

NON-FREE ZONE – LICENCE RENEWAL CHECKLIST

The following documents are required for renewal of Non-Free Zone licences:

1.	Documents of the shareholder/parent company: a) If the shareholder(s) or the parent company is a corporate entity registered in the UAE mainland: • Valid Trade Licence copy issued by the Department of Economic Development (DED) b) If the shareholder(s) or parent company is a corporate person registered in a UAE free zone or outside the UAE: • Certificate of Good Standing/Extract from Commercial Register (as applicable to the jurisdiction) <i>Original or copy notarised and legalised up to the level of the UAE embassy or attested by the relevant free zone authority, as applicable</i>
2.	Documents of the individual shareholder(s), the director(s) and general manager • Valid passport copy (in case the copy previously submitted to RAKEZ expired)
3.	Application forms for the renewal of Chamber of Commerce (COC) Membership and RAK DED Licence <i>Duly signed by the manager or authorised signatory along with the Original COC Membership Certificate and RAK DED licence (if valid)</i>
4.	Renewed Lease Agreement (if applicable) <i>For physical facilities such as office, warehouse or land, it is required to submit two (2) copies of the Lease Agreement signed by the authorised signatory.</i>
5.	No Objection Certificate (NOC) from relevant regulatory authorities (if applicable) <i>Please refer to the next page for the list of common NOCs/approvals required from relevant regulatory authorities.</i>
6.	Valid Local Service Agent Agreement (in case the copy previously submitted to RAKEZ expired)

Important Guidelines:

- Failure to renew on or before the expiry date will result in incurring a late renewal penalty charge of AED 50 per day from the licence expiry date. In addition, third-party fines will be incurred on Immigration File, COC membership and RAK DED licence. RAKEZ will not take any responsibility for any incurred fines.
- Certain amendment requests including licence type and activity change, adding a new licence, cancelling additional licence and lease upgrade or downgrade, will only be accepted 60 days prior to licence expiry.
- To avail any service from Immigration, E-Channel registration/renewal (as applicable) has to be completed.
- Power of Attorney (POA) must be accompanied by a valid passport or Emirates ID copy of the attorney. All documents must be in Arabic. Documents in any other language must be accompanied by a certified Arabic translation.
- RAKEZ reserves the right to call for any additional documents and/or extra attestation, as necessary.
- To apply for licence renewal service request (SR) through Portal 360, please follow the below steps:
 1. Click [here](#) to log in to Portal 360 and select 'Registration' from the services menu*
 2. Select 'Renewal' and enter the required details
 3. Make the payment
 4. Upload mandatory documents
 5. Submit the SR for RAKEZ verification
 6. Upload the missing documents (if any)

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7. Licence will be issued

**If you do not have access to Portal 360 yet, please click [here](#) and follow the easy steps to get your log in details.*

Common NOCs/approvals from regulatory authorities required for licence renewal:

Sr. No.	NOC/approvals from regulatory authorities	Requirement applies in case of:
1.	RAK Police - Security Systems Certificate (CCTV)	Leasing warehouses or plots of land
2.	RAK Civil Defence - Certificate of Compliance with Preventive Fire Safety Requirements	Leasing warehouses or plots of land
3.	NOC from RAK Municipality	Companies with foodstuff activities that are leasing warehouses, plots of land or retail shops
4.	NOC from Environmental Protection and Development Authority (EPDA) - Environmental Compliance Certificate	Industrial licences
5.	NOC from General Resources Authority (GRA)	Security and surveillances related activities
6.	NOC from Ministry of Education	Educational related activities
7.	NOC from RAK Tourism Development Authority	Tourism and travel related activities
8.	NOC from General Authority of Youth and Sports Welfare	Sports related activities
9.	NOC from RAK Civil Aviation Authority	Aviation related activities