



## How Do I Get Started?

First, choose your specific package - including Business Licence, Legal Entity and Facility.

- ▶ Complete an application form (available on our website at [www.rakftz.com](http://www.rakftz.com) or the **Application Form** flyer), which requests details about the contact person, nature of intended business activities and the required RAK FTZ products and services.
- ▶ Depending on the project profile and package selected, the applicant will be required to submit supporting documentation such as bank references, passport(s) and other legal documents.
- ▶ To finalise the application, payment must be duly processed.
- ▶ After obtaining a Business Licence, the applicant can apply for the approved number of visas and commence business activities in the Free Zone.

## Required Information

### What Documents Do I Need When Applying?

- ▶ Application form
- ▶ Brief project description
- ▶ Copies of passport(s)
- ▶ Bank reference letter
- ▶ List of Trade Name form

### What are the Required Bank Balances?

- ▶ Bank Statements for Commercial or Consultancy / Services applicants should show a balance of at least AED 100,000 (USD 27,400).
- ▶ Bank Statements for General Trading applicants should show a balance of at least AED 500,000 (USD 137,000).
- ▶ Bank Statements for Industrial applicants should show a balance equal to the project's capital.

### How Do I Apply for an Industrial Licence?

The applicant should complete a **Detailed Application Form** and submit it, along with the following documents, to the Engineering Department of RAK FTZ:

- ▶ Business Plan
- ▶ Feasibility Study (Brief)
- ▶ Effluent Treatment and Waste Management Plan
- ▶ Plant Layout
- ▶ Equipment List
- ▶ Environmental Impact Assessment Study
- ▶ Power and Water Requirements
- ▶ Detailed Process Description
- ▶ Material Storage and Handling Plan

RAK Free Trade Zone has the right to call for any extra documents it may require, where necessary. RAK FTZ also has the right to ask for extra attestation by a UAE Embassy or other Embassies. The legal documents must be either in Arabic or English - documents in any other languages must be accompanied by a certified English or Arabic translation.

## The Application Process

Stage	To be submitted by applicant	To be processed by RAK FTZ
COMPANY REGISTRATION	<ul style="list-style-type: none"> <li>▶ Basic documents:                             <ul style="list-style-type: none"> <li>- Application form</li> <li>- Brief project description</li> <li>- Passport(s) copies</li> <li>- Bank references</li> <li>- List of Trade Name form</li> </ul> </li> <li>▶ Additional documents as required by Licensing Department.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Certificate of Incorporation / Formation (Applicable to Free Zone Company / Establishment only)</li> <li>▶ Bank letter to open an account in the name of the company.</li> </ul>
ISSUE OF BUSINESS LICENCE	<ul style="list-style-type: none"> <li>▶ Bank letter confirming capital has been deposited. (Applicable to Free Zone Company / Establishment only)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Business Licence</li> <li>▶ Lease Contract</li> </ul>
ISSUE OF VISAS	<ul style="list-style-type: none"> <li>▶ Visa application and all documents required by the Client Relations Department.</li> </ul>	<ul style="list-style-type: none"> <li>▶ RAK Immigration stamps the visa on the original passport.</li> </ul>

For Branches, it is not mandatory to deposit capital in the company account - RAK Free Trade Zone will issue the licence once payment has been processed.

All new Free Zone Company / Establishment applicants should open a bank account within 90 days of the Certificate of Incorporation / Formation to avoid paying a penalty of AED 7,000 to revalidate the Certificate of Incorporation / Formation.

## What are the Steps Involved to Register a Company?

Below is a flow chart outlining the process of registering a company with RAK FTZ. The steps shown here may differ depending on the package selected. Consult the **Application Form** flyer for further details on required documentation. For more information, visit [www.rakftz.com](http://www.rakftz.com).

