

# EMPLOYMENT CONTRACT - CERTIFY



## Definition

An Employment Contract attested by the Shams Authority serves as a proof that an employee works for a company registered within Sharjah Media City (Shams). The attestation may be required by an external party for procedures conducted outside the Free Zone.



## Process



Contact Shams to certify Employment Contract

1.



Submit required documents

2.



Settle payment

3.



Receive notification and collect certified Employment Contract

4.



## Timeline

- 1 to 2 business days



## Fees

- AED 350



## Documents Required

- Request Letter to Certify Employment Contract
- Original Employment Contract