



**Ministry of Labour**

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**e - Forms User Manual**  
( New National or GCC Labour Card )

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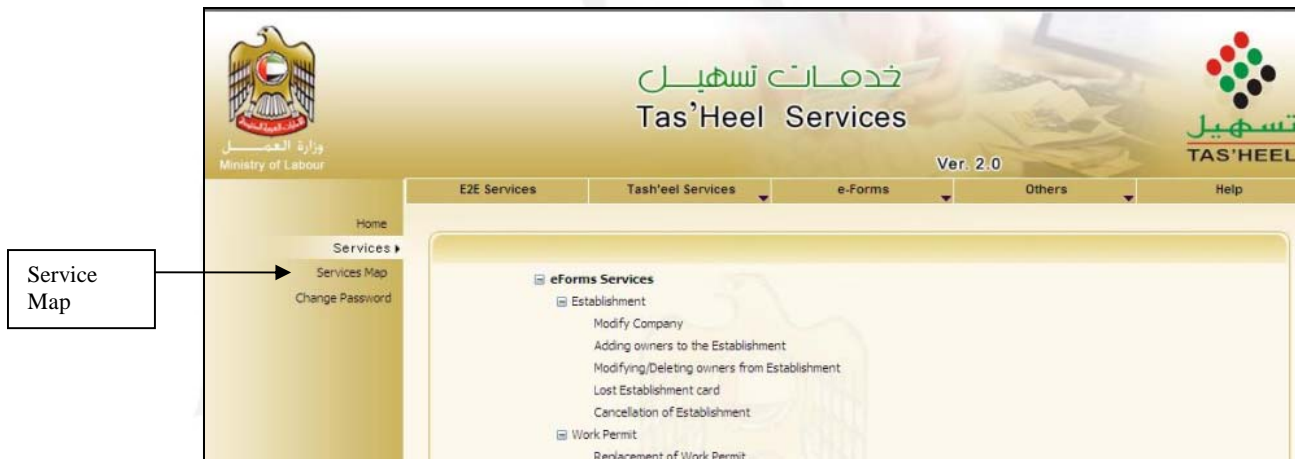
## Navigation to Eforms

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.

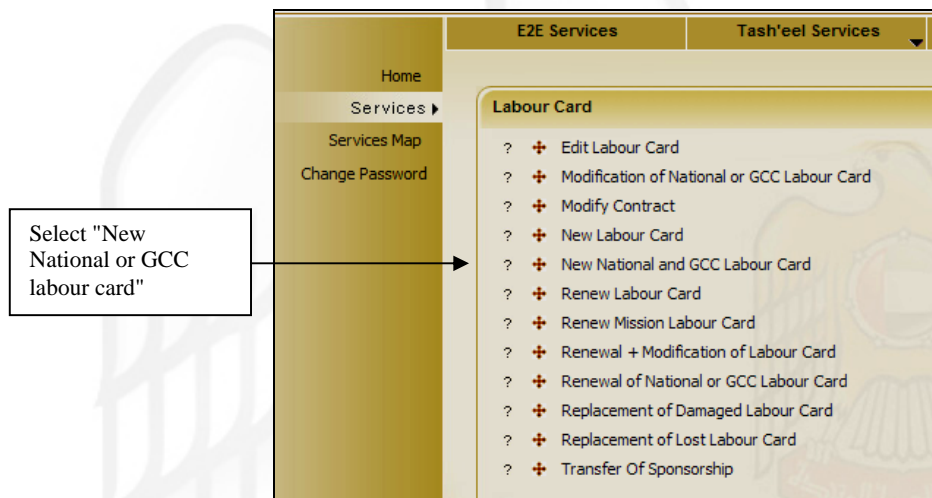
## New National or GCC Labour Card

### Introduction

New National or GCC labour card service is use to apply for new labour card for UAE or GCC Nationals.

### Functional Description

- Select "New National or GCC Labour card".



- Enter company code for which a new labour card needs to be applied and press "GO".

The form is titled 'Enter your Company Number'. It contains a text input field labeled 'Company Code' with the value '11111111' and a 'Go' button.

