



RAK INTERNATIONAL
CORPORATE CENTRE

RAK ICC PORTAL – 09 & 10 JANUARY 2017

INTRODUCTION & USER GUIDE

AGENDA



RAK INTERNATIONAL
CORPORATE CENTRE


Introduction to Agent Portal features and functionalities

1. Register from Web to Lead Form
2. Confirm registered agent email address
3. Agent Portal settings
 - Change Username and Password
 - Location Settings
4. Notifications and Announcements
5. Viewing Company Information
 - Company Information after approval of New Registration
6. View Services and Fees
7. Raising a Service Request
8. View status of service request
9. Search for a service request
10. View pending actions
11. Email Notifications



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REGISTER A NEW CUSTOMER FROM WEB FORM



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Please fill in below information

Title	<input type="text" value="Mr"/>
First Name	<input type="text" value="Paul"/>
Last Name	<input type="text" value="Scott"/>
Email	<input type="text" value="rayana.murthy@nsigulf.com"/>
Phone	<input type="text" value="0528260108"/>
Mobile	<input type="text" value="0528260108"/>
Description	<input type="text" value="New incorporation of the company Jones Services"/>
Company	<input type="text" value="Jones Services"/>
City	<input type="text" value="Ras Al Kahimah"/>
State/Province	<input type="text" value="Ras Al Khaimah"/>
Agent Code:	<input type="text" value="RAK_Agent_001"/>

Access Registration form

Complete Information required and click on **Submit** button.

Agent code entered must be a valid agent code in RAKICC to create a customer portal login.

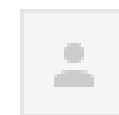
Note: Registration Form could be accessed once it is uploaded in the website.



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REGISTER A NEW CUSTOMER FROM WEB FORM

After Agent submits the form, registration email will be sent to the email address mentioned in the form.



RAKICC <bilal.nazir@nsigulf.com>

4:09 PM (2 minutes ago) ☆

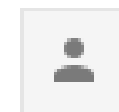


to me ▾

Hi ,

Welcome to RAKICC! To get started, go to https://sit-raksit.cs82.force.com/RAKICC/login?c=QYrylwiNfQKLpzhvHESMRv1ed65FhZgcDYw2iRD0t_R9RPRGkt9mLERGabyTjMERWeeuzhgi2RQhJsqTQfzAUK.B6mj_ubQazYggvNnqDr0nppttVR3C8g0ecK5ydyPSLu8v9puvDxke2xVmtnpNADKIMWHaQ%3D%3D

Username: krissmith2016102416921@rakiccportal.ae



Click here to [Reply](#) or [Forward](#)

0.01 GB (0%) of 15 GB used
[Manage](#)

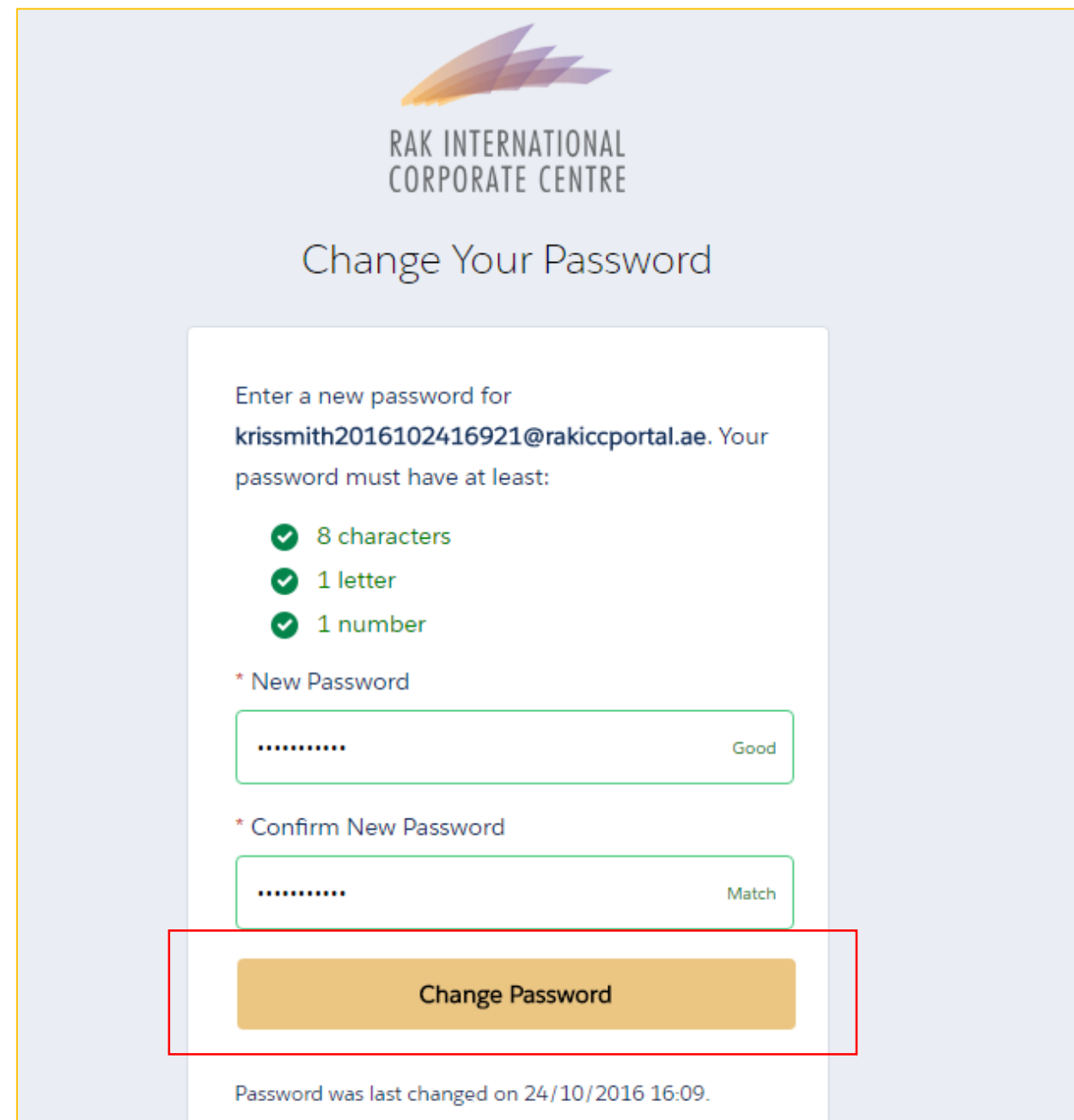
[Terms](#) - [Privacy](#)

Last account activity: 19 minutes ago
[Details](#)

Click on link to set the password
(Please check your junk mail box if the email is not found in your inbox)

SET PASSWORD

Agent will then be navigated to Change Password screen.



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Change Your Password

Enter a new password for
krissmith2016102416921@rakiccportal.ae. Your
password must have at least:

- ✓ 8 characters
- ✓ 1 letter
- ✓ 1 number

* New Password

..... Good

* Confirm New Password

..... Match

Change Password

Password was last changed on 24/10/2016 16:09.

- Make sure that the password given follows requirements.
- New Password and Confirm Password must match

Click **Change Password** to confirm.

FIRST TIME LOGIN



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Agent will be in home page after initial login to see minimal details of the company

Type here

Search

Paul Scott

Home

Service Requests

Jones Services

Services & Requests

Company Services

Current Requests

Saved Requests

Pending Actions

Services & Fees

General Announcements

No announcement available here yet!

Notifications

No Notification available here yet!

Company Information

Account Name	Jones Services	RAKICC Company Registration Number	
Number of Shares		Par Value Shares	AED 0.00
Authorized Share Capital		Unissued Shares	
Email ID		Phone Number	
Billing Street		Billing City	Ras Al Kahlmah
Billing State/Province	Ras Al Kahlmah	Billing Country	
Billing Zip/Postal Code			

Shareholder Details

Individual Shareholders

Name	Passport Number	Nationality	Resident In UAE	Occupation	No. of Shares
------	-----------------	-------------	-----------------	------------	---------------



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CHANGE USERNAME AND PASSWORD

Click on Settings Icon > My Settings > Security Settings

Enter Current Password and New Password. Click Save to change.

