

Requirements for Attestation of Employment Contracts for Hiring Thai Workers

Required Documents

1. Standard employment contract
2. Original and photography of Trade License or Company Registration
3. Original and photography of Employment Visa
4. Guarantee Letter (Format available)
5. Letter from the company, addresses to the Office of Labour Affairs, Royal Thai Embassy in Abu Dhabi, requesting for attestation
6. Photography of sponsor's passport, UAE ID card
7. Photography of employee's passport, Thai ID Card
8. License of manpower recruitment agency
9. Agreement between employer and agency
10. Inspection of company's premises (if needed), or photos/map of worksite, camp/accommodation.

Issues must be considered:

1. All photocopies of the documents must be duly signed in at the back by the Sponsor and stating "Certified True Copy" along with the Company's seal.
2. Company's Letterhead must be used for all letters, duly signed and sealed in by authorized signatory of the Company.
3. If the above documents are in Arabic translation into English needed.
4. Attestation Fee : AED 60.- per copy (Subject to change without notice in advance), and non-refundable.
5. Processing period: 1-5 days, depending on completion of the required documents and inspection of the premises.
6. Any attestation is at the discretion of the Royal Thai Embassy and the Office of Labour Affairs.

Requirements regarding Basic salary (per month) (8 hours per day and 6 days per week)

Construction industry and food industries

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| 1. Unskilled worker | : | 1,800 AED (500 USD) or above |
| 2. Semi-skilled worker | : | 2,000 AED (550 USD) or above |
| 3. Skilled worker | : | 2,200 AED (600 USD) or above |
| 4. Professional Skilled worker | : | 2,940 AED (800 USD) or Above |

Petroleum and natural gas industries.

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| 1. Semi-skilled worker | : | 2,000 AED (550 USD) or above |
| 2. Skilled worker | : | 2,760 AED (750 USD) or above |
| 3. Professional Skilled worker | : | 3,680 AED (1,000 USD) or above |

Manufacturing, arts, agriculture and services industries

Basic salary not less than 2,000 AED (550 USD)

Note: Provision of UAE Labour Laws must be strictly implemented Appropriate accommodation, transportation, hygienic foods, and related welfares.

Working Hours for attestation: 09.00 - 12.30 hrs. Sunday - Thursday.

We are closed on Friday and Saturday and announced official holidays.

Address : Office of Labour Affairs, Villa 2 (Opst. old Royal Thai Embassy) Bain Al Jisrain, Abu Dhabi
Tel. 02-5576833 02-5576844 Fax: 02-5576811

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