

May 2008

Dear Investor,

SUB: INVESTMENT OPPORTUNITIES

We thank you for your interest in RAK Free Trade Zone. With reference to your enquiry, please find mentioned below, comprehensive information about the various options you could avail and the costs you would incur to establish your business with us.

FACILITIES (EXECUTIVE OFFICE, SPECIAL FLEXI OFFICE & WAREHOUSE)

Please note that the below given rates of offices are for the **RAK BUSINESS CENTRE 4**, which contains various size of offices from 12 to 2200 SOM for which the rent rate is between AED1500 to AED1700 /SOM Per Year

The following tables give you the basic cost of the various licenses, facilities and the other charges applicable with mentioning other direct costs at the notes section:-

GENERAL TRADING LICENSE

RAK BUSINESS PARK – BUSINESS CENTRE # 4 EXECUTIVE OFFICE

PACKAGE	AED	STATUS
General Trading License	15000	Per year
Registration Fees	7000	One-off fee
Office - 22 M ²	37400	Per year
Visa package (2 Investor visa)	6540	Every 3 years
Services Fee	1500	Per Year
Total in AED	67440	
Total in US Dollar	18477	

* Applicable for 3 visas

RELATED NOTES:

- In case of renting **Executive Office**, the applicant has to pay **one month** rent advance as a **maintenance fee**.
- The applicant has to pay a **Security Deposit - AED 3000** in case of renting executive office, flexi facilities or mobile office.
- The applicant of executive office has to pay for the fixed **telecommunication and IT services** charges of minimum **AED 4320** per year payable on monthly bases.
- The applicant has to **furnish** their office. They have the option to allow RAK FTZ to offer their service to procure the furniture and provide the quotation or applicant can select from the approved set of fixture and furniture from approved listed supplier to serve their needs.

RAK BUSINESS PARK – BUSINESS CENTRE # 2 SPECIAL FLEXI OFFICE

PACKAGE	AED	STATUS
General Trading License	15000	per year
Registration Fees	7000	one-off fee
Shared Furnished Office	26000	per year
Visa package (2 Investor visa)	6540	Every 3 years
Services Fee	1500	Per Year
Total in AED	56040	
Total in US Dollar	15353	

* Applicable for 2 visas

RELATED NOTES:

- The applicant has to pay a **Security Deposit** - AED **3000** in case of renting executive office, flexi facilities or mobile office.

WAREHOUSE - INDUSTRIAL PARK / 15 KW

PACKAGE	DHS	STATUS
General Trading License	15000	per year
Registration Fees	7000	one-off fee
Warehouse - 205 M ² (including storing space , office & complementary services)	41000	per year
Visa Package - 2* Investors (FULL PACKAGE) - PARTNERS	6540	per 3 year
Delivery Service	1500	Per year
Total in UAE Dhs	71040	
Total in US Dollar	19464	

RELATED NOTES:

- In case of renting **warehouse**, the applicant has to pay **one month** rent as in advance of the renting fees as a **maintenance fee**.

WAREHOUSE - TECHNOLOGY PARK / 15 KW

PACKAGE	DHS	STATUS
General Trading License	15000	per year
Registration Fees	7000	one-off fee
Warehouse - 205 M ² (including storing space , office & complementary services)	57400	per year
Visa Package - 2* Investors (FULL PACKAGE) - PARTNERS	6540	per 3 year
Delivery Service	1500	Per year
Total in UAE Dhs	87440	
Total in US Dollar	23957	

RELATED NOTES:

- In case of renting **warehouse**, the applicant has to pay **one month** rent as in advance of the renting fees as a **maintenance fee**.

COMMON NOTES:

- It takes **2 to 3** days to register the company from the date of submitting the application and settling the full payment.
- The General Trading License allows dealing with more than **7** categories.
- The applicant of executive offices has to pay for the fixed telecommunication and IT services charges of minimum AED 4320 per year payable on monthly bases. Usage of telecommunication will be charged separately and will be billed every month
- One time installation fee AED 550 for the below mentioned items are applicable for all executive office setup.

Service Description	QTY	Installation Charge
Phone	1	
Internet	1	
Analog Port	1	
Network Access Port	1	
Voice Mail	1	
Email	1	
Support Contract (Bronze)	1	
Total Charges		550

- Urgent License preparation fees - AED 1000.
- Urgent Legal documentation charges - AED 1000
- Cancellation Charges:

Before Issue of Registration Certificate **AED 3000***

After Issue of Registration certificate but before issue of License **AED 8000***

After Issue of License **No Refund**

*Plus additional cost depends on the case (visa cancellation, rent fees...etc)

- Additional fees have to be made for legal documents in case of FZC (AED 2350 - one-off fee)
- Legal documents charges for more than 3 partners - AED 3000 for Legal Documents and AED 500 for Power of Attorney.
- To be eligible for "Investor / Partner status" the partner should have AED 50,000 worth of Share in the capital of the company.
- The visa package for employee is AED 4420 (including deposit AED 2000, full employment package and employment contract).
- In case of appointing a manager it is required to submit official appointment letter, translated educational certificate and power of attorney. Manager name need to be officially mentioned in the license.
- In case of visit visa, a deposit of AED 3000/- is required in cases where the licensee/owner of the applicant company is not under RAK FZA sponsorship.
- Electricity, water and air-conditioning are provided free of charge just for Business Centre facilities (including executive offices, flexi office and of flexi desk)
- The below table represents the **rent fees** of renting **one room** at "Labor Accommodation" , which contains **6 beds** excluding security deposit, ID & entry passes:-

