

XPAT SYSTEM SITE USER GUIDE

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1. INTRODUCTION

Over the past years, the Ministry has analysed the current quota process thoroughly, gathered various data of different works/business activities and held discussions with various stakeholders, in order to streamline the quota process. This update will be one of the key upcoming changes, to establish a new and improved quota process.

The existing quota process requires a certain level of knowledge and expertise on the Xpat system in order to use it. The required documents, permits & licenses, photos etc are not specific and difficult to understand, especially to new users. In addition, it takes around 14 working days for the process to be completed. But often users take a lot more time to obtain a quota as they face a lot of issues, due the system or requirements not being clear. Over time, the Ministry has identified these issues and is currently in the process of addressing these issues.

The new “Site Module” is one of the key updates that are being brought to address the issue. Although sites did exist within the system previously, the changes that are being brought would greatly expand the functions of sites within the Xpat system. This update will include a major change to the data standards (work type/industry/occupation etc) and is expected to increase the clarity, for documents, permits & licenses and other various data collected for the quota process. Additional changes will also be included to further reduce the work that needs to be done to maintain documents within the system.

2. WHAT ARE THE MAIN BENEFITS OF THE SITE UPDATE?

- + Site related services have been further automated, and all related services are provided online via the system
- + Clear requirements for the site & quota process as data standards (work type/Industry/occupation) are updated
- + There will be a new tab called 'Help' introduced to show all the work types implemented with this new update. It will show the work types descriptions and if applicable the related sub work types.
- + Ease of document & information management as only expired / changed documents needs to be updated. Expiry date (if applicable) of documents is shown within the system
- + Tax filing data is obtained from MIRA automatically, hence turnover declaration form will become obsolete (form would be no longer required)
- + Ability to provide information of vehicles owned by the business entity / individual as a capital investment in the system
- + As sites are linked to quotas, most or all data required for quota applications are collected at site level and hence less/no documents required when applying for quota applications
- + Tax filing data is automatically obtained from MIRA, hence turnover declaration form would no longer be required
- + If the site application requires inspection a specific state, "pending inspection" is clearly shown
- + A site state is introduced to make it clear for users to identify the current status and the reason for the state easily
- + If the site application requires inspection, a specific state called "pending inspection" is clearly shown

3. HOW TO OBTAIN A QUOTA AFTER THE NEW SITE UPDATE?

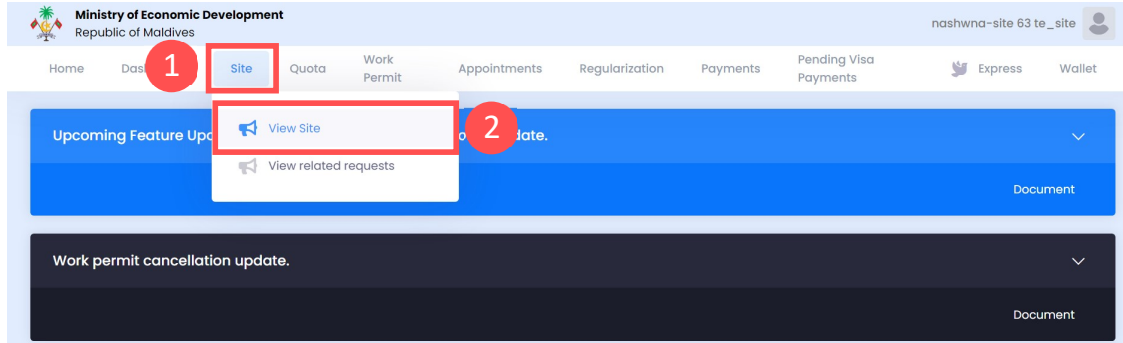
With the new update, you will be first required to get an approval for the work site and then request for a quota to the approved site.

This current process is now divided into 2 processes to increase the clarity for users and accommodate planned future changes to the quota process. These will be informed in the upcoming user guides and updates to the quota process. These changes will provide users with more functions and flexibility in managing the permits easily.

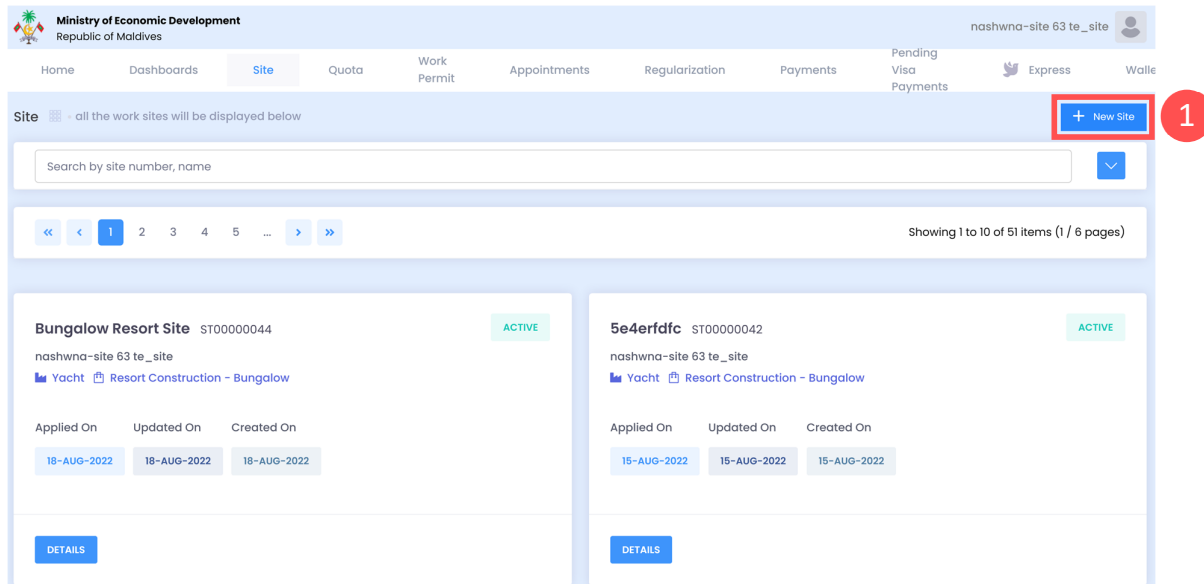


4. HOW TO APPLY A NEW SITE REGISTRATION REQUEST?

Step 1: You can locate the service by logging into <https://xpat.egov.mv> and then going to “View Site” of the site tab as shown below



Step 2: Click the “New Site” creation button to start the registration of a new site in the Xpat system



Step 3: Below site application wizard will be initiated and it will allow you to select the site type, work type, sub work type and if required the related MIRA registered activity number. (Details will be provided below)

The screenshot shows a web application wizard for creating a new site. The interface is titled "Site" and includes a "New Site" button. The wizard consists of seven steps: 1. Work Type, 2. Site Information, 3. Site Attributes, 4. Site Permits, 5. Site Photos, 6. Documents, and 7. Review. Step 1 is currently active. It features two dropdown menus: "Select Site Type" and "Select Work Type". Below the "Select Site Type" dropdown is the text "Please select site type". Below the "Select Work Type" dropdown is the text "Please select work type. To check applicable work type [click here](#)". A blue informational box contains the text: "If the work type you require is not available from the provided options OR if you are unable to find the required work type please contact 1500 or email to xpat@1500help.mv to get assistance". Below this box is a toggle switch labeled "Does not require to be registered at MIRA", which is currently turned off. Another blue informational box contains the text: "In order to determine your eligible quota amount and financial capacity, XPAT system requires data on your tax filing activities for the past 3 fiscal years. You are required to provide a consent to Maldives Inland Revenue Authority (MIRA) to share this information with Ministry of Economic Development (MoED). Consent Status: **Not Consented, cannot proceed**. To provide consent, Login to [MIRA Connect](#) or contact MIRA at 1415 for further information." At the bottom right of the wizard, there are two buttons: "CANCEL" (red) and "NEXT" (blue).

a) SITE TYPE

Site refers to the location/place at which the expatriate workers will be working under the provided work permit. Site type is primarily divided into two major groups, **(1) sites based in a permanent or fixed location** and **(2) sites that do not have a fixed location**. The 2nd type is separated to subgroups for users to easily select the related work type/s.

1. Sites based in a permanent or fixed location

Sites based in a permanent or fixed location is classified under the site type "Address" as these sites have a physical address in a fixed location. Examples: an office space used in a building, a factory building, an agricultural farm etc.

2. Sites that do not have a fixed location

These are work sites that do not have a fixed location and are divided into many subgroups for ease of users. One of the major site types that are included in this type are the different vessels. Example: Safari, Fishing Vessel, Speedboat etc.

FOR THE PURPOSE OF THIS GUIDE, WE WILL ONLY BE GOING THROUGH A SAMPLE SITE TYPE, WORK TYPE & SUB WORK TYPES!

This is a sample site type and work type which will **not** be available in the system, the related information shown are all samples and the actual site type and work types data would differ, and will be based on the user selected site type and work type in the system, but this sample will cover the basics of what you can expect in general from any site type or work type and how you can apply such an application.

Step 4: Select the required site type based on information mentioned in **Step 3** of this guide, for the purpose of guide “Sample Site Type” will be selected.

Site all the work sites will be displayed below + New Site

1 Work Type **2** Site Information **3** Site Attributes **4** Site Permits **5** Site Photos **6** Documents **7** Review

Select Site Type *
Select Site Type
Fishing Vessel
Address
Safari
Sample Site Type **1**
Test site type

Select Work Type *
Select Work Type
Please select work type. To check applicable work type [click here](#)
To find the required work type please contact 1500 or email to xpat@1500help.mv to get

In order to determine your eligible quota amount and financial capacity, XPAT system requires data on your tax filing activities for the past 3 fiscal years. You are required to provide a consent to Maldives Inland Revenue Authority (MIRA) to share this information with Ministry of Economic Development (MoED).

Consent Status: **Not Consented, cannot proceed**
To provide consent, Login to [MIRA Connect](#) or contact MIRA at 1415 for further information.

