

UNITED ARAB EMIRATES  
MINISTRY OF HUMAN RESOURCES  
& EMIRATISATION



الإمارات العربية المتحدة  
وزارة الموارد البشرية  
والتوظيف

# DOMESTIC WORKER SYSTEM

## ISSUANCE /RENEWAL WORK CONTRACT

November 2021

# First Step

The screenshot shows the homepage of the Ministry of Human Resources & Emiratization (MOHRE) website. The navigation bar includes links for ABOUT US, LAWS & REGULATIONS, SERVICES, MEDIA CENTER, DIGITAL PARTICIPATION, OPEN DATA, and CONTACT US. The SERVICES menu is expanded, showing a list of services including Service Directory, Partners Services, Job Descriptions, Technical support for clients, Merchant Portal, Labour Accommodation System, Job Offers and Contract services, Virtual Labour Market, Domestic Worker System, and Enquiry Services. The Service Directory is highlighted with a red dashed box. Below the menu, the Service Directory page is displayed, featuring a search bar, a list of services, and a sidebar with filters for All Services, Employer Services, Services for Employee, and Priority Services. A red dashed line connects the Service Directory menu item to a callout box.

At mohre.gov.ae Choose a services directory from Service List

## Second Step

The screenshot displays the 'SERVICE DIRECTORY' page on the mohre.gov.ae website. The page features a search bar at the top and a list of services. A red dashed box highlights the 'View Details' link for the service 'Registration of workers' complaints'. A red arrow points from this link to a callout box on the right. Another callout box points to the search bar.

**Choose the name of the service from the list or search for it in the field (Search for services)**

**You can view the service card by clicking on (Service Details)  
Or you can login to the system by clicking on (Service Request)**

## Third Step

You will be taken to the domestic worker system page

The screenshot displays the official website of the United Arab Emirates Ministry of Human Resources & Emiratization. A modal window titled "Login" is centered on the screen, featuring a red dashed border. This modal contains a "Forgot Password" link at the bottom, a "Remember Me" checkbox, and a "Login" button. The login fields include a username field (containing "9999999999"), a password field (displayed with asterisks), and a "Biometric Login" option with a fingerprint icon. A red dashed line connects the "Biometric Login" option to a callout box on the right. The background of the website shows a navigation bar with links like "ABOUT US", "LAWS & REGULATIONS", "SERVICES", "MEDIA CENTER", "DIGITAL PARTICIPATION", "OPEN DATA", and "CONTACT US". There is also an "Announcements" section on the right side of the modal.

Enter the username and password

## Fourth Step

You will be moved to the domestic worker page, the employer's control panel

The screenshot displays the MOHRE portal interface. At the top, the header includes the MOHRE logo, the text "الإمارات العربية المتحدة" (United Arab Emirates), "وزارة الموارد البشرية والتوطين" (Ministry of Human Resources and Emiratisation), and navigation links for English, تسجيل (Registration), دخول (Login), and جولة في الموقع (Tour of the site). A search bar and a "Change Password" link are also present.

The main content area is divided into several sections:

- Profile Section:** Displays the user's profile with a photo, nationality (UNITED ARAB EMIRATES), unified number (207301), visa expiry, and status (ACTIVE). It also shows delivery address details (PassOffice, Building, Mobile No.) and POBox details (Emirate, Apartment, Sharjah).
- Department Section:** A table showing the user's department and file type.
- Domestic Workers Section:** A section for managing domestic workers, featuring a search bar and buttons for "Add New Worker", "Add Missing Worker", and "Exceptional Cancellation". It lists active and cancelled workers.

**Domestic Workers Table:**

Name	Profession	Nationality	Passport Number	Visa Expiry	Passport Expiry	File Type
[Worker 1]	HOUSE KEEPER	PHILIPPINES	[Redacted]	01/09/2022	26/09/2028	Residency (Sharjah)
[Worker 2]	HOUSE KEEPER	PHILIPPINES	[Redacted]	27/10/2022	09/11/2022	Residency (Sharjah)

## Fifth Step

The screenshot shows the MOHRE e-services portal. The user is logged in as a domestic worker. The page displays the user's profile, including nationality (United Arab Emirates), status (Active), and delivery address. Below this, there is a table showing the user's department (Sharjah) and file type (UAE NATIONAL SPONSOR). The 'Domestic Workers' section is active, showing a list of workers. A red dashed box highlights the 'Typing Renew Contract for Domestic Worker' option in the dropdown menu. A red callout box points to this option with the text: 'Choose the domestic worker whose work contract you want to renew, and choose the procedure (renewing contract for domestic worker)'.

