

CLIENT DECLARATION AND UNDERTAKING LETTER



Date: 14-05-2025

To: Ras Al Khaimah Economic Zone Authority

This is to certify that I/We,

Name	Nationality	Passport Number
ADINO NAMCHU	India	Z4874839

Confirm and agree that

1. I/We have appointed Chartered Club as my/our Company Formation Specialist for complete process of setting up my/our company at Ras Al Khaimah Economic Zone Authority(RAKEZ).
2. I/We have no objection in Chartered Club as my/our Company Formation Specialist to receive the RAKEZ Portal 360 login Credentials to digitally complete process of setting up my/our company, assisting me in issuance of the Visa and helping me manage renewing the same services of Trade license renewal and visa maintenance at Ras Al Khaimah Economic Zone Authority (RAKEZ).
3. I/We have no objection in Chartered Club as my/our Company Formation Specialist to use the amount from my Company's wallet for processing the above intended services. I am aware I can revoke the rights of my company portal access to my company formation specialist by sending a password reset request from my registered email address to RAKEZ at customerservice@rakez.com
4. I/We confirm to receive the RAKEZ Portal 360 login credentials soon as my trade license is issued

Name: ADINO NAMCHU

Contact Number: 00919379439638

Email Address: adinonamchu@gmail.com

Signature:

Dear Altisphere FZ-LLC,

On behalf of RAK Economic Zone Authority, we are pleased to inform you that your application is under process with an allocated facility as per your described requirements. Kindly acknowledge the following details and terms to enable us to further process your application.

You are requested to sign this letter and make a complete payment of the fees within 7 working days from the date of this letter in order to proceed further.

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Please note that your application is subject for approval from RAK Economic Zone Authority and RAK Immigration Department.

Company's Details

Proposed Company's Name	Altisphere FZ-LLC
Customer Number	0001029512
SR Number	SR-1380639
Zone Type	Freezone
Legal Framework	Free Zone Limited Liability Company FZ-LLC
Licence Type	Commercial
Business Segment / Activity:	Perfumes & Cosmetics Trading Flowers & Plants Trading
No. of Visa	1

Facility Details

Facility Type	Flexi Desk
Location Name	Al Hulaila Industrial Free Zone
Property Number:	VUET1024
Building/Land	VAHI
Area (SQM):	0
Rent Increase Frequency	
Rent Free Period in Days	
Rent Fee /M ² (WH & Land)	
Lease Term (1 Year or 3 Year)	1

In order to secure the said facility, the provided information above must be confirmed and the Total Amount Due must be deposited no later than 7 working days from the date of this letter.

We look forward to working closely with you and we wish your new venture at RAK Economic Zone Authority all the success.

Signature

Telephone No.:

Mobile No.:

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Email:

Kindly confirm that all above information are true and correct by signing below. Please email back within 2 working days to sales staff email.

General Terms and Conditions

1. The amount paid is non-refundable.
2. The lease and licence shall commence MAXIMUM 31 days after the receipt of payment or obtaining the Immigration pre-approval, whichever is later.
3. The client is required to complete the registration & licensing formalities within MAXIMUM 30 days from the date of payment or obtaining the Immigration pre-approval, whichever is later. Failure to do so, the Authority reserves the right to assign the abovementioned property to other interested parties at its sole discretion and without notice; or the Authority shall calculate the lease and licence fees from the 31st day. The client can still avail the facility/similar facility and licence but only for the remaining validity period and in any circumstances, the amount paid shall not be refunded.
4. Client should pay for a Security Deposit (if applicable) at the registration year equal to the following percentage structure out of the Annual Rent Cost: -
 - 5 % in case of leasing office.
 - 10% in case of land or/and warehouse or/and shell & core.
 - 20 % for Accommodation.
5. In order to register an entity in the Authority, the client must hold a valid Lease Contract or/and Rental Agreement. Failure to do so, the Authority shall suspend/terminate the registration process.
6. Client may get a postal address in Ras Al Khaimah. The client may subscribe to the Emirates Post through RAKEZ Mazeed Services.
7. It is the responsibility of the Clients availing for physical facility to view and inspect such physical facility in advance. Clients who opted not to do such viewing and inspection of the physical facility have waived their right to claim against RAKEZ for any ambiguity/defect on the physical facility. The signing of the relevant agreement by the Clients constitute a declaration on their part that they have viewed and inspected the physical facility and accepted the condition of the same.
8. Bank account opening is subject to meeting banks' compliance requirements which are subjective to each application - individual or corporate. For ease of business, RAKEZ has strategic partnership with various banks making it easier for customers to know where they can apply. However, RAKEZ does not guarantee success of bank account opening
9. Customers applying for bank account with General Trading license may face rejection or Enhanced Due Diligence based on bank requirements"
10. De registration cost for SME license is AED 3000 and for Industrial license is AED 4500.
11. Companies with -O-visa package may find difficulties in opening bank account if the Company's Manager is not a UAE Resident. RAKEZ shall have no liability if Company can't open a corporate bank account and no refund will be made by RAKEZ.
12. Personnel Sponsorship Security Deposit (applicable for employees and company's manager) is required at the stage of applying for Visa Service. For more information please visit <https://eservices.rakez.com/>
13. Environment Protection & Development Authority (EPDA) is mandatory for Non Free Zone & Free Zone Industrial Licenses, and Civil Defence Approval is mandatory for Non Free Zone & Free Zone if the leased property is a Plot of Land, Warehouse or physical facility.
14. Following applications are mandatory in case of Non Free Zone, which should be submitted at the submission time:-

