



**Ministry of Labour**

---

**e - Forms User Manual  
( Pay Company Fine )**

---

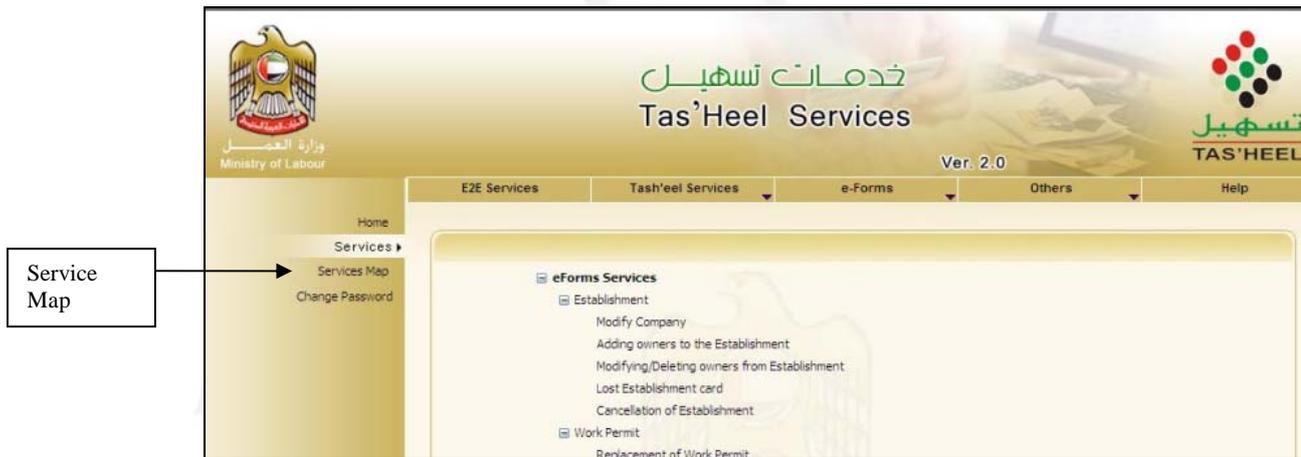
## Navigation to Eforms

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.

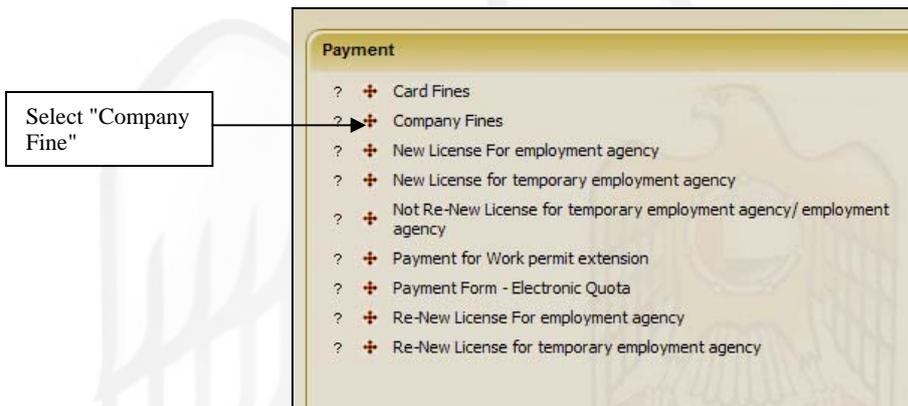
## Pay Company Fine

### Introduction

Pay Company fine service is used to enable companies to pay fines imposed on the establishments by Ministry of Labour.

### Functional Description

- Click on "Company Fine".



- Enter company code for which fine is to be paid and press "GO".

A screenshot of a web form titled 'Enter your Company Number'. The form has a light gray header with the title. Below the header is a white input field labeled 'Company Code' containing the number '4634'. To the right of the input field is a black button with the text 'Go' in white. The background of the page features a faint watermark of the UAE coat of arms.

- On clicking "GO" a form is displayed with details of fines that need to be paid.

Company Fines						
User Name: TESTUSER			Date: 20/07/2010 12:41:52			
Company Information						
Company Number	4634	B	License No	54585	Expiry Date	18/04/2006
Company Name	BIN AYDIS GEN TRANSPORT EST					
PoBox	8408	Emirate	Abu Dhabi	Labour Office	Abu Dhabi	
Fine Detail						
ROW_ID	CARD NO	AMOUNT				
14352	22996769	20000	<input type="checkbox"/>			
27947	31940876	35000	<input type="checkbox"/>			
24770	23667829	15000	<input type="checkbox"/>			
24893	24893	10000	<input checked="" type="checkbox"/>			
24894	24894	10000	<input checked="" type="checkbox"/>			
24895	24895	10000	<input checked="" type="checkbox"/>			
24896	24896	10000	<input checked="" type="checkbox"/>			
71078	27425498	2000	<input type="checkbox"/>			
94645	23342115	25000	<input type="checkbox"/>			
		<b>137000</b>				
Contact Information						
Person Name (English) *	<input type="text"/>	Person Name (Arabic) *	<input type="text"/>			
ID Number *	<input type="text"/>	ID Type *	SELECT ID TYPE <input type="button" value="v"/>			
Mobile No. *	<input type="text"/>					
		<input type="button" value="Save"/>	<input type="button" value="Close"/>			

- Fines with check boxes which are checked by default are mandatory to be paid to process the transaction and cannot be unchecked.
- To pay other fines select the fine by clicking the check box.
- A minimum of 1 fine need to be paid.
- 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.
- After save, you will be diverted to payment gateway where payment for the transaction should be made.




Company Information			
Company No. / رقم المنشأة	235444	License No. / رقم رخصة	233642
Expiry Date / تاريخ انتهاء	21/03/2011		
Company Name / اسم المنشأة	GLOBAL INFORMATION TECHNOLOGY L.L.C / الشركة العالمية لتكنولوجيا 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		
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		
<input type="button" value="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.
- On completion of payment you will receive a receipt which needs to be given to the customer.

**United Arab Emirates**  
**Ministry of Labour**  
**Company Fines**  
Transaction No : - MB112635562AE



دولة الإمارات العربية المتحدة  
وزارة العمل - قطاع العمل  
غرامات المنشأة



بيانات المنشأة			
رقم المنشأة :	640032	رقم الرخصة :	611809
تاريخ انتهاء الرخصة :	06/07/2011	ABDULLA MOHD AL KAABI TECHNICAL SERVICES	
إسم المنشأة :	عبدالله محمد الكعبي للخدمات التقنية	صندوق البريد :	65317
الإمارة :	دبي	مكتب العمل :	دبي
غرامات المنشأة			
رقم المرجع	293934	رقم البطاقة	38616194
مبلغ الغرامة	10000		
بيانات مقدم الطلب			
اسم مقدم الطلب :	شيتال	رقم الهوية :	sdjh
الهاتف المتحرك :	0501111111	نوع الهوية :	جواز السفر

Receipt