

XPAT SYSTEM

WORK PERMIT CANCELLATION

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1. INTRODUCTION

Work Permit cancellation process often takes 7-14 days to be processed and for the work permit to be cancelled. Due to the manual process involved, it is very time consuming. However, we identified that most of these manual tasks could be automated within the system and provide a faster service. Hence, the ministry has developed and updated the work permit cancellation process.

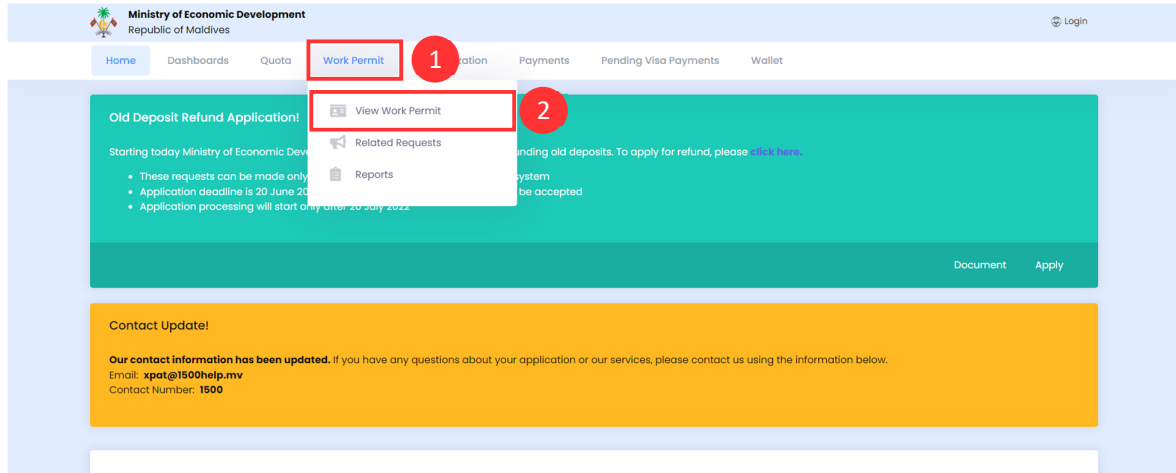
Although this is an update of an existing feature, the changes are drastic. With this change most of the cancellation requests can be processed in real-time automatically and the remaining few requests will be semi-automatic, based on the reason for cancellation (details will be provided later on in the guide). The update will also provide users with a clearer view of what is required to be done prior to the cancellation of the work permit. Making the process easier to understand and more transparent.

