



حكومة رأس الخيمة

Government of Ras Al Khaimah

دائرة التنمية الاقتصادية

Department of Economic Development

# Licensing Procedures for operating economic activity in the Emirate of Ras Al Khaimah

[www.economic.rak.ae](http://www.economic.rak.ae)

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## Customer Service

The basics of our service are: recognizing our customers needs, respecting them, and providing them with an outstanding service that exceeds their expectations.

## Our Vision

Lead in initiative and performance to promote competitiveness and achieve comprehensive and sustainable economic development.

## Our Mission

Support and organize business sector and provide integrated economic services to the satisfaction of our transactors and community through optimal utilization of financial and human capabilities.

## Our Goals

- Respect** : We take full care of our employees, transactors, partners and suppliers in mutual respect.
- Compliance** : We are governed by and comply with regulations and laws.
- Initiative and Creativity** : We encourage initiative and creativity in a systematic frame to enhance work and raise performance level.
- Teamwork** : We believe in teamwork and team spirit in the Department and with the relevant authorities.
- Quality** : We enhance our services to fulfill requests and needs of our transactors.
- Continuous learning**: We support continuous learning at individual and corporate levels.
- Transparency** : We believe in express and clear communication in spreading of information and procedures.
- Social responsibility**: We attend to our responsibility towards the community where we live.

## Licensing procedures for operating economic activity in the Emirate of Ras Al Khaimah

Prior to operating an economic business in the Emirate of Ras Al Khaimah, a license must be obtained from the Department of Economic Development in addition to the approvals from the concerned ministries and government authorities, if needed, in accordance with the following:

### General Terms & conditions of operating a trading activity:

1. Adhere to the legislations of the United Arab Emirates.
2. Ensure safety & security of the society.
3. It is not allowed to carry out any profitable activity without obtaining a prior license.
4. Adhere to the graceful Islamic Sharee'aa.
5. Gambling of any type is completely prohibited.
6. Adhere to any laws to be issued in the future by concerned government authorities.

### Terms & conditions of license owner:

1. Applicants must be 21 years old and above.
2. Applicant must not possess a license which has been expired more than one month.
3. Adhere to the terms and conditions required for the business activity in question.

### Terms & conditions of trade name:

1. Trade name should be unique and not a repetition.
2. Trade name should not imply any political interpretation.
3. The trade name should not conflict with the Islamic Sharee'aa, ethics and traditions or contain any Allah Almighty's Names (except double barrel names).
4. Trade name should be in compliance with the relevant federal and local legal provisions.
5. The trade name should not be misleading and reflect the reality.
6. The trade name should preferably be an Arabic name and compatible with the activity.
7. The Department may reject the registration of certain trade names unless for consid-

erations related to the trade name terms and conditions or deem it necessary.

8. The trade name may be reserved for two months, subject to renewal after paying the prescribed fees.

9. It is absolutely prohibited to write the trade name on the UAE flag or any other country's flag or on any symbol bearing any political or sacred religious meaning. Those who do not comply with these conditions will be subjected to prosecution.

### CONDITIONS OF TECHNICAL ASSESSMENT OF THE BUSINESS SITE:

• **First: Organizational aspect:**

It is not allowed to open a new facility or move an existing one next to another practicing the same activity without a prior approval from the Department. The site should not conflict with the distribution plan in use for the activities of main districts and roads.

• **Second: Esthetic aspect:**

Adjacent businesses, their activities and size compatibility should be taken in consideration.

• **Third: Sanitary Aspect:**

This term is concerned with businesses that carry out activities which may affect health and safety of individuals. For more information, please refer to the health division representative in the Department.

• **Fourth: Security & Safety Aspects:**

This term is concerned with businesses that carry out and deal with dangerous activities and flammable substances. For more information, please refer to the representative of the Civil Defense in the Department.

### Documents required for licensing:

• **For sole proprietorships:**

1. Completed License application form.
2. Copy of the applicant's passport, UAE naturalization identification and identity card.
3. Copy of the director in charge's passport and identity card (if there is one).

