

Lexis® Middle East Research Guide

It's time for you to choose your own research journey.

This Guide shows you the ropes: where to find information and how to use Lexis® Middle East features. Keep it handy for reference.

Need more assistance with Lexis® Middle East? Contact your Account Manager





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Lexis®Middle East

makes it easy for you

The research tasks you do most

Many of your favourite research tasks, those tasks you rely on to get you to the information you need can be easily completed with Lexis® Middle East in just a few steps.

Try them out. Get comfortable. They're so simple you'll memorise them quickly.

Search Operators (more on p. 5)

AND -> a + b
put a 'plus' (+) between two words (or more)

OR -> no search operator to input

NOT: a + -b

put a 'plus' (+) before the first word and a 'minus' (-) before the second word

EXACT SEARCH: "a b"

put the sentence or group of words in quotes

WILDCARD: a*

put a star (*) after a word



Need more assistance with Lexis® Middle East? Contact your Account Manager or visit www.lexis.ae/melawhelp/

m Legislation

- Official Gazettes
- Laws
- Regulatory

• Case Summaries

(iii) Current Awareness

- Legal News
- Magazines
- E-Journal
- Law Firm Newsletters

Practical Guidance

- Gulf Legal Advisor
- Questions & Answers
- Legislative Insights

Books

- Doing Business Collection
- UAE Annotated Codes
- Other Books

Jurisdiction

- United Arab Emirates
- Saudi Arabia
- Qatar
- Oman
- Bahrain
- Kuwait
- Turkey
- Other (Lebanon, Egypt...)



General





A quick way to access a document. Type in a few characters from the document title you're looking for or just any term you'd like to search. A drop-down list will show 10 results with titles (and sub-titles) that are the most relevant to your search. You can then select the document you're interested in without having to go through the search results page.



Drilldown

Displays the most relevant excerpts related to your search in the different sections of a document without having to leave the search results page.

SMART FOCUS Companies & Corporate Bodies Central Government Financial Services & Activities General Commercial Law General Employment & Labour Financial Institutions Treaties & International... General Real Property Law Regulation & Offences General Civil Procedure...

Smart Focus

Gives you specific indications on which content types across which topics are the most relevant to your search. This heatmap is available across all searches for all content types and modules.

FILTER BY DATE 283 226 170 113 57 0 1961 1973 1985 1997 2009 2021 From 2007 To 2016

Filter by Date

Filter your search by date. Select a specific year or look for documents between two different years. This filter is available across searches for all content types and modules.

TOPICS — Civil Procedure & Administration of Justice (7,644) Company Law & Business Entities (5,789) Banking & Finance Law (5,546) Commercial Law (4,486) General Commercial Law (2,695) Payment & Payment Systems (854) Sale of Goods (589)

Filter by Topic

Narrow your search using the topic and subtopic filters. This filter is available across all searches for all content types and modules.



Homepage

'Search' from the homepage

Search with terms & connectors by: (1) selecting a jurisdiction and (2) entering your words and operators in the search box (e.g., employment contract + policy). Then click on the red search button (2) to initiate the search.



Note: Lexis® Middle East automatically interprets the "OR" search command. You don't need to use any operators for this type of search (see p. 5 for more info).

'Browse' from the homepage

Browse by 'Content Type' or by 'Jurisdiction.'





CONTENT EXPLORER



Find 'News' on the homepage

Access our daily news service from the homepage. Browse the latest selection of news from multiple jurisdictions with 'All jurisdictions' or filter for coverage on a specific jurisdiction.





Searching Options

'Blank Search'

After selecting a jurisdiction, you can opt for a "blank search" (do not type in anything in the search bar, just click on the search button), which displays all the documents available on the platform for the selected jurisdiction. You can then refine your search by using the different filter options ((1) content type, topic and then (2) document type, court name etc..).

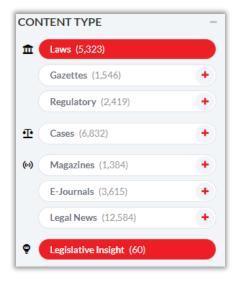


Note: When using the "blank search" function, the default sort is "date" (since no actual term has been searched). If a term is then entered subsequently, the sorting does not automatically switch back to "relevance", you need to do so manually.

Multiple Content Search

After running a search, you can select one of the content types to narrow your search (or multiple content types) by adding an element using

You can search across different sections and solutions (e.g., Legislative Insights and Laws).







