

The Hashemite Kingdom of Jordan

Companies Control Department

**The Beneficial Ownership Register: Guidance for Legal Entities and
Legal Arrangements**

Table of Contents

Glossary: Abbreviations and Definitions.....	4
Definitions.....	4
Abbreviations.....	5
1. Introduction	6
2. Legal Entities and Legal Arrangements in scope for reporting.....	7
2.1. Exemptions.....	7
3. Basic information	8
4. Identifying beneficial owners.....	10
4.1. Legal entities	10
4.1.1. Simple ownership structures	11
4.1.2. Complex ownership structures.....	13
4.1.3. Foreign owned entities	14
4.1.4. Ownership by shares listed on a stock exchange	15
4.1.5. Ownership by PEPs	16
4.1.6. Connected persons	17
4.1.7. Control	17
4.1.8. Senior management.....	18
4.2. Legal arrangements	19
4.2.1. Overview	19
5. Documentary evidence	21
6. Submitting information.....	22
7. Updating information	25
7.1. Informing CCD of changes to information	25
7.2. Annual reconfirmation of basic information and BO information	25
8. Sanctions and penalties for non-compliance	26
Annexe 1	27
Company registry basic information submission form.....	27
Annexe 2	28
BO Register Form A.....	28
Annexe 3	30
BO Register Form B	30
Annexe 4	32
BO Register Form C	32

Annexe 5	34
Register for Partners and Shareholders.....	34
Annexe 6	35
BO Disclouser Form.....	35

Glossary: Abbreviations and Definitions

Definitions

Term	Definition
Beneficial owner	The natural person who ultimately owns or controls a registered company in the Kingdom, directly or indirectly or the person on whose behalf the transactions are being conducted or that ultimately controls a legal person or a legal arrangement.
Control	The direct or indirect ability to exercise an effective influence on a natural or legal person's actions and decisions.
Connected Persons	Two persons or more connected together according to an agreement, whether written or not, for the purposes of exercising control over a legal person or legal arrangement such as agreement to exercise voting rights together or agreement to appoint or dismiss directors in the company.
Senior management	The entity or authority responsible for making decisions in the company, including the general manager of the company or the regional manager, their deputies and their assistants, the financial manager, the operations manager, the director of risk management, the internal audit manager, the compliance manager, the company's legal representative, the chairperson and members of the board of directors, the board of directors and authorized signatories in addition to any employee linked directly to the general manager or the regional director with executive authority equal to any of the powers of either of the mentioned above.
Trust	Trusts established or registered outside the Kingdom to manage the assets of a person, under the control of another person, for the benefit of a beneficiary.
Politically Exposed Persons	Persons who assume high positions inside or outside the Kingdom, including politicians, government, judicial and military officials, senior executives in government-owned companies, officials of political parties, or those who assume prominent functions in an international organization, including members of executive management such as directors and vice directors. Members of councils or similar positions, family members related to them and persons close to them.
Competent authorities	Judicial, administrative, law enforcement bodies, control and supervisory authorities responsible for combating money laundering or terrorist financing and any other authority that the Committee decides to consider as a competent authority with the approval of the Council of Ministers.
The Regulation	Regulation No. (62) For the Year 2022 Regulation for the Beneficial Ownership Register Issued by Virtue of Paragraph (d) of Article (273 bis) of Companies Law No. (22) For the Year (1997).
The Unit	The Anti-Money Laundering and Terrorism Financing Unit

	established according to the provisions of this Law.
Reporting Company	The legal entity registered in the Kingdom that is obliged under the Regulation to identify, record and submit its basic and beneficial ownership information to CCD.
Legal arrangement	The relationship established by virtue of a contract between two or more parties that does not result in the emergence of a legal person such as trusts and any arrangement similar to it.

Abbreviations

BO	Beneficial ownership
CCD	Companies Control Department
LA	Legal arrangement
LE	Legal entity
PEP	Politically-exposed Person

1. Introduction

This document provides guidance for legal entities and legal arrangements in order to facilitate their compliance with the “Regulation for the Beneficial Ownership Register for the Year 2022” (the Regulation).¹ The document sets out the following:

- The legal entities and legal arrangements in scope for complying with the Regulation (Chapter 2),
- The basic information that each legal entity and legal arrangement must provide to the CCD (Chapter 3),
- Guidance on the steps a legal entity and a legal arrangement should take to identify its beneficial owners (Chapter 4),
- The documentary evidence that each LE or LA should provide to CCD (Chapter 5),
- The process for submitting basic and BO information to the CCD (Chapter 6),
- The process for informing CCD of any changes to basic and BO information (Chapter 7),
- The process for a legal entity or legal arrangement to make its annual reconfirmation of its basic and BO information to the CCD (Chapter 8),
- The penalties and sanctions for non-compliance (Chapter 9).

This document provides examples and explanatory notes on specific circumstances.

Entities and legal arrangements in scope for reporting should use this document as a guide to:

- Understand their obligations under the Regulation,
- Identifying their beneficial owners,
- Compiling the information and documentary evidence for reporting,
- Submitting the information and evidence to the CCD.

Entities and legal arrangements can use the guidance systematically as they work through the process to collect and report their basic and beneficial ownership information. They can also use it obtain guidance on specific aspects of complying with the Regulation.

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¹ Regulation No. (62) For the Year 2022 Regulation for the Beneficial Ownership Register Issued by Virtue of Paragraph (d) of Article (273 bis) of Companies Law No. (22) For the Year (1997)

2. Legal Entities and Legal Arrangements in scope for reporting

This chapter sets out the types of legal entities and legal arrangements in scope for reporting. It also set out any exemptions.

The following types of legal entities are in scope for reporting their basic and beneficial ownership information to the CCD under the Regulation:

- General Partnership,
- Limited Partnership,
- Limited Liability Company,
- Private Shareholding Company,
- Public Shareholding Company,
- Offshore Company,
- Civil Company,
- Not for Profit Company,
- Working foreign company,
- Non-working foreign company.

This includes all such entities registered in the Hashemite Kingdom of Jordan that are ultimately controlled or owned by a foreign entity or legal arrangements, including a foreign government.

Trusts, waqf and all other similar legal arrangements are also in scope for reporting their beneficial ownership information.

2.1. Exemptions

The following types of entity are exempt from reporting under the Regulation:

- Any of the type of entity listed above that are under liquidation, bankruptcy or insolvency,
- Any entity that is ultimately 100% owned by any government agency of the Hashemite Kingdom of Jordan. A government agency is any ministry, government department, executive agency or public institution at a national, governorate or local level.

3. Basic information

This chapter describes the basic information that each legal entity and arrangement must provide, how to collect the required information and how to submit that information.

Under article 5a of the Regulation, each entity and legal arrangement listed in Chapter 2 must maintain records of the following information on the entity:

- The entity's name,
- The entity's legal form,
- The articles of incorporation,
- Its registered address in Jordan,
- Its articles of association,
- The names and tax identification number of each person who holds a senior management position.

Foreign companies operating in Jordan must record the name and address of their legal representative in Jordan.

This information must be submitted to CCD on the following occasions:

- On first registration of the legal entity,
- Within 30 days of any change occurring to any of the basic information,
- Each year on the anniversary of registration, the entity should confirm the accuracy of the information, even if no changes have occurred.

Under article 6a, each entity must also maintain a register of partners or shareholders and in that register record the following information:

- The number of shares or stocks held by each shareholder or partner,
- The type of share, any privileges granted by owning the share and voting rights,
- For each shareholder or partner who is a natural person:
 - full name,
 - nationality,
 - address,
 - place of birth,
 - place of work,
 - a copy of the identity card, passport or residence card,
 - phone number,
 - e-mail.

For each shareholder or partner who is a legal entity then the register must record the information required under clause 5a as noted above.

Each legal entity is required to keep this register up to date and record any changes within 30 days of their occurrence. The form "Register of Partners and Shareholders" (see Annexe

5) provides a template for recording this information. There is no need to submit this register to the CCD.

4. Identifying beneficial owners

This chapter provides guidance on how to identify beneficial owners. It is divided into two main sections, the first covering legal entities and the second legal arrangements. It provides examples of ownership and control structures. These are illustrative and for guidance. They do not cover all circumstances and situations. Legal entities should not rely solely on these examples for guidance but should also seek legal advice and contact CDD for further guidance on their particular situation where relevant.

Article 9a of the Regulation sets out the definition of a beneficial owner. In summary, a beneficial owner is a natural person who directly or indirectly owns or controls 20% of the entity's capital or voting rights. The same article also sets out a list of criteria to determine whether a natural person exercises control (either directly or indirectly). These include:

- The ability to influence material decisions in the entity relating to its strategic, financial or investment position,
- Control over contracts and other arrangements that have a material effect on the entity's operations,
- The ability to appoint or dismiss the majority of the board of directors or any member of senior management,
- Participating in providing finance for the company or meeting its debts and other obligations,
- Control through a power of attorney,
- The ability to veto decisions in the entity,
- The right to 20% or more of the entity's assets on liquidation,
- Any other similar means of control.

4.1. Legal entities

Legal entities (Reporting Companies) are required to record the following information on each of their beneficial owners:

- Full name,
- National identity number for Jordanian citizens or passport number for non-Jordanian citizens,
- Date of birth,
- Place of birth,
- Nationality (all nationalities if more than one held),
- Country of tax residence and tax reference number where relevant,
- Residential address, telephone number and e-mail address,
- The means by which the natural person exercises ownership or control and the level of ownership or control e.g. percentage of shares owned,
- The date on which the natural person became a beneficial owner and the date of changes in nature or level of ownership or control,
- A declaration on whether the natural person is a politically-exposed person.

