

WESTLAW GULF USER GUIDE

JULY 2011

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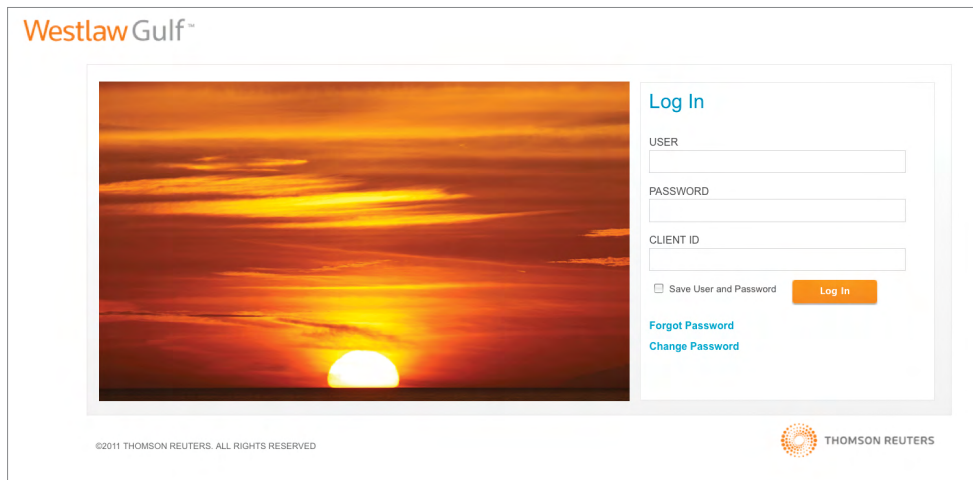
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GETTING STARTED

LOGGING IN

Go to **www.westlawgulf.com** and click the **Log in** button

- Enter your Username and Password
- You can also enter a Client ID (optional), this can be any characters of your choice to identify and track the research you are doing for a particular client or project



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GETTING STARTED

THE HOMEPAGE

Search across legislation, cases, books, journal articles and current awareness.

Click the Westlaw Gulf icon at any time to return to the Homepage.

Static toolbar contains links to useful features and tools.

Tabs to access content search pages.

Search across all or selected content by free text, title or citation.

The screenshot shows the Westlaw Gulf homepage. At the top, there is a navigation bar with the Westlaw Gulf logo and a static toolbar with links: Welcome, My Folders, Alerts, Trail, Change Client ID, Preferences, Help, and Log Off. Below the toolbar is a row of tabs: Home, Legislation, Cases, Books, Journals, Current Awareness, and News. The main content area is titled 'Search Home' and contains a search form. The form has a 'Free Text' input field, a 'Content type' section with checkboxes for Legislation, Cases, Books, Journals, and Current Awareness, and a 'Terms in Context' section. At the bottom of the form are 'Search' and 'Clear Fields' buttons. The footer contains links to Contact us, About Westlaw Gulf, and Privacy Policy, along with the Thomson Reuters logo and copyright notice.

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SEARCHING

Search across all or selected material types by using free text terms, the title, or citation of a document.

- Type your term(s) or phrase(s) into the search field with or without connectors
- Select whether you want to search every word in each document (free text) or just the title or citation
- Select the content you wish to search
- Choose whether to display **Terms in Context** with your results list
- Click **Search**

TERMS IN CONTEXT

Terms in Context enables you to see at a glance how your search terms are used in the context of each result document – assisting you in pinpointing relevant results without having to click to view each document.

CONNECTORS YOU CAN USE ON WESTLAW GULF

SYMBOL	RETRIEVES
AND/& or no connector entered	Will retrieve documents where all of your terms appear
OR	Will retrieve documents where any of your terms appear
""	Will search for an exact phrase, e.g. "disability discrimination"
/s	Will search for terms in the same sentence, e.g. patent /s infringement
/p	Will search for terms in the same paragraph
/n	Will search for terms within n words of each other, e.g. company /n filing
!	Will search for any ending of a word, e.g. invest! will search for invest, invests, invested, investing, and investment
% (BUT NOT)	Will search for one term but not another, e.g. tax % VAT

SEARCH METHODS

Every search box supports terms and connectors functionality. This means that each term you enter is treated as a separate word. If you enter words using no connectors, Westlaw Gulf will automatically connect the words using an 'AND' connector and will retrieve all documents in which all of your terms appear.

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INTERPRETING YOUR RESULTS

RESULTS SCREEN

You can enter additional terms or phrases to refine your results.

You can filter the results shown to ensure that only results specific to your area of interest are displayed.

Icons above your results enable you to print, email or download your results and also set up alerts.

The screenshot displays the Westlaw Gulf interface. At the top, there's a navigation bar with tabs: Home, Legislation, Cases, Books, Journals, Current Awareness, and News. Below this, a search bar contains the query 'Free Text (limitation...'. To the left of the results, there's a 'Filter by' section with a dropdown menu showing 'Content Types(176)' and a 'Go' button. The main results area is titled 'Legislation' and lists two results. The first result is 'Federal Master Index [1980 - 1989]' with details: '1985', 'Issue 151 (30 May 1985)', 'Circulars', 'Subject: Federal', 'Jurisdiction:', 'Citation: Circular concerning the limitation and determination of all cases of applying for exemption from the amounts due from the employees and staff, to be submitted to the Cabinet at one time, within a period of six months.', and 'Hit terms in context: ... Circular concerning the limitation and determination of all cases of applying for exemption from the amounts due from the employees and staff, to be submitted to the Cabinet at one time, within a period of six months...'. The second result is also 'Federal Master Index [1980 - 1989]' with '1985' listed below it. Above the results, there are icons for 'Select to print, save or e-mail', 'Hide Terms in Context', and other actions.