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

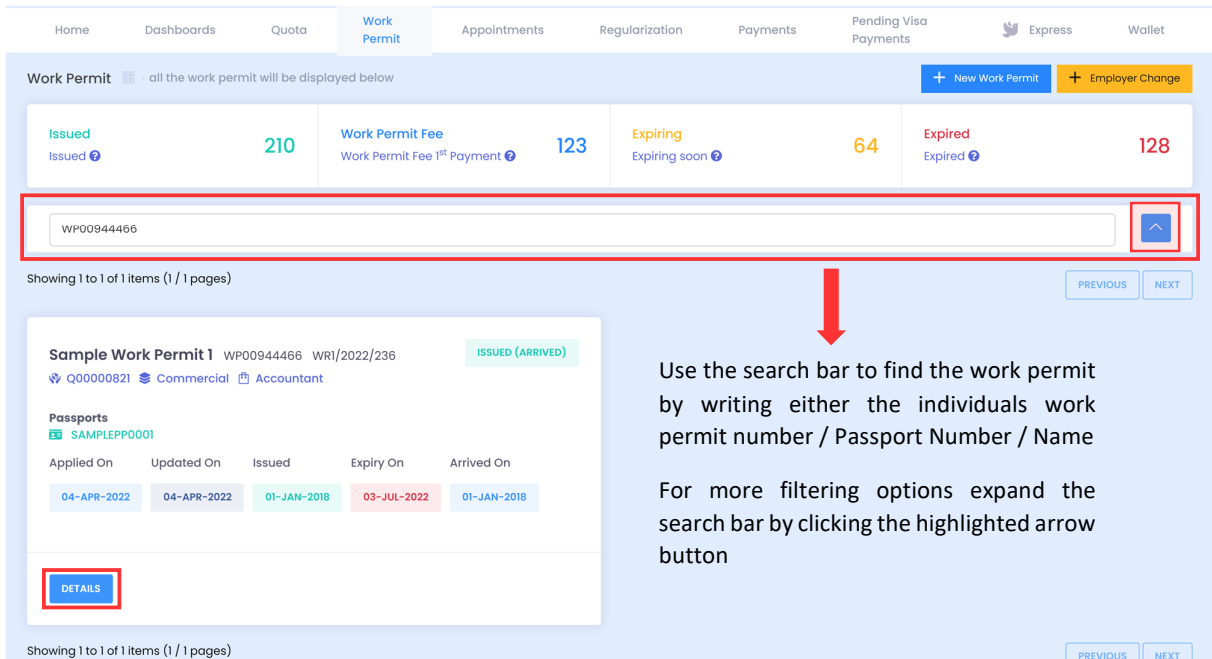
- + Real-time automated processing of most work permit cancellation applications, remaining work permit applications will also be semi automatically processed
- + Clear requirements for work permit cancellation prior to request submission
- + Auto validations and clear error messages on requirements for request submission
- + Cancellation of missing reported work permit holders that has departed from the country
- + Cancellation of work permits in “pending cancellation regularization” state
- + Cancellation of work permits in “pending cancellation voluntary return” state
- + Cancellation of work permits that does not meet the requirements for work permit fee payment

3. HOW TO CANCEL WORK PERMITS AFTER THE NEW UPDATE?

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



Step 2: Locate the work permit number and go to “details” of the permit



Step 3: Check if all required fee has been paid

The screenshot shows the Ministry of Economic Development portal. The user is logged in as 'nashawn 63 te'. The navigation menu includes Home, Dashboards, Quota, Work Permit, Appointments, Regularization, Payments, Pending Visa Payments, Express, and Wallet. The 'Work Permit' section is active, and the 'Work Permit Fee' and 'Visa Fee' tabs are highlighted with red boxes. The main content area displays details for 'Sample Work Permit 1' (WP00944466 WRI/2022/236). The status is 'Issued (Arrived)'. The 'Work permit fee is required' message is highlighted with a red box. The 'Issued On' date is 01-Jan-2018, and the 'Expiry On' date is 03-Jul-2022.

+ You can check the paid work permit fees and visa fee by going to the respective tabs. This would show if any work permit fee visa fee has been paid for the permit

+ The “work permit fee is required” icon indicates that the permit holders’ first work permit fee has not been paid

+ Work Permit fee is required if the permit holder departed on or after 25th November 2020 OR if the permit holder departed after their last visa fee cycle (the cycle that exceeds 25th November 2020)

+ Visa fee is required if the permit holder arrived to Maldives prior to 25th November 2020 OR for cases where the permit holder is in Maldives, when the permit was issued prior to 25th November 2020

+ If you have already paid Visa fee in advance to a date where work permit fee is required, you will still need to pay the work permit fee. However, the payment for visa fee paid months where work permit fee is required will only be MVR 100. This is the difference between visa fee (MVR 250) and work permit fee (MVR 350)

Note: A fee cycle means 1 month period, from the fee payment start date to end date.

