

**Regulation No. (35) of 2024**  
**The Regulation of Licensing Brokerage Companies to Employ Jordanians Inside and Outside the Kingdom**  
**Issued in accordance with the provisions of Clause (2) of Paragraph (A) and Paragraph (C) of Article (10) of Labour law No. (8) of 1996**

**Article (1):** This regulation shall be called "Regulation of Licensing Brokerage Companies for the Employment of Jordanians Inside and outside the Kingdom for the year 2024" and shall come into force from the date of its publication in the Official Gazette.

**Article (2) (A):** The following words and expressions shall have the meanings assigned to them hereunder unless otherwise provided by context:

<b>The Law:</b>	<b>The Labour Law</b>
<b>Ministry:</b>	<b>Minister of Labour</b>
<b>Minister:</b>	<b>Minister of Labour</b>
<b>Company:</b>	<b>A company licensed in accordance with the provisions of this Regulation to brokerage the employment of Jordanians inside and outside the Kingdom.</b>
<b>Committee:</b>	<b>The Committee for Regulating the Affairs of Brokerage Companies for the Employment of Jordanians Inside and Outside the Kingdom, formed in accordance with the provisions of Regulation.</b>
<b>License:</b>	<b>A written or electronic document issued by the Ministry that allows the Company to carry out brokerage work to employ Jordanians in accordance with the provisions of the Law and this Regulation.</b>

The definitions contained in the Law shall be adopted where provided for in this Regulation unless the context indicates otherwise.

**Article (3):** To carry out brokerage work for the employment of Jordanians by any natural or legal person inside and outside the Kingdom, it is required to obtain a License in accordance with the provisions of this Regulation.

**Article (4): (A)** The Minister shall form from among the employees of the Ministry a committee called (the Committee for Regulating the Affairs of Brokerage Companies for the Employment of Jordanians Inside and Outside the Kingdom), and the Minister shall designate from among its members the Chairman and Deputy Chairman of the Committee.

**(B)** The Committee shall have the following functions and powers:

- 1- Consider applications for obtaining or revoking the License and recommending accordingly to the Minister.
- 2- Consider the system of legislation related to the work of brokerage companies and submit any proposals thereon to the Minister.
- 3- Review all matters related to the Company and make recommendations to the Minister to take the appropriate actions in accordance with the provisions of this Regulation.
- 4- Consider any other matters assigned to it by the Minister.

**(C)** The Committee shall meet at the invitation of its chairman or their deputy in their absence whenever the need arises. Its meeting shall be considered legal in the presence of the majority of its members and its decisions shall be taken by a majority of its members.

**Article (5) (A):** The following is required for the granting or renewal of the license:

- 1- The Company must be registered in accordance with the relevant legislation.
- 2- The Company must provide the Ministry with a bank guarantee in the name of the Minister in their official capacity, amounting to fifty thousand (50,000) dinars, to be renewed annually before its expiration date, in accordance with the format approved by the Minister.
- 3- The authorized signatory of the Company must sign an undertaking that includes the terms and obligations that the Company must adhere to and implement, in accordance with the format approved by the Minister.
- 4- The Ministry shall be provided with a clear address for the Company.

- 5- The objectives of the Company shall be limited to carrying out the brokerage work necessary for the employment of Jordanians inside and outside the Kingdom, including the work stipulated in Article (8) hereof, according to the classification of economic activities approved for this purpose.
  - 6- The owner, director, authorized signatory or any of the partners in the Company shall not be convicted of a felony or misdemeanor related to honor or public morals, as evidenced by a non-conviction certificate issued within thirty days of submitting the application.
  - 7- The owner of the Company or any of the partners in it shall not have previously been an owner or partner in a company whose License has been revoked by a decision by the Minister, unless it has been revoked at their request.
- (B) The Company shall provide the Ministry with any update on its information or address, including any change in the partners or its trade name.

**Article 6: (A):** The application for obtaining or renewing the License shall be submitted to the Ministry on the written or electronic form approved for this purpose, meeting the conditions stipulated in Article (5) hereof.

**(B)** The Minister shall, based on the recommendation of the Committee, issue their decision regarding the request for the License within fourteen days from the date of submitting the request. The applicant for the License shall be notified of the decision at the address provided in the request.

**(C)** The License applicant shall have the right to appeal the rejection decision to the Minister within fourteen days from the date of receiving the decision, accompanied by the reasons for the appeal. The Minister shall issue a decision regarding the appeal within seven days.

**(D)-1-**The License duration shall be one year, renewable

2-The application for renewing the License shall be submitted thirty days before the date of its expiry, meeting the conditions stipulated herein.

3-The License shall be renewed within seven days from the date of submitting its renewal application.



**Article 7 (A):** The Company may open branches inside or outside the Kingdom with the approval of the Minister.

**(B)** The Ministry shall collect a fee of (25) twenty-five non-refundable dinars for the application to obtain the License for the Company or any branch thereof within the Kingdom or for the application to renew any of these licenses.

**Article (8):**The Company shall carry out the necessary work to employ Jordanians in the private sector inside the Kingdom and in the public and private sectors outside the Kingdom, including the following:

**(A)** Mediation work with the aim of employing Jordanians and following up the necessary procedures for that.

**(B)** Contracting with external parties to secure their needs of Jordanian labor and organizing their operation with those parties under contracts concluded with them for this purpose.