Your results are listed on the right-hand side of the screen within content sets.

Icons immediately indicate the status of the law (whether it is in force, or has been repealed/overruled).

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FILTERING RESULTS

The left-hand side of the results screen enables you to **Filter** your results. Simply click the link to apply the filter, or use the check boxes to apply more than one filter.

When you are viewing a single content type, e.g. 'Legislation', the filtering categories become relevant to legislation.

Click the + sign next to a filter to expand the options

If you have used the check boxes to select more than one filter, click **Go** to apply your selected filters and narrow down your search.

The screenshot shows the Westlaw Gulf search results page. On the left, there is a 'Filter by' section with various categories and counts. A search result is displayed in the center, titled 'Design and Beware - Architect's liability under UAE Law'. An orange overlay box titled 'Edit Search | New Search' is positioned on the right, showing a 'Filter by' section with selected filters: 'Gazette Index or Legislation(2)', 'Status(2)', 'Law(2)', 'Type(2)', 'Jurisdiction(2)' (with 'Abu Dhabi (1)' and 'Jebel Ali Free Zone (1)' selected), and 'Subject(2)'. An orange 'Go' button is at the bottom of the overlay.

Example of filter by Legislation

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DOCUMENT VIEW

The icons in the top right-hand corner enable you to:

- View the document full screen
- Add the document you are viewing to an online folder
- Increase/decrease the size of the font
- Print the document you are viewing/selected documents
- Email the document you are viewing/selected documents
- Download document you are viewing/selected documents

When viewing an Article, Law or Case you can use the links on the left-hand side of the screen to access analytical information and download as a PDF.

The **Analysis** provides a list of, and links to all of the documents (Laws, Cases, Articles and secondary sources) which the document cites, and which have cited the document.

Expand/collapse analysis panel Add to folders Reduce/increase font size

Breadcrumb trail allows you to retrace your steps.

Print Email Download

Simply click the + sign to expand each list.

All related content is hyper-linked for ease of access.

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FINDING LEGISLATION

BASIC SEARCH

Select the **Legislation** tab from the top of the screen.

Find legislation by entering in terms or phrases in the free text search boxes. Alternatively you can add in the law number.

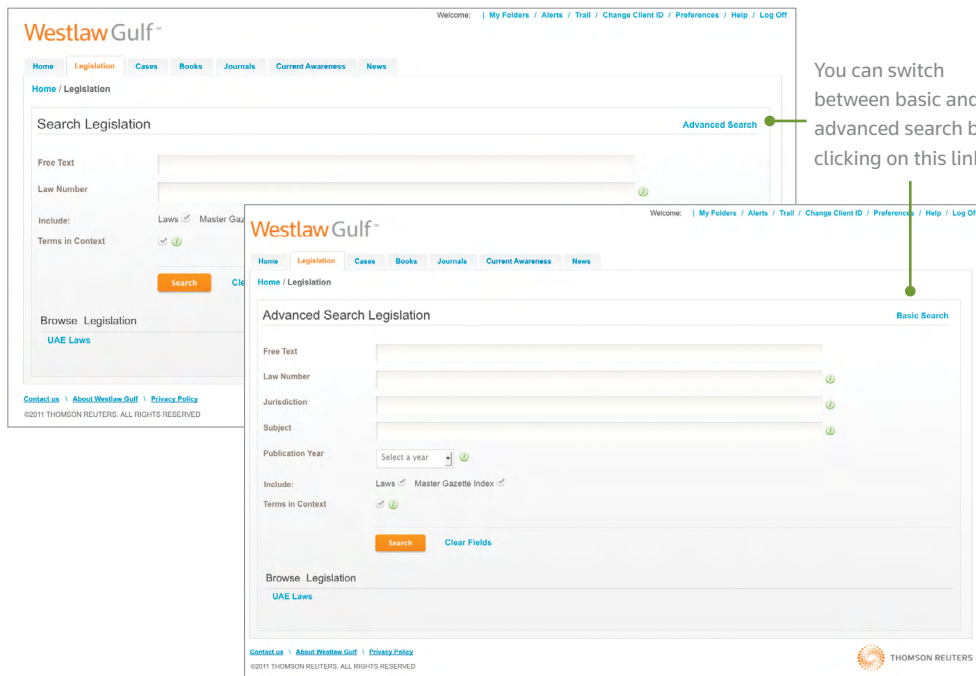
You can choose to restrict your search to just the laws, or the Master Gazette Index.

ADVANCED SEARCH

You can further refine your search by opening the **Advanced Search** screen using the link in the top right-hand corner.

The **Advanced Search** enables you to restrict your search by jurisdiction, subject area and/or select a publication year.

You can combine any of these search options to refine your search further.



You can switch between basic and advanced search by clicking on this link.

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LEGISLATION

BROWSING

Instead of searching, you can choose to browse through legislation.

Click the content links below the free search area to start browsing.

You can then continue browsing by jurisdiction, then subject and date.

Browsing enables you to perform a more targeted search and also suggests search paths, perfect for when you want to know everything about an area but don't know where to start.

For example, if you browse Federal Laws and then Aviation, when you use the free text search boxes, this will search within the subject area 'Aviation' only.

