

[illegible]

WORK SITE DECLARATION FORM FOR EXPATRIATE WORK SITE REGISTRATION APPLICATION

1. INVOLVED PARTIES / مُتَضَمِّعُونَ

1.1 Details of Employer / فَصِيحَةُ مَالِكِ الْوَسْطَى دَائِرَتُورِي	
Name / سَمِي	Registration No / مَرْجِسِي عَمَلِي سَمِي سَمِي
1.2 Details of Owner of the Property / صَمِي اِدَارَتِي مَالِكِي الْوَسْطَى دَائِرَتُورِي	
Name / سَمِي	Registration No / مَرْجِسِي عَمَلِي سَمِي سَمِي

[illegible]

Fill this section ONLY IF the work site is rented by the owner to a third party, and that third party rents / subleases the site to the employer.

1.3 Details of Sub-Lessor / مُؤَدِّعُ السَّوْمِ - دَارِجُ قَدْرِهِ	
Name / سَمِي	Registration No / مَرْجِعُ سَوْمِ عِلْمِ سَمِي سَمِي سَمِي

2. DETAILS OF THE WORK SITE / مَوَاقِعُ الشَّيْءِ

2.1 Details of Leased/Rented Property / މަދުކުރާ/ފަރުވާއިރުގެ އުޅަނދު					
<input type="checkbox"/> Building / ގަސްތް	<input type="checkbox"/> Land / ބައްލަވާ	<input type="checkbox"/> Vessel / ހެލީކޮޕްޓަރު	<input type="checkbox"/> Other / އެހެނިހެން	<i>Please specify</i>	
Site Name / ސައިޓްގެ ނަންމު			Registration Number / ރަજިސްޓްރޭޝަން ނੰބަރު		
Address / អាសយដ្ឋាន			District / ދާއިރާ		
Road Name & District / މަގުގެ ނަންމު و ދާއިރާ			Atoll & Island / ރާއްޖޭގެ ބަނޑުވަޒަން		

3. AGREEMENT / ائتماف

[illegible]

Fill the following section if there is an agreement between the owner / sub-lessor and the employer.

3.1 Details of Agreement / 3.1 تفصیلات کے معاہدے						
Agreement Duration / معاہدے کی مدت		Year(s) سال(وں)		Month(s) ماہ(وں)		Day(s) دن(وں)
Agreement Start Date / معاہدے کی شروعات کی تاریخ	Agreement End Date / معاہدے کی ختمی تاریخ					

Registration by Civil Court / Magistrate Court or Notarization by a Public Notary /

سند و تاریخ سند باید در صورت ثبت در دادگاه یا محاکمه قضایی یا در صورت تایید توسط دفتر اسناد رسمی قابل مشاهده باشد.

Notary number and date must be visible if notarization by a public notary. Court stamp and signatory details must be visible if registered in civil / magistrate court.

Declaration / اعلان	
I hereby declare that the information given in this application and the document(s) submitted with this application are true and correct.	
4.1 Signature by Employer / قلمی و فہرست کنندہ	
Entity Name (Registration No) / نام و فہرست کنندہ	Individual Name & NIC No / نام و فہرست کنندہ
Designation / درجہ	Address / پتہ
Email / ای میل	Phone No / فون نمبر
Signature & Fingerprint / دستخط و انگلی	Stamp (for legal entities only) / (صرف قانونی اداروں کے لیے)
4.2 Signature by Owner of the Property / مالک/عقار	
Individual Name & NIC No / نام و فہرست کنندہ	Address / پتہ
Email / ای میل	Phone No / فون نمبر
Signature & Fingerprint / دستخط و انگلی	Stamp (for legal entities only) / (صرف قانونی اداروں کے لیے)
4.3 Signature by of Sub-Lessor / سب-لٹرنر	
Individual Name & NIC No / نام و فہرست کنندہ	Address / پتہ
Email / ای میل	Phone No / فون نمبر
Signature & Fingerprint / دستخط و انگلی	Stamp (for legal entities only) / (صرف قانونی اداروں کے لیے)

[illegible]

Notary number and date must be visible if notarization by a public notary. Court stamp and signatory details must be visible if registered in civil / magistrate court.

