

# አዉቅና ያገኙ ስደተኞች እና ጥገኝነት ጠያቂዎች የሥራ መብት አፈጻጸም ለመደንገግ የወጣ መመሪያ ቁጥር 1019/2016

Directive to Implement Recognized Refugees and Asylum  
Seekers Right to Work (Directive No. 1019/2024)



በኢፌዴሪ የስደተኞችና ከስደት ተመለሾች ጉዳይ አጀንሲ  
FDRE Refugees and Returnees Service

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| <p><b><u>እዉቅና ያገኙ ስደተኞችን እና ጥገኝነት ጠያቂዎችን የሥራ መብት አፈጻጸም ለመደገግ የወጣ መመሪያ ቁጥር 1019/2016</u></b></p>                                                                                                                                                                                                                                                              | <p><b><u>Directive to Implement Recognized Refugees’ and Asylum Seekers’ Right to Work</u></b><br/><b><u>Directive No. 1019/2024</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>እዉቅና ያገኙ ስደተኞች እና ጥገኝነት ጠያቂዎች ከተረጋጁነት ወጥተው ምርታማና ራሳቸው የቻሉ እንዲሆኑ፤ የአካባቢ ማህበረሰብ የኑሮ ሁኔታ ለማሻሻል እንዲሁም የጋራ የኢኮኖሚ ተጠቃሚነትን ለማረጋገጥ የስደተኞች ጉዳይ አዋጅ ቁጥር 1110/2011 አንቀጽ 26 የስደተኞችን እና ጥገኝነት ጠያቂዎችን የመሥራት መብት የደነገገ በመሆኑ ይህንን ድንጋጌ በአግባቡ ለመተግበር ዝርዝር የአሠራር ሥርዓት መዘርጋት በማስፈለጉ የስደተኞች እና ተመላሾች አገልግሎት በስደተኞች ጉዳይ አዋጅ ቁጥር 1110/2011 አንቀጽ 46 (2) መሠረት ይህን መመሪያ አውጥቷል።</p> | <p>Acknowledging the necessity for a comprehensive directive to effectively implement Article 26 of Refugee Proclamation No. 1110/2019 which guarantees the right to work for refugees and asylum seekers, and its pursuit of durable solutions, fostering self-sufficiency, independence, and productivity among recognized refugees and asylum seekers is critical for their successful integration into Ethiopian society; <b>the Refugees and Returnees Service</b>, exercising the authority vested in it by Article 46(2) of the Proclamation, hereby issues this Directive.</p> |

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| <p style="text-align: center;"><b><u>ክፍል አንድ</u></b></p> <p style="text-align: center;"><b><u>ጠቅላላ ድንጋጌዎች</u></b></p> <p><b>1. አጭር ርዕስ</b><br/>ይህ መመሪያ “እውቅና ያገኙ ስደተኞች እና ጥገኝነት ጠያቂዎች የሥራ መብት አፈጻጸም ለመደንገግ የወጣ መመሪያ ቁጥር 1019/2016” ተብሎ ሊጠቀስ ይችላል፡፡</p> <p><b>2. ትርጓሜ</b><br/>የቃሉ አገባብ ሌላ ትርጉም የሚያሰጠው ካልሆነ በስተቀር በዚህ መመሪያ ውስጥ፡-</p> <p>1/ “አዋጅ” ማለት የስደተኞች ጉዳይ አዋጅ ቁጥር 1110/2011 ነው፡፡</p> <p>2/ “የአሰሪና ሰራተኛ ጉዳይ አዋጅ” ማለት አዋጅ ቁጥር 1156/2011 ነው፡፡</p> <p>3/ “አሰሪ” ማለት በአሠሪና ሠራተኛ ጉዳይ አዋጅ ቁጥር 1156/2011 የተሰጠውን ትርጓሜ የሚይዝ ሆኖ እውቅና ያገኘ ስደተኛ እና ጥገኝነት ጠያቂ አሰሪን ይጨምራል፡፡</p> <p>4/ “የቅጥር ሥራ ፈቃድ” ማለት ስደተኛ ወይም ጥገኝነት ጠያቂ በሙያዊ ወይም በጉልበቱ በቋሚነት ወይም በጊዜያዊነት ተቀጥሮ በክፍያ እንዲሠራ የሚሰጥ ፈቃድ ማለት ነው፡፡</p> <p>5/ “የንግድ ስራ” ማለት በተናጥልም ይሁን በጋራ አግባብነት ባላቸው የአገሪቱ ሕጎች መሰረት ከሚመለከታቸው ፈቃድ ሰጪ የመንግስት አካላት ንግድ ፈቃድ በማውጣት ዕውቅና ባገኙ ስደተኞች ወይም ጥገኝነት ጠያቂዎች የሚሰሩ ስራ ነው፡፡</p> <p>6/ “የጋራ ፕሮጀክት” ማለት በዓለም አቀፉ ማህበረሰብ ድጋፍ እና በኢትዮጵያ መንግስት ስምምነት መሰረት ዕውቅና ያገኙ ስደተኞችና ጥገኝነት ጠያቂዎች እና ኢትዮጵያውያን በጋራ የኢኮኖሚ ተጠቃሚ የሚሆኑበት የከተማ ወይም የገጠር ልማት ፕሮጀክት ነው፡፡</p> <p>7/ “አገልግሎት መስርያ ቤት” ማለት በአስፈጻሚ አካላት ሥልጣንና ተግባር መወሰኛ አዋጅ ቁጥር 1263/2014 አንቀጽ 64 መሰረት የተቋቋመው</p> | <p style="text-align: center;"><b><u>Part One</u></b></p> <p style="text-align: center;"><b><u>General provisions</u></b></p> <p><b>1. Short Title</b><br/>This Directive may be cited as “<b>Directive to Implement Recognized Refugees’ and Asylum Seekers’ Right to Work No. 1019/2024</b>”</p> <p><b>2. Definition</b><br/>In this Directive, Unless the context otherwise requires,</p> <p>1) “<b>Proclamation</b>” means the Refugees Proclamation No. 1110/2019</p> <p>2) “<b>Labor Proclamation</b>” means Proclamation No. 1156/2019</p> <p>3) “<b>Employer</b>” shall have the meaning given to it on the Labor Proclamation and shall include Recognized Refugees and Asylum Seekers who employ others.</p> <p>4) “<b>Wage Earning Employment</b>” means the performance of professional or manual work by a refugee or an asylum seeker who is employed permanently or temporarily in consideration for wage.</p> <p>5) “<b>Commercial Activities</b>” means the engagement of recognized refugees or asylum seekers, individually or in group, upon obtaining commercial license from the relevant licensing bodies in accordance with applicable laws.</p> <p>6) “<b>Joint Project</b>” means an urban or rural development project designed with the support of the international community and the agreement of the Ethiopian government to economically benefit both recognized</p> |
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| <p>የስደተኞችና ተመላሾች አገልግሎት ነው፤</p> <p>8/ “ሰው” ማለት ማንኛውም የተፈጥሮ ሰው ወይም በሕግ የሰውነት መብት የተሰጠው አካል ነው፤</p> <p>9/ በዚህ መመሪያ ውስጥ በወንድ ጾታ የተገለጸው የሴትንም ጾታ ያካትታል፡፡</p> | <p>refugees and Ethiopian nationals.</p> <p>7) "<b>Service Office</b>" means the Refugees and Returnees Services established pursuant to Article 64 of the Definition of Powers and Duties of the Executive Organs Proclamation No. 1263/2021.</p> <p>8) "Person" means a natural person or a legal person as defined by law.</p> <p>9) Any reference to the masculine gender includes the feminine gender.</p> |
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**ክፍል ሁለት**

**ስለ ቅጥር ሥራ ፈቃድ**

**3. የቅጥር ሥራ ፈቃድ ስለማውጣት**

1/ በአዋጁ ባልተከለከሉ የስራ መስኮች ላይ እውቅና ያገኘ ስደተኛን ወይም ጥገኝነት ጠያቂን ቀጥሮ ለማሰራት የሚፈልግ ማንኛውም አሰሪ ተቀጣሪው የተለየ ክህሎት እንዳለው ማስረዳት ሳይጠበቅበት ከስራና ክህሎት ሚኒስቴር ወይም ሕጋዊ ውክልና ከተሰጠው አካል የሥራ ፈቃድ ማውጣት አለበት፡፡

2/ በአዋጁ ባልተከለከሉ የስራ መስኮች ላይ ተቀጥሮ ለመስራት የሚፈልግ ማንኛውም እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ ከሥራና ክህሎት ሚኒስቴር ወይም ሕጋዊ ውክልና ከተሰጠው አካል የሥራ ፈቃድ ማውጣት ይችላል፡፡

3/ በዚህ አንቀጽ ንዑስ አንቀጽ 1 የተመለከተው የሥራ ፈቃድ ሊሰጥ የሚችለው አሠሪው እውቅና ያገኘ ስደተኛን ወይም ጥገኝነት ጠያቂን በድርጅቱ ውስጥ ለመቅጠር ሲጠይቅ ብቻ ነው፡፡

4/ የዚህ አንቀጽ ንዑስ አንቀጽ 1-3 ድንጋጌዎች ቢኖሩም የሚከተሉት እውቅና ያገኙ ስደተኞች ወይም ጥገኝነት ጠያቂዎች የሥራ ፈቃድ ማውጣት ሳያስፈልጋቸው ተቀጥረው መስራት ይችላሉ፤ አሰሪውም የቅጥር ስራ ፈቃድ ማውጣት ሳይስፈልገው ቀጥሮ ማሰራት ይችላል፡-

ሀ) በአዋጁ አንቀጽ 26 (10) ላይ የተደነገገው እንደተጠበቀ ሆኖ ከኢትዮጵያዊ ዜጋ ጋር ህጋዊ ጋብቻ የፈፀመ ወይም አንድና ከአንድ በላይ ኢትዮጵያዊ ዜግነት ያላቸው ልጆች ያለው ከሆነ እና ይህንን የሚያረጋግጥ ማስረጃ ከአገልግሎት መስርያ ቤቱ ወይም ከሚመለከተው አካል ማቅረብ የሚችል፤

ለ) በአዋጁ መሰረት በመንግስትና የአለምአቀፍ ማህበረሰብ በሚቀረጹ የጋራ ፕሮጀክቶች ላይ የሚሰማራ ከሆነ

**Part Two**

**Wage Earning Employment permit**

**3. Requirement of Obtaining Work Permit**

1) Any Employer shall obtain a work permit from the Ministry of Labor and Skills or any organ authorized by it to employ a recognized refugee or asylum seeker in sectors not restricted by the proclamation.

2) Any recognized refugee or asylum seeker may engage in employment in sectors not restricted by the Proclamation upon obtaining a work permit from the Ministry of Labor and Skills or any organ authorized by it.

3) A work permit under sub article 1 of this article shall only be issued upon a request by the employer

4) Notwithstanding the provisions of sub article 1 and 2 of this article:

a) A recognized refugee or asylum seeker who is married to an Ethiopian national and/or has one or more child in possession of Ethiopian nationality and can cause evidence from the Service Office or any other organ to this fact; and

b) A recognized refugee or asylum seeker selected to participate in a joint project pursuant to the proclamation whose engagement shall be governed by Section 5 of this directive;

**4. Application for Work Permit**

1) An application for work permit by the employer shall be made in an application form attached with this directive and

