



Ministry of Labour

e - Forms User Manual **(Electronic Work Permit)**

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.

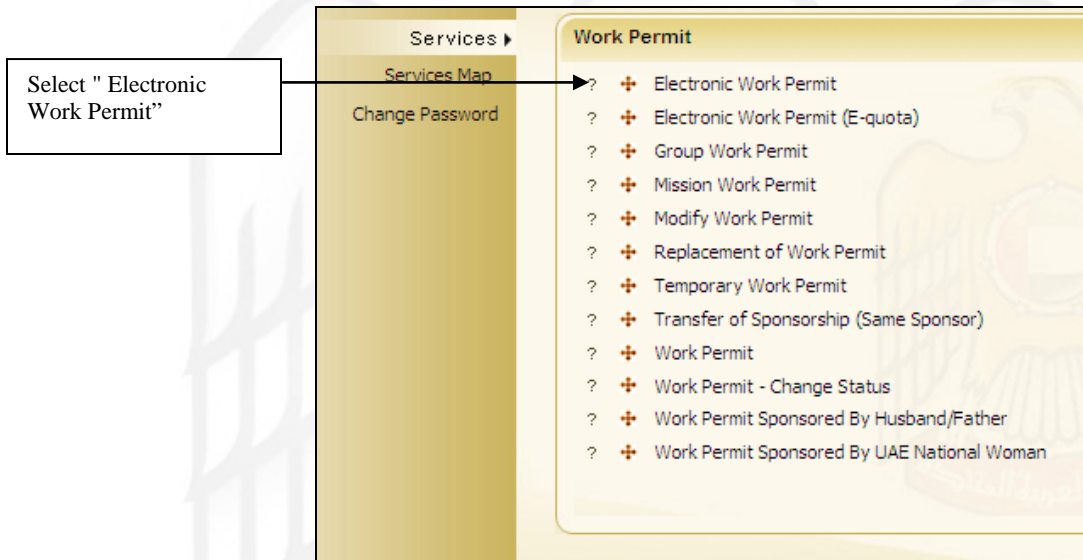
Electronic Work Permit

Introduction

Electronic work permit service is use to apply for work permit electronically for an employee in a company. Company requires E-sign to apply for electronic work permit.

Functional Description

- Click on “Electronic Work Permit”.


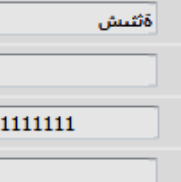


- Enter company code and press "GO".

The screenshot shows a form titled 'Enter your Company Number'. It contains a text input field labeled 'Company Code' with the value '1111' entered, and a 'Go' button to its right.

Enter your Company Number	
Company Code	<input type="text" value="1111"/>
<input type="button" value="Go"/>	

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

Company Number	235444	2-A	License No	233642	Expiry Date	28/05/2012
Company Name	GLOBAL INFORMATION TECHNOLOGY L.L.C					
PoBox	7982	Emirate	Dubai	Labour Office	Dubai	
Person Information						
Person Name(Arabic) *	<input type="text" value="شيش"/>					
Person Name(English) *	<input type="text" value="SHEETAL"/>					
Birth Date *	<input type="text" value="07/10/1979"/>	<input type="text" value="12"/>	Gender *	<input type="text" value="FEMALE"/>		
Nationality *	<input type="text" value="205"/>	<input type="text" value="INDIA"/>	Previous Nationality *	<input type="text" value="205"/>	<input type="text" value="INDIA"/>	
Country of Birth *	<input type="text" value="205"/>	<input type="text" value="INDIA"/>	Marital Status *	<input type="text" value="1"/>	<input type="text" value="BACHELOR"/>	
Passport No *	<input type="text" value="1"/>	Passport Type *	<input type="text" value="ASSIGNMENT"/>			
Passport ECR/ECNR Status *	<input type="text" value="ECR (EMIGRATION CLEARANCE REQUIRED)"/>					
Birth Place(Arabic) *	<input type="text" value="شيشيش"/>		Birth Place(English) *	<input type="text" value="INDIA"/>		
Passport Issue Date *	<input type="text" value="15/05/2011"/>	<input type="text" value="12"/>	Passport Expiry Date *	<input type="text" value="03/04/2013"/>	<input type="text" value="12"/>	
Passport Place (Arb) *	<input type="text" value="شيشيشي"/>		Passport Place (Eng) *	<input type="text" value="MUMBAI"/>		
Country Of Issue *	<input type="text" value="205"/>	<input type="text" value="INDIA"/>	Permanent Country *	<input type="text" value="205"/>	<input type="text" value="INDIA"/>	
Religion *	<input type="text" value="1"/>	<input type="text" value="MUSLIM"/>	Faith *	<input type="text" value="1"/>	<input type="text" value="SUNNI"/>	
Education *	<input type="text" value="8"/>	<input type="text" value="POST-GRADUATE"/>				
Mother Name(Arabic) *	<input type="text" value="مينا"/>					
Mother Name(English) *	<input type="text" value="MEENA"/>					
Spoken Language *	<input type="text" value="HINDI"/>	Mobile No.(Abroad)*	<input type="text" value="05011111111111"/>			
Address Abroad *	<input type="text" value="MUMBAI INDIA"/>					
Documents Scanned	<input checked="" type="radio"/> Yes <input type="radio"/> No		<input checked="" type="checkbox"/> Contract Saved			