The legal entity is required to disclose all of this information to the CCD (see Chapter 6 on the submission process).

In all of the examples given below, the Reporting Company is a legal entity registered in Jordan that is obliged to report and disclose information on its beneficial owners to the CCD.

4.1.1. Simple ownership structures

Figure 1 below shows four examples of simple ownership structures and identifies the beneficial owner whose details are to be recorded and disclosed in each case.

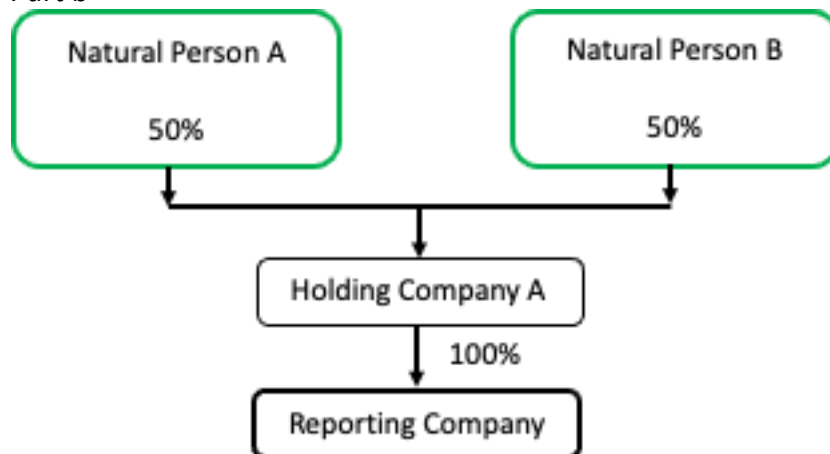
Figure 1: Examples of simple ownership structures

Part a



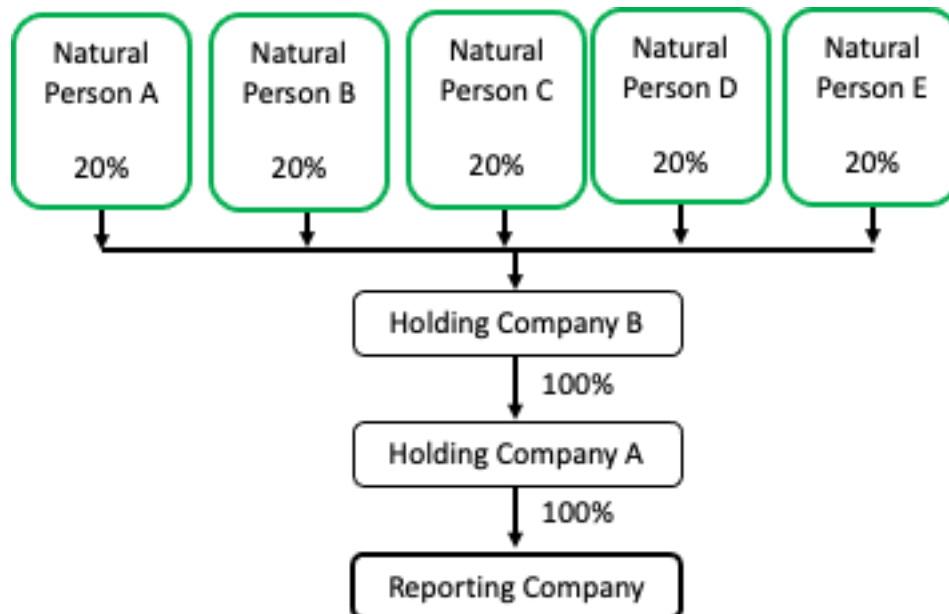
In this example, Natural Person A is the beneficial owner of the Reporting Company and so their details must be recorded and disclosed.

Part b



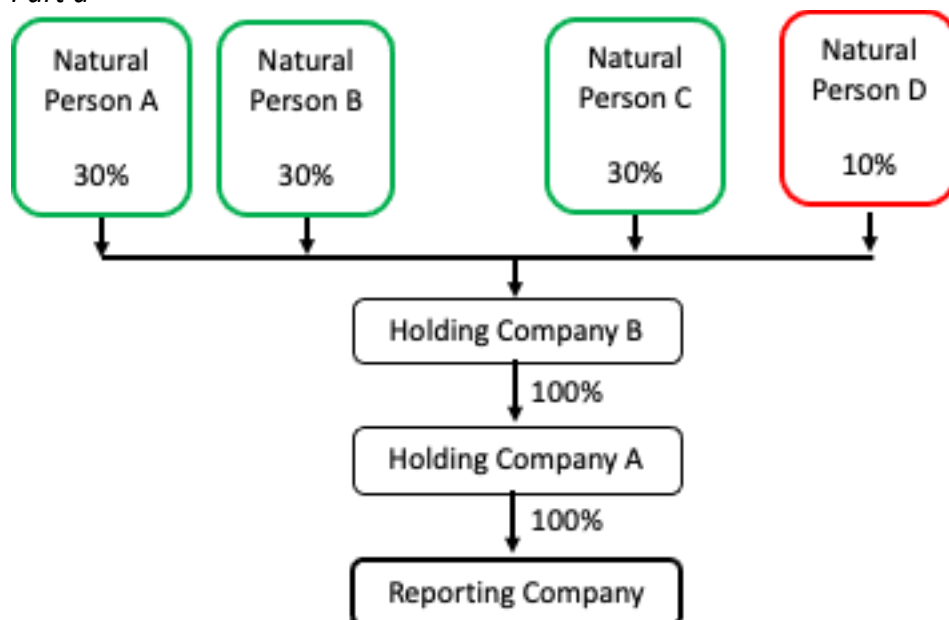
In this example, there are two beneficial owners, Natural Persons A and B, who each own 50% of the holding company, which in turn is the 100% legal owner of the Reporting Company. So Natural Persons A and B each have effective 50% ownership of the Reporting Company. Their details must be recorded and disclosed.

Part c



In this example, there are five beneficial owners as Natural Persons A-E each have an effective 20% share of the Reporting Company through the ownership structure. So, they all meet the 20% threshold. The details of Natural Persons A-E should be recorded and disclosed.

Part d



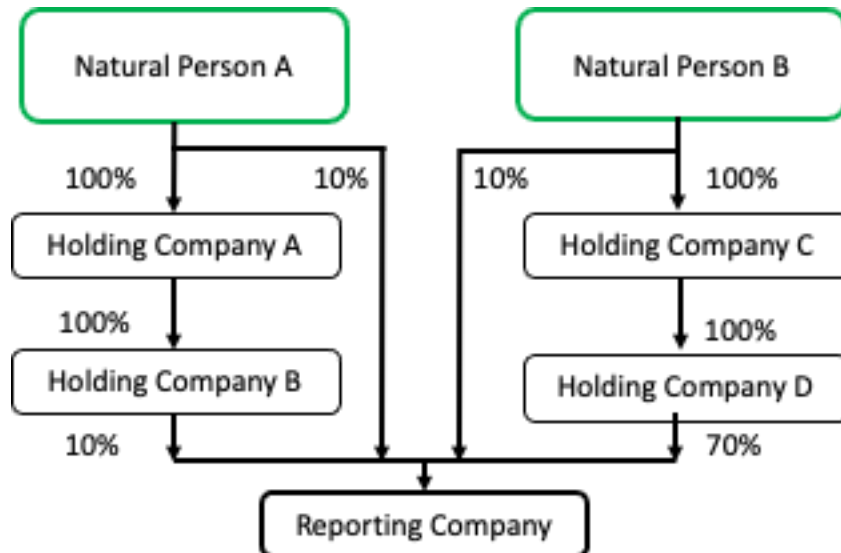
In this example, there are three beneficial owners whose details must be recorded and disclosed. They are Natural Persons A-C as each has effective ownership above the 20% threshold. Natural Person D is not a reportable beneficial owner as the effective ownership share is less than 20%.

4.1.2. Complex ownership structures

Figure 2 below shows three examples of more complex ownership structures and illustrates the beneficial owners in each case whose information must be recorded and disclosed to the CCD.