CANCEL NEXT

b) WORK TYPE

Work type refers to the type of work carried out by the business and is also referred to as business activity. In a site application it refers to the type of work that will be carried out at the work site. The classification used in the Xpat system is prepared by the Ministry of Economic Development and is based on the “The International Standard Industrial Classification of All Economic Activities (ISIC)”, 4th Revision published by the United Nations.

Please ensure the work type selected here during site creation should be the same work type as your quota!

ISIC 4th Revision Document link:

https://unstats.un.org/unsd/publication/seriesm/seriesm_4rev4e.pdf

If you are having any difficulties in finding the work type or sub work type you require, click the blue highlighted “click here” or go to the “Help” menu from the top and click “work type” Alternatively, you can call/chat with our contact center for additional assistance.

Site all the work sites will be displayed below + New Site

1 **Work Type** 2 Site Information 3 Site Attributes 4 Site Permits 5 Site Photos 6 Documents 7 Review

Select Site Type *
Sample Site Type x v
Please select site type

Select Work Type *
Select Work Type v
Please select work type. To check applicable work type: [click here](#)

If the work type you require is not available from the provided options OR if you are unable to find the required work type please contact 1500 or email to xpat@1500help.mv to get assistance

Does not require to be registered at MIRA

In order to determine your eligible quota amount and financial capacity, XPAT system requires data on your tax filing activities for the past 3 fiscal years. You are required to provide a consent to Maldives Inland Revenue Authority (MIRA) to share this information with Ministry of Economic Development (MoED).
Consent Status: **Not Consented, cannot proceed**
To provide consent, Login to [MIRA Connect](#) or contact MIRA at 1415 for further information.

CANCEL NEXT

It will take you to a data table which has all available work types and sub work types with the respective description, related keywords. If a work type is selected, all the sub work types under it can be seen by clicking the “eye” icon as shown below

Home Dashboards Site Quota Work Permit Appointments Regularization Payments Express Wallet **Help**

Work Types all the work types will be displayed below

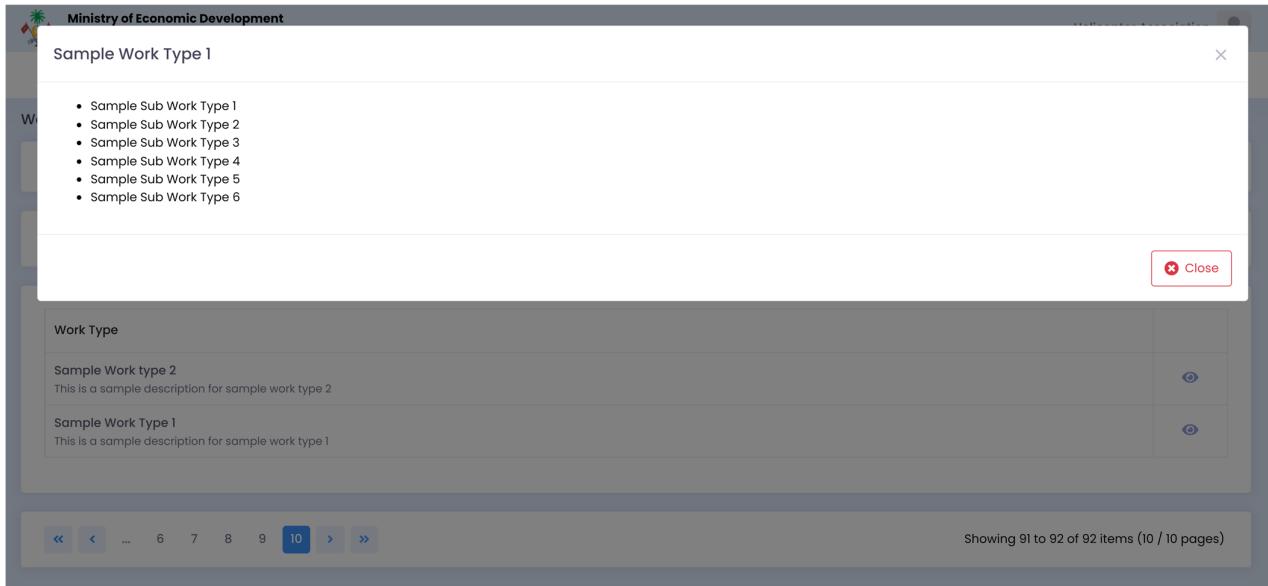
Search by name, description, activity

« < ... 6 7 8 9 10 > » Showing 91 to 92 of 92 items (10 / 10 pages)

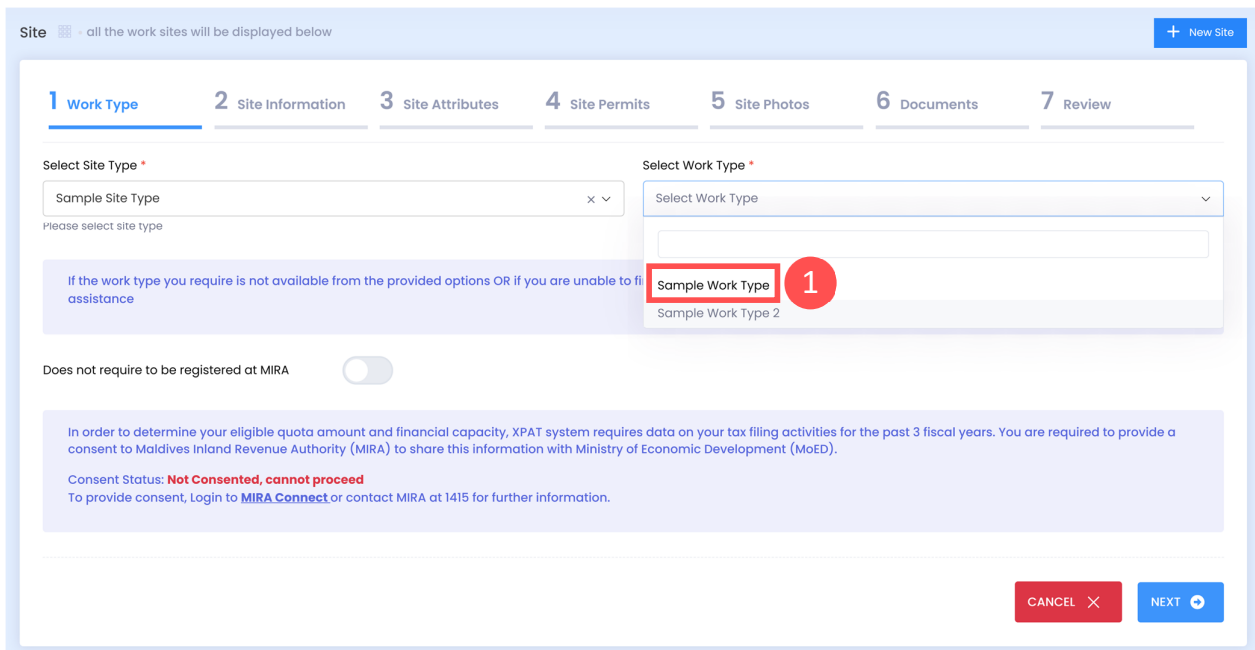
Work Type	
Sample Work type 2 This is a sample description for sample work type 2	
Sample Work Type 1 This is a sample description for sample work type 1	

« < ... 6 7 8 9 10 > » Showing 91 to 92 of 92 items (10 / 10 pages)

View when you click the “eye” icon



Step 5: Select the required work type based on the work that will be carried out at the site, for the purpose of guide “Sample Work Type” will be selected.



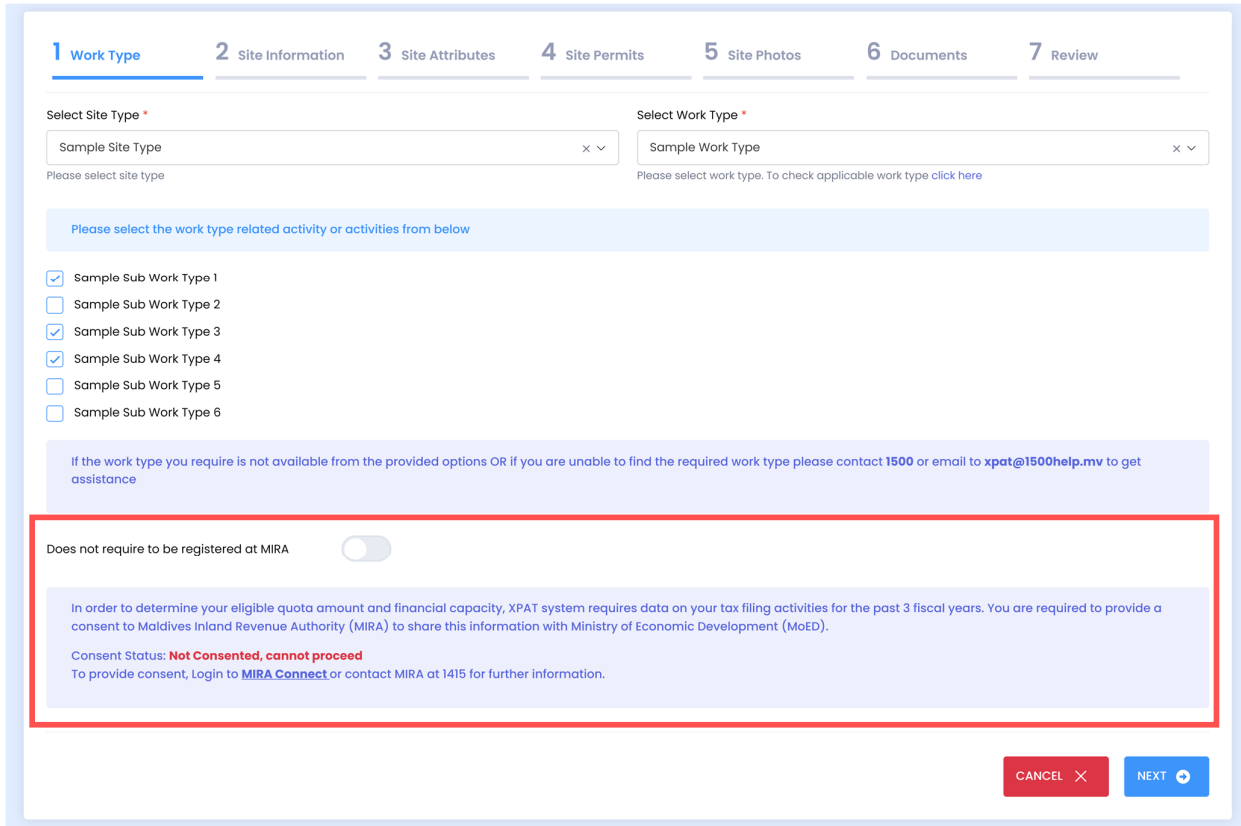
Step 6: Select the required sub work type/s. Here you can either select one or multiple sub work types if you are carrying out multiple activities under the same work type.

c) MIRA FILING DATA SHARING CONSENT

If the selected work type and site requires to be registered at Maldives Inland Revenue Authority (MIRA), employers will be required to provide a consent to MIRA in order to share the data to Ministry of Economic Development (MoED). This consent will provide MoED with any information provided to MIRA via registration forms and/or tax returns and any information regarding the payments and dues to be made to MIRA.

