



GUIDE TO RENEWING YOUR TRADE LICENCE

Renewing your trade licence is an essential step to ensure the smooth operation of your business at Ras Al Khaimah Free Trade Zone (RAK FTZ). Below is a simple, step-by-step guide designed to walk you through the process of renewing your trade licence and ensuring the continuity of your free zone services.

1

OBTAIN YOUR TRADE LICENCE RENEWAL INVOICE AND PROCEED WITH PAYMENT

Send an email to renewal@rakftz.com or visit any of our RAK FTZ offices. Request a trade licence renewal invoice, and proceed with the payment. For your convenience, the payment can be completed in any of the following methods:

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

2

COLLECT YOUR LEASE AGREEMENT SET

Once the payment has been completed, you will receive a proof of payment receipt. Present the receipt to your RAK FTZ Client Relations representative, and collect two copies of your lease agreement.



3

SUBMIT YOUR SIGNED LEASE AGREEMENT SET AND RENEWAL DOCUMENTS

Present two copies of your signed lease agreement along with the following set of documents to any RAK FTZ Client Relations representative. The required documents are:

1. Confirmation letter from Emirates Post for renewal of your PO box
2. Valid passports for shareholder(s) and manager
3. Original certificate of good standing (only if branch of foreign company)
4. Valid trade licence of parent company (only if branch of local company)

Upon submitting the above documents, please advise the Client Relations representative of the location where you would like to collect your renewed trade licence.

Note: Additional documents might be required based on licence type.



4

COLLECT YOUR ATTESTED LEASE AGREEMENT AND RENEWED TRADE LICENCE

A RAK FTZ Client Relations representative will notify you when the attested lease agreement and renewed trade licence are ready for collection. Visit the location you selected, and collect your lease and licence.

You are now all set for a new year of operations.