

UNITED ARAB EMIRATES
MINISTRY OF HUMAN RESOURCES
& EMIRATISATION



الإمارات العربية المتحدة
وزارة الموارد البشرية
والتوظيف

TASHEEL SYSTEM

ISSUANCE OF ESTABLISHMENT CARD

November 2021

First Step

The screenshot displays the website <https://eservices.mohre.gov.ae/> for the Ministry of Human Resources & Emiratization. The page features a navigation menu with options like 'ABOUT US', 'LAWS & LEGISLATION', 'SERVICES', 'MEDIA CENTER', 'EPARTICIPATION', and 'CONTACT US'. 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 is titled 'Express Services' and contains a search bar and a grid of service cards. The 'Open Establishment' card is highlighted with a red dashed border, and a red callout box with the text 'Select Open Establishment' points to it. Other cards include 'Job Offer + Contract + Pre-Approval of Work Permit (First Visit - 1/3)', 'Fees Payment (Second Visit - 2/3)', 'Contract Submission (Third Visit - 3/3)', and 'Update Establishment'. A 'View All Services' link is also visible.

Second Step / Opening an Establishment card

The screenshot shows the website interface for the Ministry of Human Resources & Emiratisation. The main content area displays the 'Open Establishment Record Package' form, which is highlighted with a red dashed border. The form includes the following fields:

- License Number* (with a text input field and a note: "Please, enter the full licence number as it appears on the trade licence. For example: CN-123456")
- Labour Office* (with a dropdown menu and a search icon)
- License Issue Place* (with a dropdown menu and a search icon)
- Company Name (Arabic)* (with a text input field)
- Company Name (English)* (with a text input field)

A red 'Submit' button is located at the bottom of the form. To the right of the form, there is an 'Important Instruction' panel with the following text:

Dear Agent/Customer
Providing correct information and renewing it periodically is essential to avoid facing fines and penalties.
Ministry Of Human Resources & Emiratisation.
16/12/2020 10:33 AM

The website header includes the logo of the United Arab Emirates Ministry of Human Resources & Emiratisation, the name 'تسهيل TAS-HEEL', and navigation links for 'My Home', 'Settings', and 'Logout'. A sidebar menu 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'.

Note:

- Opening the Establishment does not require an E-signature.
- The applicant must be related to the establishment, such as one of the owners, authorized signatories or PRO.

The screenshot displays the 'Establishment Information' form on the Ministry of Human Resources & Emiratization website. The form includes fields for Labour Office (Dubai), Establishment Address (21), Establishment Number (ICA) (21764665), Establishment Name in Arabic and English (AHMED SALAHADDIN MOHSEN SH), License Issue Date (01/10/2020), Establishment Type (Single), and Establishment Nationality (EMIRATES). A red dashed box highlights the 'Establishment Name (English)' field. An information popup is overlaid on the form, containing the following text:

Information

For Opening New Establishment, note the following :

- 1) The applicant for this service must be related to the establishment, ie an owner, an authorized signatory, or a PRO of the establishment
- 2) Each authorized signatory must have an active eSign card which will be validated upon adding the role
- 3) To avoid any delays in processing your application, ensure entering accurate particulars. Otherwise, you risk rejection of your application. The typist of such wrong transaction will be liable for questioning

Ok

A red callout box on the left side of the form contains the text: "The service instructions must be adhered to to avoid rejecting or delaying the approval of the application."

Fourth Step / Opening an Establishment card / Establishment Information

The screenshot shows the 'Establishment Information' form on the UAE Ministry of Human Resources & Emiratization website. The form is highlighted with a red dashed border. The form fields are as follows:

- Labour Office*: Dubai
- Establishment Address*: 21
- Establishment Number (ICA)*: [Empty]
- Establishment License No*: [Empty]
- Establishment Name (Arabic)*: [Empty]
- Establishment Name (English)*: [Empty]
- License Issue Date*: 01/10/2020
- License Expiry Date*: 30/09/2022
- Establishment Type*: 1 (Single)
- Establishment Sector*: 1 (Federal Government)
- Establishment Nationality*: EMIRATES
- Establishment Class*: 1 (Individual)
- Tax File Number: [Empty]

The 'Attachments' section shows a table with one entry:

Sr.No	Description	Min Pages	Max Pages	Mandatory
1	Trade License *	1	2	Yes

A success message is displayed: 'success Files Uploaded Successfully'. Below the table are buttons for 'Save Attachments', 'Save And Continue', and 'Exit'.