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[Home](#) [Legislation](#) [Cases](#) [Books](#) [Journals](#) [Current Awareness](#) [News](#)

[Home](#) / [Legislation](#) / [UAE Laws](#) / [Federal Laws](#) / [Aviation](#)

Search Aviation [Advanced Search](#)

Free Text

Law Number

Include: ☒ Laws ☒ Master Gazette Index

Terms in Context ☒

[Search](#) [Clear Fields](#)

Browse Aviation

- [General Civil Aviation Authority Amendment \[Fed. Law 20 of 2001\]](#)
- [General Civil Aviation Authority \[Fed. Law 4 of 1996\] AS AMENDED](#)
- [General Civil Aviation Authority Capital Increase \[Fed. Dec 12 of 2001\]](#)
- [Appointing the Director-General of the Civil Aviation Authority \[Min Res 102 of 1997\]](#)
- [General Civil Aviation Authority Fees \[Cab. Dec. 25 of 2008\]](#)
- [Civil Aviation Act \[Fed. Law 20 of 1991\]](#)

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Browse UAE Laws

- [Master Gazette Index of UAE Laws](#)
- [Federal Laws](#)
- [Abu Dhabi Laws](#)
- [Dubai Laws](#)
- [Sharjah Laws](#)
- [Ajman Laws](#)
- [Umm Al Quwain Laws](#)
- [Ras Al Khaimah Laws](#)
- [Fujairah Laws](#)
- [Free Zone Laws](#)

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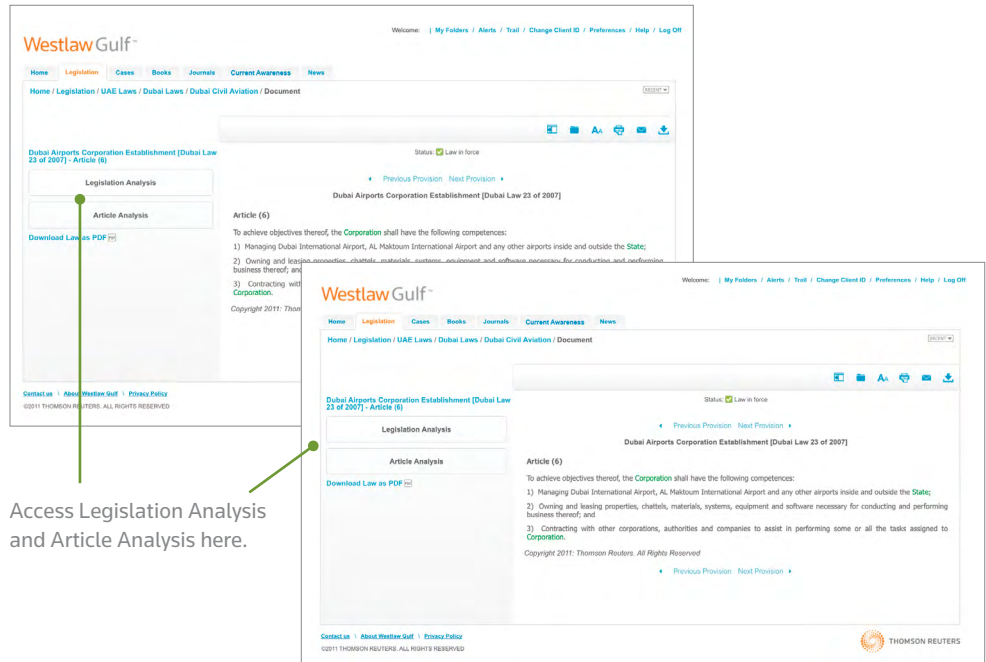
VIEWING LEGISLATION

When viewing a Law, you can use the links to view individual Articles, or use the check boxes to select Articles that you want to email, download or save to folders hosted on Westlaw Gulf.

When viewing an Article, you can use the links on the left-hand side of the screen to access analytical information about the Law or Article and download the Law as a PDF.

References to other Articles/Laws will be shown as [links in blue](#)

[Links in green](#) indicate that this term has been defined by the Law, click to read the definition.



Access Legislation Analysis and Article Analysis here.

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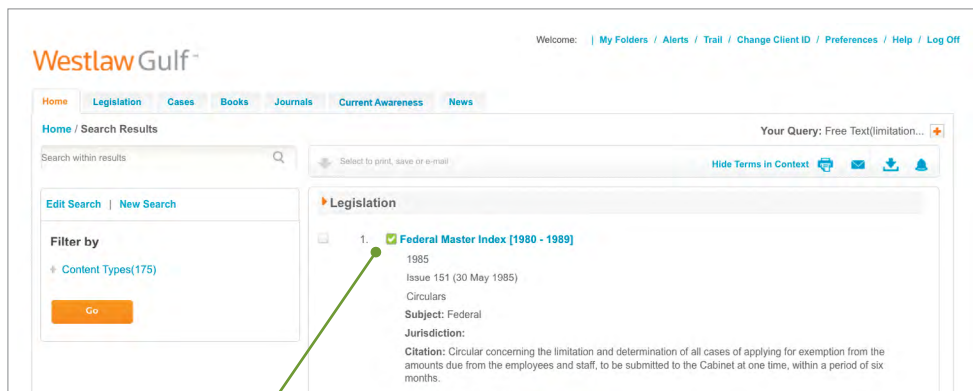
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LEGISLATION

STATUS ICONS

At the top of the Legislation document you will see a **status icon** which tells you whether the Article you are viewing is a “Law in force”, an “Amending law” an “Original law” or a “Repealed law.”

- When a law is first published it has the status of “Law in force”
- If an amending law is published, changing the original law then;
 - The amending law has the status “Amending law” – this remains constant
 - The original or unamended law has its status changed from “Current law” to “Original law”
 - A consolidated law is created with the amendments to the original law implemented and a status of “Law in force”
- When a law is repealed its status is changed to “Repealed”



-  Original (with amendments)
-  Repealed
-  Amending laws
-  Law in force (consolidated)

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LEGISLATION ANALYSIS

The **Legislation Analysis** provides a list of, and links to all of the documents (laws, cases and secondary sources) which have cited or referenced the Law you are viewing.