4. Educational degrees and past professional experience for the license owner or the Director in charge if required by the business activity.
5. Approval of other concerned authorities according to activity.
6. Original Tenancy Contract and a copy of property ownership, after getting the approval of the Inspection Division on the location.

• For Service Agent (professional, Trade):

1. Completed License application form.
2. Copy of the applicant's passport, residence permit/ visa details.
3. Non-objection letter from the license owners sponsor certified by the Chamber of Commerce.
4. Copy of the passport of the local service agent, UAE naturalization identification and identity card.
5. List of activities that commensurate with the service agent.

• For Limited Liability Company:

1. Completed License application form.
2. Copy of partners' passports (together with residence permits / visa details for non-locals and UAE naturalization identification and identity card for UAE nationals).
3. Copy of the director's passport (if not a partner).
4. Proof of capital for limited liability companies from an exchange bureau or a bank or a budget from an accredited auditor as per to the Department request.
5. Approval of other concerned authorities according to activity.
6. Non-objection letter signed from other non-local partners and certified by the Chamber of Commerce, for expatriate partners.
7. Original Tenancy Contract and a copy of property ownership, after getting the approval of the Inspection Division on the location.
8. The Memorandum of Association must be authenticated by the Notary public in the Department.
9. The Memorandum of Association must be attested by the Ministry of Economy.

• For Limited partnership corporations:

1. Completed License application form.
2. Copy of partners' passports (together with residence permits / visa details for non-lo-

cals and UAE naturalization identification and identity card for UAE nationals.

3. Copy of the director's passport (if not a partner).
4. Proof of capital for limited liability companies from an exchange bureau or a bank or a budget from an accredited auditor as per to the Department request.
5. Approval of other concerned authorities according to activity.
6. Non- objection letter signed from other non-local partners and certified by the Chamber of Commerce, for expatriate partners.
7. Original Tenancy Contract and a copy of property ownership, after getting the approval of the Inspection Division on the location.
8. The Memorandum of Association must be authenticated by the Notary public in the Department.
9. The Memorandum of Association must be attested by the Ministry of Economy.

• For General Partnership:

1. Completed License application form.
2. Copy of partners' passports and UAE naturalization identification and identity card for UAE nationals.
3. Copy of the director's passport (if any).
4. Approval of other concerned authorities according to activity.
5. Original Tenancy Contract and a copy of property ownership, after getting the approval of the Inspection Division on the location.
6. The Memorandum of Association must be authenticated by the Notary public in the Department.

• For Shareholder Company (private and public):

1. Approval of the Ministry of Economy.
2. Completed License application form.
3. Copy of founders' passports and UAE naturalization identification and identity card for UAE nationals.
4. Copy of the director's passport (if any).
5. Approval of other concerned authorities according to activity.
6. Copy of the project feasibility study.
7. Original Tenancy Contract and a copy of property ownership, after getting the approval of the Inspection Division on the location.
8. The Memorandum of Association must be authenticated by the Notary public in the

Department.

9. The Memorandum of Association must be attested by the Ministry of Economy.

• For Branches of local Company:

1. Completed License application form.
2. No objection letter to establish a branch of the parent company and power of attorney appointing the director of the branch.
3. Copy of the director's passport (if any).
4. Copy of the trade license of the main office and list of partners, in case of a partnership company.
5. Copy of the Memorandum and Articles of Association of the parent company, in case of a partnership company.
6. Educational degrees and past professional experience for the license owner or the Director in charge if required by the business activity, for sole proprietorships.
7. Capital of the company, if required by activity or legal statues.
8. Approval of other concerned authorities according to activity.
9. Original Tenancy Contract and a copy of property ownership, after getting the approval of the Inspection Division on the location.
10. Copy of the license owner's passport, UAE naturalization identification and identity card, for sole proprietorships and copy of partners' passports (together with residence permits / visa details for non-locals and UAE naturalization identification and identity card for UAE nationals, for partnership.