One of the main purposes of this information is to collect data, such as turnover of the company filed to MIRA, without submitting any additional documents in the Xpat system. Hence, removing the need to submit the turnover declaration form with this update.

(picture on next page)



1 Work Type 2 Site Information 3 Site Attributes 4 Site Permits 5 Site Photos 6 Documents 7 Review

Select Site Type * Select Work Type *

Sample Site Type Sample Work Type

Please select site type Please select work type. To check applicable work type [click here](#)

Please select the work type related activity or activities from below

- Sample Sub Work Type 1
- Sample Sub Work Type 2
- Sample Sub Work Type 3
- Sample Sub Work Type 4
- Sample Sub Work Type 5
- Sample Sub Work Type 6

If the work type you require is not available from the provided options OR if you are unable to find the required work type please contact 1500 or email to xpat@1500help.mv to get assistance

Does not require to be registered at MIRA

In order to determine your eligible quota amount and financial capacity, XPAT system requires data on your tax filing activities for the past 3 fiscal years. You are required to provide a consent to Maldives Inland Revenue Authority (MIRA) to share this information with Ministry of Economic Development (MoED).

Consent Status: **Not Consented, cannot proceed**
 To provide consent, Login to [MIRA Connect](#) or contact MIRA at 1415 for further information.

CANCEL NEXT

Note: You can click the **“MIRA Connect”** within the text box in the system to be redirected to the MIRA website to provide consent

Step 7: If the work type selected requires the activity to be registered at MIRA, you are required to provide consent to MIRA to provide data to MoED. If the selected work type does not require the activity to be registered at MIRA go to **Step 8**, if you have already provided the consent skip to **Step 9**

- 1) **Step 7.1:** Go to “Data Sharing” in the MIRA website/portal and locate the data sharing consent for Ministry of Economic Development (it will look like below screenshot)



Ministry of Economic Development

I hereby authorize and give consent to Maldives Inland Revenue Authority (MIRA) to share with the Ministry of Economic Development any information furnished to MIRA by MIRA API Intergration via registration forms and/or tax returns and any information regarding the payments and dues to be made to MIRA as requested by the Ministry of Economic Development.

Consent Status: **Not Consented**

Give Consent

2) Step 7.2: Click on “Give Consent” button

Ministry of Economic Development

I hereby authorize and give consent to Maldives Inland Revenue Authority (MIRA) to share with the Ministry of Economic Development any information furnished to MIRA by MIRA API Intergration via registration forms and/or tax returns and any information regarding the payments and dues to be made to MIRA as requested by the Ministry of Economic Development.

Consent Status: **Not Consented**

Give Consent 1

3) Step 7.3: Click “Proceed” to confirm

Ministry of Economic Development

I hereby authorize and give consent to Maldives Inland Revenue Authority (MIRA) to share with the Ministry of Economic Development any information furnished to MIRA by MIRA API Intergration via registration forms and/or tax returns and any information regarding the payments and dues to be made to MIRA as requested by the Ministry of Economic Development.

Consent Status: **Not Consented**

Give Consent

Give Consent

Are you sure you want to give consent to share data?

1 **Proceed** Cancel

4) Step 7.4: Consent status will be updated to “consent given” as below if consent has been successfully provided.

Ministry of Economic Development

I hereby authorize and give consent to Maldives Inland Revenue Authority (MIRA) to share with the Ministry of Economic Development any information furnished to MIRA by MIRA API Intergration via registration forms and/or tax returns and any information regarding the payments and dues to be made to MIRA as requested by the Ministry of Economic Development.

Consent Status: **Consent Given**

Remove Consent

Note: Removing this consent may block some services in the Xpat system!

Once consent has been provided the site request within the system will appear as below, consent provided status will be shown in the request. Go to **Step 8** if your work type and site requires you to provide an to provide activity number.

Does not require to be registered at MIRA

Activity Number *

Select Activity

In order to determine your eligible quota amount, XPAT requires to view your tax filing activity for the past 3 fiscal years. As you have consented to share this information on MIRA, Ministry of Economic Development (MED) will be able to view any information furnished to MIRA (Maldives Inland Revenue Authority) via API Intergration, through registration forms and/or tax returns and any information regarding the payments and dues to be made to MIRA as requested by MED

Consent Status: **Consented**

CANCEL **NEXT**

Step 8: If the selected work type does not require the activity to be registered at MIRA turn on the “Does not require to be registered at MIRA” toggle and click “Next” to proceed and go to **Step 10**. If the work type selected requires the activity to be registered at MIRA skip this step.

Site - all the work sites will be displayed below + New Site

1 Work Type 2 Site Information 3 Site Attributes 4 Site Permits 5 Site Photos 6 Documents 7 Review

Select Site Type *
Sample Site Type x v
Please select site type

Select Work Type *
Sample Work Type x v
Please select work type. To check applicable work type [click here](#)

Please select the work type related activity or activities from below

- Sample Sub Work Type 1
- Sample Sub Work Type 2
- Sample Sub Work Type 3
- Sample Sub Work Type 4
- Sample Sub Work Type 5
- Sample Sub Work Type 6

If the work type you require is not available from the provided options OR if you are unable to find the required work type please contact 1500 or email to xpat@1500help.mv to get assistance

Does not require to be registered at MIRA **1**

CANCEL x **NEXT** ▶ **2**

Step 9: If the work type selected requires the activity to be registered at MIRA you will be required to select the activity number.

d) MIRA ACTIVITY NUMBER

Here you will be shown all GST/TGST registered activities under the employer in MIRA. The information in the drop down will be in the below format

(GST/TGST Number – Activity Number – Activity Name)

Select the respective sites activity number (the site you are applying for) from the drop down (for this example we will select “Sample MIRA Activity 1”)

(picture in next page)

Does not require to be registered at MIRA

Activity Number *

Select Activity

- 10888888GST501 - 001 - Sample MIRA Activity 1
- 10888888GST501 - 002 - Sample MIRA Activity 2
- 10888888GST501 - 003 - Sample MIRA Activity 3

In order to determine your eligible quota amount, XPAT requires to view your tax filing activity for the past 3 fiscal years. As you have consented to share this information on MIRA, Ministry of Economic Development (MED) will be able to view any information furnished to MIRA (Maldives Inland Revenue Authority) via API Intergration, through registration forms and/or tax returns and any information regarding the payments and dues to be made to MIRA as requested by MED

Consent Status: **Consented**

CANCEL X NEXT +

Step 10: Once all information has been filled, click “Next” to proceed

1 Work Type 2 Site Information 3 Site Attributes 4 Site Permits 5 Site Photos 6 Documents 7 Review

Select Site Type *
Sample Site Type x v
Please select site type

Select Work Type *
Sample Work Type x v
Please select work type. To check applicable work type click here

Please select the work type related activity or activities from below

- Sample Sub Work Type 1
- Sample Sub Work Type 2
- Sample Sub Work Type 3
- Sample Sub Work Type 4
- Sample Sub Work Type 5
- Sample Sub Work Type 6

If the work type you require is not available from the provided options OR if you are unable to find the required work type please contact 1500 or email to xpat@1500help.mv to get assistance

Does not require to be registered at MIRA

Activity Number *

10888888GST501 - 001 - Sample MIRA Activity 1 x v

In order to determine your eligible quota amount, XPAT requires to view your tax filing activity for the past 3 fiscal years. As you have consented to share this information on MIRA, Ministry of Economic Development (MED) will be able to view any information furnished to MIRA (Maldives Inland Revenue Authority) via API Intergration, through registration forms and/or tax returns and any information regarding the payments and dues to be made to MIRA as requested by MED

Consent Status: **Consented**

CANCEL X NEXT +

Step 11: Once you go to the 2nd step of the site application “Site Information” you will be required to provide the name of the site, either the address of the site or the details of the vessel and if applicable the option to provide owned vehicles details. Each segment will be explained separately in the coming steps.

Site all the work sites will be displayed below + New Site

1 Work Type **2** Site Information **3** Site Attributes **4** Site Permits **5** Site Photos **6** Documents **7** Review

Quota Pre-Approval | New Site Request | Ref: SR/2022/264

General

Site Name *

Address

Please provide site location

Address Line 1 * **Address Line 2**

Please provide the address. Eg: Building Name. Eg: 1st Floor, B1.

Road **Post Code**

Please provide road name. Please provide post code.

Island * **Ward**

Please select island. Please select ward / district.

