

UNITED ARAB EMIRATES  
MINISTRY OF HUMAN RESOURCES  
& EMIRATISATION



الإمارات العربية المتحدة  
وزارة الموارد البشرية  
والتوظيف

# TASHEEL SYSTEM

## ISSUE NEW WORK PERMIT

November 2021

# First Step

The screenshot displays the website interface for the Ministry of Human Resources & Emiratization. The top navigation bar includes the ministry's name in Arabic and English, along with the TAS-HEEL logo. Below this is a secondary navigation menu with options like 'ABOUT US', 'LAWS & LEGISLATION', 'SERVICES', 'MEDIA CENTER', 'PARTICIPATION', and 'CONTACT US'. A left-hand sidebar lists various services such as 'Establishments', 'Quotas', 'Job Offers', 'Pre-Approvals', 'Work Permits', 'Payments', 'Submissions', 'Cancellations', 'Bank Guarantees', 'Persons', 'Reports', 'Disputations', 'Miscellaneous', and 'Express Services'. The main content area is titled 'Express Services' and features a search bar and a 'View All Services' link. Five service cards are displayed in a grid. The first card, 'Job Offer + Contract + Pre-Approval of Work Permit (First Visit - 1/3)', is highlighted with a red dashed border. A red dashed line extends from this card to a callout box on the right side of the page. The callout box contains the text: 'Select Job offer - Contract + Pre-Approval of Work Permit (First Visit - 1/3)'. A 'Feedback' button is visible on the right edge of the page.

# Second Step

https://eservices.mohre.gov.ae/ Ministry of Human Resource...

UNITED ARAB EMIRATES  
MINISTRY OF HUMAN RESOURCES  
& EMIRATISATION

تسهيل  
TAS-HEEL

ABOUT US - LAWS & LEGISLATION - SERVICES - MEDIA CENTER - PARTICIPATION - CONTACT US

Establishments  
Quotas  
Job Offers  
Pre-Approvals  
Work Permits  
Payments  
Submissions  
Cancellations  
Bank Guarantees  
Persons  
Reports  
Disputations  
Miscellaneous  
Express Services

**Job Offer + Contract + Pre-Approval of Work Permit (First Visit - 1/3)**

Select Contract Type\*

Electronic Work permit Application - Prepaid

Company Code\*

675480

Tas United Number \*

No

Submit

**Important Instruction**

Dear Agent/Customer

Providing correct information and renewing it periodically is essential to avoid facing fines and penalties.

Ministry Of Human Resources & Emiratization.

15200963915  
09/11/2021 08:58 AM

Choose the contract type and add the facility number

After choosing the contract type, a field or group of fields will appear that must be filled in

# Third Step

The screenshot shows a web browser window with the URL <https://eservices.mohre.gov.ae/>. The page header includes the logo of the United Arab Emirates Ministry of Human Resources & Emiratization and the name 'تسهيل TAS-HEEL'. The main content area displays a form titled 'Job Offer + Contract + Pre-Approval of Work Permit (First Visit - 1/3)'. The form contains the following fields:

- Select Contract Type\*: Electronic Work permit Application - Prepaid
- Company Code\*: 675480
- Has Unified Number?: No

Below these fields, there is a section titled 'Please select any Job from below available quota!' which contains a table of job classes:

Job Code	Description	Gender	Quantity
122100011	Sales Manager	Male	1
222100011	Electrical Engineer	Male	1

A red dashed box highlights the form fields and the job class selection table. To the right of the form, there is an 'Important Instruction' panel with the text: 'Dear Agent/Customer Providing correct information and renewing it periodically is essential to avoid facing fines and penalties. Ministry Of Human Resources & Emiratization. TS200963915 09/11/2021 08:58 AM'. A red callout box with a dashed line pointing to the job class selection table contains the text: 'On the same screen (Input screen), choose one of the available classes'.

# Fourth Step

The screenshot shows the website <https://eservices.mohre.gov.ae/> with the Ministry of Human Resources & Emiratization logo. A sidebar on the left lists various services such as Establishments, Quotas, Job Offers, Pre-Approvals, Work Permits, Payments, Submissions, Cancellations, Bank Guarantees, Persons, Reports, Disputations, Miscellaneous, and Express Services. The main content area displays a modal window titled "Job Offer + Contract + Pre-Approval of Work Permit (First Visit – 1/3)".

