

AMENDMENT CHECKLIST

NON-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 forms for Registration of amendment with the Chamber of Commerce (COC) and RAK Department of Economic Development (RAK DED)
Duly signed by the manager or authorised signatory along with the original COC Membership Certificate and RAK DED licence (if valid)
2. A. In case of Individual Establishment, submit an Owner's Declaration for the change of the 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 Limited Liability Company (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, submit a Corporate Resolution for the desired changes printed on the parent company letterhead with the parent company seal 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 authorization 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

<ul style="list-style-type: none"> ■ Legal Consultancy ■ Real Estate Purchase and Sale Brokerage ■ Real Estate Agent ■ Real Estate Enterprises Investment, Development, Institution and Management ■ Real Estate Development Construction ■ Accounts Auditing ■ Accounting and Bookkeeping ■ Investment Consultancy 	<ul style="list-style-type: none"> ■ Real Estate Purchase and Sale Brokerage ■ Real Estate Agent ■ Real Estate Enterprises Investment, Development, Institution and Management ■ Real Estate Development Construction ■ Accounts Auditing ■ Accounting and Bookkeeping ■ Investment Consultancy
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 - b. In case of Legal Consultancy activity, additional documents are required.
Please visit 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 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.
- At the time of applying for a visa, an employment contract will be required.
- Change in information contained in a licence shall take effect on issuance of an amended licence by RAKEZ.
- 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.
- RAKEZ reserves the right to call for any additional documents and/or attestations as and when necessary.
- All documents must be in Arabic. Documents in any other language must be accompanied by a certified/authenticated Arabic translation.