Location	Monthly Charges - AED	Yearly Charges - AED
Industrial Park	2300	27600
Technology Park	2600	31200

- The length of each warehouse size of **205 M²** with a dimension of **14.60 M Length, 14.50 M Width & 6.7 M height.**
- Electricity, water and air-conditioning are provided free of charge just for Business Centre facilities (including executive offices, flexi office and of flexi desk)
- For the extra power loads the lease rent will be different as follows:

Package	Normal Electrical Load		Extra Load		Extra Load	
Type of load	15 KW		30 KW		60 KW	
Location	IP	TP	IP	TP	IP	TP
Dhs. / Sq Mt.	200	280	220	300	230	320

- The charge for electricity connection only:
Below 2000 KVA (2MVA) load Capacity is 300 DHS / KVA
ABOVE 2000 KVA (2MVA) load Capacity- 600 DHS/ KVA
- The industrial consumption Charge:
Electricity is 20 Fils/KWHR
Water is 3 Fills/Gallon.
- The rate of the Chamber of Commerce Certificate (Membership Certificate) is AED 1800 Yearly. Original Application must be submitted along with related documents for to process and it is not part of the current application.
- Cleaning Services are provided by RAKFTZ and are included in the rental fees Just for Business Centre facilities (including executive offices, flexi office and of flexi desk)
- Total number of visas is linked to the nature of the activity.
- Any company availing the office facility would be liable to pay the minimum fees of AED 12,500/-p.a for a flexi-desk if they request for one visa or AED 19,000/-p.a for a flexi-office if they request for 2 Visas .This would be applicable until the offices are ready for occupation.

REQUIRED DOCUMENTS

In order to process your license, we need the following documents:-

1. Application Form
2. Brief description of requested project.
3. Copy of passport.
4. Bank Statement - Minimum capital **AED 500,000** (For New Establishment, Personal Bank Statement is required and for Branch, the Company Bank Statement of the last 3 months is required).
5. No Objection Letter from the sponsor to set up business at the RAK Free Trade Zone (Only for UAE resident).

In the case of the foreign branch, please submit the following:

7. Registration Certificate - attested by the UAE Embassy
8. Letter from the Board Director declaring their interest to set up branch at the RAK Free Zone – attested by UAE Embassy.
9. Good Standing Letter – attested by UAE Embassy.
10. Power Of Attorney Appointing a representative - attested by the UAE Embassy
11. Company Legal Documents - attested by the UAE Embassy.

*In case of Local Branch – all original documents are required and have to be attested by UAE Court.

May 2008

Dear Investor,

SUB: INVESTMENT OPPORTUNITIES

We thank you for your interest in RAK Free Trade Zone. With reference to your enquiry, please find mentioned below, comprehensive information about the various options you could avail and the costs you would incur to establish your business with us.

FACILITIES (EXECUTIVE OFFICE & SPECIAL FLEXI OFFICE)

Please note that the below given rates of offices are for the **RAK BUSINESS CENTRE 4**, which contains various size of offices from 12 to 2200 SOM for which the rent rate is between AED1500 to AED1700 /SOM Per Year

The following tables give you the basic cost of the various licenses, facilities and the other charges applicable with mentioning other direct costs at the notes section:-

REAL ESTATE LICENSE

RAK BUSINESS PARK – BUSINESS CENTRE # 4 EXECUTIVE OFFICE

PACKAGE	AED	STATUS
Real Estate License	15000	Per year
Registration Fees	7000	One-off fee
Office - 22 M ²	37400	Per year
Visa package (2 Investor visa)	6540	Every 3 years
Services Fee	1500	Per Year
Total in AED	67440	
Total in US Dollar	18477	

* Applicable for 3 visas

RELATED NOTES:

- In case of renting **Executive Office**, the applicant has to pay **one month** rent advance as a **maintenance fee**.
- The applicant has to pay a **Security Deposit - AED 3000** in case of renting executive office, flexi facilities or mobile office.
- The applicant of executive office has to pay for the fixed **telecommunication and IT services** charges of minimum **AED 4320** per year payable on monthly bases.
- The applicant has to **furnish** their office. They have the option to allow RAK FTZ to offer their service to procure the furniture and provide the quotation or applicant can select from the approved set of fixture and furniture from approved listed supplier to serve their needs.

RAK BUSINESS PARK – BUSINESS CENTRE # 2 SPECIAL FLEXI OFFICE

PACKAGE	AED	STATUS
Real Estate License	15000	per year
Registration Fees	7000	one-off fee
Shared Furnished Office	26000	per year
Visa package (2 Investor visa)	6540	Every 3 years
Services Fee	1500	Per Year
Total in AED	56040	
Total in US Dollar	15353	

* Applicable for 2 visas

RELATED NOTES:

- The applicant has to pay a **Security Deposit - AED 3000** in case of renting executive office, flexi facilities or mobile office.

COMMON NOTES:

- It takes **2 to 3** days to register the company from the date of submitting the application and settling the full payment.
- The applicant of executive offices has to pay for the fixed telecommunication and IT services charges of minimum AED 4320 per year payable on monthly bases. Usage of telecommunication will be charged separately and will be billed every month
- One time installation fee AED 550 for the below mentioned items are applicable for all executive office setup.

