READINESS CHECKLIST

# Appointing a Corporate Service Provider before 24 January 2027

The DIFC Prescribed Company Regulations 2026 came into force on 24 July 2026. A Prescribed Company formed before that date that is not exempt must appoint a Corporate Service Provider by 24 January 2027. Work through this checklist to find out where you stand and what to gather.

## 1. Are you exempt?

A Prescribed Company is exempt only if it is controlled by one of the following. Tick any that apply.

- [ ] A Registered Person: broadly a body corporate registered in the DIFC. Foundations are expressly excluded.
- [ ] An Authorised Firm: a holder of a licence from the DFSA or another recognised financial services regulator.
- [ ] A Government Entity, as the Regulations define it.
- [ ] A Publicly Listed Entity: a body corporate with securities listed on an exchange in a Recognised Jurisdiction.

> The test is about control. If the shares are held by individuals, a family holding company outside the DIFC, a trust or a DIFC Foundation, the company is almost certainly not exempt. Confirm definitions against the current Regulations before relying on an exemption.

## 2. Check your access and records

- [ ] You can log in to the DIFC client portal, and the login is not tied to a former director, assistant or agent.
- [ ] The registers of shareholders, directors and beneficial owners are current.
- [ ] The last confirmation statement and licence renewal are filed.
- [ ] Company names and personal details match across the title deed or share certificates, passports and registers.

## 3. Documents to gather

- [ ] Certificate of incorporation, current commercial licence and articles of association.
- [ ] Registers of shareholders, directors and beneficial owners, and the last confirmation statement.
- [ ] Passport, proof of address and a short source of wealth explanation for each shareholder, beneficial owner and director.
- [ ] A structure chart up to the individuals, with the constitutional documents of any corporate or Foundation shareholder.
- [ ] Evidence of the asset held (for example the title deed or share certificates), the latest accounts and corporate tax registration details.

## 4. Working back from the deadline

| By the end of | What to have done |
|---|---|
| **Now** | Confirm exempt or non-exempt status in writing, log in to the DIFC portal and check filings are up to date. |
| **October 2026** | Choose a provider, gather the documents and give notice under any existing registered office arrangement. |
| **November 2026** | Complete the provider's due diligence and correct any register or name discrepancies. |
| **December 2026** | Sign the engagement and file the CSP appointment, with consent, in the prescribed form. |
| **Early January 2027** | Confirm the Registrar shows the CSP and new registered office, and update your bank. |
| **24 January 2027** | Deadline for non-exempt companies formed before 24 July 2026. |

## 5. Questions to ask any provider

- [ ] Are you registered with the DFSA as a Designated Non-Financial Business or Profession? What is your registration number?
- [ ] What will you need from us for onboarding, and how long does it usually take for a structure like ours?
- [ ] Who will be our day-to-day contact, and how will you keep the registers and filings current?

> **Talk to us.** Atlas Corporate Services is a DFSA-registered corporate service provider (DNFBP F012915) in the DIFC. Email info@atlascorp.ae, call +971 52 979 8302, or visit www.atlascorp.ae. Level 3, Gate Village Building 10, DIFC, Dubai.

This checklist is general information and does not constitute legal or regulatory advice. Confirm the position for your company against the current DIFC Prescribed Company Regulations and with a qualified adviser.