Text in the modal window: "This Service Requires Owner's Electronic Signature. You Can Use One Of The Options Below."

Options presented:

- Using card reader: The Smart Card Reader is Not Configured Properly. [More Info](#)
- Without card reader:  OTP To Mobile Registered On E-Signature

A red dashed box highlights these two options. A red dashed line extends from the box to a red-bordered callout box on the right containing the text: "Choose the type of E-signature card".

At the bottom of the modal window, a red error message states: "Disconnected ... Service is not running."

# Fifth Step

The screenshot shows the website interface for the Ministry of Human Resources & Emiratization. The browser address bar displays <https://eservices.mohre.gov.ae/>. The page header includes the ministry's name in Arabic and English, along with navigation links for 'My Home', 'Settings', and 'Logout'. A sidebar on the left lists various services such as 'Establishments', 'Quotas', 'Job Offers', 'Pre-Approvals', 'Work Permits', 'Payments', 'Submissions', 'Cancellations', 'Bank Guarantees', 'Persons', 'Reports', 'Disputations', 'Miscellaneous', and 'Express Services'. The main content area features an 'Express Services' section with a search bar and a grid of service cards. A modal window titled 'Adding owners to the Establishment' is open, containing a text input field labeled 'Company/Transaction No\*' and a 'Submit' button. A red dashed line connects this input field to a callout box on the right that says 'Enter the card identification code'. Another modal window titled 'Important Instruction' is also visible, providing information for agents/customers.

Enter the card  
identification code

# Sixth Step

https://eservices.mohre.gov.ae/ Ministry of Human Resource...  
UNITED ARAB EMIRATES  
MINISTRY OF HUMAN RESOURCES  
& EMIRATISATION  
تسهيل TAS-HEEL  
عربي | My Home | Settings | Logout

ABOUT US | LAWS & LEGISLATION | SERVICES | MEDIA CENTER | PARTICIPATION | CONTACT US

### Job Offer + Contract + Pre-Approval of Work Permit (First Visit – 1/3)

**Establishment Information**

1 Establishment Inform...  
2 Representative Infor...  
3 Contract Offer Detai...  
4 Offer Allowances  
5 Additional Allowances  
6 Employee Information  
7 Passport Information  
8 Applicant Informatio...  
9 Attachments

District English\* DUBAI  
District Arabic\* دبي  
Street English\*  
Street Arabic\*  
Phone Number\*  
Mobile Number\*  
PO Box\*  
Fax  
Email\*

0%  
IN PROGRESS

**COMPANY PROFILE**

COMPANY NAME  
VERY SMALL  
CLASSIFICATION  
VERY SMALL  
COMPANY NUMBER  
COMPANY CATEGORY  
EMIRATE  
DUBAI  
LABOUR OFFICE  
DUBAI

Save And Continue

Enter the required data with the establishment, taking into account entering a valid mobile phone number

# Seventh Step

Browser: <https://eservices.mohre.gov.ae/> Ministry of Human Resource...

UNITED ARAB EMIRATES  
MINISTRY OF HUMAN RESOURCES  
& EMIRATISATION

تسهيل TAS-HEEL

ABOUT US | LAWS & LEGISLATION | SERVICES | MEDIA CENTER | EPARTICIPATION | CONTACT US

### Job Offer + Contract + Pre-Approval of Work Permit (First Visit – 1/3)

**Establishment Information**

1 Establishment Information

2 Representative Information

3 Contract Offer Details

4 Offer Allowances

5 Additional Allowances

6 Employee Information

7 Passport Information

8 Applicant Information

9 Attachments

10

District English\* DUBAI

District Arabic\* دبي

Street English\*

Street Arabic\*

Phone Number\*

Mobile Number\*

PO Box\*

Fax

Email\*

PLEASE ENTER OTP RECEIVED ON GIVEN MOBILE NUMBER

OTP\* 294694

Retirend OTP

Save And Continue

0% IN PROGRESS

**COMPANY PROFILE**

COMPANY NAME  
MOHRE FREE ZONE COMPANY LLC

COMPANY NUMBER  
4010000

CLASSIFICATION  
VERY SMALL

COMPANY CATEGORY  
FZC

COMPANY LICENSE NO  
4010000

PO BOX  
FZC

EMIRATE  
DUBAI

LABOUR OFFICE  
DUBAI

Enter the identification code that was sent to the mobile number entered in the previous step



# Eighth Step

Browser: <https://eservices.mohre.gov.ae/> Ministry of Human Resource...