ARTICLE ANALYSIS

The **Article Analysis** provides links to related documents which have amended, have cited or been cited by the Article you are viewing.

Simply click the + sign to expand each list.

All related content is hyper-linked for ease of access.

Legislation Analysis

— Cited By Legislation

[Court of Cassation Assets AS AMENDED - Article \(1\)](#)

Dubai Law 4 of 1988 - Article (1)

Courts - Legislation

[Court of Cassation Assets AS AMENDED - Article \(28\)](#)

Dubai Law 4 of 1988 - Article (28)

Courts - Legislation

[Court of Cassation Assets Amendment - Article \(3\)](#)

Dubai Law 4 of 1992 - Article (3)

Courts - Legislation

[Court of Cassation Assets Amendment - Article \(2\)](#)

Dubai Law 4 of 1992 - Article (2)

Courts - Legislation

[Court of Cassation Assets Amendment - Article \(2\)](#)

Dubai Law 4 of 1992 - Article (2)

Courts - Legislation

[Court of Cassation Assets Amendment - Law No. \(4\) For the Year 1992 On Amending the Law No. \(4\) For the Year 1988](#)

Dubai Law 4 of 1992 - Law No. (4) For the Year 1992 On Amending the Law No. (4) For the Year 1988

Courts - Legislation

Article Analysis

— Citing

[Activities in Jebel Ali Free Zone - Article 10](#)

Dubai Law 2 of 1986 - Article 10

Jebel Ali Free Zone - Legislation

[Activities in Jebel Ali Free Zone - Article 8](#)

Dubai Law 2 of 1986 - Article 8

Jebel Ali Free Zone - Legislation

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FINDING CASES

SEARCHING

Select the **Cases** tab from the top of the screen.

Find cases by entering in terms or phrases in the free text search box. Alternatively you can add in the case number.

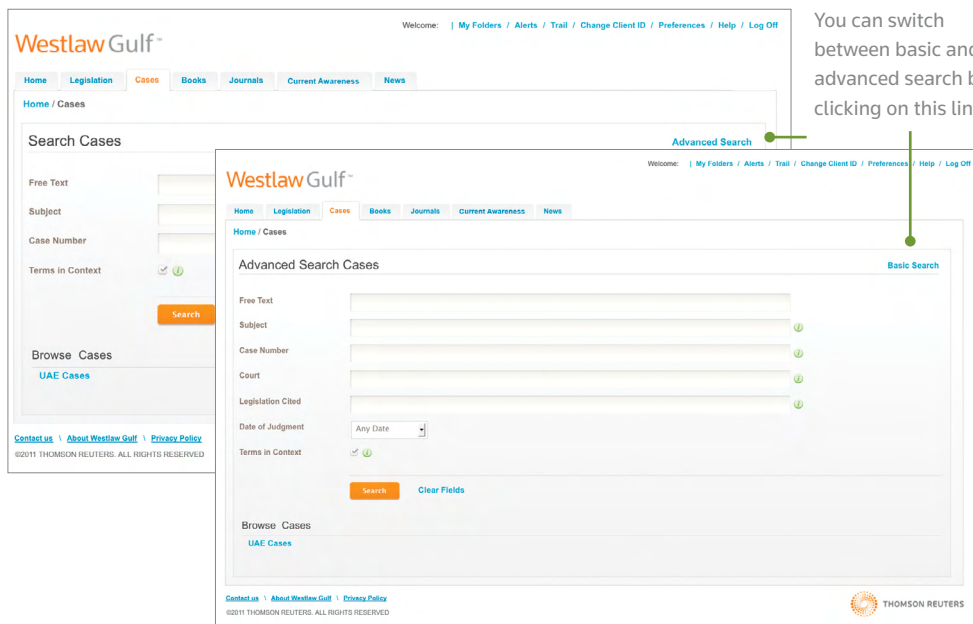
You can also choose to restrict your search to a specific subject area.

Further refine your search by opening the **Advanced Search** screen using the link in the top right-hand corner.

The **Advanced Search** enables you to restrict your search by court, legislation cited and by the date of the judgment.

You can combine any of these search options to refine your search further.

You can switch between basic and advanced search by clicking on this link.



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CASES

BROWSING

Instead of searching, you can choose to browse through cases.

Click the content links below the free text search area to start browsing.

You can then continue browsing by court, then subject or date.

Browsing also enables you to carry out a more targeted search by limiting the amount of content you look through.

For example if you browse the Dubai Court of Cassation and then into the subject area 'Banks' when you use the free text search boxes, you will only be searching cases from that court pertaining to banks.

You can always return to a previous screen by clicking a link on the breadcrumb trail.

Breadcrumb trail

The screenshot shows the Westlaw Gulf website interface. At the top, there is a navigation bar with links: Home, Legislation, Cases, Books, Journals, Current Awareness, and News. Below this, a breadcrumb trail is displayed: Home / Cases / UAE Cases / By Court / DIFC Court of First Instance / By Year / 2007 / Jan / Document. The main content area displays a case document titled "[2006-09] DIFC. C.L.R. 3 FORSYTH PARTNERS GLOBAL DISTRIBUTORS LTD AND OTHERS CFI 5, 6 and 7/2007". The document includes the date "30 January 2007", the judge "Honour Justice Michael Hwang", and a list of keywords: "Insolvency law; preferential debts; choice of governing law; no presumption in favour of most closely connected law or default law; national schemes for preferential debts being dependent on local priorities and social conditions; intention of legislature to introduce DIFC regulations on preferential debt; absence of any scheme for preferential debts during interim period; DIFC Law No.3 of 2004; DIFC Law No.7 of 2004;". The document also includes sections for "Application for directions" and "Framework for determining applicable law". At the bottom of the page, there is a footer with contact information and a copyright notice: "©2011 THOMSON REUTERS. ALL RIGHTS RESERVED".