The screenshot shows the RAK International Corporate Centre portal interface. At the top, there is a search bar with the text "Type here" and a "Search" button. To the right of the search bar, there is a user profile icon labeled "Smith2" and a settings gear icon. Below the search bar, there is a "Smith Trading" header. The main content area is divided into two sections. The top section is titled "Security Settings" and contains a form with the following fields: "User Name" (krissmith2016102416921@rakiccportal.ae), "Current Password", "New Password", and "Verify New Password". There is a "Change User Name" link next to the User Name field. Below the form, there is a message: "Your password was last changed or reset on 24/10/2016 16:31". At the bottom of the form, there are "Save" and "Cancel" buttons. The bottom section is titled "Company Information" and contains a table with the following data:

Account Name	Smith Trading	RAKICC Company Registration Number	
Number of Shares		Par Value Shares	AED 0.00



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CHANGE LOCATION SETTINGS

Click on Settings Icon > My Settings > Location Settings

User can then change:

- Language
- Locale
- Time Zone

The screenshot shows a web application interface with a 'Location Settings' dialog box open. The dialog box has a title bar with a close button (X). Inside, there are three settings: 'Language' set to 'English', 'Locale' set to 'English (United Kingdom)', and 'Time Zone' set to '(GMT+04:00) Gulf Standard Time (Asia/Dubai)'. Each setting is represented by a label and a dropdown menu. At the bottom of the dialog are 'Save' and 'Cancel' buttons. The background shows a sidebar with 'requests', 'Gene', 'No an', 'Noti', and 'No' sections, and a 'Company Information' section at the bottom with fields for 'Account Name' (Smith Trading) and 'RAKICC Company Registration Number'.

Location Settings	
Language	English
Locale	English (United Kingdom)
Time Zone	(GMT+04:00) Gulf Standard Time (Asia/Dubai)

Save Cancel

Company Information

Account Name	Smith Trading	RAKICC Company Registration Number



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NOTIFICATIONS AND ANNOUNCEMENTS

From the Home Page, agent can view the Notifications and Announcements.

GENERAL ANNOUNCEMENTS

1 of 1

Welcome to Price Company Portal

Notifications (1)




Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec accumsan pretium laoreet. Quisque pharetra eleifend neque tempus pharetra. In mollis, mauris vel blandit luctus, augue nunc pharetra orci, a consectetur urna nibh ac nulla. Phasellus malesuada libero nisi, et fermentum diam suscipit vitae. Morbi consequat varius dui vitae semper. Nulla mollis ex convallis quam fermentum vestibulum. Nam vestibulum lectus at commodo tincidunt. Mauris ut vulputate eros, nec volutpat elit. Aliquam erat volutpat. Ut non erat non ligula dignissim fermentum at quis justo. Curabitur pulvinar massa nunc, eget posuere erat egestas quis.





VIEWING COMPANY INFORMATION

Agent can view Company Information from the Home page.


Company Information will be updated after New Registration or Transfer of Domicile service request is Approved.



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Smith2



Home
Service Requests
Smith Trading


Services & Requests

 Company Services

 Current Requests

 Saved Requests

 Pending Actions

 Services & Fees

General Announcements

No announcement available here yet!

Notifications

No Notification available here yet!

Company Information

Account Name	Smith Trading	RAKICC Company Registration Number	
Number of Shares		Par Value Shares	AED 0.00
Authorized Share Capital		Email ID	
Phone Number		Billing Street	
Billing City	Dubai	Billing State/Province	
Billing Country		Billing Zip/Postal Code	

Shareholder Details

Individual Shareholders

Name	Passport Number	Nationality	Resident in UAE	Occupation	No. of Shares	Secretary	Board of Director
------	-----------------	-------------	-----------------	------------	---------------	-----------	-------------------

Corporate Shareholders

Company Name	Nature of Business	Date of Registration	Company Publicly Listed	No. of Shares
--------------	--------------------	----------------------	-------------------------	---------------



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VIEW SERVICES AND FEES

To view list of Services and Fees, click on **Services & Fees** tab from the sidebar

Type here

Search

Home

Service Requests

Services & Requests

Company Services

Current Requests

Saved Requests

Pending Actions

Services & Fees

General Announcements

No announcement available here yet!

Notifications

No Notification available here yet!


Company Information

Account Name	Smith Trading	RAKICC Company Registration Number	
Number of Shares		Par Value Shares	AED 0.00
Authorized Share Capital		Email ID	
Phone Number		Billing Street	
Billing City	Dubai	Billing State/Province	
Billing Country		Billing Zip/Postal Code	



VIEW SERVICES AND FEES

A New tab will be opened containing the list of Services and Fees


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RAKICC FEE SCHEDULE

SERVICE	FEES (AED)
COMPANY INCORPORATION	
1. RAKICC Company Incorporation Fee	2,500
2. Renewal of Registration as RAKICC Company	2,000
3. Penalty for Late Renewal (*per month up to six months from expiry date – see penalty note below)	Percentage of renewal fee in range 10% to 50%
TRANSFER OF DOMICILE	
4. Continuation of an International RAKICC Company	4,500
5. Discontinuation of RAKICC Company	5,000
ADMINISTRATIVE SERVICES	
6. Certified True Copy (Per Document)	250
7. Certified True Copy (One set – 3 Documents – MOA & AOA, Certificate of Incorporation, Board Resolution)	500
8. Providing Drafts of Company Documents (Includes Drafts of Resolutions, Drafts of Addendum)	1,000
9. Registration of Board Resolution	400
10. Registration of Board Resolution (RAKICC/RAKIC as corporate shareholder)	200
11. Registration of Extra Board Resolution (Standard Set – 2 Copies)	100 per copy
12. Registration of Standard Memorandum & Articles of Association (in Arabic)	600
13. Registration of Extra Set of Memorandum & Articles of Association (Standard Set – 3 Copies)	100 per copy
14. Registration of Extract of Register	50
15. Request for Extract From Company Register	100
16. Registration of Share Certificate	250
17. Revocation of Power of Attorney	200
18. Verification of Non-Standard Memorandum & Articles of Association	1,000
19. Verification of Drafts of Company Documents (Includes Drafts of Resolutions, Addendum, etc.)	500
MISCELLANEOUS DOCUMENTS	
20. Activity Confirmation Letter	300



COMPANY INFORMATION AFTER REGISTRATION

After the New Registration or Transfer of Domicile Service Request has been approved, details entered will be shown in corresponding sections in the Home Page.

Company Information					
Account Name	Test Company 19 LTD	RAKICC Company Registration Number	ICC20160187		
Number of Shares	100.00	Par Value Shares	AED 100.00		
Authorized Share Capital	10,000	Unissued Shares	0.00		
Email ID	narayan@test.com	Phone Number	0528260108		
Billing Street	Street 1	Billing City	Dubai		
Billing State / Province	Dubai	Billing Country	Albania		
Billing Zip / Postal Code	1000010				

Registration Details			
▼ Registration			
Registration Status	Active	Date of Issuance	06/11/2016
Date of Renewal	05/11/2017	Last Renewal Date	

Shareholder Details					
Individual Shareholders					
Name	Passport Number	Nationality	Resident in UAE	Occupation	No. of Shares
Narayana Swamy	NAR100001	India	<input checked="" type="checkbox"/>	Manager	50
Narayana Swamy	NAR100001	India	<input checked="" type="checkbox"/>	Manager	50
Corporate Shareholders					
Company Name	Nature of Business	Date of Registration	Company Publicly Listed	No. of Shares	
Accenture	Trading	01/11/2015	Yes	50	
Accenture	Trading	01/11/2015	Yes	50	

Business Activities		
▼ Selected Activities		
Number	Name	Description
LA-00519	Electrical Services	
LA-00520	Hospitality Services	
LA-00521	General Trading	



COMPANY INFORMATION AFTER REGISTRATION

Company Information and Registration details are updated with information from the service request raised.