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ABOUT US | LAWS & LEGISLATION | SERVICES | MEDIA CENTER | EPARTICIPATION | CONTACT US

### Job Offer + Contract + Pre-Approval of Work Permit (First Visit – 1/3)

**Representative Information**

1 Establishment Information

2 Representative Information

3 Contract Offer Details

4 Offer Allowances

5 Additional Allowances

6 Employee Information

7 Passport Information

8 Applicant Information

9 Attachments

10 Preview & Submit

Name\*

Select Emirate\*

2 Dubai

Passport Number\*

Nationality English: EMBRATES Nationality Arabic: الإمارات

Title (In English)\* PARTNER Title (In Arabic)\* شريك

District English\* DUBAI District Arabic\* دبي

Street English\* Street Arabic\*

Phone Number\* Mobile Number\*

PO Box\* Fax

Email\* jiad.diyas33@gmail.com  Need Offer letter/ Contract send as PDF

11% IN PROGRESS

COMPANY PROFILE

COMPANY NAME	CLASSIFICATION
COMPANY NUMBER	VERY SMALL
COMPANY CATEGORY	COMPANY LICENSE NO
PO BOX	EMIRATE
LABOUR OFFICE	DUBAI

Save And Continue

Enter the required data with the representative of the institution, taking into account entering a valid mobile phone number

# Nineth Step

Browser: <https://eservices.mohre.gov.ae/> Ministry of Human Resource...

UNITED ARAB EMIRATES  
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ABOUT US LAWS & LEGISLATION SERVICES MEDIA CENTER EPARTICIPATION CONTACT US

### Job Offer + Contract + Pre-Approval of Work Permit (First Visit – 1/3)

**Contract Offer Detail**

1 Establishment Inform. 2 Representative Info. 3 Contract Offer Detail. 4 Offer Allowances. 5 Additional Allowances. 6 Employee Information. 7 Passport Information. 8 Applicant Information. 9 Attachments. 10 Preview & Submit.

Employee name Arabic\*

Employee name English\*

Passport Number\*

Nationality\*

Gender\*

Birth Date\*

Profession / Job\*

Third Language

Probation Period\*

Contract Type\*

Working Hours   Is Part time work?

Emirate\*

Remuneration\*

Total Salary (Dirham)\*

Basic Salary (Dirham)\*

Bonus

Notice\*

Week Off\*

Need Offer letter/ Contract send as PDF

Email

22% IN PROGRESS

**COMPANY PROFILE**

COMPANY NAME

COMPANY NUMBER

CLASSIFICATION VERY SMALL

COMPANY CATEGORY

COMPANY LICENSE NO

TO BEX

EMIRATE DUBAI

LABOUR OFFICE DUBAI

Save And Continue

Enter the required contract information

# Tenth Step

Browser: <https://eservices.mohre.gov.ae/> Ministry of Human Resource...

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& EMIRATISATION

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ABOUT US | LAWS & LEGISLATION | SERVICES | MEDIA CENTER | EPARTICIPATION | CONTACT US

### Job Offer + Contract + Pre-Approval of Work Permit (First Visit – 1/3)

**1** Establishment Inform.

**2** Representative info...

**3** Contract Offer Detail...

**4** Offer Allowances

**5** Additional Allowances

**6** Employee Information

**7** Passport Information

**8** Applicant Informatio...

**9** Attachments

**10** Preview & Submit

#### Offer Allowances

Housing Allowance   Provided by first party

Transport Allowance   Provided by first party

Nature-Of-Work Allowance  Travel Allowance for Employee Family

Cost-Of-Living Allowance  Telephone Allowance

Baggage Allowance  Child Education Allowance

Health Club Allowance  Out-Of-State-Task Allowance

Food Allowance

**Save And Continue**

33%  
IN PROGRESS

**COMPANY PROFILE**

COMPANY NAME  
[REDACTED]

COMPANY NUMBER [REDACTED] CLASSIFICATION VERY SMALL

COMPANY CATEGORY [REDACTED] COMPANY LICENSE NO [REDACTED]

PO BOX [REDACTED] EMIRATE DUBAI

LABOUR OFFICE DUBAI

**Enter bonuses, if any**

# Eleventh Step

https://eservices.mohre.gov.ae/ Ministry of Human Resource...

