



Ministry of Labour

e - Forms User Manual
(Modification of National or GCC Labour Card)

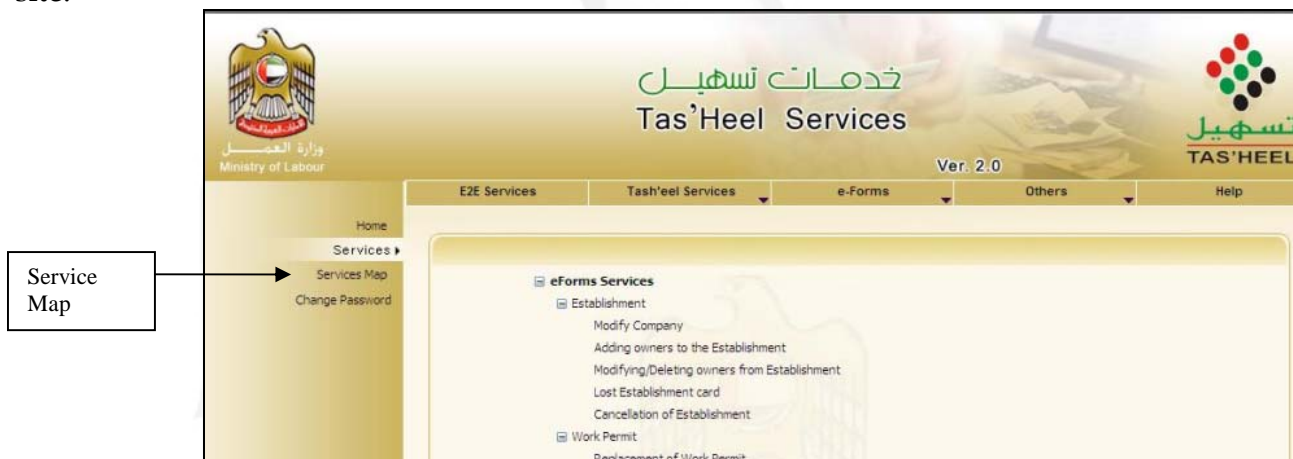
Navigation to Eforms

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.

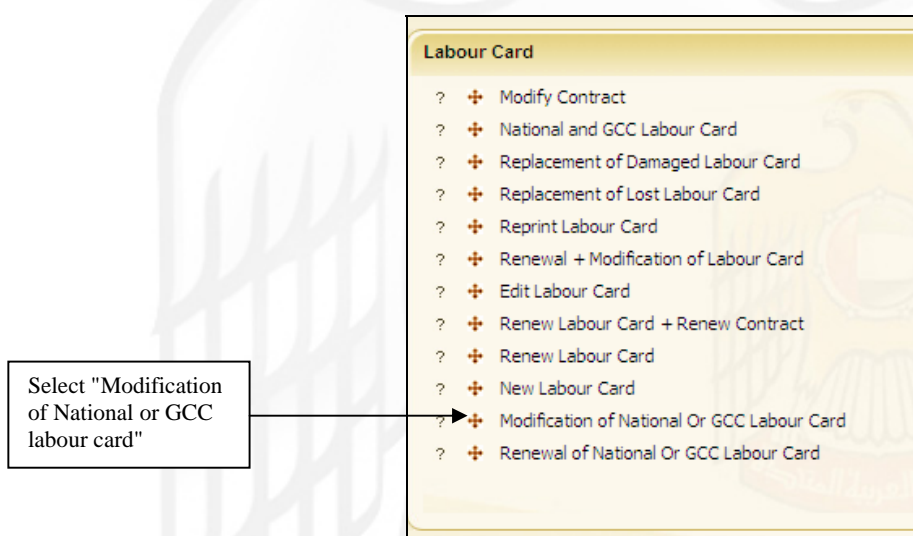
Modification of National or GCC Labour Card

Introduction

Modification of National or GCC labour card service is use to modify applicants job and / or contract information. This service is available only for National or GCC applicants.

Functional Description

- Select "Modification of National or GCC Labour card".

