

# AMENDMENT CHECKLIST FREE ZONE – FINANCIAL YEAR

## SERVICE CATEGORY

### Change of Financial Year

The following documents are required in order to amend necessary registration and 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. A. In case of Free Zone Establishment (FZE), submit an Owner's Declaration for the change of financial year.

*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 financial year.

*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 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)

*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*

## NOTES

- Power of Attorney(s) 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.