



Ministry of Labour

e - Forms User Manual
(Payment for Electronic Quota)

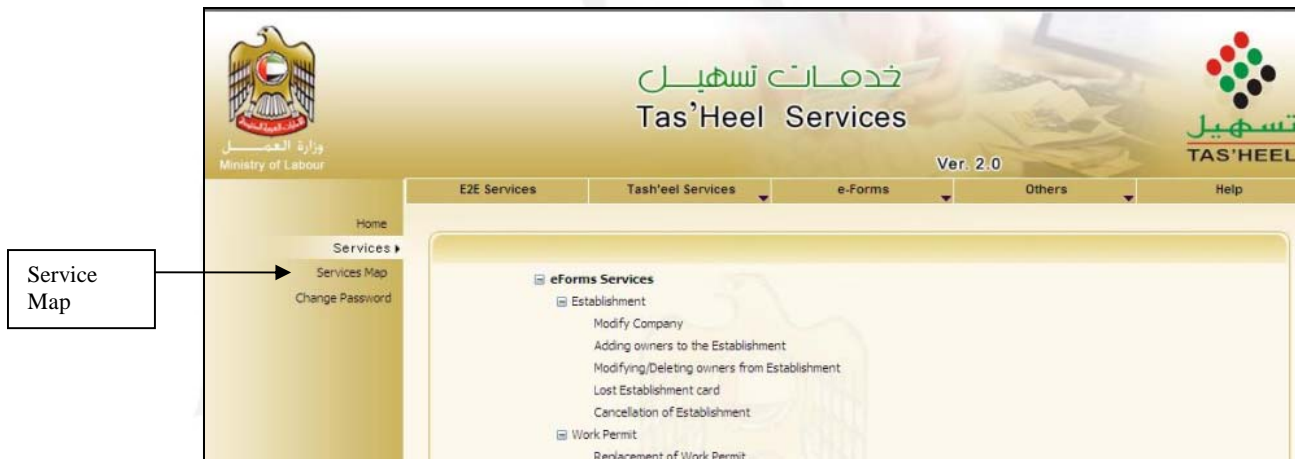
Navigation to Eforms

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.

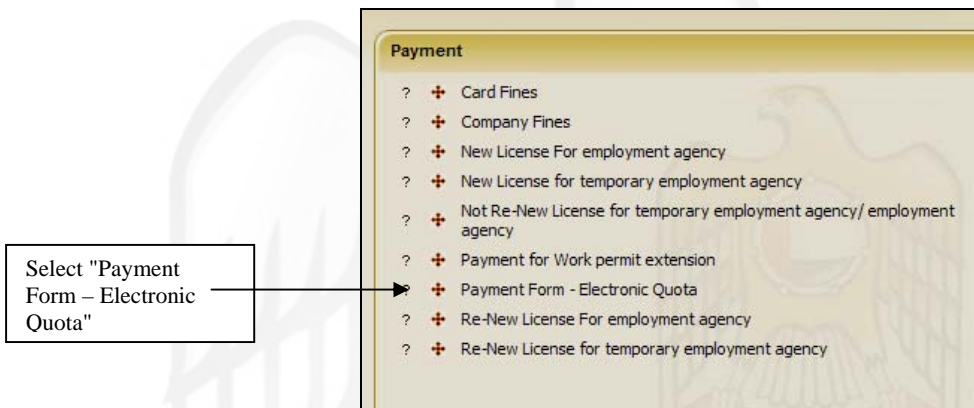
Payment for Electronic Quota

Introduction

Payment for electronic quota service is use to enable companies to pay fees for quota applied for new work permit.

Functional Description

- Click on "Payment Form – Electronic Quota".



- Enter company code, transaction number for the quota applied and press "GO".

A screenshot of a form titled "Company Information". It contains two input fields and a "Go" button:

