



**Ministry of Labour**

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**e - Forms User Manual**  
**( Cancellation for E-quota Application )**

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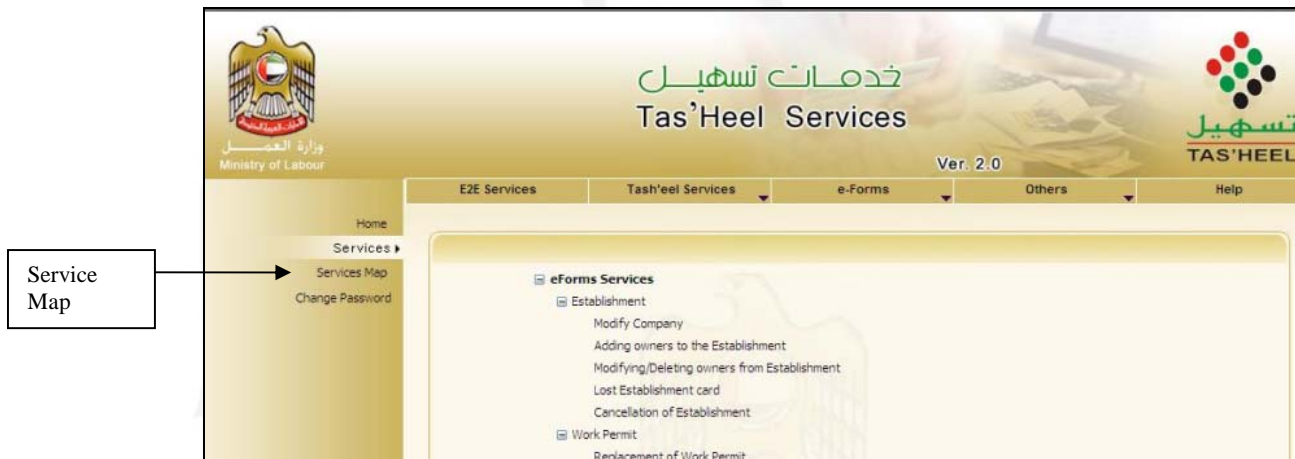
## Navigation to Eforms

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.

## Cancellation of E- quota Application

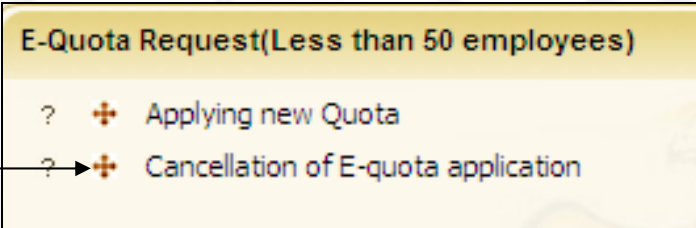
### Introduction

Cancellation of e-quota application service is use to cancel a quota request made by a company. E-quota application can be cancelled only if the quote is not used. This service can avail by companies having less than 50 employees only.

### Functional Description

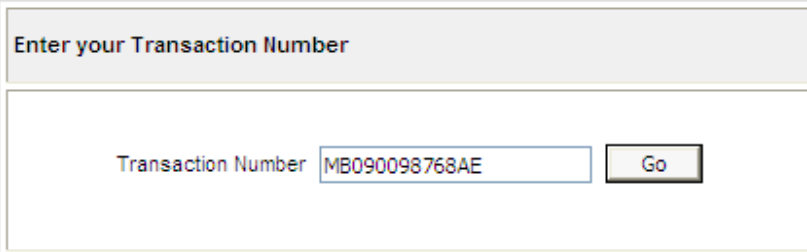
- Click on "Cancellation fo E-quota Application".