Choose the domestic worker whose work contract you want to renew, and choose the procedure (renewing contract for domestic worker)

# Sixth Step

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

UNITED ARAB EMIRATES  
MINISTRY OF HUMAN RESOURCES  
& EMIRATISATION

العربي Sign in 1 Register Site Tour Settings

ABOUT US LAWS & REGULATIONS SERVICES MEDIA CENTER DIGITAL PARTICIPATION OPEN DATA CONTACT US

Service Directory

Sponsor Dashboard Change Password

### Typing Renew Contract for Domestic Worker

Typing Renew Contract for Domestic Worker

0%

1

2

3

4

5

6

X

Personal Information

Full Name (English) \*

Full Name (Arabic) \*

Worker Nationality \*

PHILIPPINES

Applicant Salary \*

2000

Accommodation

Contract Years \*

2

Next >

Occupation \*

HOUSE KEEPER

Basic Salary \*

1500

Air Travel Allowance

Accommodation

• Accommodation allowance.  
• Should be numeric value.  
• Maximum digits 8.

Guidance

Fill in the domestic worker's data and enter the salary and profession

# Seventh Step

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

UNITED ARAB EMIRATES  
MINISTRY OF HUMAN RESOURCES  
& EMIRATISATION

العربي Sign in 1 Register Site Tour Settings

ABOUT US LAWS & REGULATIONS SERVICES MEDIA CENTER DIGITAL PARTICIPATION OPEN DATA CONTACT US

Sponsor Dashboard Change Password

### Typing Renew Contract for Domestic Worker

Typing Renew Contract for Domestic Worker

10%

#### Passport Information

Worker Passport No. \*

Passport Issue Date \*

Passport Expiry \*

< Previous Next >

#### Accommodation

- Accommodation allowance.
- Should be numeric value.
- Maximum digits 5.

#### Guidance

Online Chat

Fill in the domestic worker information



## Eighth Step

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

UNITED ARAB EMIRATES  
MINISTRY OF HUMAN RESOURCES  
& EMIRATISATION

Sign in | Register | Site Tour | Settings

ABOUT US | LAWS & REGULATIONS | SERVICES | MEDIA CENTER | DIGITAL PARTICIPATION | OPEN DATA | CONTACT US

Service Directory

Print

**Ministry Of Human Resources & Emiratization**  
Typing Renew Contract for Domestic Worker  
Transaction No : -

**وزارة الموارد البشرية والتوطين**  
طباعة تجديد عقد عمل لعامل مساعد

**بيانات صاحب العمل**

إسم صاحب العمل	نوبل زينل حيدر داه دار الزرعوني
الجنسية	الإمارات العربية المتحدة
رقم الدوائر	

**بيانات العامل**

الرقم الموحد	041/011982	تاريخ الميلاد	04/03/1982
تاريخ الانتهاء	19/09/2023	تاريخ الإصدار	20/09/2018
محدودي البريد	242	رقم الهاتف	009076503

**بيانات الترخيص**

الجنس	انثى	تاريخ الميلاد	04/03/1982
تاريخ الانتهاء	26/09/2023	تاريخ الإصدار	27/09/2018

**بيانات الشخص**

إسم الشخص	نوبل زينل حيدر داه دار الزرعوني
الجنسية	الإمارات العربية المتحدة
رقم الدوائر	0
الهاتف المحمول	

11:02:45 08/11/2021 تاريخ إعادة طباعة الطلب : Our SMART SERVICES in your hands

Online Chat

A copy of the contract will be issued, and you can print it

# mohre.gov.ae



facebook/mohreuae



twitter/MOHRE\_UAE



youtube.com/user/MOLUAE



instagram/mohre\_UAE



linkedin/MOHRE