Vessel

Please Provide Vessel Details

Vessel Name * **Registration Number *** **Vessel Type ***

Vehicles + Add Vehicle

Please provide vehicle details

CANCEL ✕ NEXT ➔

Step 12: Enter the name of the site in the application

e) SITE NAME

Site name is the name of the work site or the registered business activity name, not the address name. Example if the site is for a shop and the shop is registered under the business name “Sample New Shop 123” then this will be the name of the site. In the case of vessels, the vessels name in its registration certificate will be the site name.

The screenshot shows a web application interface with a progress bar at the top containing seven steps: 1 Work Type, 2 Site Information, 3 Site Attributes, 4 Site Permits, 5 Site Photos, 6 Documents, and 7 Review. Step 2, 'Site Information', is currently active. Below the progress bar, the text 'Quota Pre-Approval | New Site Request | Ref: SR/2022/264' is visible. The main content area is titled 'General' and contains a 'Site Name' field with a red asterisk. The field contains the text 'Sample New Shop 123'. A red rectangular box highlights the entire field, and a red circle with the number '1' is placed to the right of the field.

Note: If the name of the site is mentioned in any permit that has already been issued ensure the spelling and the name of the site you enter here matches with the permits.

Step 13: If the selected site type requires to add the information of an address, fill the required details. If this field is not displayed in your request, you can skip this step.

f) SITE ADDRESS

Site address is the physical location of a work site. A site address usually consists of, Building Name, Floor number, Road Name, Atoll, Island, District/Ward etc. This information is only shown if you select a site type that requires address information to be provided.

Once you have filled the address information you can proceed to the next step.

The screenshot shows a web application interface for the 'Address' step. At the top, there is a blue banner with the text 'Please provide site location'. Below this, the form is divided into two columns. The left column contains: 'Address Line 1' with a text input field containing 'Sample Address' and a placeholder 'Please provide the address. Eg: Building Name.'; 'Road' with a text input field containing 'Sample Road' and a placeholder 'Please provide road name.'; and 'Island' with a dropdown menu showing 'K. Male' and a placeholder 'Please select island.'. The right column contains: 'Address Line 2' with a text input field containing 'Sample Floor 2' and a placeholder 'Eg: 1st Floor, B1.'; 'Post Code' with a text input field containing '20002' and a placeholder 'Please provide post code.'; and 'Ward' with a dropdown menu showing 'Henveiru' and a placeholder 'Please select ward / district.'.

Step 14: If the selected site type requires to add the information of the vessel, fill the required details. If this field is not displayed in your request, you can skip this step.

g) VESSEL DETAILS

Based on the selected site type you may be required to provide the details of the vessel. The site name will be the vessel name in such cases (updating the vessel name will update the site name and vice versa). The selectable vessels are based on the vessels that can be registered in the Maldives. Any related permits or documents will be required to be updated in the permits and licenses section as the vessel itself is the site.

The screenshot shows a form titled "Vessel" with a sub-header "Please Provide Vessel Details". A red box labeled "1" highlights the "Vessel Name" and "Registration Number" input fields. A red box labeled "2" highlights the "Vessel Type" dropdown menu, which is open and shows options: Speedboat, Boat, Oil barge, Tugboat, Safari, Bareboat, and Yatch.

Once you entered the vessel name and registration number as on its registration certificate and have selected the respective vessel type you can proceed to the next step. (in this sample we will be taking "safari")

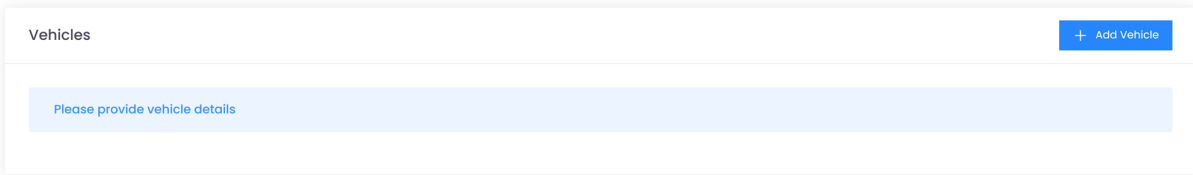
The screenshot shows the same "Vessel" form with the fields filled out. The "Vessel Name" field contains "Sample Vessel Name", the "Registration Number" field contains "C-0123456789", and the "Vessel Type" dropdown is set to "Safari".

Step 15: If the requested site or work type has vehicles that will be used for the respective work type / site then you can add the vehicles. If you do not require to add any vehicles, you can skip this step.

h) VEHICLE DETAILS

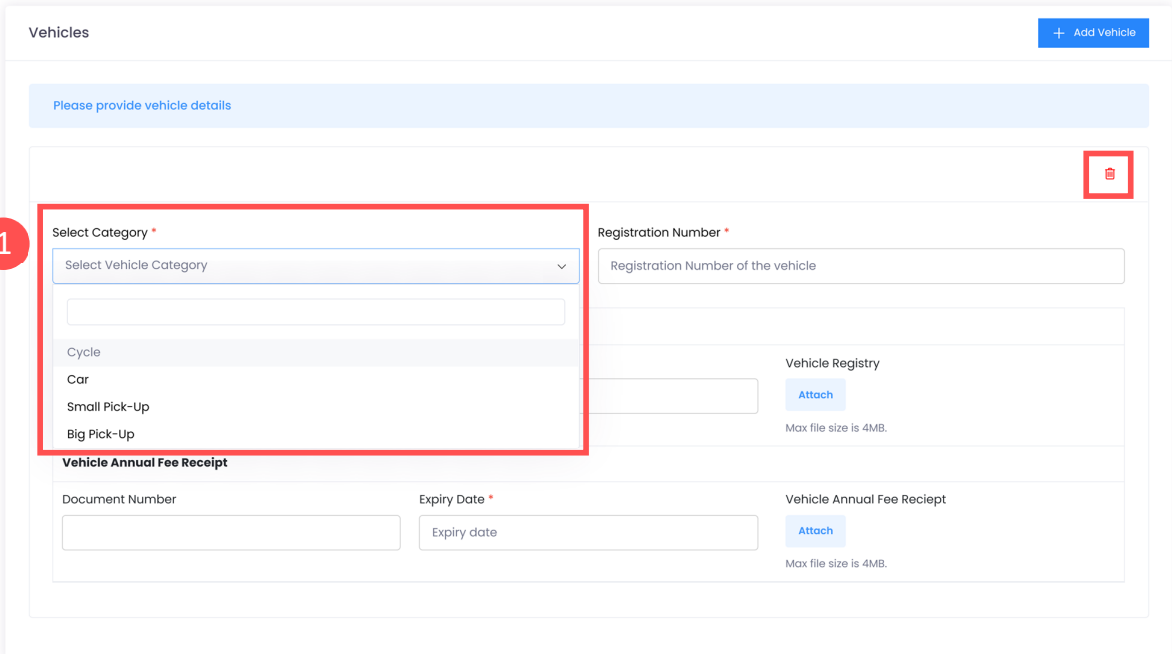
Vehicles used for a specific work type can be added while submitting a site request. Vehicle category is based on the types of vehicles you can register in the Maldives. This function is provided so that adding vehicles can be done together with adding a site. At a later date, in the coming updates users will be provided with the function to add and manage vehicles more easily and independently. Vehicle data is now recorded to allow users to manage their vehicles easily and to take into consideration these capital investments of the employer in deciding the eligible quota amount.

Step 15.1: Click “Add Vehicle” to create a vehicle addition (you can create multiple additions/add multiple vehicles by clicking the button)



Step 15.2: Select the Vehicle Category. (a few samples are set in the dropdown)

Note: you can click the “dustbin” icon if you want to delete the vehicle addition request



Step 15.3: Fill the other required information of the vehicle and related documents information. Then upload the required documents and proceed to the next step.

The screenshot shows a web form titled 'Vehicles' with a '+ Add Vehicle' button in the top right. Below the title is a light blue instruction bar: 'Please provide vehicle details'. The form contains several input fields and sections:

- Registration Number:** A text input field containing 'REGPICKUPI23', highlighted with a red box and a red circle with the number '1'.
- Vehicle Registry:** A section containing two sub-sections:
 - Vehicle Registry (top):** Contains 'Document Number' (REG12) and 'Issued Date' (10-Aug-2022). This entire section is highlighted with a red box and a red circle with the number '2'.
 - Vehicle Annual Fee Receipt (bottom):** Contains 'Document Number' (Doc123) and 'Expiry Date' (10-Aug-2023). This section is also highlighted with a red box and a red circle with the number '2'.
- Document Uploads:** On the right side, there are two upload boxes:
 - Vehicle Registry:** Shows 'sample document.bmp' with a 'Max file size is 4MB.' label. This box is highlighted with a red box and a red circle with the number '3'.
 - Vehicle Annual Fee Receipt:** Shows 'sample document.bmp' with a 'Max file size is 4MB.' label. This box is also highlighted with a red box and a red circle with the number '3'.

Step 16: Once all the details in step 2 “site information” has been completed press the “Next” button to proceed to the next step of the application “site attributes”

Step 17: Answer the questions or information (site attributes) related to the selected work type (for the purpose of this guide sample attributes were set)

i) SITE ATTRIBUTES

Site attributes are the various information related to the selected work type. This may come in the form of a yes or no question or providing a numerical value (whole number or decimal value). Example: How many floors are being constructed?, what is the total area of the kitchen in square feet?, Is this a new start up? Etc. This is a part of data collected to identify the eligible quota amount. Attributes set for each work type will differ based on the work.

Step 17.1: Once you answer a question/fill the required information based on your answer additional questions/information may appear to be answered

Additional Information

You have selected **Sample Site Type** as Site Type, and **Sample Work Type** as Work Type. Please provide these additional information regarding your new site

Name	Value
Is this a question *	<input type="radio"/> Yes <input type="radio"/> No

When you enter an answer a “green checkmark” will appear in a few seconds confirming the system has accepted the submitted answer, then if any additional questions or information is required to be answered it will automatically appear as shown below.