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| <p>አገልግሎት መስርያ ቤቱ የጋራ ፕሮጀክቶችን አስመልክቶ በሚሰራበት የዚህ መመሪያ ክፍል አምስት መሰረት ይተገበራል ።</p> <p><b>4. የቅጥር ሥራ ፈቃድ ለማውጣት ጥያቄ ስለማቅረብ</b></p> <p>1/ ማንኛውም አሠሪ እውቅና ያገኘ ስደተኛን ወይም ጥገኝነት ጠያቂን ለመቅጠር የሥራ ፈቃድ ጥያቄ ማቅረብ የሚችለው ከዚህ መመሪያ ጋር አባሪ በተደረገው የማመልከቻ ቅጽ የሚጠየቀውን መረጃ በማሟላት ነው።</p> <p>2/ በዚህ አንቀጽ ንዑስ አንቀጽ 1 መሰረት ለአሰሪው የሚሰጠው የስራ ፈቃድ ለአንድ የስራ መደብ ብቻ ነው።</p> <p>3/ እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ በወቅት ሥራ ላይ መሰማራት የሚችለው ከአገልግሎት መሥሪያ ቤቱ የተሰጠ ስደተኝነቱን ወይም ጥገኝነት ጠያቂነቱን የሚገልጽ ማረጋገጫ በማቅረብ ነው።</p> <p><b>5. በአሰሪ ጥያቄ የቅጥር ሥራ ፈቃድ ለማውጣት መሟላት ያለባቸው መሥፈርቶች</b></p> <p>1/ ማንኛውም አሠሪ ለሚቀጥረው እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ አዲስ የሥራ ፈቃድ ለማውጣት የሚከተሉትን መሥፈርቶች አሟልቶ ማቅረብ ይኖርበታል፡-</p> <p>ሀ) የሥራ ፈቃድ ጥያቄ ማመልከቻ፤</p> <p>ለ) የተቀጣሪው የግል ታሪክ የተሞላበት ቅጽ፤</p> <p>ሐ) የተቀጣሪውን ማንነት በግልጽ የሚያሳዩ ከስድስት ወር ወዲህ የተነሳቸው አራት የፓስፖርት መጠን ያላቸው ጉርድ ፎቶግራፎች፤</p> <p>መ) የስራ ዘርፉ የሙያ ብቃት ማረጋገጫ የሚጠይቅ ከሆነ አግባብነት ካለው የመንግሥት መሥሪያ ቤት የተሰጠ የብቃት ማረጋገጫ፤</p> <p>ሰ) ለሥራ ቅጥር ቃል የተገባ መሆኑ ወይም የስራ ቅጥር ውል የሚያሳይ ማስረጃ።</p> <p>2/ አሠሪው ነጋዴ ከሆነ በዚህ አንቀጽ ንዑስ</p> | <p>requirements there to.</p> <p>2) A work permit under sub article 1 of this article is issued for the position applied for and for the requesting employer.</p> <p>3) A temporary work permit for a recognized refugee or asylum seeker is issued upon presentation of Identification Document issued by the Services.</p> <p><b>5. <u>Application for Work Permit by the Employer</u></b></p> <p>1) An application for a new work permit by the employer shall fulfill the following requirements:</p> <p>a) A duly completed application form</p> <p>b) A duly completed personal history form of the employee</p> <p>c) 4 passport size, not older than six months, photographs of the employee</p> <p>d) If the position or profession requires competency certificate, a certificate issued by a competent authority</p> <p>e) An Offer Letter or Employment contract</p> <p>2) If the employer is a trader, in addition to documents under sub article 1 of this article shall submit a business license or investment permit</p> <p>3) If the employer is a Non-Governmental Organization, in addition to documents under sub article 1 of this article shall submit a registration certificate from the Civil Societies Registration Service</p> <p>4) If the employer is a religious institution, in addition to documents under sub article 1 of</p> |
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| <p>አንቀጽ 1 ከተመለከቱት በተጨማሪ እንደሚገቡ የንግድ ሥራ ፈቃድ ወይም የኢንቨስትመንት ፈቃድ ማቅረብ አለበት።</p> <p>3/ አሠሪው መንግሥታዊ ያልሆነ ድርጅት ከሆነ በዚህ አንቀጽ ንዑስ አንቀጽ 1 ከተመለከቱት በተጨማሪ ከበጎ አድራጎት ድርጅቶችና ማህበራት ባለስልጣን የተሰጠ የምዝገባ ሰርተፍኬት ማቅረብ አለበት።</p> <p>4/ አሠሪው የሃይማኖት ተቋም ከሆነ በዚህ አንቀጽ ንዑስ አንቀጽ 1 ከተመለከቱት በተጨማሪ ከሚመለከተው አካል የተሰጠ የምዝገባ ሠርተፍኬት ማቅረብ አለበት።</p> <p><b>6. እውቅና ያገኘ ስደተኞች እና ጥገኝነት ጠያቂዎች የቅጥር ሥራ ፈቃድ ለማውጣት ማሟላት ያለባቸው መስፈርቶች</b></p> <p>1/ እውቅና ያገኘ ስደተኛ እና ጥገኝነት ጠያቂ አዲስ የሥራ ፈቃድ ለማውጣት የሚከተሉትን መስፈርቶች አሟልቶ ማቅረብ ይኖርበታል፡-</p> <p>ሀ/ የግል ታሪክ የተሞላበት የስራ ፈቃድ መጠየቂያ ቅጽ፤</p> <p>ለ/ ከአገልግሎት መስሪያ ቤቱ የተሰጠ ማገነቱን የሚገልጽ ማስረጃ፤</p> <p>ሐ/ ከስድስት ወር ወዲህ የተነሳቸው ማገነቱን በግልጽ የሚያሳዩ አራት የፓስፖርት መጠን ያላቸው ጉርድ ፎቶ ግራፎች።</p> <p>2/ እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ ለመቀጠር የሥራ ፈቃድ ጥያቄ ማቅረብ የሚችለው ከዚህ መመሪያ ጋር አባሪ በተደረገው የማመልከቻ ቅጽ የሚጠየቀውን መረጃ በማሟላት ነው።</p> <p>3/ አዲስ የስራ ፈቃድ ለማውጣት ከስደተኛው ወይም ጥገኝነት ጠያቂው ማናቸውም ዓይነት ክፍያ አይጠየቅም።</p> <p><b>7. የአሠሪ ግዴታዎች</b></p> <p>በአሠሪና ሠራተኛ ጉዳይ አዋጅ ያሉት ግዴታዎች እንደተጠበቁ ሆነው አሠሪው የሚከተሉት ተጨማሪ ግዴታዎች ይኖሩታል፡-</p> <p>1/ የሥራ ፈቃድ የተሰጠውን እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ በተፈቀደለት</p> | <p>this article shall submit a registration certificate from the competent authority</p> <p><b>6. <u>Application for Work Permit by the Recognized Refugee or Asylum Seeker</u></b></p> <p>1) An application for a new work permit by the recognized refugee or asylum seeker shall fulfill the following requirements:</p> <p>a) A duly completed personal history form</p> <p>b) An Identification Document issued by the Services</p> <p>c) 4 passport size, not older than six months, photographs</p> <p>2) An application for a new work permit by the recognized refugee or asylum seeker shall be made in accordance with the application form attached here with the directive</p> <p>3) No fee shall be imposed on a recognized refugee or asylum seeker to obtain a new work permit</p> <p><b>7. <u>Employer's Obligations</u></b></p> <p>Without prejudice to the provisions of the Labor Proclamation, the employer shall have the following additional duties:</p> <p>1) To assign the recognized refugee or asylum seeker in the authorized position in the work permit.</p> <p>2) To notify the Ministry of Labor and Skills or any organ authorized by it, within 5 working days from the date of knowledge of the disappearance, about the leaving of the recognized refugee or asylum seeker from the work place.</p> <p>3) To implement accordingly when the Work</p> |
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| <p>የሙያ መስክ ላይ ብቻ የማሰራት፤</p> <p>2/ እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂው ከሥራ ቦታ ከጠፋ ሠራተኛው መጥፋቱን ካወቀበት ጊዜ ጀምሮ በ5 የሥራ ቀናት ውስጥ ለሥራና ክህሎት ሚኒስቴር ወይም በሚኒስቴሩ ሕጋዊ ውክልና ለተሰጠው አካል በጽሁፍ የማሳወቅ፤</p> <p>3/ የሥራ ሁኔታ ተቆጣጣሪው እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂው በአካል እንዲቀርብለት ሲጠይቅ አስፈላጊውን የመፈፀም፤</p> <p>4/ እውቅና ካገኘው ስደተኛ ወይም ጥገኝነት ጠያቂ ጋር የሥራ ውሉን ሲያቋርጥ የሥራ ውሉን ባቋረጠ በ5 የሥራ ቀናት ውስጥ ጉዳዩን ለሥራና ክህሎት ሚኒስቴር ወይም በሚኒስቴሩ ሕጋዊ ውክልና ለተሰጠው አካል በጽሁፍ በማሳወቅ የሥራ ፈቃድ ደብተሩን የመመለስ፤</p> <p>5/ እውቅና ያገኘው ስደተኛ ወይም ጥገኝነት ጠያቂ የሚሠራበትን የሥራ ቦታ ከቀየረ አዲሱን አድራሻ፣ አድራሻው ከተቀየረበት ቀን ጀምሮ በ5 የሥራ ቀናት ውስጥ ለሥራና ክህሎት ሚኒስቴር ወይም በሚኒስቴሩ ሕጋዊ ውክልና ለተሰጠው አካል የማሳወቅ፤</p> <p>6/ ተቀጣሪው እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ ከቀላል የትራፊክ ሕጎች ውጪ የአገሪቱን የወንጀል ሕጎች መጣሱ ሲረጋገጥ ወዲያውኑ የሥራ ፈቃዱን ለሥራና ክህሎት ሚኒስቴር ወይም በሚኒስቴሩ ሕጋዊ ውክልና ለተሰጠው አካል አቅርቦ እንዲሰረዝ የማድረግ፤</p> <p>7/ የሥራ ፈቃድ የሌለውን እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ በሥራ ላይ ያለማስማራት፤</p> <p>8/ እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂን የመኖሪያ አድራሻ መዝግቦ በመያዝ አግባብ ባለው አካል ሲጠየቅ የማቅረብ፤</p> <p>9/ እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት</p> | <p>Inspector requests physical appearance of the recognized refugee or asylum seeker</p> <p>4) To notify the Ministry of Labor and Skills or any organ authorized by it in writing within 5 working days of the termination and return the work permit book when the contract of employment is ended</p> <p>5) In case of change of work place, to notify Ministry of Labor and Skills or any organ authorized by it about the new address of the recognized refugee or asylum seeker employee within 5 working days of the change.</p> <p>6) To return the work permit and cause its cancellation when it is sufficiently and credibly demonstrated that the recognized refugee or asylum seeker employee has violated the criminal laws of the country, excluding minor traffic offence.</p> <p>7) To refrain from deploying a recognized refugee or asylum seeker who is not issued with work permit in any type of work</p> <p>8) To maintain residence address of the recognized refugee or asylum seeker employee and show the same whenever requested by the appropriate organ</p> <p>9) Not to engage the recognized refugee or asylum seeker employee in any illegal and immoral activities.</p> <p><b>8. <u>Recognized Refugee or Asylum Seeker Employee's Obligations</u></b></p> <p>Without prejudice to the provisions of the Labor Proclamation, the Recognized Refugee or Asylum</p> |
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| <p>ጠያቂን በሕገ-ወጥ ሥራዎችና በሌላ ለሞራል ተፃራሪ በሆኑ ተግባራት ላይ ያለማስማራት፡፡</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Seeker Employee's shall have the following additional duties:</p>                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>8. እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ ተቀጣሪ ግዴታዎች</b></p> <p>በአሠሪና ሠራተኛ ጉዳይ አዋጅ ያሉት የሠራተኛው ግዴታዎች እንደተጠበቁ ሆነው ተቀጣሪው እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የሚከተሉት ግዴታዎች ይኖሩታል፡-</p> <p>1/ ፈቃዱ የወጣለት በአሰሪው ከሆነ በሥራ ፈቃድ ደብተሩ ላይ ለተመለከተው አሠሪ ብቻ የመሥራት፤ ፈቃዱ የወጣው በተቀጣሪው ማመልከቻ ከሆነ በተመለከተው የስራ ዘርፍ ብቻ መስራት</p> <p>2/ የተሰጠውን የሥራ ፈቃድ በመያዝ በሥራ ገበታው ላይ የመገኘት፤</p> <p>3/ የወቅት ሥራን ጨምሮ በሥራ ፈቃድ ደብተሩ ላይ በተመዘገበው የሥራ መደብ /ሙያ ላይ ብቻ የመስማራት፤</p> <p>4/ በሕገ-ወጥ ሥራዎችና በሌላ ለሞራል ተፃራሪ በሆኑ ተግባራት/ሥራዎች ላይ ያለመስማራት፤</p> <p>5/ የሥራና ክህሎት ሚኒስቴር ወይም በሚኒስቴሩ ሕጋዊ ውክልና በተሰጠው አካል ወይም አግባብ ባለው ባለሥልጣን በመቅረብ ሪፖርት እንዲያደርግ በሥራ ሁኔታ ተቆጣጣሪው ሲጠየቅ በወቅቱ የመቅረብ፡፡</p> | <p>1) To work only to the employer indicated in the work permit.</p> <p>2) To appear at a work place in possession of the issued work permit.</p> <p>3) To engage only in the position/profession registered in the work permit.</p> <p>4) Not to engage in any illegal and immoral activities.</p> <p>5) To comply with Work Inspector's request of the Ministry of Labor and Skills or any organ authorized by it for reporting.</p>  |
| <p><b>9. የቅጥር ሥራ ፈቃድ የጊዜ ገደብ እና ስለማደስ</b></p> <p>1/ የሥራ ፈቃድ በየዓመቱ ይታደሳል፡፡</p> <p>2/ የሥራ ፈቃድ ጊዜ መቆጠር የሚጀምረው አመልካቹ እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂን ቀጥሮ ለማስራት ወይም ለመስራት ፈቃዱ ከተሰጠበት ቀን ጀምሮ ነው፡፡</p>                                                                                                                                                                                                                                                                                                                                                                                                                          | <p><b>9. <u>Renewal of Work Permit</u></b></p> <p>1) The Work permit issued in accordance with this Directive shall be renewed annually</p> <p>2) The validity period of a work permit commences to run from the date of issuance of the work permit following submission of application for work permit</p>                                                                                                                            |
| <p><b>10. በአሰሪው ጥያቄ አቅራቢነት የቅጥር ሥራ ፈቃድ ስለማደስ</b></p> <p>1/ ማንኛውም አሠሪ የሥራ ፈቃድ ለማደስ የሥራ ፈቃድ ጊዜ ገደቡ ከማለቁ በፊት ባለው</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p><b>10. <u>Renewal of Work Permit on Employer's Request</u></b></p> <p>1) Any employer shall, within one month preceding the expiry of the work permit, place a request to the Ministry of Labor and Skills or any organ authorized by it fulfilling the following requirements:</p> <p>a) a formal application for renewal of a work permit;</p> <p>b) produce an ID Card issued by the Service to the refugee or asylum seeker;</p> |

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| <p>አንድ ወር ጊዜ ውስጥ የሚከተሉትን በማሟላት ለሥራና ክህሎት ሚኒስቴር ወይም አግባብነት ላለው አካል ጥያቄ ማቅረብ ይኖርበታል፡-</p> <p>ሀ) የሥራ ፈቃድ ዕድሳት ማመልከቻ፤</p> <p>ለ) ከአገልግሎት መስሪያ ቤቱ ለሥደተኛው ወይም ጥገኝነት ጠያቂው የተሰጠ የመታወቂያ ሰነድ፤</p> <p>ሐ) ከሥራና ክህሎት ሚኒስቴር ወይም አግባብነት ላለው አካል የተሰጠ የሥራ ፈቃድ ደብተር፤</p> <p>መ) እውቅና ያገኘው ስደተኛ ወይም ጥገኝነት ጠያቂ ከአሠሪው ጋር የገባው የሥራ ቅጥር ውል፡፡</p> <p>2/ አሠሪው ነጋዴ ከሆነ በዚህ አንቀጽ ንዑስ አንቀጽ 1 ከተመለከቱት በተጨማሪ የታደሰ የንግድ ሥራ ፈቃድ ወይም የኢንቨስትመንት ፈቃድ ማቅረብ አለበት፡፡</p> <p>3/ አሠሪው መንግሥታዊ ያልሆነ ድርጅት ከሆነ በዚህ አንቀጽ ንዑስ አንቀጽ 1 ከተመለከቱት በተጨማሪ ከበጎ አድራጎት ድርጅቶችና ማህበራት ባለስልጣን የተሰጠ የምዝገባ ሠርተፊኬት ማቅረብ አለበት፡፡</p> <p>4/ አሠሪው የሃይማኖት ተቋም ከሆነ በዚህ አንቀጽ ንዑስ አንቀጽ 1 ከተመለከቱት በተጨማሪ ከሚመለከተው የመንግሥት አካል የተሰጠ የምዝገባ ሠርተፊኬት ማቅረብ አለበት፡፡</p> <p>5/ አሠሪው ፈቃድ እንዲሰጥ በጠየቀባቸው ሁኔታዎች እውቅና ያገኘ ስደተኛ እና ጥገኝነት ጠያቂው የሥራ ፈቃድ በወቅቱ ሳያሳድስ የቀረ እንደሆነ ፈቃዱ ፀንቶ የሚቆይበት ጊዜ ካበቃበት በሚቀጥሉት ሦስት ወራት ውስጥ ለመጀመሪያው ወር የዕድሳት ክፍያውን ሃምሳ በመቶ (50%)፣ ለሁለተኛው ወር ሰባ አምስት በመቶ (75%) እና ለሦስተኛው ወር መቶ በመቶ (100%) ቅጣት በተጨማሪ በመክፈል የሥራ ፈቃዱን ሊያሳድስ ይችላል፤ የአገልግሎት ዋጋ ክፍያን በተመለከተ</p> | <p>c) a work permit book issued by the Ministry of Labour and Skills or the Ministry of Labor and Skills or any organ authorized by it;</p> <p>d) copy of employment contract entered between the recognized refugee or asylum seeker with the employer.</p> <p>2) If the employer is a trader, he must present a renewed business license or investment license in addition to those provided for in sub-article 1 of this Article</p> <p>3) If the employer is a non-governmental organization, shall submit a registration certificate issued by the Authority for Civil society Organizations in addition to those provided for in sub-article 1 of this Article.</p> <p>4) If the employer is a religious institution, must submit a certificate of registration issued by the competent body in addition to those provided for in sub-article 1 of this Article.</p> <p>5) In instances where the employer has requested for a work permit for a recognized refugee or asylum seeker and fails to timely renew the work permit, he may renew the work permit within three months, by paying fifty percent (50%) of the renewal fee for the first month ; for the second month seventy five percent (75% )within the third month hundred percent ( 100%) penalty from the end of the period of validity of the work permit. The service charge shall be determined in accordance with Regulation No. 394/2016 issued by the Council of Ministers regarding the payment of fees.</p> |
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በሚኒስትሮች ምክር ቤት ደንብ ቁጥር 394/2009 መሠረት የሚፈጸም ይሆናል።

