

Procedures of joining the Golden List

First: An official letter addressed to the Minister of Labour from the enterprise intending to join the Golden List, attached with the following documents:-

1. Payroll of the enterprise workers including monthly salaries signed by the recipients for the last three months.
2. A copy of work contract of the enterprise workers.
3. A copy of the last report issued by the buyers' auditor.
4. An audited balance sheet of the enterprise.
5. A recent certificate issued by Social Security Corporation indicating that all the enterprise workers are subscribed in social security.
6. A valid copy of the vocational license.
7. A registration certificate issued by the Ministry of Trade and Industry.
8. A certificate of "authorized signatory" for the enterprise issued by the Ministry of Trade and Industry.
9. A list of the names of foreign workers indicating that they have received their passports which are signed by them.
10. A list of the names of foreign workers, number of their employment permits and their expiry dates in addition to the number and date of expiry of their residence permissions.
11. Bank certificate indicating the enterprise employees (those who remitted their salaries to banks).
12. Signing an agreement with "National Training and Employment Project" to train and employ Jordanians.

Second: The Reporter of the Golden List **Inspection Committee** charges the Committee with visiting the enterprise to verify its **implementation** of the Golden List criteria and submit a special report according to the approved check list.

Third: The **Reporter of the Committee** will consider the application and the attached documents and compare them with the inspection committee's report with his notes accordingly.

Fourth: The committee will be invited to consider the application and make the proper decision **within** one week **after** reporting the Inspection Committee decision.

Fifth: The Directorate of Inspection and Occupational Safety and Health (OSH) will be supplied with a copy of the committee decision including either approval or refusal and the reasons that hinder the enterprise from meeting the Golden List criteria.

Sixth: In case of refusal, the enterprise has the right to re-apply 3 months after the date of refusal.

Seventh: The Golden List Committee observes the commitment of the member enterprise each 6 months to the criteria.

Eighth: The decision of the committee will be reported to each of:-

- The Directorate of Inspection and Occupational Safety and Health.
- Minister Deputy at the Stop Shop.
- The **concerned** directorate of labour.

Ninth: The Golden List **Inspection** Committee is formed by one of directorate inspectors at the Ministry in addition to an inspector elected by the concerned directorate of labour.

Tenth: The Reporter of the Committee keeps the documents related for each enterprise in a special file which includes the committee's decision of approval or refusal.

Eleventh: The Golden List Committee has the right to visit any enterprise applying for the Golden List and investigates the situation in field.

Twelfth: The Golden List Committee has the right to propose to the Minister to revoke the Golden List membership of any enterprise in case of receiving information or complaints proving the enterprise's violation of the Golden List criteria after being verified.