

# AMENDMENT CHECKLIST

## FREE ZONE – ADDING, REMOVING AND REPLACING DIRECTORS OF THE BOARD

The following documents are required to amend the necessary registration documents:

1. Application for Amendment Form  
*Duly completed and submitted by the shareholder(s) or authorised representative*
2. Resolution of the shareholder(s) appointing, removing or replacing the director(s)  
*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 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. Termination or Resignation Letter of the outgoing director
5. Documents of the new board of directors:
  - a. Colour passport copy including visa and Emirates ID (for UAE residents) and signature pages
  - b. Specimen Signature Form (template available)
  - c. Acceptance letter of appointment/nomination as director
6. Memorandum of Association (MOA) or its amendment (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*

### IMPORTANT NOTES

- Director (s) shall be natural person who is at least 21 years old.
- 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.
- Payments are to be made in favour of RAKEZ through RAKEZ Portal 360 or via wire transfer, demand draft, cheque, cash or credit card.
- 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.
- Payments are to be made in favour of RAKEZ through RAKEZ Portal 360 or via wire transfer, demand draft, cheque, cash or credit card.