

**Instructions for the Conditions and Procedures of Licensing and
Organizing the Private Offices of Bringing and Employing Non-Jordanian
Domestic Workers of the year 2006**

**Issued by virtue of the Regulation No. 3 of the Year 2003 for Organizing
the Private Offices of Bringing and Employing Non-Jordanian Domestic
Workers**

Article (1):

These instructions shall be called " Instructions for the Conditions and Procedures of Licensing and Organizing the Private Offices of Bringing and Employing Non-Jordanian Domestic Workers of the year 2006" and shall be effective as of the date on which they are published in the Official Gazette.

Article (2):

The following terms wherever stated in these instructions shall have the meaning assigned against each of them, unless the context indicates otherwise:

Ministry : Ministry of Labour.

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Committee: Committee of the affairs of the private offices of bringing and employing the non-Jordanian domestic workers.

Article (3):

A) The Minister shall appoint a committee of the concerned officials of the Ministry which is called "Committee of the affairs of the private offices of bringing and employing the non-Jordanian domestic workers".

B) The Committee shall carry out the following:

1. Receiving applications for issuing and renewing licenses of the offices, recording these applications in a special register, verifying the validity of the data and documents, making sure that the required conditions are met and submitting the proper recommendations in this regards to the Minister.
2. Considering all matters related to these offices and taking the proper measures regarding them.
3. Other tasks commissioned to the Committee by the Minister.

Article (4):

A) License applicant shall fulfill the following conditions:

1. Be a duly registered Jordanian company.
2. The partners shall be Jordanians; none of them is convicted with a felony, or a delict violating honor or public morals.
3. Present a certified copy of a valid vocational license.
4. Sign the pledge form prepared by the Ministry to ensure his/her good conduct of services.

B) In case the applicant was a judicial person, then the following requirements should be fulfilled:

1. Be a duly registered Jordanian company.
2. Its sole objective shall be carrying out the mediation role in bringing or employing the non-Jordanian domestic workers.
3. Present certified copies of the registration certificate, the contract of incorporation and the certificate of persons authorized to sign on behalf of the company.
4. The authorized person shall sign the pledge form prepared by the Ministry to ensure the good conduct of services.

C) The Committee, upon receiving all required documents, shall consider the license application and present its recommendations to the Minister.

D) Upon the recommendation of the committee, the Minister shall issue the required license in accordance with the approved form.

E) Other documents required by the Committee.

Article (5):

In order to perform its services and meet the needs of house owners, the office shall do the following:

A) On behalf of the house owner and according to his/her written authorization, the office shall submit to the Ministry a written application asking for the approval to bring or employ the non-Jordanian worker. The followings shall be enclosed with the application:

1. Two copies of the work contract signed by the house owner (employer) and certified by embassy of the worker (employee).

2. The written authorization signed by the house owner, which authorizes the office with procedures of bringing or employment.
 3. Paying the employment permit for the worker to be brought before bringing the worker.
 4. Other documents required by the Ministry or forms required to be filled as the situation may require.
- B)** Having the documents verified, the Ministry of the Interior shall be addressed to grant approval and the required entry visa.
- C)** Upon the arrival of the worker to Jordan, the office undertakes to refer to the concerned authorities in order to complete the procedures of obtaining an employment permit and annual residence permission in accordance with the applicable laws and regulations in addition to making the medical examination for the worker in the approved medical centers. In case the worker was found to have an infectious disease, the office then, at its expense, undertakes to repatriate the worker, and to provide the house owner, within a month, with another worker; without any additional expenses on the side of the house owner. Substitution of the worker in such case shall be with the same already paid fees. Same procedures shall be carried out in case a female worker was found pregnant.
- D)** Upon arrival of the worker to Jordan, the office shall accompany him/her directly to his/her principal warrantor; under no circumstances the office may keep the worker staying. If that was not attainable, the office then, at its own expenses, shall take the necessary measures, in co-ordination with the concerned security authorities and embassy of the worker's country, to repatriate him/ her.
- E)** The office shall bear responsibilities, expenses and compensations for damages and liabilities that might arise in case the office violates regulations, instructions issued by its virtue, provisions or obligations mentioned in the pledge.
- F)** In case, for whatever reason, the worker has not arrived to Jordan, the worker may be substituted by another worker from outside Jordan, with the same already paid fees, provided that, the office shall present a proof of non-entry of the first worker, the cancellation of his/her visa and the application for substitution was submitted within two months following the date of approval of bringing the first worker.

Article (6):

- A) The office may not act as an agency for bringing or employing those workers whose age is less than 18.
- B) The office may appoint one or more persons to represent it before the concerned authorities, so as to follow up the office's applications, provided that, the representative shall present a written authorization, given by the person authorized to sign on behalf of the office, endorsed by the Ministry as per an accreditation card issued for this purpose and renewed yearly.
- C) Except with the Minister's approval, the office may not establish a branch inside Jordan. In case of approval, all mentioned conditions apply to the branch.
- D) The office undertakes to provide the Ministry, at the end of each month, with full information in relation to its activities and services, using the special form that the Ministry prepares.

Article (7):

The Ministry collects the following fees from the offices:

- A) Fees for issuing an office license: one hundred JDs.
- B) Fees for issuing or renewing an accreditation card of an office representative: Fifty JDs.

Article (8):

- A) The office shall collect fees from the house owner according to the following percentages:
 - 1. 10% of the total wages of the worker for the whole term of the contract agreed upon between the house owner and the worker.
 - 2. 2% of the total wages of the worker for the whole term of contract agreed upon between the house owner and the worker, when renewing permit through the office.
- B) For the purpose of collecting any of these percentages, term of a contract shall not exceed 12 months.

C) Amounts specified in this Article are inclusive of all fees of the office for all services provided to the house owner. The office may not collect further amounts whether from the house owner or the worker.

Article (9):

Applications submitted by an office shall not be considered in case that office had violated provisions of applicable laws, in particular, the Law of Labour and the regulations and instructions issued by its virtue, including these instructions, unless the violations were rectified.

Article (10):

The "Instructions for the Conditions and Procedures of Licensing and Organizing the Private Offices of Bringing and Employing Non-Jordanian Domestic Workers" in addition to the obligations arising from them for the year 2003, that was published in the Official Gazette No. 4586 on 16/03/2003, shall be cancelled.