

**Embassy of India  
Kuwait**

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**Individual Recruitment: Documents required for attestation of Employment  
Contracts for Individual Worker (Art. No. 18)**

- a) Letter of Request from the company to the Embassy of India, Kuwait (**as per Specimen and on Company's letter-head**)
- b) A copy of the valid Licence of the Company, issued by the Ministry of Commerce & Industry of Kuwait/Public Authority of Industry of Kuwait. (with English translation by an authorized translator)
- c) A copy of the Authorised Signatory Certificate (Ehtimad Tauqia) issued by the Ministry of Social Affairs & Labour of Kuwait (with English translation by an authorized translator)
- d) A copy of Civil ID of the sponsor. (with English translation by an authorized translator)
- e) Relevant pages of the project/contract, in case workers/employees are to be recruited for a government/private project/contract. (with English translation by an authorized translator)
- f) A copy of the valid passport of the worker/employee.
- g) A copy of the valid visa of the worker/employee.
- h) A copy of the Work Permit. (Tasreeh Al-Amal)
- i) Manpower Quota Statement highlighting details of short-listed categories if individual recruitments exceed five workers.
- j) Employment Contract (**as per Specimen**), in duplicate, should be filled in (both in English and Arabic languages), duly signed by the Authorised Signatory in the company and duly attested in the Kuwait Chamber of Commerce and Industry (KCCI) and in the Ministry of Foreign Affairs of Kuwait. (In case of Teachers – Ministry of Education of Kuwait and the Ministry of Foreign Affairs of Kuwait).

## **Request Letter**

The Request Letter duly signed by same Authorised Signatory with Seal of the Company should bear the correct date of signing. The Project Number, Details & Subject, Issuing Authority & Work-site should be mentioned in the beginning. The number of workers in similar categories may be combined in one letter but should not exceed ten (10), duly signed by same Authorised Signatory with Seal of the Company. It should be ensured that the Salary (Basic) is same as mentioned in the Work Permit. The category of employee mentioned in Request Letter should be same as the category mentioned in the Manpower Quota and Work Permit issued by Ministry of Social Affairs & Labour.

## **Terms & Conditions**

- a) It may be specified that the period is One or Two years in case of 'Limited' Contracts. 'Unlimited' may be mentioned for longer periods.
- b) Air Ticket for annual leave in India after two years of service may be mentioned.
- c) Accommodation at Company's cost or allowance in lieu of may be mentioned.
- d) Food at Company's cost or food allowance in lieu of may be mentioned.
- e) Transportation at Company's cost or allowance in lieu of may be mentioned.

## **Employment Contract**

The contents should be typed (in Arabic and English) without any corrections or over-writing, duly signed by the same Authorised Signatory with Seal of the Company.

**First Clause:** The job should be same as per category mentioned in Work Permit

**Second Clause:** The Salary (Basic) should be same as mentioned in the Work Permit

**Third Clause:**

- a) The Contract is **Limited** applicable for a period from date of arrival in Kuwait to one year (two years).
- b) The contract is **Unlimited** applicable for a period from date of arrival in Kuwait to unlimited years.

**Fifth Clause:** Free Accommodation or an allowance KD .....  
Free Food or an allowance of KD.....  
Free Transportation or an allowance of KD.....

**Sixth Clause:** The Kuwait Labour Law No. 6 of 2010 should be mentioned.

N.B.The Employer / Sponsor should ensure that one of the signed copies of the Employment Contract after attestation is handed over to the Employee/worker.

**LETTER OF REQUEST TO THE EMBASSY OF INDIA**  
**(ON COMPANY'S LETTER-HEAD)**

Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

To  
The Embassy of India  
Kuwait.

Subject: **Recruitment of Individual Worker(s) from India**

Sir,

We wish to recruit workers from India for our (Project No, Subject Details, Issuing Authority & Work-site) as per the following categories and terms & conditions:-

S.No.	Name	Category/Designation	Salary per month (KD)

Total No. of workers: \_\_\_\_\_ ( \_\_\_\_\_ )  
( in figures) (in words)

If the above-mentioned workers are to be recruited through a registered manpower recruitment agency in India, please give details of the agency, as below:

Name:

Address:

Telephone & Fax No:

Ministry of Labour Registration No:

(A copy of the valid Registration Certificate should be enclosed)

**Terms and Conditions:**

1. The contract is for ..... years. The worker will be on probation for 100 days and will be confirmed on successful completion of probationary period.
2. The company will provide the following to the worker at the company's cost:
  - i. Air ticket for initial travel to Kuwait and for return to India at the end of the contract.
  - ii. Air-ticket for annual leave in India at the end of two years of service.
  - iii. Accommodation with basic furniture or an allowance of KD ..... in lieu thereof.
  - iv. Transport from residence to place of work and back.
  - v. Food, or an allowance of KD..... in lieu thereof.
  - vi. Medical facilities and worksite insurance.
  - vii. Residence Permit for the period of this contract and for any renewed period, and any fine due to delay in obtaining such Permit.
  - viii. Driving license (in case of drivers only).

No deduction/recovery from the salary of the workers will be affected by the company for the above.

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 Kuwait Labour Law.
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 Kuwait Labour Law No. 6 of 2010.
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)**

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.....

20 بتاريخ ...../...../.....

This Contract has been agreed between each of:

First Party: .....

Represented by: .....

Address: .....

Second Party: .....

Nationality: **Indian** Passport No: .....

On the following:

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

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

**Third** This contract (**Limited / Unlimited**) is applicable for period from date of arrival to .....

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

**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:-

- 1.....
- 2.....
- 3.....

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

قد تم الإتفاق والتعاقد بين كل من :-  
الطرف الأول: .....

ويمثله السيد /  
وعنوانه : .....

الطرف الثاني :  
الجنسية .....

جواز سفر رقم: .....

وذلك على الآتي : .....

أولا يلتزم الطرف الأول بتعيين الطرف الثاني القابل للعمل لديه بوظيفة .....

ثانيا ويتقاضى الطرف الثاني راتبا وقدره .....د.ك يدفع في نهاية كل شهر.

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

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

خامس شروط خاصة:  
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- .....
- 2- .....
- 3- .....

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

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

الطرف الأول  
First Party

الطرف الثاني  
Second Party

