



User Manual For Update Establishment

1

Kindly provide the MOHRE Establishment Code

The screenshot shows a web browser window with a grey title bar. The main content area is white and contains two primary elements:

- Update Express Establishment:** A white rectangular box with a light grey border. Inside, the text "MANAGE EXISTING ESTABLISHMENT" is displayed in bold. Below it, the label "MOHRE Establishment Code" is followed by a text input field with a rounded left end and a small grey icon on the left. A red "Submit" button is positioned below the input field.
- Important Instruction:** A dark grey pop-up box with a close button (X) in the top right corner. It contains the text "Dear Agent/Customer" followed by a paragraph: "Providing correct information and renewing it periodically is essential to avoid facing fines and penalties." Below this, it reads "Ministry Of Human Resources & Emiratization." and "TS200963915" in bold, with the timestamp "30/08/2021 11:14 AM" underneath.

Kindly choose one of the options depending on the applicant's choice

Update Express Establishment

This Service Requires Owner's Electronic Signature.
You Can Use One Of The Options Below.

Using card reader

- New E-Signature
- Registered EIDA Card
- Old E-Signature

Without card reader

- OTP To Mobile Registered On E-Signature

Important Instruction ✕

Dear Agent/Customer

Providing correct information and renewing it periodically is essential to avoid facing fines and penalties.

Ministry Of Human Resources & Emiratization.

TS200963915
30/08/2021 11:16 AM

Kindly fill the required fields in Establishment Information

Update Express Establishment

Establishment Inform... 1 **Establishment Information**

Establishment Address... 2

Establishment Contac... 3

Establishment Econom... 4

Owners List of the E... 5

Add Electronic PRO 6

Applicant Informatio... 7

Preview & Submit 8

Establishment Type* Establishment Number (ICA)*

Company Company Refresh Data from ICA

Labour Office*

Dubai

Company Details At MOHRE

Company Arabic Name Company English Name

Company Trade License No

COMPANY LINKED STATUS

COMPANY LINKED TO BELOW DETAILS

Linked ICA Number At MOHRE Linked Trade License No At MOHRE

Kindly fill the required fields in Establishment Address

Update Express Establishment

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

Establishment Address

Emirate*

City*

Area*

Street*

Building Name*

Door Number*

Address*

Makani/Unwani No

Latitude

Longitude

No Lease contract (Virtual Establishment)

Lease Amount*

Lease Start Date*

Lease End Date*

13% IN PROGRESS

COMPANY PROFILE

COMPANY NAME	
COMPANY NUMBER	
CLASSIFICATION	
COMPANY LICENSE NO	
EMIRATE	ABU DHABI
PO BOX	
LABOUR OFFICE	

Kindly fill the required fields in Establishment Contact

Update Express Establishment

Establishment Contact

Establishment Inform... 1

Establishment Address... 2

Establishment Contac... 3

Establishment Econom... 4

Owners List of the E... 5

Add Electronic PRO 6

Applicant Informatio... 7

Preview & Submit 8

Preferred Language* Arabic

Office Phone Number*

Fax

PO Box*

PO Box Emirate* [] []

Email*

Web Address

Mobile Number*

Instagram Account

Twitter Account

Facebook Account

Preferred Contact* All Call SMS Email Mail

13% IN PROGRESS

COMPANY PROFILE

COMPANY NAME

COMPANY NUMBER

CLASSIFICATION

COMPANY LICENSE NO

PO BOX

EMIRATE **ABU DHABI**

LABOUR OFFICE

Save And Continue

Kindly fill the required fields in Establishment Economic Activities

Update Express Establishment

- 1 Establishment Inform...
- 2 Establishment Address...
- 3 Establishment Contac...
- 4 Establishment Econom...
- 5 Owners List of the E...
- 6 Add Electronic PRO

