



Labour Market Regulatory Authority Resolution No 1 for 2013 Regulating The Records of Employers

First: All business Proprietor who employs expatriate workers must hold a record dedicated to Expatriate workers and log in it the following:

1-Name of worker, nationality, Date of birth, qualifications, job description or profession Place of residence and all information related to his identity.

2-Nature and type of work he is designated.

3-Date of arrival in the Kingdom at the start of his employment.

4-Duration of work permit.

5-Duration of work contract, if specified.

6-The wage agreed on, payment mode and payment due date and all financial and in-kind Benefits, employee's bank Account number to deposit the wages In, and the Business proprietor's bank account details.

7-Any licenses obtained from concerned authorities, if the Expatriate worker practices a Profession that requires a specific license.

8-Any changes that may occur to the employment relationship that would affect the rights and obligations of either party, or the continuity of the employment relationship.

Second: The Employer is required to take all necessary steps to preserve and secure this record safely, and have it readily available for inspection at any time.

Third: The record pages must be sequentially numbered, and information must be recorded as required and updated regularly, clearly and accurately so that It would truthfully reflect the state of affairs.

Fourth: The Employer is required to provide LMRA inspectors and Authorized Personal access to this record upon demand.