- Fields with (*) are mandatory and needs to be filled.
- Complete the form entering employee information.
- Emigration clearance is required from the employee home country. Presently this service is enabled for Indian nationality only.
- When we choose applicants nationality as India, additional fields will be added asking whether ECR / ECNR required (ECR – Emigration clearance required, ECNR- Emigration clearance not required).
- Choose whether emigration clearance stamp is available on the applicant's passport or not and accordingly scan the required page from the passport having ECR / ECNR stamp.

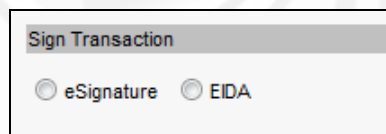
Passport ECR/ECNR Status *	SELECT SELECT ECR (EMIGRATION CLEARANCE REQUIRED) ECNR (EMIGRATION CLEARANCE NOT REQUIRED)	
Birth Place(Arabic) *		
Passport Issue Date *	12	Passport Expiry Date * 12

- "?" next to Passport ECR / ECNR status field will help you identify ECR / ECNR page on the passport.
- Complete contract information of the employee filling the contract form.

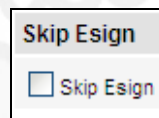
Contract Information			
UserName: TESTUSER		Date: 25/05/2010 01:08:17	
Contract Information			
Job Title *	8116084	PIPES WELDER	
Working Hours *	8	Annual Leave *	30
Basic Salary *	2000	Total Salary *	5000
Basic Salary-English (InWords) *	TWO THOUSAND DIRHAMS		
Basic Salary-Arabic (InWords) *	الفان درهما		
Contract Duration *	<input checked="" type="radio"/> Limited <input type="radio"/> UnLimited		
Start Date *	11/05/2010 12	End Date *	10/05/2013 12
Allowance	English	Arabic	
Accommodation Allowance *	1000	1000	
Transport Allowance *	1000	1000	
Other Allowance1			
Other Allowance2			
Other Allowance3			
Other Allowance4			
Other Conditions A			
Other Conditions B			
<div>Save</div> <div>Close</div>			

- Annual Leave, Basic Salary should be more than "0"
- Total salary should be more than the basic salary.
- Contract start date should be greater than or equal to today's date and end date should be maximum 1 year or expiry of you pervious Labour Card whichever is earlier.
- Educational contracts (eg. For teachers) will have an additional contract page in the print receipt giving details of their job terms and condition?

- Accommodation and transportation allowance are mandatory to be filled.
- Complete and save the form.
- Enter contact information of the person who should be contact in future for any reference.
- Enter contact person ID type and ID number.
- Contact mobile numbers should always start with 050 OR 055 OR 056 and should be 10 digits.
- Scan and attach the following documents.
 1. Applicants Photo
 2. Passport Copy
 3. Based on the job if Teacher scan Ministry of Higher Education Approval Letter
 4. If Medical Professional scan Ministry of Health Approval
 5. If Driver scan Driving license
- If you are unable to scan, please visit the below link where in you will get help to install the required drivers to help scan.
<http://eservices.mol.gov.ae/Molforms/help/usermanual.htm>
- Esign or EIDA card is required to complete this transaction.
- When clicking on esign, you will get an option to choose Esign or EIDA card.



- Enter you card pin, on verification of the pin transaction will be electronically signed
- If the applicant does not have an esignature or EIDA card at the time of getting the application typed, you can choose skip esign option and the transaction can be signed electronically through enetwasal.



- 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.



MB090098652AE

التاريخ : 09:53:05 21/05/2009
مكتب عمل : أبو ظبي
اسم المنشأة : الجوف للقطر والمطويات العامة دم
نوع المعاملة : تصريح عمل إلكتروني

This is sample text for electronic work permit.

في حالة تقديم بيانات غير صحيحة، سيتم إلغاء الطلب وتطبيق قانون العقوبات، ودرج 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 الشخصية التجارية.
- يجب إرفاق صورة بطاقة اعتماد الشواحيق.
- يجب إرفاق صورة كودس حقوق الخاصة.
- نموذج تذييل الخاصة.
- يجب إرفاق صورة الجواز - المؤهل الشخصي لكل عامل.
- 200 درهم رسوم من كل عامل مستخدم.
- شهادة اللياقة الصحية هي أن تكون صادرة من وزارة الصحة أو دائرة الصحة الخاصة بكل إمارة ولا تقبل أي شهادة صادرة من المستشفيات و العيادات الخاصة ابتداءً من 01/11/2007.

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 الجريدة.

- يجب دفع طلب دخل الخفافة للوزارة حد أقصى خلال شهرين من تاريخ إصدار الخفافة ويرفع الطلب بعد إلتهاؤ هذه المدّة.

Receipt