



Circular No (9) for 2021
Abiding by “Itimad” Service procedures for renewal of
expatriates’ contracts

To: All ministries & federal entities

The Federal Authority for Government Human Resources (FAHR) would like to send you kind regards, wishing you all the success in your endeavors.

Further to our circular No (6) for 2012 on abiding by “Itimad” Service procedures that stipulates obtaining electronic approval when renewing employment contracts for expatriate workers, the Authority would like to stress the importance of obtaining the electronic approval through “Itimad” Service for all human resource transactions. Failure to do so will result in breach of law, leading to cancellation of any procedures or decisions taken by concerned authorities.

Pursuant to the directives issued by the competent authority in the State, the Federal Authority for Government Human Resources reiterates the importance of obtaining electronic approval via “Itimad” Service before renewing employment contracts of expatriates in all federal entities.

Procedures for renewal of contracts will be activated on “Itimad” Service for electronic approvals as of Thursday, July 2021. Please find hereunder links of user manuals for electronic mechanisms available on “Itimad” Service for electronic approvals.

Finally, we would like to inform you that the Authority is ready to provide you with all the support needed in this respect.

Thank you for your cooperation.

Federal Authority for Government Human Resources

Enclosure:

- Link of user manuals for renewal of contracts for expatriates in entities **operating Bayanati System**
- <https://www.fahr.gov.ae/bayanati/Portal/Userfiles/Assets/Documents/4377bec4.pdf>
- Link of user manuals for renewal of contracts for expatriates in entities **not operating Bayanati System**
- <https://www.fahr.gov.ae/bayanati/Portal/Userfiles/Assets/Documents/c1e823ac.pdf>

For more information, please contact:

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This translation of the Federal Law by Decree No. 11 of 2008 on Human Resources in the Federal Government only aims at identifying and clarifying the Articles of the Law and relevant policies (and procedures) .In case of any conflict between the Arabic and English versions, the Arabic version shall prevail and overcome.