When opening an establishment, the data registered with the Federal Authority for Identity and Citizenship is reflected, and these fields are closed and cannot be modified. The rest of the fields must be filled in manually.

Enter the Establishment address information.

Note:

The Emirate field cannot be modified, and it is filled in according to the Establishment data with the Federal Authority for Identity and Citizenship

The screenshot displays the 'Establishment Address' form on the Ministry of Human Resource Services website. The form is divided into several sections:

- Establishment Address:** This section is highlighted with a red dashed box. It contains fields for Emirate* (2), City* (934 DUBAI), Street* (934), Door Number* (934), Building Name* (TOWER), Address* (UNITED ARAB EMIRATES - DUBAI), Makaan/Umwani No, Latitude, and Longitude.
- Attachments:** This section shows a table with one row for 'Rental Contract' and a success message 'Files Uploaded Successfully'.
- Lease Information:** This section contains fields for Lease Amount* (1000000), Lease Start Date* (01/06/2021), and Lease End Date* (31/05/2025).

The 'Attachments' table is as follows:

Sr No	Description	Min Pages	Max Pages	Mandatory
1	Rental Contract	1	3	No

The success message reads: **success** Files Uploaded Successfully.

When opening an establishment, the data registered with the Federal Authority for Identity and Citizenship is reflected, and these fields are closed and cannot be modified. The rest of the fields must be filled in manually

Sixth Step / Opening an Establishment card / Establishment Contact

The screenshot shows the 'Establishment Contact' form on the Ministry of Human Resources & Emiratisation website. The form is highlighted with a red dashed border. The form fields are as follows:

- 1. Establishment Inform... (Step indicator)
- 2. Establishment Address... (Step indicator)
- 3. Establishment Contact... (Step indicator)
- 4. Establishment Econom... (Step indicator)
- 5. Owners List of the E... (Step indicator)
- 6. Add Electronic PRO (Step indicator)
- 7. Applicant Informatio... (Step indicator)
- 8. Preview & Submit... (Step indicator)

Establishment Contact

Preferred Language* Arabic

Mobile Number* [Redacted]

Office Phone Number* [Redacted]

Fax [Redacted]

PO Box* 144

PO Box Emirate* 2 Dubai

Email* [Redacted]

Web Address [Redacted]

Instagram Account [Redacted]

Twitter Account [Redacted]

Facebook Account [Redacted]

Preferred Contact* All Call SMS Email Mail

Save And Continue [Red Button] Exit [White Button]

Callout Box:

Enter the contact information with the Establishment

Note: Please make sure to enter the correct data to avoid delays in processing the application.

Seventh Step / Opening an Establishment card / Establishment Economic Activities

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

UNITED ARAB EMIRATES
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تسهيل
TAS-HEEL

ABOUT US LAWS & LEGISLATION SERVICES MEDIA CENTER EPARTICIPATION CONTACT US

Establishment

Establishment Inform... 1 Establishment Economic Activities

Establishment Address... 2 Establishment Activity* Add Activity

Establishment Contact... 3

Establishment Economic... 4

Owners List of the E... 5

Add Electronic PRO 6

Applicant Informatio... 7

Preview & Submit 8

Code	Description(ar)	Description(en)
05900000005	قوارب الصيد	FISHING BOAT
1010101	ذبح الحيوانات وتهنئة لحومها	Animal Slaughtering and Meat Preparing
1010102	صناعة منتجات اللحوم	Meat Products Manufacturing
1010103	تبريد اللحوم وتجميدها	Cooling and freezing of meat
1010104	تجهيز فضلات الذبائح الحيوانية	processing of animal offal

Establishment Activities

Code	Description	Action
1010102	Meat Products Manufacturing	Remove

Save And Continue Exit

38% IN PROGRESS

Add the activity in accordance with the business license of the Establishment.

Note: The list of activities can be modified upon entry.

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ABOUT US LAWS & LEGISLATION SERVICES MEDIA CENTER EPARTICIPATION

Establishment

- Establishment Inform... **Owners List of the Establishment**
- Establishment Addres... **Add Owner**
Owners details should match what is listed on the trade licence of the establishment.
The authorized signatories should match what is listed on the ICA card of the establishment
- Establishment Contac... **Owner Type**
SELECT OWNER TYPE
Person
Company
Legal Personality
- Establishment Econ...
- Owners List of the E...
Owner Item Owner Business Managing
- Add Electronic PRO **Attachments**

Sr.No	Description	Min Pages	Max Pages	Mandatory	
+	2	Annex of Partners	1	3	No

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

Save Attachments
- Applicant Informatio...
- Preview & Submit

Save And Continue

Note:
The list of owners must match the business license of the Establishment.
-The list of owners authorized to sign must match the Establishment card with the Federal Authority for Identity and Citizenship.
-The owners and authorized signatories are added based on the identity card or the unified number.

