



## VIOLATIONS CODE

	NO	Description	RAKIA		
			Violation 1	Violation 2	Violation 3
Engineering	1	Use of uncertified Lifting/Pressure/Fire Detection/Protection equipment.	Immediate Suspension of equipment's operation	AED 5,000 + Locking down the equipment	NA
	2	Unsafe wiring and cabling for equipment, machines and/or electrical devices	1st penalty: AED 1,000	2nd penalty: AED 3,000	3rd penalty: AED 10,000
	3	Unauthorized/ unsafe storage of restricted/ banned or dangerous goods/chemicals/waste or committing any act (waste dumping, emission discharging, etc...) causing or having the potential to cause environmental contamination of soil/air/water or disturb the neighborhood.	1st penalty: AED 5,000 with 15 days as a deadline	2nd penalty: AED 10,000 with 15 days as a deadline	3rd penalty: AED 25,000/ month & suspension of services
	4	Smoking within the facilities.	1st penalty: AED 500	2nd penalty: AED 1,000	3rd penalty: AED 5,000
	5	Blocking/misusing the firefighting systems and/or electrical distribution board.	1st penalty: AED 1,000	2nd penalty: AED 3,000	3rd penalty: AED 10,000
	6	Performing or executing construction or modification works without the authority's approval.	1st penalty: AED 3,000	2nd penalty: AED 5,000	3rd penalty: AED 10,000
	7	Operating Industrial or commercial activities without a valid internal safety certificate.	1st penalty: AED 1,000	2nd penalty: AED 3,000	3rd penalty: Suspension of services
	8	Operating restricted activities without Approval/ NOC from the relative Government Authority (e.g. MOI, MOH, MOEW, EPDA, RAK Civil Defense, RAK Municipality, etc.).	1st penalty: AED 1,000	2nd penalty: AED 5,000	3rd penalty: Suspension of services
	9	Labor working without appropriate personal protective equipment (PPE) that might leads to Occupational Health & Safety issues.	1st penalty: AED 500	2nd penalty: AED 1,000	3rd penalty: AED 3,000
	10	Unauthorized use of land/ facility.	Suspension of services	AED 10,000 Monthly until all equipments are removed	NA
	11	Unauthorized use of any temporary structure (containers, porta-cabins, tent etc...) in/out of a client's premises.	1st penalty: AED 3,000	2nd penalty: AED 5,000 + Suspension of temporary structure's operation	NA
	12	Serious violation of RAKIA regulation & requirements or committing unsafe operation / action that can causing or having the potential to cause fatal incident or serious injuries, severe fire hazards or have sever affection on the facility structure.	1st penalty: AED 5,000	2nd penalty: AED 20,000	3rd penalty: Suspension of services
Note: In case of any violation of RAKIA EHS Policies, Rules & Regulations, the authority has the right to take any proper action against violators as per EHS Rules & Regulations.					