Service Description	QTY	Installation Charge
Phone	1	
Internet	1	
Analog Port	1	
Network Access Port	1	
Voice Mail	1	
Email	1	
Support Contract (Bronze)	1	
Total Charges		550

- Urgent License preparation fees - AED 1000.
- Urgent Legal documentation charges - AED 1000
- Cancellation Charges:

Before Issue of Registration Certificate **AED 3000***
 After Issue of Registration certificate but before issue of License **AED 8000***

After Issue of License **No Refund**

*Plus additional cost depends on the case (visa cancellation, rent fees...etc)

- Additional fees have to be made for legal documents in case of FZC (AED 2350 - one-off fee)
- Legal documents charges for more than 3 partners - AED 3000 for Legal Documents and AED 500 for Power of Attorney.

- To be eligible for “Investor / Partner status” the partner should have AED 50,000 worth of Share in the capital of the company.
- The visa package for employee is AED 4420 (including deposit AED 2000, full employment package and employment contract).
- In case of appointing a manager it is required to submit official appointment letter, translated educational certificate and power of attorney. Manager name need to be officially mentioned in the license.
- In case of visit visa, a deposit of AED 3000/- is required in cases where the licensee/owner of the applicant company is not under RAK FZA sponsorship.
- Electricity, water and air-conditioning are provided free of charge just for Business Centre facilities (including executive offices, flexi office and of flexi desk)
- The rate of the Chamber of Commerce Certificate (Membership Certificate) is AED 1800 Yearly. Original Application must be submitted along with related documents for to process and it is not part of the current application.
- Cleaning Services are provided by RAKFTZ and are included in the rental fees Just for Business Centre facilities (including executive offices, flexi office and of flexi desk)
- Total number of visas is linked to the nature of the activity.
- Any company availing the office facility would be liable to pay the minimum fees of AED 12,500/-p.a for a flexi-desk if they request for one visa or AED 19,000/-p.a for a flexi-office if they request for 2 Visas .This would be applicable until the offices are ready for occupation.

REQUIRED DOCUMENTS

In order to process your license, we need the following documents:-

6. Application Form
7. Brief description of requested project.
8. Copy of passport.
9. Bank Statement - Minimum capital **AED 500,000** (For New Establishment, Personal Bank Statement is required and for Branch, the Company Bank Statement of the last 3 months is required).
10. No Objection Letter from the sponsor to set up business at the RAK Free Trade Zone (Only for UAE resident).
- 11. Academic qualifications and professional experience in the particular field.**

In the case of the foreign branch, please submit the following:

1. Registration Certificate - attested by the UAE Embassy
2. Letter from the Board Director declaring their interest to set up branch at the RAK Free Zone – attested by UAE Embassy.
3. Good Standing Letter – attested by UAE Embassy.
4. Power Of Attorney Appointing a representative - attested by the UAE Embassy
5. Company Legal Documents - attested by the UAE Embassy.

*In case of Local Branch – all original documents are required and have to be attested by UAE Court.

May 2008

Dear Investor,

SUB: INVESTMENT OPPORTUNITIES

We thank you for your interest in RAK Free Trade Zone. With reference to your enquiry, please find mentioned below, comprehensive information about the various options you could avail and the costs you would incur to establish your business with us.

FACILITIES (WAREHOUSE & LAND)

The following tables give you the basic cost of the various licenses, facilities and the other charges applicable with mentioning other direct costs at the notes section:-

INDUSTRIAL LICENSE

INDUSTRIAL & TECHNOLOGY PARKS

A-) WAREHOUSE – INDUSTRIAL PARK

PACKAGE	AED	STATUS
Industrial License	5000	Per year
Registration Fees	7000	One-off fee
Warehouse – 205 M ² (including storage space, office & complementary services)	41000	Per year
Visa package (2 Investor visas)	6540	Every 3 years
Service Fees	1500	Per year
Total in UAE AED	61040	
Total in US Dollar	16723	

RELATED NOTES:

- In case of renting **warehouse**, the applicant has to pay **one month** rent as in advance of the renting fees as a **maintenance fee**.

B-) WAREHOUSE – TECHNOLOGY PARK

PACKAGE	AED	STATUS
Industrial License	5000	Per year
Registration Fees	7000	One-off fee
Warehouse – 205 M ² (including storage space, office & complementary services)	57400	Per year
Visa package (2 Investor visas)	6540	Every 3 years
Service Fees	1500	Per year
Total in UAE AED	77440	
Total in US Dollar	21216	

RELATED NOTES:

- In case of renting **warehouse**, the applicant has to pay **one month** rent as in advance of the renting fees as a **maintenance fee**.

C-) LAND – INDUSTRIAL & TECHNOLOGY PARKS

PACKAGE	AED	STATUS
Industrial License	5000	Per year
Registration Fees	7000	One-off fee
Land – 5000 M ²	60000	Per year
Visa package (Two Investor visas)	6540	Every 3 years
Service Fees	1500	Per year
Total in UAE AED	80040	
Total in US Dollar	21929	

COMMON NOTES:

- It takes **2 to 3** days to register the company from the date of submitting the application and settling the full payment.
- The Commercial License allows dealing with **7** similar categories or **2** different categories.
- The General Trading License allows dealing with more than **7** categories.
- The applicant of executive offices has to pay for the fixed telecommunication and IT services charges of minimum AED 4320 per year payable on monthly bases. Usage of telecommunication will be charged separately and will be billed every month
- One time installation fee AED.550 for the below mentioned items are applicable for all executive office setup.

