

UNITED ARAB EMIRATES  
MINISTRY OF HUMAN RESOURCES  
& EMIRATISATION



الإمارات العربية المتحدة  
وزارة الموارد البشرية  
والتوظيف

# TASHEEL SYSTEM

# CANCEL WORK PERMIT AND CONTRACT

November 2021

# First 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 main navigation bar contains categories like 'ABOUT US', 'LAWS & LEGISLATION', 'SERVICES', 'MEDIA CENTER', 'EPARTICIPATION', and 'CONTACT US'. A left-hand sidebar lists various services, with 'Cancellations' currently selected. The main content area is titled 'Cancellations' and features a grid of 12 service tiles. The tile for 'Electronic Work Permit Cancellation' is highlighted with a red dashed border. A red callout box with a white background and a red border points to this tile, containing the text 'Choose electronic work permit cancellation'. Other visible tiles include 'Cancel New Electronic Work Permit Application', 'Cancellation of National and GCC Electronic Work Permit', 'Pre Approval for Work Permit Cancellation', 'Unused Pre Approval for Work Permit Cancellation', 'Outside the Country Cancellation', 'Sick Cancellation', 'Death Cancellation', 'Deported by other Authority Cancellation', 'Labour Case Cancellation', 'Temporary/ Part Time/ Juvenile/ Student Training Work Permit Cancellation', and 'Cancel PRO Card'.

# Second Step

The screenshot shows the website interface for the Ministry of Human Resources & Emiratization. The main navigation bar includes 'ABOUT US', 'LAWS & LEGISLATION', 'SERVICES', 'MEDIA CENTER', 'PARTICIPATION', 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', and 'Miscellaneous'. The 'Cancellations' section is active, displaying a grid of service tiles including 'Permit Cancellation', 'Ministry the Country Cancellation', 'Sick Cancellation', 'Death Cancellation', 'Deported by other Authority Cancellation', 'Labour Case Cancellation', 'Temporary/Part Time/ Juvenile/ Student Training Work Permit Cancellation', and 'Cancel PRO Card'. A modal window titled 'Electronic Work Permit Cancellation' is open, featuring a search bar, a 'Company Code\*' input field (highlighted with a red dashed box), and a 'Get Employees List' button. An 'Important Instruction' sidebar on the right provides a message to agents/customers regarding information accuracy and renewal requirements, dated 10/11/2021 03:14 PM. A red callout box with the text 'Write company code' points to the 'Company Code\*' input field.

# Third Step

The screenshot shows the website interface for the Ministry of Human Resources & Emiratization. The main content area is titled "Cancellations" and features a form for "Electronic Work Permit Cancellation". The form includes the following fields and elements:

- Establishment Number: 592465
- Card No.:
- Unified Number:
- Submit button
- Back button

A red dashed box highlights the "Card No." and "Unified Number" input fields. A red callout box with the text "Write card number & unified number" points to these fields. Below the form, there are four categories of cancellations: "Deported by other Authority Cancellation", "Labour Case Cancellation", "Temporary/ Part Time/ Juvenile/ Student Training Work Permit Cancellation", and "Cancel PRO Card".

# Fourth Step

The screenshot shows the website interface for the Ministry of Human Resources & Emiratization. The main heading is "Electronic Work Permit Cancellation". Below the heading, it states: "This Service Requires Owner's Electronic Signature. You Can Use One Of The Options Below." There are two columns of options:

- Using card reader:**
  - New E-Signature
  - Registered EIDA Card
  - Old E-Signature
- Without card reader:**
  - OTP To Mobile Registered On E-Signature

At the bottom of the options, there is a checkbox for "Skip Signature". A green status message "Service Connected.." is visible at the bottom right of the form area. A red dashed box highlights the signature options, and a red callout box with the text "Choose E- Signature card type" points to the "New E-Signature" option. An "Important Instruction" pop-up is also visible on the right side of the screen.

# Fifth Step

The screenshot shows the 'Electronic Work Permit Cancellation' interface. The page header includes the Ministry of Human Resources & Emiratization logo and navigation links. The main content area is titled 'Electronic Work Permit Cancellation' and features a progress indicator on the left with four steps: 1. Employee Details (highlighted), 2. Applicant Information, 3. Attachments, and 4. Preview & Submit. The 'Employee Details' section is enclosed in a red dashed box and contains the following fields:

- Passport No\* (input field)
- Passport Expiry Date\* (input field)
- Emirates ID No (input field) and Unified Number (input field)
- Residence Visa No.\* (input field)
- Immigration Establishment Number\* (input field)
- Cancellation Reason\* (dropdown menu with 'Other reasons' selected)

A red callout bubble with the text 'Fill in employee details' points to the 'Employee Details' section. A 'Save And Continue' button is located at the bottom of the form. On the right side, there is a '0% IN PROGRESS' indicator and a 'COMPANY INFORMATION' section with fields for Company Name, License No, License Expiry, PO Box, Emirate, Labour Office, Classification, and Special Number.