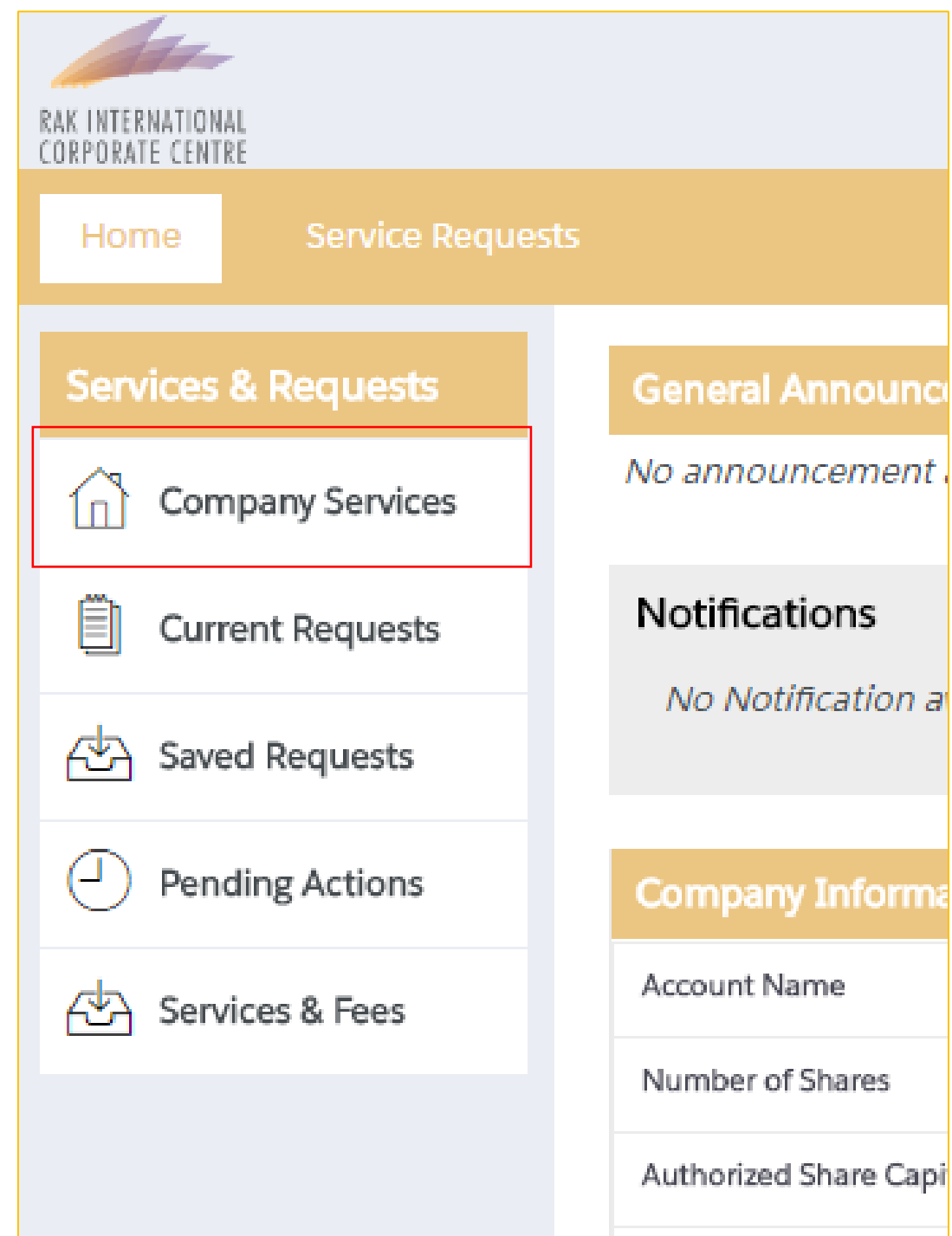
Company Information			
Account Name	Test Company 19 LTD	RAKICC Company Registration Number	ICC20160187
Number of Shares	100.00	Par Value Shares	AED 100.00
Authorized Share Capital	10,000	Unissued Shares	0.00
Email ID	narayan@test.com	Phone Number	0528260108
Billing Street	Street 1	Billing City	Dubai
Billing State/Province	Dubai	Billing Country	Albania
Billing Zip/Postal Code	1000010		
Registration Details			
▼ Registration			
Registration Status	Active	Date of Issuance	06/11/2016
Date of Renewal	05/11/2017	Last Renewal Date	



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RAISING A SERVICE REQUEST

Agents can raise a service request from the Portal through company services tab



RAISING A SERVICE REQUEST

Select a service request grouping

Company Services

Apply for all types of company services Including new registration, company amendments and other services.

Company Services	Company Amendment Services	Certificates and Letters
<div>▶ Open a Business</div> <div>▶ Renewal</div>	<div>▶ Company Amendments</div> <div>▶ Registration</div>	<div>▶ Certificates</div> <div>▶ Letters</div>

Note: Some service request groupings will be available depending on what service requests are already raised



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OTHER SERVICE REQUESTS GROUPINGS

Company Services grouping contains service requests regarding incorporation and Registrations.

Company Services	
▼ Open a Business	
New Registration	
Transfer of Domicile/Continuation	
▼ Renewal	
Company Renewal	

Open a Business

Services that deals with incorporation with RAKICC

Renewal

Service that deals with renewal of Registrations.



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RAISING A SERVICE REQUEST

Company Amendment Services grouping contains service requests regarding amendments to the Company.

Company Amendment Services

▼ Company Amendments

Transfer of Shares

Change of Activity

Change of Name

Changes to Share Capital

Changes to Shareholder's/Officer's Details

Change of Registered Agent and Office

▼ Registration

Registration of Charge

Release of Charge

Re-Registration

Company Liquidation

Company Amendments

Services that deals with changes to the company.

Registration

Services that deals with registration of charge to the company.

Re-Registration

Process for Companies belonging to RAKIC or RAK Offshore to register to RAKICC.



RAISING A SERVICE REQUEST

Letters and Certificates grouping contains service letter and certificate generation

Certificates and Letters

▼ Certificates

No Objection Certificate (NOC)

Certificate of Incumbency

Certificate of Good Standing

Certificate of Tax Exemption

▼ Letters

Renewal Confirmation Letter

Strike off Confirmation Letter

Register Extract

Incumbency Letter

Director Letter

Activity Confirmation Letter

RAISING A SERVICE REQUEST

Select a service request type

Company Services

Apply for all types of company services including new registration, company amendments and other services.

Company Services

- ▶ Open a Business
- ▶ Renewal

Company Amendment Services

- ▼ Company Amendments
 - Transfer of Shares
 - Change of Activity
 - Change of Name
 - Changes to Share Capital
 - Changes to Shareholder's/Officer's Details
 - Change of Registered Agent and Office
- ▶ Registration

Certificates and Letters

- ▶ Certificates
- ▶ Letters



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RAISING A SERVICE REQUEST

Agent will be redirected to Company Details page
Complete the service request by going through all the tabs.

Smith2

HomeService RequestsSmith Trading

Company Details

Shareholder Details

Share Transfer Details

Upload Documents

Confirmation

Transfer of Shares

Company Details

Customer | Smith Trading

Amendment Details

Addendum Number

Details of Amendment required

Meeting Date

Type of Request

[25/10/2016]

