

Bahrain: Decision No. 1 of 2013 Regulating the Records of Employers

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Abstract

All employers who employ expatriate workers must keep a record of the following details (Art. 1):

1. Name of worker, nationality, date of birth, qualifications, job description or profession, place of residence and all information related to his identity.
2. Nature and type of work.
3. Date of arrival in the Kingdom at the start of his employment.
4. Duration of work permit.
5. Duration of work contract, if specified.
6. Agreed upon salary, payment mode and payment due date and all financial and in-kind benefits, employee's bank account number to deposit the salary, and the employer's bank account details.
7. Any licenses obtained from concerned authorities, if the expatriate worker practices a profession that requires a specific license.
8. Any changes that may occur to the employment relationship that would affect the rights and obligations of either party, or the continuity of the employment relationship.

The employer is required to provide LMRA inspectors and authorized personnel with access to this record upon request (Art. 4).