**11. እውቅና ባገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ ጥያቄ አቅራቢነት የቅጥር ሥራ ፈቃድ ስለማደስ**

1/ ማንኛውም እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የሥራ ፈቃድ ለማደስ የሥራ ፈቃድ ጊዜ ገደቡ ከማለቁ በፊት ባለው አንድ ወር ጊዜ ውስጥ የሚከተሉትን በማሟላት ለሥራና ክህሎት ሚኒስቴር ወይም አግባብነት ባለው አካል ጥያቄ ማቅረብ ይኖርበታል፡-

ሀ) የሥራ ፈቃድ ዕድሳት ማመልከቻ፤

ለ) ከአገልግሎት መሥሪያ ቤቱ የተሰጠ የመታወቂያ ሰነድ፤

ሐ) ከሥራና ክህሎት ሚኒስቴር የተሰጠ የሥራ ፈቃድ ደብተር፤

መ) የአገልግሎት ክፍያ የክፈለበት ደረሰኝ።

2/ ዕውቅና ያገኘው ስደተኛ ወይም ጥገኝነት ጠያቂ ያወጣውን የሥራ ፈቃድ በወቅቱ ሳያሳድስ የቀረ እንደሆነ ፈቃዱ ፀንቶ የሚቆይበት ጊዜ ካበቃበት ጀምሮ በሚቀጥሉት ሦስት ወራት ውስጥ ለመጀመሪያው ወር የዕድሳት ክፍያውን ሃምሳ በመቶ (50%)፣ ለሁለተኛው ወር ሰባ አምስት በመቶ (75%) እና ለሦስተኛው ወር መቶ በመቶ (100%) ቅጣት በተጨማሪ በመክፈል የሥራ ፈቃዱን ሊያሳድስ ይችላል፤ የአገልግሎት ዋጋ ክፍያን በተመለከተ የሚኒስትሮች ምክር ቤት ባወጣው ደንብ ቁጥር 394/2009 መሠረት ተፈጻሚ ይሆናል።

3/ በዚህ አንቀጽ ንዑስ አንቀጽ 1 እና 2 ላይ የተደነገገው ቢኖርም እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የዕድሳት ክፍያውን መክፈል አለመቻሉን ከአገልግሎት መሥሪያ ቤቱ ማረጋገጫ ካቀረበ ሳይከፍል ሊታደስለት ይችላል።

**11. Renewal of Work Permit by a Recognized Refugee or Asylum Seeker**

1) Any recognized refugee or asylum seeker shall renew the work permit within one month preceding the expiry of the work permit by submitting a request to the Ministry of Labor and Skills or any organ authorized by it fulfilling the following requirements;

- a) application for renewal of a work permit;
- b) copy of identity document issued by the Service Office;
- c) a work permit book issued by the Ministry of Labor and Skills or any organ authorized by it;
- d) copy of the receipt for payment of service fee.

2) If the recognized refugee or asylum seeker fails to renew his work permit pursuant to sub article 1 of this Article, the work permit may be renewed within the next three months from the end of the validity period, by paying Fifty percent (50%) of the renewal fee for the first month, Seventy-Five percent (75%) for the second month and One Hundred percent (100%) for the third month. The service charge shall be determined in accordance with Regulation No. 394/2016 issued by the Council of Ministers regarding the payment of fees.

3) Notwithstanding the provisions of sub-articles 1 and 2 of this Article, a recognized refugee or asylum seeker may renew his

**12. የቅጥር ሥራ ፈቃድ ደብተር ምትክ ስለማውጣት**

1/ በአሰሪ በኩል የወጣ የሥራ ፈቃድ ደብተር ሲጠፋ አሰሪው ደብተሩ መጥፋቱን እንዳወቀ ወዲያውኑ ደብተሩ የጠፋበትን ምክንያት የሚገልጽ በድርጅቱ የተፈረመ መግለጫ እና ለመጥፋቱ የፖሊስ ማስረጃ ለሥራና ክህሎት ሚኒስቴር ወይም አግባብነት ያለው አካል ማቅረብ አለበት፡፡

2/ እውቅና በተሰጠው ስደተኛ ወይም ጥገኝነት ጠያቂ በኩል የወጣ የሥራ ፈቃድ ደብተር ሲጠፋ ደብተሩ መጥፋቱን እንዳወቀ ወዲያውኑ ደብተሩ የጠፋበት መሆኑን እና ምትክ እንዲሰጠው የሚገልጽ ማመልከቻ እና ለመጥፋቱ የፖሊስ ማስረጃ ለሥራና ክህሎት ሚኒስቴር ወይም አግባብነት ያለው አካል ማቅረብ አለበት፡፡

3/ የስራ ደብተሩ የተበላሸ፣ የተቀደደ እና ከአገልግሎት ውጪ ከሆነ ደብተሩን በማቅረብ ምትክ እንዲሰጠው መጠየቅ ይችላል፡፡

4/ በዚህ አንቀጽ ንዑስ አንቀጽ (1)፣ (2) እና (3) የቀረቡትን ማስረጃዎች በማረጋገጥ እና በህግ የተወሰነውን የአገልግሎት ክፍያ በማስከፈል ምትክ የስራ ፍቃድ ይሰጠዋል፡፡ የአገልግሎት ዋጋ ክፍያን በተመለከተ በሚኒስትሮች ደንብ ቁጥር 394/2009 መሠረት ተፈጻሚ ይሆናል፡፡

5/ በዚህ አንቀጽ ንዑስ አንቀጽ 3 ላይ የተደነገገው ቢኖርም እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የዕድሳት ክፍያውን መክፈል አለመቻሉን የአገልግሎት መስሪያ ቤቱ ካረጋገጠ ሳይከፍል እንዲታደስለት የትብብር ደብዳቤ ይፀፍለታል፡፡

**13. የቅጥር ሥራ ፈቃድ ክፈራንስ**

1/ ማንኛውም አሠሪ የሥራ ፈቃድ ላወጣለት እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ ክፈራንስ ሲፈልግ የሚከተሉትን አሟልቶ

work permit free of penalty fee by producing proof from the Service Office that he is unable to pay the renewal fee.

**12. Replacement of a Work Permit**

1) In the event of a loss of a work permit obtained upon a request by an employer, the employer shall submit, as soon as he becomes aware of the loss of the work permit, a statement signed by the organization stating the reason for the loss and police evidence to the Ministry of Labor and Skills or any organ authorized by it.

2) In the event of a loss of work permit obtained upon a request by a recognized refugee or asylum seeker, he shall immediately submit an application stating that the work permit has been lost and request for a replacement along a police report to the Ministry of Labor and Skills or any organ authorized by it.

3) In the event of a damaged work permit book, torn and out of service, he may request a replacement by presenting the old work permit book to the Ministry of Labor and Skills or any organ authorized by it.

4) A replacement work permit shall be issued by verifying the evidence provided in sub-articles (1), (2) and (3) of this Article and charging a service fee determined in accordance with Council of Ministers Regulation No. 394/2016 for the payment of fess.

5) Notwithstanding the provisions of sub-article 3 of this Article, the Service Office may issue