English	عربي
This help page serves as a comprehensive reference guide for users requiring assistance with the application form. It offers detailed instructions on completing the form and addresses common issues encountered during the process. Notably, this page does NOT require court registration or notarization and does NOT need to be submitted along with the application.	هذه الصفحة تهدف إلى تقديم دليل شامل للمستخدمين الذين يحتاجون إلى مساعدة في ملء النموذج. توفر التعليمات التفصيلية لإكمال النموذج وتعالج القضايا الشائعة التي تواجهها أثناء العملية. من الجدير بالذكر، أن هذه الصفحة لا تتطلب تسجيلًا في المحكمة أو توثيقًا ولا تحتاج إلى تقديمها مع الطلب.
All the fields on this form must be filled out. If any field is not applicable, please indicate so accordingly. Eg: Use "Null" or "-" (hyphen) symbol.	يجب ملء جميع الحقول في هذا النموذج. إذا كانت أي حقل غير قابلة للتطبيق، يرجى الإشارة إلى ذلك وفقًا لذلك. على سبيل المثال: استخدم "Null" أو "-" (رأس فاصل) كرمز.
The "Employer" in this form refers to the employer who will be requesting for quota in the Xpat System.	الـ "صاحب العمل" في هذا النموذج يشير إلى صاحب العمل الذي سيطلب الحصة في النظام الخاص بالخارج.
"1.2 Details of Owner of the Property/Vessel" are to be filled in and signed solely in acknowledgment of ownership. The owner shall not be held liable under the Regulation on Expatriate Employment (R-120/2025) for any other matters beyond ownership of the rented property/vessel.	"1.2" هي التفاصيل الخاصة بـ "صاحب الممتلكات/السفينة" التي يجب ملؤها وتوقيعها فقط كإقرار بالملكية. لا يتحمل المالك مسؤولية أي قضايا أخرى بخلاف ملكية الممتلكات/السفينة المستأجرة وفقًا للوائح تنظيمية للتوظيف (R-120/2025).
If the rented property type is a building or a land under "2.1 Details of rented property", Site name in the form should match with the site name in the worksite declaration form.	إذا كان نوع الممتلكات المستأجرة مبنى أو أرضًا، فيجب أن يتطابق اسم الموقع في النموذج مع اسم الموقع في نموذج إعلان الموقع.
If vessel is selected, the vessel name should match with the site name in the worksite declaration form.	إذا تم اختيار السفينة، فيجب أن يتطابق اسم السفينة مع اسم الموقع في نموذج إعلان الموقع.
Employer details under "1.1 Details of employer" should match with the employer details under "4.1 Signature by employer"	تفاصيل صاحب العمل في "1.1" يجب أن تتطابق مع تفاصيل صاحب العمل في "4.1".
If Owner of the Property/Vessel involves more than one party, you are required to fill the page 8 attached in this form. However, you can fill details of one party under "1.2 Details of Owner of the Property/Vessel" and the rest of the parties' information need to be filled in page 8.	إذا كان المالك مشاركًا في أكثر من طرف، فيجب ملء الصفحة 8 المرفقة مع هذا النموذج. ومع ذلك، يمكنك ملء تفاصيل طرف واحد في "1.2" وملء باقي المعلومات في الصفحة 8.
If notarization is by a Public Notary, all the requirements mentioned on "Notary Public Rules (Regulation No: 2019/R-1066)" must be fulfilled. These include, but are not limited to the Notary Stamp, Notary Full Name, Public Notary Permit Number, Signature, Date of Signature and any requirement of the aforementioned regulation. The Notarization Certificate, adhering to the aforementioned regulation, must be included with this form.	إذا كان التوثيق من قبل كاتب عدل عام، فيجب تلبية جميع المتطلبات المذكورة في "قواعد كاتب العدل (اللائحة رقم: 2019/R-1066)". تشمل هذه المتطلبات، ولكنها ليست مقتصرة على: ختم كاتب العدل، الاسم الكامل، رقم الترخيص، التوقيع، تاريخ التوقيع وأي متطلبات أخرى. يجب إرفاق شهادة التوثيق مع هذا النموذج.
If registered in Civil/Magistrate Court, the Court stamp, Name and designation of signatory and date are required.	إذا تم التسجيل في المحكمة المدنية/محكمة القضاة، فيجب إرفاق ختم المحكمة، اسم الموقع وتاريخ التوقيع.

FAQ (English) – Worksite Declaration Form

1. Is it mandatory to complete the Worksite Declaration Form if I am the property owner?

Yes. The Work Site Declaration Form must be submitted by all employers who have a registered site under their business with a permanent pool (under commercial category), provided that no other permit or license from a government authority was submitted as part of the site registration and quota applications.

