



# HOW TO HIRE MY FIRST EMPLOYEE IN EGYPT

## MAIN LEGAL STEPS TO FOLLOW TO HIRE A FIRST EMPLOYEE

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The employer is committed to issue the labor contract written in Arabic in triplicate (three copies). The employer maintains a copy, the second copy goes to the worker, and the third is deposited at the social insurance office.

## DESIGN AND CONTENTS OF AN EMPLOYMENT CONTRACT

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Basic data in the employment contract includes:

- 1 - The business owner name and the address of the workplace.
- 2 - The employee name, his job, his insurance ID number, and his address.
- 3 - The nature and kind of work.
- 4 - Notice that the contract expires with the expiration of the contract period.
- 5 - Duties and responsibilities of the employee.
- 6 - The salary, privileges, legal deductions, and annual leave.
- 7 - Specification of the test duration (that does not exceed 3 months).
- 8 - The employer must abide by the labor law and its executive regulations.

## CAN SOMEBODY DO BUSINESS FOR ME AND NOT BE AN EMPLOYEE?

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Yes, as long as related tax issues are preserved.