# Sixth Step

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

UNITED ARAB EMIRATES  
MINISTRY OF HUMAN RESOURCES  
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ABOUT US LAWS & LEGISLATION SERVICES MEDIA CENTER EPARTICIPATION CONTACT US

### Electronic Work Permit Cancellation

Employee Details 1 Applicant Information

Please, provide the applicant's contact details!

Person Name (English)\*  
[ALI ABDELHAKIM ABDELHA ALI GARGASH]

Person Name (Arabic)\*  
[ألي عبدالحكم عبدالحا علي غرغاش]

ID Number\* ID Type\*  
[National ID Card]

Mobile Number\* Nationality  
[Emirati]

Save And Continue

0% IN PROGRESS

COMPANY INFORMATION

COMPANY NAME  
[...]

COMPANY NUMBER  
[...]

COMPANY LICENSE NO.  
[...]

LICENSE EXPIRY  
17/11/2021

PO BOX  
[...]

EMIRATE  
DUBAI

LABOUR OFFICE  
DUBAI

CLASSIFICATION  
MEDIUM

SPECIAL NUMBER  
[...]

In this step, the applicant's Emirates ID card is read

Fill in applicant's details

# Seventh Step

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

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

### Electronic Work Permit Cancellation

Employee Details 1

Applicant Informatio... 2

Attachments 3

Preview & Submit 4

#### Attachments

Sr.No	Description	Min Pages	Max Pages	Mandatory		
+	1	Scan Passport Copy *	2	2	Yes	Scan
+	2	Residency Page *	1	1	Yes	Scan

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

Save Attachments

Documents Scanned  
 Yes  No

success  
Files Uploaded Successfully

Save And Continue

33%  
IN PROGRESS

#### COMPANY INFORMATION

COMPANY NAME  
[Redacted]

COMPANY NUMBER  
[Redacted]

COMPANY LICENSE NO  
[Redacted]

LICENSE EXPIRY  
17/11/2021

EMIRATE  
DUBAI

CLASSIFICATION  
MEDIUM

PO BOX  
[Redacted]

LABOUR OFFICE  
DUBAI

SPECIAL NUMBER  
[Redacted]

Upload passport & visa copy



# Eighth Step

The screenshot shows the 'Electronic Work Permit Cancellation' process. The 'Preview & Submit' step is highlighted with a red dashed box. A red callout box points to this step with the text 'Preview & Submit'.

**Electronic Work Permit Cancellation**

**Preview & Submit**

**EMPLOYEE DETAILS**

PASSPORT NO. [REDACTED] PASSPORT EXPIRY DATE [REDACTED]

IMMIGRATION ESTABLISHMENT NUMBER [REDACTED] UNIFIED NUMBER [REDACTED]

RESIDENCE VISA NO. [REDACTED] CANCELLATION REASON OTHER REASONS

CANCELLATION REASON RELATED TO THE LABOUR

**ATTACHMENTS**

SR. NO.	DESCRIPTION	MIN. PAGES	MAX. PAGES	MANDATORY
1	SCAN PASSPORT COPY	2	2	YES
2	RESIDENCY PAGE	1	1	YES

**APPLICANT INFORMATION**

PERSON NAME (ARABIC) [REDACTED] PERSON NAME (ENGLISH) [REDACTED] MOBILE NUMBER [REDACTED]

ID NUMBER [REDACTED] ID TYPE NATIONAL ID CARD NATIONALITY PAKISTAN

**COMPANY INFORMATION**

COMPANY NAME [REDACTED]

COMPANY NUMBER 592465 COMPANY LICENSE NO. 575154

LICENSE EXPIRY [REDACTED] PD BOX [REDACTED]

EMIRATE DUBAI LABOUR OFFICE DUBAI

CLASSIFICATION MEDIUM SPECIAL NUMBER [REDACTED]

**EMPLOYEE INFORMATION**

PERSON NAME [REDACTED]

CARD NO. [REDACTED] CARD TYPE RENEW ELECTRONIC WORK PERMIT

ISSUE DATE [REDACTED] EXPIRY DATE [REDACTED]

CLASSIFICATION LIMITED SKILLED PASSPORT NO. [REDACTED]

PASSPORT EXPIRY [REDACTED] NATIONALITY [REDACTED]

67% IN PROGRESS

Save And Continue

# mohre.gov.ae



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