Additional Information

You have selected **Sample Site Type** as Site Type, and **Sample Work Type** as Work Type. Please provide these additional information regarding your new site

Name	Value
Is this a question *	<input checked="" type="radio"/> Yes <input type="radio"/> No ✔
Can enter a whole number / Integer *	<input type="text"/>
Can enter a decimal value *	<input type="text"/>

Step 17.2: Once all questions / information has been answered and you are able to see the “green checkmark” on all, you can click “Next” to proceed to the next step of the application

1 Work Type
2 Site Information
3 Site Attributes
4 Site Permits
5 Site Photos
6 Documents
7 Review

Quota Pre-Approval | New Site Request | Ref: SR/2022/264

Sample Work Type

Attributes

You have selected **Sample Site Type** as Site Type, and **Sample Work Type** as Work Type. Please provide these additional information regarding your new site

Name	Value
Is this a question *	<input checked="" type="radio"/> Yes <input type="radio"/> No ✔
Can enter a whole number / Integer *	<input type="text" value="20"/> ✔
Can enter a decimal value *	<input type="text" value="13.55"/> ✔

Sample Sub Work Type 1

Attributes

You have selected **Sample Site Type** as Site Type, and **Sample Sub Work Type 1** as Work Type. Please provide these additional information regarding your new site

Name	Value	
Number of shifts *	<input type="text" value="2"/>	✓
Area of space used for Kitchen (SQM) *	<input type="text" value="1000"/>	✓

Sample Sub Work Type 3

Attributes

You have selected **Sample Site Type** as Site Type, and **Sample Sub Work Type 3** as Work Type. Please provide these additional information regarding your new site

Name	Value	
No. of Floors *	<input type="text" value="6"/>	✓
No. of Days to complete *	<input type="text" value="300"/>	✓

Sample Sub Work Type 4

Attributes

You have selected **Sample Site Type** as Site Type, and **Sample Sub Work Type 4** as Work Type. Please provide these additional information regarding your new site

Name	Value	
Is this a start up? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	✓
No. of Chairs *	<input type="text" value="50"/>	✓

CANCEL ✕ NEXT ➔

1

Additional Information:

- Attributes for each work type is subject to change and hence may differ in the future.
- Additional attribute types may also be added in the future.
- If any information / question you are answering involves an information which is in a permit, please ensure that the attributes information matches with those in the permit or any relevant document
- If any information in the attributes does **not** match, even if due to a typing mistake, the application **will be incompletd** for the user to amend and resubmit

Step 18: Fill if any information of the permits is required and upload the respective permits. Once completed click “Next” to proceed to the next step of the application.

j) PERMITS & LICENSES

These are permits or licenses taken for a specific work type and would differ for each work type. This group includes registrations as well. Permits and Licenses are collected separately now as this would clearly show any required permits or license for the work type prior to application submission, allow the system to notify the users if the permit requires to be renewed or if expired and allow users to update individual permits, without the need to upload/submit all previously submitted information and documents.

Sample permits name and descriptions are used for the purpose of this guide.

(picture in next page)

1 Work Type 2 Site Information 3 Site Attributes **4 Site Permits** 5 Site Photos 6 Documents 7 Review

Quota Pre-Approval | New Site Request | Ref: SR/2022/264

Permit & Licenses

Please provide permits of the site

Name	Document Info	Document
Sample Permit 1 * This is a sample permit description		Additional Supporting Document * sample document.bmp × Max file size is 4MB.
Sample Permit 2 * This is a sample permit description	Document Number * SamplePermit2	Additional Supporting Document * sample document.bmp × Max file size is 4MB.
Sample Permit 3 * This is a sample permit description	Issued Date * 10-Aug-2022	Additional Supporting Document * sample document.bmp × Max file size is 4MB.
Sample Permit 4 * This is a sample permit description	Expiry Date * 10-Aug-2023	Additional Supporting Document * sample document.bmp × Max file size is 4MB.
Sample Permit 5 * This is a sample permit description	Issued Date * Expiry Date * 10-Aug-2022 10-Aug-2023	Additional Supporting Document * sample document.bmp × Max file size is 4MB.
Sample Permit 6 * This is a sample permit description	Document Number * SamplePermit6 Issued Date * Expiry Date * 10-Aug-2022 10-Aug-2023	Additional Supporting Document * sample document.bmp × Max file size is 4MB.

CANCEL ×
NEXT →

Additional Information:

- One or more following information of a permit or license maybe collected in addition to the document
 - Document number (permit or license number)
 - Issued Date (date of permit or license issuance)
 - Expiry Date (Expiring date of permit or license)
- Permits required for a work type is subject to change overtime and would differ based on selected site and work type
- You will be required to update if a permit;
 - Expires
 - Permit is re-issued from the respective authority

Step 19: Upload the required photos for the work site and click “Next” to proceed to the next step of the application.

k) SITE PHOTO

Site photos are the required pictures of the work site. The type of photo required for each work type will differ. Site photos are categorized into 3 main groups, which is, site interior photos, site exterior photos and site name board photos. Site photos have a fixed validity of 2 years from the date of the site being approved.

1 Work Type 2 Site Information 3 Site Attributes 4 Site Permits **5 Site Photos** 6 Documents 7 Review

Quota Pre-Approval | New Site Request | Ref: SR/2022/264

Sample Work Type

Description	Document
This is a sample description for site nameboard photo * Nameboard	Site Photo - Nameboard * sample photo.jpg × Max file size is 4MB.
This is a sample description for site interior photo * Interior	Site Photo - Interior sample photo.jpg × Max file size is 4MB.
This is a sample description for site exterior photo * Exterior	Site Photo - Exterior * sample photo.jpg × Max file size is 4MB.

Sample Sub Work Type 1

Description	Document
This is a sample description for site nameboard photo * Nameboard	Site Photo - Nameboard * sample photo.jpg × Max file size is 4MB.
This is a sample description for site interior photo * Interior	Site Photo - Interior sample photo.jpg × Max file size is 4MB.
This is a sample description for site exterior photo * Exterior	Site Photo - Exterior * sample photo.jpg × Max file size is 4MB.

Sample Sub Work Type 3

Description

This is a sample description for site nameboard photo *

Nameboard

This is a sample description for site interior photo *

Interior

Document

Site Photo - Nameboard *

sample photo.jpg ×

Max file size is 4MB.

Site Photo - Interior

sample photo.jpg ×

Max file size is 4MB.

Sample Sub Work Type 4

Description

This is a sample description for site nameboard photo *

Nameboard

This is a sample description for site exterior photo *

Exterior

Document

Site Photo - Nameboard *

sample photo.jpg ×

Max file size is 4MB.

Site Photo - Exterior *

sample photo.jpg ×

Max file size is 4MB.

CANCEL × NEXT →

Step 20: Upload any required general documents and click “Next” to proceed.

I) GENERAL DOCUMENTS

These are generally documents that are taken for the site only once. Which often does not require to be renewed or updated later. General document for each work type can differ. You will be given the option to submit an optional supporting document, if you want to add a document to provide further clarification or information.

1 Work Type 2 Site Information 3 Site Attributes 4 Site Permits 5 Site Photos 6 Documents 7 Review

Quota Pre-Approval | New Site Request | Ref: SR/2022/264

Please upload all the required documents.

Upload Documents

Document Type

Sample Document *

Sample Document Description

Sample Optional Document

Sample Optional Document Description

Upload document

sample document.bmp ×

Max file size is 4MB.

sample document.bmp ×

Max file size is 4MB.

CANCEL × NEXT →

Step 21: Review your application, make any amendments if required and then submit the application. (Review application cropped for ease of view – next 2 pages)

1 Work Type
2 Site Information
3 Site Attributes
4 Site Permits
5 Site Photos
6 Documents
7 Review

Quota Pre-Approval | New Site Request | Ref: SR/2022/264

Displayed below are the details of your application. Before submitting the application please make sure all the information is correct.

Site Information

Address	Sample Address, Sample Floor 2, Sample Road,		
Name	Registration Number	Type	
Sample Vessel Name	C-0123456789	Safari	

Vehicle Information

Type	Registration Number	Document
Small Pick-Up	REGPICKUP123	<ul style="list-style-type: none"> • Vehicle Registry - Vehicle Registry Document Number : REG12 Issued Date : 10-Aug-2022 • Vehicle Annual Fee Receipt - Vehicle Annual Fee Receipt Document Number : Doc123 Expiry Date : 10-Aug-2023

Sample Sub Work Type 1

Photos

Description	Document
This is a sample description for site nameboard photo	sample photo.jpg - Nameboard
This is a sample description for site interior photo	sample photo.jpg - Interior
This is a sample description for site exterior photo	sample photo.jpg - Exterior

Site Attributes

Name	Value
Number of shifts	2
Area of space used for Kitchen	1000

Sample Sub Work Type 3

Photos

Description	Document
This is a sample description for site nameboard photo	sample photo.jpg - Nameboard
This is a sample description for site interior photo	sample photo.jpg - Interior

Site Attributes

Name	Value
No. of Floors	6
No. of Days to complete	300

Sample Sub Work Type 4

Photos

Description	Document
This is a sample description for site nameboard photo	sample photo.jpg - Nameboard
This is a sample description for site exterior photo	sample photo.jpg - Exterior

Site Attributes

Name	Value
Is this a start up?	Yes
No. of Chairs	50

Sample Work Type

Photos

Description	Document
This is a sample description for site nameboard photo	sample photo.jpg - Nameboard
This is a sample description for site nameboard photo	sample photo.jpg - Interior
This is a sample description for site exterior photo	sample photo.jpg - Exterior

Site Attributes

Name	Value
Can enter a whole number / Integer	20
Can enter a decimal value	13.55
Is this a question	Yes

Permits / Registration

Permit	Registration Number	Issued Date	Expiry Date	Document
Sample Permit 1		-	-	sample document.bmp
Sample Permit 2	SamplePermit2	-	-	sample document.bmp
Sample Permit 3		10-Aug-2022	-	sample document.bmp
Sample Permit 4		-	10-Aug-2023	sample document.bmp
Sample Permit 5		10-Aug-2022	10-Aug-2023	sample document.bmp
Sample Permit 6	SamplePermit6	10-Aug-2022	10-Aug-2023	sample document.bmp