Establishment Economic Activities

Establishment Activity*

Establishment Activities

Code	Description	Action
<input type="button" value="Save And Continue"/>		

13%
IN PROGRESS

Kindly fill the required fields in Owners List of the Establishment

Update Express Establishment

Establishment Inform... 1 **Add Owner**

Establishment Address... 2 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 Contact... 3

Establishment Econom... 4

Owners List of the E... 5

Add Electronic PRO 6

Applicant Informatio... 7

Preview & Submit 8

Owner Type: SELECT OWNER TYPE

Owner Type	Person Code / Transaction Number	Owner Name / Nationality	Roles	Esignature	Action
Legal Personality			<input type="checkbox"/> Business Agent <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Authorized <input type="checkbox"/> Managing Director	<input type="checkbox"/>	⋮
Legal Personality			<input type="checkbox"/> Business Agent <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Authorized <input type="checkbox"/> Managing Director	<input type="checkbox"/>	⋮
Person			<input type="checkbox"/> Business Agent <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Authorized <input type="checkbox"/> Managing Director	<input type="checkbox"/>	⋮
Person			<input type="checkbox"/> Business Agent <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Authorized	<input type="checkbox"/>	⋮

13%
IN PROGRESS

COMPANY PROFILE

COMPANY NAME

COMPANY NUMBER CLASSIFICATION

COMPANY LICENSE NO PO BOX

EMIRATE **ABU DHABI** LABOUR OFFICE

You will be directed to Person Manage page, Kindly fill the required fields as per the license

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*

Birth Country*

Birth Date*

Birth Place (Arabic)*

Birth Place (English)*

Passport Information 2

Contact Information 3

Roles 4

Attachments 5

Preview & Submit 6

0%
IN PROGRESS

UPLOAD DATE : 06/02/2002
NEW PHOTO IS REQUIRED.

Save And Continue Exit

Kindly fill the required fields in Passport information

Person Manage

- Person Information **1**
- Passport Information **2**
- Contact Information **3**
- Roles **4**
- Attachments **5**
- Preview & Submit **6**

Passport Information

Passport No*

Passport Issue Date*

Issuing Authority Arabic*

Passport Issue Country*

Passport Type*

Passport Expiry Date*

Issuing Authority English*

20%
IN PROGRESS

UPLOAD DATE : 06/02/2002
NEW PHOTO IS REQUIRED.

Kindly fill the required fields in Contact Information

Person Manage

Contact Information

Mobile Number* Mobile no (from Immigration)

Primary Email* Phone No

PO Box PO Box Emirate

City

Address in UAE*

Abroad Address
(Please provide abroad address here.)

Preferred Language* Instagram Account

Twitter Account Facebook Account

Preferred Contact*
 All Call SMS Email Mail

40% IN PROGRESS

UPLOAD DATE : 06/02/2002
NEW PHOTO IS REQUIRED.

Save And Continue **Exit**

Kindly choose the roles in the Roles page

The screenshot displays a web application window titled "Person Manage". On the left, a vertical navigation menu contains six steps: "Person Information" (1), "Passport Information" (2), "Contact Information" (3), "Roles" (4), "Attachments" (5), and "Preview & Submit" (6). The "Roles" step is currently selected and highlighted in a dark blue color.

The main content area is titled "Roles" and contains the following text and controls:

- A green instruction: "The authorized signatories should match what is listed on the ICA card of the establishment. The authorized signatory must have an active eSign card which will be validated."
- Four radio button options: Business Agent, Owner, Authorized, and Managing Director.
- A prominent red button labeled "Save And Continue".
- A grey button labeled "Exit".

On the right side of the application, there are two panels:

- The top panel shows a circular progress indicator at "0%" with the text "IN PROGRESS" below it.
- The bottom panel shows a blurred image placeholder with the text "UPLOAD DATE : 06/03/2002" and a red error message "NEW PHOTO IS REQUIRED." below it.

Kindly attach all required documents

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
+	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

Save And Continue

80%

IN PROGRESS

UPLOAD DATE : 06/02/2002

NEW PHOTO IS REQUIRED.

