

# What is the new procedure to change jobs in Qatar?



All workers in the State of Qatar are able to change employers without having to first obtain a No Objection Certificate (NOC).

Steps below apply to private sector workers covered by Labour Law No. 14 of 2004, agricultural and grazing workers, domestic workers and fishermen.

To change employers, the following steps should be followed:

**1** The worker should notify his/her employer through the electronic system of the Ministry of Administrative Development, Labour and Social Affairs (ADLSA)<sup>1</sup>:

- The worker should give a one-month notice if he/she has been in the job for two years or less
- The worker should give a two-month notice if he/she has been in the job for more than two years

**2** The worker should express his/her intention to change jobs through the **electronic notification system of ADLSA**, with the following documents enclosed:

- ADLSA change-of-employer form
- Copy of the contract signed with the former employer, authenticated by ADLSA (or the employment offer in absence of contract copy)
- The new employer's job offer in Arabic

**3** The worker and the new employer should receive an SMS from ADLSA confirming the change of employment.

**4** The new employer should initiate the electronic employment contract on ADLSA's **Digital Authentication System**.

**5** The new employer should print out the employment contract, and discuss and sign it with the worker.

**6** The new employer should upload the signed employment contract on ADLSA's Digital Authentication System, and pay the authentication fee of QAR 60.

**7** When the employment contract is authenticated, the new employer should submit a request for a new QID to the Ministry of Interior.

**Upon completion of this procedure, the worker will be able to start the new job. The worker should receive his/her new Qatari ID card (QID) and health card from the new employer.**

## Note

Both workers and employers can download a copy of the employment contract at all times through the [Digital Authentication System](#).

## Useful Links

Electronic notification system: <https://bit.ly/ADLSA-ENS>

Digital Authentication System: <https://elcr.adlsa.gov.qa/>

## WHERE CAN I FIND MORE INFORMATION?

For more information please contact the Ministry of Administrative Development, Labour and Social Affairs on the hotline **16008**, Email [info@adlsa.gov.qa](mailto:info@adlsa.gov.qa), Website [www.adlsa.gov.qa](http://www.adlsa.gov.qa) or visit our offices.

<sup>1</sup> Except in cases of termination upon contract expiry or termination on grounds of abuse by employer.