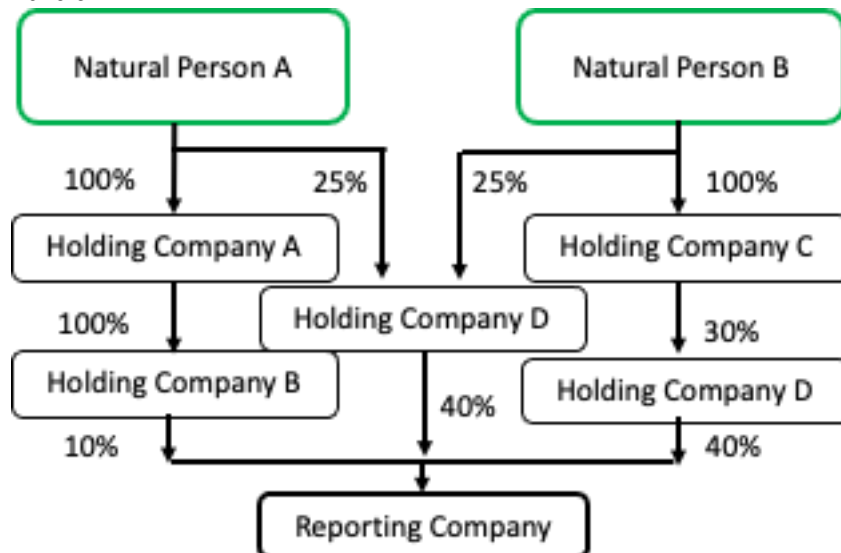
Figure 2: Examples of complex structures

Part a



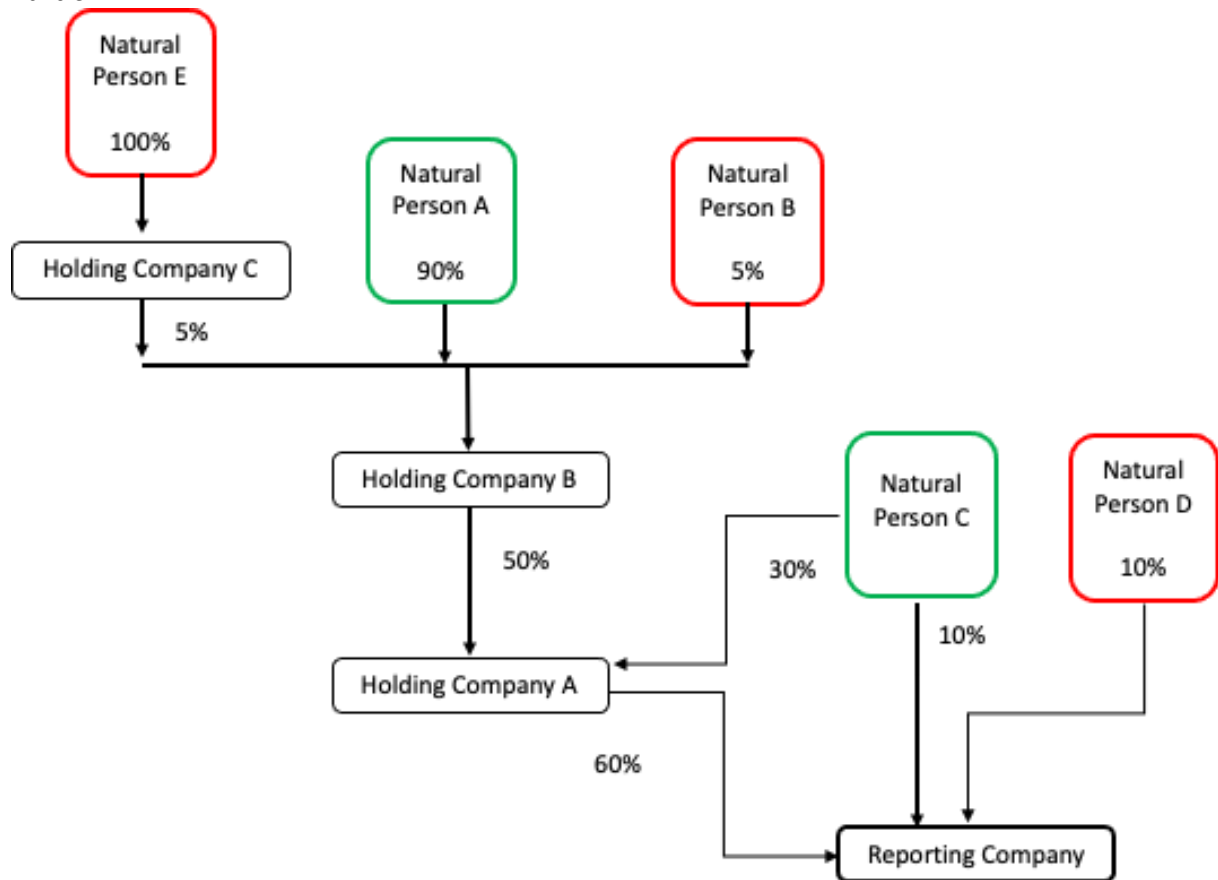
In this example, both Natural Persons A and B are beneficial owners as each has an effective ownership of 20% or more. The information on both Natural Persons A and B must be recorded and disclosed in CCD.

Part b



In this example, which shows a partial ownership structure, both Natural Persons A and B are beneficial owners as each has an effective level of ownership of more than 20%. Natural Person A has 20% effective ownership and Natural Person B has 22%. The information on both Natural Persons A and B must be recorded and disclosed in CCD.

Part c



In this example, Natural Persons A and C are beneficial owners as their effective level of ownership is 20% or more. Natural Person A has effective ownership of 27% and Natural Person C has 28%. The information on both Natural Persons A and C must be recorded and disclosed to CCD.

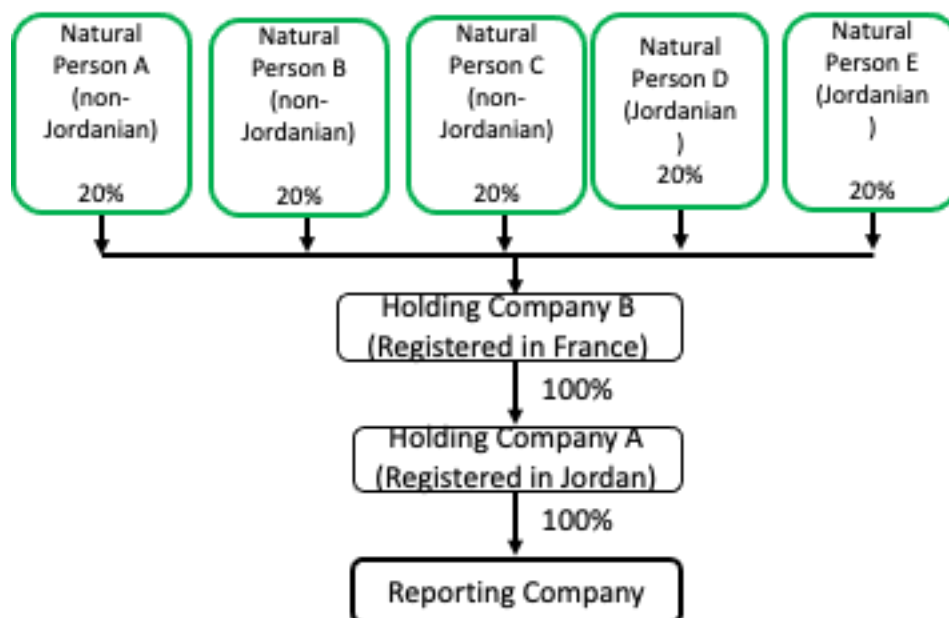
4.1.3. Foreign owned entities

All legal entities that are registered in Jordan but have non-Jordanian owners also need to record and disclose their beneficial owners. In the examples given above, if any of the Holding Companies are registered in another jurisdiction or any of the Natural Persons who meet the definition for beneficial owner are not Jordanian citizens, then they must record and disclose their information in the same way that Jordan-registered entities and Jordanian citizens must do so. This includes entities that are ultimately owned by a government from another jurisdiction.

Figure 3 below gives two examples to illustrate the need for information on foreign beneficial owners to be recorded and disclosed to the CCD.

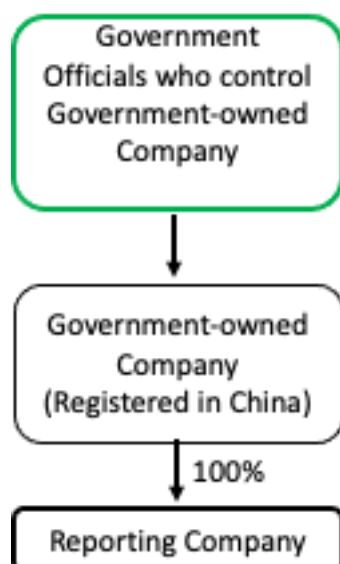
Figure 3: Examples of foreign-owned structures

Part a



This example replicates Figure 1 Part c above but in this case the top holding company is an entity registered outside Jordan and three of the five beneficial owners are not Jordanian citizens. This does not change the need to record and disclose beneficial ownership information on Natural Persons A-E. They are the beneficial owners of the Reporting Company, which is a Jordanian-registered entity.

Part b



In this example, the Reporting Company is owned by an entity owned by a government from another jurisdiction. In this case, the beneficial owners are the government officials who exercise control over the government-owned company. Their details should be recorded and disclosed to the CCD.

