



HOW TO HIRE MY FIRST EMPLOYEE IN LEBANON

MAIN LEGAL STEPS TO FOLLOW TO HIRE A FIRST EMPLOYEE

- Registration at the salary's income tax department at the Ministry of Finance
- Registration at the National Social Security Fund

Employees of off-shore companies working abroad are exempted from tax.

DESIGN AND CONTENTS OF AN EMPLOYMENT CONTRACT

- Nature of work
- Duration of the contract
- Working hours (8 hours per day is the norm)
- Where will be the work
- Salary and how the employer will pay (by check, bank transfer, cash, place/date of payment)
- Annual leave (15 day minimum)
- Non competition and confidentiality
- Length of the probationary period (usually 3 months)
- There should be at least two signed copies of the contract and the employee should keep an original copy

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

Board members of SAL companies or a local or foreign subcontractor can do it.

For off-shore companies, it should be accomplished from Lebanon through its shareholders and employees and services offered abroad could be rendered by any juridical or natural persons established outside Lebanon.