Service Description	QTY	Installation Charge
Phone	1	
Internet	1	
Analog Port	1	
Network Access Port	1	
Voice Mail	1	
Email	1	
Support Contract (Bronze)	1	
Total Charges		550

- Urgent License preparation fees - AED **1000**.
- Urgent Legal documentation charges - AED **1000**
- Cancellation Charges:

Before Issue of Registration Certificate AED **3000***

After Issue of Registration certificate but before issue of License AED **8000***

After Issue of License No Refund

*Plus additional cost depends on the case (visa cancellation, rent fees...etc)

- Additional fees have to be made for legal documents in case of FZC (AED **2350** - one-off fee)
- Legal documents charges for more than 3 partners - AED **3000** for Legal Documents and AED **500** for Power of Attorney.
- To be eligible for “Investor / Partner status” the partner should have AED **50,000** worth of Share in the capital of the company.
- The visa package for employee is AED **4420** (including deposit AED **2000**, full employment package and employment contract).

- In case of appointing a manager it is required to submit official appointment letter, translated educational certificate and power of attorney. **Manager name** need to be officially mentioned in the **license**.
- In case of visit visa, a deposit of AED **3000/-** is required in cases where the licensee/owner of the applicant company is not under RAK FZA sponsorship.
- The below table represents the **rent fees** of renting **one room** at “**Labor Accommodation**” , which contains **6 beds** excluding security deposit, ID & entry passes:-

Location	Monthly Charges - AED	Yearly Charges - AED
Industrial Park	2300	27600
Technology Park	2600	31200

- The length of each warehouse size of **205 M²** with a dimension of **14.60 M** Length, **14.50 M** Width & **6.7 M** height.
- Electricity, water and air-conditioning are provided free of charge just for Business Centre facilities (including executive offices, flexi office and of flexi desk)
- For the extra power loads the lease rent will be different as follows:

Package	Normal Electrical Load		Extra Load		Extra Load	
Type of load	15 KW		30 KW		60 KW	
Location	IP	TP	IP	TP	IP	TP
Dhs. / Sq Mt.	200	280	220	300	230	320

- The charge for electricity connection only:
Below 2000 KVA (2MVA) load Capacity is 300 DHS / KVA
ABOVE 2000 KVA (2MVA) load Capacity- 600 DHS/ KVA
- The industrial consumption Charge:
Electricity is 20 Fils/KWHR
Water is 3 Fills/Gallon.
- The rate of the Chamber of Commerce Certificate (Membership Certificate) is AED **1800** Yearly. Original Application must be submitted along with related documents for to process and it is not part of the current application.
- Cleaning Services are provided by RAKFTZ and are included in the rental fees Just for Business Centre facilities (including executive offices, flexi office and of flexi desk)
- Total number of visas is linked to the nature of the activity.
- Any company availing the office facility would be liable to pay the minimum fees of AED **12,500/-p.a** for a **flexi-desk** if they request for **one** visa or AED **19,000/-p.a** for a **flexi-office** if they request for **2** Visas .This would be applicable until the offices are ready for occupation.

REQUIRED DOCUMENTS

In order to process your license, we need the following documents:-

1. Application Form
2. Brief description of your project.
3. Copy of your passport.
4. Bank Statement - Minimum capital AED 100,000 (For New Establishment, Personal Bank Statement is required and for Branch, the Company Bank Statement of the last 3 months is required).
5. No Objection Letter from the sponsor to set up business at the RAK Free Trade Zone (Only for UAE resident).
6. **Academic qualifications and professional experience in the particular field**

In the case of the foreign branch, please submit the following:

7. Registration Certificate - attested by the UAE Embassy
8. Letter from the Board Director declaring their interest to set up branch at the RAK Free Zone – attested by UAE Embassy.
9. Good Standing Letter – attested by UAE Embassy.
10. Power Of Attorney Appointing a representative - attested by the UAE Embassy
11. Company Legal Documents - attested by the UAE Embassy.

*In case of Local Branch – all original documents are required and have to be attested by UAE Court.

May 2008

Dear Investor,

SUB: INVESTMENT OPPORTUNITIES

We thank you for your interest in RAK Free Trade Zone. With reference to your enquiry, please find mentioned below, comprehensive information about the various options you could avail and the costs you would incur to establish your business with us.