--None--

Note: An additional fee of AED 1000 will be charged for Urgent requests

Share Details

Share Value (Par)AED 0.00

Treasury Shares

Number of Shares

Classification Applied

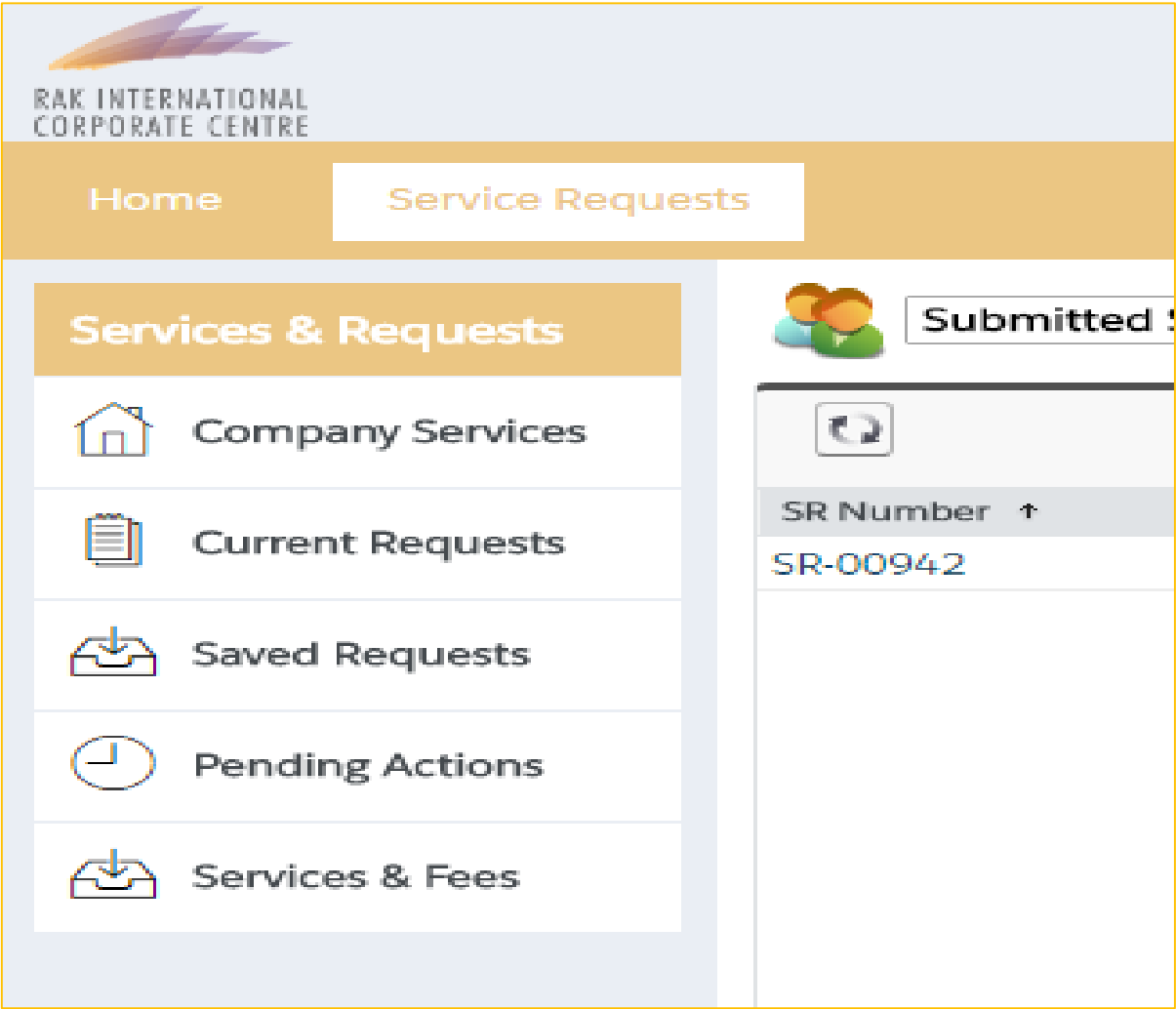
Correspondence Details



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VIEWING STATUS OF A SERVICE REQUEST

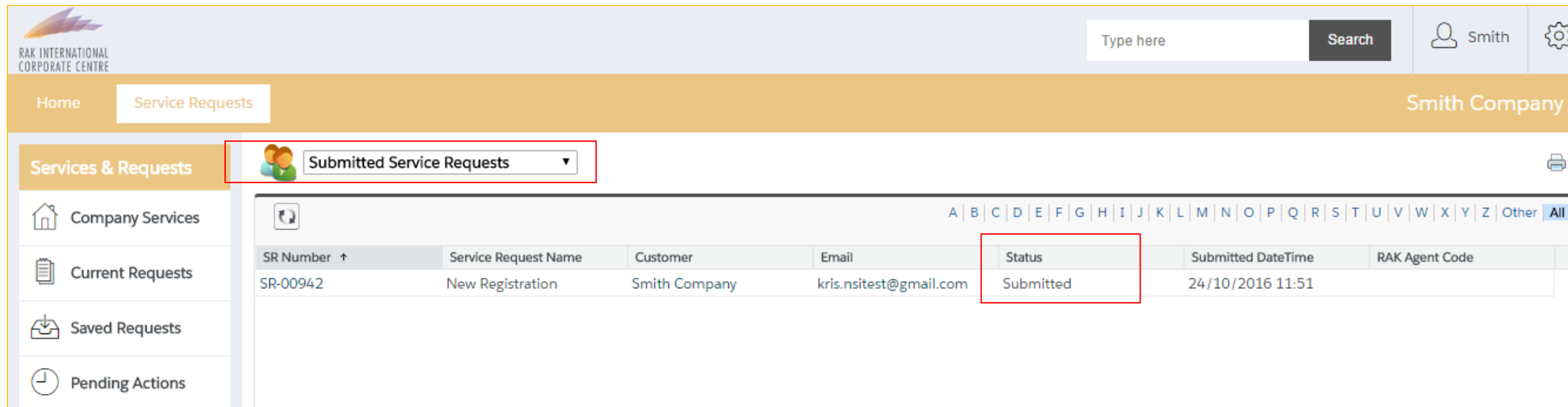
After an Agent successfully submits a service request, RAKICC backend team will review and set the service request status accordingly



Agent can view the status of the service request by clicking on **Current Requests** tab

VIEWING STATUS OF A SERVICE REQUEST

Agent will be shown the list of submitted service request by default



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Type here Search Smith

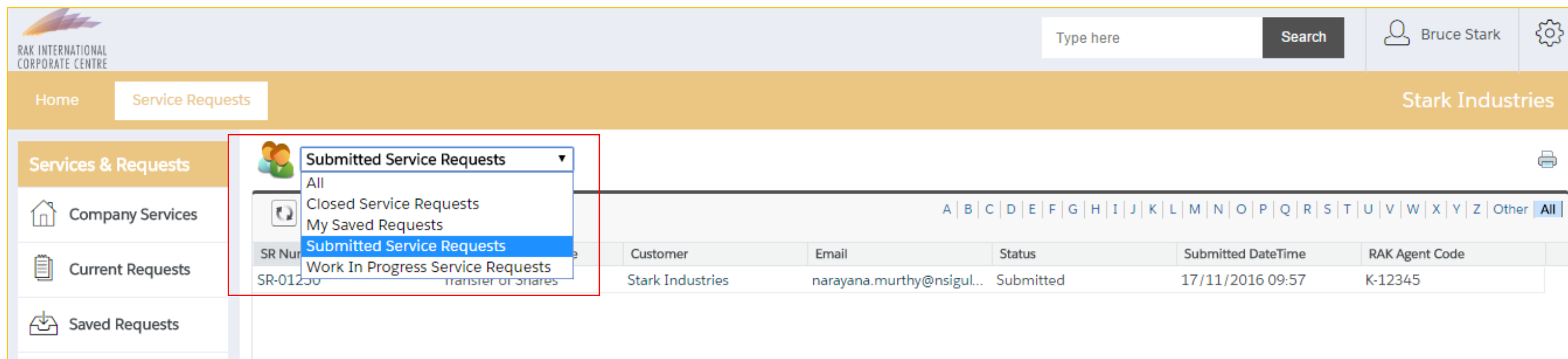
Home Service Requests Smith Company

Services & Requests Submitted Service Requests

Company Services
Current Requests
Saved Requests
Pending Actions

SR Number ↑	Service Request Name	Customer	Email	Status	Submitted DateTime	RAK Agent Code
SR-00942	New Registration	Smith Company	kris.nsitest@gmail.com	Submitted	24/10/2016 11:51	

Click on dropdown to show available lists



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Type here Search Bruce Stark

Home Service Requests Stark Industries

Services & Requests Submitted Service Requests

Company Services
Current Requests
Saved Requests

All
Closed Service Requests
My Saved Requests
Submitted Service Requests
Work In Progress Service Requests

SR Number	Service Request Name	Customer	Email	Status	Submitted DateTime	RAK Agent Code
SR-01250	transfer of shares	Stark Industries	narayana.murthy@nsigul...	Submitted	17/11/2016 09:57	K-12345





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VIEWING STATUS OF A SERVICE REQUEST



Different types of list are made available for Agent to use:

My Saved Requests show list of service requests in **Draft** status.

