

Date: 17/05/1444 AH corresponding to 11/12/2022 AD

Subject: Circular of reducing the duration of recruitment contracts

A copy with salutations to the honorable directors of the ministry's branches

A copy with salutations to respected human resources and recruitment facilities in the Ministry of HRSD

After Compliment,

A reference to Ministry circular No. (172489) dated 14/09/1440 AH, and a reference to Ministerial circular No. (216731) dated 05/12/1440 AH regarding the adoption of the Musaned platform to conclude contracts in recruitment and the approval of amending the contract in recruitment, and an indication that the Ministry Through it, the obligations and duties of the parties, and the responsibilities of each party are determined, and in order to ensure the organization of procedures and governance of the recruitment sector to ensure the highest standards of quality in providing service and preserving the rights of all parties, and based on the approval of reducing the recruitment duration, we inform you that the duration of recruitment of domestic workers will be reduced in the unified contract starting from Date 13-12-2022 AD from 120 to 90 days, taking into account the fines schedule as follows:

| The party responsible for paying the fine | Contract cancellation fine | Duration |
|--|---|---|
| Cancellation requester | (5%) of the contract value (Excluding VAT) | From 6 to 30 days |
| Cancellation requester | (10%) of the contract value (Excluding VAT) | From 31 to 90 days |
| Recruitment Office | (15%) of the contract value (Excluding VAT) | From 90 to 120 days (The Extension duration) |
| Recruitment Office | (20%) of the value of the contract(Excluding VAT) in case the worker does not arrive | From (121) or more |

We would also like to point out the necessity of adhering to the circular issued to avoid the occurrence of violations that may expose the recruitment office / company to suspension.

Director of the General Administration for Supervision

of Human Resources and Recruitment Facilities "A"

Abdullah bin Misfer Al-Harbi

Translated By: Abdullah Aljabarti