**(C)** Implementing promotional advertising campaigns, job days, and other activities to invite Jordanians seeking work to benefit from available job opportunities, whether inside or outside the Kingdom, provided that the advertisement includes the name of the Company and the License number.

**Article 9- (A)** The Company shall charge the job seeker in lieu of the services it provides as follows:

1- At a rate not exceeding (7%) of the value of the annual employment contract for one time.

2- If the duration of the employment contract is less than one year, the percentage of the service allowance shall be commensurate with the duration of the contract.

**(B)** Amounts related to housing and overtime shall not be included in the calculation of the value of the service allowance.

**(C)** The Company shall charge the employer in lieu of the services it provides, the amount of which shall be determined in the contract concluded with the employer in return for meeting their needs of Jordanians job seekers.

**(D)** The Company may not receive the service allowance stipulated in Paragraph (a) of this Article in the event that it receives the service allowance from the employer.

- (E) The service allowance stipulated in Paragraphs (A) and(C) of this Article shall be due for one time when providing a real job opportunity for a job seeker inside or outside the Kingdom, signing a work contract with them, and obtaining a work visa if the work is outside the Kingdom.
- (F) In the event that the job seeker refuses to join the work inside or outside the Kingdom after signing the employment contract with them, the service allowance shall not exceed (3%) of the value of the annual employment contract, regardless of its duration.
- (G) In the event that the employer dispenses with the services of the worker before the expiry of the term of the employment contract for a reason not attributable to the worker, the Company shall be entitled to the services allowance from the worker for the period they worked, and the service fee received for the remaining period shall be refunded to the worker.
- (H) If the worker leaves work during the probationary period specified in the employment contract on their own initiative, the Company shall be entitled to a service allowance from the worker for the period they worked, and the service allowance received shall be returned to the worker for the remaining period. In the event that the worker leaves work after the probationary period, the Company shall be entitled to a full service allowance.
- (I) The service allowance stipulated in this Article shall include all amounts due to the Company in return for its mediation work to employ Jordanians inside or outside the Kingdom.
- (J) The Company shall provide the job seeker with a financial receipt that includes the amount of the service allowance it received.
- (K) The Company is prohibited from receiving any amount from the job seeker in return for submitting their CV, employment application, or any other documents to the Company.

Article 10- (A) The Company shall maintain the following records:

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- 1- A record of the information of job seekers who have been provided with a job opportunity inside or outside the Kingdom, including their qualifications, contracts concluded with them, and the service allowance received by the Company from them.
- 2- A record of the jobs that were provided to job seekers, their number and the countries in which these jobs were provided.
- 3- A record the information of employers with whom the job opportunities were provided or were secured by job seekers and the service allowance received by the Company from them.

(B) The Company is obligated to maintain the confidentiality of the information of job seekers and employers that it views and not to disclose it except in the cases specified or permitted by the relevant legislation.

**Article (11) (A):** The Ministry shall inspect the Company at any time to ensure its records, documents, and contracts, and to verify its compliance with the laws, regulations, instructions, and decisions related to its work.

(B) The Minister may, upon the recommendation of the Committee, take the following actions against the Company that violates the provisions of this Regulation in accordance with the following:

- 1- Warn the Company to remove the violation within the period specified in the warning.
- 2- Suspend the Company from work for a period of no less than one month and no more than six months if it does not commit to removing the violation after the expiry of the period specified in the warning.
- 3- Cancel the Company's License if the Company does not commit to removing the violation after the expiry of its suspension period.

(C) The Minister may confiscate the guarantee or any part of it in the event that the Company violates the provisions of this Regulation.

(D) In the event of confiscation of the guarantee, the Minister may decide to compensate the job seeker in the event that the Company does not comply with the implementation of the contract signed with the job seeker with an amount of the value of the guarantee based on the recommendation of the Committee.



**Article 12-** The License shall be canceled by a decision of the Minister based on the recommendation of the Committee in any of the following cases:

**(A)** At the request of the License holder.

**(B)** If a final judicial ruling is issued against the owner of the Company or any of the partners in it for a felony or misdemeanor related to honor or public morals.

**(C)** Violating any of the conditions for granting the License.

**Article 13-** Decisions regarding the cancellation of the License or the suspension of the Company's work shall apply to the Company and the branch together.

**Article 14-** The Minister may, upon the recommendation of the Committee, address the competent authorities to take the necessary measures in accordance with the provisions of the legislation in force to prohibit any activity practiced by any natural or legal person to facilitate the mediation work to employ Jordanians inside or outside the Kingdom using information systems, the information network or any means of publishing, informing or establishing a website for this purpose or by any other means contrary to the provisions of Article (11) of the Law.

**Article (15):** Private operating offices existing and operating before the entry into force of this Regulation shall adjust their status in accordance with the provisions hereof within a period not exceeding one hundred and twenty days from the date of its entry into force.

**Article 16:** Anyone who violates the provisions of this regulation shall be subject to the penalties stipulated in the Law.

**Article 17:** The Minister shall issue the necessary instructions for implementing the provisions of this Regulation.

**Article 18:** The Private Office Operating System No. (21) of 1999 shall be repealed.

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