Step 4: If visa fee is required and not paid, pay the visa fee of the permit holder. For more information regarding visa fee payment please contact Maldives Immigration; (If visa fee is already paid, go to **Step 5**)

Step 5: If work permit fee is required and not paid, pay the work permit fee of the permit holder till / up to a date that cover the departure / state change date. Create a new work permit fee request as shown below; (If work permit fee is already paid, skip to **Step 15**)

Note: paying work permit fee would update the factors, employment contract, medical insurance and employment contract

Step 6: Fill the required fields to proceed. Work permit fee payment request has also been updated and will allow you to pay work permit fee up to the factor with the earliest expiry date. Below is an example

Validity Required Factors for work permit fee payment;

1. Quota
2. Passport
3. Employment Contract
4. Medical Insurance
5. Medical (currently not mandatory but recommended)

1 Request
2 Documents
3 Review

This is only a notification and does not block any services. You can submit your request and once approved you will be able to pay work permit fee even if this notification is displayed.

[View Pending Payments](#)

Employee Name	Arrival Date
Sample Work Permit 1	04-Apr-2022

Common Name *

Please provide employee's commonly referred name. Name provided here will be printed on employee's work permit card.

Employee's Mobile Number *

Employee mobile number (This number should be registered under employee name)

Payment Duration (Months) *

Please provide number of months that you want to pay work permit fee for this employee.

Insurance please select your insurance provider from below list

Please select your insurance provider for **Sample Work Permit 1** from below list. Once selected, xpat system will automatically check for a valid insurance from the selected provider.

Select Insurance Provider *

Please select insurance provider

Policy Issued By	Xpat Test Insurance Provider
Policy Number	PolicyNumber
Employee Name	Employee Name
Issued Date	09-Jan-2022
Expiry Date	09-Jan-2025

Verification Dates please provide below verification dates

Medical	<input style="width: 95%;" type="text" value="01-Mar-2022"/>	
Employment Contract	<input style="width: 95%;" type="text" value="01-Jan-2018"/>	<input style="width: 95%;" type="text" value="01-Apr-2022"/>

CANCEL

NEXT

1

In the above example, the employment contract expires on 1st April 2022 and the permit holder has departed on 1st April 2022. However, the permit holders' fee cycle is from each month's 1st to 30th. Therefore, to cover the departure date, work permit fee needs to be paid till 30th April 2022, which exceeds the employment contract duration. In such cases **now it is possible to pay** the work permit fee up to the earliest expiring factor i.e., the contract expiry date in this case. In other words, with the update it will allow you to pay work permit fee till 30th April 2022, although the permit holders' contract expiry is 1st April 2022. In such cases, although fee is paid up to 30th April 2022, the work permit validity will be set to the earliest expiring factor, in this case to 1st April 2022, the contract expiry date. No fine will be charged for such cases, as the contract (work permit fee payment factor) is valid at the time of departure.

Step 7: Upload documents if required and click proceed. Settlement declaration is only required to be submitted once if you have any pending visa fee payments.

Note: Medical Insurance policy is auto fetched from medical insurance service provider and you are **NOT** required to upload it manually to work permit fee requests.

The screenshot displays a web interface for a work permit application. At the top, it shows details for 'Sample Work Permit 1' with ID WP00944466 and reference WRI/2022/236. The holder's details include ID Q00000821, occupation Commercial, profession Accountant, nationality Afghan, and phone number +84123456789. The work place is 'LOTS OF QUOTA FOR TESTING' in H. The work type is Construction, with 1330 days remaining. The passport is SAMPLEPP0001. A red banner indicates 'Work permit fee is required'. Below this, a progress bar shows 'Status Issued (Arrived)', 'Issued On 01-Jan-2018', 'Arrived On 01-Jan-2018', and 'Expiry On 03-Jul-2022'. The main section is titled '1 Request 2 Documents 3 Review'. A message says 'Please upload all the required documents'. Under 'Upload Documents', there are three rows: 1. 'Employee insurance (from Maldives)' with a note that it is auto-fetched from an insurance provider; the document 'InsurancePolicyDocument fetched from Xpat Test Insurance Provider.pdf' is already attached. 2. 'Medical report (from Maldives)' with a note that it must be in English and issued within 45 days; an 'Attach' button is present. 3. 'Work Visa Fee Settlement Declaration' with a note to submit if there are pending payments; an 'Attach' button is present. A 'Select Document Type' dropdown and an '+ Add Document' button are at the bottom. At the very bottom, there are 'CANCEL' and 'NEXT' buttons, with the 'NEXT' button highlighted and a red circle containing the number '1' next to it.