Documents

 Sample Document - sample document.bmp (01-Oct-2022) 📄
 Sample Optional Document - sample document.bmp (01-Oct-2022) 📄

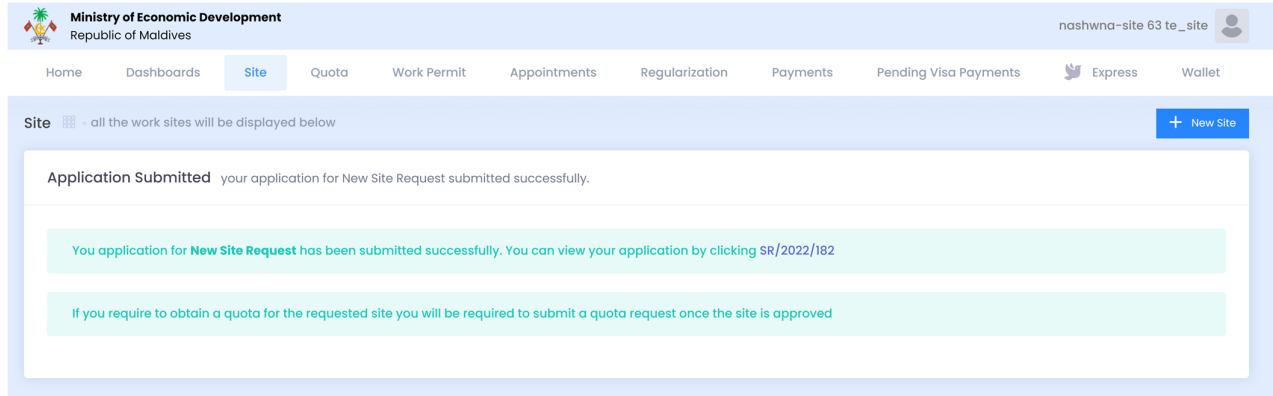
CANCEL ✕

SUBMIT ✓

1

Note: You can click on any step if the application wizard (numbers at the top of the application) to go back to a previous step and make amendments.

Once you submit the request you will see the below notification.



The screenshot shows the user interface of the Ministry of Economic Development website. At the top, there is a navigation bar with the logo and name of the Ministry, and a user profile icon labeled 'nashwna-site 63 te_site'. Below the navigation bar, there is a menu with options: Home, Dashboards, Site (highlighted), Quota, Work Permit, Appointments, Regularization, Payments, Pending Visa Payments, Express, and Wallet. The main content area displays a notification titled 'Application Submitted' with the message 'your application for New Site Request submitted successfully.' Below this, there are two green callout boxes: the first says 'You application for New Site Request has been submitted successfully. You can view your application by clicking [SR/2022/182](#)' and the second says 'If you require to obtain a quota for the requested site you will be required to submit a quota request once the site is approved'. A '+ New Site' button is visible in the top right corner of the notification area.

It shows the submitted requests reference number (SR/YYYY/XXXX) and informs you that you will require to apply for a quota if required separately, that is via a new quota request.

5. HOW TO LOCATE A SUBMITTED REQUEST?

Step 1: Go to “View related requests” of the site tab as shown below

The screenshot shows the Ministry of Economic Development website interface. The 'Site' tab is highlighted with a red circle and the number '1'. Below the navigation bar, the 'View related requests' button is highlighted with a red circle and the number '2'. The main content area displays a list of site-related requests, with the first request (SR/2022/264) highlighted by a red box. The request details include: Site Name: Sample Vessel Name, Site Type: Sample Site Type, Work Type: Sample Work Type, Application Date: 01-Oct-2022, Updated Date: 01-Oct-2022, and Submitted Date: 01-Oct-2022. The status is 'PENDING VERIFICATION'. Other requests shown include SR/2022/263 (INCOMPLETE) and SPHU/2022/59 (PENDING VERIFICATION).

The most recent application will always appear here.

As the applications are sorted in chronological order.

Step 2: Select from the available options to do a more specific search

The screenshot shows the search filters for site-related requests. The search bar is highlighted with a red circle and the number '1'. Below the search bar, the 'Select Request Type' dropdown menu is highlighted with a red circle and the number '2'. The 'Submitted From Date' and 'Submitted To Date' fields are also highlighted with a red circle and the number '3'. The 'Search' button is highlighted with a red circle and the number '1'. The main content area displays a list of site-related requests, with the first request (SR/2022/264) highlighted by a red box. The request details include: Site Name: Sample Vessel Name, Site Type: Sample Site Type, Work Type: Sample Work Type, Application Date: 01-Oct-2022, Updated Date: 01-Oct-2022, and Submitted Date: 01-Oct-2022. The status is 'PENDING VERIFICATION'. Other requests shown include SR/2022/263 (INCOMPLETE) and SPHU/2022/59 (PENDING VERIFICATION).

Note: You can type the reference number which is in the format SR/YYYY/XXXX in the top search bar to find a specific request.

Step 3: Click the “view details” button to see additional details of the request

The screenshot displays the 'Site Related Requests' interface. At the top, there is a search bar containing 'SR/2022/264'. Below the search bar, there are several filter options: 'Select Request Type' (set to 'New Site Request'), 'Submitted From Date' (set to '30-Sep-2022'), 'Submitted To Date' (set to '02-Oct-2022'), and 'Select Request State' (set to 'Select State'). There are 'Clear' and 'Search' buttons below the filters. The main content area shows a list of requests, with one card for 'SR/2022/264' highlighted. The card has a 'PENDING VERIFICATION' status and lists details: 'New Site Request', 'Site Name: Sample Vessel Name', 'Site Type: Sample Site Type', 'Work Type: Sample Work Type', 'Application Date: 01-Oct-2022', 'Updated Date: 01-Oct-2022', and 'Submitted Date: 01-Oct-2022'. A 'View Details' button with an external link icon is located at the bottom of the card, highlighted with a red box and a red circle containing the number '1'. The interface also includes pagination controls and 'Showing 1 to 1 of 1 items (1 / 1 pages)' text.

6. WHAT HAPPENS AFTER SUBMISSION OF THE REQUEST?

Once the request is submitted it will require;

1. A **verification** of the site request by the Ministry

The screenshot shows a web interface for 'Requests'. The navigation bar includes Home, Dashboards, Site, Quota, Work Permit, Appointments, Regularization, Payments, Express, Wallet, and Help. The 'Requests' section is active, showing a 'Summary' tab. The main content area displays a request card for 'SR/2022/264 - New Site Request' by 'Helicopter Association'. The status is 'Pending Verification'. Below the status, there are four key dates: Submitted On (01-Oct-2022), Created On (01-Oct-2022), and Last Update On (01-Oct-2022). A 'Site Details' table is visible below, with fields for Site Name, Site Type, Work Type, and Address. At the bottom, there is a 'Mira' section with a 'Mira Activity' table.

Site Name	Sample Vessel Name
Site Type	Sample Site Type
Work Type	Sample Work Type
Address	Sample Address,Sample Floor 2,Sample Road,

2. An **Inspection** of the work site by the Ministry (in some cases)

This screenshot is similar to the previous one, showing the 'Requests' page for 'SR/2022/264 - New Site Request'. However, the status has changed to 'Pending Inspection'. The dates for Submitted On, Created On, and Last Update On remain the same (01-Oct-2022). The 'Site Details' table and 'Mira' section are also present.

3. An **Approval** of the site request by the Ministry

Requests

Summary

R SR/2022/264 - New Site Request
Helicopter Association

Status Pending Approval	Submitted On 01-Oct-2022	Created On 01-Oct-2022	Last Update On 01-Oct-2022
----------------------------	-----------------------------	---------------------------	-------------------------------

Approved site request

Requests

Summary

R SR/2022/264 - New Site Request
Helicopter Association

Status Approved	Submitted On 01-Oct-2022	Created On 01-Oct-2022	Last Update On 01-Oct-2022
--------------------	-----------------------------	---------------------------	-------------------------------

7. HOW TO FILTER APPROVED SITES?

Step 1: Go to “View Site” of the site tab as shown below

The screenshot shows the user interface of the Ministry of Economic Development website. The 'Site' tab is highlighted with a red box and a red circle with the number 1. Below the navigation bar, the 'View Site' button is highlighted with a red box and a red circle with the number 2. The main content area displays a list of sites, with the first site, 'Sample Vessel Name ST00000054', highlighted with a red box. The site details include the Helicopter Association, Sample Site Type, Sample Work Type, and Sample Site Type. The Applied On, Updated On, and Created On dates are all 01-OCT-2022. A 'DETAILS' button is visible below the site information.

The most recently approved site will always appear here. As the sites are sorted in chronological order.

Step 2: Select from the available options to do a more specific search

The screenshot shows the search filters section of the website. The search filters are highlighted with a red box and a red circle with the number 2. The filters include a search bar, Select Site Type, Select Work Type, Site State, Approved From Date, and Approved To Date. The search button is highlighted with a red box and a red circle with the number 3. The search results are shown below, with the first site, 'Sample Vessel Name ST00000054', highlighted with a red box. The site details include the Helicopter Association, Sample Site Type, Sample Work Type, and Sample Site Type. The Applied On, Updated On, and Created On dates are all 01-OCT-2022. A 'DETAILS' button is visible below the site information.

Step 3: Click the “details” button to see additional details of the site and access the site related functions

Site all the work sites will be displayed below + New Site

ST00000054

Select Site Type: Sample Site Type x v | Select Work Type: Sample Work Type x v

Site State: Active x v

Approved From Date: 28-Sep-2022 | Approved To Date: 03-Oct-2022

Showing 1 to 1 of 1 items (1 / 1 pages)

Sample Vessel Name ST00000054 ACTIVE

Helicopter Association

[Sample Site Type](#) [Sample Work Type](#) [Sample Site Type](#)

Applied On: 01-OCT-2022 | Updated On: 01-OCT-2022 | Created On: 01-OCT-2022

1

Showing 1 to 1 of 1 items (1 / 1 pages)

Below is the details view of an approved site. The highlighted box shows the functions and views available under the site.