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| <p>ማቅረብ ይኖርበታል፡-</p> <p>ሀ) ከአሰሪው ድርጅት የሚቀርብ የክሊራንስ ጥያቄ ማመልከቻ፤ እና</p> <p>ለ) ተመላሽ የሚደረግ ከሥራና ክህሎት ሚኒስቴር ወይም አግባብነት ካለው አካል የተሰጠ የሥራ ፈቃድ ደብተር</p> <p>2/ ማንኛውም እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ ክሊራንስ ሲፈልግ የሚከተሉትን አሟልቶ ማቅረብ ይኖርበታል፡-</p> <p>ሀ) የክሊራንስ ማመልከቻ፤ እና</p> <p>ለ/ ተመላሽ የሚደረግ የሥራ ፈቃድ ደብተር፡፡</p> <p>3/ በዚህ አንቀጽ ንዑስ አንቀጽ 1 የተመለከተው ቢኖርም፣ ቀጣሪው ድርጅት በተለያዩ ምክንያቶች ከተዘጋ ወይም ሥራውን ካቆመ እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ ድርጅቱ ስለመዘጋቱ ወይም ሥራውን ስለማቆሙ ከሚመለከተው የመንግሥት አካል ማስረጃ በማቅረብ ሲጠይቅ የሥራ ፈቃድ ክሊራንስ ሊሰጠው ይችላል፡፡</p> <p>4/ በዚህ አንቀጽ ንዑስ አንቀጽ 1/ የተመለከተው እንደተጠበቀ ሆኖ፣ ቀደም ብሎ የተሰጠው የሥራ ፈቃድ ጊዜው ካለፈ ከአንድ ወር በኋላ የሚቀርብ የክሊራንስ ጥያቄ የሥራ ፈቃዱ ያልታደሰበትን ጊዜ የሚሸፍን የእድሳት ክፍያን መጠን በመክፈል ክሊራንስ ማግኘት ይችላል፡፡</p> <p><b>14. የቅጥር ሥራ ፈቃድ ስለሚሰረዝበት ሁኔታ</b></p> <p>1/ የሥራ ፈቃድ በሚከተሉት ምክንያቶች ይሠረዛል፡-</p> <p>ሀ) እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ ፈቃድ ከተጠየቀበትና ከተፈቀደለት ሥራ ውጭ በሌላ ሥራ ላይ ተሰማርቶ ሲገኝ፤</p> <p>ለ) እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ ሲሰራው የነበረው ሥራ ሲቋረጥ</p> | <p>a letter attesting the inability of a recognized refugee or asylum seeker to pay the service fees required</p> <p><b>13. <u>Work Permit Clearance</u></b></p> <p>1) Any employer seeking clearance for a work permit obtained upon the request of the employer shall submit an application to to the Ministry of Labor and Skills or any organ authorized by it;</p> <p>a) an application for clearance from the employer's organization; and</p> <p>b) work permit issued by the Ministry of Labor and Skills or any organ authorized by it</p> <p>2) Any recognized refugee or asylum seeker seeking clearance must provide the following:</p> <p>a) an application for clearance; and</p> <p>b) a work permit book</p> <p>3) Notwithstanding the provisions of sub-article 1 of this Article, if the employer organization closes or ceases operations for various reasons, an recognized refugee or asylum seeker may be granted a work permit clearance upon obtaining evidence from the relevant government body about the closure or cessation of operations.</p> <p>4) Without prejudice to sub-article (1) of this Article, a clearance request made one month after the expiration of the work permit may be obtained by paying the amount for the renewal fee covering the period during which the work permit has not been renewed.</p> <p><b>14. <u>Conditions for Cancellation of Work</u></b></p> |
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| <p>ወይም የማያስፈልግ ሲሆን ወይም ድርጅቱ ሲዘጋ፤</p> <p>ሐ) የሥራ ፈቃድ ከሦስት ወር በላይ ሳይታደስ ሲቀር፤</p> <p>መ) እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ በኢትዮጵያ ውስጥ መኖር ለአገሪቱ ደህንነት አስጊ መሆኑ አግባብ ባላቸው የመንግሥት አካላት ሲረጋገጥ፤</p> <p>ሠ) እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ ሥራውን ሲለቅ</p> <p>ረ) የሥራ ፈቃዱ የተገኘው በተሳሳተ መረጃ ላይ ተመስርቶ መሆኑ ሲረጋገጥ፤</p> <p>ሰ) በዚህ መመሪያ አንቀጽ 8 እና 9 የተጠቀሱት የአሠሪና የሠራተኛ ግዴታዎች ሳይፈጸሙ ሲቀሩ፤</p> <p>ቀ) እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ በአዋጁ መሰረት እውቅናው ወይም የጥገኝነት ጠያቂነት መብቱ ከተሰረዘ ወይም ካጣ።</p> <p>2/ የሥራ ፈቃድ ሲሰረዝ አሠሪው ወይም ዕውቅና ያገኘው ስደተኛ ወይም ጥገኝነት ጠያቂ የሥራ ፈቃድ ደብተሩን ለሥራና ክህሎት ሚኒስቴር ወይም አግባብነት ላለው አካል መመለስ አለበት።</p> <p><b>15. ስለክትትልና ቁጥጥር</b></p> <p>1/ ቀጣሪዎችን አስመልክቶ በአሠሪና ሠራተኛ ጉዳይ አዋጅ የተደነገጉና በዚሁ አዋጅ መሠረት የወጡ ደንብና መመሪያዎችን ተፈጻሚነት ለማረጋገጥ እንደአግባቡ በሥራና ክህሎት ሚኒስቴር ወይም በሚኒስቴሩ ሕጋዊ ውክልና በተሰጠው አካል፤ ወይም አግባብ ባለው ባለሥልጣን የሥራ ሁኔታ ተቆጣጣሪዎች ተገቢው ክትትልና ቁጥጥር ይደረጋል።</p> <p>2/ በስራ ላይ የሚሳተፉ ስደተኞችን ወይም ጥገኝነት ጠያቂዎችን በተመለከተ የስደተኞች</p> | <p><b><u>Permit</u></b></p> <p>1) Work permit shall be canceled for the following reasons:</p> <p>a) a recognized refugee or asylum seeker is engaged in work other than that for which a work permit has been issued;</p> <p>b) when the work of a recognized refugee or asylum seeker is terminated or becomes irrelevant or closure of the employer's organization;</p> <p>c) when the work permit has not been renewed for more than three months;</p> <p>d) where the residency of a recognized refugee or asylum seeker in Ethiopia is considered as unsafe by the appropriate government bodies;</p> <p>e) when a recognized refugee or asylum seeker leaves his employment;</p> <p>f) the work permit was obtained on the basis of incorrect information;</p> <p>g) failure to comply with employer and employee obligations prescribed under this directive</p> <p>h) If a recognized refugee's or asylum seeker's refugee status, pursuant to the proclamation, has been revoked or lost his right as recognized refugee or asylum seeker.</p> <p>2) In the event of cancellation of a work permit, the employer or recognized refugee or asylum seeker shall return the work permit book to the Ministry of Labor and Skills or any organ authorized by it.</p> <p><b>15. <u>Monitoring and Supervision</u></b></p> <p>1) Concerning employers, the Ministry of Labor</p> |
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| <p>ጉዳይ አዋጅና መመሪያዎች መተግበራቸውን ለማረጋገጥ አገልግሎት መስሪያ ቤቱ ተገቢውን ክትትልና ቁጥጥር ያደርጋል።</p> <p><b>16. ጉዳይ አስፈጻሚ ስለመወከል</b></p> <p>1/ ማንኛውም አሠሪ ዕውቅና ያገኘ ስደተኛን ወይም ጥገኝነት ጠያቂን ቀጥሮ ለማሰራት የሚያቀርበውን የሥራ ፈቃድ ጥያቄ የሚያስፈጽም ሰው መወከል ይችላል።</p> <p>2/ በዚህ አንቀጽ ንዑስ አንቀጽ 1 መሠረት የሚወከል ጉዳይ አስፈጻሚ፡-</p> <p>ሀ) የድርጅቱ ሠራተኛ ከሆነ ይህንኑ የሚያረጋግጥ የድርጅቱ መታወቂያ እና የቀበሌ መታወቂያ ዋና እና ፎቶ ኮፒ/፤</p> <p>ለ) ሦስተኛ ወገን ከሆነ በኢ.ፌ.ዲ.ሪ የሰነዶች ማረጋገጫና ምዝገባ አገልግሎት የተረጋገጠ ውክልና እና የቀበሌ መታወቂያ፤ ይዞ መቅረብ አለበት።</p> <p>3/ በዚህ አንቀጽ ንዑስ አንቀጽ 1 እና 2 የተመለከቱት ቢኖሩም የድርጅቱ ሥራ አስኪያጅ የሥራ ፈቃድ ጥያቄውን ራሱ ሊያስፈጽም ይችላል።</p> <p><b>17. ስለ አገልግሎት ክፍያ</b></p> <p>1/ እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የሥራ ፈቃድ የአገልግሎት ዋጋ ክፍያን በተመለከተ በሚኒስትሮች ምክር ቤት ደንብ ቁጥር 394/2009 መሠረት ተፈጻሚ ይሆናል፤</p> <p>2/ በዚህ አንቀጽ ንዑስ አንቀጽ 1 ላይ የተደነገገው ቢኖርም እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የዕድሳት ክፍያውን መክፈል አለመቻሉን የአገልግሎት መስሪያ ቤቱ ካረጋገጠ ሳይከፍል እንዲታደስለት የትብብር ደብዳቤ ይዕቅዳል።</p> <p><b>18. ስለቅጣት</b></p> <p>1/ አሠሪው በዚህ መመሪያ አንቀጽ 8 የተመለከቱትን ግዴታዎችና ሌሎች</p> | <p>and Skills or any organ authorized by it, or Work Inspector, shall engage in appropriate monitoring and supervisory activities to ensure the enforcement of the Labor proclamation, and regulations and directives subsequently adopted.</p> <p>2) The Service Office shall make proper monitoring and supervision to ensure the implementation of the Refugees Proclamation and the regulations and directives thereto pertaining to the Right to Work of refugees.</p> <p><b>16. <u>Appointment of a Liaison Officer</u></b></p> <p>1) Any employer may appoint a liaison officer or representative to facilitate work permit related services</p> <p>2) A person who is represented pursuant to sub article (1) of this article shall produce:</p> <p>a) If he is employee of the organization, ID confirming same and original and photocopy of Kebelle ID Card</p> <p>b) If it is third party a power of attorney certified by the Federal Documents Authentication and Registration Service and Kebelle</p> <p>3) Notwithstanding the provisions of sub-articles 1 and 2 of this Article, the Manager of the organization may follow up the request for a work permit</p> <p><b>17. <u>Service Charge</u></b></p> <p>1) A recognized refugee or asylum seeker shall pay service charge in accordance with the Council of Ministers Regulation No. 394/2016.</p> <p>2) Notwithstanding the provisions of sub-article</p> |
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| <p>ኃላፊነቶች ካልተወጣ በአሠሪና ሠራተኛ ጉዳይ አዋጅ እና በሌሎች አግባብነት ባላቸው ሕጎች ስለቅጣት የተመለከቱት ድንጋጌዎች ተፈጻሚ ይሆኑበታል።</p> <p>2/ በአሠሪና ሠራተኛ ጉዳይ አዋጅ ስለቅጣት የተመለከቱት ድንጋጌዎች እንደተጠበቁ ሆነው፤ እንደአግባቡ የሥራና ክህሎት ሚኒስቴር ወይም በሚኒስቴሩ ሕጋዊ ውክልና የተሰጠው አካል፤ ወይም አግባብ ያለው ባለሥልጣን በዚህ መመሪያ መሠረት ሕጋዊ ፈቃድ ሳይኖረው በሚሰራ ዕውቅና ባገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ ላይ ሕጋዊ እርምጃ እንዲወሰድበት ያደርጋል።</p> | <p>1 of this Article, the Service Office may issue a letter attesting the inability of a recognized refugee or asylum seeker to pay the service fees required<sup>18</sup>.</p> <p>18. <b><u>Penalty</u></b></p> <p>1) An employer who violates duties and obligations stated in Article 8 of this Directive shall be liable to the penalty and fines pursuant to the Labor Proclamation and other relevant laws.</p> <p>2) Without prejudice to the provisions of penalty in the Labor Proclamation, the Ministry of Labor and Skills or any organ authorized by it shall take legal measure against a recognized refugee or asylum seeker who is working without a work permit in accordance with this Directive.</p> |
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## ክፍል ሶስት

### በንግድ ስራ ላይ ስለመስማራት

#### 19. በንግድ ሥራ የመስማራት መብት

1/ ማንኛውም እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ በጠረፍ ንግድ እና ለውጭ ሀገር ዜጎች የተሻለ መብት በሚሰጡ ሕጎች ለኢትዮጵያውያን ብቻ ከተፈቀዱ የንግድ መስኮች ውጭ መስማራት ይችላል።

2/ ማንኛውም ዕውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ በግል ወይም የንግድ ማኅበር አባል በመሆን በንግድ ስራ ላይ መስማራት ይችላል።

3/ ማንኛውም ዕውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ ልዩ የእንደራሴ የምስክር ወረቀት አውጥቶ በንግድ እንደራሴነት መስራት ይችላል።

4/ ማንኛውም ዕውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ በንግድ ስራ ላይ ለመስማራት በቅድሚያ በንግድ መዝገብ መመዝገብ አለበት፤

#### 20. የግለሰብ ነጋዴ የድርጅት ስም ስለማስመዝገብ

ማንኛውም ዕውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ በንግድ ሕጎች መሰረት የግለሰቡን የንግድ ድርጅት ስም ማስመዝገብ አለበት።

#### 21. የንግድ ማህበር የንግድ ድርጅት ስም ስለማስመዝገብ

1/ የንግድ ማህበር የንግድ ድርጅት ስም ለማስመዝገብ ከሚቀርብ ማመልከቻ ቅጽ ጋር የሚከተሉት መረጃዎች ተያይዘው መቅረብ አለባቸው፦

ሀ) የንግድ ድርጅቱን ስም እንዲያፀድቅ የተመረጠው እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የመታወቂያ ሰነድ ዋና እና ፎቶኮፒ ወይም ፋይዳ ቁጥር፤

ለ) የንግድ ድርጅት ስሙን እንዲያፀድቅ የተመረጠው ኢትዮጵያዊ ከሆነ የታደሰ

## Part Three

### Engaging in Commercial Activities

#### 19. Right to Engage in Commercial Activities

- 1) Every recognized refugee and asylum seeker shall have the right to engage in commercial activities except in border trade and areas reserved for Ethiopian citizens in laws that accord most favorable treatment to foreigners
- 2) Every recognized refugee and asylum seeker shall have the right to engage, individually or in group, in self employment
- 3) Every recognized refugee and asylum seeker shall have the right to engage as Commercial Representative upon obtaining a Commercial Representative Certificate
- 4) Every recognized refugee and asylum seeker shall first be registered in the Commercial Register before engaging in any commercial activity

#### 20. Registration of Business Name of a Sole Proprietor

Every recognized refugee and asylum seeker engaging as Sole Proprietor shall register his Business Name pursuant to relevant laws

#### 21. Registration of Business Name of a Business Organization

- 1) Where a business organization requests a service for registration of business name, the request shall be accompanied by;
  - a) Identification Document or Fayda Number of

