



**Ministry of Labour**

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**e - Forms User Manual**  
**( Replacement of Damage 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.

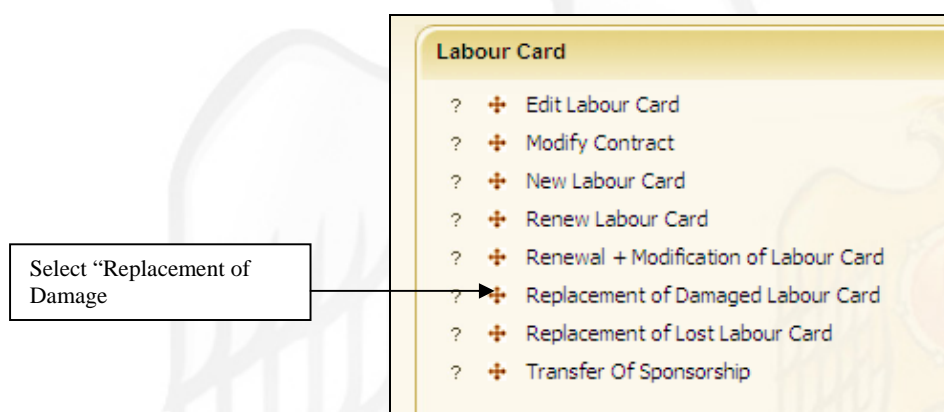
## Replacement of Damage Labour Card

### Introduction

Replacement of damage labour card service is use to apply for a new labour card when a employees present labour card is damaged.

### Functional Description

- Click on “Replacement of Damage Labour card”.



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

The screenshot shows a form titled 'Replacement of Damaged Labour Card'. It contains two input fields: 'Company Code' and 'Card No.'. To the right of the 'Card No.' field is a 'Go' button.

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

User Name: RAFITEST				Date: 29/06/2011 09:04:39	
<b>Company Information</b>					
Company Number	235444	2-A	License No	233642	Expiry Date
Company Name	GLOBAL INFORMATION TECHNOLOGY L.L.C				
PO Box	7982	Emirate	Dubai	Labour Office	Dubai
<b>Employee Information</b>					
Card Number	36586953	Issue Date	14/06/2008	Expiry Date	13/06/2011
Card Type	New Labour Card				
Person Name	ABDULLAH R H SAID				
Passport Number	I 874610	Expiry Date	12/10/2010		
Nationality	JORDAN				
<b>Residency File Number</b>					
Residence Visa No. *	101	2011	0071421		
	101	2010	0070410	Example : 101/2010/02/0070410	
Documents Scanned	<input type="radio"/> Yes <input checked="" type="radio"/> No				
<b>Contact Information</b>					
Person Name (English) *	ABDUL RAFI		Person Name (Arabic) *	شاعير قشيه	
ID Number *	A123456		ID Type *	PASSPORT	
Mobile No. *	0501234567				
<div> <div>Attachments</div> <div>Save</div> <div>Close</div> </div>					

- 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 <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 الشركة	235444	2-A	License No. / رقم رخصة	233642	Expiry Date / تاريخ انتهاء
21/03/2011					
Company Name / اسم الشركة	GLOBAL INFORMATION TECHNOLOGY L.L.C / الشركة العالمية 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

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

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.

https://www.cbddirect.ae - Attijari Online - Direct Debit - Microsoft Internet Explorer

بنك دبي التجاري  
Commercial Bank of Dubai

Welcome

TO ATTIJARI DIRECT DEBIT

Please Enter your User ID and Password then press login:

User ID:

Password:

- 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	أبي ظبي
اسم المنشأة	البحر للظلال والمطويات العامة م م
نوع الشهادة	تصريح عمل إلكتروني

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1. This is sample text for electronic work permit  
2.  
3. في حالة تقديم بيانات غير صحيحة، سيتم إلغاء الطلب وتطبيق قانون العقوبات، وفرض غرامات قدرها 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 الترخيص التجارية.
- يجب إرفاق صورة بطاقة اعتماد الشواحيق.
- يجب إرفاق صورة ترميز موقع المنشأة.
- نموذج تبييض الشهادة.
- يجب إرفاق صورة الهوية - المؤهل المهني لكل 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 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 الجيد.
- يجب تقديم طلب نقل الكفالة للوزارة بعد أقسى خلال شهرين من تاريخ إنتهاء البطاقة ويرفض الطلب بعد إنتهاء هذه المدة.

Receipt