

## **Recruitment Documents: effective 4 February 2021**

### **Recruiting by an Agency in Thailand** (มาด้วยบริษัทจัดหางาน) (بوسطة وكالة)

- Power of Attorney – attested by Qatar Chamber of Commerce & Industry (QCCI) and Ministry of Foreign Affairs of Qatar (MOFA)
- Demand Letter – attested by QCCI and MOFA
- Employment Contract (Sample available on the Embassy’s website)–certified employer’s signature by QCCI and MOFA
  - Electronic Contract format.
  - Details of Employer.
- Company Commercial Registration (English)– attested by MOFA
- Visa Quota.
- Agency Agreement between Employer and Agency in Thailand.
- License Oversea Employment of Agency in Thailand.
  - English+Thai - Passport Copy (Agency) - Thai ID Card (Agency)
- Project profiles or Letter from the Company certifying the details of the Project including details of the work of the employee.
- Picture taken from place working site/ labour site, accommodation, plate address and company map.
- Photocopy of Qatar ID, mobile number as well as the person who signs the documents.

<b>Job Title</b>	<b>Basic Salary (monthly) in Qatar Riyals*</b>
<b>1. Construction worker</b> Bricklayer, Mason and Concrete worker, Painter, Carpenter, Tiling worker, Plumber, Electrician, Steel fabricator, Bar or Steel bender, Steel fixer, etc.	General worker 1,800 or more Semi-skilled worker 1,900 or more Basic Craftsman 2,200 or more Skilled Craftsman 2,900 or more
<b>2. Worker in petrochemical Industry</b>	2,000 – 3,600 or more
<b>3. Worker in manufacturing industry, Arts, Agricultural industry, Service industry, etc.</b> Goldsmith, Masseur, Cook, Waiter/Waitress, Artisan, Male Nurse, Clerk, Housekeeper (hotel and restaurant), Farm keeper , Domestic Animal or Cattle Keeper, etc.	General worker 2,000 or more Semi-skilled worker 2,200 or more
<b>4. Heavy industry operator</b> Mechanical maintenance technician Driver of Industrial vehicles, etc.	Semi-skilled worker 2,000 or more Skilled worker 2,700 or more

\* This basic wage is paid in return for 48 working hours per week (8 hours a day / 6 days a week)

\*\* In addition, the employer must provide appropriate accommodation and food (3 meals a day or monthly food allowance of 450 Qatar Riyals or more).

\*\*\* Period for any attestation of documents will take at least 3 working days after submitting completed document.

\*\*\*\* The Embassy reserves the right to inspect working site / accommodation for employee before attestation of document.

## Contract specifications

1. Form contract must be complied with the Ministry of Administrative Development, Labour and Social Affairs (ADLSA) of Qatar (E-Contract) <https://elcr.adlsa.gov.qa>
2. Specify the period of employment contract, one year or two years, and if the contract period is one year, the probation period must not exceed three months, and if the contract is for two years, the probation period must not exceed four months. If a worker does not pass the probation period, the employer must notify at least one month before the end of the probation period.
3. The basic wage excluding other allowances must not be lower than those set by the Department of Employment of Thailand.
4. The employer is responsible for 3 meals/day, or pay a monthly food allowance of not less than 450 QR.
5. Only the employer whose signatures are certified by the Ministry of Interior (Computer card) can sign the contract. The signature of the worker in the contract must be the same as appeared in their passport.
6. Both parties can terminate the employment contract as stipulated in the Qatar Labour Law.