



**Ministry of Labour**

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**e - Forms User Manual**  
**( Renewal + Modification of Labour Card )**

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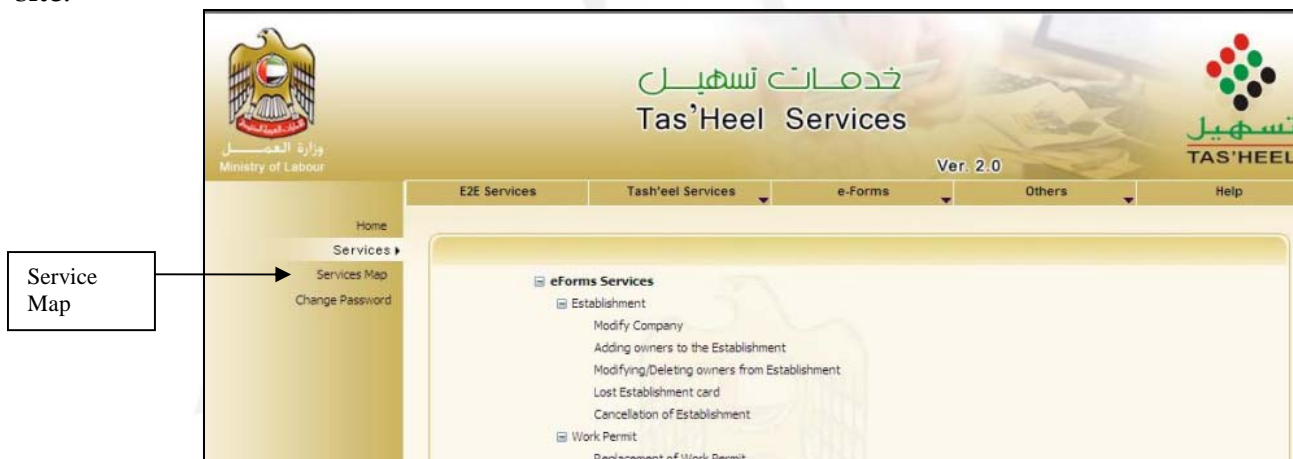
## Navigation to Eforms

User can access eforms in 2 ways

- Service Map
- Eforms Menu Bar

### Service Map

A Service map is a link through which user can easily access list of eforms organized in hierarchical order in tree view format. This helps users to quickly find desired form on the site.



**Eg.** If a user needs to type a Modify Company form then he / she should click on Establishment and then click on Modify Company.

### Eforms Menu Bar

User can access the eforms through Eform Menu bar at the top of the page. These forms are organized in hierarchical order in menu format. This helps users to quickly find desired form on the site.



**Eg.** If a user needs to type a Sponsorship Cancellation form then he / she should click on eform menu bar , then select cancellation and then choose Sponsorship Cancellation.

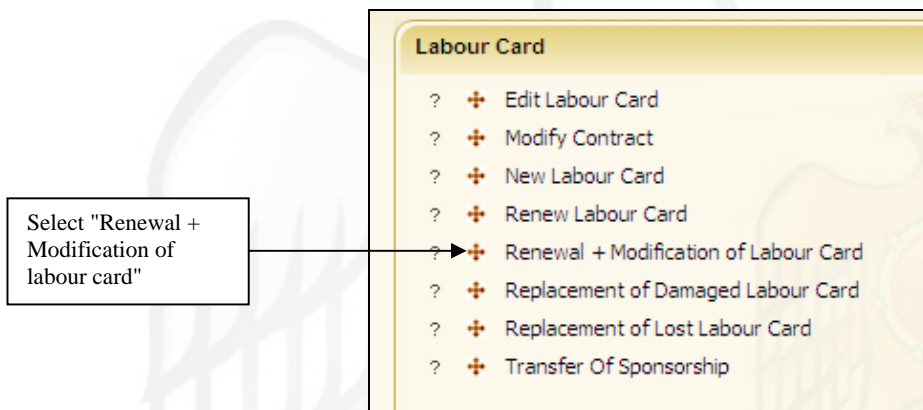
## **Renewal + Modification of Labour Card**

### **Introduction**

Renewal and Modification of labour card service is use when a labour card needs to be renewed and modified.

### **Functional description**


- Click on "Renewal + Modification of labour card".



- Enter company code, work permit No. and press "GO".

A screenshot of a web form titled "Renewal + Modification of Labour Card". The form contains two input fields: "Company Code" with the value "1111" and "Card No." with the value "22222222". To the right of the "Card No." field is a button labeled "Go".

- On clicking "GO" a form is displayed that needs to be completed.

<b>User Name: RAFITEST</b>				<b>Date: 29/06/2011 09:18:53</b>	
<b>Company Information</b>					
Company Number	235444	2-A	License No	233642	Expiry Date
Company Name	GLOBAL INFORMATION TECHNOLOGY L.L.C				
PO Box	7982	Emirate	Dubai	Labour Office	Dubai
<b>Employee Information</b>					
Card Number	2082919	Issue Date	23/01/1999	Expiry Date	22/01/2002
Card Type	Sponsorship Transfer Card				
Person Name	NAGLA HASSAN MOHAMED KAIR AHMED				
Passport Number	543020	Expiry Date	03/03/2010		
Nationality	SUDAN				
					
<b>Residency File Number</b>					
Residence Visa No. *	101	2011	112345		
	101	2010	0070410		
Example : 101/2010/02/0070410					
Documents Scanned	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="checkbox"/> Contract Saved				
<b>Contact Information</b>					
Person Name (English) *	ABDUL RAFI		Person Name (Arabic) *	شلايهر قشبه	
ID Number *	A12345645		ID Type *	PASSPORT	
Mobile No. *	0501111111				
<div> <div>Attachments</div> <div>Contract Information</div> <div>Save</div> <div>Close</div> </div>					

- Fields with (\*) are mandatory and needs to be filled.
- Enter applicants residence file number in immigration
- Enter contact information of the person who should be contact in future for any reference.
- Contact mobile numbers should always start with 050 OR 055 OR 056 and should be 10 digits.
- Complete contract information of the employee filling the contract form.