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| <p>መታወቂያ ወይም ፓስፖርት ዋናውን እና አስፈላጊ ገፆች ፎቶ ኮፒ፤</p> <p>ሐ) ያልጸደቀ መመስረቻ ጽሑፍ፤</p> <p>መ) ለንግድ ድርጅቱ መጠሪያ የተመረጡ ሶስት አማራጭ ስሞች፡፡</p> <p>2/ መዝጋቢው አካል ባደረገው ማጣራት አመልካች ያቀረባቸው ሶስቱ አማራጭ ስሞች በሌላ ድርጅት የተያዙ ከሆነ ሌሎች አማራጭ ስሞችን እንዲያቀርብ ይደረጋል፡፡</p>                                                                                                                                                                                                                                                                                                                        | <p>the applicant, original &amp; copy</p> <p>b) Renewed Id or Passport, if the application is made through an Ethiopian agent, original &amp; copy</p> <p>c) Draft memorandum of Association</p> <p>d) At least three (3) alternative business names</p> <p>2) Where the business names provided are registered by other businesses, the applicant shall provide with other alternative names</p>                                                                                                                                                                                                                                                                                                                                        |
| <p><b><u>22. የግለሰብ የንግድ ምዝገባ የምስክር ወረቀት ስለማውጣት</u></b></p> <p>የግለሰብ ነጋዴ የንግድ ምዝገባ የምስክር ወረቀት ለማውጣት ከሚቀርብ ማመልከቻ ቅጽ ጋር የሚከተሉት መረጃዎች ተያይዘው መቅረብ አለባቸው፡-</p> <p>1/ እዉቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የመታወቂያ ሰነድ ወይም ፋይዳ ቁጥር፤</p> <p>2/ እዉቅና ያገኘውን ስደተኛ ወይም ጥገኝነት ጠያቂ ማንነት በግልፅ የሚያሳይ ከስድስት ወር ወዲህ የተነሳው የፓስፖርት መጠን ያለው ፎቶግራፍ፤</p> <p>3/ የግብር ከፋይ መለያ ቁጥር፤</p> <p>4/ ማመልከቻው በወኪል የቀረበ ከሆነ ዕውቅና ያገኘው ስደተኛ ወይም ጥገኝነት ጠያቂ የወክልና ማስረጃ ዋና ቅጽ እና ፎቶ ኮፒ፤ የወኪሉ እና የወካዩ የመታወቂያ ሰነድ ወይም ፋይዳ ቁጥር፤</p> <p>5/ ተወካዩ ኢትዮጵያዊ ከሆነ የታደሰ መታወቂያ ወይም ፓስፖርት ዋናውን እና አስፈላጊ ገፆች ፎቶ ኮፒ፡፡</p> | <p><b><u>22. Commercial Registration of a Sole Proprietor</u></b></p> <p>Where an individual recognized refugee or asylum seeker requests a service for commercial registration, a request for commercial registration shall be submitted together with;</p> <p>1) Identification Document or Fayda Number of the recognized refugee or asylum seeker,</p> <p>2) A photograph not older than 6 months of the recognized refugee or asylum seeker</p> <p>3) Tax Identification number</p> <p>4) If the application is submitted through an agent, renewed Id of the principal and agent, a copy of valid passport, Identification Document, or Fayda Number\</p> <p>5) If the Agent is an Ethiopian, a copy of renewed ID or Passport</p> |
| <p><b><u>23. የንግድ ማህበር የንግድ ምዝገባ የምስክር ወረቀት ስለማውጣት</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><b><u>23. Commercial Registration of Business organization</u></b></p> <p>A request for commercial registration of a Business Organization shall be submitted together with,</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <p>የንግድ ማኅበር ምዝገባ የምስክር ወረቀት ለማውጣት ከሚቀርብ ማመልከቻ ቅጽ ጋር የሚከተሉት መረጃዎች ተያይዘው መቅረብ አለባቸው፡-</p> <p>1/ እዉቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የመታወቂያ ሰነድ ወይም ፋይዳ ቁጥር፤</p> <p>2/ ማመልከቻው በወኪል የቀረበ ከሆነ የውክልና ማስረጃ ዋና ቅጽ እና ፎቶ ኮፒ፤ የወኪሉ እና የወካዩ የታደሰ የመታወቂያ ሰነድ ወይም ፋይዳ ቁጥር፤</p> <p>3/ ወካዩ ወይም ተወካዩ ኢትዮጵያዊ ከሆነ የታደሰ መታወቂያ ወይም ፓስፖርት ዋናውን እና አስፈላጊ ገፆች ፎቶ ኮፒ፤</p> <p>4/ የንግድ ማህበሩን ስራ አስኪያጅ ማንነት በግልፅ የሚያሳይ ከስድስት ወር ወዲህ የተነሳው የፓስፖርት መጠን ያለው ጉርድ ፎቶግራፍ፤</p> <p>5/ የጸደቀ መመስረቻ ጽሁፍ፤</p> <p>6/ ኃላፊነቱ የተወሰነ የንግድ ማህበር ከሆነ በመመስረቻዉ ላይ ላስመዘገበው ካፒታል ከባንክ የተሰጠ ማረጋገጫ፤</p> <p>7/ የግብር ከፋይ መለያ ቁጥር፡፡</p> <p><b>24. የግለሰብ ነጋዴ የንግድ ስራ ፈቃድ ስለማዉጣት</b></p> <p>የግለሰብ ነጋዴ የንግድ ስራ ፈቃድ የምስክር ወረቀት ለማውጣት ከሚቀርብ ማመልከቻ ቅጽ ጋር የሚከተሉት መረጃዎች ተያይዘው መቅረብ አለባቸው፡-</p> <p>1/ እዉቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የመታወቂያ ሰነድ ወይም ፋይዳ ቁጥር፤</p> <p>2/ ማመልከቻው በወኪል የቀረበ ከሆነ የውክልና ማስረጃ ዋና ቅጽ እና ፎቶ ኮፒ፤ የወኪሉ እና የወካዩ የመታወቂያ ሰነድ ወይም ፋይዳ ቁጥር፤</p> | <p>1) Identification Document or Fayda Number of the recognized refugee or asylum seeker,</p> <p>2) If the application is submitted through an agent, renewed Id of the principal and agent, a copy of valid passport, Identification Document, or Fayda Number</p> <p>3) If the Agent or Principal is an Ethiopian, a copy of renewed ID or Passport</p> <p>4) A photograph not older than 6 months of the General Manager</p> <p>5) Approved Memorandum of Association</p> <p>6) Bank confirmation of the capital registered in the Memorandum of Association, if the application is for Private Limited Company</p> <p>7) Tax Identification Number (TIN)</p> <p><b>24. <u>Issuance of Business License for Sole Proprietor</u></b></p> <p>Where a trader requests a service for issuance of business license, a request for issuance of business license shall be submitted together with;</p> <p>1) Identification Document or Fayda Number of the Refugee or Asylum Seeker</p> <p>2) If the application is submitted through an agent, renewed Id of the principal and agent, a copy of valid passport, Identification Document, or Fayda Number</p> <p>3) If the Agent is an Ethiopian, a copy of renewed ID or Passport</p> <p>4) Photograph of the General Manager not older than six months</p> <p>5) Tax Identification Number (TIN)</p> <p>6) If the sector requires competency</p> |
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| <p>3/ ተወካዩ ኢትዮጵያዊ ከሆነ የታደሰ መታወቂያ ወይም ፓስፖርት ዋናውን እና አስፈላጊ ገፆች ፎቶ ኮፒ፤</p> <p>4/ የግለሰቡን ማንነት በግልፅ የሚያሳይ ከስድስት ወር ወዲህ የተነሳው የፓስፖርት መጠን ያለው ጉርድ ፎቶግራፍ፤</p> <p>5/ የግብር ከፋይ መለያ ቁጥር፤</p> <p>6/ የንግድ ስራ ፈቃድ የተጠየቀበት የስራ መደብ የብቃት ማረጋገጫ የሚያስፈልገው ከሆነ ከሚመለከተው የሴክተር መስሪያ ቤት የተሰጠ የብቃት ማረጋገጫ የምስክር ወረቀት፡፡</p> <p><b>25. የንግድ ማኅበር የንግድ ስራ ፈቃድ የምስክር ወረቀት ስለማወጣት</b></p> <p>የንግድ ማኅበር የንግድ ስራ ፈቃድ የምስክር ወረቀት ለማወጣት ከሚቀርብ ማመልከቻ ቅጽ ጋር የሚከተሉት መረጃዎች ተያይዘው መቅረብ አለባቸው፡-</p> <p>1/ እዉቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የመታወቂያ ሰነድ ወይም ፋይዳ ቁጥር፤</p> <p>2/ ማመልከቻው በወኪል የቀረበ ከሆነ የወክልና ማስረጃ ዋና ቅጽ እና ፎቶ ኮፒ፤ የወኪሉ እና የወካዩ የመታወቂያ ሰነድ ወይም ፋይዳ ቁጥር፤</p> <p>3/ ወካዩ ወይም ተወካዩ ኢትዮጵያዊ ከሆነ የታደሰ መታወቂያ ወይም ፓስፖርት ዋናውን እና አስፈላጊ ገፆች ፎቶ ኮፒ፤</p> <p>4/ የንግድ ማህበሩን ስራ አስኪያጅ ማንነት በግልፅ የሚያሳይ ከስድስት ወር ወዲህ የተነሳው የፓስፖርት መጠን ያለው ጉርድ ፎቶግራፍ፤</p> <p>5/ የንግድ ስራ ፈቃድ የተጠየቀበት የስራ መደብ የብቃት ማረጋገጫ የሚያስፈልገው ከሆነ ከሚመለከተው የሴክተር መስሪያ ቤት የተሰጠ የብቃት ማረጋገጫ የምስክር ወረቀት፤</p> <p>6/ የግብር ከፋይ መለያ ቁጥር፡፡</p> <p><b>26. ስለ ንግድ ምዝገባና ንግድ ፈቃድ አገልግሎት አሰጣጥ</b></p> <p>የንግድ ምዝገባና ፈቃድ አገልግሎት በበይነመረብ የሚሰጥ ይሆናል፡፡</p> | <p>certification, a competency certificate from the appropriate organ</p> <p><b>25. <u>Issuance of Business License for a business organization</u></b></p> <p>Where a business organization requests a service for a business license, a request for business license shall be submitted together with,</p> <ol style="list-style-type: none"> <li>1) Identification Document or Fayda Number of the Recognized Refugee or Asylum Seeker</li> <li>2) If the application is submitted through an agent, renewed Id of the principal and agent, a copy of valid passport, Identification Document, or Fayda Number</li> <li>3) If the Agent or Principal is an Ethiopian, a copy of renewed ID or Passport</li> <li>4) Photograph of the General Manager not older than six months</li> <li>5) If the sector requires competency certification, a competency certificate from the appropriate organ</li> <li>6) Tax Identification number</li> </ol> <p><b>26. <u>Service Delivery</u></b></p> <p>All services associated with business registration and licensing shall be delivered online</p> <p><b>27. <u>Application of Relevant Laws</u></b></p> <ol style="list-style-type: none"> <li>1) Commercial Code Proclamation No. 1243/2021, Commercial Registration and Business Licensing Proclamation No. 980/2016 (as Amended), and Regulations and Directives issued pursuant to these</li> </ol> |
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| <p><b>27.የሌሎች ሕጎች ተፈጻሚነት</b></p> <p>1/ የንግድ ምዝገባና ፍቃድ እና የንግድ ስም ምትክ የምስክር ወረቀት ማውጣት፣ ማሻሻል፣ እድሳት፣ ዕገዳ፣ ስረዛ እና ሌሎች ጉዳዮችን በተመለከተ በንግድ ሕግ አዋጅ ቁጥር 1243/2013 እና በንግድ ምዝገባና ፍቃድ አዋጅ ቁጥር 980/2008 (እንደተሻሻለው) እንዲሁም በነዚህ ሕጎች መሠረት የወጡ ደንቦችና መመሪያዎች የተደነገጉት ሁኔታዎች ተፈጻሚ ይሆናሉ።</p> <p>2/ በንግድ ሕግ አዋጅ ቁጥር 1243/2013 እና የንግድ ምዝገባና ፍቃድ አዋጅ ቁጥር 980/2008 (እንደተሻሻለው) እንዲሁም በነዚህ ሕጎች መሠረት የወጡ ደንቦችና መመሪያዎች አገልግሎት ለመስጠት የነዋሪነት መታወቂያ ወይም ፓስፖርት በሚጠይቁ አገልግሎቶች ላይ እውቅና ላገኙ ስደተኞች ወይም ጥገኝነት ጠያቂዎች በመታወቂያ ሰነድ ወይም በፋይዳ ቁጥራቸው የሚስተናገዱ ይሆናል።</p> | <p>Proclamations for business registration and licensing, renewal, suspension, cancellation, and others shall be applicable</p> <p>2) Kebelle ID or Passport requirements for service delivery by Commercial Code Proclamation No. 1243/2021, Commercial Registration and Business Licensing Proclamation No. 980/2016 (as Amended), and Regulations and Directives issued pursuant to these Proclamations shall be substituted with a recognized refugee's or asylum seeker's ID or fayda Number</p> |
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**ክፍል አራት**

**ስለግብር ከፋይ መለያ ቁጥር**

**28. የግብር ከፋይ መለያ ቁጥር ለማውጣት መሟላት ያለባቸው መስፈርቶች፡-**

1/ እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የግለሰብ ነጋዴ የግብር ከፋይ መለያ ቁጥር ለማውጣት ከሚቀርብ ማመልከቻ ቅጽ ጋር የሚከተሉት መረጃዎች ተያይዘው መቅረብ አለባቸው፡-

ሀ) በግብር ሰብሳቢ ተቋሙ የተዘጋጀ በአግባቡ የተሞላ የማመልከቻ ቅጽ፤

ለ) እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የታደሰ የመታወቂያ ሰነድ ወይም ፋይዳ ቁጥር፤

ሐ) ዕውቅና ያገኘውን ስደተኛ ወይም ጥገኝነት ጠያቂ ማንነት በግልጽ የሚያሳዩ የፓስፖርት መጠን ያላቸው ከስድስት ወር ወዲህ የተነሳቸው ሁለት ጉርድ ፎቶግራፎች፤

መ) ከአገልግሎት መስሪያ ቤቱ የተሰጠ የንግድ ስራውን የሚሰራበት አድራሻ የሚገልጽ ደብዳቤ፤ ወይም የኪራይ ውል ወይም የባለቤትነት ማረጋገጫ ሰነድ ማስረጃ፡፡

2/ የንግድ ማኅበር የግብር ከፋይ መለያ ቁጥር ለማውጣት ከሚቀርብ ማመልከቻ ቅጽ ጋር የሚከተሉት መረጃዎች ተያይዘው መቅረብ አለባቸው፡-

ሀ) በግብር ሰብሳቢ ተቋሙ የተዘጋጀ በአግባቡ የተሞላ የማመልከቻ ቅጽ፤

ለ) በህግ ስልጣን በተሰጠው አካል የፀደቀ የማህበር የመመስረቻ ዕሁፍ፤

ሐ) ከሚመለከተው አካል የተሰጠ የድርጅት ስም

መ) የማህበሩ ጽህፈት ቤት (የስራ ቦታ) በማህበሩ ባለቤትነት ሥር ያለ ከሆነ የባለቤትነት ማረጋገጫ ወይም የኪራይ ውል ወይም ከአገልግሎት መስሪያ ቤቱ የተሰጠው ማረጋገጫ፤

ሠ) የማህበሩ ሥራ አስኪያጅ ከሚመለከተው አካል የተሰጠው እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የመታወቂያ ሰነድ ወይም ፋይዳ ቁጥር፤

ረ) የማህበሩ ሥራ አስኪያጅ የግብር ከፋይ መለያ ቁጥር

ሰ) አመልካቹ ወኪል ከሆነ ስለውክልናው

**Part Four**

**Tax Identification Number**

**28. Conditions for obtaining Tax Identification Number**

1) A request for Tax Identification Number by a recognized refugee or asylum seeker shall be submitted together with;

a) A duly completed application form prepared by the tax collecting authority

b) Identification Document or Fayda Number

c) Photograph of the applicant not older than six months

d) A confirmation letter from the Service Office for his business address, or a rental agreement, or proof of ownership,

2. A request for Tax Identification Number by a business organization shall be submitted together with;

a) A duly completed application form prepared by the tax collecting authority

b) Identification Document or Fayda Number

c) Registered Memorandum of Understanding by a competent authority

d) Registered business organization name

e) Proof of ownership of business address or rental agreement; or a confirmation letter from the Services

f) If the application is submitted through an agent, renewed Id of the principal and agent, a copy of valid passport, Identification Document, or Fayda Number