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- RAK Chamber of Commerce & Industry
- RAK Department of Economic Development

15. These terms represent the part of any formal agreements entered between the client and the Authority.
16. In case the Shareholder/Company's Manager has employment visa in the UAE, he/she hereby declares that the current employing entity is well aware that he/she is applying to RAKEZ for registration of an entity to conduct business activities and/or acting as the Shareholder/Company's Manager of the proposed entity.
17. These terms supersedes all previous oral or written communications, representation, understandings or agreements in relation to the matters stated above.

Specific Terms and Conditions

18. Customs duty and applicable tax will be applied for sales of goods in the UAE Market as per the law and regulations.
19. Refund of duty will be subject to the customs and port. It is advised to directly check with Customs and Port Authority.
20. Any additional fees for customs clearance will be at the discretion of the Customs Authority. Please visit the Customs Authority directly for information related to your products and further information.
21. The FEWA activation and upgrade has to be applied by the customer and all associated cost will be absorbed by customer.
22. For warehouse and land facilities, client must insure to comply with RAKEZ HSE & TSS requirements.
23. The maximum covered area permitted would be 60% of the land taken by client.
24. Installation of CCTV camera is mandatory in case of WH & Land.
25. It is mandatory for a client having a warehouse to have a signboard. Fee for a signboard for one unit of warehouse is AED 1,000. In case there are more than one warehouses, then the client needs to approach the Operations Department as they will be the one to review and advise accordingly.
26. Any modification to the warehouse facility requires an approval from the Engineering department. All costs are to be absorbed by the client.
27. PO Box is valid for one year from the registration date. Hence, it should be renewed within the expiration date period. (to be checked with Mazed)
28. Prices mentioned in the Client Confirmation Letter are exclusive of VAT. VAT shall be mentioned in a separate line item and in all cases, it must be solely born and paid by the client
29. client shall be solely liable to comply with all applicable Federal and Local laws including but not limited to: tax and anti-money laundering, countering terrorist financing and sanctions laws and regulations.
30. client shall advise us of any change to a Shareholder/Director/Manager or UBO of the company, as applicable, immediately upon such change along with appropriate identity documents.
31. For the inclusive IT Services package:
- RAKEZ will provide telecoms service to the subscriber at the RAKEZ Business Park in Ras Al Khaimah or at any other location provided by RAKEZ or its authorised contractor(s).
 - Telecoms services for normal provisioning shall be delivered within two (2) to seven (7) working days, depending on the facility availed, cut-off times, completion of necessary approvals from other concerned departments and variations in the volume of work involved.
 - Requested information regarding the usage of service (i.e. calls listing, bandwidth utilization, etc.) can be provided upon payment of existing costs for such statements.

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- Should customer change to a facility where the inclusive IT services are not applicable or can be provisioned, excess payment for the remaining months will be credited to the customer's Wallet and can be utilized in other services.
- All IT services beyond the basic package can be provisioned as a service add-on and upon additional costs. Minimum of six (6) months commitment is applicable for the add-ons.
- All other statements/clauses on the acceptable usage of the IT services are covered in the comprehensive IT **Telecoms Terms and Conditions**, which is posted in our official communications channels, and is completely bound to this CCL.

I /We fully understand that RAKEZ reserves the right to take any action as may be deemed proper if I/we fail to comply with any of the above-mentioned requirements.

By signing below, I hereby certify that I am the authorised person to act on behalf of the above mentioned entity and/or individual. I agree and confirm to the details mentioned in this letter & Authority's Policies, Rules & Regulations.

Furthermore, I acknowledge and agree that:

- a) Once the company is registered, my/our Company shall be under obligation to maintain Financial Statement audited by one of RAKEZ approved Auditor, within six months from the end of each financial year.

Note: Appointment of Auditor from RAKEZ list does not apply to Auditors appointed to audit RAKEZ registered branches provided such branch has a group auditor.

- b) It is my responsibility to check the Authority's website regularly for any amendments and update.

Click [here](#) for Terms and Conditions for the access and use of RAKEZ Portal 360 and e-Wallet

Click [here](#) for UBO Details

Click [here](#) to have more details about renewal, amendments, or deregistration.

Name: ADINO NAMCHU

Contact Number: 00919379439638

Email Address: adinonamchu@gmail.com

Signature:

FOR OFFICIAL USE

Date:

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