Passport Info of the owner

The screenshot shows the 'Establishment' section of the Ministry of Human Resources & Emiratisation website. The page is titled 'Establishment' and contains a sidebar with numbered steps (1-8) and a main content area. A red dashed box highlights the 'Person Information' search fields, which include a dropdown menu for 'Owner Type' (set to 'Person'), a text input for 'EIDA No' (255106), a date input for 'Date of Birth' (06/07/1977), and a 'Search' button. A callout box with a red border contains the text: 'You can search for a person by ID number and date of birth, or by unified number and date of birth.' The page also features a '50% IN PROGRESS' progress indicator and a table of attachments at the bottom.

Establishment

- 1 Establishment Inform...
- 2 Establishment Adres...
- 3 Establishment Contac...
- 4 Establishment Econom...
- 5 Owners List of the E...
- 6 Add Electronic PRO
- 7 Applicant Informatio...
- 8 Preview & Submit

Owners List of the Establishment

Add Owner

Owners details should match what is listed on the trade licence of the establishment.
The authorized signatories should match what is listed on the ICA card of the establishment

Owner Type

Person

Person Information

Please Search using EIDA No with Birth Date in case EIDA is not exist then Search by Unified No and Birth Date

255106 06/07/1977 Search

Owners List of the Establishment

Owner Type	Item Number	Owner Name	Nationality	Business Agent	Owner Auth	Managing Director	E-Signature	Action

Attachments

Sr.No	Description	Min Pages	Max Pages	Mandatory	
+	2 Annex of Partners	1	3	No	Scan

Person Manage

Person Information 1

The owner details should match their details on the trade licence of the establishment.

Unified No* EIDA No

Person Name (Arabic)* Person Name (English)*

Nationality* Gender*

21 EMIRATES Male

Birth Country* Birth Date*

21 EMIRATES 06/07/1977

Birth Place (Arabic)* Birth Place (English)*

الشارقة SHARAJAH

0% IN PROGRESS

NEW PHOTO IS REQUIRED.

Save And Continue Exit

A new owner will be added according to the data registered with the Federal Authority for Identity and Citizenship.

note:
Personal data cannot be modified

Person Manage

Passport Information

Passport No*

Passport Type*

Passport Issue Date*

Passport Expiry Date*

Issuing Authority Arabic*

Issuing Authority English*

Passport Issue Country*

Save And Continue

Exit

Note :

- The owner's passport data will appear according to what is registered with the Federal Authority for Identity and Citizenship.
- To amend this data, please refer to the Federal Authority for Identity and Citizenship, bearing in mind that the validity of the passport does not affect the completion of the procedures for adding the owner.

Please enter the issuing authority.

Thirteenth Step / Opening an Establishment card / The Owners / Sub-screen for adding a new owner

The screenshot shows the 'Person Manage' interface on the website <https://eservices.mohre.gov.ae/>. The page is titled 'Person Manage' and features a sidebar with navigation options: Home, Profile, and a menu icon. The main content area is divided into several sections:

- Personal Information** (Step 1): Includes fields for Name, Nationality, and Date of Birth.
- Passport Information** (Step 2): Includes fields for Passport No. and Expiry Date.
- Contact Information** (Step 3): This section is highlighted with a red dashed box. It includes fields for Mobile Number, Primary Email, Phone No., PO Box, PO Box Emirate, City, Address in UAE, and Abroad Address. It also has dropdowns for Preferred Language, Instagram Account, and Facebook Account.
- Roles** (Step 4): Includes a field for Role.
- Attachments** (Step 5): Includes a field for Attachments.
- Preview & Submit** (Step 6): Includes a field for Address in UAE and a 'Save And Continue' button.

On the right side of the form, there is a progress indicator showing '40%' completion and a photo upload section with the text 'NEW PHOTO IS REQUIRED'. A red dashed box highlights the 'Contact Information' section, and a callout box with the text 'Enter the owner's contact information' points to it.

