CIRCULAR 256: DUBAI CREATIVE CLUSTERS PRIVATE COMPANIES REGULATIONS 2016 REQUIREMENT FOR COMPANY DOCUMENTATION

Date: September 10, 2017

Dear Customer,

In line with Dubai Creative Clusters Private Companies Regulations 2016 (the "**PCR**"), we would like to highlight that businesses in Dubai Creative Clusters are required to display their company name and registered office across a range of business-related documentation, including the company letterhead.

The specific requirement is as follows:

- **For Free Zone Limited Liability Companies (FZLLCs):**

  "Every company shall have its name and registered office mentioned in legible characters in all business letters of the company and in all notices and other official publications of the company, and in all bills of exchange, promissory notes, endorsements, cheques and orders for money or goods purporting to be signed by or on behalf of the company, and in all invoices, receipts and letters of credit of the company". (Regulation 53, PCR)

- **For Branch Offices of companies incorporated outside of Dubai Creative Clusters:**

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

  - Its full name as appears on the licence obtained from the Registrar to operate in the zone; and
  - The registered office and place of incorporation of its parent overseas company; and
  - The principal place and address in the zone from which the branch engages in or carries on any trade or business in the zone." (Regulation 96, PCR)

To view and download the full PCR, please click here.

If you have any queries or wish to give feedback, please contact DCCA Customer Care on tel: 800-4-DCCA (3222) or via email: info@dcca.gov.ae.

Yours sincerely,
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