



## A Procedural Guide for Issuing Flexible Work Permits to Syrian Refugees

- A Syrian worker wishing to issue a flexible work permit in the sectors mentioned in annex (1) shall have the following:
  - Undergo a free medical examination for the purpose of issuing a work permit in one of the expatriate workers' health centers mentioned in annex (2).
  - Submit a flexible work permit application at one of the offices of the General Federation of Jordanian Trade Unions distributed over the Kingdom's governorates and mentioned in Appendix (3).
  - Attaching the application with a copy of ID card and a copy of the old permit, if any, or a personal photo of the person who issues the permit for the first time.
  - Providing our employees with all contact information required to follow up on the progress of the application.
  - Pay the permit fee of JOD 60, which includes the insurance policy and issuance fees.
  - Pay late fines imposed by MoL (if any).
  - When the fees are paid, the worker will receive the following:
    - A copy of the insurance policy valid for one year.
    - Receipt of the paid value issued by GFJTU.
    - A brochure introducing the insurance policy, its benefits, and how to use it.
  - A brochure introducing the worker's labor and contractual rights and social security according to the Jordanian Labor Law, which includes the hotline numbers related to labor violations and emergency work injuries.
  - The beneficiary worker is notified by text message of the date and place of receiving the issued permit.
  - The worker receives a work permit valid for one year from the date of the expiry of his/her previous permit or from the date of issuance of his/her new permit if they were a first-time applicant.
  - The medical coverage mentioned in the insurance policy will be applied.
  - Each of the following are excluded from the right to obtain a flexible permit:
    - Holds a work permit for companies according to the concept of the formal (organized) sector.
    - Works for an employer of legal capacity in an establishment registered with the Social Security.
    - Those who will work for establishments required by the Labor Law to issue permits to the worker and to include him in social security.
  - To determine the validity of eligibility, the information will be matched through the electronic inquiry window at the Social Security.
  - The flexible work permit is granted exclusively to self-employed Syrian refugees, and employers are not allowed to apply for these permits except in accordance with the regular permit system, otherwise legal procedures will be applied.