

Ministry of Labour

e - Forms User Manual (Renew Mission Labour Card)

eforms

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.

Eforms	وزارة العمال Ministry of Labour) ٽسھيـــل Tas'Heel		Ver. 2.0	تسهیل TAS'HEEL
Menu Bar		E2E Services	Tash'eel Services	e-Forms	Others	Help
	Home			Establishment		
	Services)			Work Permit		
	Services Map			Labour Card		
	Change Password	Dear Customers		Payments		
				Miscellaneous	dava from your data of	
			nd submit all the documents receive our Tasheel account will be blocked		Sponsorship Cancellation	
		Please scan the nicture	s and attachments in the right way	Quota	Deduction of Emp from Est	
		tarnsaction will be reject		National or GCC Labour Ca	ard	

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.

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eforms

Renew Mission Labour Card

Introduction

Renew Mission labour card service is use to apply for renewal of mission labour card.

Functional Description

o Click on "Renew Mission Labour Card".

	L	Labo	our	Card
		?	÷	Edit Labour Card
		?	÷	Modify Contract
		?	÷	New Labour Card
ect "Renew Mission		?	÷	Renew Labour Card
our Card"		?	÷	Renew Mission Labour Card
		?	÷	Renewal + Modification of Labour Card
		?	÷	Replacement of Damaged Labour Card
		?	÷	Replacement of Lost Labour Card
		?	÷	Transfer Of Sponsorship

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

Company Code		
Card No.		Go

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

User Name: RAFITE						D-		2010012044-0	0.04.0	
						Da	te:	29/06/2011 0	9:04:3	а
Company Informati	ion									
Company Number	235444	2-A	License No	1	233642		Exp	piry Date	2	8/06/2011
Company Name	GLOBAL INF	ORMAT	ION TECHNOL	OGY	L.L.C					
PO Box	7982		Emirate	I	Dubai		Lat	bour Office	٥	ubai
Employee Informat	ion									
Card Number	36586953	I	ssue Date	14/	06/2008	Expiry Date		13/06/2011	F	
Card Type	New Labour	Card								0
Person Name	ABDULLAH P	RHSAID)							-
Passport Number	1874610	E	Expiry Date	12/	10/2010				-	
Nationality	JORDAN									
Residency File Nun	nber									
Residence Visa No.*	101	2011	0071421							
	101	2010	0 007041	0		Examp	le :	101/2010/02/0	007041	10
Documents Scanned	⊖Yes ⊚	No								
Contact Informatio	n									
Person Name (English)* ABDUL R	AFI		F	Person Na	ame (Arabic))*		فشبه	شلاعيم ف
ID Number *	A123456	i		0	D Type *			PASSPORT		*
Mobile No. *	0501234	567								
	Attachr	nents		Save	e		Clo	se		
									_	

- 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.
- Scan and attach the following documents.
 - 1. Applicant photo
- If you are unable to scan, please visit <u>http://tasheel.mol.gov.ae/Molforms/help/usermanual.htm</u>
- 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.

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			Payr	الد ment	No	Z
Company Informa	tion					
راد / Company No. الانتخار	235444	2-A	رائم / License No. رخصة	233642	تاريخ / Expiry Date انتهاء	21/03/2011
السم / Company Name المتشاة	GLOBAL IN	FORMA	TION TECHNOLOGY	طومات ذیرم / L.L.C /	الشركة الكونية لتكتر لرجيا الم	
مندرق البريد / PoBox	7982		Emirate / 5,ju/pi	نبي / Dubai	لكتب / Labour Office المن	نبی / Dubai
Payment Details						
رقم / Transaction ld المانلة	MB1101018	842AE				
Eservice Details						
1	Service Des ف لفنیة		a		e Amount Se ميلغ ال	rvice Quantity عد تقست
G1 test payment G1 test payment					1	1
testing Testing					2	1
Amount to be Paid / المطلوب دفعه	3					
Payment Method						
ع الدفع / Payment Type	ý.	G	1 Online		~	
				ر ــــل / it		

- 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. 0

Minute of the state	بنك ديمي التجاري Commercial Bank of Dubai
Welcome	?
TO ATTIJARI DIRECT DE	віт
Please Enter your User ID and Pass	word then press login:
User ID:	
Clear	ig in
	v

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

	اسم المُنشَاةَ : الجُمُو العَقَّانِ وَالمَقَانِيَاتِ العَمَادِ مِمَ ذوع المُعاملَة : تصريح عمل إلفترونني (This is sample text for electronic work permit .) 2
	³ في حالة تقديم بيانات نحر سحيحة، سيتم إلغاء الطلب وتطبيق تانون العقوبات، وت تحد تصل إلى 10,000 درهم للمعاصلة الواحدة.
Note Applicatio laws, Fines	n with wrong information will be cancelled and dealt as per sanction of. up to 10,000 RED per application may be imposed
	- تعليمات وإرشادات -
ر ق عن	وي إراقا صورة البرطية البلارية. يعب إرفاق صورة بسائلة اعتماد النوانيي. - فيو تديسم الفاصلة - فيو ترفقا صورة سؤلام الا العناص للفاصل. - 2005 تربير موقع في عناص العناص العناص. - 2005 تربير موقع في عناص الطبر عادرة عن رزارة السمة أو دائرة السمة الخاصة بكل إمارة ولا تشبل أي فهادة صاه فيشقفهات و المهادات الخاصة أبتداء من 2007/11/08.
	sss Cartificate flouid be attested by either ministry of health or the local health department belongs to rates. Cartificates attested by private clinics or hospitals will not be accepted starting from D/J1/200
1	يجب تعليم المعاصلة في وزارة العمل فقط وليس في العِيد. يجب تعليم طلب نقل الكفالة للوزارة بحد أغمى علال شهزين من تاريخ إنتها؛ البطاقة ويرفض الطلب بعد إنتها؛ ما

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