 My Saved Requests 

SR Number ↑	Service Request Name	Customer	Email	Status	Submitted DateTime	RAK Agent Code
SR-00943	Transfer of Domicile/Con...	Smith Company	kris.nsitest@gmail.com	Draft		

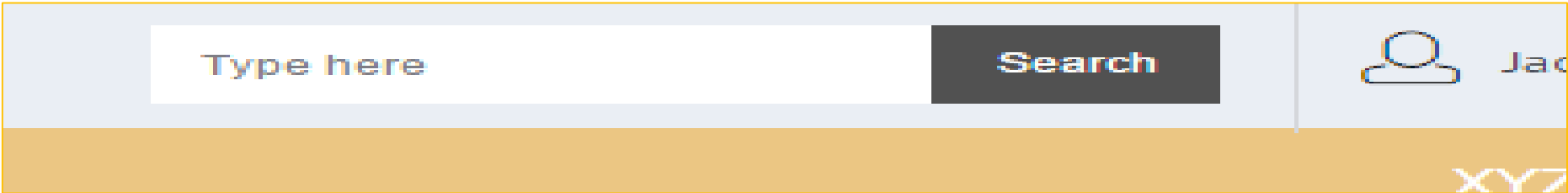
Work In Progress show list of service requests that has been worked on by Back end team

 Submitted Service Requests 

SR Number ↑	Service Request Name	Customer	Email	Status	Submitted DateTime	RAK Agent Code
SR-00942	New Registration	Smith Company	kris.nsitest@gmail.com	Submitted	24/10/2016 11:51	

SEARCHING FOR A SERVICE REQUEST

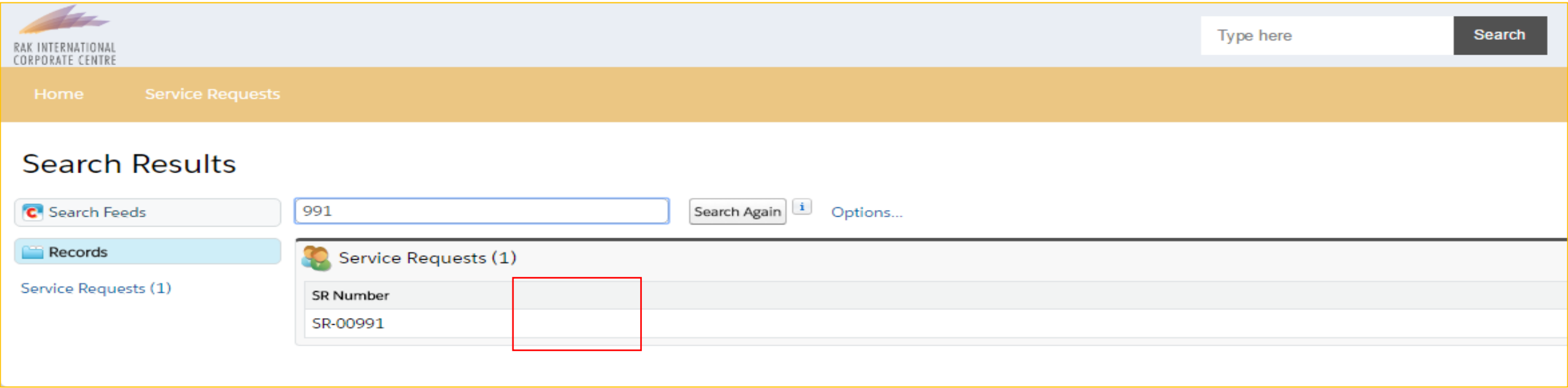
Agent can search for a service request using the Search Bar



A search bar interface with a light blue header. On the left, a white input field contains the placeholder text "Type here". To its right is a dark grey button with the word "Search" in white. Further right, a user profile icon and the name "Jack" are visible. Below the header is a solid orange bar.

To search:

1. Enter 2 or more characters in search box.
2. Click on Search Button.



A screenshot of a web application showing search results. The top header is light blue with the RAK International Corporate Centre logo on the left and a search bar on the right containing "Type here" and a "Search" button. Below the header is an orange navigation bar with "Home" and "Service Requests" links. The main content area is titled "Search Results". On the left, there are two tabs: "Search Feeds" (active) and "Records". Below the "Search Feeds" tab, there is a search input field containing "991", a "Search Again" button, and an "Options..." link. To the right of the search input, there is a table titled "Service Requests (1)". The table has two columns: "SR Number" and an empty cell. The row below shows "SR-00991" in the "SR Number" column. A red rectangle highlights the empty cell in the first row of the table.



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VIEW PENDING ACTIONS FOR AGENT

When a service request is returned for re-upload of documents or for more information, an email is received by the Agent.

Dear Agent,

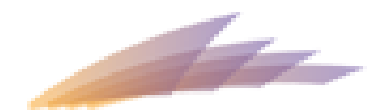
In order to promptly complete your request **New Registration** with request no. **SR-01255** for the company **Nair Limited** we require you to **re-upload some document**.

Comments:

Kindly provide the updated document for us to proceed with your application.

Best Regards,

RAK International Corporate Centre

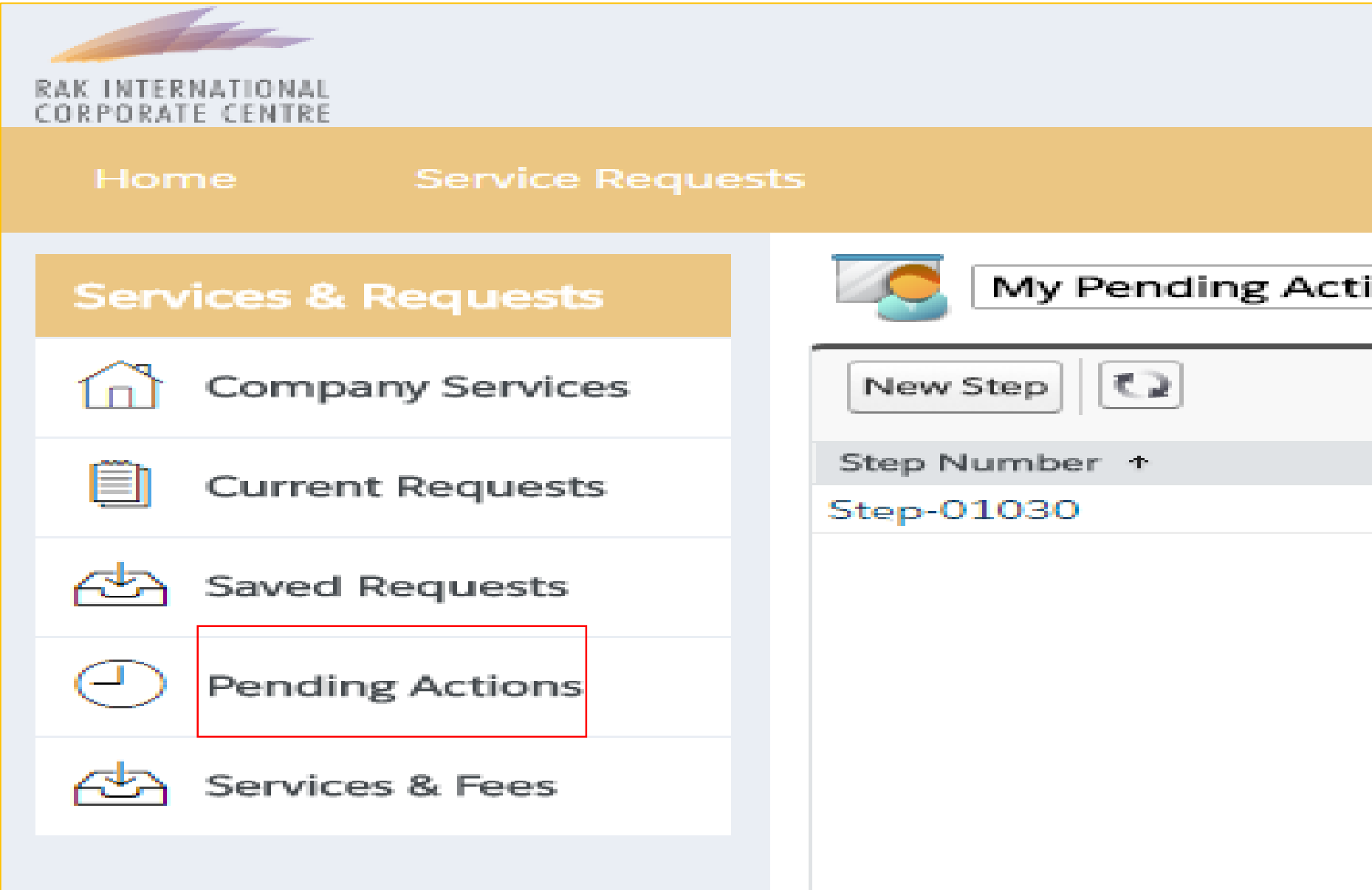


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VIEW PENDING ACTIONS FOR AGENT


From the Portal, Agent can click **Pending Actions** tab to view steps that are returned.