Search Operators

Work faster and more efficiently with Lexis® Middle East's search operators:

AND -> a + b
put a 'plus' between two words (or
more)

The "+" operator tells the search engine that you want to find information about two (or more) searched terms. For example: employment + contract
This will narrow down your search results to all the documents that include both searched terms.

OR -> no search operator to input

This is the default operator. Not including a search operator tells the search engine that you want to find information about either searched term you've entered.

For example: employment contract

This will broaden your search results to all the results that have either (or both) searched term(s) in them.

NOT: a + -b
put a 'plus' after the first word and a
'minus' before the second word

The "+ -" operators tell the search engine that you want to find information about the first searched term, but nothing about the second.

For example: employment + -contract

This will narrow down your search results to only documents about the first searched term (employment) but exclude any document that includes the second searched term (contract). (NB: there is no space after the "-").

EXACT SEARCH: "a b" put the sentence or group of words in quotes

The quotes tell the search engine that you want to find documents with an exact quote.

For example: "contractual responsibility"

This will narrow down your search results to only documents with the exact quote in the title and/or document.

WILDCARD a* put a star after a word

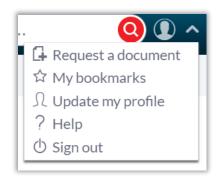
The "*" tells the search engine that you want to find documents containing a word starting with this term. For example: employ*

This will broaden your search results to all the documents with a word starting with this term (e.g., employment, employee, employer, employability...).



Bookmarks

Bookmark your favorite page, document or search result by clicking on CREATE A BOOKMARK You can then see and manage all your bookmarks by going to the homepage, clicking on the 'Profile' button and selecting the 'My Bookmarks' star .



You can also create an 'Alert' for each 'saved search' bookmark and receive a notification by email and on the homepage every time your bookmarked document/search has been updated or a new document has been added to a bookmarked search.



An orange marker • will appear on the homepage every time an update is available in your bookmarks.

When you open the bookmarked page or document, the latest update will appear as such:

New since: 29 Mar 2021 8:15am

New since: 29 Mar 2021 8:15am

You can see and manage your bookmarks from the homepage: See all and manage

- Delete bookmarks.
- Edit bookmark title.
- Add/Delete 'Alerts 'and indicate frequency of the alert (daily, weekly, monthly).





Legislation

You can **search for legislation** using the law or regulation (1) number, (2) full title, or (3) abbreviated title (e.g., Federal Law No. 8/1985, Civil Transactions Law or Civil Code – all give the same search result).



To narrow your legislative search, you can use the "Nature" filter for Laws and the "Agency" filter for Regulatory material



All laws and regulations are fully **consolidated**. A mention of the amendment can be seen under the relevant article number(s).



All laws are available in English, but you can *download the original Arabic document in a PDF format.

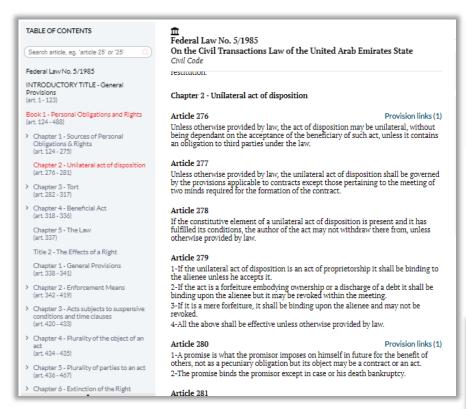
ORIGINAL LANGUAGE

*Note: The same feature is available for Official Gazettes and Case Summaries.



Legislation (cont'd.)

Dynamic Table of Contents (TOC)* indicates which section of the document you are viewing by highlighting it in red in the TOC. If you scroll up or down, the highlight will change accordingly in the TOC.



"Referenced documents"* are links towards documents that are cited by the document you are browsing.

"Related documents"* are links towards documents that are referring to the document you are browsing.

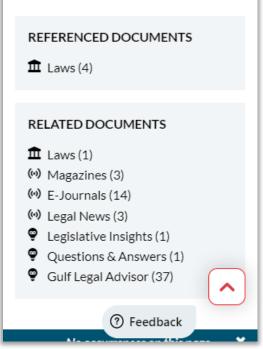
"Feedback"* button allows you to send our editorial team a direct comment on the document you are viewing.

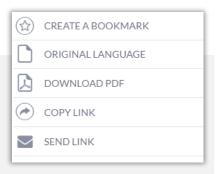
Note: The features with a * are also available for other content types such Practical Guidance and Case Summaries

Additional features also available across all content types include downloading a document in a PDF format, creating a bookmark, sending the page link by email or copying the link....