**29. Cancellation of Tax Identification Number**

A request for cancellation of Tax Identification

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| <p>የተሰጠውን ህጋዊ የውክልና ማስረጃ ወይም በምስረታ ላይ ላለ ማህበር ወኪል ለመሆን በሁሉም አባላት ፊርማ የተረጋገጠ ውክልና እና እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የመታወቂያ ሰነድ ወይም ፋይዳ ቁጥር።</p> <p><b>29. የግብር ከፋይነት የምዝገባ የምስክር ወረቀት ስለመሰረዝ</b></p> <p>1/ ማንኛውም እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ ከንግድና ቀጣናዊ ትስስር ሚኒስቴር ወይም ከሚመለከተው መዝጋቢ አካል የንግድ ስራውን ማቋረጡን የሚገልጽ ደብዳቤ ሲያቀርብ የግብር ከፋይ መለያ ቁጥሩ ይሰረዛል፤</p> <p>2/ የግብር ከፋይ የምዝገባ የምስክር ወረቀት በፌደራል ወይም በሚመለከተው የክልል ወይም የከተማ አስተዳደር ግብር ሰብሳቢ ተቋም የታክስ ሕግ መሠረት ሊሰረዝ ይችላል።</p> <p><b>30. ለውጥን ስለማሳወቅ</b></p> <p>1/ ማንኛውም በንግድ ስራ ላይ የተሰማራ እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ በፌደራል ወይም በክልል/ከተማ አስተዳደር የታክስ ሕጎች መሰረት ለውጥ ሲያደርግ ለውጡ በተደረገ በ30 ቀናት ውስጥ ለገቢ ሰብሳቢ ተቋሙ ማሳወቅ አለበት።</p> <p>2/ ማንኛውም እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የሥራ እና የመኖሪያ አድራሻ ለውጥ ሲያደርግ ከአገልግሎቱ ለውጡን የሚገልጽ ደብዳቤ ማቅረብ አለበት።</p> <p><b>31. የታክስ ሕጎች ተፈጻሚነት</b></p> <p>1/ የግብር ከፋይ መለያ ቁጥርና ምስክር ወረቀት፣ ምትክ የምስክር ወረቀት ማውጣት፣ ማሻሻል፣ እድሳት፣ ዕገዳ፣ ስረዛ እና ሌሎች ጉዳዮችን በተመለከተ የታክስ ሕጎች ተፈጻሚ ይሆናሉ።</p> <p>2/ በታክስ ሕጎች አገልግሎት ለመስጠት የነዋሪነት መታወቂያ ወይም ፓስፖርት በሚጠይቁ አገልግሎቶች ላይ እውቅና ላገኙ ስደተኞች ወይም ጥገኝነት ጠያቂዎች በመታወቂያ ሰነድ ወይም በፋይዳ ቁጥራቸው የሚስተናገዱ ይሆናል።</p> | <p>Number shall be submitted together with;</p> <ol style="list-style-type: none"> <li>1) Proof from Ministry of Trade and Regional Integration or competent registering organ that the business activity has ceased</li> <li>2) A Tax Identification Number may be canceled pursuant to relevant federal, regional, or city administration Tax Laws</li> </ol> <p><b>30. Notification of Change</b></p> <ol style="list-style-type: none"> <li>1) A recognized refugee or asylum seeker engaged in commercial activities as Sole Proprietor or business organization shall inform, with in Thirty days, the tax Authority of any changes pursuant to Federal, Regional, or City Administration tax laws.</li> <li>2) He shall present proof of change of address from the Service</li> </ol> <p><b>31. Application of Relevant Laws</b></p> <ol style="list-style-type: none"> <li>1) Relevant Tax Laws for TIN registration, renewal, suspension, cancellation, and others shall be applicable</li> <li>2) Kebelle ID or Passport requirements for service delivery by relevant Tax Laws shall be substituted with a recognized refugee's or asylum seeker's ID or fayda Number</li> </ol> |
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| <p style="text-align: center;"><b>ክፍል አምስት</b></p> <p style="text-align: center;"><b>በጋራ ፕሮጀክቶች ለመሳማራት ስለሚሰጥ የመኖሪያ ፈቃድ</b></p> <p><b>32. በጋራ ፕሮጀክቶች ለመሳማራት የሚያስፈልጉ ቅድመ ሁኔታዎች</b></p> <p>1. ማንኛውም እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ በአገልግሎት መስሪያ ቤቱና በፕሮጀክቱ የተቀመጡ መስፈርቶችን በማሟላት በጋራ ፕሮጀክቱ እንዲሳተፍ ከተመረጠ የስራ ፈቃድ ማውጣት ሳያስፈልገው ከአገልግሎት መስሪያ ቤቱ የመኖሪያ ፈቃድ በማግኘት ብቻ በጋራ ፕሮጀክት ላይ ለመሳማራት ይችላል።</p> <p>2. ከኢትዮጵያ ዜጋ ጋር ሕጋዊ ጋብቻ የፈጸመ ወይም አንድና ከአንድ በላይ የኢትዮጵያ ዜግነት ያላቸው ልጆች ያሉት እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ ይህንን የሚያረጋግጥ ማስረጃ ካቀረበ በዚህ አንቀጽ ንዑስ አንቀጽ 1 መሰረት በተጠቀሰው የጋራ ፕሮጀክት ለመሳተፍ የመኖሪያ ፍቃድ ማውጣት አያስፈልገውም።</p> <p><b>33. የመኖሪያ ፈቃድ ለማግኘት የሚያስችሉ ሁኔታዎች</b></p> <p>ማንኛውም እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የመኖሪያ ፈቃድ ማውጣት የሚችለው፤</p> <p>1. በአንድ የጋራ ፕሮጀክት በመታቀፍ ለመስራት የፕሮጀክቱን መስፈርት ሲያሟላ እና አገልግሎት መስሪያ ቤቱ በሚያወጣው አሰራር መሰረት ሲመረጥ፤</p> <p>2. ስደተኛው ወይም ጥገኝነት ጠያቂው ከፀጥታና ወንጀል ጋር በተያያዘ በመጣራት ወይም በክስ ሂደት ላይ አለመሆኑ አገልግሎት መስሪያ ቤቱ ሲያረጋግጥ፤</p> <p><b>34. የመኖሪያ ፈቃድ የሚያስገኛቸው ጥቅሞች</b></p> <p>1. የመኖሪያ ፈቃድ የተሰጠው እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ ያለ መንቀሳቀሻ ፈቃድ ከቦታ ቦታ የመዘዋወር እንዲሁም የመኖሪያ ፈቃዱን ባገኘበት የጋራ ፕሮጀክት ውስጥ የመስራት መብት ይኖረዋል።</p> <p>2. በዚህ አንቀጽ ንዑስ አንቀጽ 1 ላይ የተደነገገው</p> | <p style="text-align: center;"><b>Part Five</b></p> <p style="text-align: center;"><b><u>Issuance of Residence Permit to Participate in Joint Projects</u></b></p> <p><b>32. <u>Conditions for Participation in a Joint Project</u></b></p> <p>1) Any recognized refugee may be allowed to work in a joint project by obtaining a residence permit, without a need for a work permit, if he is selected to participate in the project having met the requirements set by the Service and the project.</p> <p>2) A refugee or asylum seeker who is legally married to an Ethiopian national or has one or more child in possession of Ethiopian nationality, and has been provided a letter by the Service Office attesting to the facts, does not need a residence permit to participate in a joint project, as provided in sub-article 1 of this Article.</p> <p><b>33. <u>Conditions for Obtaining a Residence Permit</u></b></p> <p>Any recognized refugee shall be issued a residence permit where:</p> <p>1) he meets the conditions to be employed in a joint project by fulfilling the criteria set out by the project and is selected to participate in the project based on a procedure determined by the Service Office;</p> <p>2) the Service Office determines that the refugee is not being investigated or charged in connection with breach of security or crime; and</p> <p><b>34. <u>Benefits of a Residence Permit</u></b></p> <p>1) A recognized refugee who has been granted a residence permit has the right to move from place to place without a pass permit and to work in a joint project in relation to which the residence permit was granted.</p> <p>2) Notwithstanding the provisions of sub-article 1 of this Article, a person shall not have the right to work using residence permit obtained on account of his being a family member of a recognized refugee selected to participate in a</p> |
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ቢኖርም የመኖሪያ ፈቃዱን ያገኘው በጋራ ፕሮጀክት ለመስራት የተመረጠ እውቅና ያገኘ ስደተኛ የቤተሰብ አባል በመሆን ከሆነ በዚሁ የመኖሪያ ፈቃድ በመጠቀም የመስራት መብት አይኖረውም፡፡

**35. የመኖሪያ ፈቃድ የተሰጠው እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ ግዴታዎች**

ማንኛውም የመኖሪያ ፈቃድ የተሰጠው እውቅና ያገኘ ስደተኛ፤

1. የመኖሪያ ፈቃዱን ፈቃድ ለተሰጠበት የጋራ ፕሮጀክት ብቻ መጠቀም፡፡
2. በሕገወጥ ስራዎችና ለሕዝብ ሞራል ተጻራሪ በሆኑ ተግባራት ላይ ያለመሠማራትና የአገሪቱን ሕጎች የማክበር ግዴታ አለበት፡፡

**36. የመኖሪያ ፈቃድ ጥያቄ አቀራረብና መስፈርቶች**

1. በጋራ ፕሮጀክት ለመሳተፍ በአገልግሎት መስሪያ ቤቱ የተመረጠ እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ ለራሱም ሆነ ፤ ለቤተሰቡ አባላት አዲስ የመኖሪያ ፈቃድ ጥያቄ ማቅረብ የሚችለው በራሱ ወይም በሕጋዊ ወኪሉ ብቻ ነው፡፡

2. ማንኛውም እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ አዲስ የመኖሪያ ፈቃድ ለማውጣት የሚከተሉትን መስፈርቶች አሟልቶ ማቅረብ ይኖርበታል፡፡

ሀ. በቅጽ የተሞላ የመኖሪያ ፈቃድ ማመልከቻ፤

ለ. ስደተኝነቱን የሚገልጽ በአገልግሎት መሥሪያ ቤቱ የተሰጠው የታደሰ መታወቂያ፤

ሐ. የፓስፖርት መጠን ያላቸው የስደተኛው አራት ጉርድ ፎቶግራፎች፤

መ. የመኖሪያ ፈቃድ የጠየቀው ለባል/ሚስት ከሆነ የጋብቻ የምስክር ወረቀት፤

ሠ. የመኖሪያ ፈቃድ የተጠየቀው ለአካለ መጠን ላልደረሰ ልጅ ከሆነ የልደት የምስክር ወረቀት፤

ረ. ለሌሎች የቤተሰብ አባላት አገልግሎቱ የሰጠው

joint project.

**35. Obligations of Refugees Granted Residence Permits**

Any recognized refugee who has been granted a residence permit shall have the obligations:

- 1) to use his residence permit only for the joint project in respect of which the permit is granted; and
- 2) not to engage in illegal activities and acts contrary to public morals and to comply with the laws of the country.

**36. Procedures and Requirements for Residence Permit**

- 1) A recognized refugee selected by the Service Office to participate in a joint project may submit a request for a new residence permit for himself or his family members only by himself or through his legal representative.
- 2) Any recognized refugee seeking to obtain a new residence permit shall meet the following requirements:
  - a) A completed application for a residence permit;
  - b) A renewed identification paper issued by the Service confirming his refugee status;
  - c) Four passport size photographs of the refugee;
  - d) Marriage certificate if the residence permit is being requested for the refugee's spouse;
  - e) Birth certificate if the residence permit is being requested for a minor child;
  - f) The Service Office's certification to other family members; and
  - g) Offer Letter/Employment contract or evidence of a valid business license or membership of a cooperative union where appropriate.

**37. Procedure and Requirements for Renewal of Residence Permit**

Any recognized refugee shall make an application for renewal of his residence permit or the residence permit of his family member by the Service Office within two (2) months prior to the

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**37. የመኖሪያ ፈቃድ እድሳት አቀራረብና መሟላት ያለባቸው መስፈርቶች**

ማንኛውም እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የመኖሪያ ፈቃድ ወይም የቤተሰቡ የመኖሪያ ፈቃድ የጊዜ ገደብ ከማለቁ በፊት ባለው (2) ሁለት ወር ውስጥ የሚከተሉትን በማሟላት በአካል ቀርቦ ለአገልግሎት መስሪያ ቤቱ ጥያቄ ማቅረብ ይኖርበታል፡፡

ሀ. የመኖሪያ ፈቃድ የእድሳት ማመልከቻ፤

ለ. ስደተኝነቱን የሚገልጽ የታደሰ መታወቂያ፤

ሐ. የመኖሪያ ፈቃድ፤

መ. የፓስፖርት መጠን ያላቸው ከስድስት ወር ወዲህ የተነሳው የስደተኛው አራት ጉርድ ፎቶግራፎች፤

**38. የመኖሪያ ፈቃድ ስለመተካት**

1. የጠፋን ወይም የተበላሸ የመኖሪያ ፈቃድ ለመተካት ማመልከቻ ማቅረብ የሚችለው በጋራ ፕሮጀክት ለመስራት የመኖሪያ ፈቃዱን ባገኘው እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ አማካኝነት ብቻ ነው፡፡

2. አንድእውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የጠፋ ወይም የተበላሸ የመኖሪያ ፈቃድ ምትክ ለማግኘት ሲጠይቅ፤

ሀ. የጽሁፍ ማመልከቻ፤

ለ. የመኖሪያ ፍቃዱ ከጠፋ ለመጥፋቱ የሚያረጋግጥ ስልጣን ከተሰጠው የፖሊስ ተቋም የተሰጠ ደብዳቤ ወይም ለአገልግሎት መስሪያ ቤቱ ያመለከተ ለመሆኑ በቂ ማስረጃ፤

ሐ. የመኖሪያ ፈቃዱ ከተበላሸ የተበላሸውን ቀሪ ማስረጃ፤

መ. እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂነቱን የሚገልጽ የታደሰ መታወቂያ፤

ሠ. የፓስፖርት መጠን ያላቸው የስደተኛው ከስድስት ወር ወዲህ የተነሳው አራት ጉርድ ፎቶግራፎች፤ ማቅረብ ይኖርበታል፡፡

3. የጠፋው የመኖሪያ ፈቃድ ቁጥሩ ተጠቅሶ መታገድ አለበት፡፡ የተበላሸ ከሆነ ደግሞ

expiry of the residence permit. The application shall be made in person and consist of the following documents:

- 1) Application for renewal of the residence permit;
- 2) A renewed identification paper attesting to his refugee status;
- 3) Current residence permit;
- 4) Offer Letter/Employment contract or evidence of a valid business license or membership of a cooperative union; and
- 5) Four passport size photographs taken within the last six months.

**38. Replacement of Residence Permit**

- 1) An application to replace a lost or damaged residence permit may only be made personally by the refugee who has obtained residence permit to work in a joint project.
- 2) A request for a replacement of a lost or damaged residence permit shall include the following particulars:
  - a) A written Application;
  - b) A letter from the competent police authority confirming the loss of the residence permit or evidence of report of the loss made to the Service;
  - c) Remains of the damaged residence permit in case the residence permit is damaged or destroyed;
  - d) Renewed refugee identification paper
  - e) Four passport size photographs taken within the last six months.
- 3) The lost residence permit shall be voided with its code number cited and, if damaged, remains of the same shall be submitted to the Service.
- 4) In case a refugee who has been granted a replacement residence permit has found his lost residence permit or has identified its location, he shall immediately return it to the Service or inform the Service of its location.