VIEW PENDING ACTIONS FOR AGENT

Click on Step Number to view Step details

<div> My Pending Actions ▾</div> <div></div>						
<div>New Step </div> <div>A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other All</div>						
Step Number ↑	Service Request Name	Customer	Service Request	Step Status	Status Change	
Step-01030	New Registration	KD Electric Company	SR-00941	Awaiting Re-upload	Awaiting Re-upload	

 Step
Step-01030

Printable View

[« Back to List](#)

Step Detail

View Service Request

SR Step	SRStep-214	Status	Awaiting Re-upload
Service Request	SR-00941	Summary	Re-upload Document
Service Request Name	New Registration	Step Notes	Re-upload
Customer	KD Electric Company	Rejection Reason	
Created By	RAKICC Processor, 25/10/2016 11:37	Last Modified By	RAKICC Processor, 25/10/2016 11:37

Step Transitions

Status	Awaiting Re-upload [Change]
--------	---



VIEW PENDING ACTIONS FOR AGENT

From the Service Request detail page, navigate to SR Documents Related list.
Click on the **Upload/Download Doc** button to view which document is for upload.

Steps

Step	Summary	Rejection Reason	Step Notes	Status Change
Step-01030	Re-upload Document		Re-upload	Awaiting Re-upload

SR Documents

Upload/Download Doc


Portal Document Name	Document No	Document Description	Preview / Download Document
Share 1-CV/ Resume	0011632	CV/ Resume of each Share holders	Click to View Document
Share 1-Proof of Shareholder's entry into the UAE	0011633	UAE Immigration entry date stamp page from passport to be submitted. If MOA sets are signed outside the UAE, both passport copies and all three MOA sets must be notarized.	Click to View Document
Share 1-Bank Reference Letter	0011634	Bank reference letter in the name of each shareholder	Click to View Document
Share 1-Utility Bill	0011635	One utility Bill in the name of each shareholder	Click to View Document
Appointment of Agent	0011638	Document showing appointment of agent signed by the shareholder, in original form	Click to View Document
Secretary-Passport Copy	0011639	Passport Copy صورة جواز السفر	Click to View Document

Relationships

Shareholder No #	Name	Nationality	Resident in UAE	Company Name	Proposed No of Shares #	Share Capital	Type
A-0463	Share 1	Afghanistan	<input type="checkbox"/>		900	900,000	Individual Shareholder

VIEW PENDING ACTIONS FOR AGENT

Documents for re-upload will have **Re-upload** Status.


 Documents

Upload Required Documents


Documents to be Uploaded
[Back to Service Request](#)

Action	Name	Instructions	Required	Original Verified	Status	Comments	Last Modified Date
Preview Replace	Narayana Swamy-Addendum to the Memorandum & Articles of Association reflecting	3 original sets to be submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Uploaded		17/11/2016 09:56
Preview Replace	Narayana Swamy-Bank Reference		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Uploaded		17/11/2016 09:56
Preview Replace	Narayana Swamy-Current dated utility bills of new Shareholder/s		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Uploaded		17/11/2016 09:56
Preview Replace	Narayana Swamy-CV		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Uploaded		17/11/2016 09:57
Preview Replace	Narayana Swamy-Passport copy of new/incoming shareholder with current UAE entry		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Uploaded		17/11/2016 09:57
Preview Replace	Narayana Swamy-Shareholder Resolution stating relevant details	2 originals to be submitted	<input type="checkbox"/>	<input type="checkbox"/>	Uploaded		17/11/2016 09:57

Previewing - Narayana Swamy-Shareholder Resolution stating relevant details
[Previous](#)
[Next](#)


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[Home](#)
[Service Requests](#)

 Pau

[New Registration](#)

Click on **Replace** link to upload new file. This will automatically set the status to **Uploaded**.



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UPDATE STATUS

Navigate back to the Service Request detail page and click on the **Step Number**

Correspondence Details

Email kris.nsitest@gmail.com

Send SMS to Mobile 0505693092

System Information

Steps

Step	Summary	Rejection Reason	Step Notes	Status Change
Step-01030	Re-upload Document		Re-upload	Awaiting Re-upload

SR Documents

Upload/Download Doc

Portal Document Name	Document No	Document Description	Preview / Download Document
Share 1-CV/ Resume	0011632	CV/ Resume of each Share holders	Click to View Document
Share 1-Proof of Shareholder's entry into the UAE	0011633	UAE Immigration entry date stamp page from passport to be submitted. If MOA sets are signed outside the UAE, both passport copies and all three MOA sets must be notarized.	Click to View Document
Share 1-Bank Reference Letter	0011634	Bank reference letter in the name of each shareholder	Click to View Document
Share 1-Utility Bill	0011635	One utility Bill in the name of each shareholder	Click to View Document
Appointment of Agent	0011638	Document showing appointment of agent signed by the shareholder, in original form	Click to View Document



UPDATE STATUS

Click on **Change** link, then select status to **Documents Re-uploaded**, this will return the Service Request back to Back end team.

Step
Step-01030

[« Back to List](#)

Step Detail

[View Service Request](#)

SR Step	SRStep-214	Status	Awaiting Re-upload
Service Request	SR-00941	Summary	Re-upload Document
Service Request Name	New Registration	Step Notes	Re-upload
Customer	KD Electric Company	Rejection Reason	
Created By	RAKICC Processor, 25/10/2016 11:37	Last Modified By	RAKICC Processor, 25/10/2016 11:37

Step Transitions

Status Awaiting Re-upload [\[Change\]](#)

https://sit-raksit.cs82.force.com/RAKICC/apex/NSIBPM__StatusLookupData?Id=a0j3E000000QCi8 - Google Chrome

https://sit-raksit.cs82.force.com/RAKICC/apex/NSIBPM__StatusLookupData?Id=a0j3E000000QCi8

Lookup

Comments

[Proceed to Save](#) [Cancel](#)

Select	Status Name	Type	Rejection	SR Closed Status
<input type="radio"/>	Documents Re-uploaded	End	<input type="checkbox"/>	<input type="checkbox"/>



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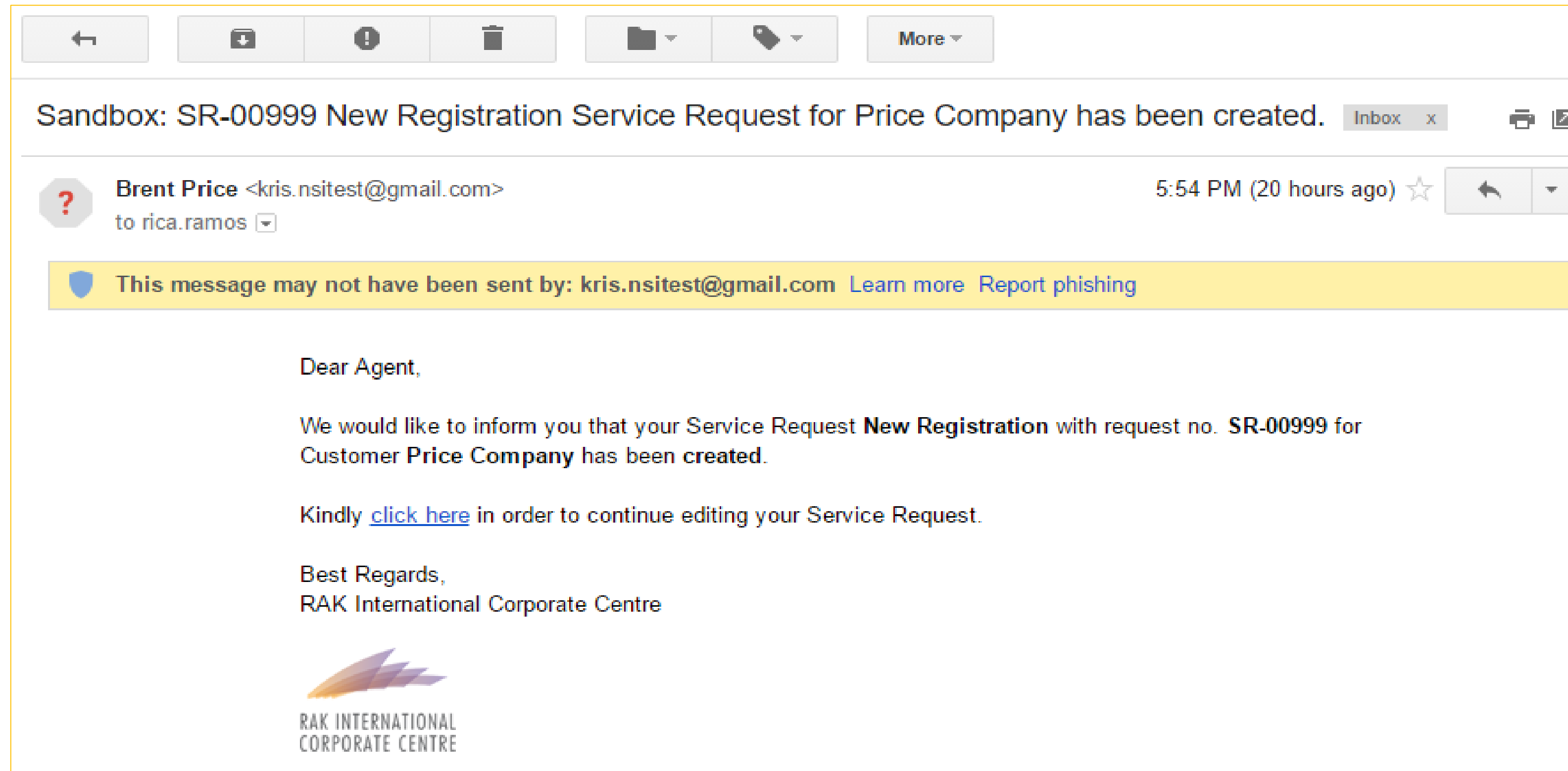
EMAIL NOTIFICATIONS