A **search field** at the top of the TOC allows you to type in an article number and jump right to it.







Case Summaries

There are three different ways to access cases.

Case Pathfinder on the homepage allows you to filter through all the cases of the platform in a matter of seconds by adding filtering criteria in the order most relevant to you.

Click on the plus sign (+) to add a criterion. You have the choice between (1) Court, (2) Date, and (3) Topic.

You can add a second and a third criterion to refine your search.



Browse cases starting from the (1) homepage, (2) choose the court name, (3) then the date until you get to the list of cases available on the platform for the researched scope.



You can also **search** for cases using the "blank search" function described on page 4.

Narrow your search for case summaries by filtering. You can filter by (1) law provision number or by (2) court name.





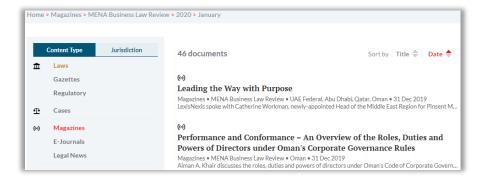
Current Awareness

Narrow your search of topical articles by filtering the different **Magazines** or browse after conducting an "blank search."

Browse through the different magazines from the homepage and read a feature in full.



You can also directly access the *Legal News* section and *E-Journal* articles by browsing from the Homepage.



The **E-Journals** section offers access to a number of specifically commissioned and republished articles from regional experts and law firm newsletter.

You can filter by document type and/or company name for law firm newsletters.







Practical Guidance

There are three Practical Guidance modules: (1) Gulf Legal Advisor, (2)

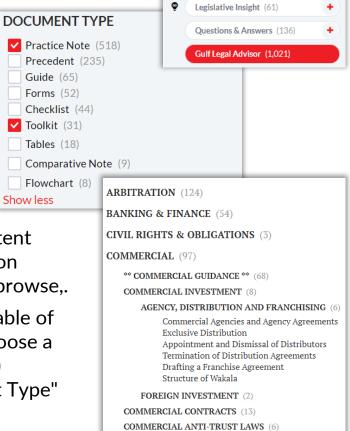
Legislative Insights and (3) Q&As (more info on p. 12).

Gulf Legal Advisor counts 13 different document types.

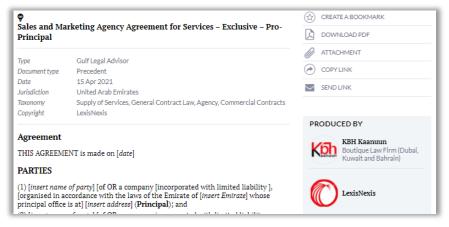
After running your **search** and adding "Gulf Legal Advisor" to your search scope, scroll down to "Document Type" on the left and add one or several filters to narrow your search.

When **browsing** "Gulf Legal Advisor" content from the homepage, choose the jurisdiction (mainland or freezone) you would like to browse,.

You then land on a jurisdiction-specific Table of Contents, organised by Practice Area. Choose a Practice Area and browse by (1) Topic, (2) Subtopic until you find the (3) "Document Type" you're interested in.



To see all the documents or go back to the Table of Contents you can click on Expand all Close all



Precedents, Forms and Checklists can be downloaded as a Word doc by clicking on ATTACHMENT

You can then work in the document, edit, add, remove sections and adapt it to your needs.

When **searching** for **Questions & Answers** you can narrow your search by filtering between *GCC*, *MENA*, *Freezones* and *Getting the Deal Through* Q&A Guides.

SOURCE
Getting The Deal Through (74)
Freezones Practical Guidance (35)
GCC - Middle East Corporate Counsel
Advisor (27)



Practical Guidance (cont'd.)

Special tags

Users will notice special XML tags in certain sections of a Precedent (mainly on Policies and Contract Templates). These tags help the user in quickly identifying the mandatory sentences/paragraphs (legal minimum) and the sections of the document that are optional and editable. The user will need to download the *Word* version of the Precedent in order to edit the document.

Legal Minimum (highlighted in pink)

7.1 Statutory maternity pay ('SMP') is payable for up to 10 weeks of maternity leave. If you decide to return to work prior to the expiry of the 10-week period you will

Optional Elements [a b] and Editable Text [enter number, e.g., 12]

7.4 [You will qualify for company maternity pay if you have been continuously employed during the eng., 12—month period ending with the Qualifying Week [and have not been on any maternity, adoption or shared parental leave during the 12—month period ending with the Qualifying Week].]
7.5 [Company maternity pay is paid at the full rate of your normal basic salary for the first enter-number-weeks-OR-months [and at half normal basic salary for the next enter-number-weeks-OR-months] and includes any SMP that may be due for that period.]

