

KYC UPDATE CHECKLIST

FREE ZONE – UPDATING THE DETAILS OF SHAREHOLDERS/MANAGER/OFFICERS/LICENSEE



SERVICE CATEGORY

- Updating the nationality of owner/shareholders/manager/officers
- Updating the name of owner/shareholders/manager/officers
- Updating the name/legal form of the branch company (licensee) or the corporate shareholders

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

1. A. Application for 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 applicable.

Duly signed by the authorised signatory along with the original COC Membership Certificate (if applicable and valid)

2. Request Letter signed by the authorised signatory along with the required and applicable supporting documents:

Request shall specify clearly the required changes from old details to new details

Required Document/s applicable in case of:

- Name and nationality update: Colour passport copy and signature pages for the concerned person
- Name and legal form update: In case of Corporate Entity, please submit the following:
 1. Amended Memorandum and Article of Association
 2. Certificate of Name Change issued by the competent authority/extract from Commercial Register, as applicable to the jurisdiction
 3. Certificate of Incumbency (in case of branch or subsidiary companies)
 4. Amended trade licence (if applicable)

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 or attested by the relevant UAE free zone authority 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 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. 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

NOTES

- RAK Immigration's pre-approval may be required in case of changing name/details of the individual shareholder(s) or manager.
- 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 English and/or Arabic. Documents in any other language must be accompanied by a certified/authenticated English/Arabic translation.