4.1.4. Ownership by shares listed on a stock exchange

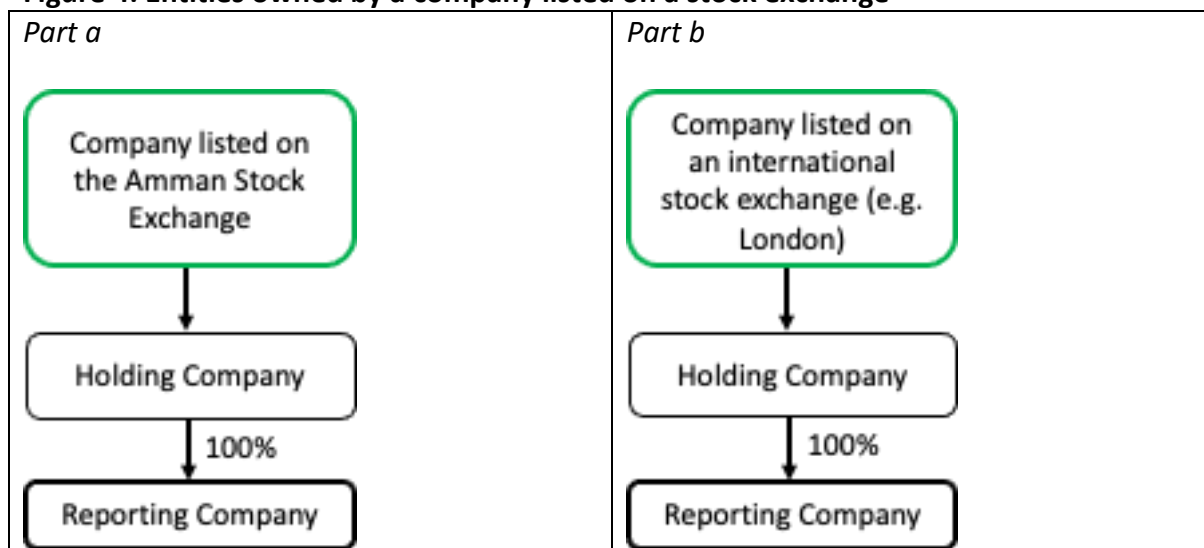
In situations where the ownership of a legal entity registered in Jordan is traced back to a company listed on a stock exchange, it is impractical to identify the natural persons who are

beneficial owners. There could be many hundreds of shareholders and the level of ownership will change on a minute-by-minute basis during trading hours. In such cases, the information to be recorded and disclosed to the CCD concerns the entity listed on the stock exchange. This is the case whether the entity is listed on a stock exchange in Jordan or in another jurisdiction. The information to be recorded and disclosed is:

- The name of the listed company,
- The jurisdiction where the entity is registered and its registration number,
- The International Securities Identification Number, if any,
- The percentage of shares listed on a stock exchange. Where this is less than 100%, the information on other beneficial owners who meet the definition should be recorded and disclosed as described above,
- The name of the stock exchange. If the shares are listed on more than one stock exchange, then all relevant stock exchanges should be recorded and disclosed,
- The link to the stock exchange(s) website where listing details are given,
- The listed entity's ownership and control structure.

Figure 4 below gives two examples as illustration.

Figure 4: Entities owned by a company listed on a stock exchange



4.1.5. Ownership by PEPs

A politically-exposed person is a natural person who holds political office as defined [give ref]. The Regulations require that any natural person who meets the beneficial owner definition and the PEP definition is declared as a PEP. For these beneficial owners, the following additional information must be recorded and disclosed to CCD:

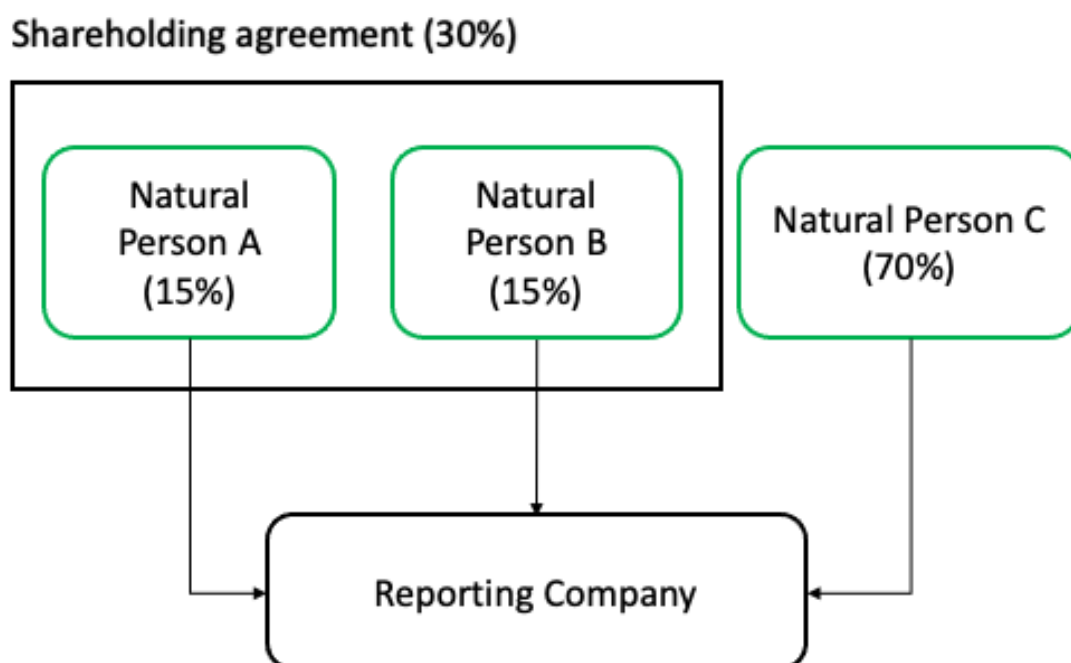
- The reason they meet the PEP definition (e.g. position held or family member),
- The date PEP status started.

4.1.6. Connected persons

In a situation where two or more natural persons each own or control less than 20% of a legal entity but act together (e.g. under a shareholder agreement), then they must be recorded and disclosed as beneficial owners to the CCD.

Figure 5 provides an example to illustrate this situation.

Figure 5: Example of connected persons



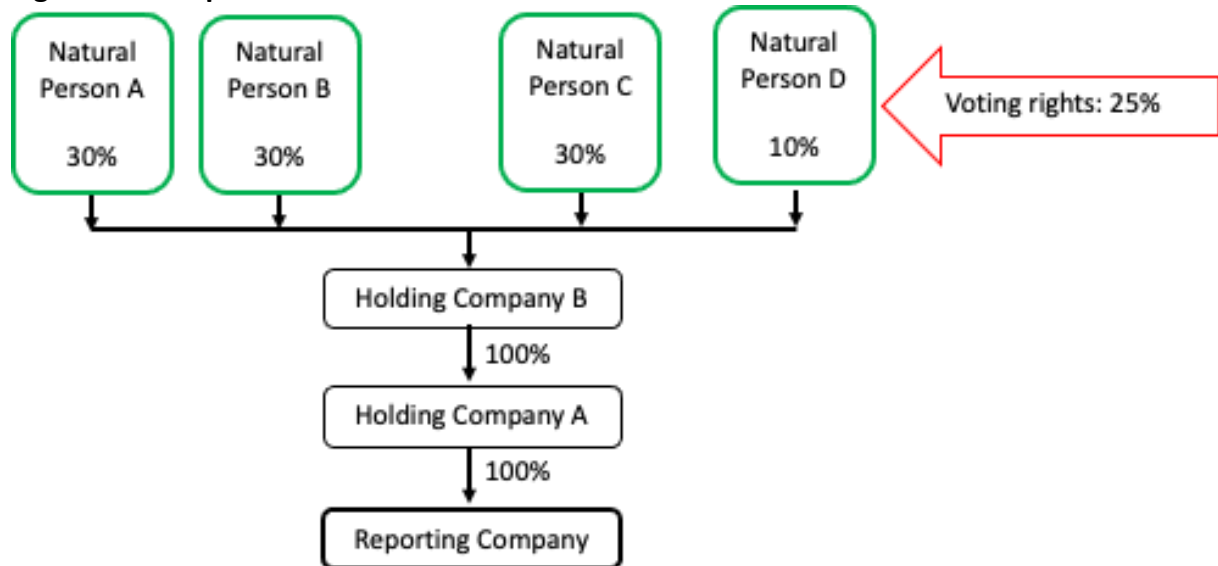
In this example Natural Persons A-C are beneficial owners. Natural Persons A and B each have 15% ownership (below the 20% threshold (but act together under a shareholding agreement and therefore their combined ownership of 30% is over the 20% threshold).

4.1.7. Control

In addition to identifying natural persons who meet the beneficial owner definition through direct or indirect ownership, legal entities also need to identify any natural persons who exercise control over the legal entity. This includes natural persons who do not meet the ownership threshold. As noted above, all forms of direct and indirect control need to be considered when identifying beneficial owners. These should include both documented forms of control e.g. voting rights or the right to appoint or remove the majority of directors as well as undocumented forms of control e.g. those who exercise dominant influence over the company e.g. because they are the company founder.

Figure 6 below provides a simplified example (based on the example given in Figure 1 part d above) to illustrate how a person who does not meet the ownership threshold is a reportable beneficial owner through means of control.

Figure 6: Example of control



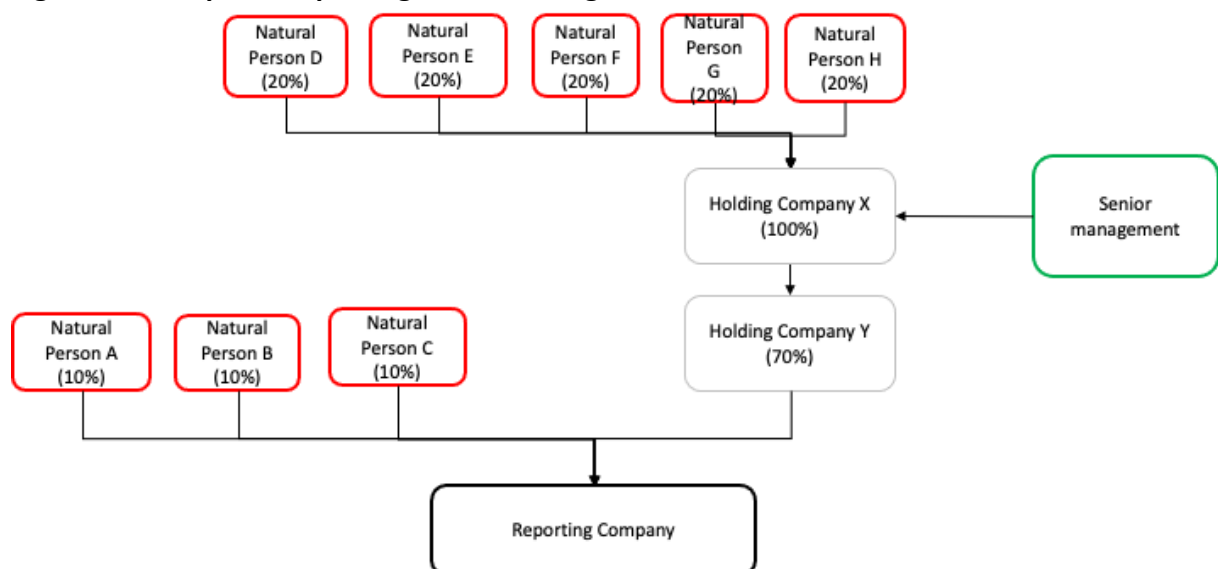
In this diagram, Natural Person D is now also considered a beneficial owner although they hold only 10% ownership. As Natural Person D has 25% of the voting rights, they now meet the beneficial owner definition.

