

Required Documents

In order to start the registration process, the applicant must submit the following documents:

Type of Documents	FZ Establishment	FZ Company	Local Branch	Foreign Branch
Application Form	✓	✓	✓	✓
Brief Project Description	✓	✓	✓	✓
Copy of Passport (Owner(s) / Manager)	✓	✓	✓	✓
Company Resolution		✓		
Memorandum of Association and Articles of Association		✓		
Bank Statement (proving a minimum account balance of AED 100,000)	✓	✓		
Bank Statement and Recommendation (not older than three months)			✓	✓
Registration Certificate			✓	✓
Power of Attorney Appointing a Representative / Manager		✓	✓	✓
Mother Company's Board Decision to Set Up a Branch			✓	✓
Good Standing Letter			✓	✓
Mother Company's Legal Documents			✓	✓

RAK Free Trade Zone has the right to call for any extra documents it may require. All legal documents must be presented as originals and attested by a UAE court or Embassy - RAK FTZ has the right to ask for extra attestation where necessary. Legal documents must be either in Arabic or English - documents in any other languages must be accompanied by a certified English or Arabic translation.

Company registration is applicable for new establishments not branches. For branches, the Parent Company should have existed for more than one year (also applicable to Subsidiary Company). All new entity applicants should open a bank account within 90 days of the Certificate of Incorporation to avoid paying a penalty to revalidate the Certificate of Incorporation. Minimum account balance for General Trading Licence is AED 500,000.

Applicant Information

Name: Mr / Mrs

Address: City:

Country of Origin:

Telephone Number: Mobile Number:

Fax Number: Email Address: Website:

Type of Company Required:

- Free Zone Establishment
 Free Zone Company
 Foreign Branch
 Local Branch
- Number of Partners ()

Type of Licence Required:

- General Trading
 Commercial
 Industrial
 Consultancy / Services

Suggested Company Names (in order of preference):

Brief Project Description - please provide a brief summary of your proposed business activity on a separate sheet.

Does your intended activity involve any manufacturing processes? Yes No

If yes, please complete the **Detailed Application Form**.

Estimated value of total capital investment (AED / USD):

Please name your preferred bank:

Application Form

Facility Requirements

- Flexi Desk Standard Office
 Executive Office (please specify size in m²) m²
 Plot of Land (please specify size in m² and preferred location) m² Industrial Park Technology Park
 Warehouse (please specify preferred size below)

Area m ²	Qty	Power (kW)	Description
<input type="checkbox"/> 150		10.5	Only warehouse space
<input type="checkbox"/> 205		15	Including storage space, office and complimentary services
<input type="checkbox"/> 205		30	Including storage space, office and complimentary services
<input type="checkbox"/> 300		10.5	Including storage space, 2-3 offices and complimentary services
<input type="checkbox"/> 416		30	Including storage space, office and complimentary services
<input type="checkbox"/> 416		60	Including storage space, office and complimentary services

Other size (please specify details):

Please advise the number of personnel needed and specify the type of accommodation, if required.

Management: Skilled: Unskilled:
Villa(s): Apartment(s): Labour Accommodation:

Do you require P.O. Box services: Yes No Do you require promotion services in Dubai or Abu Dhabi: Yes No

Please give the names of any RAK FTZ staff you have previously spoken with:

Where did you hear about RAK FTZ? Please tick one or more boxes:

Media Magazine Newspaper Radio TV Other

Exhibition / Road Show (please give details of event name and location):

Internet / Website RAK FTZ website Search engines (Google, Yahoo, Bing, etc.) Other website:

Other (please specify):

Declaration

Do you allow RAK FTZ to disclose your company name on our website: Yes No

Once registered, you will be a member of www.raktrade.com. Please indicate if you require your company information to be displayed on this portal, to be shared with other RAK FTZ licensed companies: Yes No

I hereby declare that to the best of my knowledge and belief all the particulars furnished in this application are true and accurate. I understand that if any information provided is found to be inaccurate, it will affect this application. I agree to abide by the laws, rules and regulations applicable in Ras Al Khaimah Free Trade Zone and the United Arab Emirates.

Application completed by

Signature

Date

Incomplete applications will be rejected. Industrial Licence applicants will be required to complete a **Detailed Application Form**. Visas will be processed based on actual requirements of project and performance. Ras Al Khaimah Free Trade Zone Authority reserves the right to require additional documentation.

Once the application form with all required documents has been submitted to RAK FTZ staff and all fees have been paid, the registration process will start. Registration takes a minimum of seven days, depending on the type of business activity undertaken. Consult the **Registration Process** flyer for more details.

Last update: February 2010



For more details please contact RAK Free Trade Zone

Call: 800 RAKFZ (72539) - Tel: +971 7 2041111 - Email: inquiry@rakftz.com - Visit: www.rakftz.com