Step 8: Review your work permit fee application. If you want to proceed, click on the highlighted box / text to agree to the declaration and submit the work permit fee application.

1 Request
2 Documents
3 Review

If you want to go back to a previous step, just click on the step number to go back to the step

Work Permit Fee | Ref: WPF/2022/204

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

Employee	Sample Work Permit 1 -
Mobile Number	9123456
Payment Duration	01-Dec-2020 - 30-Apr-2022 (17 Months)

You have paid visa fee up to 01-Dec-2020. Work Permit Fee up to this date (01-Dec-2020) will be MVR100.

Description	Duration Months	Monthly Fee (MVR)	Total (MVR)
Work Permit Fee	17	350	5,950.00
Total			5,950.00

Documents displayed are documents linked to this work permit

1 I hereby declare that I have an employment contract which is in accordance with the 13th clause of the Employment Act (2/2008), with the above-mentioned foreign employee.

CANCEL
2 SUBMIT

Step 9: If your application goes to “pending verification” when submitted, it means the applications requires a verification and approval from the Ministry. If it goes to “pending payment” state directly, skip to **Step 10**

Work Permit Fee Requests displayed are work permit fee requests linked to this work permit + New Work Permit Fee

Last Paid Up to: **Pending first payment.**

This is only a notification and does not block any services. You can submit your request and once approved you will be able to pay work permit fee even if this notification is displayed.

You have pending visa fee payment for 36 employees. You need to either pay the pending visa fee payment or submit a work visa fee settlement declaration for the due amount along with work permit fee request. Then only new work permit fee will be processed. [View Pending Payments](#)

Search:

Request number	Arrival Date	Created Date	From	To	Payment Duration (Months)	Status
WPF/2022/204	01-Jan-2018	09-Apr-2022	01-Dec-2020	30-Apr-2022	17	Pending Verification

< 1 >

Search:

Request number	Arrival Date	Created Date	From	To	Payment Duration (Months)	Status
WPF/2022/204	01-Jan-2018	09-Apr-2022	01-Dec-2020	30-Apr-2022	17	Pending Approval

< 1 >

Step 10: Once your work permit fee request is in “pending payment” state click the “money icon” to pay. This will redirect you to the work permit fee payment.



Work Permit Fee Requests displayed are work permit fee requests linked to this work permit + New Work Permit Fee

Last Paid Up to: Pending first payment.

This is only a notification and does not block any services. You can submit your request and once approved you will be able to pay work permit fee even if this notification is displayed.

You have pending visa fee payment for 36 employees. You need to either pay the pending visa fee payment or submit a work visa fee settlement declaration for the due amount along with work permit fee request. Then only new work permit fee will be processed. [View Pending Payments](#)

Search:

Request number	Arrival Date	Created Date	From	To	Payment Duration (Months)	Status	
WPF/2022/204	01-Jan-2018	09-Apr-2022	01-Dec-2020	30-Apr-2022	17	Pending Payment	  1

< 1 >

Note: At this point you can still cancel the payment by clicking the “dustbin” icon, if the payment duration was set incorrectly by mistake or for any other reason.

You can also make a payment collection of all work permit fee requests in “pending payment” and pay it all together



Step 11: Once within the payment, review the details and click “pay online”.