4.1.8. Senior management

In the event that no natural persons who meet the beneficial ownership definition can be identified and there are no stock exchange listed or government-owned entities to be reported, then the legal entity must report the senior management who have ultimate control over the Reporting Entity.

Figure 7 below gives an example of this situation.

Figure 7: Example of reporting senior management



In this example, none of the natural persons A-H have effective ownership or control that meets the 20% threshold. Although Natural Persons D-H own 20% each of Holding Company

X, this in turn only has 70% effective ownership of the Reporting Company, giving them 14% effective ownership each. The senior management of Holding Company X have effective control of the Reporting Company and therefore should be recorded and disclosed as the beneficial owners.

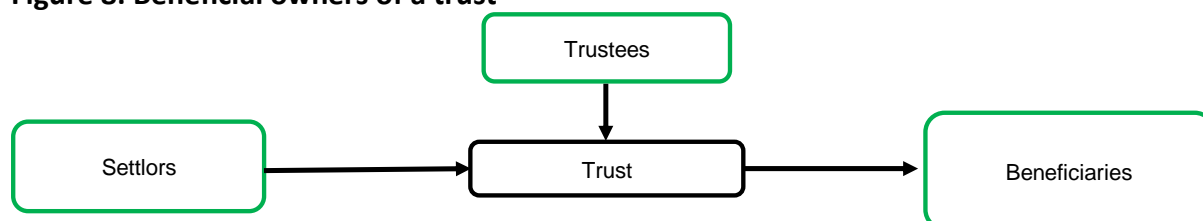
4.2. Legal arrangements

4.2.1. Overview

Legal arrangements are contractual arrangements that create an entity that does not have separate legal personality. Jordanian examples include waqfs. Legal arrangements may also include arrangements that are not currently recognised in Jordanian law, but which could form part of the ownership or control structure of foreign-owned entities. Typical examples include trusts, where assets are placed in trust by a settlor for the benefit of other persons and one or more trustees governs the management and use of the assets for the beneficiary.

For legal arrangements, natural persons who act as the settlors, trustees, beneficiaries, protectors or any similar role that exercises control over the legal arrangement are considered beneficial owners (see Figure 8 below).

Figure 8: Beneficial owners of a trust



In cases where a legal entity acts in one of those capacities, the reporting entity must trace control of that legal entity to a natural person.

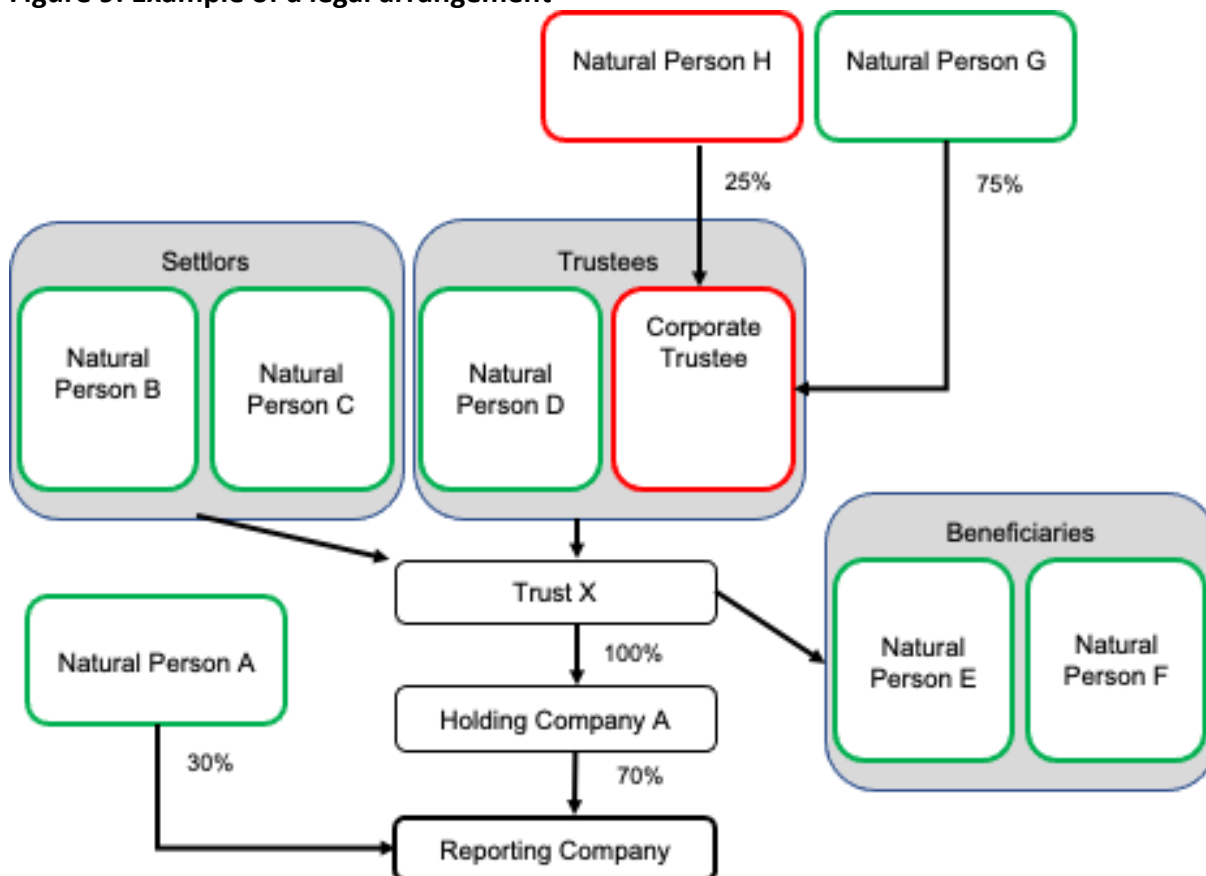
For each natural person identified as a beneficial owner of a legal arrangement, the same information needs to be recorded and disclosed as for legal entities, that is:

- Full name,
- National identity number for Jordanian citizens or passport number for non-Jordanian citizens,
- Date of birth,
- Place of birth,
- Nationality (all nationalities if more than one held),
- Country of tax residence and tax reference number where relevant,
- Residential address, telephone number and e-mail address,
- The means by which the natural person exercises ownership or control and the level of ownership or control e.g. acts a trustee,
- The date on which the natural person became a beneficial owner and the date of changes in nature or level of ownership or control,

- A declaration on whether the natural person is a politically-exposed person.

Figure 9 below provides an example of a legal arrangement forming part of the ownership structure of a Reporting Company.

Figure 9: Example of a legal arrangement



In Figure 9, Natural Persons B, C, D, E and F are beneficial owners as they act as settlors (B and C), trustees (D) and beneficiaries (E and F). The corporate trustee does not meet the definition of beneficial owner as it is not a natural person. This legal entity is owned by Natural Persons G and H. As Trust X has effective ownership of 70% of the Reporting Company, Natural Person H's effective share does not meet the 20% threshold and therefore that person is not a beneficial owner.

5. Documentary evidence

This chapter sets out the documents that each legal entity and arrangement must provide as evidence of the information that needs to be submitted.

Evidence is required of the natural person's identity and personal details such as date of birth and residential address and the nature and extent of the beneficial owner's ownership or control. Evidence is also required of the ownership and control structure for the legal entity or legal arrangement reporting its BO information.

For each beneficial owner, the following types of document can be submitted as evidence to confirm the BO information:

- A copy of the national identity card for Jordanian citizens,
- A copy of the passport identity and photograph page for non-Jordanian citizens,
- A copy of the tax registration certificate or similar document issued by a national tax authority,
- A copy of an official document that confirms residential address e.g. a driving licence,
- A copy of official corporate registrations or other filings that show level of ownership e.g. a copy of the incorporation documents or the share register that shows the nature and level of ownership as well as the date it became effective.

For any PEP declaration, a copy of an official document that states the nature of the role and the date that it became effective e.g. a letter of appointment or an employment contract.