Important blocks

Some Practice Notes, Checklists or Precedents will have blue 'Important Blocks' (usually at the beginning of a document), which are meant to highlight an important issue or give specific information related to this document (e.g., archived document; abrogated law, regulation or practice; document under review etc.)

Overview

Note that the <u>dissolution of EMAC</u> under <u>Dubai Decree No. 34/2021</u> leaves the subject of Maritime Arbitration almost entirely devoid of relevant content. This Practice Note will be substantially revised if and when the new DIAC Rules, or a new set of Rules aimed specifically at governing maritime disputes, are released.

There are no specialised admiralty courts in the UAE and maritime matters are dealt with by the ordinary courts in accordance with Federal Law No. 26/2981 Concerning Commercial Maritime Law where applicable.

Drafting Notes

Drafting Notes provide the background for each Precedent, guidance on its use, and alternative language where appropriate to ensure every angle is considered in the drafting process. Drafting Notes can also give guidance on relevant legislation or case decisions.

Drafting Notes can be found at the beginning of a Precedent or under a specific clause/section.

4.9 [A party (Transferring Contractor) may sub-contract any or all of its obligations under this agreement to any person to which it transfers all of its business OR that part of its business to which this agreement relates (Transferring Sub-Contractor), provided that the Transferring Contractor gives prior written notice to the other party of the sub-contract, including the name of the proposed Transferring Sub-Contractor.]

✓ Drafting Note

Article 701(2) of Qatar Law No. 13/1990 on the Issuance of the Civil and Commercial Procedure Law provides that in the event of subcontracting, the contractor remains liable vis-à-vis the employer.



Practical Guidance - Content Types

Gulf Legal Advisor

Practice Notes are short commentaries that provides step by step, how to guidance to assist in performing a specific legal task at hand. Practice Notes are designed to walk you through the completion of your transactional task. Our selection of Practice Notes also includes a few **Comparative Notes**, comparing at least three jurisdictions.

Practice Guides are "All you need to know" guides for a number of sectors and industries with direct access to forms, guidelines and e-services." Available Practice Guides: VAT, Excise Tax, Arbitration, Litigation, Incorporation, Data Protection, Islamic Finance, MOHRE (Employment), Capital Markets.

Tables are designed to help lawyers in their everyday work. Tables cover a number of specific topics across our different Practice Areas. The Tables offer the user a 'quick- read.' Tables are seen as digestible and accessible types of content that summarize important topics that are essential to legal practice.

Comparative Tables compare legislation and practices across the six GCC onshore jurisdictions, key free zones as well as the USA, UK & Canada on issues in important legislation that practitioners need clarity on and on which offering comparative best practices is interesting.

Flowcharts are visual representations of legal practices or regulations. They are designed to help lawyers in their everyday work. Flowcharts help you remember the steps you need to take when dealing with a legal matter. Flowcharts enable users to follow the logic of a regulation or legal practice.

Precedents are templates designed to help you generate first drafts more quickly – and with confidence. By cutting down the amount of time spent manually drafting it helps you work more efficiently, freeing up your time to do more high-value legal work. There are 13 types of documents available including, contract templates, policy templates, glossaries, letter templates as well as standard agency, court and government **Forms** . Precedents are downloadable in *Word*, which gives the user more flexibility when using them.

Checklists are designed to help lawyers in their everyday work. Checklist help you remember the steps you need to take when closing a deal or when you're involved in a certain transaction, which documents not to forget or even how to engage with your client. Checklists allow you deal efficiently with an overwhelming amount of information that must be applied at just the right moment to reach a favorable outcome for your client.

Toolkits & Resource Kits present a single view of all documents and practical insight on a particular topic or industry.

Legislation Trackers (*Module*) display a selection of key legislation from across the GCC that has recently been gazetted. A short explanatory note in the form of a summary is provided for each selected law, decree or decision. Direct links to the official gazette indexes and the legislation in Arabic & English.

Skillsets for Lawyers (*Module*) are soft skills and practical tips on being the best lawyer you can be, building and growing your firm and/or legal team.

Law School (*Module*) is specific content for law students and professors. The module includes Methodology Notes, Subject matter Guides and Glossaries.