Contract Information			
Username: RAFITEST		Date: 29/06/2011 09:31:34	
<b>Contract Information</b>			
Owner Name *	KHALIFA MOHD MAKHIT ALFALASI		
Job Title *	3121033	SECRETARY	
Working Hours *	8	Annual Leave *	30
Basic Salary *	5000	Total Salary *	5000
Basic Salary-English (InWords) *	FIVE THOUSAND DIRHAMS		
Basic Salary-Arabic (InWords) *	خمسة الاف درهما		
Contract Duration *	<input type="radio"/> Limited <input checked="" type="radio"/> UnLimited		
Start Date *	21/06/2011	End Date *	
Probation Period (in Months) *	3		
Allowance	English	Arabic	
Accommodation Allowance *	FIRST PARTY	بؤقسف حشفق	
Transport Allowance *	FIRST PARTY	بؤقسف حشفق	
Other Allowance1			
Other Allowance2			
Other Allowance3			
Other Allowance4			
Other Conditions A			
Other Conditions B			
<div>Save</div> <div>Close</div>			

- Choose the owner who shall sign the contract.
- Total salary cannot be less than basic salary.
- Limited contract should have a start and end date and the end date should not be more than 2 years from the start date.
- Unlimited contract requires only a start date and the start date should be between present labour card issue and expiry date.
- Complete the contract information and save the form.
- Scan and attach the following documents.
  1. Applicant photo
- If you are unable to scan, please visit  
<http://tasheel.mol.gov.ae/Molforms/help/usermanual.htm>

- After scanning all the documents, click on "Save" to save the transaction. (Please note the save button will not be active till all the necessary documents are scanned and attached).
- After save, you will be diverted to payment gateway where payment for the transaction should be made.

**الدفع Payment**

UNITED ARAB EMIRATES  
MINISTRY OF LABOUR

**Company Information**

Company No. / رقم المنشأة	235444	2-A	License No. / رقم رخصة	233642	Expiry Date / تاريخ انتهاء	21/03/2011
Company Name / اسم المنشأة	GLOBAL INFORMATION TECHNOLOGY LLC / الشركة الكونية للتكنولوجيا المعلومات ذ.م.م					
PoBox / صندوق البريد	7982	Emirate / الإمارة	Dubai / دبي	Labour Office / مكتب العمل	Dubai / دبي	

**Payment Details**

Transaction Id / رقم المعاملة	MB110101842AE
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**Eservice Details**

Service Description / وصف الخدمة	Service Amount / مبلغ الخدمة	Service Quantity / عدد الخدمات
G1 test payment	1	1
G1 test payment		
testing	2	1
Testing		

Amount to be Paid / المبلغ المطلوب دفعه: 3

**Payment Method**

Payment Type / نوع الدفع: G1 Online

Submit / إرسال

- Select the mode / method you want to pay with.
- Federal fee is paid through Ministry of Finance gateway.
- Typing fee is paid through CBD gateway.

https://www.cbddirect.ae - Attijari Online - Direct Debit - Microsoft Internet Explorer

بنك دبي التجاري  
Commercial Bank of Dubai

Welcome

TO ATTIJARI DIRECT DEBIT

Please Enter your User ID and Password then press login:

User ID:

Password:

Clear Log in

- On completion of payment you will receive a receipt which needs to be given to the customer.

MB090098652AE

09:53:05 21/05/2009 : التاريخ

مكتب عدل : أبو ظبي

اسم المنشأة : الجعفر للفلز والمعادن العامة م م

نوع الشهادة : تصريح عمل إلكتروني

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1. This is sample text for electronic work permit

2.

3. في حالة تقديم بيانات غير صحيحة، سيتم إلغاء الطلب وتطبيق قانون العقوبات، وفرض غرامات قد تصل إلى 10,000 درهم للمعاملة الواحدة.

**Note**

**Application with wrong information will be cancelled and dealt as per sanction of laws. Fines up to 10,000 AED per application may be imposed**

- تعليمات وإرشادات -

- يجب إرفاق صورة الرخصة التجارية.
- يجب إرفاق صورة بطاقة اعتماد الشوايف.
- يجب إرفاق صورة كرومي شيفر الخشبي.
- نموذج تدريس الخاصة
- يجب إرفاق صورة الجواز - الممثل الشخصي لكل عامل.
- 200 درهم رسوم عن كل عامل مطلوب.
- شهادة اللياقة الصحية يجب أن تكون صادرة من وزارة الصحة أو دائرة الصحة الخاصة بكل إمارة ولا تقبل أي شهادة صادرة عن المستشفيات و المراكز الخاصة ابتداءً من 2007/11/01.

Medical Fitness Certificate Should be attested by either ministry of health or the local health department belongs to the emirates. Certificates attested by private clinics or hospitals will not be accepted starting from 01/11/2007

- يجب تسليم المعاملة في وزارة العمل فقط وليس في الجيد.
- يجب تقديم طلب نقل الكفالة للوزارة بعد أقصى خلال شهرين من تاريخ إنتهاء البطاقة ويرفع الطلب بعد إنتهاء مدة المدة.

Receipt

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