

# AMENDMENT CHECKLIST

## FREE ZONE – CHANGE OF TRADE NAME

### SERVICE CATEGORY

#### Changing Trade/Company Name

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

1. A. Application for Licence Amendment Form  
*Duly completed and submitted by the manager or shareholder(s) or authorised representative through RAKEZ Portal 360 or by manually filling out the form*
- B. Application form for Registration of Amendment with the Chamber of Commerce (COC) (if any)  
*Duly signed by the manager or authorised signatory along with the original COC Membership Certificate (if valid)*
2. A. In case of Free Zone Establishment (FZE), submit an Owner's Declaration for the change of trade name.  
*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 Free Zone Limited Liability Company (FZ LLC), submit a Shareholders' Resolution for the change of trade name.  
*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 desired service(s) printed on the parent company letterhead with the company seal along with the relevant proof of Ownership and change in the trade name.  
*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*
3. 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*
4. 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*
5. Amendment to the Memorandum of Association (MOA) (if applicable)  
*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*
6. Proof of Publication  
*Publication in the local newspapers, one in Arabic and one in English, for a period of fourteen (14) days*

### NOTES

- Immigration File amendment fees apply.
- The trade name should end with the extension term of FZE, FZ-LLC or Branch without repetition of the extension (e.g. company, Co., BR, etc).
- The previous name will not be available for registration within a span of one year from the date of deregistration or company name change.
- The change of name will take effect from the date on which RAKEZ issues the Certificate of Name Change.
- RAKEZ reserves the right to select the appropriate trade name in case of non-compliance with the RAKEZ's criteria and standards.
- RAKEZ is permitted to direct applicants to alter or change suggestions. Non-compliance may result in freezing licence.
- Arabic version should match with the English version and not translated.
- Registration of trade name does not guarantee the full protection of it; nevertheless, the licensed company should approach concerned authorities for their intellectual property rights.
- 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 English and/or Arabic. Documents in any other language must be accompanied by a certified/authenticated English/Arabic translation.

RAKEZ will reject proposed names that are:

1. Containing religious words
2. Including "United Arab Emirates" or "Ras Al Khaimah" or other emirates or any abbreviation which could refer to a country or emirate name
3. Similar to known companies, brands or products
4. Infringing or breaching the intellectual property rights of a third party
5. Offending the general public policy and in violation with UAE culture or laws
6. Misleading name in comparison to the activity