Questions & Answers are a collection of frequently asked question by in-house lawyers on various topics and industries, with answers provided by leading experts from across the MENA region.

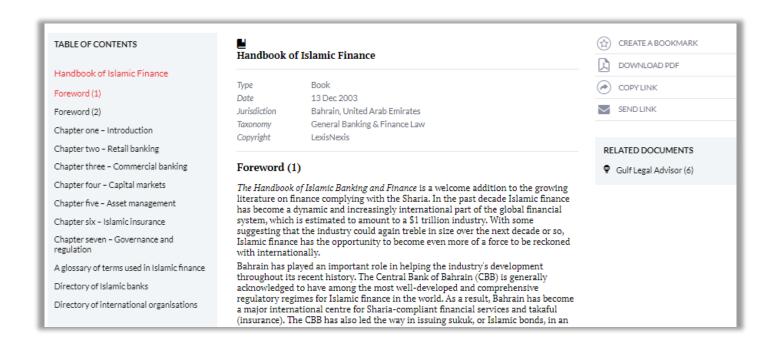
Legislative Insights are analytical legal commentaries on a law or regulation. These in-depth analyses of legislation written by legal experts – judges, practitioners, academics etc. give the reader a deep, yet accessible understanding of key legislation and their impact on legal practice.



Books

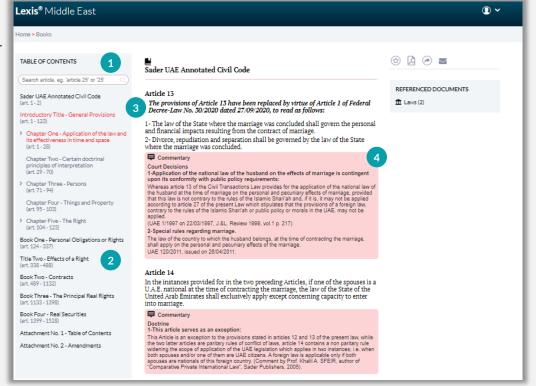
Each "Book" has a dynamic table of contents. Skip from one chapter to another seamlessly.

You can download the full book in PDF format.



ANNOTATED CODES

- Search through the Code by typing in a specific Article number. This takes you directly to the Article in question
- 2 Browse through the entire Code (Books, Chapters, Articles) by going through the dynamic Table of Contents
- The Code is fully consolidated. When relevant, an annotation mentions if an Article has been amended or abrogated.
- 4 Specific annotation boxes are available for each Article indicating Case Decisions having referenced the said Article and offering a short commentary on the judge's judicial & legal reasoning and application of the Article in question.





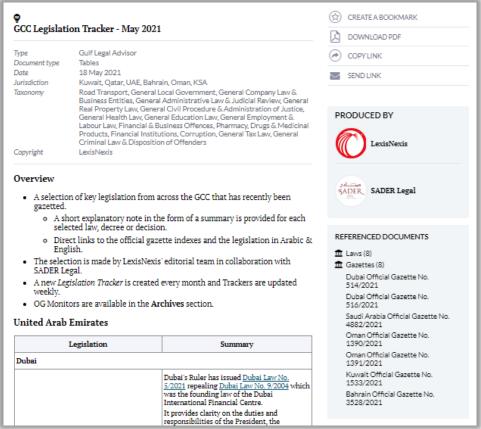
How do I monitor the latest Official Gazettes?

Option1: You can view the Latest Gazettes on the homepage.

Option 2: Browse (1) Gazettes, (2) Jurisdiction, (3) Year. A list of all the Gazettes appears in chronological order. You can view the Index in English and/or download the original document in Arabic.



Option 3: Access the Legislation Tracker on the homepage to view recently published Official Gazettes and key laws featured therein.



Latest gazettes

Issue No. 701 - April 2021

Issue No. 3 - March 2021

Issue No. 518 - May 2021

Issue No. 4882 - May 2021

Issue No. 5 - May 2021

Government of UAE Official Gazette

Government of Abu Dhabi Official Gazette

Government of Saudi Arabia Official Gazette

Government of Dubai Official Gazette

Government of Oatar Official Gazette

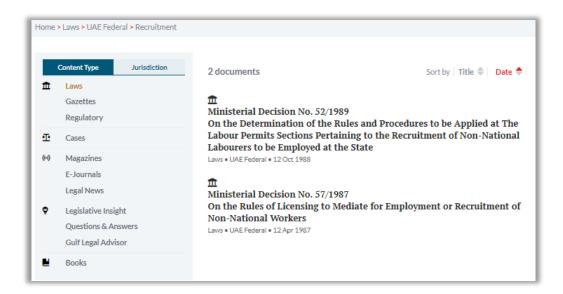
Government of Oman Official Gazette

see more



How do I see the list of all the laws and decisions (other than the Employment Law) that deal specifically with recruitment of workers in the UAE?