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MINISTRY OF HUMAN RESOURCES  
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TAS-HEEL

ABOUT US LAWS & LEGISLATION SERVICES MEDIA CENTER EPARTICIPATION CONTACT US

### Job Offer + Contract + Pre-Approval of Work Permit (First Visit – 1/3)

- Establishment Inform.
- Representative Inform.
- Contract Offer Detail.
- Offer Allowances**
- Additional Allowances
- Employee Information
- Passport Information
- Applicant Information
- Attachments
- Preview & Submit

#### Other Allowances

English Description	Arabic Description	Amount	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+ Add"/>
English Description	Arabic Description	Amount	Action
<input type="checkbox"/> Add Additional Conditions			
<input type="button" value="Save And Continue"/>			

44%  
IN PROGRESS

#### COMPANY PROFILE

COMPANY NAME	GREEN EDGE COMPUTERS L.L.C
COMPANY NUMBER	675480
CLASSIFICATION	VERY SMALL
COMPANY CATEGORY	2-A
COMPANY LICENSE NO	628246
PO BOX	11921
EMIRATE	DUBAI
LABOUR OFFICE	DUBAI

Enter allowances,  
if any

# Twelfth Step

Job Offer + Contract + Pre-Approval of Work Permit (First Visit - 1/3)

Person Information for employee

Person Name (Arabic)\*

Person Name (English)\*

Birth Date\*

Gender\*

Nationality\*

Previous Nationality\*

Birth Country\*

Birth Place (Arabic)\*

Birth Place (English)\*

Permanent Country\*

Marital Status\*

Religion\*

Education\*

Mother Name (English)\*

54% IN PROGRESS

Facebook

Enter the required person information

Personal Information

Marital Status\*

First Name\*

Surname\*

Education\*

Mother Name (Arabic)\*

Mother Name (English)\*

Spoken Language\*

Address Abroad\*

Vehicle No. Abroad\*

Vehicle No.

Vehicle Country\*

Save And Continue

Facebook

# Thirteenth Step

https://eservices.mohre.gov.ae/ Ministry of Human Resource...  
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MINISTRY OF HUMAN RESOURCES  
& EMIRATISATION  
تسهيل TAS-HEEL  
عربي My Home Settings Logout

ABOUT US LAWS & LEGISLATION SERVICES MEDIA CENTER PARTICIPATION CONTACT US

### Job Offer + Contract + Pre-Approval of Work Permit (First Visit – 1/3)

**Passport Information**

Passport No\*

Passport Type\* 1 Normal

Passport Issue Date\* 03/01/2020

Passport Expiry Date\* 02/01/2025

Issuing Authority Arabic\* الاردن

Issuing Authority English\* jordan

Passport Issue Country\* 121 JORDAN

67% IN PROGRESS

COMPANY PROFILE

COMPANY NAME

COMPANY NUMBER CLASSIFICATION VERY SMALL

COMPANY CATEGORY LICENSE NO

PO BOX EMIRATE DUBAI

LABOUR OFFICE DUBAI

Establishment Inform... 1

Representative Infor... 2

Contract Offer Detai... 3

Offer Allowances 4

Additional Allowances 5

Employee Information 6

Passport Information 7

Applicant Informatio... 8

Attachments 9

Preview & Submit 10

Save And Continue

Enter the person's passport data, bearing in mind that the passport expiry date should not be less than six months from the current date

# Fourteenth Step

https://eservices.mohre.gov.ae/ Ministry of Human Resource...

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MINISTRY OF HUMAN RESOURCES  
& EMIRATISATION

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TAS-HEEL

ABOUT US LAWS & LEGISLATION SERVICES MEDIA CENTER EPARTICIPATION CONTACT US

### Job Offer + Contract + Pre-Approval of Work Permit (First Visit - 1/3)

**1 Applicant Information** Read EIDA

Please, provide the applicant's contact details!