Notifications are sent to the Correspondence email after creation, submission, approval and rejection of a service request.

Notifications are also sent when a service request is returned for more information or for re-upload documents.

EMAIL NOTIFICATIONS

Email received on **Creation** of Service Request.



NEW REGISTRATION SERVICE – COMPANY DETAILS PAGE

- Company Details
- Business Activities
- Shareholder/Director/Secretary
- Upload Documents
- Confirmation

Select different tabs to access and provide mandatory details required to complete the process

New Registration

Company Details

Business Activities

Shareholder/Director/Secretary

Upload Documents

Confirmation

Company Details

Share Details

Address Details

Correspondence Details

Proposed RAKICC Company's Name

Company Type

Company Email

Signature Verification Status

Type of Request

Jones Services INC

--None--

--None--

--None--

Check Availability

Share Value (Par)

Currency

Number of Shares

Unissued Shares

Classification Applied

UAE Dirham

☐

Street

City

State/Province

P.O. Box

Country

--None--

Agent Email

Agent Mobile

Click 'Next' button after filing all mandatory details

Next

Click on 'Check Availability' button to check the company name availability

Note: An additional fee of AED 1000 will be charged for Urgent requests

Select 'Classification Applied' check box to classify the shares in to Class A and Class B

Agent address will be auto populated

Agent email ID will be auto populated to receive the email notifications

NEW REGISTRATION SERVICE – BUSINESS ACTIVITIES

Company Details

Business Activities

Shareholder/Director/Secretary

Upload Documents

Confirmation

New Registration

Click on 'Back' or 'Next' button to navigate to different pages

BackNext

Selected Activities

Action	Activity #	Activity Name	Activity Description
Remove	LA-00610	E-Commerce	<input type="text"/>
Remove	LA-00611	Courier Services	<input type="text"/>

No financial service/Insurance business ☐

Company will not carry out any financial service or Insurance business as stated in the Regulations.

Available Activities

Add selected Activity(s)

Action	Activity Name
<input type="checkbox"/>	Electrical Services
<input checked="" type="checkbox"/>	Hospitality Services
<input type="checkbox"/>	General Trading
<input type="checkbox"/>	Investment Holding
<input type="checkbox"/>	Intermediary Services

Select 'Available Activities' from the list and click on 'Add Selected Activities' button to add them to the Selected Activities section.

Checking the 'No financial/ Insurance business' check box is mandatory

NEW REGISTRATION SERVICE – SHAREHOLDER/DIRECTOR/SECRETARY

Company Details

Business Activities

Shareholder/Director/Secretary

Upload Documents

Confirmation

New Registration

Use different buttons to add different details in the page

Add Individual Shareholder

Add Corporate Shareholder

Add Individual Director/Secretary

Add Corporate Director/Secretary

Individual Shareholders								
Action	Name	Passport Number	Nationality	Resident in UAE	Occupation	No of Shares #	Secretary	Board of Director

Corporate Shareholders							
Action	Company Name	Registration Date	Nature of Business	Company Public Listed	No of Shares #	Secretary	Board of Director

Individual Director/Secretary							
Action	Name	Passport Number	Nationality	Resident in UAE	Occupation	Secretary	Board of Director

Corporate Director/Secretary							
Action	Company Name	Registration Date	Nature of Business	Company Public Listed	Secretary	Board of Director	

Click on 'Back' or 'Next' button to navigate to different pages

Back

Next

NEW REGISTRATION SERVICE – INDIVIDUAL SHAREHOLDER

New Registration

Save

Cancel

Details

Name

Nationality

Passport No.

Resident in UAE

☐

Proposed No of Shares #

Address1

Address2

Address3

Occupation

Shareholder Role

Please Select Roles if the shareholder is also a secretary or Board of Director

☐ Secretary

☐ Board of Director

Save

Cancel

NEW REGISTRATION SERVICE – CORPORATE SHAREHOLDER

New Registration

Save

Cancel

Company Name	<input type="text"/>	Registration No	<input type="text"/>
Registration Date	<input type="text" value="[13/11/2016]"/>	Nature of business	--None-- ▼
Proposed No of Shares #	<input type="text"/>	Mobile	<input type="text"/>
Person Email	<input type="text"/>	Fax	<input type="text"/>
Address1	<input type="text"/>	Website	<input type="text"/>
Address2	<input type="text"/>	PO Box/Postal Code/Zip Code	<input type="text"/>
Address3	<input type="text"/>	Company Public Listed	--None-- ▼

Shares details will not be displayed for Corporate Director/ Secretary

Shareholder Role

Please Select Roles if the shareholder is also a secretary or Board of Director

☐ Secretary

☐ Board of Director

Save

Cancel

NEW REGISTRATION SERVICE – SHAREHOLDER/DIRECTOR/SECRETARY

New Registration

[Add Individual Shareholder](#)[Add Corporate Shareholder](#)[Add Individual Director/Secretary](#)[Add Corporate Director/Secretary](#)

Individual Shareholders

Action	Name	Passport Number	Nationality	Resident in UAE	Occupation	No of Shares #	Secretary	Board of Director
Edit Del	Narayana Swamy	NAR100001	India	<input checked="" type="checkbox"/>	Manager	40	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Corporate Shareholders

Action	Company Name	Registration Date	Nature of Business	Company Public Listed	No of Shares #	Secretary	Board of Director
Edit Del	NSI Technologies	01/11/2015	Service	Yes	40	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Individual Director/Secretary


Action	Name	Passport Number	Nationality	Resident in UAE	Occupation	Secretary	Board of Director
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Corporate Director/Secretary

Action	Company Name	Registration Date	Nature of Business	Company Public Listed	Secretary	Board of Director
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[Back](#)[Next](#)

NEW REGISTRATION SERVICE – DOCUMENTS TO BE UPLOADED



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Training User

Training Demo

Company Details

Business Activities

Shareholder/Director/Secretary

Upload Documents

Confirmation

New Registration

BackNext

Generated Documents

Preview	Name	Instructions	Status	Comments
Click to View Document	Memorandum of Association - New Registration	Memorandum of Association - New Registration	Generated	

Documents To Be Uploaded

Action	Name	Instructions	Required	Original Verified	Status	Comments
Upload	Appointment of Agent	Appointment of Agent	✓	<input type="checkbox"/>	Pending Upload	
Upload	Signed Memorandum of Association - New Registration	Signed Memorandum of Association - New Registration	✓	<input type="checkbox"/>	Pending Upload	
Upload	Ind. Sh-Narayana Swamy-Bank Reference	Bank Reference Letter	✓	<input type="checkbox"/>	Pending Upload	
Upload	Ind. Sh-Narayana Swamy-CV	CV/ Resume	✓	<input type="checkbox"/>	Pending Upload	
Upload	Ind. Sh-Narayana Swamy-Passport	Copy of Passport	✓	<input type="checkbox"/>	Pending Upload	
Upload	Ind. Sh-Narayana Swamy-Proof of entry	Proof of Shareholder's entry Into the UAE	✓	<input type="checkbox"/>	Pending Upload	
Upload	Ind. Sh-Narayana Swamy-Utility Bill	Utility Bill	✓	<input type="checkbox"/>	Pending Upload	

Click on 'Upload' button to upload the documents

All the documents which are checked as 'Required' are mandatory to upload.