Note: Effective 1st January 2026, all new site registration applications for a permanent quota pool, where no permit or license from a government authority is submitted, must be accompanied by the Worksite Declaration Form and the User Declaration Form.

2. What procedure should be followed if a third party subleases the property?

- Enter the property owner’s details in Section 1.2.
- Enter the sublessor’s details in Sections 1.3 and 4.3.
- Section 4.2 does not need to be filled in this case.
- In this case, the rent agreement between the sublessor and the owner of the property must be submitted with the Work Site Declaration Form and User Declaration.

3. Is notarization required for all pages of the User Declaration Form?

No. Only Pages 1 and 3 of the User Declaration Form need to be notarized.

4. What details should be entered under the “Registration Number” field in 2.1?

Enter the registration number of the vessel. This field is not applicable for buildings or land.

5. Who is responsible for completing the Work Site Declaration Form and the User Declaration Form?

- **Sole proprietorship:** The business owner must sign both forms.
- **Partnership:** One of the partners should sign both forms.
- **Company:** The Managing Director or one of the directors should sign both forms.

6. Who is required to sign under 4.1 of the Work Site Declaration Form?

- **Sole proprietorship:** The business owner.
- **Partnership:** One of the partners.
- **Company:** The Managing Director or one of the directors.

7. In the case of multiple owners of the land or building, whose details should be entered in section 1.2, and who should sign under Section 4.2?

One of the owners should be entered in 1.2 and should sign 4.2. The details of the remaining owners should be provided on Page 8.



8. What if multiple owners are not in the country?

If at least one owner is in the country, their details must be entered in 1.2 and 4.2. Additionally, the employer (the party listed in Section 1.1 and 4.1) must submit a letter addressed to the Minister stating:

- There are multiple owners of property or vessels.
- The owners are currently not in the country.
- The names and ID card numbers of all owners.

In this case, the rent agreement must also be submitted along with the Work Site Declaration Form and User Declaration.

9. Who is responsible for completing the “Involved Parties” page?

If there are multiple owners, only one owner’s details should be entered in Section 1.2 and 4.2. The remaining owners’ details should be provided on Page 8 under Involved Parties.

10. Must the same individual complete both the Work Site Declaration Form and the User Declaration Form?

Yes. The individual signing on behalf of the business in Section 4.1 should also sign the User Declaration Form.

11. For how long is the Worksite Declaration Form valid?

The form is valid for one year from the date of notarization.



INVOLVED PARTIES / ފަތުރުވެރިންގެ ފަރާތްތައް

Signature by Owner of the Property / ބައިވެރިންގެ ފަތުރުވެރިންގެ ފަތުރުވެރިން	
Individual Name & NIC No / ފަތުރުވެރިންގެ ފަތުރުވެރިންގެ ފަތުރުވެރިން	Address / ހޯޓެލްގެ ބަންދު
Email / ފަތުރުވެރިން	Phone No / ފަތުރުވެރިންގެ ފަތުރުވެރިން
Signature & Fingerprint / ފަތުރުވެރިންގެ ފަތުރުވެރިންގެ ފަތުރުވެރިން	Stamp (for legal entities only) / (ފަތުރުވެރިންގެ ފަތުރުވެރިންގެ ފަތުރުވެރިން)
Signature by Owner of the Property / ބައިވެރިންގެ ފަތުރުވެރިންގެ ފަތުރުވެރިން	
Individual Name & NIC No / ފަތުރުވެރިންގެ ފަތުރުވެރިންގެ ފަތުރުވެރިން	Address / ހޯޓެލްގެ ބަންދު
Email / ފަތުރުވެރިން	Phone No / ފަތުރުވެރިންގެ ފަތުރުވެރިން
Signature & Fingerprint / ފަތުރުވެރިންގެ ފަތުރުވެރިންގެ ފަތުރުވެރިން	Stamp (for legal entities only) / (ފަތުރުވެރިންގެ ފަތުރުވެރިންގެ ފަތުރުވެރިން)
Signature by Owner of the Property / ބައިވެރިންގެ ފަތުރުވެރިންގެ ފަތުރުވެރިން	
Individual Name & NIC No / ފަތުރުވެރިންގެ ފަތުރުވެރިންގެ ފަތުރުވެރިން	Address / ހޯޓެލްގެ ބަންދު
Email / ފަތުރުވެރިން	Phone No / ފަތުރުވެރިންގެ ފަތުރުވެރިން
Signature & Fingerprint / ފަތުރުވެރިންގެ ފަތުރުވެރިންގެ ފަތުރުވެރިން	Stamp (for legal entities only) / (ފަތުރުވެރިންގެ ފަތުރުވެރިންގެ ފަތުރުވެރިން)
Signature by Owner of the Property / ބައިވެރިންގެ ފަތުރުވެރިންގެ ފަތުރުވެރިން	
Individual Name & NIC No / ފަތުރުވެރިންގެ ފަތުރުވެރިންގެ ފަތުރުވެރިން	Address / ހޯޓެލްގެ ބަންދު
Email / ފަތުރުވެރިން	Phone No / ފަތުރުވެރިންގެ ފަތުރުވެރިން
Signature & Fingerprint / ފަތުރުވެރިންގެ ފަތުރުވެރިންގެ ފަތުރުވެރިން	Stamp (for legal entities only) / (ފަތުރުވެރިންގެ ފަތުރުވެރިންގެ ފަތުރުވެރިން)

