Ministry of Labour
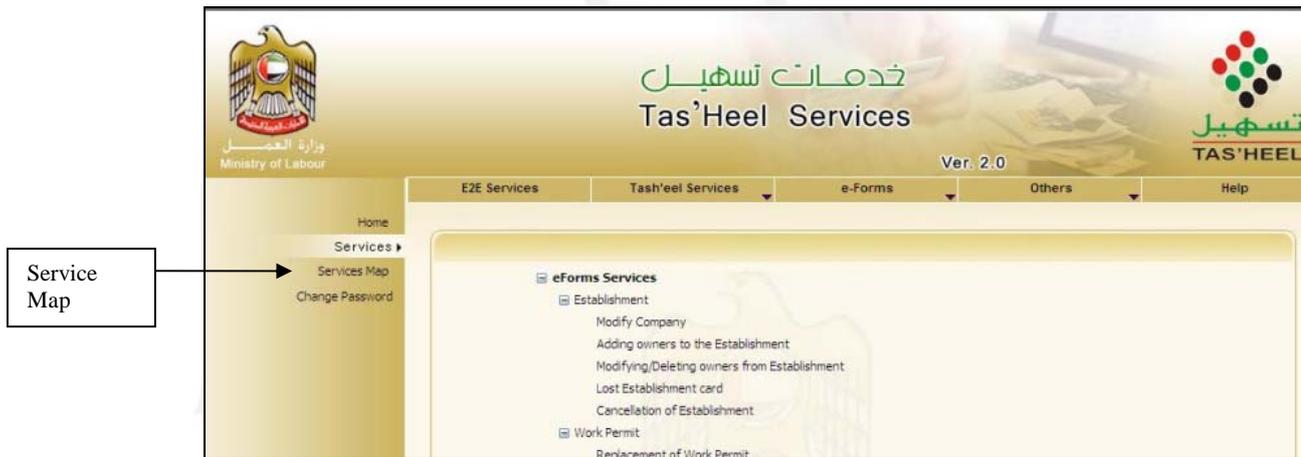
e - Forms User Manual
(Modify Contract)

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 the 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.

Modify Contract

Introduction

Modify Contract service is use to modify employee contract information in Ministry of Labour.

Functional description

o Click on "Modify Contract ".

Select "Modify Contract"

Labour Card

? ✛ Modify Contract
? ✛ National and GCC Labour Card
? ✛ Replacement of Damaged Labour Card
? ✛ Replacement of Lost Labour Card
? ✛ Reprint Labour Card
? ✛ Renewal + Modification of Labour Card
? ✛ Edit Labour Card
? ✛ Renew Labour Card + Renew Contract
? ✛ Renew Labour Card
? ✛ New Labour Card
? ✛ Modification of National Or GCC Labour Card
? ✛ Renewal of National Or GCC Labour Card

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

New Labour Card

Company Code [ ]

Work Permit No. [ ]   [Go]

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

User Name: RAFITEST					Date: 29/06/2011 09:18:53	
Company Information						
Company Number	235444	2-A	License No	233642	Expiry Date	28/06/2011
Company Name	GLOBAL INFORMATION TECHNOLOGY L.L.C					
PO Box	7982		Emirate	Dubai	Labour Office	Dubai

Employee Information

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				

Residency File Number

Residence Visa No. *	101	2011	112345	
	101	2010	0070410	Example : 101/2010/02/0070410

Documents Scanned ○ Yes ◉ No ☐ Contract Saved

Contact Information

Person Name (English) *	ABDUL RAFI	Person Name (Arabic) *	شلايعم قشيه
ID Number *	A12345645	ID Type *	PASSPORT
Mobile No. *	0501111111		

[Attachments] [Contract Information] [Save] [Close]

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

o Complete contract information of the employee filling the contract form.

Contract Information			
UserName: TESTUSER		Date: 27/07/2010 02:08:40	
Contract Information			
Job Title *	4212095	SHOES SALES	
Working Hours *	8	Annual Leave *	30
Basic Salary *	5000	Total Salary *	6000
Basic Salary-English (InWords) *	FIVE THOUSAND DIRHAMS		
Basic Salary-Arabic (InWords)*			خمسة الاف درهما
Contract Duration *	○ Limited ◉ UnLimited		
Start Date *	29/07/2010 📅	End Date *	
Probation Period (in Months) *	3		

Allowance	English	Arabic
Accomodation Allowance *	1000	1000
Transport Allowance *	1000	1000
Other Allowance1		
Other Allowance2		
Other Allowance3		
Other Allowance4		
Other Conditions A		
Other Conditions B		

[Save]   [Close]

o Choose the owner who shall sign the contract.
o Total salary cannot be less than basic salary.
o Limited contract should have a start and end date and the end date should not be more than 2 years from the start date.
o Unlimited contract requires only a start date and the start date should be between present labour card issue and expiry date.
o Complete the contract information and save the form.
o Scan and attach the following documents.
1. Applicant photo

o 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.

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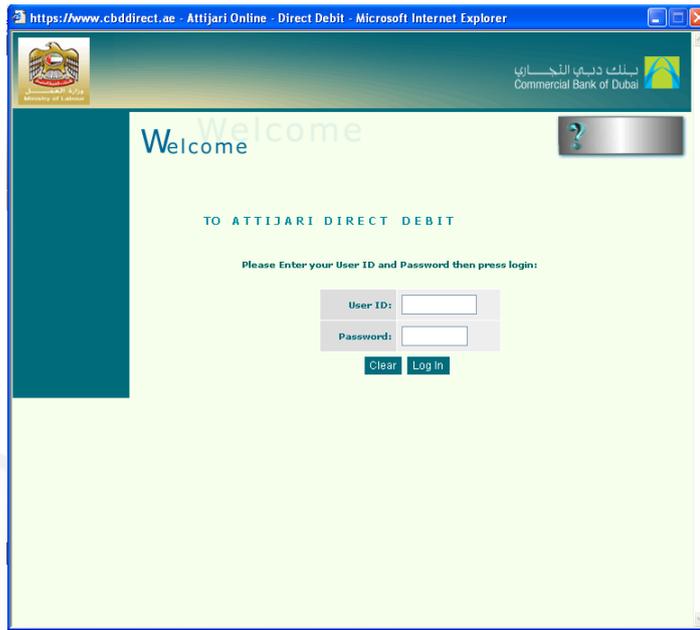
o On completion of payment you will receive a receipt which needs to be given to the customer.

Receipt

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