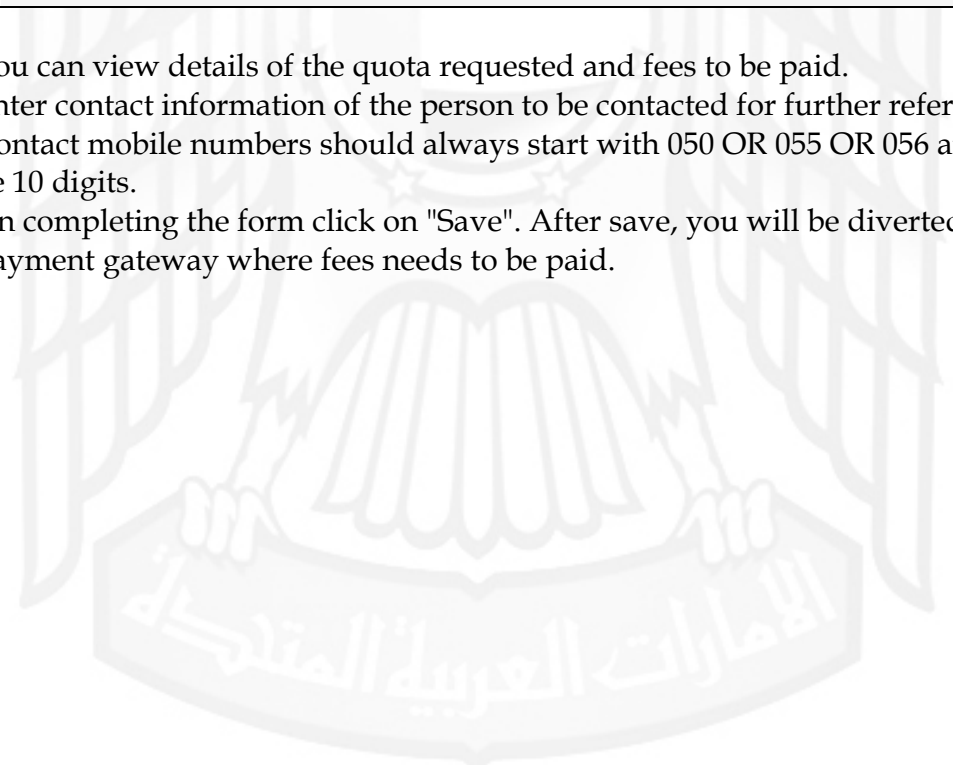
| | |
|-----------------|--|
| Company Code | <input type="text" value="607438"/> |
| Transaction No. | <input type="text" value="MB112604717AE"/> |

Go

- On clicking "GO" a form is displayed with the quota and fees details.

| | | | | | | |
|--|--------------------------------------|------------|------------------------|---------------------------|-------------|------------|
| UserName: RAFITEST | | | | Date: 6/8/2011 1:15:23 PM | | |
| Company Information | | | | | | |
| Company Number | 607438 | 2-A | License No | 1009434 | Expiry Date | 28/10/2011 |
| Company Name | UNIPAQ PACKAGING & SUPPLIES L L C | | | | | |
| PoBox | 110673 | Emirate | Abu Dhabi | Labour Office | Abu Dhabi | |
| Payment Information | | | | | | |
| Total Quota Requested | 3 | | | | | |
| Sr. No | Payment Description | Qty | Amount | Total | | |
| 1 | Application form for new work permit | 3 | 200 | 600 | | |
| Contact Information | | | | | | |
| Person Name (English) * | RAFI | | Person Name (Arabic) * | رافق تسي | | |
| ID Number * | 1234 | | ID Type * | PASSPORT | | |
| Mobile No. * | 055555555 | | | | | |
| <input type="button" value="Save"/> <input type="button" value="Close"/> | | | | | | |

- You can view details of the quota requested and fees to be paid.
- Enter contact information of the person to be contacted for further reference.
- 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 fees needs to be paid.



الدفع
Payment

UNITED ARAB EMIRATES
MINISTRY OF LABOUR

Company Information

| | | | | | | |
|----------------------------|--|-------------------|------------------------|----------------------------|----------------------------|------------|
| Company No. / رقم المنشأة | 235444 | 2-A | License No. / رقم رخصة | 233642 | Expiry Date / تاريخ انتهاء | 21/03/2011 |
| Company Name / اسم المنشأة | 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

Eservice Details

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

Amount to be Paid / المبلغ المطلوب دفعه: 3

Payment Method

Payment Type / نوع الدفع: G1 Online

Submit / إرسال

Method of payment

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

United Arab Emirates
Ministry of Labour
Company Fines
Transaction No : - MB112635577AE



دولة الإمارات العربية المتحدة
وزارة العمل - قطاع العمل
غرامات المنشأة



بيانات المنشأة

| | | | | | |
|--------------|-------------------|------------|-------|---------------------|------------|
| رقم المنشأة | 85853 | رقم الرخصة | 8648 | تاريخ انتهاء الرخصة | 07/07/2011 |
| إسم المنشأة | ورشة خبير للحدادة | الإمارة | عجمان | مكتب العمل | عجمان |
| صندوق البريد | 8512 | | | | |

غرامات المنشأة

| | | | | | |
|------------|-------|-------------|-------|--------------|-----|
| رقم المرجع | 15830 | رقم البطاقة | 15830 | مبلغ الغرامة | 100 |
|------------|-------|-------------|-------|--------------|-----|

بيانات مقدم الطلب

| | | | | |
|----------------|------------|------------|------------|-------------|
| اسم مقدم الطلب | بينديسيل | SDFGDFGDFG | نوع الهوية | بطاقة العمل |
| الهاتف المحمول | 0505050505 | dfgsdfg | رقم الهوية | |

Receipt