



Ministry of Labour

e - Forms User Manual
(New License for Private Employment Agencies)

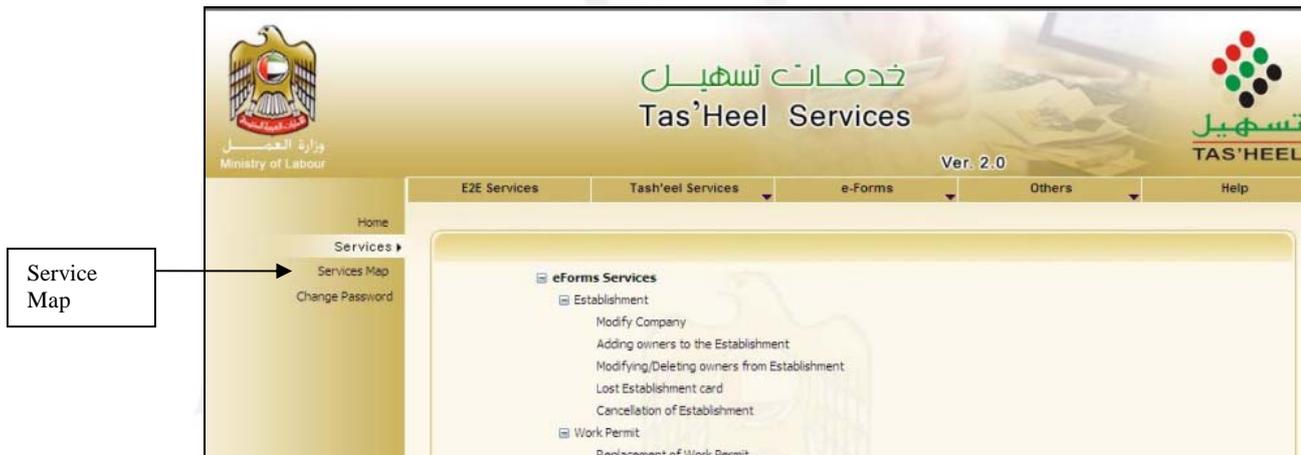
Navigation to Eforms

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 , select cancellation and then choose Sponsorship Cancellation.

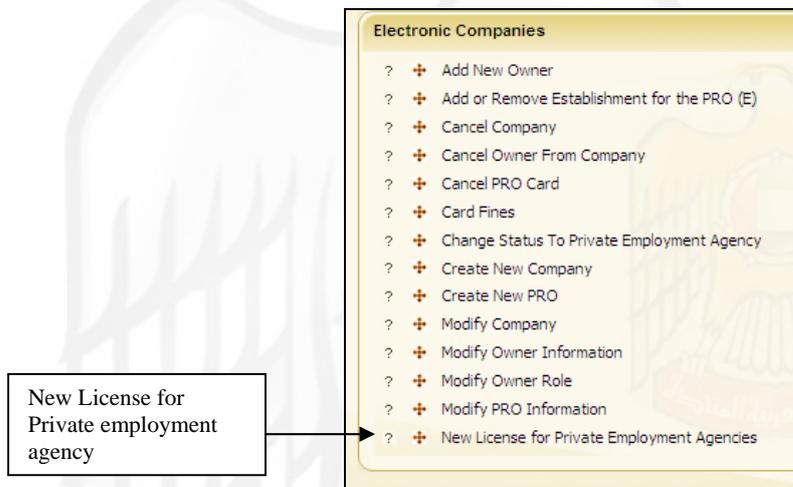
New License for Private Employment Agencies

Introduction

New License for Private Employment Agency service is a new service initiated by MOL to apply for new license for recruitment companies where all the private recruitment companies can only be owned by UAE Nationals.

Functional Description

- Click on "New License for Private Employment Agency".



- Enter person code press "GO". This service is only available for UAE Nationals

The image shows a screenshot of a web form titled "Enter Person Code (UAE National Only)". The form has a light gray header and a white body. It contains a label "Person Code" followed by a text input field containing the number "02100017815312". Below the input field is a button labeled "Go".

- On clicking "GO" a form is displayed that needs to be completed.
- Complete the forms entering the required information.