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VIEWING CASES

When viewing a case, you can use the link on the left-hand side of the screen to access analytical information about this case.

References to Articles/Laws will be shown as [links in blue](#).

The **Case Analysis** provides a list of, and links to, all of the documents (laws, cases and secondary sources) which this case cites, and which have cited this case.

Simply click the + sign to expand each list.

All related content is hyper-linked for ease of access.

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Analysis

Citing

- Companies Unincorporated - COMPANIES LAW DIFC LAW No 3 OF 2006
- DIFC Law 3 of 2006
- UNKNOWN - Legislation
- Application of Civil & Commercial Laws
- DIFC Law 3 of 2006
- DIFC Legislation - Legislation

[2006] DIFC. C.L.R. 1 DUTCH EQUITY PARTNERS LTD v DAMAN REAL ESTATE CAPITAL PARTNERS CFI 1/2006

CFI 1/2006

Honour Justice Michael Hwang 24 July 2007

[2006] DIFC. C.L.R. 1

Keywords

Applicable law: Law on the Application of Civil and Commercial Laws in the DIFC (DIFC Law No. 3 of 2006); application of English law as default rule; company law; shareholders' meetings; irregularities in notice and provision of information; voting procedure; requirement of show of hands; absence of positive affirmative vote needed to pass special resolutions; possibility of regularising irregularities under art.137 of 2006 Companies Law (Law No. 3 of 2006); defect of notice not invalidating meeting in absence of substantial irregularity; exercise of discretion by court to regularise resolutions; locus standi; company as proper plaintiff in action concerned with irregularities in its internal management; rule in Foss v Harbottle; purpose of derivative action; action for wrongs to company where no other remedy available; inapplicable where majority of shareholders ratifies or condoning wrong done or where minority shareholders having ulterior motive; inapplicability of ultra vires doctrine; lack of standing of minority shareholder.

Action for declarations. Application under art.137 of 2006 Companies Law to regularise procedural irregularities.

G, the managing director of DAM, a Bermuda company, invited B to support him in making a bid for land in the DIFC. DAM, acting on behalf of itself and a limited group of investors, was successful in that bid in 2004. It was agreed in principle with G that B and an associate would provide development management for the project, but the project development agreement was never officially signed. The defendant company, REC-AP, was incorporated to act as an investment vehicle to finance the development project. In June 2004, DAM issued a Private Placement Memorandum (PPM) to prospective investors in REC-AP. The PPM referred to a Management Agreement (the Management Agreement) that was to be entered into between REC-AP and DAM. On September 27, 2004, REC-AP was incorporated as a private company limited by shares under DIFC Companies Law No. 2 of 2004 (the 2004 Companies Law). On incorporation, the Articles of Association adopted by REC-AP were in the prescribed statutory form (the Incorporation Articles). At the time of its incorporation, there were only two directors of REC-AP: G and S, both of whom had declared interests in DAM. In October 2004 REC-AP entered into the Management Agreement with DAM, under which DAM was given very wide powers as manager of REC-AP. The Management Agreement was signed by G on behalf of DAM and by S on behalf of REC-AP. On or about December 30, 2004, the claimant acquired a 5 per cent shareholding in REC-AP. B was a director of the claimant. On March 15, 2005, a notice was sent to all shareholders calling for a shareholders' General Meeting (AGM) to be held on April 5, 2005 (the April 5, 2005 meeting). The meeting included a special resolution to adopt new articles of association (the new articles), although the notice did not make that clear. Furthermore, the terms of the new articles was not enclosed with the notice, although REC-AP alleged that a copy of the new articles was included in a file distributed to shareholders at the meeting. Minutes of the meeting stated that the new articles were adopted by a vote on a show of hands, but that was disputed by B who attended the meeting. An amendment to the new articles by written resolution was signed by B on May 3, 2005. After September 2005, when the project development management arrangements between B and his associate and DAM terminated, B began to demonstrate concern about the relationship between DAM and REC-AP. B disputed that the PPM was an adequate summary of the manager's rights, as compared to the actual rights given in the Management Agreement, which gave significantly greater control to the manager. The discrepancy between the PPM and the Management Agreement became part of the wider ranging dispute between B and DAM. As a result, on May 25, 2005, the claimant commenced proceedings against REC-AP to void the Contract declarations (as later amended) to that the Articles of Association of REC-AP were those contained in the signed documents dated September 27, 2004 and which were lodged with the Registry of Companies of the DIFC subject only to the amendment contained in the written resolution signed by B on behalf of the claimant dated May 3, 2005 (the first declaration); and (b) that the purported entry by REC-AP into a Management Agreement with DAM on or about October 9, 2004 was voided (the second declaration). Between the date of commencement of proceedings and trial, REC-AP held a further AGM and an Extraordinary General Meeting (EGM) of its 10 new articles, and the AGM adopted a further set of articles of association (the current articles). The defendant made an

Analysis

Citing

- Civil Procedure AS AMENDED - Article 177
- Fed. Law 11 of 1992 - Article 177
- Civil Transactions and Procedures - Legislation
- Commercial Transactions Law - ARTICLE (2)
- Fed. Law 18 of 1993 - ARTICLE (2)
- Company / Commercial Laws - Legislation

