

ADGPG registration documents checklist

From the 2025 ADGPG manuals and FAQ, plus the 2023 guideline ADGPG still publishes.

ORGANISATION

TRADE LICENCE NO.

PREPARED ON

PORTAL REFERENCE

A Route and access

ADGPG FAQ

- ☐ Licence type confirmed: AD-DED (self-register) or non-AD-DED (entity-initiated).
- ☐ Non-AD-DED: the government entity you intend to work with has agreed to initiate the request.
- ☐ Two licences (DED branch and non-DED head office)? Each needs its own registration.

B Attach and enter (2025 manuals)

ADGPG manuals

- ☐ Commercial or industrial licence (AD-DED), or business certificate or licence (non-AD-DED).
- ☐ VAT details if VAT-registered; otherwise tick the acceptance box.
- ☐ Bank details, contact details, and (non-AD-DED) legal form, address and ownership details.
- ☐ Supplier Declaration read and accepted.

C Documents in ADGPG's 2023 guideline (still published)

adgpg.gov.ae

- ☐ Tax registration certificate.
- ☐ Company authorisation letter naming the authorised contact.
- ☐ Bank account confirmation letter issued by the bank.
- ☐ ICV certificate, and partnership minutes of meeting if available.

◇ Human decision

Check the declaration commitments before you tick: misrepresentation can lead to disqualification and potential legal action.