



17th February 2008

Sub: Branch Company Letterheads

Dear Business Partner,

Herewith we take the opportunity to highlight to you the importance of following certain requirements pertaining to Company Letterheads.

Regulation 92 of the TECOM Private Company Regulations requires the following:

"92.1 Every branch shall have the following particulars on all letters sent from a place of business in the zone in connection with its business:-

- 92.1.1 its full name as appears on the licence obtained from the authority to operate in the zone; and
- 92.1.2 the place of incorporation of its parent overseas company; and
- 92.1.3 the principal place and address in the zone from which the branch engages in or carries on any trade or business in the zone.."

The full text of Regulation 92 is set out in the TECOM Private Companies Regulations 2003 and can also be viewed on our website http://www.tecom.ae/law/law_4.htm .

Please ensure that your Letterheads reflect the above requirements by 15th April 2008 latest.

Sincerely,
Dubai Technology and Media Free Zone Authority