



Contract Form

Renwel of Organizing existing functional relation with a UAE Citizen

This contract is made on / / 20

Between

Federal Entity / Authority:

Represented by:.....in his/her capacity as:..... (First Party)

And

Employee:

Passport No.:

Address:

Area:

Mobile:

Nationality:

ID No.:

Emirate:

Tel:

P.O. Box:

(Shall be referred to hereinafter the Second Party)

Preamble

Whereas the Second Party is a UAE national who was appointed in the Federal Government on / /
and works now as at the department of

Whereas the functional / employment relation between the two parties has been existing as governed by approved regulations
of the Federal Government; it is agreed as follows:

Clause I:

The above mentioned preamble shall be an integral part of this contract.



Clause 2:

The Second Party shall agree to continue work for the First Party as a full time employee as per the provisions hereof in the post of (.....)
at the department / sector of (.....)
Grade (.....)
for a total salary of AED (.....)

as detailed below:

- Basic salary
- Accommodation allowance (single – married).
- Cost of living allowance.
- Transport allowance.
- Social allowance.
- Children's allowance.
- Nature of job allowance.
- Other benefits.

Clause 3:

This contract shall remain valid for three calendar years as of / / 20, until / / 20, extendable for similar terms by agreement of the two parties

Clause 4:

The Second Party shall be obliged to implement all duties and responsibilities assigned and refrain from practicing any prohibited acts referred to in the mentioned Decree Law, Executive Regulations thereof, Code of Ethics and Professional Conduct Document for Civil Service, and in any other regulations related thereto. It shall perform the duties as per the job description accurately and honestly. The Second Party shall keep confidential the secrets that it may get acquainted with ex officio whether during the career or thereafter, and, shall perform any other tasks assigned by superiors.

Clause 5:

The Second Party shall report to work at times and on days set forth in the Executive Regulations and Federal Law by Decree No 11 of 2008 as amended.

Clause 6:

The Second Party shall be given a full-paid annual leave for (.....) working days, and shall not have any leaves out of the scope of approved leave periods.



Clause 7:

The Second Party shall be entitled to the Annual increment based on the results of annual performance review. This allowance shall be added to the basic salary.

Clause 8:

Provisions of the Decree Law, Executive Regulations thereof and other systems and decisions related thereto, shall apply to promotions, allowances, cash and annual rewards granted to the Second Party.

Clause 9:

On terminating First Party's service, for any reason whatsoever, the Second Party shall hand over to the First Party all the belongings, devices, documents, communications, reports, drawings, charts, files or the like, owned by the First Party. The second party, furthermore, shall undertake that he/she will not keep any original documents or copies thereof, whether electronic or hardcopies or in any other format, and shall hand over the same to the First Party.

Clause 10:

The First Party may deduct any amounts from the Second Party's entitlements according to effective rules, in order to pay dues and liabilities incurred to the First Party.

Clause 11:

Remittance of monthly deduction of contributions to the General Retirement and Social Insurance Authority shall continue according to the provisions of Law No. (7) of 1999 promulgating Pensions & Social Security Law, as amended.

Clause 12:

The two parties have agreed that the Decree Law No. 11 of 2008, as amended, the Executive Regulations thereof, decisions the Cabinet Resolutions and complementary regulations shall be their reference in clarifying the rights and obligations of the two parties or in interpreting the provisions hereof.

This contract was issued in Arabic in two original copies, one for each party for compliance thereto.

**First Party
Signature**

**Second Party
Signature**