Home Dashboards **Site** Quota Work Permit Appointments Regularization Payments Express Wallet Help

Sample Vessel Name ST00000054 Site

Summary Attributes Permits & Licenses Vehicles Photos Name Change Quotas Workpermits Documents

Sample Vessel Name ST00000054

Site Type: Sample Site Type

Address: H. Sample Address, Sample Floor 2, Sample Road, K. Male, Maldives

Work Type: Sample Work Type

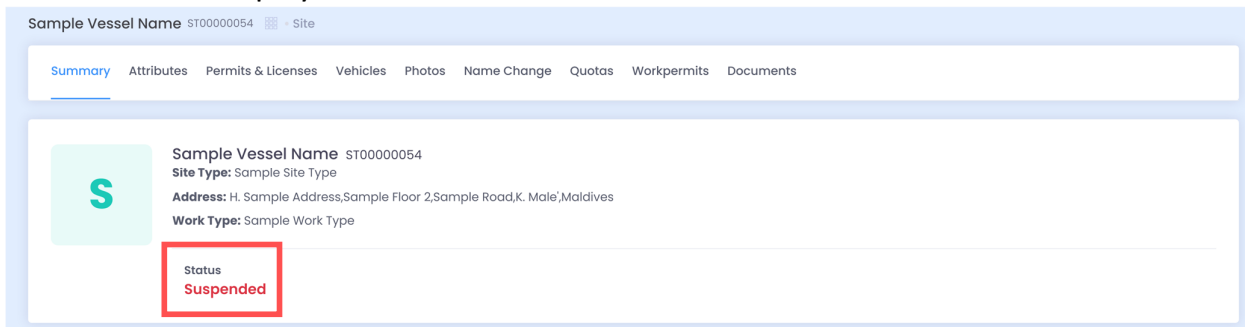
Status: **Active**

Work Types displayed below are the worktypes related to this Site

Main Work Type	Sample Work Type
Sub Types	
	Sample Sub Work Type 3
	Sample Sub Work Type 1
	Sample Sub Work Type 4

8. WHAT ARE THE DIFFERENT STATES OF A SITE?

Site states are displayed within the site.



a) Active State

- Active state refers to a site state where all the current mandatory requirements of the site are met
- Work permit holders are allowed to work at the site
- No restrictions are applied in this state

b) Pending Site Clearance State

- Employer is required to clear the site, that is move/change/cancel the work permits under the site
- Work permit holders are NOT allowed to work at the site
- Restrictions are applied in this state such as, no additional work permits will be issued to the site

c) Suspended State

- Employer is required to address the respective reason that led to this state, such as updating permits & license, other documents etc
- Work permit holders are NOT allowed to work at the site
- Restrictions are applied in this state such as, no additional work permits will be issued to the site

d) In-Active State

- The work at the site has ended/site has been closed and no work permits are issued to the site
- Work permit holders are NOT allowed to work at the site
- Restrictions are applied in this state such as, no additional work permits will be issued to the site

9. HOW TO UPDATE THE SITE ATTRIBUTES?

Step 1: Go to the details of the site and click “Attributes” to see the below view. Click “New Request” to start a request to update site attributes.

Sample Vessel Name ST00000054 Site

1 [Attributes](#) Permits & Licenses Vehicles Photos Name Change Quotas Workpermits Documents

S Sample Vessel Name ST00000054
 Site Type: Sample Site Type
 Address: H. Sample Address,Sample Floor 2,Sample Road,K. Male',Maldives
 Work Type: Sample Work Type

Status
Active

Attributes displayed below are the site work type attributes

Sample Work Type

Attributes

Work Type Attributes

Name	Value
Is this a question	true
Can enter a decimal value	15.5
Can enter a whole number / Integer	12

Sample Sub Work Type 3

Attributes

Work Type Attributes

Name	Value
No. of Days to complete	300
No. of Floors	12

Requests displayed are requests are linked to this site

[+ New Request](#) 2

Search:

Request #	Submitted Date	State
No data available in table		

< 1 >

Note: If a new attribute is required after the site has been approved it will be shown within the attributes list

Step 2: Go to the site attributes application created and update the required attributes. You can update one or multiple work types attributes as required. Once updated, click “Next” to proceed.

The screenshot shows a web interface for updating site attributes. At the top, there are two tabs: '1 Update Attributes' and '2 Review'. Below the tabs is a yellow warning banner: 'If any site permits/licenses or site photos requires to be updated due to the change in site attributes please submit the respective request to update the related information.' The main content area is divided into two sections: 'Sample Work Type' and 'Sample Sub Work Type 3'. Each section has an 'Attributes' list. A red box highlights the attribute input fields in both sections, with a red circle '1' next to it. At the bottom right, there are 'CANCEL' and 'NEXT' buttons, with a red circle '2' next to the 'NEXT' button.

Name	Value	Status
Can enter a whole number / integer *	56	✓
Can enter a decimal value *	38.76	✓
Is this a question *	<input checked="" type="radio"/> Yes <input type="radio"/> No	✓

Name	Value	Status
No. of Floors *	12	✓
No. of Days to complete *	560	

Note: Some attributes are shown based on the answer given to another attribute. So new attributes may load as you answer them.

Step 3: Review the application and click “submit” button to submit the request.

1 Update Attributes
2 Review

Update Site Attribute | Update Site Attributes | Ref: SAU/2022/50

If any site permits/licenses or site photos requires to be updated due to the change in site attributes please submit the respective request to update the related information

Displayed below are the details of your application. Before submitting the application please make sure all the information is correct.

Site Attributes

Sample Work Type

Attributes

Name	Previous	New
Can enter a whole number / integer	12	56
Can enter a decimal value	15.5	38.76
Is this a question	true	true

Sample Sub Work Type 3

Attributes

Name	Previous	New
No. of Floors	12	12
No. of Days to complete	300	560

CANCEL

×

SUBMIT

1

Step 4: Once submitted the applications will require verification & approval from the Ministry. If incompleted user must amend and submit the request. Details of the application will appear on the below table, or you can refer to **Point 5** of this guide.

Requests + New Request

displayed are requests are linked to this site

Search:

Request #	Submitted Date	State	
SPHU/2022/60	01-Oct-2022	Pending Verification	

< 1 >

10. HOW TO UPDATE THE SITE PERMITS & LICENSES?

Step 1: Go to the details of the site and click “permits & licenses” to see the below view. Click “New Request” to start a request to update permits & licenses.

Sample Vessel Name ST00000054 Site

Summary Attributes **Permits & Licenses** Photos Name Change Quotas Workpermits Documents

S Sample Vessel Name ST00000054
 Site Type: Sample Site Type
 Address: H. Sample Address,Sample Floor 2,Sample Road,K. Male,Maldives
 Work Type: Sample Work Type

Status
Active

Site Type Permits displayed below are the permits uploaded for the site type

Description	Details	Document
Sample Permit 1 This is a sample permit description		sample document.bmp
Sample Permit 2 This is a sample permit description	Registration : SamplePermit2	sample document.bmp
Sample Permit 3 This is a sample permit description	Issued : 10-Aug-2022	sample document.bmp
Sample Permit 4 This is a sample permit description	Expiry : 10-Aug-2023	sample document.bmp
Sample Permit 5 This is a sample permit description	Issued : 10-Aug-2022 Expiry : 10-Aug-2023	sample document.bmp
Sample Permit 6 This is a sample permit description	Registration : SamplePermit6 Issued : 10-Aug-2022 Expiry : 10-Aug-2023	sample document.bmp
Test permit 123 This is a test document		New Permit/License required

Requests displayed are requests are linked to this site

[+ New Request](#)

Search:

Request #	Submitted Date	State
No data available in table		

Note: If a new permit or license is required after the site has been approved it will be shown within the permits table, as seen above.

Step 2: Go to the permits & licenses application created and update the required permits. You can update one or multiple permits as required. (From the 3 permits in the site only 2 is updated in this request as an example). Once the new details and the new permits & licenses documents have been uploaded, click “Next” to proceed.

1 Update Permits
2 Review

Update Site Permits | Update Site Permits | Ref: SPU/2022/76

If any site attribute or site photos or site name requires to be updated due to the change in site permits/licenses please submit the respective request to update the related information

Please provide permits of the site

Name	Previous Document	New Document
Sample Permit 5 * This is a sample permit description	Issued Date 10-Aug-2022 Expiry Date 10-Aug-2023 - sample document.bmp	Issued Date * <input type="text" value="Issued Date"/> Expiry Date * <input type="text" value="Expiry Date"/> Sample Permit 5 * <input type="button" value="Attach"/> Max file size is 4MB.
Sample Permit 6 * This is a sample permit description	Document Number SamplePermit6 Issued Date 10-Aug-2022 Expiry Date 10-Aug-2023 - sample document.bmp	Document Number * <input type="text" value="NewDoc123"/> Issued Date * <input type="text" value="30-Sep-2022"/> Expiry Date * <input type="text" value="31-Oct-2023"/> Sample Permit 6 * <input type="text" value="sample document.bmp"/> × Max file size is 4MB.
Test permit 123 * This is a test document	New Permit/License required	supporting document * <input type="text" value="sample document.bmp"/> × Max file size is 4MB.

1

2

Step 3: Review the application and click “submit” button to submit the request.

1 Update Permits
2 Review

Update Site Permits | Update Site Permits | Ref: SPU/2022/76

If any site attribute or site photos or site name requires to be updated due to the change in site permits/licenses please submit the respective request to update the related information

Displayed below are the details of your application. Before submitting the application please make sure all the information is correct.

