



Ministry of Labour

**e - Forms User Manual
(Relative 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.

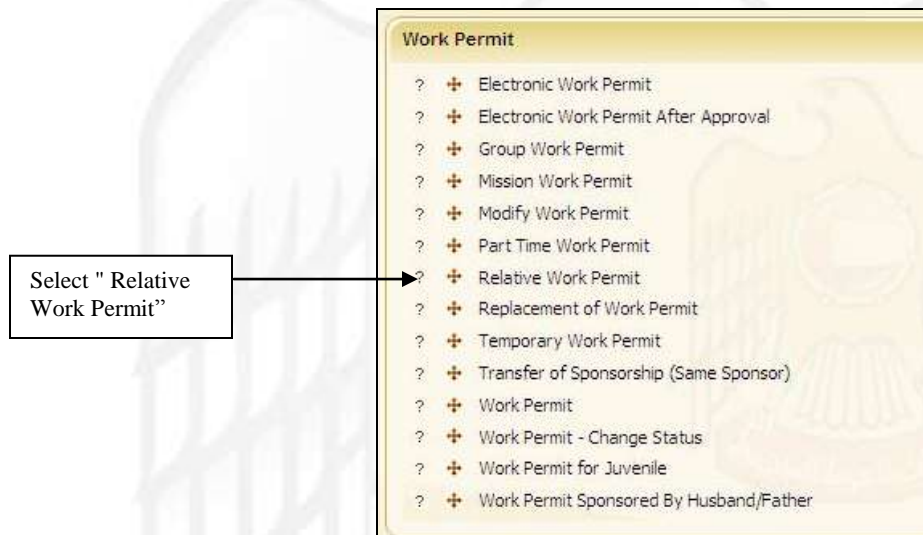
Relative Work Permit

Introduction

Relative work permit service is use to apply for work permit for a lady who is sponsored by her husband or father and not by the company or by an UAE Natinoal lady sponsored.

Functional Description

- Click on "Relative Work Permit ".



- Enter company number and type of sponsorship and sponsor Name in english and Arabic
- Press "GO".

A screenshot of a form titled "Enter your Details". It contains the following fields and controls:

- Company No: A text input field.
- Type: A dropdown menu with "Husband or Father Sponsored" selected.
- Sponsor Name(English): A dropdown menu with "Husband or Father Sponsored" selected and "UAE National Lady Sponsored" as an alternative option.
- Sponsor Name(Arabic): A text input field.
- Go: A button at the bottom of the form.

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

Username: RAFITEST		Date: 16/06/2011 10:51:14	
Company Information			
Company Number	235444 2-A	License No	233642
Expiry Date	29/08/2011		
Company Name	GLOBAL INFORMATION TECHNOLOGY L.L.C		
PoBox	7982	Emirate	Dubai
Labour Office	Dubai		
Person Information			
Person Name(Arabic) *	<input type="text"/>		
Person Name(English) *	<input type="text"/>		
Birth Date *	<input type="text"/> 12	Gender *	SELECT <input type="button" value="v"/>
Nationality *	<input type="text"/>	Previous Nationality *	<input type="text"/>
Country of Birth *	<input type="text"/>	Marital Status *	<input type="text"/>
Passport No *	<input type="text"/>	Passport Type *	<input type="button" value="v"/>
Birth Place(Arabic) *	<input type="text"/>	Birth Place(English) *	<input type="text"/>
Passport Issue Date *	<input type="text"/> 12	Passport Expiry Date *	<input type="text"/> 12
Passport Place (Arb) *	<input type="text"/>	Passport Place (Eng) *	<input type="text"/>
Country Of Issue *	<input type="text"/>	Permanent Country *	<input type="text"/>
Religion *	<input type="text"/>	Faith *	<input type="text"/>
Education *	<input type="text"/>		
Mother Name(Arabic) *	<input type="text"/>		
Mother Name(English) *	<input type="text"/>		
Spoken Language *	<input type="text"/>	Mobile No.(Abroad) *	<input type="text"/>
Address Abroad *	<input type="text"/>		
Documents Scanned	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/> Contract Saved	
Contact Information			
Person Name (English) *	<input type="text"/>	Person Name (Arabic) *	<input type="text"/>
ID Number *	<input type="text"/>	ID Type *	SELECT ID TYPE <input type="button" value="v"/>
Mobile No. *	<input type="text"/>		
<input type="button" value="Contract Information"/>		<input type="button" value="eSign"/>	<input type="button" value="Attachments"/>
		<input type="button" value="Save"/>	
<input type="button" value="Close"/>			

- Fields with (*) are mandatory and needs to be filled.
- Complete the form entering employee information.
- 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.