2 Representative Infor...

3 Contract Offer Detai...

4 Offer Allowances

5 Additional Allowances

6 Employee Information

7 Passport Information

8 Applicant Informatio...

9 Attachments

10 Preview & Submit

Person Name (English)\*

Person Name (Arabic)\*

ID Number\* ID Type\*  
National ID Card

Mobile Number\* Nationality  
Jordan

Save And Continue

78%  
IN PROGRESS

**COMPANY PROFILE**

COMPANY NAME

COMPANY NUMBER CLASSIFICATION  
VERY SMALL

COMPANY CATEGORY COMPANY LICENSE NO

PO BOX EMIRATE  
DUBAI

LABOUR OFFICE  
DUBAI

**Applicant data**  
The applicant for this service must be associated with the facility, i.e. one of the owners or authorized signatories (Emirates ID number).

# Fifteenth Step

https://eservices.mohre.gov.ae/ Ministry of Human Resource...

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MINISTRY OF HUMAN RESOURCES  
& EMIRATISATION

تسهيل  
TAS-HEEL

ABOUT US LAWS & LEGISLATION SERVICES MEDIA CENTER EPARTICIPATION CONTACT US

### Job Offer + Contract + Pre-Approval of Work Permit (First Visit – 1/3)

Establishment Inform... 1  
Representative Infor... 2  
Contract Offer Detail... 3  
Offer Allowances 4  
Additional Allowances 5  
Employee Information 6  
Passport Information 7  
Applicant Information 8  
Attachments 9  
Preview & Submit 10

#### Attachments

Sr. No	Description	Min Pages	Max Pages	Mandatory	
+	1 Scan Passport Copy *	2	2	Yes	Scan
+	2 Person Photo *	1	1	Yes	Scan
+	3 Scan Certificate *	1	4	Yes	Scan
+	4 Driving License	1	1	No	Scan
+	5 Passport EC/VECNR page	1	1	No	Scan
+	6 Good conduct Certificate	1	2	No	Scan
+	7 RESIDENT IDENTITY CARD	2	2	No	Scan

Maximum file size allowed: 256KB.  
File types allowed: JPEG

Documents Scanned  
 Yes  No

**success**  
Files Uploaded Successfully

Save Attachments

89%  
IN PROGRESS

COMPANY PROFILE

COMPANY NAME  
CLASSIFICATION VERY SMALL

COMPANY NUMBER  
COMPANY CATEGORY  
EMIRATE DUBAI

PO BOX  
LABOUR OFFICE DUBAI

Save And Continue

Upload all required attachments, taking into account the minimum number of pages

Click on Save Attachments to be able to save and continue



# Sixteenth Step

Job Offer + Contract + Pre-Approval of Work Permit (First Visit - 1/3)

**Review & Submit**

100% COMPLETE

**SUBMIT**

EMPLOYEE NAME (ENGLISH) EMPLOYEE NAME (ARABIC) EMPLOYER NUMBER  
EMPLOYEE NUMBER (ENGLISH) EMPLOYEE NUMBER (ARABIC) EMPLOYER NAME  
EMPLOYEE NATIONALITY EMPLOYEE NATIONALITY  
EMPLOYEE PLACE OF BIRTH EMPLOYEE PLACE OF BIRTH  
EMPLOYEE STATUS EMPLOYEE STATUS  
EMPLOYEE SEX EMPLOYEE SEX  
EMPLOYEE DATE OF BIRTH EMPLOYEE DATE OF BIRTH  
EMPLOYEE PASSPORT NUMBER EMPLOYEE PASSPORT NUMBER  
EMPLOYEE PASSPORT EXPIRY DATE EMPLOYEE PASSPORT EXPIRY DATE  
EMPLOYEE PASSPORT ISSUE DATE EMPLOYEE PASSPORT ISSUE DATE  
EMPLOYEE PASSPORT ISSUE COUNTRY EMPLOYEE PASSPORT ISSUE COUNTRY  
EMPLOYEE PASSPORT TYPE EMPLOYEE PASSPORT TYPE  
EMPLOYEE PASSPORT VALIDITY EMPLOYEE PASSPORT VALIDITY  
EMPLOYEE PASSPORT VALIDITY DATE EMPLOYEE PASSPORT VALIDITY DATE  
EMPLOYEE PASSPORT VALIDITY MONTH EMPLOYEE PASSPORT VALIDITY MONTH  
EMPLOYEE PASSPORT VALIDITY YEAR EMPLOYEE PASSPORT VALIDITY YEAR  
EMPLOYEE PASSPORT VALIDITY YEAR MONTH EMPLOYEE PASSPORT VALIDITY YEAR MONTH  
EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY  
EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY HOUR EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY HOUR  
EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY HOUR MINUTE EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY HOUR MINUTE  
EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY HOUR MINUTE SECOND EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY HOUR MINUTE SECOND  
EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY HOUR MINUTE SECOND MILLISECOND EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY HOUR MINUTE SECOND MILLISECOND