Select "cancellation of E-quota application"



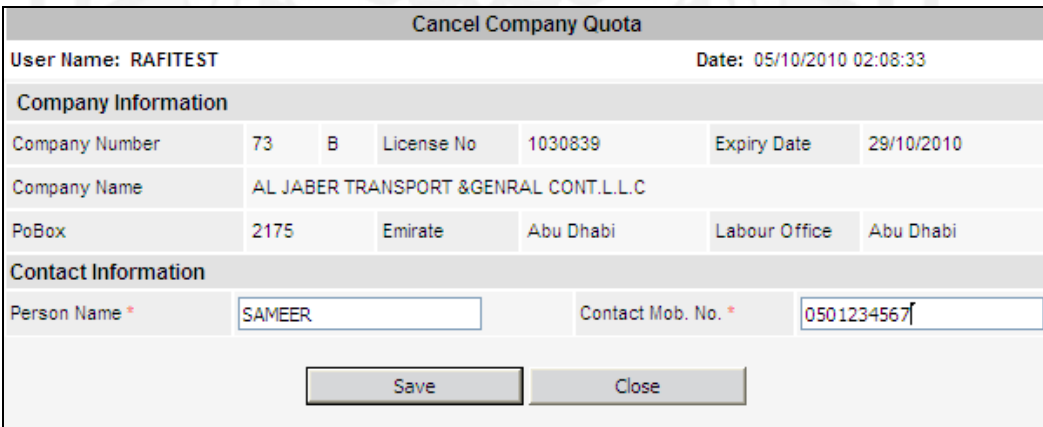
The screenshot shows a yellow header box titled "E-Quota Request(Less than 50 employees)". Below the header are two menu items: "Applying new Quota" and "Cancellation of E-quota application". A red arrow points from the text "Select 'cancellation of E-quota application'" to the "Cancellation of E-quota application" menu item.

- Enter Transaction number and press "GO".



The screenshot shows a form titled "Enter your Transaction Number". It contains a text input field labeled "Transaction Number" with the value "MB090098768AE" and a "Go" button.

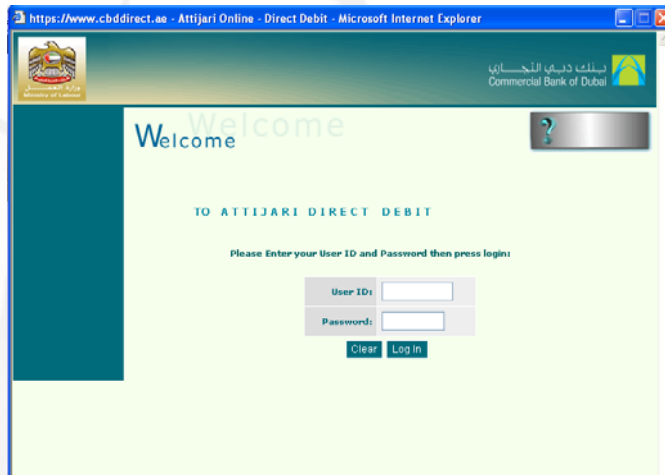
- By clicking "GO" a form is displayed that needs to be completed.




The screenshot shows a form titled "Cancel Company Quota". It displays user information and company details.

Cancel Company Quota						
User Name: RAFITEST			Date: 05/10/2010 02:08:33			
Company Information						
Company Number	73	B	License No	1030839	Expiry Date	29/10/2010
Company Name	AL JABER TRANSPORT &GENERAL CONT.L.L.C					
PoBox	2175	Emirate	Abu Dhabi	Labour Office	Abu Dhabi	
Contact Information						
Person Name *	SAMEER		Contact Mob. No. *	0501234567		
Save			Close			

- Fields with (\*) are mandatory and needs to be filled.
- 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.
- On completing the form click on "Save".
- On Clicking save, you will be diverted to payment gateway where payment for the transaction should be made.



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



MB090098652AE

	التاريخ
09:53:05 21/05/2009	:
مكتب عدل	: أبو ظبي
اسم المنشأة	: الجبل للفل والخطوات 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 التأمين الصحي.  
 - يجب إرفاق صورة تروني دفع اشتراك.  
 - صورة ترميز المنشأة.  
 - يجب إرفاق صورة الجواز + المؤهل التقني لكل عامل.  
 - 200 درهم رسوم عن كل عامل مطلوب.  
 - شهادة السلامة الصحية يجب أن تكون صادرة عن وزارة الصحة أو دائرة الصحة الخاصة بكل إمارة ولا تقبل أي شهادة صادرة من المستشفيات و العيادات 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 الجبل.  
 - يجب تقديم طلب نقل المعاملة للوزارة بعد تضيء خلال هودية من تاريخ إنتهاء البطاقة ويرفض الطلب بعد إنتهاء مدة المدد.

## Receipt