**39. Conditions for Cancellation of Residence Permit**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <p>የተበላሸውን አምጥቶ ለአገልግሎት መስሪያ ቤቱ ገቢ ማድረግ ይኖርበታል።</p> <p>4. የመኖሪያ ፈቃዱ ምትክ የተሰጠው እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የጠፋውን ካገኘው ወይም የሚገኝበትን ካወቀ ወድያውኑ ለአገልግሎት መስሪያ ቤቱ መመለስ ወይም ያለበትን ማሳወቅ አለበት።</p> <p><b>39. የመኖሪያ ፈቃድ የሚሰረዝበት ሁኔታዎች</b></p> <p>የመኖሪያ ፈቃድ በሚከተሉት ምክንያቶች ይሠረዛል፤</p> <p>1. የመኖሪያ ፈቃድ የተሰጠው እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ በራሱ ፈቃድ ሲመልስ፤</p> <p>2. እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የተሰማራበት ስራ ከተቋረጠ፤</p> <p>3. እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ የመኖሪያ ፈቃዱ በተሰጠው ስራ ላይ ያለ በቂ ምክንያት ለሶስት ወራት አለመገኘቱ ከተረጋገጠ፤</p> <p>4. እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ በዚህ መመሪያ አንቀጽ 38 ላይ የተቀመጡ ግዴታዎችን መተላለፉ ከተረጋገጠ፤</p> <p>5. የእውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂ እውቅናውን ያጣ ከሆነ፤</p> <p>6. እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂው ከአገር መውጣቱ ከተረጋገጠ፤</p> <p>7. የመኖሪያ ፈቃዱ በሀሰተኛ ማስረጃ፣ በማታለል፣ በማጭበርበር፣ ወይም በሌላ ሕገ ወጥ መንገድ የተሰጠው መሆኑ ከተረጋገጠ፤</p> <p>8. የመኖሪያ ፈቃዱ ጊዜ ገደብ ከተጠናቀቀ በኋላ በ3 ወር ጊዜ ውስጥ ካለ በቂ ምክንያት ሳያሳድስ ከቀረ፤</p> <p>9. እውቅና ያገኘ ስደተኛ ወይም ጥገኝነት ጠያቂው ፈቃዱን ይዞ መቆየቱ ለሀገር ጥቅምና ደህንነት ተገቢ አለመሆኑ በአገልግሎት መስሪያ ቤቱ ሲታመን።</p> | <p>A residence permit granted to a refugee may be revoked for the following reasons:</p> <ol style="list-style-type: none"> <li>1) Where the refugee who is granted residence permit returns the permit on his own accord;</li> <li>2) Where the refugee's employment is terminated;</li> <li>3) Where the refugee has been absent from the work in respect of which the residence permit is granted for three months without a valid reason;</li> <li>4) Where the refugee is found to have violated the obligations set out under this Directive;</li> <li>5) If he has lost his refugee status;</li> <li>6) If it is proven that the refugee has left the country for good;</li> <li>7) If it is proven that the residence permit was obtained through false evidence, deception, fraud, or other illegal means;</li> <li>8) If the residence permit is not renewed, without good reasons, within 3 months after its expiry;</li> <li>9) Where the Service determines that the continued possession of the residence permit by the refugee poses a threat to national interest and security.</li> </ol> <p><b>40. Termination of Joint Projects</b></p> <p>Upon termination of and/or voluntary withdrawal of the recognized refugee or asylum seeker from a Joint Project executed under this Directive, recognized refugees and asylum seekers shall be issued a work permit and/or a trade license so long as they fulfill conditions set out in this Directive.</p> |
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**40. የጋራ ፕሮጀክት መጠናቀቅ**

በዚህ መመርያ መሰረት በሚተገበሩ የጋራ ፕሮጀክቶች ላይ የሚሰማሩ ስደተኞች ወይም ጥገኝነት ጠያቂዎች የጋራ ፕሮጀክቱ ሲጠናቀቅ ወይም በፈቃዳቸው ሲጠይቁ መመርያው የሚጠይቀው መስፈርት ካሟሉ በሚመለከተው አካል ምትክ የስራ ፈቃድ ወይም ንግድ ፈቃድ ማውጣት ይችላሉ።

**ክፍል ስድስት**

**ልዩ ልዩ ድንጋጌዎች**

**41. ሚስጥር ስለመጠበቅ**

ማንኛውም አሠሪ ወይም ይህንን መመሪያ የሚያስፈጽም ማንኛውም አካል በስደተኛው ወይም ጥገኝነት ጠያቂው የሥራ መብት ተግባራዊነት አማካኝነት ያገኘውን ማንኛውም መረጃ በሚስጥር የመጠበቅ ግደታና ያለአገልግሎቱ እውቅና ለልሎች አካላት የስደተኛው ወይም ጥገኝነት ጠያቂው መረጃ አይሰበስብም ወይም አሳልፎ አይሰጥም፡፡

**42. ስለ ባለድርሻ አካላት ትብብርና ክትትል**

የዚህን መመሪያ አተገባበር ለመከታተል እና ለመደገፍ የስራ እና ክህሎት ሚኒስትር፣ የኢትዮጵያ ኢንቨስትመንት ኮሚሽን፣ የንግድ እና ቀጠናዊ ትስስር ሚኒስቴር፣ የገቢዎች ሚኒስቴር፣ የስደተኞችና ተመላሽ አገልግሎት በሚያቋቁሙት የጋራ ኮሚቴ አፈፃፀሙን ይከታተላሉ በተናጠል ሆነ በጋራ ለመመሪያው ግቦች መሳካት የማሻሻያ እርምጃዎችን ሊተገበሩ ይችላሉ፡፡ አተገባበሩም ይህን መመሪያ ተከትሎ በሚወጣ የአሰራር ማኑዋል ወይም የመግባቢያ ሰነድ የሚወሰን ይሆናል፡፡

**43. ተፈጻሚነት የሌላቸውና የተሻሩ መመሪያዎች**

ይህን መመሪያ የሚቃረን ማንኛውም መመሪያ ወይም ልማዳዊ አሠራር በዚህ መመሪያ በተሸፈኑ ጉዳዮች ላይ ተፈጻሚነት አይኖራቸውም፡፡ ስደተኞች በስራ የሚሰማሩበትን ሁኔታ ለመወሰን የወጣ የአሰራር መመሪያ ቁጥር 08/2012 በዚህ መመሪያ ተሸሯል፡፡

**44. የመሸጋገርያ ድንጋጌ**

ስደተኞች በስራ የሚሰማሩበትን ሁኔታ ለመወሰን የወጣ የአሠራር መመሪያ ቁጥር 08/2012

**Part Six**

**Miscellaneous provisions**

**41. Confidentiality**

Any employer or an entity that implements this Directive shall ensure confidentiality of any information obtained in connection with the employment of a refugee or asylum seeker and shall not collect, share or disclose such information about the refugee or asylum seeker without the knowledge of the Agency.

**42. Cooperation among Stakeholders & Implementing Institutions**

The Ministry of labor and skills, Ethiopian Investment Commission, the Ministry of Trade and Regional Integration, the Ministry of Revenue, and Refugees and Returnees Service shall, through a joint committee, oversee the proper implementation of this Directive and pursue improvements for the implementation of the Directive. Detailed working procedures of the Committee shall be determined in accordance with a Memorandum of Understanding or Implementation Manual to be issued pursuant to this Directive.

**43. Repealed Laws**

The Directive to Determine the Procedure for Refugees Right to Work No. 08/2019 issued by the Agency for Refugees and Returnees Affairs (ARRA) is repealed by this directive

**44. Transitory Provisions**

Work Permits, Trade Licenses, and Residence Permits issued pursuant to the “Directive to Determine the Procedure for Refugees Right to Work No. 02/2019”, Memorandums of Understandings, and Standard Operating Procedures signed among the Refugees and Returnees Services, the Ministry of Labor and skills, and the Ministry of Trade and Regional Integration prior to the issuance of this Directive shall be considered as if issued by this Directive.

|                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>እንዲሁም ከስራና ክህሎት ሚኒስትር እና ንግድና ቀጠናዊ ትስስር ሚኒስትር በተደረጉ የመግባቢያ ሰነዶችና የአሰራር ስነስርዓቶች መሰረት የተሰጡ የመኖርያ፣ የስራ እና የንግድ ፈቃዶች በዚህ መመሪያ እንደተሰጡ ተቆጥረው ተፈጻሚነታቸው የሚቀጥል ይሆናል።ሆኖም እድሳት በሚመለከት በዚህ መመሪያ መሰረት የሚስተናገድ ይሆናል።</p> <p><b>45. መመሪያው የሚጸናበት ጊዜ</b></p> <p>ይህ መመሪያ በአገልግሎቱ ዋና ዳይሬክተር ፊርማ ጸድቆ በፍትህ ሚኒስቴር ከተመዘገበበት ቀን እና በአገልግሎቱ ድህረ-ገፅ ላይ ከተጫነበት ጊዜ ጀምሮ የጸና ይሆናል።</p> | <p>Renewals shall be made in accordance with this Directive.</p> <p><b>45. <u>Effective Date</u></b></p> <p>This Directive shall enter in to force, upon signature of the Director General, on the date of its registration and numbering by the Ministry of Justice and its posting at the Service Office’s website.</p> |
| <p><b>ጠይባ ሐሰን</b><br/><b>የስደተኞችና ተመላሾች አገልግሎት</b><br/><b>ዋና ዳይሬክተር</b><br/><b>አዲስ አበባ</b><br/><b>ነሐሴ 8/2016ዓ.ም</b></p>                                                                                                                                                                                                                                       | <p><b>Teyiba Hassen-</b><br/><b>General Director</b><br/><b>Refugees and returnees Service</b><br/><b>Addis Ababa</b><br/><b>August 14, 2024</b></p>                                                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                           |

**ቅደም ቅኒና አባሪዎች**

**በአሠሪው የሚቀርብ ሥራ ፈቃድ የማመልከቻ ቅጽ (1)**

**የኢትዮጵያ ፌዴራላዊ ዴሞክራሲያዊ ሪፐብሊክ**

**የስራና ክህሎት ሚኒስቴር (ስክሚ)**

**እውቅና ላለው ስደተኛ/ጥገኝነት ጠያቂ የስራ ፈቃድ የማመልከቻ**

**ክፍል 1: የአሰሪ መረጃ**

1) የድርጅት ስም:

2) የንግድ ምዝገባ ቁጥር:

3) የድርጅቱ ተወካይ ስም:

4) የድርጅቱ አድራሻ (ስልክ፣ ኢ-ሜይል)፤

5) ኢንዱስትሪ/ዘርፍ፤

**ክፍል 2: እውቅና ያለው የስደተኛ/ጥገኝነት ጠያቂ መረጃ**

1) ሙሉ ስም፡ (በአገልግሎቱ የተሰጠ መታወቂያ)፤

2) በአገልግሎቱ የተሰጠ መታወቂያ ቁጥር፤

**ክፍል 3: የስራ ፍቃድ ዝርዝሮች**

1) የስራ መደብ መጠሪያ፡ (ካለ)፤

2) የሚጀመርበት ቀን፤

3) የተጠየቀው ጊዜ (ወራት/ዓመታት)፡

**ክፍል 4: አባሪዎች**

1) የንግድ ፈቃድ/የኢንቨስትመንት ፈቃድ ቅጂ

2) የስደተኛ/ ጥገኝነት ጠያቂ የግል ታሪክ ቅጽ (በአባሪው መሰረት)

3) የሙያ ብቃት ማረጋገጫ (ለቦታው አስፈላጊ ከሆነ)

4) የቅጥር ደብዳቤ/የስራ ውል (ኮፒ)

**ማረጋገጫ፡-**

እኔ \_\_\_\_\_ በዚህ የማመልከቻ ውስጥ የቀረበው መረጃ

እስከማውቀው ድረስ እውነት እና ትክክለኛ መሆኑን አረጋግጣለሁ። ስራና ክህሎት ሚ/ር

ይህንን መረጃ ሊያረጋግጥ እና ማንኛውም የውሸት ወይም አሳሳች መረጃ ከተገኘ የስራ

ፍቃድ የማመልከቻውን ሊከለክል እንደሚችል ተረድቻለሁ።

ፊርማ፡ \_\_\_\_\_ ቀን፡ \_\_\_\_\_

**በስደተኛው ወይም ጥገኝነት ጠያቂው የሚቀርብ የሥራ ፈቃድ የማመልከቻ ቅጽ (2)**

**የኢትዮጵያ ፌዴራላዊ ዴሞክራሲያዊ ሪፐብሊክ**

**የሠራተኛና ክህሎት ሚኒስቴር (ስክሚ)**

**እውቅና ያገኘ ስደተኛ/ጥገኝነት ጠያቂ የስራ ፍቃድ የማመልከቻ**

**ክፍል 1: የአመልካች መረጃ**

1) ሙሉ ስም፡ (በአገልግሎቱ የተሰጠ መታወቂያ)

2) በአገልግሎቱ የተሰጠ መታወቂያ ቁጥር፡

3) የሚሰማራበት የስራ ዘርፍ፡ (ካለ)፤

4) የስራ መደቡ መጠሪያ (የሚታወቅ ከሆነ)፡

**ክፍል 2፡ የስራ ፍቃድ ዝርዝሮች**

1) የሚጀመርበት ቀን (የሚታወቅ ከሆነ)፤

2) የተጠየቀው ጊዜ (ወራት/ዓመታት)፡

**ክፍል 3፡ አባሪዎች**

1) የስደተኛ/ ጥገኝነት ጠያቂ የግል ታሪክ ቅጽ (በአባሪው መሰረት)

2) ከአገልግሎቱ የተሰጠው መታወቂያ (ኮፒ)

3) የኢትዮጵያ የትዳር ንደኛ/ልጅ ማስረጃ (የሚመለከተው ከሆነ - የመታወቂያ ቅጹ) (ከሥራ ፈቃድ መስፈርት ነፃ ለመሆን)

**መግለጫ፡-**

እኔ \_\_\_\_\_ በዚህ ማመልከቻ ውስጥ የቀረበው መረጃ እስከማውቀው ድረስ እውነት እና ትክክለኛ መሆኑን አረጋግጣለሁ። ስራና ክህሎት ሚ/ር ይህንን መረጃ ሊያረጋግጥ እና ማንኛውም የውሸት ወይም አሳሳች መረጃ ከተገኘ የስራ ፍቃድ ማመልከቻውን ሊከለክል እንደሚችል ተረድቻለሁ።

ፊርማ፡ \_\_\_\_\_ ቀን፡ \_\_\_\_\_

**የስደተኛ/ ጥገኝነት ጠያቂ የግል ታሪክ ቅጽ (አባሪ 1)**

**የኢትዮጵያ ፌዴራላዊ ዴሞክራሲያዊ ሪፐብሊክ**

**የሠራተኛና ክህሎት ሚኒስቴር (ስክሚ)**

**የስደተኛ/ ጥገኝነት ጠያቂ የግል ታሪክ ቅጽ**

**ክፍል 1፡ የግል መረጃ**

1) ሙሉ ስም፡ (በአገልግሎት የተሰጠ መታወቂያ)

2)

3) የትውልድ ቀን፤

4)

4) ዜግነት፤

5)

4) በአገልግሎቱ የተሰጠ መታወቂያ ቁጥር፤

**ክፍል 2፡ ትምህርት እና ክህሎቶች**

1) ከፍተኛ የትምህርት ደረጃ፤

2)

