



Ministry of Labour

e - Forms User Manual
(Resubmitting the Application)

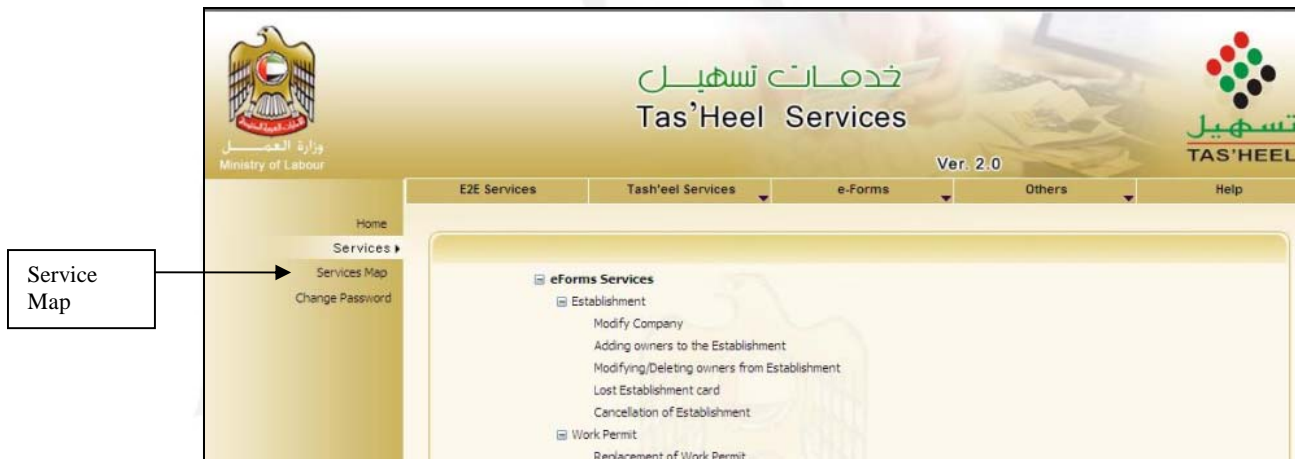
Navigation to Eforms

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.

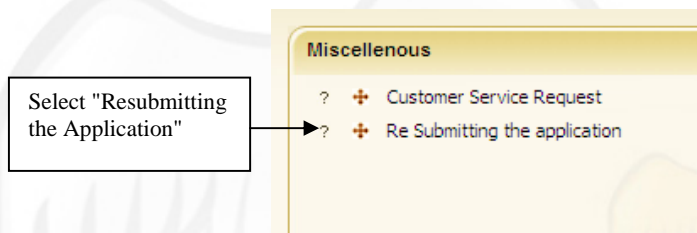
Resubmitting the Application

Introduction

Resubmitting the Application service is use to resubmit work permit application which are returned back to customer from Ministry of Labour due to some reason. (eg. Nawakas)

Functional Description

- Click on "Resubmitting the Application ".



- Enter company code, Transaction No. and press "GO".

A screenshot of a web form titled "Re Submit Form (Cover page)". It contains two input fields: "Company Code" with the value "111111111" and "Transaction No." with the value "IN123456789AE". There is a "Go" button to the right of the "Transaction No." field.

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

Re Submit Form (Cover page)						
User Name: TESTUSER			Date: 17/05/2010 12:26:46			
Company Information						
Company Number	719	B	License No	7777	Expiry Date	06/08/2010
Company Name	SPINNEYS ABUDHABI LLC.					
PoBox	243	Emirate	Abu Dhabi	Labour Office	Abu Dhabi	
Transaction Information						
Transaction No	IN009859649AE					
Contact Information						
Person Name (English) *	<input type="text" value="ABBAS"/>		Person Name (Arabic) *	<input type="text" value="شبالا شمس"/>		
ID Number*	<input type="text" value="A123456778"/>		ID Type*	LABOUR CARD <input type="button" value="v"/>		
Mobile No. *	<input type="text" value="055555555"/>					
<input type="button" value="Save"/>			<input type="button" value="Close"/>			

- Fields with (*) are mandatory and needs to be filled.
- 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.
- 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

09:53:05 21/05/2009	:	التاريخ
	:	مكتب عمل
	:	اسم المنشأة
	:	نوع الشهادة
	:	تصريح عمل إلكتروني

1. This is sample text for electronic work permit.
2.
3. في حالة تقديم بيانات غير صحيحة، سيتم إلغاء الطلب وتطبيق قانون العقوبات، وتغريم 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 الرخصة التجارية.
- يجب إرفاق صورة بطاقة اعتماد الشواجع.
- يجب إرفاق صورة تروني نوع اشتغال.
- صورة ترميز المعاملة.
- يجب إرفاق صورة الجواز = الترخيص لنقل عامل.
- 200 درهم رسوم عن كل عامل مطلوب.
- شهادة الشهادة الصحية يجب أن تكون صادرة من وزارة الصحة أو دائرة الصحة الخاصة بكل إمارة ولا تقبل أي شهادة صادرة من المستشفيات و المراكز 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 الجبلد.
- يجب تقديم طلب نقل الكفالة للوزارة بعد أقسى خلال شهرين من تاريخ إنتهاء البطاقة ويرفق الطلب بعد إنتهاء مدة المدد.

Receipt