

FREE ZONE – DOCUMENTS REQUIRED FOR COMPANY DE-REGISTRATION / LICENCE CANCELLATION

The following documents are required for the de-registration of a Free Zone Licence:

1. Application must be duly completed and submitted by the Owner or Shareholder(s) or Authorised Representative.
(This could be either by applying through the Client Portal Account or filling the Application Form)
2. A. In case of Free Zone Establishment (FZE), Owner's Declaration calling for de-registration, including the reason, must be submitted and signed by the Owner or Authorised Representative.
(To be signed before the Authority or notarised by a notary public in the UAE, or notarised and legalised up to the level of the UAE Embassy and submitted in original format)
B. In case of Free Zone LLC (FZ-LLC), Shareholders' Resolution calling for the de-registration, including the reason, must be submitted and signed by the Shareholder(s) or Authorised Representative.
(To be signed before the Authority or notarised by a notary public in the UAE, or notarised and legalised up to the level of the UAE Embassy and submitted in original format)
C. In case of Branch or Subsidiary, Corporate Resolution calling for the de-registration, including the reason, must be printed on the parent company letterhead with the company seal and signed by all the shareholders of the parent company 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.
(Corporate Resolution should be notarised and legalised up to the level of the UAE Embassy and submitted in original format.)
3. Resignation Letter signed by the appointed General Manager confirming receipt of all the dues from the company or Termination Letter signed by the Owner or Shareholder(s) or Authorised Representative confirming the payment of all dues to the General Manager and liability for any future claims or disputes from the General Manager.
(This is applicable in case the General Manager is neither the Owner nor a Shareholder.)
4. Return Original Licence (if valid)
5. Exit Survey must be duly completed and submitted by the Owner or Shareholder(s) or Authorised Representative.
6. Clearances from the following authorities and departments:
 1. RAK Customs (in case of Warehouse and Land / Plot)
 2. RAK Chamber of Commerce (if applicable)
 3. Clearance from Environment Protection Department (in case of Industrial Licences)
 4. Clearance from Emirates Post Office - Cancellation of Company Postal ID (if applicable)
 5. The telecommunications provider (Etisalat / Du) (if applicable)
 6. Federal Electricity and Water Authority (if applicable)
 7. Traffic Department (in case there are registered vehicles under the company's name) (if applicable)
 8. Companies with industrial activity are required to obtain NOC's from EPDA (Environmental Protection & Development Authority) and Department of Civil Defense.

NOTES

- Penalty fees of AED 50 per day will be imposed in case of not de-registering within the validity of the company.
- Delay or failure to close immigration before the expiry date will result in incurring fine of AED 1100. Ras Al Khaimah Economic Zone Authority (RAKEZ) will not be responsible for any penalties caused by this.
- Visa cancellation application request for investor / partner should be submitted to the Authority within 10 days from the payment / de-registration invoice. In the event of non-compliance and delay of submitting the same, appropriate penalties will be applicable.
- Payment must be settled within 10 days from the issuance of the initial and unrevised de-registration invoice. The facility shall be returned to its original condition within 15 days from the initial invoice date, including the removal of the Civil / Electrical Modification and Signboard.
- Failure to comply with the abovementioned clause will automatically lead to authorising RAKEZ to immediately repossess the facility and take the necessary actions to restore it to its original condition at your cost.
- Furthermore, you do hereby acknowledge and confirm that you are authorising RAKEZ to do, upon its sole and absolute discretion, all necessary action with regards to any items that may be found inside the facility including but not limited to selling them.
- By signing this application, you irrevocably agree and authorise RAKEZ to enter / repossess the facility without the permission from any third party and without the need for any notice, legal procedure or judgment.
- You declare and confirm to keep RAKEZ free and harmless and agree to indemnify it against any actions, complaints or liability arising in connection to the actions mentioned above. Additionally, you do hereby confirm waiver of your rights for any claim in relation to the above terms and conditions.
- The client (Lessee) shall surrender the facility in good condition, and reinstate to the condition of the facility as it was on the handover date. In case there are maintenance works that needs to be done within the facility, the Lessee shall pay the maintenance charges as estimated by the Authority (Lessor). If the Lessee is willing to perform the maintenance works, then the Lessee shall get the Lessor's written approval and the Lessor shall approve or reject this request at his sole and absolute discretion. In case the Lessor grants his approval, the maintenance charges shall be borne solely by the Lessee and the Lessee shall pay the Lessor the rent on pro-rata basis until the completion of the maintenance works and handing over the facility to the Lessor in good conditions.
- The 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 request for any additional documents, as and when necessary.
- The Authority reserves the right to request for additional attestation, 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.