

# CIRCULAR NO. 10 DATED 14 NOVEMBER 2019

## RULES AND REGULATIONS REGARDING EMPLOYEE AFFAIRS - WAGE PROTECTION SYSTEM (WPS) for licensee's of Dubai World Trade Centre Authority Free Zone

This circular relates to the Dubai World Trade Centre Authority ("DWTC") Free Zone Rules and Company Regulations dated 1 October 2015 issued pursuant to Law No. 9 of 2015.

With effect from the date of this circular and pursuant to Rule 4.6 of the DWTC Free Zone Rules and Regulation 134 of the DWTC Company Regulations, it is decided that the following will apply:

### ARTICLE (1) REGULATION 11.6 OF THE DWTC FREE ZONE RULES AND REGULATIONS SHALL BE AMENDED AS FOLLOWS:

The licensee is waived from registering in the WPS. However, a licensee is required to keep satisfactory evidence of payment of salaries to its employees including

certified copies of certificates of payment. A licensee must within five (5) days of the Authority's request provide such certified copies of the certificate of payment for inspection. In the event the licensee fails to provide such certified copies of certificates of payment of employees' salaries in accordance with the regulations, the licensee will be liable to pay penalties in accordance with the tariff.

With effect from the date of this circular and pursuant to Rule 4.6 of the DWTC Free Zone Rules and Regulations, it is decided that the following will apply:

### ARTICLE (2) SECTION H VIOLATIONS UNDER REGULATIONS 20 "TARIFFS" OF THE DWTC FREE ZONE RULES AND REGULATIONS SHALL BE REPLACED WITH THE BELOW TABLE:

| NO. | VIOLATIONS   | AED             |
|-----|--|-----------------|
| 1   | Failure to renew license   | 5,000 per month |
| 2   | Undertaking activities not on license or business operating permit | 50,000.00       |
| 3   | Storing goods in facilities (offices)                              | 5,000.00        |
| 4   | Illegal sale of banned substance                                   | 10,000.00       |
| 5   | Illegal sale of pirated cds or other counterfeit goods             | 10,000.00       |
| 6   | Smoking at corridors   | 1,000.00        |
| 7   | Trading in fake goods  | 100,000.00      |

| NO. | VIOLATIONS  | AED       |
|-----|---|-----------|
| 8   | Sponsored employee involved in other jobs                       | 10,000.00 |
| 9   | Stopping inspector from Inspection                              | 5,000.00  |
| 10  | Illegal use of offices  | 10,000.00 |
| 11  | Failure to submit certificate of payment of employees' salaries | 1,000.00  |

#### ARTICLE (2) EFFECTIVE DATE

This circular is effective from 14-Nov-2019

Terms defined in the DWTCA Free Zone Rules & Company Regulations shall have the same meaning in this circular.

Rule 19 of Dubai World Trade Centre Authority Rules and Regulations shall apply to this circular as if set out in full herein.

For further clarification, please contact the Dubai World Trade Centre Authority Free Zone Department at:  
[info@dwtauthority.com](mailto:info@dwtauthority.com)

For and on behalf of the Authority

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