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NEW REGISTRATION SERVICE – AFTER SUBMISSION

[Home](#) [Service Requests](#) Jones Services

Services & Requests

Company Services

Current Requests

Saved Requests

Pending Actions

Services & Fees

Service Request

SR-01238

Note down SR number to track the status after submission.

Also an email notification will be sent to correspondence email ID mentioned.

Click on 'Current Requests' to see all the services raised.

[Printable View](#)

[« Back to List: Service Requests](#)

[Steps \[1\]](#) | [SR Documents \[5+\]](#) | [Relationships \[2\]](#)

Service Request Detail

SR Number	SR-01238	Status	Submitted
Service Request Name	New Registration		

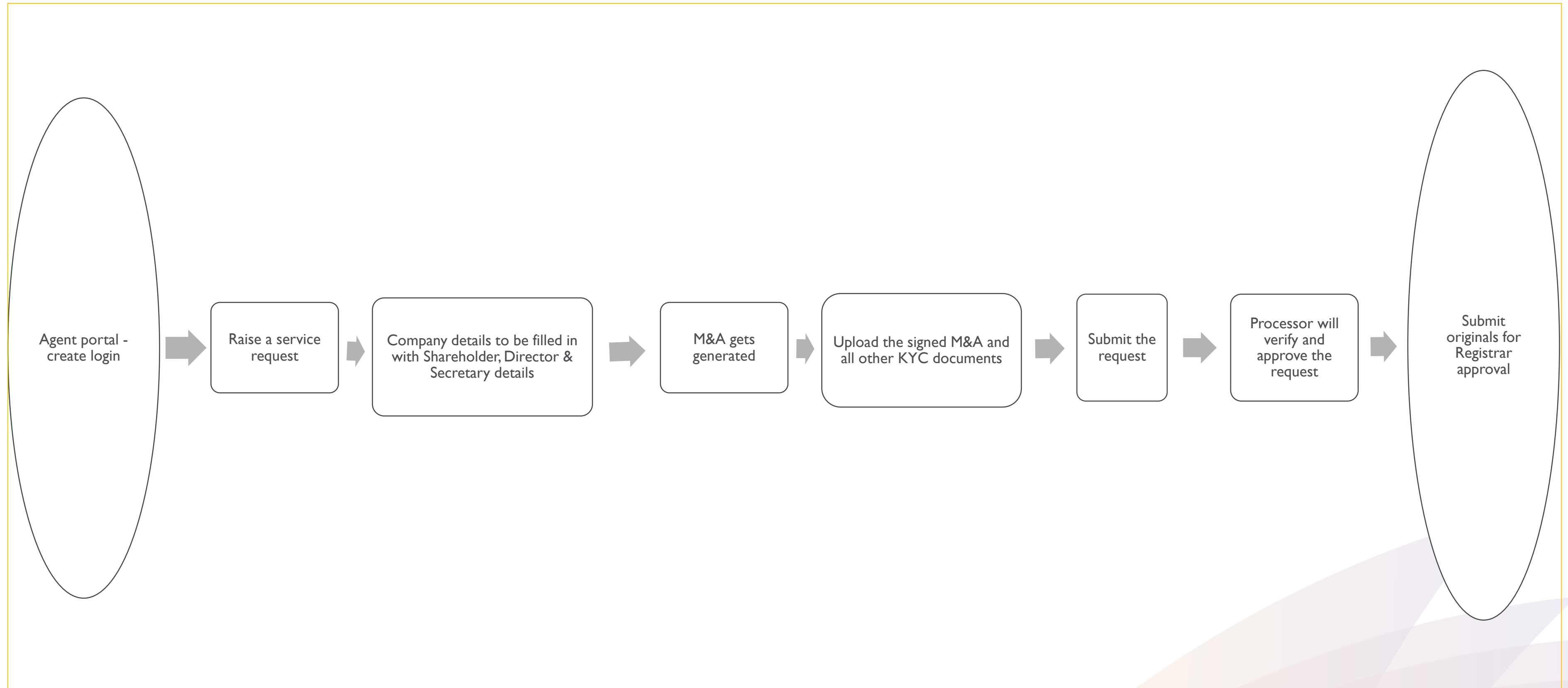
Company Details

Customer	Jones Services	Company Type	Company Limited by guarantee without shares
Type of Request	Urgent	Company Email	narayana.murthy@nsigulf.com
Proposed Company's Name	Jones Services INC	Signature Verification Status	Witnessed by Agent

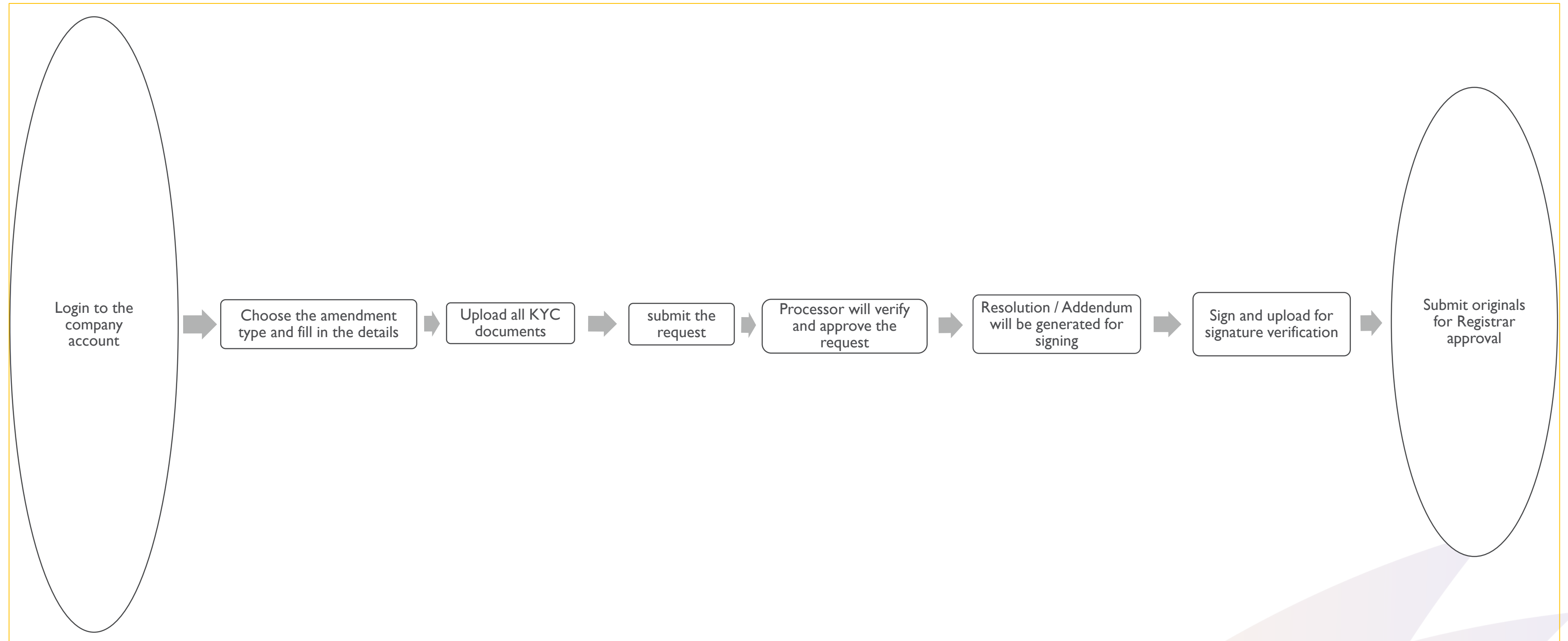
Share Details

Number of shares issued	100	Share Value (Par)	AED 100.00
Estimated Share Capital	AED 10,000.00	Par Value Shares	AED 0.00
Classification	<input type="checkbox"/>	Unissued Shares	20.00
No. of Class A			
Class A Shares Description			
No. of Class B			
Class B Shares Description			

NEW REGISTRATION – PROCESS FLOW



AMENDMENTS – PROCESS FLOW





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THANK YOU