2) አግባብነት ያላቸው ክህሎቶች እና የስራ ልምድ፡ (የቀድሞ ስራዎችን፣ ከባንያዎችን፣ ቦታዎችን እና የስራ ቀናትን ይዘርዝሩ)፤

ሲቪል ያያይዙ

**ክፍል 3፡ የቋንቋ ችሎታዎች፡-**

የቋንቋ ችሎታ፡ (ቋንቋዎችን እና ቅልጥፍና ደረጃን ይዘርዝሩ)

|   |
|---|
| 1 |
| 2 |
| 3 |

**የስራ ፍቃድ እድላት ጥያቄ ቅጽ (3)**  
**የኢትዮጵያ ፌዴራላዊ ዴሞክራሲያዊ ሪፐብሊክ**



**የሠራተኛና ክህሎት ሚኒስቴር (ስክሚ)  
የስራ ፍቃድ እድሳት ጥያቄ**

**ክፍል 1: የአመልካች መረጃ (ቀጣሪ ወይም እውቅና ያለው ስደተኛ/ጥገኝነት ጠያቂ)**

1) ስም: (የአሰሪ ስም ወይም የስደተኛ/የጥገኝነት ጠያቂ ስም)፤

2) የስራ ፍቃድ ቁጥር፤

3) በአገልግሎቱ የተሰጠ መጋዘዚያ ቁጥር (የሚመለከተው በሀ/ገ)፤

**ክፍል 2: የእድሳት ምክንያት፡**

**ክፍል 3: አባሪዎች**

1) ነባር የሥራ ፈቃድ ቅጂ

2) (አሰሪ ብቻ) የቅጥር ውል እድሳት (የሚመለከተው ከሆነ)

3) (ስደተኛ/ጥገኝነት ጠያቂ ብቻ) የአገልግሎት ክፍያ ማረጋገጫ (የሚመለከተው ከሆነ)

**መግለጫ፡-**

እኔ፤ \_\_\_\_\_ በዚህ ማመልከቻ ውስጥ የቀረበው መረጃ እስከማውቀው ድረስ እውነት እና ትክክለኛ መሆኑን አረጋግጣለሁ። ማንኛውም የውሸት ወይም አሳሳች መረጃ ከተገኘ ወይም የእድሳት ክፍያዎች ካልተከፈሉ ስራና ክህሎት ሚ/ር የእድሳት ጥያቄውን ሊከለክል እንደሚችል ተረድቻለሁ።

ፊርማ፡ \_\_\_\_\_ ቀን፡ \_\_\_\_\_

**የጠፋ ወይም የተበላሽ የሥራ ፈቃድ መተኪያ ቅጽ  
የኢትዮጵያ ፌዴራላዊ ዴሞክራሲያዊ ሪፐብሊክ  
የሠራተኛና ክህሎት ሚኒስቴር (MOLS)  
የጠፋ ወይም የተበላሽ የስራ ፍቃድ የመተካት ጥያቄ**

**ክፍል 1: የአመልካች መረጃ (ቀጣሪ ወይም እውቅና ያለው ስደተኛ/ጥገኝነት ጠያቂ)**

1) ስም: (የአሰሪ ስም ወይም የስደተኛ/የጥገኝነት ጠያቂ ስም)

2) የስራ ፍቃድ ቁጥር (የሚታወቅ ከሆነ)፤

3) በአገልግሎቱ የተሰጠ መታወቂያ ቁጥር፤

**ክፍል 2: የምትክ ጥያቄ ምክንያት (አንድ ምረጥ)**

1) የጠፋ

የተበላሽ

2) የምክንያቱ አጭር መግለጫ (የሚመለከተው ከሆነ)

**ክፍል 3: አባሪዎች**

1) በአገልግሎቱ የተሰጠ መታወቂያ ቅጂ

2) የፖሊስ ሪፖርት

3) በክፍል የተበላሽ የስራ ፈቃድ ደብተር (የሚመለከተው ከሆነ)

**መግለጫ፡-**

እኔ፣ \_\_\_\_\_ በዚህ ማመልከቻ ውስጥ የቀረበው መረጃ እስከማውቀው ድረስ እውነት እና ትክክለኛ መሆኑን አረጋግጣለሁ። ለሥራ ፈቃድ ምትክ የአገልግሎት ክፍያ ሊጠየቅ እንደሚችል ተረድቻለሁ።

ፊርማ፡ \_\_\_\_\_ ቀን፡ \_\_\_\_\_

**6. የሥራ ስምሪት ስለማቆም ክሊራንስ መጠየቂያ ቅጾች**  
**ሀ. የአሰሪ ክሊራንስ ፎርም**  
**የኢትዮጵያ ፌዴራላዊ ዴሞክራሲያዊ ሪፐብሊክ**  
**የሠራተኛና ክህሎት ሚኒስቴር (ስክሚ)**  
**እውቅና ላለው ስደተኛ/ጥገኝነት ጠያቂ የአሰሪ ክሊራንስ መጠየቂያ**

**ክፍል 1፡ የአሰሪ መረጃ**

- 1) የድርጅት ስም፡ \_\_\_\_\_
- 2) የንግድ ምዝገባ ቁጥር፡ \_\_\_\_\_
- 2) የድርጅቱ ተወካይ ስም፡ \_\_\_\_\_
- 4) የድርጅቱ አድራሻ (ስልክ፣ ኢ-ሜይል)፡ \_\_\_\_\_

**ክፍል 2፡ እውቅና ያለው ስደተኛ/ጥገኝነት ጠያቂ መረጃ**

- 1) ሙሉ ስም፡ (በአገልግሎት የተሰጠ መታወቂያ)፡ \_\_\_\_\_
- 2) በአገልግሎቱ የተሰጠ መታወቂያ ቁጥር፡ \_\_\_\_\_
- 3) የስራ ፍቃድ ቁጥር፡ \_\_\_\_\_
- 4) የመጨረሻው የስራ ቀን፡ \_\_\_\_\_

**ክፍል 3፡ የመቋረጡ ምክንያት (አንድ ምረጥ)፡ (ማስረጃ ያያይዙ)**

- ✧ በፍቃደኝነት መልቀቅ \_\_\_\_\_
- ✧ ስንብት \_\_\_\_\_
- ✧ የስራው መዘጋት \_\_\_\_\_

**መግለጫ፡-**

እኔ፣ \_\_\_\_\_ በዚህ ቅፅ ውስጥ የቀረበው መረጃ እስከማውቀው ድረስ እውነት እና ትክክለኛ መሆኑን አረጋግጣለሁ። ለሠራተኛው ያልተከፈለ ደሞዝ ወይም ክፍያዎች ካሉ ክሊራንስ ሊዘገይ እንደሚችል ተረድቻለሁ።

ፊርማ፡ \_\_\_\_\_ ቀን፡ \_\_\_\_\_

**ለ. እውቅና ያለው ስደተኛ/ጥገኝነት ጠያቂ ክሊራንስ ፎርም**  
**የኢትዮጵያ ፌዴራላዊ ዴሞክራሲያዊ ሪፐብሊክ**  
**የሠራተኛና ክህሎት ሚኒስቴር (ስክሚ)**  
**የስደተኛ/ ጥገኝነት ጠያቂ ክሊራንስ መጠየቂያ**

**ክፍል 1፡ እውቅና ያለው የስደተኛ/ጥገኝነት ጠያቂ መረጃ**

- 1) ሙሉ ስም፡ (በአገልግሎት የተሰጠ መታወቂያ)፡ \_\_\_\_\_

2) በአገልግሎቱ የተሰጠ መታወቂያ ቁጥር፤

3) የስራ ፍቃድ ቁጥር

4) የመጨረሻው የስራ ቀን፤

**ክፍል 2: የአሰሪ መረጃ**

1) የድርጅት ስም፤

2) የንግድ ምዝገባ ቁጥር

**ክፍል 3: የመቋረጡ ምክንያት (አንድ ምረጥ):**

✧ በፍቃደኝነት መልቀቅ

✧ ስንብት

✧ የስራው መዘጋት

(በአጭሩ ያብራሩ/ማስረጃ ያያይዙ)

መግለጫ:-

እኔ፤ \_\_\_\_\_ በዚህ ቅፅ ውስጥ የቀረበው መረጃ እስከማውቀው ድረስ እውነት እና ትክክለኛ መሆኑን አረጋግጣለሁ። ሁሉንም ክፍያዎች እና ጥቅማ ጥቅሞች ከአሰሪዬ ተቀብያለሁ።

ፊርማ: \_\_\_\_\_ ቀን: \_\_\_\_\_

**Application Form for Work Permit by the Employer**

**Federal Democratic Republic of Ethiopia**

**Ministry of Labor and Skills (MoLS)**

**Application for Work Permit for Recognized Refugee/Asylum Seeker**

**Part 1: Employer Information**

1) Company Name:

2) Business Registration Number:

3) Contact Person:

4) Contact Information (Phone, Email):

5) Industry/Sector:

**Part 2: Recognized Refugee/Asylum Seeker Information**

1) Full Name: (as per Service-Issued ID)

2) Service-Issued ID Number:

**Part 3: Work Permit Details**

1) Proposed Job Title: (if any)

- 2) Start Date:
- 3) Duration Requested (Years):

#### **Part 4: Attachments**

- 1) Copy of Business License/Investment License
- 2) Refugee/Asylum Seeker Personal History Form (attached)
- 3) Competency Certificate (if required for the position)
- 4) Offer Letter/Employment Contract (copy)

#### **Declaration:**

I, \_\_\_\_\_, declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that the MoLS may verify this information and may deny the work permit application if any false or misleading information is found.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **2. Application Form for Work Permit by the Refugee or Asylum Seeker**

### **Federal Democratic Republic of Ethiopia**

### **Ministry of Labor and Skills (MoLS)**

### **Application for Work Permit as Recognized Refugee/Asylum Seeker**

#### **Part 1: Applicant Information**

- 1) Full Name: (as per Service-Issued ID)
- 2) Service-Issued ID Number:
- 3) Preferred Industry/Sector: (if any)
- 4) Preferred Job Title (if applicable):

#### **Part 2: Work Permit Details**

- 1) Start Date (if known):
- 2) Duration Requested (Years):

#### **Part 3: Attachments**

- 1) Refugee/Asylum Seeker Personal History Form (attached)

2) Proof of Ethiopian Spouse/Child (if applicable - copy of ID) (for exemption from work permit requirement)

**Declaration:**

I, \_\_\_\_\_, declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that the MoLS may verify this information and may deny the work permit application if any false or misleading information is found.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**3. Refugee/Asylum Seeker Personal History Form**

**Federal Democratic Republic of Ethiopia**

**Ministry of Labor and Skills (MoLS)**

**Refugee/Asylum Seeker Personal History Form**

**Part 1: Personal Information**

- 1) Full Name: (as per Service-Issued ID)
- 2) Date of Birth:
- 3) Nationality:
- 4) Service-Issued ID Number:

**Part 2: Education and Skills**

- 1) Highest Level of Education:
- 2) Relevant Skills and Work Experience: (List previous jobs, companies, locations, and dates of employment)  **Attach CV**

**Part 3: Language Skills:**

Languages Spoken: (List languages and fluency level)

1.
2.
3.

**4. Work Permit Renewal Request Form**

**Federal Democratic Republic of Ethiopia**

**Ministry of Labor and Skills (MoLS)**

**Work Permit Renewal Request**

**Part 1: Applicant Information (Employer or Recognized Refugee/Asylum Seeker)**

1) Name: (Employer Name or Refugee/Asylum Seeker Name)

2) Work Permit Number:

3) Service-Issued ID Number (if applicable):

**Part 2: Renewal Details**

Reason for Renewal:

**Part 3: Attachments**

1) Copy of Existing Work Permit

2) (Employer Only) Employment Contract Renewal (if applicable)

3) (Refugee/Asylum Seeker Only) Proof of Service Fee Payment (if applicable)

**Declaration:**

I, \_\_\_\_\_, declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that the MoLS may deny the renewal request if any false or misleading information is found or if renewal fees are not paid.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**5. Lost or Damaged Work Permit Replacement Form**

**Federal Democratic Republic of Ethiopia**

**Ministry of Labor and Skills (MoLS)**

**Lost or Damaged Work Permit Replacement Request**

**Part 1: Applicant Information (Employer or Recognized Refugee/Asylum Seeker)**

1) Name: (Employer Name or Refugee/Asylum Seeker Name)

2) Work Permit Number (if known):

3) Service-Issued ID Number:

**Part 2: Replacement Details**

1) Lost Damaged (select one):

2) Brief Description of the Incident (if applicable):

### Part 3: Attachments

1) Copy of Service-Issued ID

2) Police Report

3) Partially Damaged Work Permit Book (if applicable)

### Declaration:

I, \_\_\_\_\_, declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that a service fee may apply for work permit replacement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 6. Clearance Forms for Termination of Employment

### A. Employer Termination Clearance Form

#### Federal Democratic Republic of Ethiopia

#### Ministry of Labor and Skills (MoLS)

### Employer Termination Clearance for Recognized Refugee/Asylum Seeker

#### Part 1: Employer Information

- 1) Company Name:
- 2) Business Registration Number:
- 3) Contact Person:
- 4) Contact Information (Phone, Email):

#### Part 2: Recognized Refugee/Asylum Seeker Information

- 1) Full Name: (as per Service-Issued ID)
- 2) Service-Issued ID Number:
- 3) Work Permit Number:
- 4) Last Day of Employment:

#### Part 3: Reason for Termination (Select one): (attach proof)

Resignation

Dismissal

Business Closure ☐

**Declaration:**

I, \_\_\_\_\_, declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that clearance may be delayed if outstanding wages or fees are owed to the employee.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**B. Recognized Refugee/Asylum Seeker Termination Clearance Form**

**Federal Democratic Republic of Ethiopia**

**Ministry of Labor and Skills (MoLS)**

**Refugee/Asylum Seeker Termination Clearance for Employer**

**Part 1: Recognized Refugee/Asylum Seeker Information**

- 1) Full Name: (as per Service-Issued ID)
- 2) Service-Issued ID Number:
- 3) Work Permit Number:
- 4) Last Day of Employment:

**Part 2: Employer Information**

- 1) Company Name:
- 2) Business Registration Number:

**Part 3: Reason for Termination (Select one):** (explain briefly)

Resignation ☐

Dismissal ☐

**Declaration:**

I, \_\_\_\_\_, declare that the information provided in this application is true and accurate to the best of my knowledge. I have received all owed wages and benefits from my employer.



**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_