

# AMENDMENT CHECKLIST

## FREE ZONE – ADD, REPLACE OR REMOVE ACTIVITY, LICENCE TYPE CHANGE AND APPLICATION FOR OR CANCELLATION OF ADDITIONAL LICENCE

### SERVICE CATEGORY

- Add, Replace or Remove Activity
- Change Licence Type
- Application for Additional Licence
- Cancellation of Additional Licence

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

- 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 the Chamber of Commerce (COC) (if any)  
*Duly signed by the manager or authorised signatory along with the original COC Membership Certificate (if applicable and valid)*
2. A. In case of Free Zone Establishment (FZE), submit an Owner's Declaration for the desired service(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*
- B. In case of Free Zone Limited Liability Company (FZ LLC), submit the Shareholders' Resolution for the desired service(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*
- C. In case of Branch Company, a Corporate Resolution requesting for the desired service(s) 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 of Branches, submit the relevant proof of activity change of the parent company (if any).
  - a. Amendment to the Memorandum of Association
  - b. Amended trade licence (if applicable)
4. 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*
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
    - 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
    - Wholesale of Unworked Gold and Precious Metals
    - Pearls and Precious Stones Trading
    - Non Manufactured Precious Metal Trading
    - Jewellery Trading
    - Jewellery and Precious Stones E-Trading
    - Used Jewellery Trading
    - Company Service Providers
  - b. No Objection Certificates (NOC) from relevant regulatory authorities (if applicable).  
*Kindly visit [www.rakez.com](http://www.rakez.com), to access the list of NOCs required from relevant regulatory authorities for reference.*
  - c. Detailed Application Form for Activity in Warehouse/Plot  
*Duly filled and signed by the authorised signatory. To download the form, kindly visit [www.rakez.com](http://www.rakez.com).*
  - d. In case of applying for Legal Consultancy Activity, additional documents are required.  
*For reference, please visit [www.rakez.com](http://www.rakez.com)*
  - e. Business Brief Form in case of applying for additional Media Licence or changing the licence type to Media.  
*To download the form, kindly visit [www.rakez.com](http://www.rakez.com).*

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### 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)

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

## NOTES

- Minimum share capital is required for certain activities. Please consult with our representatives.
- Certain activities require clients to upgrade or change their existing facility. In such cases, the client will be requested to fill a form for facility change/upgrade. Please consult with our representatives.
- RAK Immigration's pre-approval is required in case of changing, adding, replacing or reducing activities. This is not applicable in case of applying for additional licence.
- Immigration File amendment fee applies.
- The number of activities for each licence are limited and subject to the approval of RAKEZ.
- The expiry date of the additional licence will be the same of the existing main licence.
- Change in information contained in a licence shall take effect on issuance of an amended licence by RAKEZ.
- RAKEZ reserves the right to amend/replace the activity list from time to time without prior notice.
- 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.