• For Branches of GCC Company:

1. Completed License application form.
2. No objection letter to establish a branch of the parent company and power of attorney appointing the director of the branch.
3. Copy of all partners' passports.
4. Copy of the trade license attested by the license nationality's Embassy and Ministry of interior of the United Arab Emirates.
5. Copy of the Memorandum and Articles of Association attested by the license nationality's Embassy and Ministry of interior of the United Arab Emirates.
6. Approval of other concerned authorities according to activity.
7. Original Tenancy Contract and a copy of property ownership, after getting the approval of the Inspection Division on the location.

## Government bodies whose Approvals are Required:

s	Government body	Details
1	Ministry of Health (new + renewal)	Private hospitals, medical centers, medical clinics, pharmacies, pharmaceutical plants and warehouses, opticians, eye lenses, companies importing and trading medicines and medical herbs, massage centers and spas
2	The National Media Council (new + renewal)	Printing and Press, video and cassette shops, libraries and stationary, advertising and publicity, artistic and TV production, cinemas, musical concerts organizing, newspapers and magazines distribution (and all media related licenses), newspapers and magazines import, computer software production and trading, theater productions, photography and video, news agencies, cable and paid TV companies, dish and TV coding devices, internet cafes, entertainment commitments, internet café, exhibition organizers, Photocopy shops, TV coding devices and dish dealers in the country, companies installing their satellite channels in the country, calligraphy and painting.
3	Ministry of Education (new + renewal)	Private schools, and kindergartens.
4	Ministry of Higher Education and Scientific Research	Private universities, university services and technical institutes.
5	Ministry of Environment and Water (new + renewal)	Farms, seedlings and flowers, and organic fertilizers, pets and extinct animals, and birds of prey, (Veterinary clinics, importing and exporting fish, only new).
6	Ministry of Interior a. Police directorate (new + renewal)	Gold trading, banks and exchange establishments, keys and stamps manufacturing, weapons repairing, importing and selling used rifles, explosives and fireworks, hotels, night clubs, hotel apartments, pharmaceutical plants, furnished apartments, private security companies, electronic and video games shops, consumable shops, shooting clubs, jet ski, diving training, mobile phones, rent a car.
	b. Traffic & licensing Department	Vehicle driving training schools for ladies and gents, (vehicles, renewals only).
	c. Civil Defense (new + renewal)	Fire extinguishing equipment and substances trading companies. factories, bakeries, furniture, carpentries, petrol and diesel stations, fire extinguishing consulting services.
7	Insurance Authority (new + renewal)	Insurance and reinsurance companies, factories, companies branches, insurance brokers, insurance agent, insurance consulting services.

8	General Authority of Youth & Sports Welfare	Gents Fitness clubs, gents health clubs, ladies Fitness clubs, ladies health clubs, bodybuilding club, martial arts training club, billiards and snooker, sport facilities and services, racing and sports tournaments, consultations and sports studies, sports academy, clubs & sports facilities management and operation, management and organization of sports exhibitions, marketing sports entry cards, electronic trading of tickets for sporting events, investment in sports projects and development, Cricket Club, tennis training, football club, training services for water sports, scuba diving training club, equestrian & camel clubs, , bowling, cars and motorcycles, Golf Club, marksmanship training Club, Gym entertaining, marketing sporting events, organizing sports events, Al Qudrah horses race, Rugby Club, chess club, volleyball, basketball, table tennis, squash, falconry Club, skiing training, swimming training services, Boxing Club, wrestling, baseball, Center for Yoga, Badminton Club, Gymnastics Club, fencing training, games & sports entertainment yard, Polo Club, skydiving training Club, hockey club
9	Ministry of Labor (new + renewal)	Work force recruitment, employment.
10	Ministry of Social Affairs (new + renewal)	Nurseries, wedding offices, care and rehabilitation of people with special needs
11	Ministry of Endowments and Islamic Affairs (new + renewal)	Hajj and Umrah Tours, teaching of recitation and memorization of Quran.
12	The Central Bank	Banks, exchange business, representation offices, financing companies, investment companies, financial and monetary brokers, financial and exchange consultancy.
13	Securities and Commodities Authority	Stock speculation offices, stock exchange, public shareholder companies
14	Post authority (new + renewal)	Documents, correspondence, mails, parcels delivery, express mail.
15	RAKTAG	Travel, tourism, Interior tourism, aviation companies, aviation training, air scanning, airplane rental, airline agents, airplane maintenance.
16	Municipality a. Health (new)	Restaurants and cafeterias licenses, grocery licenses, fish trading (fish import and export), meat, vegetables, water desalination stations, pest control, water distribution in general, laundries, refreshment and ice cream trading, and all grocery business.