Ministry of Economic Development
Republic of Maldives nashawn 63 te

Home Dashboards Quota Work Permit Appointments Regularization **Payments** Pending Visa Payments Express Wallet

Payments Payment Details

Summary

P P - 03260790 nashawn 63 te (A081640)
WPF/2022/204   1

MIRA Work Permit Fee Fee

Payment From: 01 Dec 2020 Payment To: 30 Apr 2022 Work Permit: WP00944466

Status: Pending Payment Created On: 09-Apr-2022

Payment Items displayed below are payment items in this payment

Payment	Description	Work Permit	Employee	Duration (Months)	Amount
Work Permit Fee	Work Permit Fee	WP00944466	Sample Work Permit I (SAMPLEPP0001)	17	5,950.00
Work Permit Fee	Additional Work Permit Fee for visa fee paid months	WP00944466	Sample Work Permit I (SAMPLEPP0001)	0	0.00
Total Amount					5,950.00

Step 12: Click “proceed” to be redirected to the MIRA payment gateway

Ministry of Economic Development

Pay Online

You will be redirected to Payment Gateway to make the online payment.

Payment Reference: P - 03260790
Amount: 5,950.00

Close Proceed

Payment From: 01 Dec 2020 Payment To: 30 Apr 2022 Work Permit: WP00944466

Status: Pending Payment Created On: 09-Apr-2022

Payment Items displayed below are payment items in this payment


Payment	Description	Work Permit	Employee	Duration (Months)	Amount
Work Permit Fee	Work Permit Fee	WP00944466	Sample Work Permit 1 (SAMPLEPP001)	17	5,950.00
Work Permit Fee	Additional Work Permit Fee for visa fee paid months	WP00944466	Sample Work Permit 1 (SAMPLEPP001)	0	0.00
Total Amount					5,950.00

Step 13: Complete your payment via the MIRA payment gateway

Enter Search Item

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Payment Confirmation


 MALDIVES INLAND REVENUE AUTHORITY






Please verify the following information and click confirm to make your payment.

Payable To: Maldives Inland Revenue Authority (MIRA)
TIN: -
Taxpayer: -
Description: XPT-5905859563
Period: -
Currency: MVR
Amount: 5,950.00

I have read and agree with the [Terms of Use](#)

MIRAconnect
Anytime, Anywhere

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Step 14: Once the payment is completed, it will be updated to “paid” status.

Ministry of Economic Development
Republic of Maldives

nashawn 63 te

Home Dashboards Quota Work Permit Appointments Regularization **Payments** Pending Visa Payments Express Wallet

Payments - Payment Details

Summary

P P - 03260790 nashawn 63 te (A081640)
WPF/2022/204

MIRA Work Permit Fee Fee

Payment From: 01 Dec 2020 Payment To: 30 Apr 2022 Work Permit: WP00944466

Status **Fully Paid** Created On **09-Apr-2022** Fully Paid On **09-Apr-2022**

Payment Items displayed below are payment items in this payment

Payment	Description	Work Permit	Employee	Duration (Months)	Amount
Work Permit Fee	Work Permit Fee	WP00944466	Sample Work Permit 1 (SAMPLEPP0001)	17	5,950.00
Work Permit Fee	Additional Work Permit Fee for visa fee paid months	WP00944466	Sample Work Permit 1 (SAMPLEPP0001)	0	0.00
Total Amount					5,950.00

Payment Attempts displayed below are payment attempts for selected payment

Attempted On	Paid On	Payment Method	Paid At	Remarks	Status	Paid Amount
09-Apr-2022	09-Apr-2022	Online Payment	National Centre for Information Technology	asas	Paid	5,950.00
Total Amount						5,950.00
Total Paid						5,950.00

Click the “print” icon shown above to view the payment receipt below. Click “print” to print a copy of the receipt or download it as a pdf file.

Ministry of Economic Development
Republic of Maldives

Payment Slip

MIRA
Male
Maldives

Work Permit Fee

Payment # 03260790
Status Fully Paid
Paid Date 09-Apr-2022
Payment For Work Permit Fee
Payment From 01-Dec-2020
Payment To 30-Apr-2022
Work Permit WP00944466
Employee Sample Work Permit 1 (SAMPLEPP0001)
Site Name LOTS OF QUOTA FOR TESTING, H. LOTS OF QUOTA FOR TESTING, K. Male/, Maldives
Employer nashawn 63 te (A081640)
Print Date 09-Apr-2022