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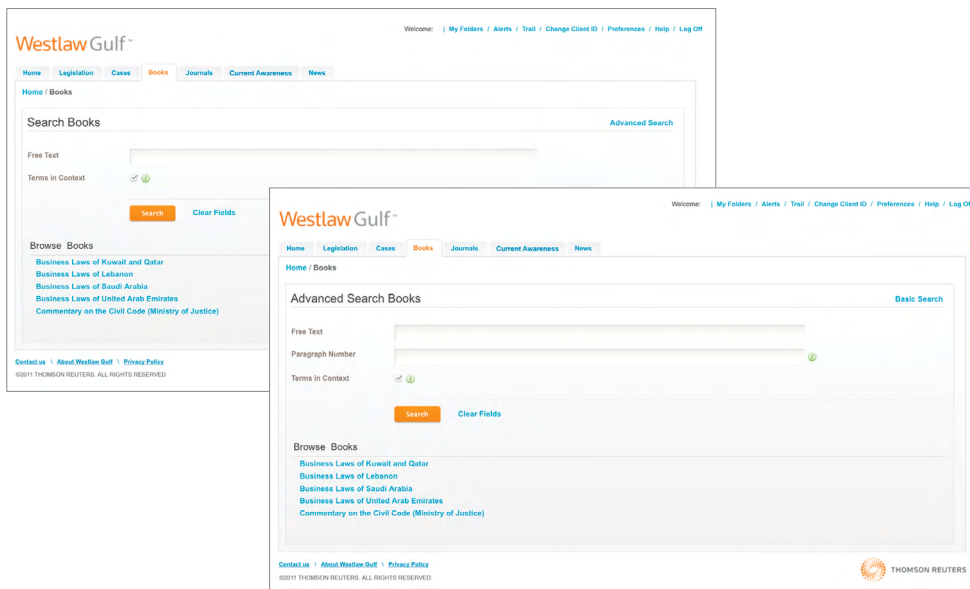
SEARCHING

Select the **Books** tab from the top of the screen.

Find the relevant sections in our books by entering terms or phrases in the free text search box.

You can further refine your search by opening the **Advanced Search** screen using the link in the top right-hand corner.

The **Advanced Search** enables you to specify the exact paragraph of a book you wish to look at.



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BOOKS

BROWSING

Instead of searching, you can choose to browse through our books.

Simply select the book you wish to view from the list below the free text search area to start browsing.

You can then continue browsing via the contents page or the index.

From the contents page you can link directly to specific sections or chapters. Check boxes enable you to select multiple sections to print, email, download or save to folders hosted on Westlaw Gulf.

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[Home](#) / [Books](#) / [Commentary on the Civil Code \(Ministry of Justice\)](#) / [Table of Contents](#) / [Document](#) RECENT ▾

BOOK ONE OBLIGATIONS OR PERSONAL RIGHTS

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 - Part 1 Contracts**
 - ☐ [SECTION 1 GENERAL PROVISIONS](#)
 - ☐ [SECTION 2 THE ELEMENTS, VALIDITY AND EFFECT OF THE CONTRACT, AND OPTIONS](#)
 - ☐ [SECTION 3 THE EFFECTS OF THE CONTRACT](#)
 - ☐ [SECTION 4 THE CONSTRUCTION OF CONTRACTS](#)
 - ☐ [SECTION 5 THE DISSOLUTION \(REVOCATION\) OF A CONTRACT](#)
 - ☐ [Part 2 Unilateral dispositions](#)
 - ☐ [Part 3 Acts causing harm](#)

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Select the **Journals** tab from the top of the screen.

Find relevant articles by entering terms or phrases in the free text search box. Alternatively you can search by the title of the Article and/or the author.

You can further refine your search by opening the **Advanced Search** screen using the link in the top right-hand corner.

The **Advanced Search** enables you to narrow your results, allowing you to search by journal title, case or legislation cited, citation and/or publication date.

You can combine any of these search options to refine your search further.

The screenshot shows the Westlaw Gulf website's 'Advanced Search Journals' page. At the top, there's a navigation bar with tabs: Home, Legislation, Cases, Books, Journals (highlighted), Current Awareness, and News. Below the navigation bar, the breadcrumb 'Home / Journals' is visible. The main heading is 'Advanced Search Journals' with a 'Basic Search' link on the right. The search form includes several input fields: 'Free Text', 'Article Title', 'Author', 'Journal Title', 'Journal Citation', 'Cases Cited', 'Legislation Cited', and 'Publication date' (which has a date picker set to 'Any Date'). Each field has a green circular icon with a downward arrow to its right. There's also a 'Terms in Context' checkbox with a green icon. At the bottom of the form are 'Search' and 'Clear Fields' buttons. Below the search form is a 'Browse Journals' section with a 'Law Update' link.

For more information or guidance call the **Westlaw Gulf** Customer Service Team on **8000 440 338** (UAE Toll free) or **+44 (0) 20 3128 7779** (International) or email **customer.services@westlawgulf.com**.

JOURNALS

BROWSING

Instead of searching, you can choose to browse through our **Journals**.

Simply select the journal you wish to view from the list below the free text search area to start browsing.

You can then continue browsing by year and then by section or issue.

Westlaw Gulf

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Law Update
OCTOBER 1 2010

The Legal Issues Arising from Marketing Through Digital Media in the UAE

Head of Commercial IP & Technology Intellectual Property, ITBy Yvonne Pah, Senior Associate Intellectual Property, IT

Tamimi & Company
Intellectual Property

ing is using digital media such as television, radio, internet, mobile devices and digital signage (indoor and outdoor) activities. Typically, there are usually two scenarios; first digital communications of marketing content to the mass public as a whole and, second, targeted communications to specific individuals to relay marketing content. Examples of digital marketing using online media can target members of the public based on their prior search and website visit history and other means. While members of the public generally consider that they benefit from this targeting, the concern of data collection is on the rise. For the advertiser, other matters such as protection and use of third party rights, compliance with local laws and contractual terms need to be considered.

data protection

of privacy in digital marketing is the use of personal information in marketing activities. A typical example of how this information is used is in the use of personal information in marketing activities. A typical example of how this information is used is in the use of personal information in marketing activities.