	b. Engineering and buildings (new)	construction enterprises (4th category to 1st category), engineering consultancy.
17	Chamber of commerce & industry	Exhibitions organizing.
18	Courts Department	Justice business, Legal translation offices.
19	Customs and Ports authority	<ul style="list-style-type: none"> <li>- commitments of supplying ships and vessels</li> <li>- ships rental.</li> <li>- sea trailers and barges rental</li> <li>- merchandise delivery services</li> <li>- merchandise loading and unloading services</li> <li>- merchandise packing services</li> <li>- sea cargo</li> <li>- ship piloting and guidance</li> <li>- rescue of sinking ships and their shipments</li> <li>- container loading and unloading services</li> <li>- operating and managing ships</li> <li>- marine lines agent.</li> </ul>
20	E-Government authority	Internet Café license.
21	Environment protection authority	<p>Cracking stones and quarries, mining, factories, projects of extracting oil &amp; minerals, Car wash and lubrication, tire &amp; wheels, used lubricants, blacksmithery and metal workshops, aluminum &amp; glass workshops, carpentry, repairing air-conditioners, washing machines and refrigerators, turnings workshops, Cleaning companies, environmental &amp; pest control services, laundry, printing houses, poultry, sheep and cattle farms, companies that deal with waste.</p> <ul style="list-style-type: none"> <li>- Industrial activities in general.</li> <li>- Diesel &amp; fuel companies.</li> <li>- garages.</li> </ul>
22	RAK Transport Authority	Taxi on demand service, car rent, public and international passengers transportation, interior passengers transportation, buses rent and taxi companies.
23	Ministry of Economy	foreign company (branches), accounting auditors, private joint stock Companies

### Technical inspection of locations:

The inspectors of the Department check the location to confirm its suitability for the activity to be exercised according to the requirements. It is recommended not to lease a premises before obtaining an initial approval of the location.

### Licenses renewal:

Documents required for all types of license renewals:

1. License application form.

2. Original license.
3. Original registration certificate in the trade record and the original membership certificate in the chamber of commerce and industry.
4. Lease contract in case the license owner is renting the location.
5. Approval of other concerned authorities, if required.

### Changing the trade name:

Documents required for changing the trade name and all types of licenses:

1. License application form.
2. Original license.
3. The original registration certificate in the commercial record and the original membership certificate in the chamber of commerce and industry.
4. List of 5 proposed names.
5. Approval of other concerned authorities, if required.
6. Adjustment of the partnership contracts or the services agent contract in the new proposed name (appendix authenticated by the Notary public).

### Addition/ withdrawal of a partner:

Documents required for addition/ withdrawal of a partner for all legal forms of companies:

1. License application form.
2. Trade license.
3. The original registration certificate in the trade record and the original membership certificate in the chamber of commerce and industry.
4. Copy of partner/ partners' passports and UAE naturalization identification for UAE nationals and residence permits / visa details for non-locals.
5. Approval of other concerned authorities on the addition of the new partner/partners, if required.
6. Share renouncement contract authenticated by the Notary public, in case of withdrawal of a partner.
7. Supplemental Memorandum of Association for the withdrawal/addition of the partner/ partners authenticated by the Notary public in the Department.
8. No objection letter from the foreign partners attested by the chamber of commerce and industry.

