

<b>ALL COMPANY TYPES (see notes below)</b>		
<b>Documents Required</b>		<b>Comments</b>
1.	Memorandum & Articles of Association (signed by all shareholders)	
2.	Agent Appointment letter	Template - Annexure 1
<b>For Individual Shareholders and Ultimate Beneficial Owners</b>		
1.	Certified copy of in force passport	
2.	Certified copy of current utility bill or local authority tax bill or tenancy agreement or residency certificate showing address of current permanent residence or bank statement	
<b>For Corporate Shareholders</b>		
1.	Certified copy of Certificate of Incorporation or Registration and any trade license or equivalent	
2.	Certified copy of Memorandum & Articles of Association	
3.	Current Certificate of Incumbency or Register Extracts	
4.	Current Certificate of Good Standing	
5.	Certified copy of passport of the authorized signatory of the corporate shareholder	
6.	Name of shareholders and ultimate beneficial owners (as defined in regulation 26 of the RAK ICC Registered Agent Regulations 2018)	
7.	Certified copy of corporate resolution approving the incorporation of the RAK ICC company	Template - Annexure 2
<b>For Trusts as Shareholders</b>		
1.	Trust deed	
2.	Current certified Register Extract for the Trust	
3.	Details of all additions to the trust (if any)	
4.	Certified copies of passports of settlor, protector & beneficiaries	
5.	Corporate Trustee – as for Corporate Shareholders above	
6.	Individual Trustee – as for Individual Shareholders above	
<b>For Foundations as Shareholders</b>		
1.	Certified copy of Certificate of Incorporation or Registration and any Trade license or equivalent	
2.	Foundation regulations and charter	
3.	Foundation minutes approving the incorporation of the RAK ICC company	
4.	Current Certificate of Good Standing	
5.	For foundation council members and protectors who are natural persons - see For Individual Shareholders above	
<b>For Individual Directors</b>		
1.	As for Individual Shareholder above	
2.	Consent letter from the director & secretary	Template - Annexure 3
<b>For Corporate Directors</b>		
1.	See 1-6 of Corporate Shareholder above	
2.	Resolution of corporate directors/secretaries accepting the appointment as directors/secretaries of the company	Template - Annexure 4
<b>ADDITIONAL REQUIREMENTS FOR COMPANIES LIMITED BY GUARANTEE</b>		
1.	Guarantee members and their ultimate beneficial owners should be treated in the same way as shareholders above	

<b>ADDITIONAL REQUIREMENTS FOR SEGREGATED PORTFOLIO COMPANIES (SPCs)</b>		
1.	Application form	
2.	Business plan of the SPC	
3.	Evidence of knowledge and expertise	Regulation 142 of BCR

NOTES:

1. If the Memorandum & Articles of Association of the company are signed partly or wholly outside the UAE, the signatures must be notarized.
2. If the Memorandum & Articles of Association are signed wholly within the UAE, please provide an undertaking letter from the registered agent. Template attached under Annex 5.
3. In case the documents are signed under a Power of Attorney, then provide a passport copy of the person signing under the POA along with valid copy of POA.
4. Documents in foreign languages must be accompanied by duly certified English or Arabic translations.
5. Documents which must be current should be dated within 3 months from the date of the application.
6. All documents must be duly signed and stamped by registered agent; copies must be certified by the registered agent or a notary.
7. The Registrar reserves the right to call for additional documents.
8. In addition to providing the documents above, it is the responsibility of Registered Agents to comply with regulation 26 of the RAK ICC Registered Agent Regulations 2018 and applicable UAE law (including as regards the prevention of money laundering and terrorist finance).

ANNEXURE 1

1. Template for Agent appointment letter

Date \_\_\_\_\_

To,

The Registrar  
RAK International Corporate Centre  
Government of Ras Al Khaimah  
P.O. Box 30099  
Ras Al Khaimah  
UAE

Re: Appointment as Registered Agent

I hereby confirm that I have appointed [Registered Agent name & address] \_\_\_\_\_

as the Registered Agent of the International Business Company, [New RAKICC Company Name], \_\_\_\_\_

to be formed in my/our name(s). \_\_\_\_\_

Yours sincerely

Name of Shareholder \_\_\_\_\_

Signature of Shareholder \_\_\_\_\_

## ANNEXURE 2

2. Template for Corporate Resolution approving the incorporation of the RAK ICC Company

Resolution Of The Shareholder(S) Of [Corporate Shareholder Name] \_\_\_\_\_

Registration number: \_\_\_\_\_

Minutes of Meeting of the company held at the Registered Office at [Registered Address] \_\_\_\_\_

held on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

IT WAS RESOLVED:

1. TO incorporate a new International Business Company under the Ras Al Khaimah International Corporate Centre Business Companies Regulations 2018 under the name [New RAKICC Company Name] \_\_\_\_\_

or any other name as approved by the authority.