Option1: Browse from the homepage (1) Laws (2) Jurisdiction (and sub-jurisdiction, if relevant) (3) Topic 'Employment' (4) Sub-topic 'Recruitment'

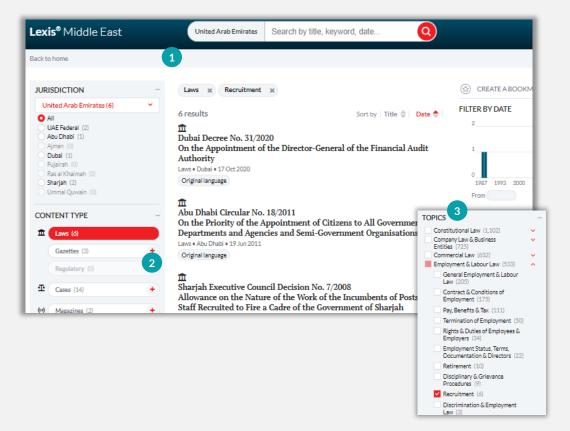


Option 2: Type in "Recruitment" in quotes and select 'Laws' on the results page.



Option 3

- 'Blank search' for UAE
- Select Laws
- Narrow your search using the 'Topic' and 'Subtopic' filters





How do I find a boilerplate clause or contract template and download it in a *Word* format?

Option 1

Browse from the homepage:

- (1) Choose Gulf Legal Advisor
- (2) Jurisdiction
- (3) Practice Area
- (4) 'Practice Area' Guidance
- (5) Precedents

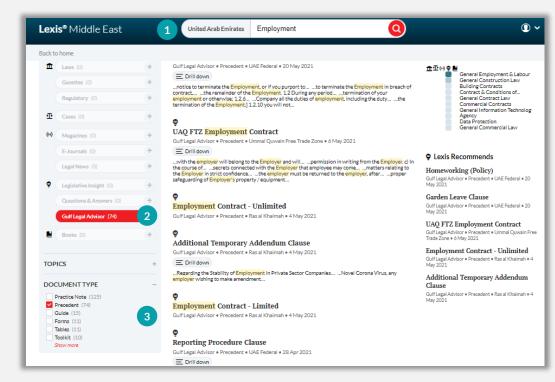
A list of all the Precedents appears. Click on the document you're interest in.



You can then download the 'attachment' as a *Word* doc and edit the document as you please.

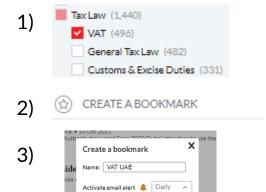
Option 2

- Type in the document title or keyword in the search bar
- 2 Select Gulf Legal Advisor
- Marrow your search using the 'Precedent' document type filter



How do I create an Alert for new UAE VAT-specific content?

- 1) Do a blank search for UAE
- 2) Filter 'VAT' in the results page.
- 3) <u>Bookmark</u> the results page and set an 'Alert'.

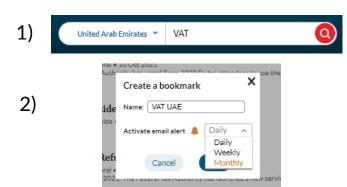


You will be notified by email (daily, weekly or monthly) when new VAT-specific content for the UAE is published.



How do I create an Alert for new content that mentions VAT in the UAE?

- 1) Do a 'VAT' search for UAE
- 2) <u>Bookmark</u> the results page and set an 'Alert'



You will be notified by email (daily, weekly or monthly) when new content mentioning VAT in the UAE is published.



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lexismiddleeast.com/



Learn more

lexis.ae/Lexis-Middle-East-Law

ABOUT LEXISNEXIS LEGAL & PROFESSIONAL

LexisNexis Legal & Professional is a leading global provider of legal, regulatory and business information and analytics that help customers increase productivity, improve decision-making and outcomes, and advance the rule of law around the world. As a digital pioneer, the company was the first to bring legal and business information online with its Lexis® and Nexis® services. LexisNexis Legal & Professional, which serves customers in more than 175 countries with 10,000 employees worldwide, is part of RELX Group, a global provider of information and analytics for professional and business customers across industries.