



## Issue labour contract

**Timing :**

4 working days

**Payment :**

Typing Fees : 80 AED

**Target Audience :**

Employers

**Sector/Department :**

Labor

**Service Type :**

Procedural

**Service Description :**

It is a service provided by the Ministry to the establishment that wishes to obtain a new work contract for the worker, and the contract period is two years

**Service Procedures :****Website**

1. Log in to Tas-heel system by providing valid credentials
2. Select " new electronic work contract" from the work permits list
3. Enter the required information
4. Add attachments
5. Pay fees
6. Print the receipt

**Service Centers**

1. A application for a new electronic work contract shall be submitted the Tasheel service centers - or through establishments participating in the e-forms program.
2. The application is submitted to the Labor offices' pick-up counter.
3. The application will be forwarded electronically to the ministry's database and fulfilling



the conditions contained herein shall be checked and verified. The application will be rejected or returned to complete the missing requirements.

### **Required Documents :**

- Document of entry date or status adjustment

### **Service Channels :**

WEB,MOB,CENTER

### **Terms And Conditions :**

- Applying for the issuance of a contract of employment shall be within sixty days from the date of the entry into the State. In the case of a contract of employment for its purpose, it shall be submitted within thirty days of the entry in to the State

### **Working Hours :**

- Service centers 12 hours
- Delivery cars 12 hours
- Smart application 24 hours