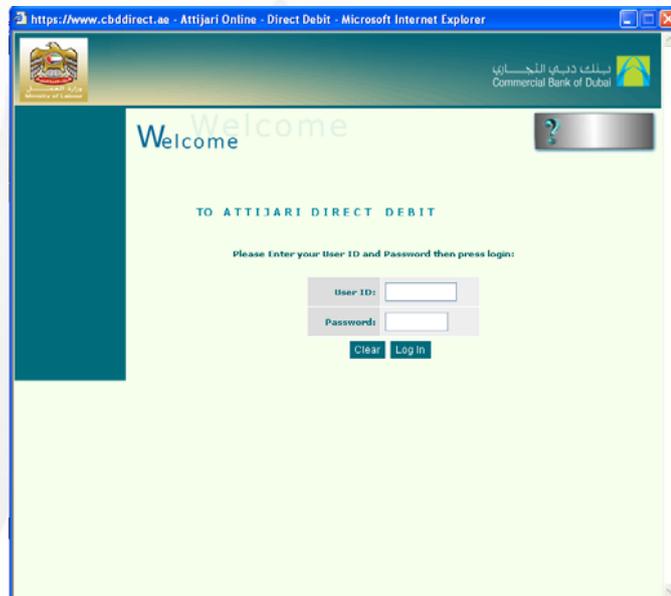
User Name: TEST USER 1		Date: 27/03/2011 11:58:37	
Owner Information			
Person Code	02100017815386		
Person Name	SAEED MOHAMED RASHED AHMED		
Passport Number	A 1740441	Expiry Date	29/08/2011
Nationality	EMIRATES		
Family No.*	2134567	Emirates ID No.*	21345645
P O Box *	117521	Emirate *	1 ABU DHABI
Mobile No.*	0501234567	Email ID*	ABC@HOTMAIL.COM
Establishment Details			
Government Department*	1 DEPARTMENT OF EC	Company Type*	PERMANENT
Pre Approval No*	1234564	Approval Date*	06/03/2011
Company Name Arabic*	شركة		
Company Name English*	ABC RECRUITMENT		
Labour Office *	21 DUBAI	Remarks	
Documents Scanned	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Contact Information			
Person Name (English) *	RAFI	Person Name (Arabic) *	رفيه
ID Number *	123564	ID Type *	PASSPORT
Mobile No. *	0501234567		
Terms and conditions *	<input checked="" type="checkbox"/> read and accept terms and conditions mentioned at www.mol.gov.ae		
eSign	Approval Letter / Trade License	Passport Copy	Family Book Copy
Emirates ID Copy	Police Clearance Letter	Clearance of Bank Guarantee	Office Plan/ Location Map
<input type="button" value="Save"/>			

- Fields with (*) are mandatory and needs to be filled.
- Please choose if the applicant has read terms & condition given on MOL website.
- 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. Approval Letter / Trade License
2. Owners Passport
3. Owners family Book
4. Emirates ID
5. Police Clearance letter

6. Bank Clearance Letter
7. Location Map

- It is mandatory to have a esignature card to process with this service.
- If you are unable to scan, please visit <http://www.eservices.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).
- On clicking on save you will receive a receipt which needs to be given to the customer.
- 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

التاريخ : 09-53-05 21/05/2009
مكتب عمل : أبو ظبي
اسم المنشأة : الجهر للفن والمنتجات العامة وم
نوع الخدمة : 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، وفرض غرامات
تد 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 -

- هي إرفاق صورة الوثيقة التجارية.
- هي إرفاق صورة بطاقة الامانة - الشواهد.
- هي إرفاق صورة تروكي خروج المتقاضي.
- صورة ترميز المنشأة.
- هي إرفاق صورة الجواز + الموزن الشخصي لكل عامل.
- 200 درهم رسوم عن كل عامل مطلوب.
- شهادة السليقة الصحية يجب أن تكون صادرة عن وزارة الصحة أو دائرة الصحة الخاصة بكل إمارة ولا تقبل أي شهادة صادرة من المستشفيات و العيادات الخاصة ابتداء 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 البريد.

- يجب تقديم طلب نقل المخالفة للوزارة بعد اتمى اعلان شهرين من تاريخ إلتها؛ البطاقة ويرفض الطلب بعد إلتها؛ ملاء المد.

Receipt