

# Dubai

## Overview of Services

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The Maples Group in Dubai brings in-depth knowledge of a wide range of investment vehicles and structures, including regulatory and investor requirements, across an extensive global network. A robust institutional-grade infrastructure coupled with a highly responsive approach to client service ensures vehicles we act on are comprehensively supported in navigating the complexities of today's global business landscape.

### Formation Services

- Provide entity formation services to Dubai International Financial Centre ("DIFC") entities;
- Provide a registered office address for DIFC companies and manage all local communications relating to the company;
- Ensure all statutory and regulatory filings are made and all on-going corporate requirements are satisfied under the relevant laws and regulations; and
- Provide secure online access to entity data via our online portal, eServices. Information available via the portal includes key corporate records such as registers, memorandum and articles of association and transaction documents.

### Company Secretarial & Board Support Services

- Act as the named company secretary and registered office, maintaining the statutory registers, minute books and seals;
- Provide meeting facilities and initiate and attend board of director and annual general meetings either in person or via telephone;

- Prepare and distribute agendas, board packs, minutes and action items to relevant parties; and
- Sign secretarial certificates, arrange for the execution of agreements, liaise with third parties and provide copies of other documents prepared or retained by us as company secretary.

### Directorship Services

- Provide independent, non-executive directors based in Dubai with appropriate experience in investment funds, structured finance vehicles and corporate entities; and
- Provide directors or managing members to vehicles which can act as general partner.

### Accounting, Tax & Agency Services

- Prepare US GAAP and IFRS consolidated accounts;
- Provide daily or monthly corporate / management accounting where required; and
- Liaise with auditor(s), where applicable.

## Regulatory & Compliance Services

- Provide an external outsourced compliance officer or money laundering reporting officer; and
- Provide tailored outsourced due diligence and anti-money laundering services.

## Entity Management Services

- Coordination of all necessary entity and regulatory filings (including the payment of annual and government fees) in order to maintain regulatory compliance and good standing of entities;

- Centralised compliance, data management, document management and billing;
- Protocol and processes development to ensure efficiencies across teams and regions; and
- Assigned global liaison and single point of contact to work with clients' current service providers to ensure all entities are managed effectively.

## Liquidation Services

Provide company liquidation and the dissolution of DIFC entities.

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For further information on our services, please contact:

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