

<Current Date>

PRIVATE & CONFIDENTIAL

<Employee Name>  
<Passport Number>  
<Nationality>

Dear <Employee Name>

Following

Management



## S.S. LEGAL CONSULTANTS

2.

You shall be appointed to the position of <Position> by the

### 3. Remuneration

Your remuneration shall be as per Annex I, which is integral and inseparable part of this offer.

### 4. UAE Work Permit and

Your appointment under this Offer shall be subject to the following:-

- <Company Name> successfully obtain a Resident Card for your employment in <Company Name>; and
- You complete the pre-employment medical examination with satisfactory results. The costs for both of the above will be borne by <Company Name>.

<Employee Name>

<Current Date>

**5. Hours of Work**

Hours of work will be 8.00 am to 5.30 pm with a minimum of one hour break for lunch.

<Company Name> expect you to complete tasks you have been assigned and to suit the local business needs. You will work on a team approach and the employee's hours may vary. Some out of hours work may be required. The employee's availability may be required by the employee.

**6. Tax Liability**

There is currently

However, if you are an employee, you are obliged to declare your income while in employment. You are responsible for paying tax on your income and



**S.S. LEGAL CONSULTANTS**

7.

**8. L**

<Conditio

**9. Conflict o**

You will not (with or without the consent hereunder, directly or indirectly, in any way, with, or provide services to, any other person or company (whether as an employee, officer, director or otherwise) devote your whole time and attention to servicing <Company Name>.

Without prejudice to the provisions hereunder, you declare all your business interests and provide requisite details of such interests, whether or not they are similar to or in conflict with the business of <Company Name>, its subsidiaries or associated companies, at the date hereof and in future.

**10. Confidentiality**

Your employment contract terms and conditions are confidential between you and <Company Name>. Any disclosure of such employment terms and conditions to other employees or outside parties constitute a breach of this contract and may result in disciplinary action.

<Employee Name>

<Current Date>

You will, neither during the employment hereunder (except in the proper performance of your duties) nor at any time (without limit) after the termination thereof whatsoever arising, directly or indirectly:-

- use for your own purposes or those of any person, company, business entity or other organization whatsoever; or
- disclose to any person, company or organization whatsoever;
- any trade secrets or confidential information relating to the Company or any of its subsidiaries or associated companies, including but not limited to information relating to customers, customer lists, sales and marketing strategies, marketing and sales information, business plans, financial information or plans, designs, formulae, processes, procedures, methods, techniques, or any information which you or the Company or any of its subsidiaries or associated companies or any of its suppliers or other persons reasonably expect to be confidential or which is otherwise confidential to the Company or any of its subsidiaries or associated companies or any of its suppliers or other persons;
- You shall not, during the term of your employment with the Company or any of its subsidiaries or associated companies, or at any time thereafter, disclose to any person, company or organization whatsoever, any confidential information or trade secrets of the Company or any of its subsidiaries or associated companies, or any of its suppliers or other persons, which you or the Company or any of its subsidiaries or associated companies or any of its suppliers or other persons reasonably expect to be confidential or which is otherwise confidential to the Company or any of its subsidiaries or associated companies or any of its suppliers or other persons.



**S.S. LEGAL CONSULTANTS**

**11. Competition**

You will not for a period of 12 months after the termination of your employment hereunder for any cause whatsoever:

undertake or carry on either alone or in conjunction with any other person, company or organization in any capacity whatsoever anywhere in the world, any business, venture, or activity which is similar to and competitive with any business, venture, or activity in which the Company or any of its subsidiaries or associated companies is engaged in the period of 12 months prior to such termination; and either personally or through any agent, representative, employee, or contractor, on your own behalf or on behalf of any other person, company or organization, to canvass, entice or solicit any employee of <Company Name> or any of its subsidiaries or associated companies (whether or not they

<Employee Name>

<Current Date>

would be in breach of their contracts of employment by leaving the employment of <Company Name> or any of its subsidiaries or associated companies) and to not accept orders from any person firm or company which was at any time during the 12 months prior to the termination of such employment a customer or supplier of <Company Name> or any of its subsidiaries or associated companies.

