

**MINISTERIAL RESOLUTION NO.(676) OF 2022 ON THE LICENSING AND REGULATION OF
DOMESTIC LABOR RECRUITMENT AGENCIES**

The Minister of Human Resources & Emiratisation

Having perused:

- Federal Law No.(1) of 1972, concerning jurisdictions of the Ministries and powers of the Ministers and amendments thereof
- Federal Decree-Law No. 9 of 2022 on Domestic Workers and its Executive Regulations
- Federal Decree-Law No. (33) of 2021 concerning Regulation of Labor Relations, its Executive Regulations and amendments thereof
- Cabinet Resolution No. (21) of 2020 regarding Service Fees & Fines in the Ministry of Human Resources and Emiratisation and amendments thereof
- Ministerial Resolution No. (45) of 2022 regarding the formation of the Grievance Committee to appeal decisions made by the Ministry of Human Resources and Emiratisation
- Ministerial Resolution No. (92) of 2022 regarding the Licensing and regulation of Domestic Labor Recruitment Agencies.

Resolved the following:

Article 1

Definitions

In this Resolution, any reference to any term shall be governed by the definitions contained in Federal Decree-Law No. (9) of 2022 and its Executive Regulations.

Article (2)

Licensing Requirements for Domestic Labor Recruitment Agencies

To obtain a license to conduct domestic labor recruitment, applicants must satisfy the requirements outlined in Article (3) of the executive regulations of Decree-Law No. (9) of 2022, in addition to the following requirements:

1. The Applicant or any of the partners in the legal entity may not be an employee, first-class relative, or spouse of an employee of the Ministry.
2. For the purpose of conducting recruitment business, the applicant must have an office with a clearly defined address.
3. Payment of the license prescribed fees
4. Proof of payment of the bank guarantee or insurance policy.

Article (3)

License Renewal for Domestic Labor Recruitment Agencies

1. Licenses for domestic labor recruitment agencies will only be granted upon approval by the Minister or his designee.
2. The license issued by the Ministry to the recruitment office shall be renewed annually after payment of the prescribed fee, provided that all conditions required for the license remain in effect.
3. Legal penalties, including fines, will be imposed on offices that do not renew their licenses within thirty (30) days of expiration.

Article (4)

Branches of Recruitment Agencies

The Office may establish branches in any emirate in accordance with local licensing requirements. Accordingly, this request is subject to approval by the Ministry following an evaluation of the value of the bank guarantee or insurance in comparison to the size of the activity and compliance with licensing requirements.

Article (5)

Obligations of Domestic Labor Recruitment Agencies

Domestic Labor Recruitment Agencies are required to comply with the provisions of Article (5) of the aforementioned Decree-Law No. (9) of 2022 and Article (4) of its implementing regulations and pertinent ministerial decisions.

Article (6)

Cases of License Suspension or Revocation

In any of the following instances, the Minister or his designated representative may revoke or temporarily suspend the license of a recruitment office:

1. Failure to maintain one of the conditions under which the license was granted.
2. Failure to comply with the pledges and declarations presented or failure to comply with new decisions issued by the Ministry
3. Providing incorrect information or documents in order to obtain a license.
4. Violating any of the provisions of Decree-Law No. (9) of 2022 concerning Domestic Workers, its executive regulations, relevant regulations, instructions, and legislation in force at the Ministry
5. Upon receiving a court judgment indicting or convicting the office of human trafficking or forced labor.

Article (7)

Procedures For Suspending Or Revoking An Office License

1. As a consequence of a suspension or cancellation of the Office license, the following actions must be taken:
 - a. A suspension or cancellation decision will be communicated to the Office in accordance with the notification procedures applicable to the Ministry, along with the reasons for such a decision.
 - b. Collecting all fines due from the office up to the date of cancellation.
 - c. License owners whose licenses have been canceled must resolve the status of their employees within fifteen (15) days of the license cancellation decision and shall refrain from entering into new agreements.
 - d. During the suspension period, the owner of the office is required to fulfill all of his obligations toward workers and employers, and refrain from signing any new contracts until the reasons for the suspension have been resolved.
 - e. Local licensing authorities and departments of residency and foreign affairs must be notified of the suspension or cancellation decision in order to take appropriate action, such as canceling any licenses, permits or authorizations issued to the suspended office.
2. All bank guarantees are subject to the terms and conditions of the Executive Regulations of the Domestic Service Workers Law, and cannot be refunded unless all office obligations have been met.

Article (8)

Administrative Penalties and Grievances

1. According to Federal Decree-Law No.(9) of 2022 concerning Domestic Workers and its executive regulations, the Ministry may impose administrative penalties and fines on individuals or domestic labor recruitment agencies in the event of violation of the obligations contained therein.
2. An appeal may be filed with the Grievance Committee against administrative penalties or fines imposed on individuals or establishments.

Article (9)

Procedures Manual

The Undersecretary for Human Resources Affairs shall issue a procedures manual in accordance with the provisions of this Resolution.

Article (10)

Repeals

Ministerial Resolution No.(92) of 2022 is hereby repealed and any decision or provision that conflict with the provisions of this Resolution shall be repealed.

Article (11)

Publication and Commencement

This Resolution shall be published in the Official Gazette and shall be effective from the date of issuance.

Dr. Abdul Rahman Abdul Manan Al Awar

Minister of Human Resources and Emiratisation

Signature appears

Issued on: 20-12-2022