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Browse Intellectual Property

- Judicial decision restricting broadcaster's ability to reschedule programming
- The Legal Issues Arising from Marketing Through Digital Media in the UAE
- Oman - Industrial Design Registrations are now available, ... finally
- Incentivising Innovation - Patents - Lubricating the wheels of commerce
- Enforcing IP Rights at Trade Fairs in Dubai
- Libya - Developments in the IP law regime
- Jordan: Downward revision of official trade mark fees
- Reliance on Electronic Signatures and Secure Electronic Signatures under the UAE Law
- Working with Dubai Customs to fight the infringement of IP Rights
- New Plant Varieties Law in the United Arab Emirates
- New Electronic Marketing Consent Regime for the UAE
- Internet Scaremongering

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CURRENT AWARENESS ARTICLES

SEARCHING

Our **Current Awareness** section allows you to search for legal developments and legal news from across the region. You can search for the very latest developments by limiting your search to the last 90 days, or you can search all legal developments in our archive.

Search for news and updates in your area of interest by entering in terms or phrases in the free text search box.

You can also choose to restrict your search to a specific subject area, or further refine your search by carrying out an advanced search.

BROWSING

Instead of searching, you can choose to browse through the latest developments in **Current Awareness**.

You can browse the most recently added articles, by document type and subject area.

The screenshot shows the Westlaw Gulf website's 'Current Awareness' section. At the top, there's a navigation bar with links: Home, Legislation, Cases, Books, Journals, Current Awareness (highlighted), and News. Below this, a breadcrumb trail reads 'Home / Current Awareness'. The main search area is titled 'Search Current Awareness' and includes an 'Advanced Search' link. There are two radio buttons for '90 days' (selected) and 'Archive'. Below these are input fields for 'Free Text' and 'Subject'. A 'Terms in Context' checkbox is also present. At the bottom of the search section are 'Search' and 'Clear Fields' buttons. Below the search section is a 'Browse Current Awareness' section with three links: 'Most Recently Added', 'By Document Type', and 'By Subject'. At the very bottom, there are links for 'Contact us', 'About Westlaw Gulf', and 'Privacy Policy', along with a copyright notice: '©2011 THOMSON REUTERS. ALL RIGHTS RESERVED'. The Thomson Reuters logo is in the bottom right corner.

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MANAGING YOUR RESEARCH

MY FOLDERS

Westlaw Gulf lets you create folders online where you can save your documents as you research.

Click the **My Folders** link at the top of the screen.

Here you can create folders, manage your documents and download results from selected folders.

To create a new folder click the 'New' link from the left-hand side.

You can further organise your research by creating subfolders.

Simply click on the folder you want to rename or create a subfolder in, and click 'New' or 'Rename'.

When viewing the contents of a folder, tick boxes allow you to select which documents to deliver, delete or move to another folder.

Select the link at the top of the screen.

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Welcome: [My Folders](#) / [Alerts](#) / [Trail](#) / [Change Client ID](#) / [Preferences](#) / [Help](#) / [Log Off](#)

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[Home](#) / [Favorites](#)

My Folders

[New](#) [Rename](#)

☐ **My Folders**

- ☐ Abu Dhabi research
- ☐ Arbitration
- ☐ Brown v White Ltd
- ☐ Client 253
- ☐ Recycle Bin

My Folders

Select: [All](#), [None](#) [Manage](#) [Delivery](#)

Title	Type	Content Type	Date added
<input type="checkbox"/> Brown v White Ltd	Folder		07/07/2011
<input type="checkbox"/> Client 253	Folder		07/07/2011
<input type="checkbox"/> Arbitration	Folder		07/07/2011
<input type="checkbox"/> Abu Dhabi research	Folder		11/07/2011

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TRACKING, SAVING AND SENDING

SAVING TO FOLDERS

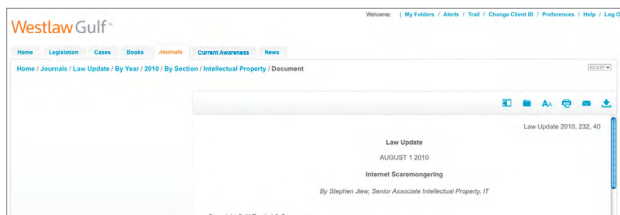
To save a document to a folder, simply click the **Add to Folder** icon when viewing the document.

You can then choose which folder to put the document in, or create a new one.

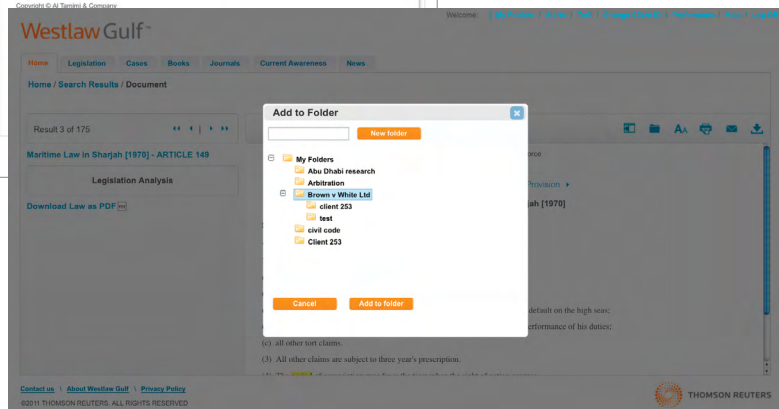
By default Westlaw Gulf will highlight your most recently accessed folder.

Choose where you want to save your document and click **Add to Folder**.