**12. Reasonableness of Restrictions**

You recognize that, whilst performing your duties, you have access to and come into contact with trade secrets and confidential information of <Company Name> or any of its subsidiaries or associated companies and your position and influence over its or their customers and/or suppliers as defined in Paragraphs 9, 10 and 11 are reasonably necessary for the proper conduct of <Company Name> or any of its subsidiaries or associated companies during such employment.

Without prejudice to the above, any provision in this contract which is or may be held to be wholly or partly void, invalid, or unenforceable shall nevertheless remain in force to the extent to which it can be enforced.

12



**S.S. LEGAL CONSULTANTS**

For the purposes of this contract, the term "Company" shall include <Company Name> and its subsidiaries, branches, divisions, departments, and any other entity controlled or managed by <Company Name> or any of its subsidiaries or associated companies.

**14. Company Property**

In cases where the Company provides you with office keys, GSM cards, mobile phone, laptop, and anything else (all referred hereinafter, as "Company Property") for your use in the course of your duties, you shall be responsible for the safekeeping of the Company's Property. Failing to comply will lead to the termination of your employment and legal action to be taken against you.

**15. Termination Notice**

This Employment Contract is terminable by either party by giving the other three (3) months' written notice, or payment in lieu of notice.

<Employee Name>

<Current Date>

**16. Additional Terms**

From time to time, you will be advised of regulations relating to <Company Name> operations and the manner in which you should perform your responsibilities. These regulations may be advised to you in writing or orally, or by attention by your superior or in such other way as you may be advised. All such regulations, notices, and communications form part of the terms and conditions of your employment and are incorporated into your employment contract.

**17. Alteration**

This contract may be altered or amended by the <Company Name> and you agree to accept any such alteration or amendment to this contract.



**S.S. LEGAL CONSULTANTS**

<Signatory Name>  
<Signatory Position>

<Employee Name>

<Current Date>

To <Company Name>

I have received a copy of the Offer of Employment dated <.....>, and I have read and understood the terms of the Offer of Employment. I also understand that any alteration or change to the terms of my employment shall constitute a new Offer of Employment.

I have received a copy of the Offer of Employment dated <.....>, and I have read and understood the terms of the Offer of Employment. I also understand that any alteration or change to the terms of my employment shall constitute a new Offer of Employment.

Signature



**S.S. LEGAL CONSULTANTS**

<Employee Name>

<Current Date>

**APPENDIX I**

**REMUNERATION AND BENEFITS**

The following remuneration and benefits shall be applicable from the date of commencement of your employment and tenure with <Company Name>

**Monthly and Annual Salary**

You will be entitled to a monthly salary package totalling AED <.....>. The details are as follows:

Compensation Element	Monthly Quantum (AED)
Basic Salary	
Cost of Living Allowance	



**S.S. LEGAL CONSULTANTS**

Entitled to:

**Gratuity**

<Company Name>

**Medical Insurance**

Medical Insurance will be provided under the <Company Name> Medical Insurance scheme.

**Annual Home Leave Passage**

You will be entitled to an Annual Home Leave Passage up to the value equivalent to one return economy class airfare for you <Company Name> per person per annum.

You will receive a statement indicating the Annual Home Leave Passage for each year of your employment, at the beginning of the year. In the event of your employment during part of the year, the value of this benefit will be pro-rated accordingly.

Annual Leave Passage Allowance which is not availed in any year cannot be carried forward to the

<Employee Name>

<Current Date>

following year or be paid cash in lieu.

### **Holiday Entitlement**

- Statutory Holidays

You will be entitled to rest days as per the law prevailing in UAE, subject to the requirement of the business.

- Annual Leave

You will be entitled to annual leave of 30 days per year of employment.

Annual leave shall be granted on a pro-rata basis without the accrual of interest.



**S.S. LEGAL CONSULTANTS**