Payment Type	Description	Payment Duration (Months)	Amount
Work Permit Fee	Work Permit Fee	17	5,950.00
Work Permit Fee	Additional Work Permit Fee for visa fee paid months	0	0.00
Total Amount			5,950.00

Attempted On	Paid On	Payment Method	Paid At	Remarks	Status	Amount
09-Apr-2022	09-Apr-2022	Online Payment	National Centre for Information Technology	asas	Paid	5,950.00
Total Amount						5,950.00

2 Print Close

Once the payment is updated to “paid” state the work permit fee will also be updated to “paid” state

Work Permit Fee Requests displayed are work permit fee requests linked to this work permit + New Work Permit Fee

Last Paid Up to: 30-Apr-2022

This is only a notification and does not block any services. You can submit your request and once approved you will be able to pay work permit fee even if this notification is displayed.

You have pending visa fee payment for 35 employees. You need to either pay the pending visa fee payment or submit a work visa fee settlement declaration for the due amount along with work permit fee request. Then only new work permit fee will be processed. [View Pending Payments](#)

Search:

Request number	Arrival Date	Created Date	From	To	Payment Duration (Months)	Status
WPF/2022/204	01-Jan-2018	09-Apr-2022	01-Dec-2020	30-Apr-2022	17	Paid

Step 15: Navigate to the work permit cancellation tab within the work permit and click on “new request” to create a work permit cancellation request

Ministry of Economic Development
Republic of Maldives

nashawn 63 te

Home Dashboards Quota **Work Permit** Appointments Regularization Payments Pending Visa Payments Express Wallet

Work Permit

Summary **Cancellation** 1 Permit Fee Card Deposit Refund Missing Payments Site & Occupation Change Visa Visa Fee

Sample Work Permit 1 WP00944466 WRI/2022/236

Q00000821 Commercial Accountant Afghan 9123456

Work Place: LOTS OF QUOTA FOR TESTING H. LOTS OF QUOTA FOR TESTING, K. Male'

Quota Work Type: Construction

Quota remaining days: 1330

Is Regularization: No

Passports: SAMPLEPP0001

Status Issued (Arrived) Issued On 01-Jan-2018 Card Exp 02-Dec-2023 Arrived On 01-Jan-2018 Valid Till 30-Apr-2022 Insurance Exp 09-Jan-2025

Cancellation Requests displayed are cancellation requests linked to this work permit + New Request 2

Work permit cancellation requests in "On Hold" status, for more than 90 days will be auto-cancelled by the system if required payment is not settled.

Request number	Submitted On	Reason	Remarks	Status	Additional information regarding status
No data available in table					

Step 16: Once the cancellation request is created, you will be required to select the cancellation reason and a remark. Additional details will be displayed based on selected cancellation reason.

1 Request 2 Documents 3 Review

Work Permit Cancellation | Ref: WR3/2022/234

Select Cancellation Reason *

Select cancellation reason

Please select cancellation reason

Remarks *

Remarks

Please provide a remark for this cancellation request

CANCEL X NEXT

Below is an example for the cancellation reason “resignation”. Once the details have been filled, click “next” to proceed. (Please refer to below information for additional details and options)

1 Request 2 Documents 3 Review

Work Permit Cancellation | Ref: WR3/2022/234

Select Cancellation Reason *

Resignation

Please select cancellation reason

Remarks *

To cancel work permit as employee has resigned and left the country

Please provide a remark for this cancellation request

Departure Date: 01-04-2022

CANCEL X NEXT

If the permit holder does not have a departure date recorded in xpat system you will see the below notification when you create a cancellation request. If the departure date is incorrect or not updated, you can click the “[here](#)” text and go to **Step 43**

The screenshot shows a web form with three steps: 1 Request, 2 Documents, and 3 Review. The 'Request' step is active. Below the step indicators, there is a 'Select Cancellation Reason' dropdown menu with 'Resignation' selected. Below that is a 'Remarks' text area. A yellow notification box with a red border contains the following text:

- The workpermit holder does not have a border OR required border record to be updated by Maldives Immigration, if there are any issues or border records have not been updated, please submit a request to Maldives Immigration via <https://workpermit.egov.mv/> to update border record by submitting a "border record update" request.
- Alternatively, you can click [here](#) to go to the webpage.
- Once records have been updated, given the latest record is a check out record you will be able to apply for the cancellation of the workpermit.