All folders can be renamed, deleted or downloaded as needed.



Folder icon displays at the top of documents.



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PRINTING/EMAILING/DOWNLOADING

You have the option to **print, email or download** any document or group of documents you view on Westlaw Gulf.

You can also **print, email or download** selected documents from any results list, selected Articles from any Law and selected sections from a book.

Simply click on the relevant icon.

Enter in your email address, subject and message (if emailing the results).

If emailing from a results list, you can choose whether to send the list of results or the full document for each selected result. You can also choose the format it is sent in (Word document or PDF).

The screenshot displays the Westlaw Gulf user interface. At the top, there is a navigation bar with links for Home, Legislation, Cases, Books, Journals, Current Awareness, and News. A 'Welcome: My' section is visible on the right. Below the navigation bar, the breadcrumb trail reads 'Home / Legislation / Search Results / Delivery'. The main content area is a form for email delivery. It includes fields for 'Recipients' (with a placeholder 'Use ";" to separate different recipients' and the example 'rulersTest@thomson.com'), 'Subject' (with the placeholder 'Your document'), and 'Message'. A note states 'Your document will be attached to the e-mail'. Below these fields, there are radio buttons for 'Results' (selected) and 'Full document'. A 'Results range' field shows '1-51' with an example 'ex. 1,3,5-7'. There is a checkbox for 'Show terms in context'. The 'Attachment File format' section has radio buttons for 'RTF (Word)' and 'PDF' (selected). The 'Output options' section has checkboxes for 'Display status' and 'Include links'. At the bottom right of the form are 'Cancel' and 'OK' buttons. The footer contains links for 'Contact us', 'About Westlaw Gulf', and 'Privacy Policy', along with the copyright notice '©2011 THOMSON REUTERS. ALL RIGHTS RESERVED' and the Thomson Reuters logo.

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SETTING UP ALERTS

You can choose to set up **Alerts** so that you are notified as soon as any updates or changes happen in your areas of interest.

You can create an **Alert** from a selection of terms, search categories and practice areas. Just select the subject area and frequency of your alert e.g. IP Law alerts, frequency – daily. You can also choose to receive a notification or the full document and you can also choose what format the document comes in.

Alternatively you can create an **Alert** from your search results list using the tick boxes. This will notify you immediately of any changes to documents that you're interested in.

MANAGING YOUR ALERTS

All of your **Alerts** can be accessed by selecting the **Alerts** link at the top of the screen.

From this area, you can **Manage** your alerts and change any delivery settings, **Run** the search to get immediate results, **Suspend** the alert, or **Delete** it.

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Welcome: | My Folders / Alerts / Trail / Change Client ID / Preferences / Help / Log Off

Home Legislation Cases Books Journals Current Awareness News

Home / Search Results / Alerts

You have 3 alerts

Name	Client ID	Date	Frequency
Contract Cases	test	2011/07/07 - 10:11:45	daily
fraud alert test	tar	2011/07/12 - 08:24:08	daily
law alert test	lar	2011/07/12 - 08:28:38	daily

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Select the Alerts link at the top of the screen.

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Welcome: | My Folders / Alerts / Trail / Change Client ID / Preferences / Help / Log Off

Home Legislation Cases Books Journals Current Awareness News

Home / Search Results

Your Query: Free Text(limitation...)

Search within results

Select to print, save or email

Hide Terms in Context

Legislation

1. ☒ Federal Master Index [1980 - 1989]

1985

Issue 151 (30 May 1985)

Circulars

Subject: Federal

Jurisdiction:

Citation: Circular concerning the limitation and determination of all cases of applying for exemption from the amounts due from the employees and staff, to be submitted to the Cabinet at one time, within a period of six months.

Hit terms in context:

... Circular concerning the **limitation** and determination of all cases of applying for exemption from the amounts due from the employees and staff, to be submitted to the Cabinet at one time, within a **period** of six months...

... Circular concerning the **limitation** and determination of all cases of applying for exemption from the amounts due from the employees and staff, to be submitted to the Cabinet at one time, within a **period** of six months...

Create alert by clicking on the Alert icon.

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YOUR RESEARCH TRAIL

Your **Research Trail** tracks all of your research on Westlaw Gulf.

It will display all of your search queries and every document viewed during your time on Westlaw Gulf.

You can filter the list to show the searches and documents viewed today, or in the last 5, 10 or 15 days.

You can also filter the trail list so it only shows either searches or documents viewed.

You can open any previous search or document by selecting the 'Go' link.

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[Home](#) / All Trails [Switch to Classic Trail](#)

Date
Today ▾

Event
Search ▾

Description	Date & Time
Free Text(limitation AND period) Go	13/07/2011 - 07:17
Free Text(limitation AND period) Go	13/07/2011 - 07:06
Free Text Search(limitation period) Go	13/07/2011 - 07:04
Free Text(limitation AND period) Go	13/07/2011 - 07:04
Free Text Search(limitation period) Go	13/07/2011 - 07:04
Free Text(limitation AND period) Go	13/07/2011 - 07:01
Free Text(limitation AND period) Go	13/07/2011 - 07:01
Citation(5 of 1985) Go	13/07/2011 - 05:22
Citation(8 of 1980) Go	13/07/2011 - 05:19
LegisCited(labour) Go	13/07/2011 - 05:18
Subject("14 of 2001") Go	13/07/2011 - 05:16
Free Text(sex discrimination) Go	13/07/2011 - 05:15
Citation("5 of 1985") Go	13/07/2011 - 05:11
LegisCited("5 of 1985") Go	13/07/2011 - 05:10
Free Text(contract law) Go	13/07/2011 - 05:08

<< 1 - 15 of 23 >>

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