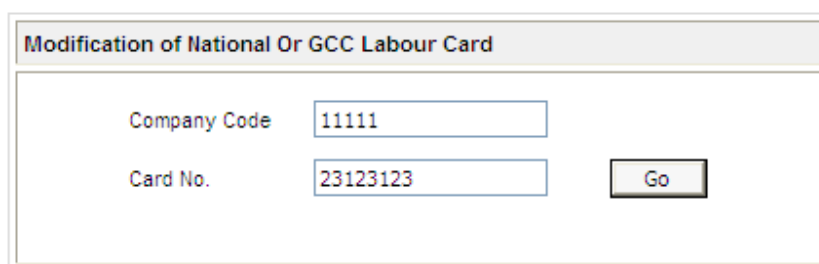


The screenshot shows a 'Labour Card' menu with the following options:

- ? + Modify Contract
- ? + National and GCC Labour Card
- ? + Replacement of Damaged Labour Card
- ? + Replacement of Lost Labour Card
- ? + Reprint Labour Card
- ? + Renewal + Modification of Labour Card
- ? + Edit Labour Card
- ? + Renew Labour Card + Renew Contract
- ? + Renew Labour Card
- ? + New Labour Card
- ? + Modification of National Or GCC Labour Card
- ? + Renewal of National Or GCC Labour Card

An annotation box on the left contains the text: "Select 'Modification of National or GCC labour card'". An arrow points from this box to the 'Modification of National Or GCC Labour Card' option in the menu.

- Enter company code; card No. and press "GO".



The screenshot shows a form titled "Modification of National Or GCC Labour Card". It contains two input fields: "Company Code" with the value "11111" and "Card No." with the value "23123123". A "Go" button is located to the right of the "Card No." field.

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

Modification of National Or GCC Labour Card						
User Name: RAFITEST			Date: 16/08/2011 11:56:39			
Company Information						
Company Number	24292	2-B	License No	1022023	Expiry Date	02/11/2011
Company Name	GOLDEN SPIKE & WHEAT EST					
PO Box	8969	Emirate	Abu Dhabi	Labour Office	Abu Dhabi	
Employee Information						
Card Number	29562678	Issue Date	12/04/2011	Expiry Date	12/04/2014	<input checked="" type="checkbox"/> Scan Photo
Card Type	National and GCC Labor Card					
Person Name	ABDULLA ALI SAEED AL HUSSEINY					
Passport Number	1264995	Expiry Date	29/03/2009			
Nationality	EMIRATES					
Emirates ID No *			Unified File Number *			
Job Information						
Job Title *						
Documents Scanned*	Contract Added <input type="checkbox"/> <input type="radio"/> Yes <input checked="" type="radio"/> No					
Contact Information						
Person Name (English) *			Person Name (Arabic) *			
ID Number *			ID Type *	SELECT ID TYPE		
Mobile No. *						
Attachments		Contract Information		Save		

- Fields with (*) are mandatory and needs to be filled.
- Make the necessary changes that need to be modified.
- 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.
- The following attachments are required to be scanned and uploaded.
 - Applicants Photo
- Complete applicant contract information.

Contract Information			
UserName: RAFITEST		Date: 16/08/2011 10:39:17	
Probation Period (Month) *	3	Annual Leave(Days) *	30
Basic Salary *	10000	Subscription Salary	8000
Contract Type *	<input type="radio"/> Limited <input checked="" type="radio"/> UnLimited		
Start Date *	16/08/2011	Contract Period(Years)	
Allowances & Bonuses			
Periodicity Arabic		Periodicity English	
Allowances & Bonuses Arabic		Allowances & Bonuses English	
Amount		Continuity	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Add"/>			
Periodicity	Allowances & Bonuses	Amount	Continuity
travelling	1000	2000	Yes Remove
Other Benefits			
Benefits Arabic		Benefits English	
<input type="button" value="Save"/>		<input type="button" value="Close"/>	

- If the applicant gets additional allowances & Bonus, please enter the details and click on Add.
- 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.

