

## EMPLOYMENT CONTRACT

[To be signed between the Employer and the Employee and submitted to the Ministry of Labour, UAE]

We .....[Name of the Company, including the ID No.] .....offer the terms and conditions stated herein below, which is compatible with the UAE Federal Law 8, as the conditions governing the employment of .....[Name of the Employee] .....holder of the Indian Passport No.....to the post of .....[designation of the employee] .....

- 1. Period of contract and date of engagement:** This contract is a limited contract for a period of three years beginning today / will be an unlimited contract....
- 2. Work schedule:** The work schedule is 8 hours per day and 6 days per week (Saturday through Thursday)
- 3. Probationary Period:** The employee will be on probation for a period of ..... **(During this period either the employee or the company has the right to end the contract of service without any notice period).**
- 4. Salary, Allowances and Payment:** The employee shall be paid Monthly Salary on the first day of the succeeding month, through the UAE system of Wage Protection System.

Sl. No	Nature	AED
1	Basic Salary	
2	Accommodation Allowance	
3	Food Allowance	
4	Transport Allowance	
5	Overtime Allowance	
6	Any Other Allowance	
	<b>Total Salary (per Month)</b>	

- 5. Annual Leave:** The employee shall have .....days as earned leave which could be utilized by the employee after completing of a minimum of one year of service.
- 6. Air passage entitlement:** The Company shall provide the employee with free economy/excursion class air tickets from his home town to UAE to join the duty and on completion of service when returning home. The company will / will not provide Air Tickets while availing the Annual leave.
- 7. Insurance:** The employee shall be covered with a suitable Insurance cover during his stay in UAE. The Insurance should cover medical, accidental and life. The premium shall be borne by the employer and the policy shall be taken for the entire period of contract within one month of joining the company.
- 8. Termination of Contract of Service:** In case either the employer or the employee intends to terminate the contract, any time after one year either party shall give the other a written notice of one month in accordance with company's regulations and provisions of UAE's Labour Law.

9. **End of service benefits:** The Company will provide the end of service benefits to the employee as per the existing provisions of the UAE Labor Law. Full settlement should be effected before the employee leaves the company and in case of unfortunate accident at work spot or death, within one week from the date of occurrence or release from the company. In the case of employee suffering significant incapacitation or in the unfortunate event of death, the entire cost of sending the injured or the mortal remains of the deceased shall be borne by the Company.

10. **Nominee to receive the dues and compensation:** In the unfortunate event of death of the employee, all the admissible dues including the compensation will be paid to [ *to be provided by the employee*] .....

*Name*.....

*Age*.....

*Sex*.....

*Relationship with Employee*.....

*Address and Contact No. in India*.....

11. **Settlement of disputes:** All the grievances of the employee filed within the organization or with the Indian Mission or the Ministry of Labor, UAE will be attended to in all the seriousness. Earnest efforts will be taken to resolve the disputes in whichever forum as soon as possible.

12. **Any Other Matter:** As far as matters not mentioned above, Company will adhere to the provisions of the UAE Federal Law 8 for settling disputes and compensations.

13. Signed this .....day of .....  
201.....at.....

**Company Seal**  
with Date

**Authorized Signatory of the Company** ,  
Name and designation

14. I agree and accept the terms and conditions mentioned above.

**Signature of the Employee with date of signature**