The screenshot shows the 'Person Manage' interface for adding a new owner. The 'Roles' section is highlighted with a red dashed box, and a red callout box points to the 'Owner' checkbox. Another callout box points to the 'Authorized' checkbox.

Choose the Role of the owner or authorized signatory.

In caswe the authorized signatory is identified, a verification of his E-signature will be requested.

Owner Emirates ID card form

The required attachments must be uploaded, taking into account the minimum number of pages.

- The personal photo and the Emirates ID of the owner must be uploaded
- In the event that an ID card is not available, a copy of the passport must be uploaded.

Person Manage

Person information (1)
Passport information (2)
Contact information (3)
Roles (4)
Attachments (5)
Preview & Submit (6)

Attachments

Sr.No	Description	Min Pages	Max Pages	Mandatory	
1	Person Photo *	1	1	Yes	Scan
Page 1					
[Image Placeholder]					
[Remove]					
2	Establishment Card issued by ICA *	1	3	Yes	Scan
3	Emirates ID *	1	2	Yes	Scan

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

Save Attachments

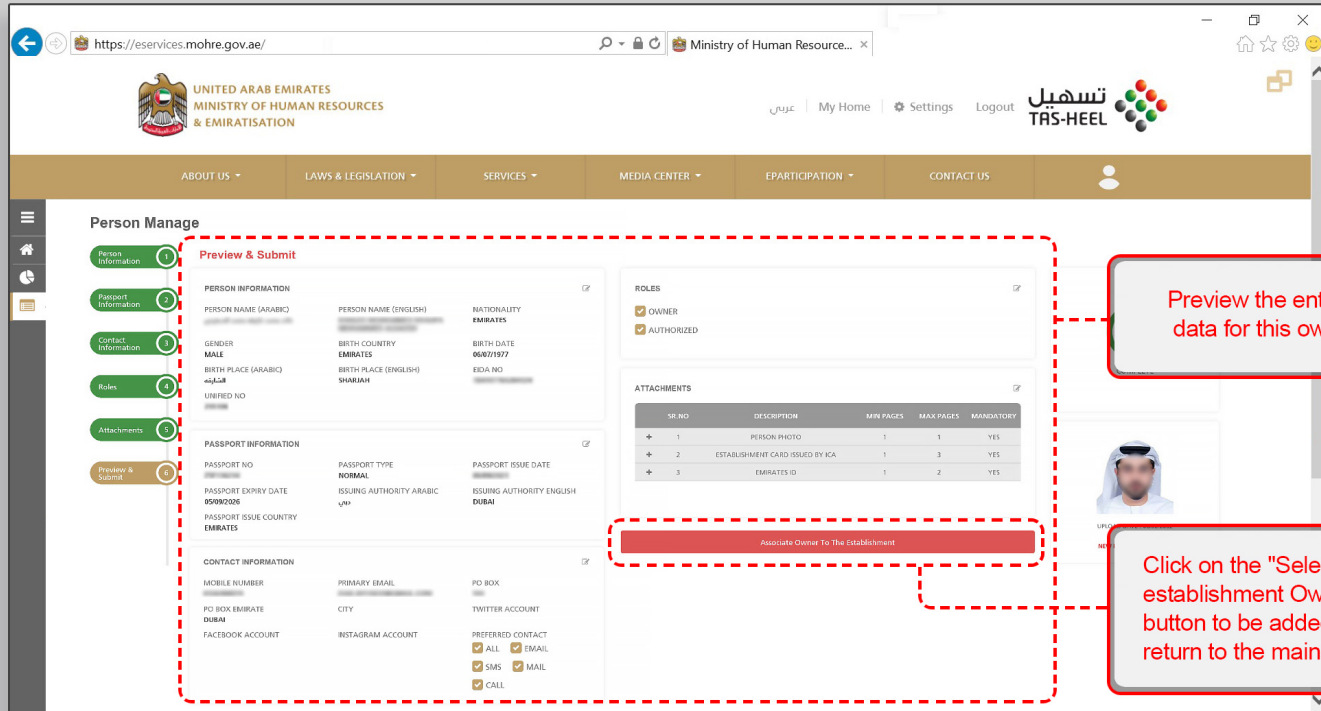
Documents Scanned

Yes No

SUCCESS
Files Uploaded Successfully

Save And Continue

Sixteenth Step / Opening an Establishment card / The Owners / Sub-screen for adding a new owner



