

**FACSIMILE MESSAGE**  
**CIRCULAR**

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**TO** : All Jafza Companies  
**ATTN** : General Manager  
**DATE** : Monday, August 25<sup>th</sup> 2008  
**FROM** : Fatma Salem, Executive Vice President- Operations Dept. Jafza  
**SUBJECT** : Working Hours in Ramadan  
**Reference** : OPT/L&D/Aug - 08

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Dear Valued Customer,

In our continuous efforts to enhance our services to facilitate your business, we would like to inform you that the office timings for **Jafza** during the Holy month of Ramadan shall be as follows:

**9:00 am – 2:30 pm : Sunday to Thursday**

Moreover, as per Jafza Rules and Regulations all Free Zone companies are required to reduce their working hours from 8 hours to 6 hours per day. This applies to all employees regardless of their religion and any additional hours worked shall be entitled to overtime payments.

We kindly request all Free Zone companies to allow their Muslim employees to break their fast on time.

For any further clarification please contact our Call Centre on 800-JAFZA (800 52392).

We assure you the continuous support and best Customer Service.

**Jebel Ali Free Zone**  
**Jafza – Operations Department**  
Call Center **800-JAFZA** (800-52392) Fax: +9714-8810029  
Website: [www.jafza.ae](http://www.jafza.ae) e-mail: [customerservice@jafza.ae](mailto:customerservice@jafza.ae)