

UNITED ARAB EMIRATES  
MINISTRY OF HUMAN RESOURCES  
& EMIRATISATION



الإمارات العربية المتحدة  
وزارة الموارد البشرية  
والتوظيف

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## **e - Forms User Manual** ( Apply New Quota )

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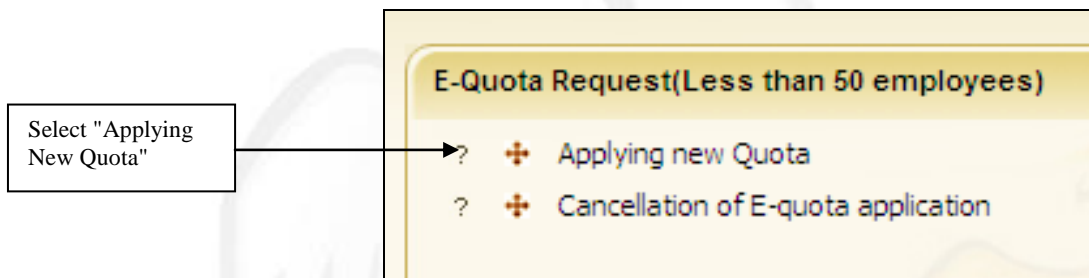
## Apply New Quota

### Introduction

Apply New Quota service is use to apply for work permit quota for a company having less than 50 employees. A maximum of 100 work permits can be applied at a time.

### Functional description

- Click on "Company Quota".



- Enter company code for which work permit quota needs to be applied and press "GO".

The screenshot shows a form titled "Enter your Company Number". It contains a text input field labeled "Company Code" and a "Go" button.

- On clicking "GO" company profile form is displayed that needs to be completed.
- Company profile is to be created only the first time you apply for company quote, once the Company profile is created, there after you need to directly apply for the quota.

Company Information					
Company Number	73 B	License No	1030839	Expiry Date	30/10/2009
Company Name	AL JABER TRANSPORT GENERAL CONT L.L.C				
PoBox	2175	Emirate	Abu Dhabi	Labour Office	Abu Dhabi
Phone No. *	<input type="text"/>	Fax No.	<input type="text"/>		
Email Address	<input type="text"/>				
Owners Information					
Person Code *	<input type="text"/>	<input type="button" value="Get"/>	<input type="button" value="Clear"/>		
Name Arabic *	<input type="text"/>	Name English	<input type="text"/>		
Mobile No *	<input type="text"/>	Email Address	<input type="text"/>		
					<input type="button" value="Add"/>
PRO Information					
PRO Card No	<input type="text"/>	<input type="button" value="Get"/>	<input type="button" value="Clear"/>		
PRO Name Arabic *	<input type="text"/>	PRO Name English *	<input type="text"/>		
Mobile No. *	<input type="text"/>	Email Address *	<input type="text"/>		
					<input type="button" value="Add"/>
Documents Scanned	<input type="radio"/> Yes <input checked="" type="radio"/> No				
<input type="button" value="Signature Card"/>		<input type="button" value="Tenancy Contract"/>		<input type="button" value="Location Map"/>	
<input type="button" value="Electricity Bill Copy"/>		<input type="button" value="Other Attachment"/>		<input type="button" value="Next"/>	
<input type="button" value="Close"/>					

- Fields with (\*) are mandatory and needs to be filled.
- Enter a minimum one owner and / or PRO Information
- To enter owner information enter owner's person code and click on "Get".
- Complete owner information and click on "ADD".
- You can add more than one owner.
- To enter PRO information enter PRO Card No. and press "Get"
- Complete PRO information and click on "ADD".
- You can add more than one PRO.
- For companies other than Boat and Taxi business activities it is mandatory to attach all the required documents as given below.
- After attaching all the required documents, click on "NEXT". Please note that "next button will be active only after all the documents are attached.
- On clicking on "Next", Company quota request form will be displayed.

Company Quota Request					
<b>User Name:</b> TESTUSER			<b>Date:</b> 08/10/2009 09:00:34		
Company Information					
Company Number	73	License No	1030639	Expiry Date	30/10/2009
Company Name	AL JABER TRANSPORT & GENERAL CONT L.L.C				
PoBox	2175	Emirate	Abu Dhabi	Labour Office	Abu Dhabi
Quota Details					
Quota *	<input type="text"/>	Gender *	Male <input type="button" value="v"/>		
Job Name *	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>		
Contact Information					
Person Name *	<input type="text"/>	Contact Mob. No. *	<input type="text"/>		
<input type="button" value="Contract Copy"/>		<input type="button" value="License Copy"/>		<input type="button" value="Save"/>	
				<input type="button" value="Close"/>	

- Enter the number of work permits to be applied for quota, gender, Job title and press ADD.
- If the total number of quota applied and present employees in the company exceeds 15 you will get a set of 3 questions that needs to be answered.

Company Quota Request					
<b>User Name:</b> TESTUSER			<b>Date:</b> 08/10/2009 09:13:16		
Company Information					
Company Number	73	License No	1030639	Expiry Date	30/10/2009
Company Name	AL JABER TRANSPORT & GENERAL CONT L.L.C				
PoBox	2175	Emirate	Abu Dhabi	Labour Office	Abu Dhabi
Quota Details					
Job Name	Quantity	Gender			
2118062	SAFETY INSPECTOR	10	<input type="button" value="Remove"/>		
2118062	SAFETY INSPECTOR	10	<input type="button" value="Remove"/>		
Contact Information					
Person Name *	SHEERA <input type="text"/>		Contact Mob. No. *	<input type="text" value="0500000000"/>	
Answer the following Questions					
Question - 1	Does the company has new project				
Answer	<input type="radio"/> Yes <input type="radio"/> No				
Question - 2	Does the company has added new activity				
Answer	<input type="radio"/> Yes <input type="radio"/> No				
Question - 3	Does the company want to replace with the employees having				
Answer	<input type="checkbox"/> Balagh <input type="checkbox"/> Unused work permit <input type="checkbox"/> Need more employees				
<input type="button" value="Contract Copy"/>		<input type="button" value="License Copy"/>		<input type="button" value="Save"/>	
				<input type="button" value="Close"/>	

- You can answer one or more questions, a minimum of 1 question should be answered.

- In Question 1, if the company has new projects, add new projects details and click on “ADD”.
- Scan and attach contract copy
- In Question 2, if the company has added a new activity, add the activity and click on “ADD”.
- Attach company license copy
- In Question 3, choose if the company wants to replace with the employees having Balagh, Unused Work Permit, Need more employees.
- Enter contact person information of the person who should be contact in future for any reference.
- Click on save after completing the form.
- On saving the form, you will be directed to the payment gateway where you need to pay quota fees.
- After paying the quota fees you will receive a receipt which needs to be given to the customer.