Review transaction info

PERSON DETAILS FOR YOUR EMPLOYEE

PERSONAL INFORMATION	PASSPORT INFORMATION
PERSON NAME (ENGLISH) PERSON NAME (ARABIC) NATIONALITY GENDER EMPLOYEE NATIONALITY EMPLOYEE PLACE OF BIRTH EMPLOYEE STATUS EMPLOYEE SEX EMPLOYEE DATE OF BIRTH EMPLOYEE PASSPORT NUMBER EMPLOYEE PASSPORT EXPIRY DATE EMPLOYEE PASSPORT ISSUE DATE EMPLOYEE PASSPORT ISSUE COUNTRY EMPLOYEE PASSPORT TYPE EMPLOYEE PASSPORT VALIDITY EMPLOYEE PASSPORT VALIDITY DATE EMPLOYEE PASSPORT VALIDITY MONTH EMPLOYEE PASSPORT VALIDITY YEAR EMPLOYEE PASSPORT VALIDITY YEAR MONTH EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY HOUR EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY HOUR MINUTE EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY HOUR MINUTE SECOND EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY HOUR MINUTE SECOND MILLISECOND	PASSPORT TYPE PASSPORT ISSUE DATE PASSPORT VALIDITY PASSPORT VALIDITY DATE PASSPORT VALIDITY MONTH PASSPORT VALIDITY YEAR PASSPORT VALIDITY YEAR MONTH PASSPORT VALIDITY YEAR MONTH DAY PASSPORT VALIDITY YEAR MONTH DAY HOUR PASSPORT VALIDITY YEAR MONTH DAY HOUR MINUTE PASSPORT VALIDITY YEAR MONTH DAY HOUR MINUTE SECOND PASSPORT VALIDITY YEAR MONTH DAY HOUR MINUTE SECOND MILLISECOND

APPLICANT INFORMATION	ATTACHMENTS
PERSON NAME (ENGLISH) PERSON NAME (ARABIC) NATIONALITY GENDER EMPLOYEE NATIONALITY EMPLOYEE PLACE OF BIRTH EMPLOYEE STATUS EMPLOYEE SEX EMPLOYEE DATE OF BIRTH EMPLOYEE PASSPORT NUMBER EMPLOYEE PASSPORT EXPIRY DATE EMPLOYEE PASSPORT ISSUE DATE EMPLOYEE PASSPORT ISSUE COUNTRY EMPLOYEE PASSPORT TYPE EMPLOYEE PASSPORT VALIDITY EMPLOYEE PASSPORT VALIDITY DATE EMPLOYEE PASSPORT VALIDITY MONTH EMPLOYEE PASSPORT VALIDITY YEAR EMPLOYEE PASSPORT VALIDITY YEAR MONTH EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY HOUR EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY HOUR MINUTE EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY HOUR MINUTE SECOND EMPLOYEE PASSPORT VALIDITY YEAR MONTH DAY HOUR MINUTE SECOND MILLISECOND	ATTACHMENT ID ATTACHMENT NAME ATTACHMENT TYPE ATTACHMENT SIZE ATTACHMENT STATUS ATTACHMENT UPLOAD DATE ATTACHMENT UPLOAD TIME ATTACHMENT UPLOAD MONTH ATTACHMENT UPLOAD YEAR ATTACHMENT UPLOAD YEAR MONTH ATTACHMENT UPLOAD YEAR MONTH DAY ATTACHMENT UPLOAD YEAR MONTH DAY HOUR ATTACHMENT UPLOAD YEAR MONTH DAY HOUR MINUTE ATTACHMENT UPLOAD YEAR MONTH DAY HOUR MINUTE SECOND ATTACHMENT UPLOAD YEAR MONTH DAY HOUR MINUTE SECOND MILLISECOND

