

NON FREE ZONE – DOCUMENTS REQUIRED FOR LICENCE AMENDMENTS

SERVICE CATEGORY

- Increasing or Decreasing Share Capital of Limited Liability Companies

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

1. Application must be duly completed and submitted by the Owner or Shareholder(s) or Authorized Representative.
(This could be either by applying through the Client Portal Account or filling the Application Form)
2. Shareholders' Resolution deciding the changes must be submitted and signed by the Shareholder(s) or Authorized Representative(s).
(To be signed before the Authority or notarized by a notary public in the UAE, or notarized and legalized up to the level of the UAE Embassy and submitted in original format)
3. A. In case of increasing the value of share capital, an original bank letter or bank statement from existing bank located in UAE under the company name, which states a value of more than or equal to the new share capital is required.
B. In case of decreasing the value of share capital, Auditor's Report certified by an Auditor licensed in UAE is required.
4. Authority Fees: Payments are to be made in favor of the Authority through its portal/wire transfer/demand draft/cheque/cash/credit card.
5. Upon settling the required fees, Addendum to the Memorandum of Association (MOA) will be prepared by Ras Al Khaimah Economic Zone Authority (RAKEZ). It should be notarized by a notary public in the UAE, or notarized and legalized up to the level of the UAE Embassy and submitted in original format.

NOTES

- Power of Attorney should not be older than two years from the date of execution. If it is older than two years, it should be revalidated from the same notary or same authority who initially registered it.
- The Authority reserves the right to call for any additional documents 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 or Arabic translation.
- In case of decreasing the value of share capital, publication in two newspapers is required.