Permits

Description	Previous Document	New Document
<p>Sample Permit 6</p> <p>This is a sample permit description</p>	<p>Registration Number SamplePermit6</p> <p>Issued 10-Aug-2022</p> <p>Expired 10-Aug-2023</p> <p>- sample document.bmp</p>	<p>Registration Number NewDoc123</p> <p>Issued 30-Sep-2022</p> <p>Expired 31-Oct-2023</p> <p>- sample document.bmp</p>
<p>Test permit 123</p> <p>This is a test document</p>	<p>Registration Number</p> <p>Issued -</p> <p>Expired -</p> <p>-</p>	<p>Registration Number</p> <p>Issued -</p> <p>Expired -</p> <p>- sample document.bmp</p>

CANCEL ✕

SUBMIT ✓

1

Step 4: Once submitted the applications will require verification & approval from the Ministry. If incompleted user must amend and submit the request. Details of the application will appear on the below table, or you can refer to **Point 5** of this guide.

Requests displayed are requests are linked to this site + New Request

Search:

Request #	Submitted Date	State	
SPU/2022/76	01-Oct-2022	Pending Verification	

<
1
>

11. HOW TO UPDATE THE PHOTOS?

Step 1: Go to the details of the site and click “Photos” to see the below view. Click “New Request” to start a request to update site photos.

Home Dashboards **Site** Quota Work Permit Appointments Regularization Payments Express Wallet Help

Sample Vessel Name ST00000054 Site

Summary Attributes Permits & Licenses **1** Photos Name Change Quotas Workpermits Documents

S Sample Vessel Name ST00000054
 Site Type: Sample Site Type
 Address: H. Sample Address,Sample Floor 2,Sample Road,K. Male,Maldives
 Work Type: Sample Work Type

Status
Active

Photo's displayed below are the Photos of the Site

Sample Sub Work Type 3

Name	Description	Document	Approved	Expiry
Nameboard	This is a sample description for site nameboard photo	sample photo.jpg	01-Oct-2022	01-Oct-2024
Interior	This is a sample description for site interior photo	sample photo.jpg	01-Oct-2022	01-Oct-2024

Sample Work Type

Name	Description	Document	Approved	Expiry
Nameboard	This is a sample description for site nameboard photo	sample photo.jpg	01-Oct-2022	01-Oct-2024
Interior	This is a sample description for site nameboard photo	sample photo.jpg	01-Oct-2022	01-Oct-2024
Exterior	This is a sample description for site exterior photo	sample photo.jpg	01-Oct-2022	01-Oct-2024

Requests displayed are requests are linked to this site **+ New Request** **2**

Search:

Request #	Submitted Date	State
No data available in table		

Note: If a new site photo is required after the site has been approved it will be shown within the photos table

Step 2: Go to the site photo application created and update the required photos. You can update one or multiple photos as required. Once the new photos have been uploaded, click “Next” to proceed.

1 Update Photo 2 Review

If any site attribute or site name requires to be updated due to the change in site photos please submit the respective request to update the related information

Approved site photos will have a validity of 2 years from the date of approval. You will be required to update it before the expiry date

Sample Sub Work Type 3

Description

This is a sample description for site nameboard photo *

Nameboard

This is a sample description for site interior photo *

Interior

Document

Inspection Report *

sample photo.jpg ×

Max file size is 4MB.

New Document Type

sample photo.jpg ×

Max file size is 4MB.

1

Sample Work Type

Description

This is a sample description for site nameboard photo *

Nameboard

This is a sample description for site nameboard photo *

Interior

This is a sample description for site exterior photo *

Exterior

Document

Inspection Report *

sample photo.jpg ×

Max file size is 4MB.

New Document Type

sample photo.jpg ×

Max file size is 4MB.

Site Photo - Exterior *

sample photo.jpg ×

Max file size is 4MB.

CANCEL × NEXT → 2

Note: As mentioned in the application, all photos have a 2-year validity.

Step 3: Review the application and click “submit” button to submit the request.

1 Update Photo
2 Review

Update Site Photos | Update Site Photos | Ref: SPHU/2022/60

If any site attribute or site name requires to be updated due to the change in site photos please submit the respective request to update the related information

Approved site photos will have a validity of 2 years from the date of approval. You will be required to update it before the expiry date

Displayed below are the details of your application. Before submitting the application please make sure all the information is correct.

Photos

Sample Sub Work Type 3

Description	Document
This is a sample description for site nameboard photo Inspection Report	- Nameboard
This is a sample description for site interior photo New Document Type	- interior

Sample Work Type

Description	Document
This is a sample description for site nameboard photo Inspection Report	- Nameboard
This is a sample description for site nameboard photo New Document Type	- interior
This is a sample description for site exterior photo Site Photo - Exterior	- Exterior

CANCEL ✕

SUBMIT ✓

1

Step 4: Once submitted the applications will require verification & approval from the Ministry. If incomplected user must amend and submit the request. Details of the application will appear on the below table, or you can refer to **Point 5** of this guide.

Requests displayed are requests are linked to this site + New Request

Search:

Request #	Submitted Date	State	
SPHU/2022/60	01-Oct-2022	Pending Verification	

< 1 >

12. HOW TO UPDATE THE SITE NAME?

Step 1: Go to the details of the site and click “Name Change” to see the below view. Click “New Request” to start a request to update site name.

The screenshot shows the 'Sample Vessel Name ST00000054' site details page. The 'Name Change' tab is selected and highlighted with a red box and a red circle containing the number '1'. Below the site information, there is a 'Current Name' field with the value 'Sample Vessel Name'. A 'Requests' section shows a '+ New Request' button highlighted with a red box and a red circle containing the number '2'. Below this is a search bar and a table with columns for 'Request #', 'Submitted Date', and 'State'. The table is currently empty with the message 'No data available in table'.

Note: Ensure site name matches with the respective registrations/permits

Step 2: Go to the site name change application created and update the site name as required and click “Next” to proceed.

The screenshot shows the 'Name Change' application form. The 'Name Change' step is selected in the progress bar. A yellow warning message states: 'If any site photos or site permits/licenses requires to be updated due to the change in site name please submit the respective request to update the related information'. The 'New Name of the Site' field is highlighted with a red box and a red circle containing the number '1', and contains the text 'New Site Sample Name 1234'. At the bottom right, the 'NEXT' button is highlighted with a red box and a red circle containing the number '2', while the 'CANCEL' button is visible next to it.

Step 3: Upload the required document and click “Next” to proceed.

1 Name Change 2 Documents 3 Review

Site Name Change | Site Name Change | Ref: SNC/2022/49

If any site photos or site permits/licenses requires to be updated due to the change in site name please submit the respective request to update the related information

Please upload all the required documents.

Upload Documents

Document Type
Sample Document * Sample Document Description

Upload document

sample document.bmp x

Max file size is 4MB.

CANCEL X NEXT

Step 4: Review the application and click “submit” button to submit the request.

1 Name Change 2 Documents 3 Review

Site Name Change | Site Name Change | Ref: SNC/2022/49

If any site photos or site permits/licenses requires to be updated due to the change in site name please submit the respective request to update the related information

Displayed below are the details of your application. Before submitting the application please make sure all the information is correct.

Details

Previous Name	Sample Vessel Name
New Name	New Site Sample Name 1234

Documents

Sample Document - sample document.bmp (01-Oct-2022)

CANCEL X SUBMIT

Step 5: Once submitted the applications will require verification & approval from the Ministry. If incompleter user must amend and submit the request. Details of the application will appear on the below table, or you can refer to **Point 5** of this guide.

Current Name	Sample Vessel Name
--------------	--------------------

Requests displayed are requests are linked to this site [+ New Request](#)

Search:

Request #	Submitted Date	State	
SNC/2022/49	01-Oct-2022	Pending Verification	

< 1 >

13. WHAT WILL HAPPEN TO THE EXISTING SITES ON LAUNCH OF THIS UPDATE?

Any site registered before this update;

- will be assigned the site type “Old Address”
- will continue to have its old work type for the time being
- will be later migrated to the new data classification (site type, work type, sub work type)
- will not have any attributes, permits & licenses, photos etc assigned to the site
- no services will be blocked/interrupted currently

14. FREQUENTLY ASKED QUESTIONS (FAQ)

1. What if the work type of site type I require is not available for selection from the system?

You can send a request to xpat@1500help.mv with a brief/detailed explanation of the work that will be carried out at the site and the occupations that you require for the site. Our team will get back to you after checking the information provided and either set a new work type / sub work type within the system or suggest the applicable work type / sub work type, that already is active in the system.

2. What if I don't know the work type or site type I need to select?

You can go to the "Help" menu in the xpat system.

<https://xpat.egov.mv/Help/WorkType/Index>

It will take you to a data table which has all available work types and sub work types with the respective description and related keywords. If a work type is selected, all the sub work types under it can be seen by clicking the "eye" icon on the table. If you are still unable to, please contact our call center (contact information at the end of document)

3. Will the work types and sub types information be accessible without logging into the Xpat system?

Yes, you can access it at <https://xpat.egov.mv/Help/WorkType/Index>

4. How can I report if anything (document, permit, license etc) is not set in the site request but is required?

You can send a request to xpat@1500help.mv with the details, our teams will ensure these are reflected within the system if applicable.

5. What will happen to currently applied quota application when the new sites update is launched?

These applications are not expected to be impacted and hence will be processed by the Ministry. However, any new quota applications for a new site will require the user to register the site using the new function.

6. If I have not updated a permit, license, attribute, or photo will it block any service?

If a mandatory permit, license, attribute, or photo is not updated it will block some services depending on the type of document/information not updated.

7. Will I be notified if there is a new site permit, attribute or photo required?

As mentioned in the user guide, it will currently only show on the respective table/list if a new requirement is added. Hence, we advise checking them before applying for services such as quota, work permit etc. We are in the process to establish a way to notify these in a more effective way.

8. How can I add/remove/update vehicles to/from the site?

Currently vehicles can only be added at the time of site registration. However, we a function to update vehicle information, add & remove vehicles are in development and would become available post release of site update.

Our Contacts:

Live chat: <https://xpat.egov.mv> (during working days 8:30am to 5:00pm)

Hotline: 1500

Email: xpat@1500help.mv