### Renouncement of the license:

Documents required for renouncement of the license:

1. License application form.
2. Original license.
3. The original registration certificate in the trade record and the original membership certificate in the chamber of commerce and industry.
4. Copy of passports and UAE naturalization identification for recipient national and residence permits / visa details for non-locals.
5. Lease contract in the name of the recipient cover the period of the license.
6. Advertisement in one of the official newspapers for a period of 2 weeks through the Department.
7. Partnership contract or services agent contract authenticated by the Notary public, if required.
8. Renouncement contract authenticated by the Notary public in the Department.
8. No objection letter from the sponsor of the foreign partner attested by the chamber of commerce and industry.

### Inheritance announcement:

Documents required for an inheritance announcement:

1. License application form.
2. Original license.
3. The original registration certificate in the trade record and the original membership certificate in the chamber of commerce and industry.
4. Death certificate.
5. Heritage assessment authenticated by the court.
6. Power of attorney in the name of the one of the heirs authenticated by the Notary public.
7. Partnership contract or services agent contract authenticated by the Notary public.
8. A copy of the guardian appointment from the court in case some of the heirs were minors.
9. Copy of the passport UAE naturalization identification for the heirs' attorney.
10. Supplemental Memorandum of Association authenticated by the Notary public in the case of companies or services agent.
11. Approval of other concerned authorities, if required.
12. Lease contract in case the license owner is renting a shop or an apartment.

### Change/ addition/ cancellation of an activity:

Documents required for change/ addition or cancellation of an activity in the license:

1. License Application form specifying therein the new activity or the activity to be discontinued.
2. Original license
3. The original registration certificate in the trade record and the original membership certificate in the chamber of commerce and industry.
4. Decision of the company's board of directors on changing the activity, for companies.
5. Approval of other concerned authorities on the activity in question if required (change/ addition/ cancellation).
6. The work location should be approved by the Control & Consumer Protection Admin as a suitable location for activities to be added to the license.
7. The Supplemental Memorandum of Association indicating the activity change (for all types of companies) in case of change/ addition/ cancellation of an activity.
8. Amendment of the trade name, if required.

### Changing the activity location:

Documents required for changing the activity location:

1. License Application form.
2. Original License.
3. The original registration certificate in the trade record and the original membership certificate in the chamber of commerce and industry.
4. Lease contract of the new location with a copy of ownership certificate or construction permit.
5. Evacuation certificate from the previous landlord.
6. Approval of other concerned authorities on the location change, if required.

### Changing the manager:

Documents required for changing the manager:

1. License Application form.
2. Original License.
3. A copy of the new manager's passport (if he is not a partner in the license).
4. Decision of the parent company's board of directors and letter of authority of new

manager.

5. Approval of other concerned authorities, if required.
6. Supplemental Memorandum of Association authenticated by the Notary public in the case of companies.
7. In case of foreign manager, his residence visa should be on the same establishment.

#### Adjusting the capital of the company:

Documents required for adjusting the capital (companies only):

1. License Application form.
2. Original License.
3. The original registration certificate in the trade record and the original membership certificate in the chamber of commerce and industry.
4. The original capital deposit receipt issued from one of the operating banks in the Emirate or a report from an accredited auditor.
5. The Supplemental Memorandum of Association indicating the change in the capital authenticated by the Notary public.
6. Decision of the Board of Directors on adjusting the capital.

#### Cancellation of the license:

Documents required for the cancellation of all types of licenses:

1. License application form.
2. Trade license.
3. The registration certificate in the Trade record + the membership certificate in the Chamber of Commerce and industry (both original).
4. Establishment cancellation letter from the Ministry of Labor.
5. Presence of the license' owner.
6. Original passport if the investor is an expatriate.
7. Evacuation certificate from the landlord. (expiry date of the license is less than one year)
8. Advertisement in one of the official newspapers in case of For sole proprietorships or dissolution of partnership announcement.