## VIOLATIONS CODE

Park Operations	13	<b>Violating accommodation rules</b> 1- Cooking inside premises 2- Storing cooking items or materials inside rooms 3- Extra tenants per rented room 4- Damaging assets 5- No ID issued for tenant 6- Prohibited material: knives, hummers, Alcohol (storing, handling, drinking)	1- AED 1,000 2- AED 500 3- AED 2,000 4- Actual fixing cost + Admin cost (250 AED to 500 AED) 5- AED 200 6- AED 1,000	1-AED 3,000 2- AED 1,500 3- AED 3,000 4- NA 5- AED 500 6- AED 3,000	1- NA 2- AED 3,000 3- AED 4,000 4- NA 5- AED 1,000 6- AED 5,000
	14	<b>Violating Housekeeping rules</b> 1- Poor hygienic standard (indoor/outdoor) 2- disposing wastes at Inappropriate places (indoor/outdoor) 3- Misusing municipality bins	1- AED 250 2- AED 500 3- AED 1,000	1- AED 500 2- AED 1,500 3- AED 2,000	1- AED 1,000 2- AED 2,000 3- AED 3,000
	15	<b>Violating traffic and parking rules</b> 1- High speed driving 2- Wrong parking/long parking 3- Wrong driving direction 4- Cars with no plates	1- AED 200 2- AED 200 3- AED 200 4- AED 200	1- AED 400 2- AED 300 3- AED 300 4- AED 500	1- AED 1,000 2- AED 1,000 3- AED 400 4- AED 1,000
	16	<b>Violating building/premises rules</b> 1- Changing keys with no permission 2- Wrong storage or over stocking material 3- Sticking/distributing ads posters with no permission 4- Wrong/old/no signage 5- Misusing the premises or damage assets	1- AED 1,000 2- AED 1,000 3- AED 250 4- Actual fixing cost (500 AED to 1000 AED) + Admin cost (100 AED to 500 AED). 5- Actual fixing cost + Admin cost (500 AED to 1000 AED).	1- AED 2,000 2- AED 2,000 3- AED 500 4- NA 5- NA	1- AED 5,000 2- AED 3,000 3- AED 1,000 4- NA 5- NA
	17	<b>Violating Security Rules</b> 1- Entry pass violations 2- Cutting fence, damaging security assets 3- Installing Cameras, gate, hiring security guard without pre-approval 4- Causing troubles, fights, misbehavior and strike 5- Disrespect/unfollow security rules as instructed by security guards 6- Drinking, handling, selling, storing alcohol or any prohibited materials.	1- AED 500 2- Actual fixing cost (3000 AED to 5000 AED) + Admin cost (500 AED to 1000 AED) 3- AED 1,000 4- AED 2,000 5- AED 500 6- AED 1,000	1- AED 1,000 2- NA 3- AED 2,000 4- AED 2,500 5- AED 1,000 6- AED 1,500	1- AED 1,500 2- NA 3- AED 3,000 4- AED 4,000 5- AED 2,000 6- AED 3,000
18	Activities violate UAE Anti Money Laundering Laws	Immediate termination	NA	NA	
	Activities violate UAE Ministry of Finance and Central Bank of UAE -	AED 25,000/- each activity on Monthly Basis.	Suspending all Services & Official License Block.	RAKIA reserve the right to take further actions (if required) including termination of License and closure of the operations if the unauthorised activities are categorised under high risk as per UAE Laws, Rules and Regulations	
	Activities violate Environment Protection and Development Authority (EPDA) in Ras Al Khaimah	AED 10,000/- each activity on Monthly Basis.			
	Activities violate UAE Governmental & Federal Authorities	AED 5,000/- each activity on Monthly Basis.			



## VIOLATIONS CODE

		Violations	Penalties	Consequences	
Licensing		Activities violate Economic Departments & Customs Authorities	AED 2,500/- each activity on Monthly Basis.		
	19	Operating without getting necessary approvals or permissions from Federal or Local authorities.	Official Notice to comply and rectify within specific period, maximum duration is 10 days from the Notification Date.	Financial Fines applies, which is equal to AED 2,500/- each activity on monthly basis.	Suspending all Services & Official License Block.
	20	Intentionally submitting forged, false, or misleading documents/ details to obtain a license	Right to cancel the license	NA	NA
	21	Delay in completing the Registration or Licensing Procedure	Holding releasing the Registration & Licensing Set / Welcome Pack until complying with the all relevant procedure.	Right to decline the registration/ license submittal	NA
	22	Delay in completing the De-registration Procedure	Absconding the company/owners/partners on the 30 day from License Expiry Date. Penalty Value 1,500/- Per Month for maximum of 6 Months	Striking Off the Company (Registration Records and all issued Licenses) after completing 6 month from license expiry date . In addition, Suspension of all services.	NA
	23	Failure to renew license within maximum 6 months from License Expiry Date	Absconding the company/owners/partners on the 30 day from License Expiry Date. Penalty Value 1,500/- Per Month for maximum of 6 Months	Striking Off the Company (Registration Records and all issued Licenses) after completing 6 month from license expiry date . In addition, Suspension of all services.	NA
	24	A company carrying out activities other than those appearing on its Licence without Official Approval	Written Notice with 1 week to rectify	Penalty AED 2,500/- each activity on monthly basis for maximum of 3 months	Suspending all Services.
	25	Change of shareholders without notifying the Authority	Immediate Financial Fines applies, which is equal to AED 2,500/-	Suspending all Services.	License cancellation
	26	Change of manager without notifying the Authority	Immediate Financial Fines applies, which is equal to AED 2,500/-	Suspending all Services.	License cancellation
	27	Change of business activity without notifying the Authority	Immediate Financial Fines applies, which is equal to AED 2,500/-	Suspending all Services.	License cancellation
	28	Failure to submit the audited financial statements/reports after completing company's financial year.	Hold releasing the renewed license(s). In addition, Financial Fines applies, which is equal to AED 2500/- with a deadline of 3 months	Suspending all Services	NA
	29	Not responding to RAKIA Official Notifications or Failure to respond on Free Zone Authority Requests related to any types of licence amendments within 30 days from Notice/Request Date.	Immediate Financial Fines applies, which is equal to AED 2,500/- with a deadline of 30 days	Suspending all Services for maximum of 30 days	License cancellation



