



**Ministry of Labour**

---

**e - Forms User Manual**  
**( Edit Labour Card )**

---

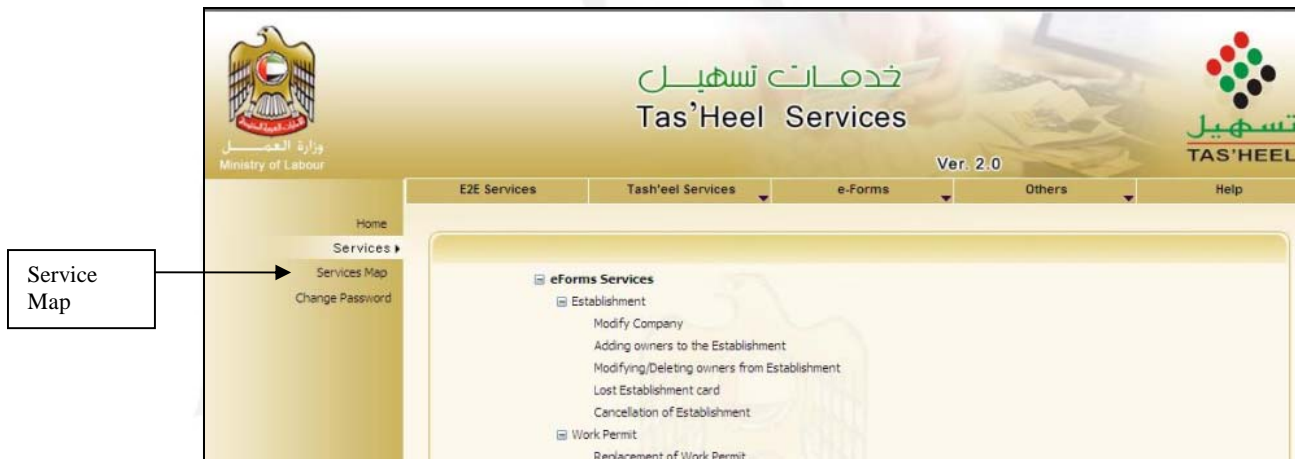
## Navigation to Eforms

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.

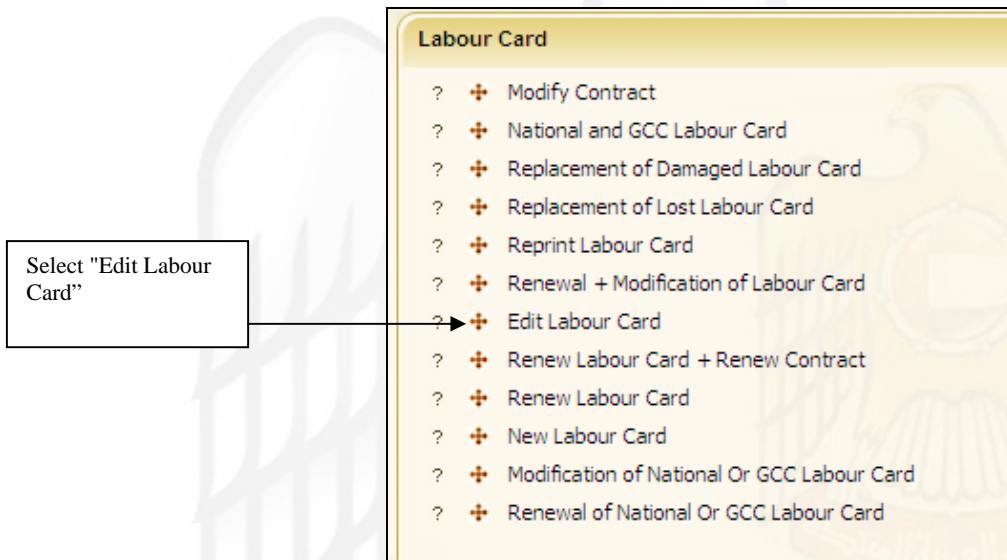
## Edit Labour Card

### Introduction

Edit Labour card service is use to edit employee labour card information in Ministry of Labour.

### Functional description

- Click on "Edit Labour Card ".




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

The image shows a screenshot of a form titled "New Labour Card". The form contains the following fields and buttons:

- Company Code:
- Work Permit No.:
- Go:

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

<b>User Name: RAFITEST</b>		<b>Date: 29/06/2011 09:18:53</b>				
<b>Company Information</b>						
Company Number	235444	2-A	License No	233642	Expiry Date	28/06/2011
Company Name	GLOBAL INFORMATION TECHNOLOGY L.L.C					
PO Box	7982	Emirate	Dubai	Labour Office	Dubai	
<b>Employee Information</b>						
Card Number	2082919	Issue Date	23/01/1999	Expiry Date	22/01/2002	
Card Type	Sponsorship Transfer Card					
Person Name	NAGLA HASSAN MOHAMED KAIR AHMED					
Passport Number	543020	Expiry Date	03/03/2010			
Nationality	SUDAN					
<b>Residency File Number</b>						
Residence Visa No. *	101	2011	112345			
	101	2010	0070410	Example : 101/2010/02/0070410		
Documents Scanned	<input type="radio"/> Yes <input checked="" type="radio"/> No		<input type="checkbox"/> Contract Saved			
<b>Contact Information</b>						
Person Name (English) *	ABDUL RAFI		Person Name (Arabic) *	شلايهر قشبه		
ID Number *	A12345645		ID Type *	PASSPORT		
Mobile No. *	0501111111					
Attachments		Contract Information		Save		Close

- Fields with (\*) are mandatory and needs to be filled.
- Enter applicant's 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.