2. THAT [Corporate Shareholder Name] \_\_\_\_\_

will be the sole shareholder of the proposed new Ras Al Khaimah International Business Company, [new RAKICC Company name] \_\_\_\_\_

with \_\_\_\_\_ shares of [Currency] \_\_\_\_\_ each.

3. TO appoint [name of authorised signatory], \_\_\_\_\_

[nationality] \_\_\_\_\_ national, Passport No. [passport #] \_\_\_\_\_

& [name of authorised signatory], \_\_\_\_\_

[nationality] \_\_\_\_\_

national, Passport No. [passport #] \_\_\_\_\_ as authorized signatories on behalf of the company to singly sign incorporation documents of the

proposed new Ras Al Khaimah International Business Company, [New RAKICC Company Name]. \_\_\_\_\_

4. THAT [name of authorised signatory], \_\_\_\_\_

[nationality] \_\_\_\_\_

national, Passport No. [Passport #] \_\_\_\_\_ will be appointed as Director & Secretary of the proposed new Ras Al Khaimah International

Business Company, [new RAKICC Company name]. \_\_\_\_\_

5. There being no other business, the meeting was declared closed.

Signed on this \_\_\_\_\_

Name & Signature of Shareholder \_\_\_\_\_

### ANNEXURE 3

#### 3. Template Consent Letter from Individual Director & Secretary

Date \_\_\_\_\_

To,

The Registrar  
RAK International Corporate Centre  
Government of Ras Al Khaimah  
P.O. Box 30099  
Ras Al Khaimah  
UAE

Sub: Consent letter

I hereby accept my appointment as Director [& Secretary] \_\_\_\_\_

of [New RAKICC Company Name] \_\_\_\_\_

an international business company proposed to be incorporated at RAK International Corporate Centre, Ras Al Khaimah, United Arab Emirates.

I confirm that my appointment will be effective from the date of incorporation of [New RAKICC Company Name]. \_\_\_\_\_

\_\_\_\_\_

Yours sincerely

Name of Director \_\_\_\_\_

Signature of Director \_\_\_\_\_

## ANNEXURE 4

### 4. Template for Corporate Resolution from new corporate director/corporate secretary

#### CORPORATE DIRECTOR / SECRETARY LETTERHEAD

Registration No. \_\_\_\_\_

Resolution of the [Shareholder(s)] \_\_\_\_\_

/ Director(s)] \_\_\_\_\_ of the above mentioned company registered

in the [Name of jurisdiction] \_\_\_\_\_

at [registered address] \_\_\_\_\_

The shareholder of the above mentioned company (hereinafter 'the company') with Registration No. \_\_\_\_\_

incorporated on [day] \_\_\_\_\_ [month] \_\_\_\_\_ [year] \_\_\_\_\_ adopted the following resolutions:

IT WAS FURTHER RESOLVED that, subject to approval of the RAKICC Registrar, the Company accepts the appointment as corporate director/corporate secretary of

[COMPANY NAME]. \_\_\_\_\_

There being no other business, the meeting was declared closed.

I / We, the undersigned being authorised to sign on behalf of the Company, hereby adopt this Resolution on [day] [month] [year]. \_\_\_\_\_

Name of the Director \_\_\_\_\_

Authorised signatory \_\_\_\_\_

Designation / Position in Authority \_\_\_\_\_

ANNEXURE 5

5. Template for Witnessing signatures by registered agent

TO BE PRINTED ON REGISTERED AGENT LETTERHEAD

Date \_\_\_\_\_

To,

The Registrar  
RAK International Corporate Centre  
Government of Ras Al Khaimah  
P.O. Box 30099  
Ras Al Khaimah  
UAE

Sub: Confirmation on witnessing signature

This is to confirm that I, [name of the person witnessing the signing], \_\_\_\_\_

[Designation] \_\_\_\_\_ of [Registered Agent Name] \_\_\_\_\_

on [date] \_\_\_\_\_ have witnessed the signing of the relevant documents for [name of the company] by \_\_\_\_\_

\_\_\_\_\_

[name of the client signing], \_\_\_\_\_ the [shareholder / director] of the said company. \_\_\_\_\_

Yours sincerely

Registered Agent Name \_\_\_\_\_

Signature \_\_\_\_\_