

## **DOCUMENTS REQUIRED FOR LICENCE RENEWAL:**

The following documents are required from the applicant to renew the Licence:

1. Request Letter from the Company (signed and stamped by the Manager);
2. Medical Insurance for all Employees;
3. Property All Risk Insurance;
4. 3<sup>rd</sup> Party Liability Insurance;
5. Workmen's Compensation Insurance;
6. "Preventive Fire Safety Requirements" Certificate from RAK Civil Defence;
7. Environmental Protection & Development Authority Certificate;
8. Protection Certificate for Cameras from RAK Police;
9. Audited Financial Report of the Company;
10. UBO Declaration;
11. Source of Wealth Declaration
12. Valid RAK Chambers Membership Certificate (Optional);
13. Valid Passport & Visa Page copy of the Manager (in the event that the authority records have expired);
14. Good Standing Certificate of the corporate shareholder/parent company(if applicable)

### **NOTES**

- All insurance policies are to comply with the RMC Rules and Regulations.
- RMC fees are applicable for the license renewal process.
- Immigration File renewal fee applies.
- RMC reserves the right to call for any additional documents and/or attestations as and when necessary.