

EMPLOYMENT CONTRACT - RENEW



Definition

In the event that the employer and employee wish to extend their work relationship post the expiry date of the Employment Contract, they can renew the agreement for another specified period of time, during which the concerned parties continue to oblige by the terms and conditions of the contract.



Process



Contact Shams to renew Employment Contract

1.



Submit required documents

2.



Settle payment

3.



Sign and submit three copies of the renewed Contract

- Signed by employer and employee
- Company stamp on last page
- Initials of employer and employee on each page

4.



Receive timeline

5.



Receive notification and collect renewed Employment Contract

6.



Timeline

- 1 to 3 business days



Fees

- AED 350



Documents Required

- Request Letter to Renew Employment Contract
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- Updated documents such as passport copies and residencies in case of expiry.