

AMENDMENT CHECKLIST

NON-FREE ZONE – CHANGE OF FINANCIAL YEAR OF A LIMITED LIABILITY COMPANY

SERVICE CATEGORY

Changing the Financial Year of Limited Liability Companies

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. 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

- 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.