



**Ministry of Labour**

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**e - Forms User Manual  
( Modify Contract )**

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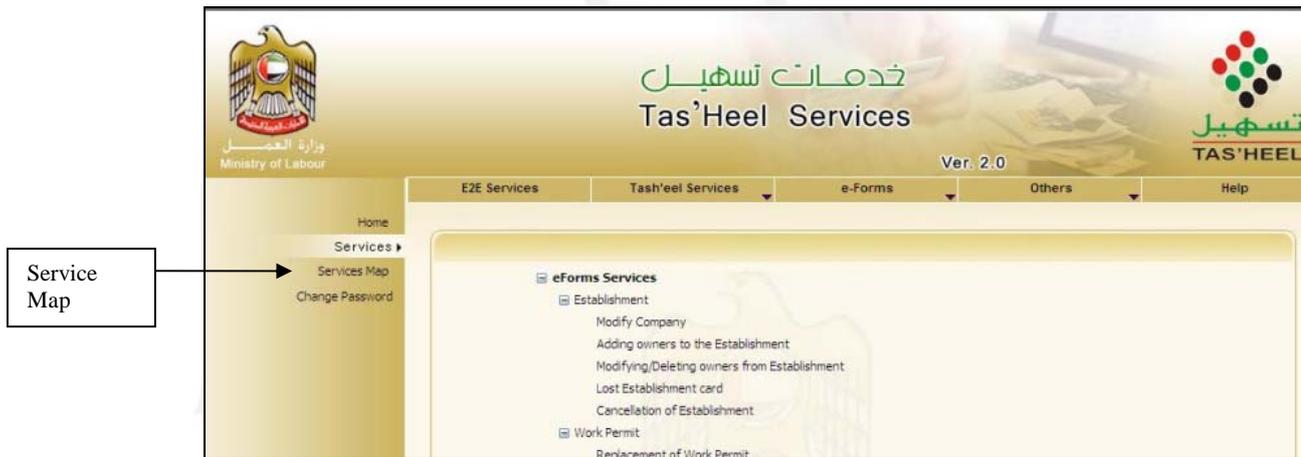
## Navigation to Eforms

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.

## Modify Contract

### Introduction

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

### Functional description

- Click on "Modify Contract".



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

A screenshot of a web form titled "New Labour Card". The form has a light gray header with the title. Below the header, there are two input fields: "Company Code" and "Work Permit No.". To the right of the "Work Permit No." field is a "Go" button.

- 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	28/06/2011	
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			<b>Example : 101/2010/02/0070410</b>	
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						
Attachments		Contract Information		Save		Close	

- 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: TESTUSER		Date: 27/07/2010 02:08:40
<b>Contract Information</b>		
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 *	<input type="radio"/> Limited <input checked="" type="radio"/> UnLimited	
Start Date *	29/07/2010	End Date * <input type="text"/>
Probation Period (in Months) *	3	
	<b>English</b>	<b>Arabic</b>
Accommodation Allowance *	1000	1000
Transport Allowance *	1000	1000
Other Allowance1	<input type="text"/>	<input type="text"/>
Other Allowance2	<input type="text"/>	<input type="text"/>
Other Allowance3	<input type="text"/>	<input type="text"/>
Other Allowance4	<input type="text"/>	<input type="text"/>
Other Conditions A	<input type="text"/>	<input type="text"/>
Other Conditions B	<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>		

- 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 المشاة	235444	2-A	License No. / رقم رخصة	233642	Expiry Date / تاريخ النهاة	21/03/2011
Company Name / اسم المشاة	GLOBAL INFORMATION TECHNOLOGY L.L.C / الشركة الكونية 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
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**Eservice Details**

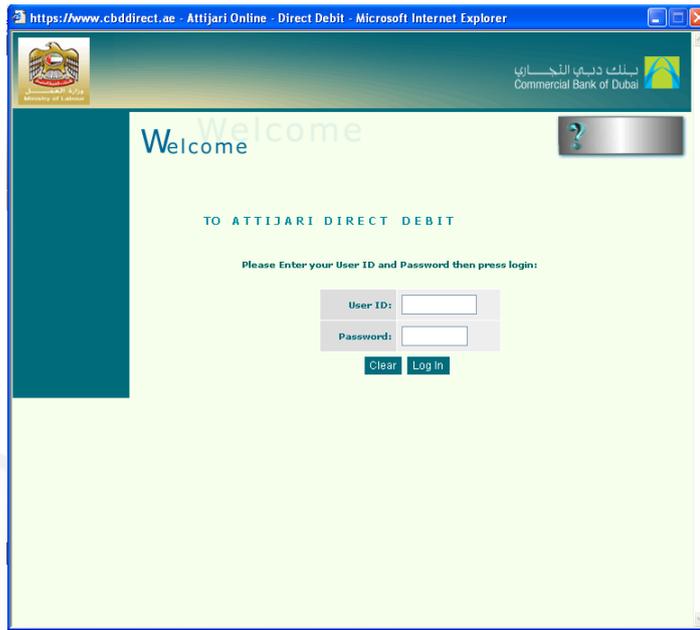
Service Description وصف الخدمة	Service Amount مبلغ الخدمة	Service Quantity عدد الخدمات
G1 test payment	1	1
G1 test payment	1	1
testing	2	1
Testing	2	1

Amount to be Paid / المبلغ المطلوب  
دفعه 3

**Payment Method**

Payment Type / نوع الدفع

- 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.



MB090098652AE

	التاريخ
09:53:05 21/05/2009	:
مكتب عدل	: أبو ظبي
اسم المنشأة	: الجفير للنقل والخدمات العامة م م
نوع الشهادة	: تصريح عمل إلكتروني

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;This is sample text for electronic work permit 1

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3 في حالة تقديم بيانات غير صحيحة، سيتم إلغاء الطلب وتطبيق قانون العقوبات، وفرض غرامات قدر 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 -

- غير إرفاق صورة الرخصة التجارية.
- غير إرفاق صورة بطاقة اعتماد المشرف.
- غير إرفاق صورة كرومي نوع النشاط.
- نموذج تعيين الخاصة
- غير إرفاق صورة الجواز - المثل 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 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 البريد.
- يجب تقديم طلب نقل الكفالة للوزارة بعد أقصي عتلا شهرين من تاريخ إنتهاء البطاقة ويرفض الطلب بعد إنتهاء مدة المدّة.

## Receipt

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