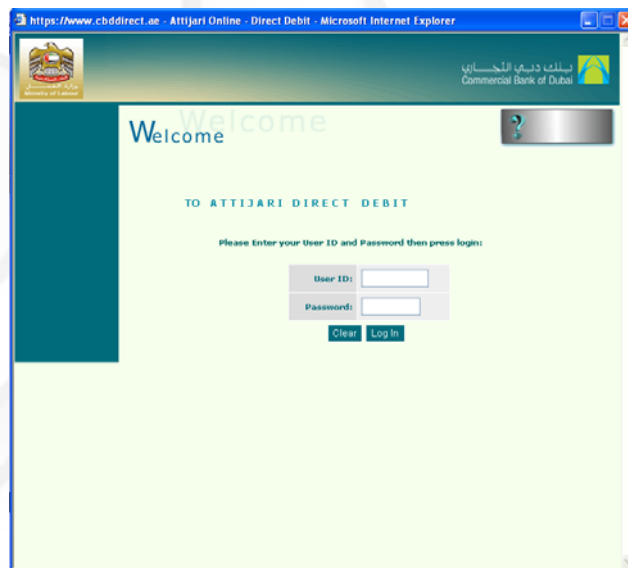
- On clicking "GO" a form is displayed that needs to be completed.

National and GCC Labour Card					
User Name: RAFITEST			Date: 16/08/2011 10:31:56		
<b>Company Information</b>					
Company Number	73 2-B	License No	1030839	Expiry Date	07/07/2012
Company Name	AL JABER TRANSPORT & GENRAL CONT.L.L.C				
PoBox	2175	Emirate	Abu Dhabi	Labour Office	Abu Dhabi
HQ Address(Arabic) *	علاشه				
HQ Address(English) *	DUBAI				
<b>Person Information</b>					
Person Name(Arb) *	الرافى				
Person Name(Eng) *	ABDUL RAFI				
Nationality *	21 EMIRATES	Gender *	Male		
Passport No *	F12345687	Passport Type *	1 NORMAL		
Passport Issue Country *	21 EMIRATES	Passport Issue Date *	01/08/2011	Passport Expiry Date *	13/09/2012
Passport Place (Arb) *	علاشه	Passport Place (Eng) *	DUBAI		
Birth Country *	21 EMIRATES	Birth Date *	07/10/1979		
Birth Place(Arabic) *	هيكهش	Birth Place(English) *	INDIA		
Previous Nationality *	100 INDIA	Permanent Country *	100 INDIA		
Religion *	1 MUSLIM	Faith *	1 SUNNI		
National No		IDBARA Number			
Education *	1 ILLITERATE	Marital Status *	1 BACHELOR		
Educational Certificate *	105	FIFTH PRIMARY			

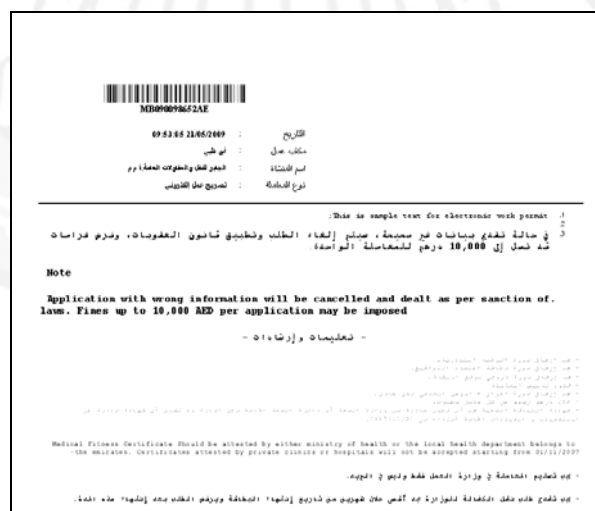
- Fields with (\*) are mandatory and needs to be filled.
- Fill in employee's contract information.

Contract Information					
UserName: RAFITEST			Date: 16/08/2011 10:39:17		
Probation Period (Month) *	3	Annual Leave(Days) *	30		
Basic Salary *	10000	Subscription Salary	8000		
Contract Type *	Limited <input type="radio"/> UnLimited <input checked="" type="radio"/>				
Start Date *	16/08/2011	Contract Period(Years)			
<b>Allowances &amp; Bonuses</b>					
Periodicity Arabic		Periodicity English			
Allowances & Bonuses Arabic		Allowances & Bonuses English			
Amount		Continuity	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<input type="button" value="Add"/>					
<b>Periodicity</b>	<b>Allowances &amp; Bonuses</b>	<b>Amount</b>	<b>Continuity</b>		
travelling	1000	2000	Yes	Remove	
<b>Other Benefits</b>					
Benefits Arabic		Benefits English			
<input type="button" value="Save"/>			<input type="button" value="Close"/>		

- If the applicant gets additional allowances & Bonus, please enter its details and click on "Add".
- Save the contract information once completed.
- The following attachments are required to be scanned and uploaded.
  - Applicants Photo
- Enter contact information of the person who should be contact in future for any reference.
- On completing the form click on "Save". After 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.



Receipt