



GUIDE TO DE-REGISTERING A LICENCE

De-registering your licence is an important step to do when your company becomes non-operational in order to avoid acquiring penalties and having issues with external authorities. Below is a step by step guide designed to walk you through the process of de-registering your licence.

1

SUBMIT A DE-REGISTRATION APPLICATION ALONG WITH THE REQUIRED DOCUMENTS


Prior terminating and officially de-registering your licence, you must submit a completed application form to any of the RAK FTZ offices along with clearance documents from the following authorities:

- RAK Customs (in case of warehouse and land/plot)
- RAK Chamber of Commerce (if applicable)
- Emirates Post Office (cancellation of corporate postal ID)
- Etisalat or Du (if applicable)
- Federal Electricity and Water Authority (if applicable)
- Traffic Department (in case there are registered vehicles under the company's name)

2


PROCEED WITH PAYMENT

Once you have submitted the de-registration application together with the required set of documents, you will receive an invoice. The next step is to settle the fees. For your convenience, the payment can be completed in any of the following methods:

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1. Cash at any of the RAK FTZ offices in Ras Al Khaimah, Dubai, or Abu Dhabi
 2. Bank transfer to the account detailed on your invoice
 3. Online, by following the customised link on your invoice

3

SUBMIT A VISA CANCELLATION FORM (IF APPLICABLE)



All visas under the company must be cancelled to officially close your company file in RAK Immigration Authority. Therefore, a visa cancellation request should be submitted to any of our Government Services representatives. For any inquiries related to this matter, please refer to the Visa Cancellation Checklist available at www.rakftzservices.com.

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COLLECT YOUR DE-REGISTRATION LETTER

RAK FTZ will place a legal publication in a local newspaper for 14 days after the payment has been settled and the visa cancellation request has been submitted (if applicable). When there are no issues/objections that arise during the publication period, RAK FTZ will issue a de-registration letter.

Notes:

- For further information, please refer to the De-Registration Checklist available at RAK FTZ's website.
- In case of leasing physical facilities, companies are obliged to vacate their units within 15 days from the date of De-Registration Receipt's date (if licence is valid) or not later than the licence expiry date.
- Failure to comply with the de-registration procedure will result in acquiring penalties and taking a legal action against the company.
- RAK FTZ reserves the right to change the procedure and guidelines any time.