

**Contract Form**  
**Full Time Employment of Non- national Employees (Category B)**

This contract is made on / / 20

**Between**

Federal Entity / Authority / Corporation: ..... (First Party)  
Represented by:..... in his/her capacity as:.....

**And**

Employee: .....Second Party  
Nationality: .....Passport No: ( ) ID No ( )  
Address:  
In UAE:.....  
Out of UAE:.....

The two parties agreed as follows:

**Clause 1:**

The First Party hereby agrees to appoint the Second Party to work for them as a full- time employee in the position of ( ) Grade ( ) for a basic salary of AED ( ) and an allowance of AED ( ) and the financial benefits set for that grade.

**Clause 2:**

The term of this contract is one year starting as of / / and ending on / / . The contract may be renewed on an annual basis as per the agreement of the two parties.

**Clause 3:**

The Second Party acknowledges that he/she has reviewed the Federal Law by Decree No 11 of 2008 concerning human resources in the Federal Government, as amended, the Executive Regulations thereof, and the

Code of Ethics and Professional Conduct Document for Civil Service, declaring that it shall observe all duties and refrain from all the prohibited acts provided for therein and the decisions related thereto.

**Clause 4:**

The Second Party undertakes to implement all duties and responsibilities of the job or any other assignment related thereto.

**Clause 5:**

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

**Clause 6:**

The Second Party shall undergo a six- month probation period as of the date of commencement, which may be extended for three months. The First Party may terminate the service of the Second Party during this period after serving a five working days notice. The Second Party may resign during the probation period after notifying the First Party by a similar notice on the date set for resignation.

**Clause 7:**

The Second Party shall not cease working except on days of leave given to him/her. The terms and procedures shall be set up according to the provisions of the Federal Law by Decree No. 11 of 2008, concerning human resources in Federal Government, as amended.

**Clause 8:**

The reasons of service termination contained in Clause (101) of the Federal Law by Decree No. 9 of 2011 amending some provisions of the

Federal Law by Decree No. 11 of 2008 on human resources in Federal Government and regulations thereof, shall apply to the Second Party.

**Clause 9:**

If the First Party wishes to renew this contract, he/she shall notify the Second Party of the same before the end of the term by serving a written notice as per the Second Party's grade. Thereafter, the contract between the two parties shall be renewed and attested.

**Clause 10:**

The employer shall pay the expenses and costs of the residence visa of the employee.

**Clause 11:**

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

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

**First Party**  
Signature

**Second Party**  
Signature.