FACILITIES (EXECUTIVE OFFICE, FLEXI OFFICE, FLEXI DESK, FLEXI WAREHOUSE & WAREHOUSE)

Please note that the below given rates of offices are for the **RAK BUSINESS CENTRE 4**, which contains various size of offices from 12 to 2200 SQM for which the rent rate is between AED1500 to AED1700 /SQM Per Year

Also, other rates are for the warehouses which are located at different location at RAK with different power loads. The warehouse located at Technology Park has a different rate than the units at the Industrial Park, considering the power load connection at each park

The following tables give you the basic cost of the various licenses, facilities and the other charges applicable with mentioning other direct costs at the notes section:-

BUSINESS PARK		
BUSINESS CENTRE # 4		
EXECUTIVE OFFICE		
PACKAGE	AED	STATUS
Commercial License	3650	per year
Registration Fees	7000	one-off fee
Executive Office - 14 M ²	23800	per year
Visa package (2 Investor visa)	6540	Every 3 years
Service Fees	1500	Per Year
Total in UAE AED	42490	
Total in US Dollar	11641	

* Applicable for up to 2 visas

RELATED NOTES:

- In case of renting **executive office**, the applicant has to pay **one month** rent as in advance of the renting fees as a **maintenance fee**.
- The applicant has to pay a **Security Deposit - AED 3000** in case of renting executive office, flexi facilities or mobile office.
- The applicant of executive office has to pay for the fixed **telecommunication and IT services** charges of minimum AED 4320 per year payable on monthly bases.
- The applicant has to **furnish** their office. They have the option to allow RAK FTZ to offer their service to procure the furniture and provide the quotation or applicant can select from the approved set of fixture and furniture from approved listed supplier to serve their needs.

BUSINESS CENTRE # 2

A-) SHARED OFFICE / FLEXI OFFICE-RAK

PACKAGE	AED	STATUS
Commercial License	3650	Per year
Registration Fees	7000	One-off fee
Shared Furnished Office	19000	Per year
Visa package (2 Investor visa)	6540	Every 3 years
Service Fees	1500	Per year
Total in UAE AED	37690	
Total in US Dollar	10326	

* Applicable for 2 visas

RELATED NOTES:

- The applicant has to pay a **Security Deposit - AED 3000** in case of renting executive office, flexi facilities or mobile office.

B-) SHARED WORKSTATION / FLEXI DESK-RAK

PACKAGE	AED	STATUS
Commercial License	3650	Per year
Registration Fees	7000	One-off fee
Networked Desk	12500	Per year
Visa package (One Investor visa)	3270	Every 3 years
Service Fees	1500	Per year
Total in UAE AED	27920	
Total in US Dollar	7649	

* Applicable for 1 visa

RELATED NOTES:

- The applicant has to pay a **Security Deposit - AED 3000** in case of renting executive office, flexi facilities or mobile office.

INDUSTRIAL & TECHNOLOGY PARKS

A-) INDUSTRIAL PARK – 15 KW

PACKAGE	DHS	STATUS
Commercial License	3650	per year
Registration Fees	7000	one-off fee
Warehouse - 205 M ² (including storing space , office & complementary services)	41000	per year
Visa Package - 2* Investors (FULL PACKAGE) - PARTNERS	6540	per 3 year
Delivery Service	1500	Per year
Total in UAE Dhs	59690	
Total in US Dollar	16353	

RELATED NOTES:

- In case of renting **warehouse**, the applicant has to pay **one month** rent as in advance of the renting fees as a **maintenance fee**.

B-) TECHNOLOGY PARK – 15 KW

PACKAGE	DHS	STATUS
Commercial License	3650	per year
Registration Fees	7000	one-off fee
Warehouse - 205 M ² (including storing space , office & complementary services)	57400	per year
Visa Package - 2* Investors (FULL PACKAGE) - PARTNERS	6540	per 3 year
Delivery Service	1500	Per year
Total in UAE Dhs	76090	
Total in US Dollar	20846	

RELATED NOTES:

- In case of renting **warehouse**, the applicant has to pay **one month** rent as in advance of the renting fees as a **maintenance fee**.

C-) FLEXI WAREHOUSE – INDUSTRIAL PARK

PACKAGE	AED	STATUS
Commercial License	3650	per year
Registration Fees	7000	One-off fee
Flexi Warehouse - 205 M ²	20000	Per year
Visa package (Two Investor visas)	6540	Every 3 years
Service Fees	1500	Per year
Total in UAE AED	38690	
Total in US Dollar	10600	

* Applicable for 2 visas

RELATED NOTES:

- The applicant has to pay a **Security Deposit - AED 3000** in case of renting executive office, flexi facilities or mobile office.

COMMON NOTES:

- It takes **2 to 3** days to register the company from the date of submitting the application and settling the full payment.
- The Commercial License allows dealing with **7** similar categories or **2** different categories.
- The applicant of executive offices has to pay for the fixed telecommunication and IT services charges of minimum AED 4320 per year payable on monthly bases. Usage of telecommunication will be charged separately and will be billed every month
- One time installation fee AED 550 for the below mentioned items are applicable for all executive office setup.

Service Description	QTY	Installation Charge
Phone	1	
Internet	1	
Analog Port	1	
Network Access Port	1	
Voice Mail	1	
Email	1	
Support Contract (Bronze)	1	
Total Charges		550

- The rate of the Chamber of Commerce Certificate (Membership Certificate) is AED 1800 Yearly. Original Application must be submitted along with related documents for to process and it is not part of the current application.
- Cleaning Services are provided by RAKFTZ and are included in the rental fees Just for Business Centre facilities (including executive offices, flexi office and of flexi desk)
- Total number of visas is linked to the nature of the activity.
- Any company availing the office facility would be liable to pay the minimum fees of AED 12,500/-p.a for a flexi-desk if they request for one visa or AED 19,000/-p.a for a flexi-office if they request for 2 Visas .This would be applicable until the offices are ready for occupation.