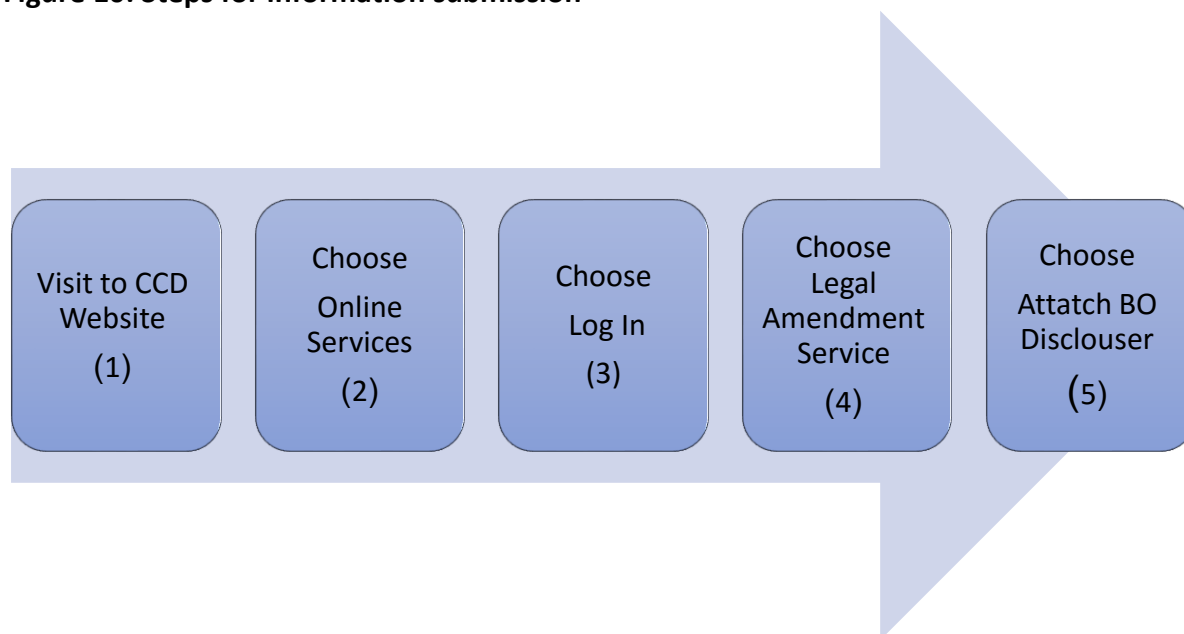
For evidence of the ownership and control structure, corporate documents that set out the structure, including organisation charts should be provided.

6. Submitting information

This chapter describes the process for submitting the basic information, beneficial information and the documentary evidence. This includes details of the fees for each process.

Figure 10 below shows the steps that are required to submit information.

Figure 10: Steps for information submission



The basic information for each legal entity and legal arrangement should be provided at first registration of the entity or arrangement. For further information on how to register an entity or legal arrangement can be found here www.ccd.gov.jo.

Registration can be conducted online at www.ccd.gov.jo or using the Company Registry Basic Information form provided at Annexe 1.

The BO information and documentary evidence should be submitted via the CCD portal at www.ccd.gov.jo.

The form that you will need to complete in order to provide beneficial ownership will depend on the type of company:

If you are submitting beneficial ownership information for a company that does not have any shares listed on a stock exchange and does not have any government ownership or control, use BO Register Form A provided at Annexe 2.

If you are submitting beneficial ownership information for a company that is partly or wholly listed on a stock exchange, use BO Register Form B provided at Annexe 3.

If you are submitting beneficial ownership information for a company that is partly or wholly owned by a government, use BO Register Form C, provided at Annexe 4.

The step-by-step process for submitting information

- 1- Visit WWW.CCD.GOV.JO
- 2- Select **Legal deposits and amendments** from CCD services

1- Visit WWW.CCD.GOV.JO

2- Select **Legal deposits and amendments** from CCD services

- 3- Enter **username and password**

3- Enter **username and password**

4- Select Legal amendments and deposits service

portal.ccd.gov.jo/info

الصفحة الرئيسية دليل المستخدم بخدماتكم معلومات الخدمات الإلكترونية

الخدمات الإلكترونية طلباتي معلوماتي

التعديلات والابداعات القانونية

التصفية والشطب

التعديلات والابداعات المالية

الدخول للخدمة

الدخول للخدمة

الدخول للخدمة

اصدار صور الوثائق من الارشفه

اصدار الشهادات

cccd.gov.jo/DepositSystemLiquidation/

5- Select (The beneficial owner disclosure)

portal.ccd.gov.jo/depositssystem/deposit

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وثائق شخصية

قرارات و موافقات الشركاء

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موافقات خارجية

عقود العطاءات و العمل و البيجار

ادخال مؤقت جديد للسيارات

الخدمات الإلكترونية

اقرار المستفيد الحقيقي

قرارات و موافقات داخلية

بيان التغيرات و العقد المعدل وتعديلات العقد و النظام

مخاطبات واردة

محاضر اجتماع هيئة عامة عادي وغير عادي و الدعوة

طلب الانسحاب والاشعار و رسائل الشركاء

طلب تحويل صفة الشركة او الانعماج

وثيقة ملكية

تحديد النكاح . المؤقت للسيدات

6- Attach and submit the required documents

The screenshot shows the CCD portal interface for document submission. The URL is portal.ccd.gov.jo/depositsystem/deposit. The page features the CCD logo and navigation links: "الصفحة الرئيسية", "حليل المستخدم", "بخدمتكم", "معلومات", and "الخدمات الإلكترونية". A red box highlights the document upload section, which includes a dropdown menu for "جميع المرفقات إجبارية", a text input for "أفراد المستفيد الحقيقي", and a file upload area with instructions: "2. قم باختيار الملف الذي ترغب بتحميله - أنواع المرفقات المسموح بها (,JPG BMP, PNG, GIF, TIF, PDF)". Below this is a table with columns "نوع المرفق", "عرض المرفق", and "حذف". A red arrow points to the "اختر الملف" button. At the bottom, there are buttons for "التالي" and "العودة".

*The company will be charged 10JD for submitting the beneficial owner form.

7. Updating Information :

Changes and annual confirmation can be submitted via the CCD portal at www.ccd.gov.jo following the same process illustrated in the previous section #6.

7.1 Informing CCD of changes to information

Any change to any of the basic or BO information e.g. a change in residential address of a beneficial owner or a change in the nature or level of ownership or control must be notified to the CCD within 30 days of the change becoming effective.

7.2 Annual reconfirmation of basic information and BO information

All legal entities and legal arrangements in scope for reporting their beneficial ownership information must submit an annual confirmation that the basic and beneficial ownership information remains accurate and up to date.

8 Sanctions and penalties for non-compliance

This chapter sets out the potential consequences for non-compliance with the Regulations.

According to article 273/A bis of the companies law:

For the purposes intended by the Anti-Money Laundering and Terrorist Financing Law, the registered company shall comply with the following:

1. Maintaining a record that includes information about the beneficial owner, and disclosing it and any change that occurs to its data within thirty working days from the occurrence of the change or documenting the change with the Department. The Controller may request any of the necessary documents and information that enable him to verify the validity of the information provided by the company.
2. Correcting its situation in accordance with the provisions of article (1) of this paragraph within three months from the date of entry into force of the provisions of this amended law. (This time limit ended at 1/feb/2023)
3. Update its basic data and information in accordance with the instructions issued for this purpose.

According article (279/d) of the Companies Law:

Whoever violates the provisions of paragraph (a) of Article (273 bis) of this law shall be punished with a fine of not less than two thousand dinars and not more than twenty thousand dinars, or with imprisonment for a period not exceeding one year, or with both of these penalties.

Annexe 1

Company registry basic information submission form

<p>: Phone Number / رقم الهاتف</p> <p>: E-mail / البريد الالكتروني</p> <p>: Registered address of company / عنوان الشركة المسجل</p>	<p>: Company Name / اسم الشركة</p> <p>: Company legal form / نوع الشركة القانوني</p> <p>: status of company / حالة الشركة</p> <p>: date of incorporation / تاريخ التسجيل</p> <p>*Attach proof of incorporation / مرفق عقد التأسيس*</p> <p>*مرفق النظام الأساسي وأي وثيقة تنظم السلطات الأساسية في الشركة/ *Attach articles of association and any documents include regulating powers</p>
<p>Executive management الادارة العليا <input type="checkbox"/></p> <p>: Name of Manager / اسم المدير</p> <p>: Nationality / جنسيته</p> <p>: Address / عنوانه</p> <p>أي رقم تعريفى مميز كالرقم الضريبي ان وجد / unique identifier such as a tax identification number where exists :</p> <p>*مرفق الوثائق الداعمة *Attach valid supporting documents</p>	<p>Executive management الادارة العليا <input type="checkbox"/></p> <p>: Name of Manager / اسم المدير</p> <p>: Nationality / جنسيته</p> <p>: Address / عنوانه</p> <p>أي رقم تعريفى مميز كالرقم الضريبي ان وجد / unique identifier such as a tax identification number where exists :</p> <p>*مرفق الوثائق الداعمة سارية المفعول / *Attach valid supporting documents</p>
	<p><input type="checkbox"/> إذا كان الشخص الاعتباري اجنبي (بالإضافة الى ما ذكر أعلاه) If the legal person is a foreigner (in addition to what mentioned above)</p> <p>: name of its legal representative / اسم الممثل القانوني</p> <p>: Nationality / جنسيته</p>

