

AMENDMENT CHECKLIST

NON-FREE ZONE – CHANGE OF TRADE NAME

SERVICE CATEGORY

Change of Trade Name

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

1. A. Application for Licence Amendment Form
Duly completed and submitted by the manager or shareholder(s) or authorised representative through RAKEZ Portal 360 or by manually filling out the form
- B. Trade Name Approval issued by RAK Department of Economic Development (RAK DED).
- C. Application forms for Registration of Amendment with the Chamber of Commerce (COC) and RAK DED
Duly signed by the manager or authorised signatory along with the original COC Membership Certificate Certificate and RAK DED licence (if valid)
2. A. In case of Individual Establishment, submit Owner's Declaration for the change of trade name.
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 the Shareholders' Resolution for the change of trade name.
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 services/changes printed on the parent company letterhead with the company seal along with the official proof of ownership and change in the trade name.
*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*
- D. Confirmation by the Local Service Agent (if any)
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. 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
5. 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
6. Proof of Publication
Publication in the local newspapers, one in Arabic and one in English, for a period of fourteen (14) days

NOTES

- Immigration File amendment fee applies.
- The previous name will not be available for registration within a span of one year from the date of deregistration or company name change.
- 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.