REQUIRED DOCUMENTS

In order to process your license, we need the following documents:-

1. Application Form
2. Brief description of requested project.
3. Copy of passport.
4. Bank Statement - Minimum capital **AED 100,000** (For New Establishment, Personal Bank Statement is required and for Branch, the Company Bank Statement of the last 3 months is required).
5. No Objection Letter from the sponsor to set up business at the RAK Free Trade Zone (Only for UAE resident).

In the case of the foreign branch, please submit the following:

6. Registration Certificate - attested by the UAE Embassy
7. Letter from the Board Director declaring their interest to set up branch at the RAK Free Zone – attested by UAE Embassy.
8. Good Standing Letter – attested by UAE Embassy.
9. Power Of Attorney Appointing a representative - attested by the UAE Embassy
10. Company Legal Documents - attested by the UAE Embassy.

*In case of Local Branch – all original documents are required and have to be attested by UAE Court.

May,2008
Dear Investor,

SUB: INVESTMENT OPPORTUNITIES

We thank you for your interest in RAK Free Trade Zone. With reference to your enquiry, please find mentioned below, comprehensive information about the various options you could avail and the costs you would incur to establish your business with us.

FACILITIES (EXECUTIVE OFFICE, FLEXI OFFICE, SPECIAL FLEXI OFFICE, FLEXI DESK & MOBILE OFFICE)

Please note that the below given rates of offices are for the **RAK BUSINESS CENTRE 4**, which contains various size of offices from 12 to 2200 SOM for which the rent rate is between AED1500 to AED1700 /SOM Per Year

The following tables give you the basic cost of the various licenses, facilities and the other charges applicable with mentioning other direct costs at the notes section:-

CONSULTING & SERVICES LICENSE

RAK BUSINESS PARK – BUSINESS CENTRE # 4 EXECUTIVE OFFICE

PACKAGE	AED	STATUS
Consulting & Services License	7500	Per year
Registration Fees	7000	One-off fee
Office - 22 M ²	37400	Per year
Visa package (2 Investor visa)	6540	Every 3 years
Services Fee	1500	Per Year
Total in AED	59940	
Total in US Dollar	16422	

* Applicable for 4 visas

RELATED NOTES:

- In case of renting **Executive Office**, the applicant has to pay **one month** rent advance as a **maintenance fee**.
- The applicant has to pay a **Security Deposit - AED 3000** in case of renting executive office, flexi facilities or mobile office.
- The applicant of executive office has to pay for the fixed **telecommunication and IT services** charges of minimum **AED 4320** per year payable on monthly bases.
- The applicant has to **furnish** their office. They have the option to allow RAK FTZ to offer their service to procure the furniture and provide the quotation or applicant can select from the approved set of fixture and furniture from approved listed supplier to serve their needs.

RAK BUSINESS PARK – BUSINESS CENTRE # 4

A-) SPECIAL FLEXI OFFICE

PACKAGE	AED	STATUS
Consulting & Services License	7500	per year
Registration Fees	7000	one-off fee
Shared Furnished Office	26000	per year
Visa package (2 Investor visa)	6540	Every 3 years
Services Fee	1500	Per Year
Total in AED	48540	
Total in US Dollar	13299	

* Applicable for 2 visas

RELATED NOTES:

- The applicant has to pay a **Security Deposit - AED 3000** in case of renting executive office, flexi facilities or mobile office.

B-) FLEXI OFFICE

PACKAGE	AED	STATUS
Consulting & Services License	7500	per year
Registration Fees	7000	one-off fee
Shared Furnished Office	19000	per year
Visa package (2 Investor visa)	6540	Every 3 years
Services Fee	1500	Per Year
Total in AED	41540	
Total in US Dollar	11381	

* Applicable for 2 visas

RELATED NOTES:

- The applicant has to pay a **Security Deposit - AED 3000** in case of renting executive office, flexi facilities or mobile office.

C-) FLEXI DESK - RAK / SHARED WORKSTATION

PACKAGE	AED	STATUS
Consulting & Services License	7500	Per year
Registration Fees	7000	One-off fee
Networked Desk	12500	Per year
Visa package (One Investor visa)	3270	Every 3 years
Service Fees	1500	Per year
Total in UAE AED	31770	
Total in US Dollar	8704	

* Applicable for 1 visa

RELATED NOTES:

- The applicant has to pay a **Security Deposit - AED 3000** in case of renting executive office, flexi facilities or mobile office.

COMMON NOTES:

- It takes **2 to 3** days to register the company from the date of submitting the application and settling the full payment.
- The Commercial License allows dealing with **7** similar categories or **2** different categories.
- The General Trading License allows dealing with more than **7** categories.

- The applicant of executive offices has to pay for the fixed telecommunication and IT services charges of minimum AED 4320 per year payable on monthly bases. Usage of telecommunication will be charged separately and will be billed every month
- One time installation fee AED.550 for the below mentioned items are applicable for all executive office setup.

