AML/CFT Article (8), (2).	Provided by the insured
12	Passport copy and Emirates ID of the Authorized person	Required	Although personal data, this is mandatory to verify the identity of individuals acting on behalf of the entity. In line with CBUAE KYC rules, reliance on company incorporation documents alone is insufficient—natural persons behind operations must be verified. Cabinet Decision No. (10) of 2019 Concerning the Implementing Regulation of Decree Law No. (20) of 2018 on AML/CFT Article (8), (1).	Provided by the insured
13	Passport copy and Emirates ID of all partner and UBO	Required	This is a regulatory obligation under UAE AML/CFT law. Verification of UBO identity is not optional and cannot be substituted by corporate documents alone. Cabinet Decision 58 of 2020: Beneficial Owner Procedures- Article (8), (2), (C)., AML/CFT guidance for the insurance sector October 31, 2022 - SECTION 3.3. Customer Due Diligence - 3.3.1.2	Provided by the insured

These instructions and associated information contained herein are provided for your convenience and general guidance. The information provided may not be sufficient in every instance. As such, additional documents or information may be necessary to complete processing.