You will be redirected to the previous list

The screenshot shows a web application interface for an establishment registration process. The interface is divided into several sections:

- Establishment**: A vertical sidebar on the left contains a progress indicator with 8 steps. Step 5, "Owners List of the E...", is currently active and highlighted in orange.
- Owners List of the Establishment**: The main content area displays a table with columns: Owner Type, Item Number, Owner Name, Nationality, Business Agent, Owner Auth, Managing Director, ESignature, and Action. The table contains one row with a blurred owner name and various checkboxes.
- Attachments**: Below the table, there is a table with columns: Sr.No 1, Description, Min Pages, Max Pages, and Mandatory. It contains one row with "Annex of Partners" as the description, 1 min page, 3 max pages, and "No" for mandatory. A "Scan" button is next to the row.
- Progress and Status**: On the right side, there are two boxes. The top box shows a circular progress indicator at 0% with the text "IN PROGRESS". The bottom box contains an icon of an open book.
- Buttons**: At the bottom right, there is a "Save Attachments" button. At the very bottom, a red bar contains the text "Save And Continue".

Owner Type	Item Number	Owner Name	Nationality	Business Agent	Owner Auth	Managing Director	ESignature	Action
		[Blurred]		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	⋮

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

Kindly add PROs in Add Electronic PRO

Update Express Establishment

Establishment Inform... 1 **Add PRO For Establishment**

Establishment Address... 2

Establishment Contac... 3

Establishment Econom... 4

Owners List of the E... 5

Add Electronic PRO 6

Search By Person Code

PRO List Of the establishment

Person Code	Person Name	Nationality	PRO Card No	Action
XXXXXXXXXX	XXXXXXXXXX	XXXX	XXXX	
XXXXXXXXXX	XXXXXXXXXX	XXXX	XXXX	

Skip And Continue

13%
IN PROGRESS

Kindly fill the required fields in Applicant Information

The screenshot displays a web application interface for updating an express establishment. The main heading is "Update Express Establishment". On the left, a vertical progress bar shows eight steps: 1. Applicant Information (highlighted in green), 2. Establishment Address, 3. Establishment Contact, 4. Establishment Econom, 5. Owners List of the E..., 6. Add Electronic PRO, 7. Applicant Informatio..., and 8. Preview & Submit. The current step, "Applicant Information", is titled "Please, provide the applicant's contact details!". It includes a "Read EIDA" button and several input fields: "Person Name (English)*", "Person Name (Arabic)*", "ID Number*", "ID Type*" (with a dropdown menu showing "National ID Card"), "Mobile Number*", and "Nationality". A red "Save And Continue" button is positioned below these fields. On the right side, there is a progress indicator showing "13% IN PROGRESS" with a circular gauge. Below this is a circular icon of an open book. At the bottom right, a "COMPANY PROFILE" section lists various fields: COMPANY NAME, COMPANY NUMBER, COMPANY LICENSE NO, EMIRATE, CLASSIFICATION, PO BOX, and LABOUR OFFICE, with some values obscured by redaction marks.

Update Express Establishment

Applicant Information [Read EIDA](#)

Please, provide the applicant's contact details!

Person Name (English)*

Person Name (Arabic)*

ID Number* ID Type*
 National ID Card

Mobile Number* Nationality

[Save And Continue](#)

13% IN PROGRESS

COMPANY PROFILE

COMPANY NAME
[REDACTED]

COMPANY NUMBER CLASSIFICATION
[REDACTED] [REDACTED]

COMPANY LICENSE NO PO BOX
[REDACTED] [REDACTED]

EMIRATE LABOUR OFFICE
[REDACTED] [REDACTED]

Kindly preview the transaction and submit

Update Express Establishment

Invoice Transaction Number: **XXXXXXXXXX**

Service Description	Quantity	Unit-Price	Sub-Total
Service Provider commission third category new	1	75.60	75.60
Total Amount			75.60

Send Payment Link to customer ...

[Pay](#) [Go to Home](#)