

# CHECKLIST FOR EXPANSION AND DOWNSIZING

## FACILITY EXPANSION / DOWNSIZE

1. Clearance from Telecommunications provider (Etisalat/ Du) and Federal Electricity and Water Authority (FEWA) are required for facilities, services directly delivered by the service provider
2. For companies holding Warehouse and Land/Plot facilities. Clearance from RAK Customs and RAK Chamber of Commerce are required.
3. In addition Companies with Industrial activity are required to obtain NOC's from EPDA (Environmental Protection & Development Authority) and Department of Civil Defence are required.
4. Copy of the Power of Attorney required, if the request is not submitted by the authorized person.

## IMPORTANT NOTES

1. Visas on Flexi facilities can be issued only to Owners, Partners or Managers (whose names are on the Trade Licence). Applicants upgrading between flexi facilities to obtain more visas might need to apply for amendments in their Trade Licence to meet this rule.
2. Branches and Subsidiaries (FZEs & FZCs owned by companies) on [Flexi Office, Special Flexi Office & Flexi Desk Abu Dhabi Services] will only get 1 visa to a Manager out of 2 visas as they are not entitled for Investor/Partner Visa.
3. Applicants shifting to Executive Offices and Warehouses will not be able to have more than 3 visas (in total and including the visas previously obtained) if such offices or warehouses are not active.
4. By changing the facility, the assigned telephone number(s) will be changed as per "RAKEZ IT Telecoms Usage Terms & Conditions".
5. The Companies leaving from Warehouse(s) or Land facility availing 'FEWA power connection' or 'Telephone / Internet connection' would require clearance letter(s) from FEWA and Tele Communication provider.
6. If a company holding a facility in IP or TP (Warehouse/Land) decided to shift to another location, the client should approach the Customs Department office in TP/IP to get No Objection letter from Customs. Also, this is applicable for companies cancelling their temporary warehouse(s).
7. All client items and/or client furniture should be removed from the existing facility within 7 days from the payment date; Ras Al Khaimah Economic Zone has the full right to dispose off the goods found abandoned after the aforesaid period.\* - Ras Al Khaimah Economic Zone Authority will not accept any Power of Attorney submitted after 3 months from the attestation date.
8. In case of upgrade to Physical Facility, the company should provide an official letter, mentioning detailed reasons for the upgrade, and any other documents requested by the Client Relations Officer.