



**Government of Ras Al Khaimah**  
**RAK Investment Authority**

RAK INVESTMENT AUTHORITY  
**CARD ISSUANCE CHECKLIST**



# CARD ISSUANCE CHECKLIST

## REQUIRED DOCUMENTS

1. Duly completed and signed application form by authorised signatory with company stamp
2. Passport copy of the applicant (passport must be valid for at least 6 months)
3. Two recent passport size colour photographs with white background
4. Copy of trade licence valid for a minimum of one month
5. In case of card renewal/amendment/cancellation, expired card needs to be submitted.

REQUIRED FEES (AED)	NEW	RENEWAL	REPLACEMENT	CANCELLATION
1. PRO Card	300	300	100	-
2. RAKIA Card	-	-	300	-
3. Establishment Card	1,000	750	100	220
4. Health Card	700	700	-	-

\*AED 100 will be added in case of an urgent request

APPROXIMATE TIME FRAME (WORKING DAYS)	NORMAL	URGENT
1. PRO Card	4	2
2. RAKIA Card	4	2
3. Establishment Card	4	2
4. Health Card	4	2

## HOW TO APPLY FOR VISA RENEWAL

- 1** Fill out the online application form at [www.rakia.ae/e-services](http://www.rakia.ae/e-services) and print the form.
- 2** Submit the application to RAKIA's Government Services Department along with the required documents and payment.
- 3** RAKIA's Government Services Department will issue the card and will contact the client for card collection.

## GENERAL NOTES

- In order to apply for any service from the Government Services Department, the company's trade licence should be valid for at least 30 days.
- A pre-approval from the Immigration may be required in order to open/amend the Establishment card of the company.