Registration by Civil Court / Magistrate Court or Notarization by a Public Notary / ސަރުކާރުގެ ފަތުރުވެރިންގެ ފަތުރުވެރިންގެ ފަތުރުވެރިން
Notary number and date must be visible if notarization by a public notary. Court stamp and signatory details must be visible if registered in civil / magistrate court.



INVOLVED PARTIES / ފަރާތްތަކުގެ ލިސްޓު

Signature by of Sub-Lessor / ސަބް-ލެސަރުގެ ސަފްތާ	
Individual Name & NIC No / ފަރާތްގެ ނަންމާއި ނިކުވާލާ ނަންބަރު	Address / ހުޅު ބަންދު
Email / ފައިލް	Phone No / ފޯން ނަންބަރު
Signature & Fingerprint / ސަފްތާއާއި ފިންޕްރިންޓް	Stamp (for legal entities only) / (ފަރާތްތަކުގެ ލިޔުންތަކުގެ ތެރެއިން ސަފްތާއާއި ފިންޕްރިންޓް)
Signature by of Sub-Lessor / ސަބް-ލެސަރުގެ ސަފްތާ	
Individual Name & NIC No / ފަރާތްގެ ނަންމާއި ނިކުވާލާ ނަންބަރު	Address / ހުޅު ބަންދު
Email / ފައިލް	Phone No / ފޯން ނަންބަރު
Signature & Fingerprint / ސަފްތާއާއި ފިންޕްރިންޓް	Stamp (for legal entities only) / (ފަރާތްތަކުގެ ލިޔުންތަކުގެ ތެރެއިން ސަފްތާއާއި ފިންޕްރިންޓް)
Signature by of Sub-Lessor / ސަބް-ލެސަރުގެ ސަފްތާ	
Individual Name & NIC No / ފަރާތްގެ ނަންމާއި ނިކުވާލާ ނަންބަރު	Address / ހުޅު ބަންދު
Email / ފައިލް	Phone No / ފޯން ނަންބަރު
Signature & Fingerprint / ސަފްތާއާއި ފިންޕްރިންޓް	Stamp (for legal entities only) / (ފަރާތްތަކުގެ ލިޔުންތަކުގެ ތެރެއިން ސަފްތާއާއި ފިންޕްރިންޓް)
Signature by of Sub-Lessor / ސަބް-ލެސަރުގެ ސަފްތާ	
Individual Name & NIC No / ފަރާތްގެ ނަންމާއި ނިކުވާލާ ނަންބަރު	Address / ހުޅު ބަންދު
Email / ފައިލް	Phone No / ފޯން ނަންބަރު
Signature & Fingerprint / ސަފްތާއާއި ފިންޕްރިންޓް	Stamp (for legal entities only) / (ފަރާތްތަކުގެ ލިޔުންތަކުގެ ތެރެއިން ސަފްތާއާއި ފިންޕްރިންޓް)

Registration by Civil Court / Magistrate Court or Notarization by a Public Notary / ސިވިލް ކޯޓްގައި ރަޖިސްޓްރޭޝަން / މެޖިސްޓްރޭޓް ކޯޓްގައި ރަޖިސްޓްރޭޝަން / ޕަބްލިކް ނޯޓަރީ ބައިވެރިވާ ނޯޓަރައިޝަން
Notary number and date must be visible if notarization by a public notary. Court stamp and signatory details must be visible if registered in civil / magistrate court.