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

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ABOUT US LAWS & LEGISLATION SERVICES MEDIA CENTER EPARTICIPATION CONTACT US

Person Manage

Preview & Submit

PERSON INFORMATION

PERSON NAME (ARABIC)	PERSON NAME (ENGLISH)	NATIONALITY
		EMIRATES
GENDER	BIRTH COUNTRY	BIRTH DATE
MALE	EMIRATES	06/07/1977
BIRTH PLACE (ARABIC)	BIRTH PLACE (ENGLISH)	EDIA NO
شمال	SHAMIAH	
UNIFIED NO		

PASSPORT INFORMATION

PASSPORT NO	PASSPORT TYPE	PASSPORT ISSUE DATE
	NORMAL	
PASSPORT EXPIRY DATE	ISSUING AUTHORITY ARABIC	ISSUING AUTHORITY ENGLISH
05/09/2026	ص٤١	DUBAI
PASSPORT ISSUE COUNTRY		
EMIRATES		

CONTACT INFORMATION

MOBILE NUMBER	PRIMARY EMAIL	PO BOX
		SIZE
PO BOX EMIRATE	CITY	TWITTER ACCOUNT
DUBAI		
FACEBOOK ACCOUNT	INSTAGRAM ACCOUNT	PREFERRED CONTACT
		<input checked="" type="checkbox"/> ALL <input checked="" type="checkbox"/> EMAIL
		<input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> MAIL
		<input checked="" type="checkbox"/> CALL

ROLES

- OWNER
- AUTHORIZED

ATTACHMENTS

SR.NO	DESCRIPTION	MIN PAGES	MAX PAGES	MANDATORY
+	1 PERSON PHOTO	1	1	YES
+	2 ESTABLISHMENT CARD ISSUED BY ICA	1	3	YES
+	3 EMIRATES ID	1	2	YES

Associate Owner To The Establishment

Preview the entered data for this owner.

Click on the "Select establishment Owner" button to be added and return to the main screen.

Seventeenth Step / Opening an Establishment card / The Owners / Sub-screen for adding a new owner

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TAS-HEEL

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

Establishment

Establishment Inform... 1 **Owners List of the Establishment**

Establishment Add... 2 **Add Owner**
Owners details should match what is listed on the trade licence of the establishment...
The authorized signatories should match what is listed on the ICA card of the establishment

Establishment Contac... 3

Establishment Econom... 4

Owners List of the E... 5

Add Electronic PKD 6

Applicant Informatio... 7

50%
IN PROGRESS

Owner Type	Item Number	Owner Name	Nationality	Agent	Business Owner	Auth Director	Managing	Signature	Action
			EMIRATES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>i</i>

Attachments

Sr.No	Description	Min Pages	Max Pages	Mandatory
+	2 Annex of Partners	1	3	No

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

Save Attachments

SUCCESS
Files Uploaded Successfully

Save And Continue

In this step, the user can modify or delete the owner's data or request an E-signature card.

Owner added

The screenshot shows the 'Add PRO For Establishment' process on the Ministry of Human Resources & Emiratisation website. The process is divided into 8 steps, with steps 1 through 6 highlighted in a red dashed box:

- Establishment Inform...
- Establishment Address...
- PRO List of the establishment
- Establishment Econom...
- Owners List of the E...
- Add Electronic PRO

Step 3, 'PRO List of the establishment', displays a table with the following data:

Person Code	Person Name	Nationality	PRO Card No	Esign Card Serial No	Action
XXXXXXXXXX	XXXXXXXXXXXXXXXXXX	ROMANIA	XXXXXXXXXX	XXXXXXXXXX	Add
XXXXXXXXXX	XXXXXXXXXXXXXXXXXX	PAKISTAN	XXXXXXXXXX	XXXXXXXXXX	Add

Step 6, 'Add Electronic PRO', features a red button labeled 'Save PRO or Skip and Continue' and a grey 'Exit' button.

A progress indicator on the right shows '63% IN PROGRESS' with a circular chart. A red callout box contains the following instructions:

- To add a representative to the establishment, the personal number must be searched.
- The PRO must be employed in a Establishment belonging to one of the facility's owners.