Service Description	QTY	Installation Charge
Phone	1	
Internet	1	
Analog Port	1	
Network Access Port	1	
Voice Mail	1	
Email	1	
Support Contract (Bronze)	1	
Total Charges		550

- Urgent License preparation fees - AED 1000.
- Urgent Legal documentation charges - AED 1000
- Cancellation Charges:

Before Issue of Registration Certificate AED 3000*

After Issue of Registration certificate but before issue of License AED 8000*

After Issue of License No Refund

*Plus additional cost depends on the case (visa cancellation, rent fees...etc)

- Additional fees have to be made for legal documents in case of FZC (AED 2350 - one-off fee)
- Legal documents charges for more than 3 partners - AED 3000 for Legal Documents and AED 500 for Power of Attorney.
- To be eligible for "Investor / Partner status" the partner should have AED 50,000 worth of Share in the capital of the company.
- The visa package for employee is AED 4420 (including deposit AED 2000, full employment package and employment contract).
- In case of appointing a manager it is required to submit official appointment letter, translated educational certificate and power of attorney. **Manager name** need to be officially mentioned in the **license**.
- In case of visit visa, a deposit of AED 3000/- is required in cases where the licensee/owner of the applicant company is not under RAK FZA sponsorship.
- The cost of Labor Accommodation is AED 250 / month per person - AED 3000 / yearly for each Labor.
- The length of each warehouse size of 205 M² with a dimension of 14.60M Length, 14.50M Width & 6.7M height.
- Electricity, water and air-conditioning are provided free of charge just for Business Centre facilities (including executive offices, flexi office and of flexi desk)
- The rate of the Chamber of Commerce Certificate (Membership Certificate) is AED 1800 Yearly. Original Application must be submitted along with related documents for to process and it is not part of the current application.
- Cleaning Services are provided by RAKFTZ and are included in the rental fees Just for Business Centre facilities (including executive offices, flexi office and of flexi desk)
- Total number of visas is linked to the nature of the activity.

- Any company availing the office facility would be liable to pay the minimum fees of AED 12,500/-p.a for a **flexi-desk** if they request for **one** visa or AED 19,000/-p.a for a **flexi-office** if they request for **2** Visas .This would be applicable until the offices are ready for occupation.

REQUIRED DOCUMENTS

In order to process your license, we need the following documents:-

1. Application Form
2. Brief description of your project.
3. Copy of your passport.
4. Bank Statement - Minimum capital AED 100,000 (For New Establishment, Personal Bank Statement is required and for Branch, the Company Bank Statement of the last 3 months is required). In case of General Trading License & Real Estate license, it is required to submit the Bank Statement with Minimum capital of AED 500,000.
5. No Objection Letter from the sponsor to set up business at the RAK Free Trade Zone (Only for UAE resident).
6. **Academic qualifications and professional experience in the particular field (in case of Consulting & Services License).**

In the case of the foreign branch, please submit the following:

7. Registration Certificate - attested by the UAE Embassy
8. Letter from the Board Director declaring their interest to set up branch at the RAK Free Zone – attested by UAE Embassy.
9. Good Standing Letter – attested by UAE Embassy.
10. Power Of Attorney Appointing a representative - attested by the UAE Embassy
11. Company Legal Documents - attested by the UAE Embassy.

*In case of Local Branch – all original documents are required and have to be attested by UAE Court.



RAK FTZ - Frequently Asked Questions (FAQs)

1. What is a Free Trade Zone?

An independent Free Zone Authority (FZA) governs the free zone, and is the agency responsible for issuing FTZ operating licences and assisting companies with establishing their business in the FTZ. Investors can either register a new company in the form of a Free Zone Establishment (FZE), Free Zone Company (FZC) or simply establish a branch or representative office of their existing or parent company based within the UAE or abroad. An FZE/FZC is a body corporate with limited liability and governed by the rules and regulations of the Free Zone in which it is established.

The major advantage in setting up in a free zone is that you are entitled to:

- 100 per cent foreign ownership of the enterprise
- 100 per cent import and export tax exemptions
- 100 per cent repatriation of capital and profits
- No corporate taxes for 15 years, renewable for an additional 15 years
- No personal income taxes

Establishing a business entity in the UAE Free Trade Zone (FTZ) can be an attractive option for foreign investors. To date the free zone concept has been successful in attracting a large number of companies and foreign direct investment, as well as expanding net non-oil exports. The share of the free zone concept in non-oil exports increased from 22 per cent in 1999 to 57 per cent in 2000. Net exports from free zones have also risen, reaching 1.4 billion US dollars in 2000. By 2002, there were more than 3000 companies operating in free zones, with an estimated trade of around US\$8 billion.

2. Where is the Ras al-Khaimah Free Zone?

Ras al-Khaimah Free Zone Authority oversees three new sub-zones within the emirate. The RAK Free Trade Zone Technology Park is intended to accommodate international service, consulting, investment and trading companies as well as capital-intensive, high technology manufacturing and assembly companies. The Park is adjacent to the Ras al-Khaimah Ceramics Factory and other light manufacturing businesses. The proximity of the Technology Park to the Emirates Highway makes it readily accessible to the City Centre, International Airport, Port Saqr, and destinations southward, such as Dubai. The RAK Free Trade Zone Industrial Park is located along the Ras al-Khaimah coastal road approximately 15 km north of Ras al-Khaimah and immediately adjacent to Hulaylah Island, is approximately 6 km from Port Saqr.

The RAK Free Trade Zone Business Park is centrally located in the heart of Ras al-Khaimah's vibrant business district, between the Industrial Park, 20 km to the north, and the Technology Park, 15 km to the south. Its proximity to the Emirate's Emiri Diwan and other



government centres of activity is an additional advantage. The Business Park is also just a short walk from the 1600 sq. metre Ras al-Khaimah exhibition hall, and a new mall, a modern shopping mall and entertainment complex, and a five star hotel are only five minutes away.

