

Date: 14<sup>th</sup> May 2007

Dear Business Partner,

We are certain that you are all aware of the following rules and regulations set for operating business from the Dubai Technology and Media Free Zone:

- Dubai Technology and Media Free Zone Private Companies Regulations
- Dubai Technology and Media Free Zone Licensing Regulations.
- Dubai Technology and Media Free Zone Employment Regulations.
- Decision No. 1 of 2006 concerning Licensing Categories.
- Decision No. 2 of 2006 concerning Licensing Hotels & Leisure services.

Nevertheless, herewith we take the opportunity to highlight a few of these regulations pertaining to Government Services Operations (GSO) and Registration & Licensing (R&L) affairs. All Licensees are required to abide with these regulations to avoid freezing of GSO services and/or imposing of fines.

**R&L:**

- i. For a company to operate from the zone, it is mandatory that they hold a license issued by the Authority.
- ii. Licensees to have valid license at all times.
- iii. Licensees shall not carry on (or purport to carry on) any business in the zone except under and in accordance with the terms of a license granted pursuant to regulations set forth by the Authority.

**GSO:**

- a. Where an employee is sponsored by the Authority, he shall only work from the zone.
- b. Any employee sponsored by the Authority shall only work for the licensee who has employed him/her pursuant to the terms and conditions of the employee sponsorship agreement.
- c. The residence permit to be stamped within fifty days from the date of employee's arrival in the UAE.
- d. Licensees to ensure that their employees hold valid residence permit at all times.
- e. Renewal of residence visas should be submitted two weeks prior to the expiry date of the visa.
- f. All employee shall carry and display at all times an appropriate identity card issued by the authority ("ID Card")
- g. Subject to prior written approval of the Authority's GSO department, licensees may employ non-sponsored employees in the zone, either temporarily or permanently.
- h. Licensees to ensure that the non-sponsored employee viz. female employees sponsored by their father or husband, holds a valid non-sponsored ID card issued by the Authority at all times; so that the employee may freely enter and leave the zone. This ID is issued by the Authority at a nominal fee of AED 510/-.
- i. Where the non-sponsored employee is to be employed by a licensee temporarily, the licensee must apply to the Authority's GSO department for prior approval to obtain a temporary access pass.

- j. Where an employee ceases to work for a licensee or a licensee does not know the whereabouts of an employee and the licensee is unable to make contact with an employee despite reasonable efforts on the part of the licensee, it is the responsibility of the licensee to inform the Authority and return to the Authority within 14 days, all relevant documents for cancellation of the residence visa or Absconder declaration.
- k. It is the responsibility of licensee to ensure that cancelled employee exited UAE or transferred to a new sponsor, an Exit papers or new residency must be submitted to GSO within 7 days to remove the employee from the licensee employees' record.
- l. Visit visas are issued for business purpose only and it strictly prohibits from taking employment in the zone or outside anywhere in the UAE.
- m. Visit visa holders must exit UAE within 60 days from the date of arrival. However, extended visit visa holders can stay for additional 30 days from the date of issue of the extended visa.

Any Violation will lead to imposition of financial penalties including suspension of license as deemed appropriate by the Authority.

For comprehensive information on the rules and regulations set by Dubai Technology and Media Free Zone Authority, please visit our website link <http://www.tecom.ae/law/index.htm>.

For up-to-date information on the GSO tariffs, please visit [http://www.dic-communityguide.com/dic/government\\_services/services\\_and\\_pricing/](http://www.dic-communityguide.com/dic/government_services/services_and_pricing/)

For any relevant queries, you may e-mail us on [r&lenquiry@tecom.ae](mailto:r&lenquiry@tecom.ae) or [gsoenquiry@tecom.ae](mailto:gsoenquiry@tecom.ae)

Regards,

**Dubai Technology and Media Free Zone Authority**