The screenshot displays the 'Applicant Information' step of a multi-step process on the UAE Ministry of Human Resources & Emiratisation website. The page header includes the ministry's name in Arabic and English, along with navigation links like 'My Home', 'Settings', and 'Logout'. The main content area features a vertical progress bar on the left with steps 1 through 8. Step 1, 'Applicant Information', is currently active and highlighted with a red dashed box. The form contains the following fields:

- Person Name (English)*:
- Person Name (Arabic)*:
- ID Number*:
- ID Type*:
- Mobile Number*:
- Nationality:

A 'Read EIDA' button is located at the top right of the form. A progress indicator on the right shows '75% IN PROGRESS'. A red callout box on the right side of the page contains the following text:

Enter the personal contact information of the applicant. In service centers where the applicant's information is entered with the ID card and fingerprint verification.

Note: The applicant for this service must be related to the Establishment, as one of the owners or authorized signatories.

Twentieth Step / Opening an Establishment card / Preview & Submit

The screenshot displays the 'Preview & Submit' step of the establishment card application process. The page is in Arabic and includes the following elements:

- Header:** United Arab Emirates Ministry of Human Resources & Emiratisation logo and navigation links (My Home, Settings, Logout).
- Navigation:** ABOUT US, LAWS & LEGISLATION, SERVICES, MEDIA CENTER, EPARTICIPATION, CONTACT US.
- Sidebar:** Progress indicators for various steps: Establishment Information (1), Establishment Address (2), Establishment Contact (3), Establishment License (4), Owners List of the Establishment (5), Add Electronic PRO (6), Applicant Information (7), and Preview & Submit (8).
- Main Content Area:**
 - Preview & Submit:** A red dashed box highlights this section, which contains the following form fields:
 - ESTABLISHMENT INFORMATION:** Establishment Name (Arabic/English), License No., Type of License (Commercial), License Expiry Date, Establishment Nationality (Emirates), Tax File Number.
 - ESTABLISHMENT ADDRESS:** Emirate (Dubai), City (Dubai), Street, Building Name (Tower), Door Number, Longitude, Latitude, Lease Amount (100000), Lease Start Date, Lease End Date.
 - ESTABLISHMENT CONTACT:** Preferred Language (Arabic), Office Phone Number, Fax, PO Box (Dubai), Email, Mobile Number, Web Address, and communication preferences (All, Email, SMS, Mail, Call).
 - ESTABLISHMENT ECONOMIC ACTIVITIES:** Code (M10102), Description (Meat Products Manufacturing).
 - OWNERS LIST OF THE ESTABLISHMENT:** Table with columns: Item Number, Owner Name, Nationality, Business Agent, Owner Auth, Signature, Shareholding Director.
 - ADD ELECTRONIC PRO:** Person Code, Person Name, Nationality, Pro Card No, Emgr Card Serial No.
 - APPLICANT INFORMATION:** Person Name (Arabic/English), Mobile Number, ID Number, ID Type (National ID Card), Nationality (Emirates).
 - ATTACHMENTS:** Table with columns: ID No, Description, Min Pages, Max Pages, Mandatory.

ID No	DESCRIPTION	MIN PAGES	MAX PAGES	MANDATORY
1	TRADE LICENSE	1	2	YES
2	ANNEX OF PARTNERS	1	3	NO
3	RENTAL CONTRACT	1	3	NO
 - Progress Indicators:** A green circle shows 88% IN PROGRESS, and a book icon is visible.
 - Callouts:** Two red-bordered boxes provide instructions: 'preview the request data' and 'Click on the Submit to continue the procedure.'

The screenshot shows the website interface for the Ministry of Human Resources & Emiratisation. The main content area displays an invoice for an 'Open Establishment Record Package'. The invoice table is as follows:

Service Description	Quantity	Unit-Price	Sub-Total
Electronic document Processing fees	1	40.00	40
Service Provider Charges – Third Category	1	80.00	80
Total Amount			120

Below the table, there is a checkbox labeled 'Send Payment Link to customer ...'. At the bottom of the invoice section, there are two buttons: a red 'Pay' button and a grey 'Go to Home' button. The browser address bar shows 'https://eservices.mohre.gov.ae/' and the page title is 'Ministry of Human Resource...'. The website header includes the UAE coat of arms, the ministry name in English and Arabic, and the 'TAS-HEEL' logo. A navigation menu at the top includes 'ABOUT US', 'LAWS & LEGISLATION', 'SERVICES', 'MEDIA CENTER', 'EPARTICIPATION', and 'CONTACT US'.

Invoice details

Move to payment
by clicking on 'Pay'

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

mohre.gov.ae



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youtube.com/user/MOLUAE



instagram/mohre_UAE



linkedin/MOHRE