

# AMENDMENT CHECKLIST

## FREE ZONE – CHANGE OF MANAGER

### SERVICE CATEGORY

#### Change of Manager

The following documents are required in order to amend necessary registration and licensing documents:

1. A. Application for Licence Amendment Form

*Duly completed and submitted by the owner or shareholder(s) or authorised representative through RAKEZ Portal 360 or by manually filling out the form*

B. Application form for Registration of Amendment with Chamber of Commerce (COC) (if any)

*Duly signed by the manager or authorised signatory along with the original COC Membership Certificate (if applicable)*

2. A. In case of Free Zone Establishment (FZE), submit an Owner's Declaration for the change of manager.

*To be signed before RAKEZ personnel or notarised by a notary public in the UAE, or notarised and legalised up to the level of the UAE Embassy, as applicable and submitted in original format*

B. In case of Free Zone Limited Liability Company (FZ LLC), submit a Shareholders' Resolution for the change of manager.

*To be signed before RAKEZ personnel or notarised by a notary public in the UAE, or notarised and legalised up to the level of the UAE Embassy, as applicable and submitted in original format*

C. In case of Branch Company, a Corporate Resolution for the change of manager printed on the parent company letterhead with the company seal along with the official Proof of Ownership.

*If the Corporate Resolution is signed by the Board of Directors, please submit the official list of directors along with their authorisation to take such action on behalf of the shareholders of the parent company.*

*To be signed before RAKEZ personnel or notarised by a notary public in the UAE, or notarised and legalised up to the level of the UAE Embassy, as applicable and submitted in original format.*

3. In case the shareholder(s) or licensee is represented by an attorney, the Power of Attorney (POA) along with the valid passport copy or Emirates ID copy of the Attorney are required.

*Notarised by a notary public in the UAE if issued in the UAE or notarised and legalised up to the level of the UAE embassy if issued outside UAE.*

4. Documents of the New Manager:

- a. Colour passport copy including visa and Emirates ID (for UAE residents), entry stamp and signature pages
- b. Specimen Signature Form (template available), optional
- c. Original No Objection Certificate (NOC) from sponsor (if holding UAE residence visa)
- d. Academic qualification certificate (if applicable)
- e. Acceptance Letter

5. Additional Documents (if applicable):

- a. Original Document – A Designated Non-Financial Businesses and Professions (DNFBP) Form signed by shareholder(s) and Manager (in case of Corporate Entity), applicable for the following activities only:

- |   |  |
|---|--|
| ▪ Legal Consultancy   | ▪ Wholesale of Unworked Gold and Precious Metals |
| ▪ Real Estate Purchase and Sale Brokerage                                     | ▪ Pearls and Precious Stones Trading             |
| ▪ Real Estate Agent   | ▪ Non Manufactured Precious Metal Trading        |
| ▪ Real Estate Enterprises Investment, Development, Institution and Management | ▪ Jewellery Trading                              |
| ▪ Real Estate Development Construction  | ▪ Jewellery and Precious Stones E-Trading        |
| ▪ Accounts Auditing   | ▪ Used Jewellery Trading                         |
| ▪ Accounting and Bookkeeping  | ▪ Company Service Providers                      |
| ▪ Investment Consultancy  |  |

- b. In case of Legal Consultancy Activity, additional documents are required for the manager.

*Please visit [www.rakez.com](http://www.rakez.com).*

- c. Undertaking letter to have the credentials for RAKEZ Portal 360 (if applicable)

*(To be signed by the new manager)*

6. RAKEZ Fees

*Payments are to be made in favour of RAKEZ through RAKEZ Portal 360 or via wire transfer, demand draft, cheque, cash or credit card*

7. Amendment to the Memorandum of Association (MOA) (if applicable)

*To be signed before RAKEZ personnel or notarised by a notary public in the UAE, or notarised and legalised up to the level of the UAE embassy*

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### NOTES

- RAK Immigration's pre-approval is required for the new Manager who does not have investor or partner residency visa sponsored by RAKEZ.
- If the existing/outgoing manager is holding a visa sponsored by RAKEZ, it has to be cancelled.
- The manager must be at least 21 years old.
- Immigration File amendment fee applies.
- At the time of applying for a visa, an employment contract will be required.
- The POA must be submitted in original format for verification.
- All documents of foreign companies shall be notarised and legalised up to the level of the UAE Embassy.
- Change in information contained in a licence shall take effect on issuance of an amended licence by RAKEZ.
- RAKEZ reserves the right to call for any additional documents and/or attestations as and when necessary.
- All documents must be in English and/or Arabic. Documents in any other language must be accompanied by a certified/authenticated English or Arabic translation.