



FAQs ESTABLISHMENT CARD

Q. What is an establishment card and what is its use?

The establishment card is considered as the identity of your company. Therefore, when a company applies for services from government authorities such as Immigration, Etisalat, Du, etc., a copy of the establishment card is required.

The establishment card is issued by the General Directorate of Residency and Foreigners Affairs -RAK Immigration. The card contains the below information:

- Immigration File Number (each company has a unique number in the Immigration system)
- Company Name (Arabic and English)
- Activity
- Card Issuance Date
- Card Expiry Date
- Authorised Signatory List (RAKIA Management)

Q. What is the process and fees involved to get an establishment card?

The process of issuing an establishment card is done by the Government Services Department automatically after the issuance of the trade licence. The charges for the establishment card application is included in the package paid during the company registration.

Q. What is the process and fees involved to renew the establishment card?

The process of the establishment card renewal is done by the Government Services Department automatically after renewing the trade licence. The charges for the establishment card renewal is included in the invoice provided by the Registration and Licencing Department at the time of renewing the trade licence.

If the trade license is renewed after its expiry date, the concerned company will be fined AED 1,100 for late renewal. In addition to the AED 1,100, an extra AED 100 will be added for each month of not renewing the trade license (AED 100 per month). Failure to renew the license and establishment card will result in blocking the company's immigration file in the immigration system.

Q. I am renewing my trade licence yearly on time, why am I requested to pay fines?

A considerable number of Immigration rules have been changed in 2014, which includes the mandatory yearly renewal of the establishment card. Unfortunately, the changes have been implemented on short notice without providing companies with a grace period. Companies falling in below categories are required to pay a certain penalty:

- Establishment cards which were not renewed in 2013 to 2014 because the company did not apply for visa services.
- Establishment cards which its expiry date doesn't match the expiry date of the trade license (RAK Immigration while renewing any card now, are ensuring that both dates are similar).

Q. I applied for licence amendment; will my establishment card also be amended?

When the trade licence amendment process is completed, the company must approach the Government Services Department to apply for the establishment card amendment.

Q. How can I cancel the establishment card?

The establishment card cancellation application can only be processed if the following conditions are fulfilled:

- All the visas under the company have already been cancelled
- RAKIA has received proofs that the company does not have any employees under its sponsorship (exit confirmation or copy of new visa with status change)
- The company has been officially deregistered

When applying for establishment card cancellation and it turned out to be already expired, the company will be penalised with an amount of AED 1,100, in addition to the cancellation charges.



Q. I have a valid trade licence but do not have an establishment card. How to opt for one?

Some companies do not have an Immigration file even if they have a valide trade licences. To opt for an establishment card, please approach the Government Services Department.

Q. How can I know the status of my establishment card?

You can follow up in regards to the the status of your establishment card by approaching Government Services Department. For establishment card related enquiries, please contact visa@rakia.ae.