

EMPLOYMENT UPDATE

Labour Ministry Decree Details New Filing Procedures for Employment Contracts in Egypt



Introduction

Pursuant to Article 89 of Egyptian Labour Law No. 14 of 2025 (the “Labour Law”), which requires employers to submit one of the four original counterparts of the employment contract to the competent administrative authority, the Egyptian Ministry of Labour has issued Decree No. 214 of 2025 (the “Decree”). The Decree provides guidance on the procedures for submitting employment contracts, as well as their renewals, non-renewals, and terminations.

Key Obligations under the Decree

- The fourth original counterpart of the employment contract must be submitted to the relevant Labour Directorate, either in hard copy or electronically via the official email address of the respective directorate. The official email addresses for all Labour Directorates are listed in Annex 1
- The Decree also requires employers to submit any contract renewals, non-renewals and termination to the relevant Labour Directorate.

Submission of the Fourth Original Employment Contract

In cases where the employment contract is submitted electronically, employers must use the company’s official email address and attach the following documents:

1. Certified copies of the company’s commercial or industrial register and tax card.
2. Copy of the national ID or passport of the employer or chairman of the company.
3. A stamped statement, in both PDF and Excel formats, listing each employee’s name, national ID number, salary, job title, and term of the contract (for limited-term contracts).
4. Each employment contract must be attached as a separate PDF file, labelled with the employee’s name and ID number.

The email must include a statement specifying the company’s name, headquarters or branch (as applicable), social insurance number and the total number of attached contracts

Renewals, Non-Renewal and Termination

- The same submission requirements outlined above apply to contract renewals, non-renewals, and terminations. The original renewed limited-term contract, or proof of renewal, must be submitted to the relevant Labour Directorate within 15 days of the renewal date. In cases of non-renewal or termination, the Labour Directorate must be notified within 15 days of the relevant event.
- Contracts concluded prior to the effective date of the Labour Law do not require the initial submission requirement, however, employers must comply with the current submission requirements for any subsequent renewal of such contracts.

Notes on Compliance

The obligation to submit the fourth original counterpart of the employment contract arises directly from the Labour Law, with non-compliance potentially resulting in fines. In contrast, the requirements to submit notifications of non-renewals and terminations arise from the Decree. At present, no specific penalties for non-compliance with these Decree based requirements have been established.

Feel free to reach out to our employment team if you have any questions.

Annex 1

Serial	Directorate	Email
1	Cairo	cairo.gov@labour.gov.eg
2	Dakahlia	Daka.gov@labour.gov.eg
3	Monufia	meno.gov@labour.gov.eg
4	Beni Suef	BaniSweif.it@labour.gov.eg
5	North Sinai	sinai.gov@labour.gov.eg
6	Sohag	Sohag.it@labour.gov.eg
7	Qalyubia	qalu.gov@labour.gov.eg
8	Damietta	Dam.gov@labour.gov.eg
9	New Valley	wadi.it@labour.gov.eg
10	Giza	Giza.gov@labour.gov.eg
11	Minya	min.gov@labour.gov.eg
12	South Sinai	sina.gov@labour.gov.eg
13	Matrouh	matrouh.gov@labour.gov.eg
14	Kafr El Sheikh	elSheikh.gov@labour.gov.eg
15	Qena	Qana.it@labour.gov.eg
16	Al-Fayyum	fay.gov@labour.gov.eg
17	Red Sea	redsea.it@labour.gov.eg
18	Port Said	Port.gov@labour.gov.eg
19	Aswan	aswan.gov@labour.gov.eg
20	Assiut	assiut.gov@labour.gov.eg
21	Alexandria	alx.it@labour.gov.eg
22	Ismailia	ism.gov@labour.gov.eg
23	Luxor	luxor.gov@labour.gov.eg
24	Beheira	beh.gov@labour.gov.eg
25	Suez	suez.it@labour.gov.eg
26	Sharqia	sharqia.it@labour.gov.eg
27	Gharbia	ghrbia.it@labour.gov.eg