3. Do I need a sponsor to set up a company in the RAK Free Trade Zone?

No. You are entitled to 100% ownership of your company without any sponsorship regulations as long as your company conducts business within the Free Zone or abroad. To sell your products in the UAE, a UAE official agent is required.

4. How can I establish a RAK Free Zone Company?

The procedures for establishing a business in the Ras al-Khaimah Free Trade Zone are very straightforward and can be completed in a short space of time, especially if there are no environmental issues involved. You must first fill out a questionnaire from the Ras al-Khaimah Free Zone Authority. Having submitted the questionnaire,

you will be given a license application. Provisional approval is given along with a specimen service or office lease agreement, due to the fact that you need to lease land or offices (respective office services facilities) for your company. After the company representative and the authority have met and finalized details of the project, the actual documents, which will include company or personal details, are speedily processed.

5. What is the minimum capital required for me to establish a company in the RAK Free Trade Zone?

If you are establishing a branch in RAKFTZ, there is no minimum capital required. However, if you are establishing a FZ Establishment or FZ Company, then the minimum capital requirement is AED 100,000.

6. What type of businesses is allowed in RAK Free Trade Zone?

All businesses are considered.

7. What are the steps for initial registration ?

Initial registration involves the following procedures:

A. Submit the following documents:

- Application for License form*
- Brief Project Description
- Passport copy of owner/manager
- Power of Attorney appointing a person
- Bank Statement and Recommendation
- Capital Deposit of AED 100,000.00



B. Payment of fees*

- Registration (One time cost)
- License (Annual)
- Land for Lease, Pre-built Warehouse and/or Offices on rent (Annual)

C. Issuance of business license

8. Can I obtain more than one license?

Yes

9. Can I set up a branch of my own existing company in RAKFTZ?

Yes. You can set up a branch and without the minimum capital requirement.

10. Can I revise my license type (e.g. Commercial to Industry)?

Yes. There is a fee of AED 500.

11. Can I be a partner in more than one company in RAK Free Trade Zone?

YES

12. Can I have a license from RAKFTZ, but operate from any other area or any other Emirate?

No. You can operate your business only inside the Free Trade Zone Territory; however, you can market your products inside UAE through an agent.

13. Can I import and export goods?

Yes, subject to your particular license.

14. Will I be charged the "free zone registration fee" every time I renew my license?

No. The "free zone registration fee" is a one-time cost.

15. Do I need to lease land or office space in order to obtain my trading license?

Yes, in order to receive a Ras al-Khaimah Free Zone trade license you have to lease offices/warehouse or land in the Ras al-Khaimah Free Trade Zone.

16. Are there any restrictions on transferring money outside the country?

No. You can transfer your money or capital outside the country freely.



17. Can I obtain finance or loans in UAE?

You might be able to do that through some private sources of funding and Banks. However, neither the Government nor the Free Zone Authority provides finance.

18. What is necessary to open a bank account?

All you need to open an account is your Ras al-Khaimah trade license, the office/service lease agreement, a letter from RAK Free Zone, a copy of your passport with a valid UAE residence visa, and a personal visit to the Bank. RAK Free Trade Zone will gladly assist you with the formalities.

19. What are the annual recurring costs for license renewal?

License renewal will include the following:

- License Fees
- Lease charges for the Facility (Land and/or Pre-built Warehouse and/or Offices)

20. What are the miscellaneous administration charges?

RAK Free Trade Zone Authority does not impose unnecessary charge. Yet, if you require documentation and/or letters for government purposes, then a nominal charge of AED 10.00 – AED 100.00 is chargeable depending on the kind of document.

21. How can I apply for a resident VISA?

RAK Free Trade Zone will gladly assist you with all formalities.

22. What is the difference between transit, visit, employment and residence visa and how long is it valid?

Transit Visa

Visitors who do not wish to stay in UAE for more than 14 days can obtain a transit visa. The Transit visa, which is non-renewable, is valid for 14 days from the date of issue and the duration of stay is 14 days from date of entry.

Visit Visa

All visitors who wish to stay in the country for more than 14 days need to obtain a visit visa. The Visit visa is valid for 60 days from the date of issue and entitles the holder to stay in the country for 60 days and may be renewed once for an additional period of 30 days.

Employment Visa

Those who are coming into the UAE to work should enter into the country with a valid



Employment visa. The employment visa should be submitted to the concerned authority within 60 days, to process the residence visa.

Residence Visa

Residence visa, issued by RAKFTZA, is valid for three years and can be renewed.

*Do not overstay your visa as this will result in detention and fines. Please check "Administration info" for document requirements and fees for the above-mentioned visas.

23. Can I have my Family with me in UAE?

Yes. You should follow the correct immigration procedures.

24. Can members of my family work?

Yes. Provided they have a proper visa status with work permit.

25. Can I travel between the emirates freely with my residence permit or visit visa?

Yes.

26. Where from can I get employees and workers?

You may hire staff from any country.

27. Can my staff live on my factory premises?

No. However, they can live in the Staff Accommodation in the RAK Free Trade Zone, or outside the Free Trade Zone.