- Complete contract information of the employee filling the contract form.

Contract Information		
UserName: TESTUSER		Date: 25/07/2010 02:21:17
Contract Information		
Job Title *	2421022	TEACHER (KINDERGARTEN)
Working Hours *	8	Annual Leave * 30
Basic Salary *	5000	Total Salary * 6000
Basic Salary-English (InWords) *	FIVE THOUSAND DIRHAMS	
Basic Salary-Arabic (InWords) *	خمسة الاف درهما	
Contract Duration *	<input checked="" type="radio"/> Limited <input type="radio"/> UnLimited	
Start Date *	27/07/2010 12	End Date * 18/08/2011 12
Probation Period (in Months) *	3	
	English	Arabic
Accommodation Allowance *	1000	1000
Transport Allowance *	1000	1000
Other Allowance1		
Other Allowance2		
Other Allowance3		
Other Allowance4		
Other Conditions A		
Other Conditions B		
<input type="button" value="Save"/> <input type="button" value="Close"/>		

- Enter job title of the applicant.
- Annual Leave, Basic Salary should be more than "0"
- Total salary should be more than the basic salary.
- Limited contract should have a start and end date; unlimited contract requires only a start date.
- Contract start date should be between entry date and today's date and contract end date should not be more than 3 years from the contract start date for limited contract.
- 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.
- 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.

A screenshot of a web dialog box titled "Sign Transaction". It contains two radio button options: "eSignature" and "EIDA". The "eSignature" option is selected.

- 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.

A screenshot of a web dialog box titled "Skip Esign". It contains a checkbox labeled "Skip Esign".

- 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.



MD0000962AE

الرقم : 002104 11801000
 ملكه من : ام دبي
 اسم الخلية : كهربائي وشبكات اتصالات
 نوع الخدمة : تصحيح سلك كهربائي

1. This is single visit for electrician work permit.
 2. في حالة دفع رخصة من نوع تصحيح سلك كهربائي - الطلب وتطبيق قانون المعلومات، وتزعم جوازات
 عند وصل إلى 10,000 درهم كالتعاقب الترخيص.

Note

Application with wrong information will be cancelled and dealt as per sanction of law. Fines up to 10,000 AED per application may be imposed

- تعليمات وإجراءات -

1. يجب تقديم الطلب في موعد لا يتجاوز 30 يوم قبل تاريخ انتهاء صلاحية الرخصة.
 2. يجب تقديم الطلب في موعد لا يتجاوز 30 يوم قبل تاريخ انتهاء صلاحية الرخصة.
 3. يجب تقديم الطلب في موعد لا يتجاوز 30 يوم قبل تاريخ انتهاء صلاحية الرخصة.
 4. يجب تقديم الطلب في موعد لا يتجاوز 30 يوم قبل تاريخ انتهاء صلاحية الرخصة.
 5. يجب تقديم الطلب في موعد لا يتجاوز 30 يوم قبل تاريخ انتهاء صلاحية الرخصة.
 6. يجب تقديم الطلب في موعد لا يتجاوز 30 يوم قبل تاريخ انتهاء صلاحية الرخصة.
 7. يجب تقديم الطلب في موعد لا يتجاوز 30 يوم قبل تاريخ انتهاء صلاحية الرخصة.
 8. يجب تقديم الطلب في موعد لا يتجاوز 30 يوم قبل تاريخ انتهاء صلاحية الرخصة.
 9. يجب تقديم الطلب في موعد لا يتجاوز 30 يوم قبل تاريخ انتهاء صلاحية الرخصة.
 10. يجب تقديم الطلب في موعد لا يتجاوز 30 يوم قبل تاريخ انتهاء صلاحية الرخصة.

Medical Fitness Certificate should be obtained by either holder of health or the local health department. Subject to the approval, certificate obtained by private clinics or hospitals will not be accepted starting from 01/01/2020

1. يجب تقديم الطلب في موعد لا يتجاوز 30 يوم قبل تاريخ انتهاء صلاحية الرخصة.

2. يجب تقديم الطلب في موعد لا يتجاوز 30 يوم قبل تاريخ انتهاء صلاحية الرخصة.

Receipt

