

Regulation number (21) of the Year 1999

The Regulation of Private Employment Agencies

Issued by virtue of the Provisions of Paragraph (B) of Article (10)

Of the Labour Law No. (8) Of the Year 1996

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Article (1)

This regulation shall be called (The Regulation of Private Employment Agencies of the Year 1999) and shall be effective as of the date of being published in the official gazette.

Article (2)

The following terms stated in this regulation shall have the meaning assigned against each of them, unless the context indicates otherwise:

Ministry: Ministry of Labour.

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Agency : Any private employment agency that is established according to the provisions of this regulation.

Article (3)

In order to license the agency, the following requirements should be fulfilled:

- A- The agency should be a public stock company or a limited liability company, the government or any of its official public establishments may hold shares in these companies in that amount that does not exceed (30%) of the capital.
- B- Submitting a pledge to the Ministry, including the terms and obligations that should be abided and implemented, in a way that assures good conduct of providing services.
- C- To provide the Ministry with a bank guarantee of one hundred thousand JDs according to the wording that is approved by the Minister, in order to ensure carrying out its duties. The Minister has the right to dispose of the guarantee to cover the resulting compensations.

Article (4)

It is not permissible to establish any branch of the agency outside the Kingdom without the approval of the Minister.

Article (5)

The agency may carry out the duties that are necessary to employ Jordanians in the private sector inside the Kingdom, and in the public and private sectors outside, including:

- A- Mediation and following-up the necessary procedures for employment.
- B- Complying with the needs of employers who seek Jordanian employees.
- C- Contacting the external entities to secure their requirements of the Jordanian manpower, as well as organizing their employment with those entities, according to contracts to be concluded for that purpose.
- D- Carrying out media campaigns to invite Jordanians who seek work to submit applications and benefit from the services of the agency.

Article (6)

- A-The Minister shall approve the registers and the forms of documents related to organizing the agency works, as well as the forms of the contracts that are concluded with job seekers.
- B- The labour inspector has the right to review and copy the office registers, documents and contracts.

Article (7)

- A- The Minister will define the fees which the agency will receive from those who are secured with a job according to the instructions that he will issue.
- B- As for the fees received by the agency from employers for supplying them with Jordanian workers, it will be specified in the contracts that are concluded with them for that purpose. The related information are written and kept in the approved registers at the agency.
- C- It is not permitted for the agency to collect any kind of fees from the job seeker, regardless of the reason, before providing him/her with an employment opportunity and concluding a contract between him/her and the employer

Article (8)

The Minister will issue the instructions needed to implement the provisions of this regulation.

Article (9)

The Regulation of the Private Employment Agency No. (5) Of the Year 1998 is cancelled.