## VIOLATIONS CODE

Leasing	30	Sub leasing the premises without authorization	Warning Notification to be rectified within 5 working days	Penalty of AED 10,000 & suspending all services	Termination of lease and license
	31	Usage of facility without valid lease agreement and license	Penalty of AED 10,000 and immediate renewal	Termination of lease and license	NA
	32	Illegal use of office space	Warning Notification to be rectified in 5 working days	Penalty of AED 10,000	Termination of lease and license
Government Services	33	Licenseses illegally utilizing the services of employees from other companies	AED 5,000 per Employee	Suspension for all services for 1 month + AED 10,000 per Employee	NA
	34	If a licensee allows sponsored employee to work outside the zone or in another company in the Zone	AED 5,000 per Employee	Suspension for all services for 1 month + AED 10,000 per Employee	NA
	35	Licensee who fails to notify the Authority about absconding (missing) employees within 14 days	Warning	AED 5,000 per Employee	NA
	36	Cancellation of absconding application	AED 500 per application	N/A	NA
	37	Labor working continuously without break or prohibited hours during summer or Ramadan	Activity Block for 5 days	AED 1,500/ day per employee	NA
	38	Any misuse of employment visa other than the actual purpose of the visa	AED 10,000 per Employee	Visa cancellation	NA
	39	Failure to submit visa stamping request after 60 days but less than 90 days from the date of utilized entry permit or status change.	AED 500 per Employee + any penalties imposed by immigration	Visa cancellation	NA
	40	Failure to submit visa stamping request after 90 days from the date of utilized entry permit or status change.	AED 1,500 per Employee + any penalties imposed by immigration	Visa cancellation	NA
	41	If employment visa holder exceed their stay without renewing the resident visa over 60 days	AED 1,500 per Employee + any penalties imposed by immigration	Visa cancellation	NA
	42	If cancelled employment visa holder exceed their stay for a period over 15 days from the expiry of grace period	AED 1,500 per Employee + any penalties imposed by immigration	Absconding	NA
	43	If visit visa holders exceed their stay in the UAE for a period over 15 days of visa expiry date	AED 1,500 per Employee + any penalties imposed by immigration	Absconding	NA
	44	"Payment of salaries" failure	Suspension for all services till issue is resolved	N/A	NA
45	Labor Stike	Suspension for all services till issue is resolved	AED 10,000	NA	



## VIOLATIONS CODE

Accounts	46	Licensee issues a bounced cheque to Authority	Penalty AED: 500 + Notifying the client of the bounced cheque with 7 days deadline.	sending the file to Compliance for legal actions if no settlement agreement reached	NA
	47	Non Payment of IT service charges	Block of Customer ID in system	Suspension of all services	NA
	48	Non – payment of fees or outstanding (such as water & utilities)	suspension of all services for maximum of 30 days	Penalty of 2,500 AED and block of all services for maximum of 30 days	Penalty of 5,000 AED and right to revoke license & lease
	49	Deferred payment of lease outside of credit policy	9% interest shall be applied	NA	NA
	50	Late in lease and license payments	50 AED/day for maximum of 6 months	Strike off the company	NA