**SUBMIT**

Click on "Submit" button to submit the transaction

# Seventeenth Step

The screenshot shows a web browser window with the URL <https://eservices.mohre.gov.ae/>. The page header includes the United Arab Emirates Ministry of Human Resources & Emiratization logo and navigation links in Arabic and English: 'عربي', 'My Home', 'Settings', 'Logout', and the 'تسهيل TAS-HEEL' logo. A navigation bar contains links for 'ABOUT US', 'LAWS & LEGISLATION', 'SERVICES', 'MEDIA CENTER', 'EPARTICIPATION', and 'CONTACT US'. The main content area is titled 'Open Establishment Record Package' and displays an invoice table. Below the table are two buttons: 'Pay' and 'Go to Home'. A 'Send Payment Link to customer' checkbox is also visible.

**Invoice details**

Invoice	Transaction Number		
Service Description	Quantity	Unit-Price	Sub-Total
Electronic document Processing fees	1	40.00	40
Service Provider Charges – Third Category	1	80.00	80
<b>Total Amount</b>			<b>120</b>

Send Payment Link to customer ...

**Pay** **Go to Home**

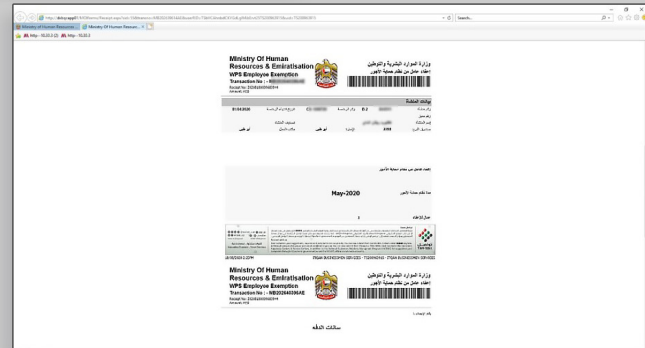
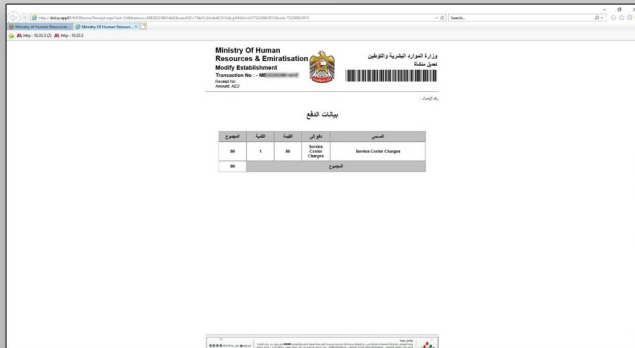
Move to payment  
by clicking on 'Pay'

Go back to Home page by  
clicking on 'Go to Home'

# Eighteenth Step



Receipt details  
after done the  
payment



# Nineteenth Step

The screenshot shows the user interface of the Ministry of Human Resources & Emiratisation website. The page title is "Completed Transactions (Last 3 days)". A user profile card is visible, showing fields for USER ID, COMPANY NO, EMAIL, MOBILE, OS, CITY, EMIRATE, AREA, BUILDING, and CONTACT NO. Below this, a table lists completed transactions. The first transaction is highlighted with a red dashed box, indicating that a re-print receipt is available for it.

**Completed Transactions (Last 3 days)**

**COMPLETED TRANSACTIONS (LAST 3 DAYS)**

TRANSACTION NUMBER	COMPANY NUMBER	COMPANY NAME	SERVICE NAME	TRANSACTION DATE	ACTION
MB[REDACTED]	1137	[REDACTED]	MODIFYING / DELETING OWNERS FROM ESTABLISHMENT	24/08/2020 2:56PM	Reprint

Page 1 of 1 <>

Re-print Receipt  
is available

# mohre.gov.ae



facebook/mohreuae



twitter/MOHRE\_UAE



youtube.com/user/MOLUAE



instagram/mohre\_UAE



linkedin/MOHRE