Annexe 2

BO Register Form A

<p>-The beneficial owner information that is required if the company is owned or controlled by natural persons, companies, legal arrangements or foreign governments:</p> <p>•Full name :</p> <p>Information of the Jordanian beneficial owner , according to a valid ID:</p> <p>1. The national number: 2. ID card number:</p> <p>• Information of the foreign beneficial owner, according to a valid passport:</p> <p>1. Passport number: 2. Country of Issuance: 3. Date of Issuance: 4. Expiry date: 5. Personal Number:</p> <p>•place of birth : •Date of Birth: • Original nationality and any other nationalities: • State of tax residence(if any): •Tax Number (if any) : • Actual place of residence: •Address : •Phone number : •E-mail :</p> <p>• The criteria in which a person acquired the beneficial owner status/capacity :</p> <ul style="list-style-type: none">• The manner in which ownership or control rights are exercised: Direct ownership / indirect ownership• number of stocks• ownership percentage of the total capital• Categories of stocks• rights or privileges of stocks <p>• General information about the company: (Including the name, legal form, address, company status, registered address, phone number and e-mail) :</p> <p>• Company ownership and control structure (Including any Nominee Shareholders, if any):</p> <p>Date of specifying the natural person as a real beneficial owner:</p>	<p>- معلومات المستفيد الحقيقي المطلوبة في حال كانت الشركة مملوكة او مسيطر عليها من اشخاص طبيعيين او شركات او ترتيبات قانونية او حكومات اجنبية :</p> <ul style="list-style-type: none">• الاسم الكامل :• معلومات المستفيد الحقيقي اردني الجنسية حسب وثيقة اثبات الشخصية سارية المفعول1. الرقم الوطني : 2. رقم البطاقة الشخصية :• معلومات المستفيد الحقيقي اجنبي الجنسية حسب جواز السفر ساري المفعول1. رقم الجواز: 2. بلد الاصدار: 3. تاريخ الاصدار: 4. تاريخ انتهاء الصلاحية : 5. الرقم الشخصي :• مكان الولادة : • تاريخ الميلاد: • الجنسية الام و اي جنسيات اخرى : • دولة الإقامة الضريبية ان وجدت: • الرقم الضريبي ان وجد : • مكان الإقامة الفعلية : • العنوان : • رقم الهاتف : • البريد الالكتروني• المعيار الذي اكتسب بموجبه الشخص صفة المستفيد الحقيقي :1. الطريقة التي تمارس بها حقوق الملكية أو السيطرة: الملكية المباشرة / الملكية غير المباشرة2. عدد الأسهم3. نسبة الملكية من إجمالي رأس المال4. فئات الاسهم5. حقوق أو امتيازات الأسهم• معلومات عامة عن الشركة : (بما يشمل الاسم والشكل القانوني والعنوان وحالة الشركة وعنوانها المسجل، ورقم الهاتف والبريد الالكتروني) :• معلومات هيكل ملكية الشركة والسيطرة (بما يشمل أي وسطاء في حال وجودهم) :• تاريخ تحديد الشخص الطبيعي كمستفيد حقيقي: تاريخ توقف الشخص الطبيعي كمستفيد حقيقي :
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<p>The date on which the natural person stopped being a real beneficial owner:</p> <p>The date of any change in the beneficial owner's information:</p> <p>Does the ownership, control, or beneficial ownership structure include a politically exposed person (PEP)? Yes/No</p> <p>*Attach valid supporting documents</p>	<p>تاريخ اي تغيير في معلومات المستفيد الحقيقي :</p> <p>هل ضمن هيكل الملكية او السيطرة او المستفيد الحقيقي احد الاشخاص السياسيين المعرضين للمخاطر؟ نعم / لا</p> <p>*مرفق الوثائق الداعمة سارية المفعول /</p>
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Annexe 3

BO Register Form B

<p>The information of the real beneficial owner which is required in case the company is listed, owned or controlled by one of the companies listed in the financial markets (stock exchanges) specified by the controller:</p> <ul style="list-style-type: none">• The Company's name:• The registration authority of the company and its registration number:• International Securities Identification Number, if any:• Percentage of stocks listed for trading in the stock exchange:• The name of the stock exchange in which the stocks are listed:• The e-mail address and the link to the page containing the listing information for the company:• Ownership and control structure information (Including any Nominee Shareholders , if any): <p>If the percentage of stocks listed for trading in the stock exchange is less than 100% the details of the real beneficial owner of the unlisted percentage must be provided as follows:</p> <ul style="list-style-type: none">• Full name : <p>Information of the Jordanian beneficial owner , according to a valid ID:</p> <ol style="list-style-type: none">1. The national number:2. ID card number: <ul style="list-style-type: none">• Information of the foreign beneficial owner, according to a valid passport:<ol style="list-style-type: none">1. Passport number:2. Country of issuance:3. issuance date:4. Expiry date:5. Personal Number:• place of birth :• Date of Birth:• Original Nationality and any other nationalities:• State of tax residence:• Tax Number (if any) :• Actual place of residence:• Address :• Phone number :• E-mail : <ul style="list-style-type: none">• The criteria in which a person acquired the beneficial owner status/capacity :<ol style="list-style-type: none">1. The manner in which ownership or control rights are exercised:	<p>معلومات المستفيد الحقيقي في حال كانت الشركة مدرجة او مملوكة او مسيطر عليها من الشركات المدرجة في الاسواق الماليه (البورصات) التي حددها المراقب :</p> <ul style="list-style-type: none">• اسم الشركة :• الجهة التي تسجل فيها الشركة و رقم تسجيلها :• رقم تعريف الاوراق المالية الدولي ان وجد :• نسبة الاسهم المدرجة للتداول في البورصة :• اسم البورصة التي درجت الاسهم فيها :• العنوان الالكتروني و رابط الصفحة التي تحتوي على معلومات الإدراج الخاصة بالشركة :• معلومات هيكل الملكية والسيطرة : (بما يشمل أي وسطاء في حال وجودهم) <p>إذا كانت نسبة الاسهم المدرجة للتداول في البورصة اقل من 100% يجب ادخال معلومات تفاصيل المستفيد الحقيقي للنسبة غير المدرجة كالتالي :</p> <ul style="list-style-type: none">• الاسم الكامل :• معلومات المستفيد الحقيقي اردني الجنسية حسب وثيقة اثبات الشخصية سارية المفعول<ol style="list-style-type: none">1. الرقم الوطني :2. رقم البطاقة الشخصية :• معلومات المستفيد الحقيقي اجنبي الجنسية حسب جواز السفر ساري المفعول<ol style="list-style-type: none">1. رقم الجواز:2. بلد الاصدار:3. تاريخ الاصدار:4. تاريخ انتهاء الصلاحية :5. الرقم الشخصي :• مكان الولادة :• تاريخ الميلاد:• الجنسية الام و اي جنسيات اخرى :• دولة الإقامة الضريبية ان وجدت:• الرقم الضريبي (ان وجد):• مكان الإقامة الفعلية :• العنوان :• رقم الهاتف :• البريد الالكتروني : • المعيار الذي اكتسب بموجبه الشخص صفة المستفيد الحقيقي :
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<p>Direct ownership / indirect ownership</p> <p>2. number of stocks:</p> <p>3. ownership percentage of the total capital :</p> <p>4. Categories of stocks</p> <p>5. rights or privileges of stocks</p> <p>General information about the company: (Including the name, legal form, address, company status, registered address, phone number and e-mail) :</p> <p>Second-Company ownership and control structure (Including any Nominee Shareholders , if any):</p> <p>Date of specifying the natural person as a real beneficial owner:</p> <p>The date on which the natural person stopped being a real beneficial owner:</p> <p>The date of any change in the beneficial owner's information:</p> <p>Does the ownership, control, or beneficial ownership structure include a politically exposed person (PEP)? Yes/No</p> <p>*Attach valid supporting documents</p>	<p>1. الطريقة التي تمارس بها حقوق الملكية أو السيطرة: الملكية المباشرة / الملكية غير المباشرة</p> <p>2. عدد الأسهم</p> <p>3. نسبة الملكية من إجمالي رأس المال</p> <p>4. فئات الاسهم</p> <p>5. حقوق أو امتيازات الأسهم</p> <p>معلومات عامة عن الشركة (بما يشمل الاسم والشكل القانوني والعنوان وحالة الشركة وعنوانها المسجل، ورقم الهاتف والبريد الالكتروني) :</p> <p>معلومات هيكل ملكية الشركة والسيطرة (بما يشمل أي وسطاء في حال وجودهم) :</p> <p>تاريخ تحديد الشخص الطبيعي كمستفيد حقيقي:</p> <p>تاريخ توقف الشخص الطبيعي كمستفيد حقيقي :</p> <p>تاريخ اي تغيير في معلومات المستفيد الحقيقي :</p> <p>هل ضمن هيكل الملكية او السيطرة او المستفيد الحقيقي احد الاشخاص السياسيين المعرضين للمخاطر ؟ نعم / لا</p> <p>*مرفق الوثائق الداعمة سارية المفعول</p>
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Annexe 4