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

Contract Information		
UserName: RAFITEST		Date: 29/06/2011 09:31:34
<b>Contract Information</b>		
Owner Name *	KHALIFA MOHD MAKHIT ALFALASI	
Job Title *	3121033	SECRETARY
Working Hours *	8	Annual Leave * 30
Basic Salary *	5000	Total Salary * 5000
Basic Salary-English (InWords) *	FIVE THOUSAND DIRHAMS	
Basic Salary-Arabic (InWords) *	خمسة الاف درهما	
Contract Duration *	<input type="radio"/> Limited <input checked="" type="radio"/> UnLimited	
Start Date *	21/06/2011	End Date * 12
Probation Period (in Months) *	3	
<b>Allowance</b>	<b>English</b>	<b>Arabic</b>
Accommodation Allowance *	FIRST PARTY	بوقسف حشققع
Transport Allowance *	FIRST PARTY	بوقسف حشققع
Other Allowance1		
Other Allowance2		
Other Allowance3		
Other Allowance4		
Other Conditions A		
Other Conditions B		
<input type="button" value="Save"/> <input type="button" value="Close"/>		

- Choose the owner who shall sign the contract.
- Total salary cannot be less than basic salary.
- Limited contract should have a start and the end date should not be more than 2 years from the start date.
- Unlimited contract should have start date of the contract.
- Educational contracts (eg. For teachers) will have an additional contract page in the print receipt giving details of their job terms and conditions.
- Accommodation and transportation allowance are mandatory to be filled.
- Complete and save the form.
- 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 المشاة	235444	2-A	License No. / رقم رخصة	233642	Expiry Date / تاريخ النهاة	21/03/2011
Company Name / اسم المشاة	GLOBAL INFORMATION TECHNOLOGY L.L.C / الشركة الكونية 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**

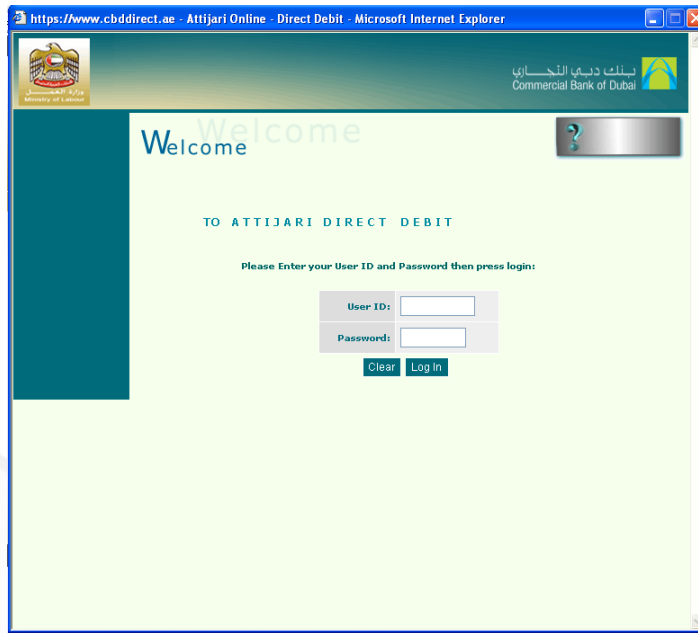
Service Description وصف الخدمة	Service Amount مبلغ الخدمة	Service Quantity عدد الخدمات
G1 test payment	1	1
G1 test payment	1	1
testing	2	1
Testing	2	1

Amount to be Paid / المبلغ المطلوب  
دفعه 3

**Payment Method**

Payment Type / نوع الدفع

- 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.



MB090098652AE

09:53:05 21/05/2009	التاريخ
مكتب عدل	أبو ظبي
اسم المنشأة	الجدير للنظ والمقاولات العامة م م
نوع الشهادة	تصريح عمل إلكتروني

---

;This is sample text for electronic work permit 1

2

3 في حالة تقديم بيانات غير صحيحة، سيتم إلغاء الطلب وتطبيق قانون العقوبات، وفرض غرامات قدر 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 RED per application may be imposed**

- تعليمات وإرشادات -

- يجب إرفاق صورة الرخصة التجارية.
- يجب إرفاق صورة بطاقة اعتماد الشيفر.
- يجب إرفاق صورة كرومي نوع الختم.
- نموذج تمييز الخاصة
- يجب إرفاق صورة الجواز - الممثل الشخصي لكل عامل.
- 200 درهم رسوم عن كل عامل مطلوب.
- شهادة اللياقة 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 البريد.
- يجب تقديم طلب نقل الكفالة للوزارة بعد أقصي عتلا شهرين من تاريخ إنتهاء البطاقة ويرفض الطلب بعد إنتهاء مدة المدد.

## Receipt

- 
-