

New Ministry of Labor Decree Sets out Rules for Execution and Filing of Employment Contracts

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As part of the series of implementing decrees to be issued following the entry into force of the New Labor Law No. 14 of 2025 (the “**New Labor Law**”), the Ministry of Manpower has issued Ministerial Decree No. 214 of 2025 (the “**Decree**”), which is yet to be published in the Official Gazette. The Decree sets out the key rules, requirements, and procedures governing the drafting, content, and filing of employment contracts in accordance with the New Labor Law, which entered into force on 1 September 2025.

Key Highlights

- Mandatory Written Employment Contracts:** As stated in the New Labor Law, employers are required to conclude employment contracts in writing and in Arabic, in four counterparts:
 - One to be kept in the employee’s personnel file.
 - One to be delivered to the employee.
 - One to be filed with the competent Social Insurance Office.
 - One to be filed with the competent Labor Directorate.
- Filing Requirements and Digital Submissions:** The fourth counterpart to be filed with the competent Labor Directorate must be submitted either in hard copy or electronically via email. Each labor office has its own official email address. For example, the official email address of the Cairo labor office’s email is: cairo.gov@labour.gov.eg. Further, specific conditions must be met, including:
 - Submission from the company’s official registered email.
 - Attachment of certified copies of the company’s commercial registration form and tax card.
 - Attachment of a copy of the employer’s national ID or passport, and in case the employer is a legal person, a copy of the national ID or passport of the chairman or manager of the company.
 - Inclusion of the company’s details (name, address, social insurance number).
 - Attachment of list of employees (in excel or PDF format), including names, national IDs, wages, positions, and contracts durations. The list of employees must be stamped by the company’s stamp.
 - Each employment contract must be uploaded as a separate PDF file, titled with the employee’s name and national ID number.
- Renewal and Termination Reporting:** Employers must also file a copy of any renewal of fixed-term contracts and notify the labor office of such renewal, non-renewal or termination within 15 days.
- Transitional Provisions for Pre-Existing Contracts:** Only indefinite-term contracts concluded before 1 September 2025 are exempt from the filing requirement (i.e. they do not have to be submitted to the competent labor office). However, fixed-term contracts signed before that date must be filed upon their first renewal.
- Mandatory Contractual Information:** Employment contracts must include the following data:
 - Start date of the contract.
 - Employer’s name and workplace address.
 - Employee’s name, qualification, occupation, social insurance number, residence, and ID details.
 - Type of work.
 - Agreed wage, payment method and schedule, and all agreed financial and in-kind benefits.

6. Contracts with Foreign Employees: If the employee is a foreign national and does not speak Arabic, the contract must be drafted in Arabic and the employee's language (or Arabic and English). In all cases, in case of discrepancies, the Arabic text prevails.
7. Ministry Support and Guidance: The Ministry of Manpower and its labor offices will offer consultation and guidance upon request to help parties determine the appropriate nature of their employment relationship, amongst others.

Conclusion

The Decree introduces a structured framework for drafting, documenting, and filing employment contracts under the New Labor Law, forming part of the Ministry's broader efforts to (i) protect employees' rights, (ii) enhance transparency in employment relationships, and (iii) clarify the reporting requirements.