BO Register Form C

<p>The real beneficial owner information that is required from companies in case any of the following parties has contributed: the companies wholly owned by the government, ministries, government departments and its official institutions and bodies and other wholly owned companies</p> <ul style="list-style-type: none">• The ownership percentage of each : <p>the beneficial owner information for the percentage <u>not owned</u> by the abovementioned parties :</p> <ul style="list-style-type: none">• Full name : <p>Information of the Jordanian beneficial owner , according to a valid ID:</p> <ol style="list-style-type: none">1. The national number:2. ID card number: <ul style="list-style-type: none">• Information of the foreign beneficial owner, according to a valid passport:<ol style="list-style-type: none">1. Passport number:2. Country of issuance:3. issuance date:4. Expiry date:5. Personal Number:• place of birth :• Date of Birth:• Original Nationality and any other nationalities:• State of tax residence(if any):• Tax Number (if any) :• Actual place of residence:• Address :• Phone number :• E-mail : <p>The criteria in which a person acquired the beneficial owner status/capacity :</p> <p>The manner in which ownership or control rights are exercised :Direct ownership / indirect ownership</p> <p>number of stocks:</p> <p>ownership percentage of the total capital :</p> <p>Categories of stocks :</p> <p>rights or privileges of stocks :</p> <p>General information about the company: (Including the name, legal form, address, company status, registered address, phone number and e-mail) :</p>	<p>معلومات المستفيد الحقيقي المطلوبة في حال كانت الشركة تساهم بها الشركات المملوكة بالكامل من قبل الحكومة او الوزارات او الدوائر الحكومية او المؤسسات الرسمية العامة والمؤسسات العامة والشركات المملوكة بالكامل من قبل تلك الشركات او تمتلك حصصا فيها :</p> <ul style="list-style-type: none">• نسبة ملكية كل جهة : <p>تفاصيل المستفيد الحقيقي من النسب <u>غير المملوكة</u> لأي من تلك الجهات كالتالي :</p> <ul style="list-style-type: none">• الاسم الكامل :• معلومات المستفيد الحقيقي اردني الجنسية حسب وثيقة اثبات الشخصية سارية المفعول<ol style="list-style-type: none">1. الرقم الوطني :2. رقم البطاقة الشخصية :• معلومات المستفيد الحقيقي اجنبي الجنسية حسب جواز السفر ساري المفعول<ol style="list-style-type: none">1. رقم الجواز:2. بلد الاصدار:3. تاريخ الاصدار:4. تاريخ انتهاء الصلاحية :5. الرقم الشخصي :• مكان الولادة :• تاريخ الميلاد:• الجنسية الام و اي جنسيات اخرى :• دولة الإقامة الضريبية ان وجدت:• الرقم الضريبي ان وجد:• مكان الإقامة الفعلية :• العنوان :• رقم الهاتف :• البريد الإلكتروني : <p>المعيار الذي اكتسب بموجبه الشخص صفة المستفيد الحقيقي :</p> <p>الطريقة التي تمارس بها حقوق الملكية أو السيطرة: الملكية المباشرة / الملكية غير المباشرة</p> <p>عدد الأسهم:</p> <p>نسبة الملكية من إجمالي رأس المال:</p> <p>فئات الاسهم:</p> <p>حقوق أو امتيازات الأسهم:</p> <ul style="list-style-type: none">• معلومات عامة عن الشركة : (بما يشمل الاسم والشكل القانوني والعنوان وحالة الشركة وعنوانها المسجل، ورقم الهاتف والبريد الإلكتروني) : <p>معلومات هيكل ملكية الشركة والسيطرة بما يشمل أي وسطاء في حال وجودهم) :</p>
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<p>Company ownership and control structure (Including any Nominee Shareholders , if any):</p> <p>Date of identification of a natural person as a real beneficial owner:</p> <p>The date on which the natural person stopped being a real beneficial owner:</p> <p>The date of any change in the beneficial owner's information:</p> <p>Does the ownership, control, or beneficial ownership structure include a politically exposed person (PEP)? Yes No</p>	<p>تاريخ تحديد الشخص الطبيعي كمستفيد حقيقي:</p> <p>تاريخ توقف الشخص الطبيعي كمستفيد حقيقي :</p> <p>تاريخ اي تغيير في معلومات المستفيد الحقيقي :</p> <p>هل ضمن هيكل الملكية او السيطرة او المستفيد الحقيقي احد الاشخاص السياسيين المعرضين للمخاطر ؟ نعم / لا</p>
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Annexe 5

Register for Partners and Shareholders

<p>اسم الشخص / Name of the person :</p> <p>نسبة المساهمة او الملكية / percentage of Ownership/Contribution :</p> <p>للشركات المساهمه الخاصة :</p> <p>فئة الاسهم / categories of stocks :</p> <p>نوع الاسهم / types of stocks :</p> <p>حقوق أو امتيازات الأسهم / rights or privileges of stocks :</p>	<p>نوع الشخص / type of the person :</p> <p>Natural / طبيعي <input type="checkbox"/></p> <p>OR / أو <input type="checkbox"/></p> <p>Legal Person / اعتباري <input type="checkbox"/></p> <p>صفة التمثيل :</p> <p>مالك <input type="checkbox"/></p> <p>شريك <input type="checkbox"/></p> <p>مساهم <input type="checkbox"/></p> <p>تاريخ اكتساب هذه الصفة :</p> <p>Representative Capacity :</p> <p><input type="checkbox"/>Owner</p> <p><input type="checkbox"/>Partner</p> <p><input type="checkbox"/>Stockholder</p> <p>Date of acquiring such capacity :</p>
<p>معلومات الشخص الاعتباري / Legal person information :</p> <p>الاسم / Name :</p> <p>الشكل القانوني / Legal Form :</p> <p>العنوان / Address :</p> <p>اسم الممثل القانوني / name of its legal representative :</p> <p>عنوانه / Address :</p> <p>• الإدارة العليا executive management</p> <p>اسم المدير / Name of Manager :</p> <p>الرقم الضريبي / Tax Number :</p> <p>*مرفق العقد التأسيسي والنظام الاساسي</p> <p>* Attach a copy of Memorandum and Articles of Association of the Company</p>	<p>معلومات الشخص الطبيعي / natural person information :</p> <p>الاسم الكامل / Full Name :</p> <p>الجنسية / Nationality :</p> <p>العنوان / Address :</p> <p>مكان الميلاد / Place of birth :</p> <p>مكان العمل / workplace :</p> <p>رقم الهاتف / phone Number :</p> <p>البريد الالكتروني / E-mail :</p> <p>*مرفق صورة هوية الاحوال المدنية للشخص الاردني</p> <p>*مرفق صورة جواز السفر او بطاقة الإقامة للشخص الاجنبي</p> <p>*Attach a copy of the civil status ID of the Jordanian person</p> <p>*Attach a copy of the passport or residence card of the foreign person</p>

Annexe 6

BO Disclosure Form

This form should be attached with the appropriate BO register form.

<p>According to the beneficial owner registry regulations No. (62) Of 2022 of the Companies Law No. (22) Of 1997 which regulated the procedures of the beneficial owner (BO), the real BO was defined as the natural person who owns or exercises ultimate effective control over a company registered in the Kingdom, directly or indirectly or who's the operations are carried out on his behalf or who exercises ultimate effective control over a legal person or legal arrangement.</p> <p>According to Article 9 of the regulation:</p> <p>A- The company shall determine the real BO according to the following principles and criteria: -</p> <p>1-A natural person who owns or controls, directly or indirectly, a sufficient percentage of the company's capital or its voting rights therein, and for this purpose. If this sufficient percentage could not be determined, then 20% or more shall be considered a sufficient percentage unless there is a special legislation that stipulates otherwise.</p> <p>2-The natural person who exercises direct or indirect control or control over the company through:</p> <p>A- The ability to make or influence decisions that have material effects on the company's operations and its strategic, financial and investment status.</p> <p>b- Control over any contracts, arrangements or agreements that reflect on the company's operations and its strategic, financial and investment status.</p> <p>C- The ability to hire or dismiss the majority of the members of the Board of Directors or any of those who occupy senior management positions.</p> <p>d- The participation in the funding of the company's projects or the settlement of its debts and obligations.</p> <p>E - Controlling the company by a power of attorney.</p> <p>f- Having a veto right in the company</p> <p>g- Receiving (20%) or more of the company's assets in case of liquidation.</p> <p>h- Any other similar way that leads to control.</p> <p>B- If the identity of the real BO cannot be determined in accordance with the provisions of Paragraph (a) of this Article, the natural person who occupies any of the senior management positions in the company shall be considered a real BO.</p> <p>C- The controller may approve ownership percentages of less than (20%) of the company's capital in case it was proven that there are high risks of money laundering or terrorist financing or if a politically exposed person (PEP) exists within the company ownership or control structure.</p> <p>D- The real BO should be determined in legal arrangements, trust funds and WAQF by identifying the settlor, trustee, protector, beneficiaries or any class of them, any natural person holding a similar position, and any other natural person exercising actual and final control directly or indirectly over Legal arrangement, trust, WAQF, or similar arrangement</p>	<p>E- When determining the BO, the company must take into account the following:</p> <ol style="list-style-type: none">1. The real BO may be one or more natural person.2. The real BO should be traced through the chain of ownership or control to the natural person according to the criteria mentioned in Paragraph (a) of this Article.3. In the event that a group of related persons, or where are related by kinship up to the third degree, participate in owning the specified percentage of the company's capital or the control referred to in Paragraph (a) of this Article, they must all be considered as real beneficiaries of this company.4. In the event that the settlor(s), trustee(s) or protector and the beneficiaries or the category of beneficiaries are a legal person or a legal arrangement, the real BO should be traced through the structure of ownership and control up to the natural person who is considered the real BO. <p>- According to Article 8 / A + D of the BO registry regulations., Companies must update the data when any change occurs within 30 days, in addition to confirming its validity on an annual basis.</p> <p>- Determination of the real BO must be based on accurate, adequate and updated documents and information through the use of reliable, independent and impartial sources in accordance with (Article 8/C) of the BO registry regulations.</p> <p>• Accordingly, as an authorized of the legal matters or as a representative of the</p> <p>..... company to disclose the real BO information.</p> <p>Representative name and his\her signature:</p> <p>ID/personal number:</p> <p>Upon ensuring and verifying the correctness of the documents and papers, I acknowledge, pledge and confirm that the real BO of the above company is/are as follows :</p> <p>The name of the real BO:</p> <p>.....</p> <p>ID/ personal number:</p> <p>Phone Number:</p> <p>Address:</p>
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