

# AMENDMENT CHECKLIST

## NON-FREE ZONE – CHANGE OF AUTHORISED SIGNATORY

### SERVICE CATEGORY

#### Changing, Adding or Removing Authorised Signatory

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

1. 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*
2. Signature Specimen Form (template available) along with the valid passport copy of the new or additional signatory  
*(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. A. In case of Individual Establishment, submit an Owner's Declaration for the change/addition/removal of authorised signatory(ies).  
*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 Limited Liability Company (LLC), submit a Shareholders' Resolution for the change/addition/removal of authorised signatory(ies).  
*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, submit a Corporate Resolution for the change/addition/removal of authorised signatory(ies) 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*
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. 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*
6. Amendment to the Memorandum of Association (MOA)  
*To be signed before a notary public in the UAE, or notarised and legalised up to the level of the UAE embassy*

### NOTES

- 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 Arabic. Documents in any other language must be accompanied by a certified/authenticated Arabic translation.