

Embassy of India
Kuwait

Documents required for attestation of
Employment Contracts for bulk recruitment (Visa No: 18)

- Demand Letter addressed to the Recruiting Agency in India (as per specimen), duly attested by the Kuwait Chamber of Commerce & Industry (KCCI) and the Ministry of Foreign Affairs of Kuwait (**on Company's letterhead**).
- Authorization Letter to the Recruiting Agency in India (as per specimen), duly attested by the Kuwait Chamber of Commerce & Industry (KCCI) and the Ministry of Foreign Affairs of Kuwait (**on Company's letterhead**).
- Employment Contract (as per specimen), duly filled both in English and Arabic languages, duly signed by the employer/sponsor, and attested by the Kuwait Chamber of Commerce & Industry (KCCI) and the Ministry of Foreign Affairs of Kuwait. Privileges, such as Free Food or an allowance in lieu thereof; Free Accommodation or an allowance in lieu thereof; Free Transport or an allowance in lieu thereof, to be mentioned in the Fifth (Special Conditions) Clause of the Employment Contract.
- A copy of the valid Registration Certificate of the Indian Recruiting Agency.
- A copy of the valid License of the Company, issued by the Ministry of Commerce & Industry of Kuwait/Public Authority of Industry of Kuwait (Arabic version alongwith English translation on the letterhead of an authorized translator).
- A copy of **Ehtimad Tauqia**, i.e. Certificate of Authorized Signatory of the company issued by the Ministry of Social Affairs & Labour of Kuwait (with English translation on the letterhead of an authorized translator).
- A copy of Civil ID of the sponsor. (with English translation by an authorized translator)
- A copy of the latest **Takdeer Ihtiyaj**, i.e. Manpower Quota issued by the Ministry of Social Affairs & Labour of Kuwait, as on date & categories wise, for recruitment of workers (as per prescribed format for government contract/project or company's file, as applicable) (with English translation on the letterhead of an authorized translator).
- Relevant pages of the project/contract for which workers are required, and any other related documents.(Arabic version along with English translation on the letterhead of an authorized translator)
- Status Report, attestation wise and as on date, on the manpower recruited from India by the company against Demand Letters attested by the Embassy during the last one year.
- Company profile / brochure (in English), and information on earlier projects completed.

STATE OF KUWAIT
MINISTRY OF SOCIAL AFFAIRS & LABOUR
Labour Department:
EMPLOYMENT CONTRACT

دولة الكويت
وزارة الشؤون الإجتماعية والعمل
ادارة عمل محافظة

عقد عمل

On:/...../20.....

بتاريخ/...../20

This Contract has been agreed between each of:

قد تم الإتفاق والتعاقد بين كل من :-

First Party:

الطرف الأول:

Represented by:

ويمثله السيد/

Address:

وعنوانه :

Second Party:

الطرف الثاني :

Nationality: **Indian** Passport No:

الجنسية

جواز سفر رقم:

وذلك على الآتي :

On the following:

First First Party is to employ the Second Party who agreed to work in the job of

أولا يلتزم الطرف الأول بتعيين الطرف الثاني القابل للعمل لديه بوظيفة

Second The Second Party receives as salary payable at the end of each month, equivalent to KD

ثانيا ويتقاضى الطرف الثاني راتباً وقدرهد.ك يدفع في نهاية كل شهر.

Third This contract is applicable (limited/unlimited period) from

ثالثا يسري هذا العقد (لمدة غير محددة/ مدة محددة) اعتباراً من ولمدة

Fourth The First Party may employ the Second Party in any of his establishments in the State of Kuwait.

رابعا يجوز للطرف الأول تشغيل الطرف الثاني بأي من مؤسساته داخل دولة الكويت .

Fifth Special Conditions:
In addition to the provisions in the Labour Law of the private sector, both parties may include other labour privileges which would not contradict with the Labour Law and which would be beneficial to both parties (employee & employer). These privileges are:-

خام شروط خاصة:
سا بالإضافة إلى الأحكام الواردة في قانون العمل بالقطاع الأهلي ، يجوز لكلا الطرفين اضافة امتيازات عمالية أخرى على أن لا تتعارض مع القانون وبما يحقق فائدة للطرفين (العامل - صاحب العمل) . وتتمثل هذه الإمتيازات

1.....

-1

2.....

-2

3.....

-3

Sixth Any matter not stated in this contract is subject to the terms of Kuwait Labour Law No. 6 of 2010.

ساد كل مالا يرد في هذا العقد سوف يخضع لأحكام قانون العمل الكويتي رقم (6) لسنة 2010

Seventh This contract is signed in triplicate, each Party will receive a copy and the third copy will be kept in the Ministry of Social Affairs & Labour.

سابعا حرر هذا العقد من ثلاث نسخ بيد كل طرف نسخة والثالثة لدى وزارة الشؤون الإجتماعية والعمل.

الطرف الأول
First Party

الطرف الثاني
Second Party

3. Working hours will be 8 (eight) hours per day for 6 (six) consecutive days per week, with one day off. Overtime allowance will be paid for any additional hours of work in accordance with the Labour Law of Kuwait.
4. The worker shall be entitled to 30 days leave for every completed year of continuous service.
5. The passport of the worker, being the property of the Government of India, shall not be confiscated by the employer under any circumstances. The passport will be retained by the worker at all times and will be produced before the Embassy of India, as and when called for.
6. In case of death of the worker, the company shall forward the mortal remains of the worker to his/her country at the company's cost and settle all dues of the worker, in coordination with the Embassy of India in Kuwait.
7. In case of injury to the worker, the company will pay compensation to him/her in accordance with the Labour Law of Kuwait.
8. The contract can be terminated by either the company or the worker before its expiry with a notice of three months in writing, in accordance with the provisions of the Labour Law of Kuwait.
9. Any dispute between the company and the worker will be amicably settled in coordination with the Embassy of India in Kuwait. In case an amicable settlement cannot be reached, the dispute shall be subjected to courts in Kuwait.
10. The company shall facilitate the worker to register with the Embassy of India within one month of his/her arrival in Kuwait.

Yours faithfully,

Signature_____

Name_____

Designation_____

(in respect of the Authorised Signatory)

Kuwait

(Seal of the company)

AUTHORISATION LETTER TO RECRUITING AGENCY IN INDIA
(On Company's Letter-head)

I,,

(give designation)

of M/s

(give name and full address of the company)

do hereby nominate M/s.....,

(give full details of the registered Indian recruiting agency.)

registered recruiting agency, to complete formalities concerning deposits of security, registration fee etc., with the Protector of Emigrants, Government of India, and sign all the necessary documents required by the said office in connection with the recruitment of personnel numbering

(in figures)

(in words)

for employment with the said company as well as to arrange their passports, passages, etc.

I hereby certify and undertake on behalf of my establishment that the employment contracts signed by the said M/s

(give full details of the registered Indian recruiting agency.)

will have the same validity and value as if they have been signed by the undersigned.

Signature _____

Name _____

Designation _____

Kuwait
Date:

Seal of the Company