At the bottom right of the form, there are two buttons: 'CANCEL' with a red 'X' icon and 'NEXT' with a blue right-pointing arrow icon.

Options available in cancellation reason will depend on the state of the work permit. For issued state work permits below reasons will be available.

The screenshot shows the same web form as above, but with the 'Select Cancellation Reason' dropdown menu open. The dropdown menu lists the following options:

- Select cancellation reason
- Contract Completion
- Resignation
- Death of Work Permit Holder
- Change to Marriage Visa
- Change to Corporate Residence Visa
- Incarceration

The 'CANCEL' and 'NEXT' buttons are visible at the bottom right of the form.

For the cancellation reason work permit cancellation reason “Death of work permit holder”, you will be required to select the date of death.

For other work permit states, the cancellation reason, will be limited to one reason based on the work permit state. Below are the states and respective reasons.

Work Permit State	Available Cancellation Reason
Pending Arrival	Non-arrival
Missing (Abscond)	Missing - Employee Abscond
Missing (Negligence)	Missing - Employer Negligence
Pending Cancellation (Regularization)	Regularization
Pending Cancellation (Voluntary Return)	Voluntary Return

Additional Information on work permit fee calculation based on cancellation reason:

- + For the work permit cancellation reason “Change to Marriage Visa”, work permit fee will be calculated till the date the work permit is being cancelled
- + For the work permit cancellation reason “Change to Corporate Residence Visa”, work permit fee will be calculated till the date the work permit is being cancelled
- + For the work permit cancellation reason “Incarceration”, work permit fee will be calculated till the date the work permit is being cancelled
- + For the work permit cancellation reason “Death of Work permit holder”, work permit fee will be calculated till the date of death of employee

Step 17: Upload if any document is required based on cancellation reason and click “next” to proceed. Read the document description for additional information and document requirement.

1 Request 2 Documents 3 Review

Work Permit Cancellation | Ref: WR3/2022/147

Please upload all the required documents

Document Type	Upload document
Marriage Certificate This document is mandatory if applying for work permit cancellation due to employee requiring to change to marriage visa. Otherwise not required.	Attach Max file size is 4MB.
Corporate Resident Visa approval letter from Ministry of Economic Development This document is mandatory if applying for work permit cancellation due to employee requiring to change to corporate resident visa. Otherwise not required.	Attach Max file size is 4MB.
Death Certificate This document is mandatory if applying for work permit cancellation due to employee death (deceased). Otherwise not required.	Attach Max file size is 4MB.
Court Judgement Document The document that has the official judgment made by the court regarding the incarceration of the work permit holder	Attach Max file size is 4MB.

Select Document Type + Add Document

CANCEL X NEXT ➔ **1**

Step 18: Review your work permit cancellation application. If you want to proceed, click “submit”.

1 Request 2 Documents 3 Review

Work Permit Cancellation | Ref: WR3/2022/147

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

Cancellation Reason	Resignation
Remarks	To cancel work permit as employee as resigned and left the country
Quota Expiry	30-Nov-2025
Passport Expiry	22-Aug-2025
Insurance Expiry	09-Jan-2025
Employment Contract Expiry	30-Apr-2022

CANCEL X SUBMIT ✓ **1**

- If the review step is showing that you have work permit fee to be paid only and the application is updated to “on hold” state on submission, follow **Step 24 to Step 30**

- If the review step is showing that you have factors required for work permit fee invalid/expired go to [Step 23](#)

Step 19: Upon submission of the work permit cancellation application, it will be automatically verified and updated to “Approved” state, and the work permit will be updated to “Cancelled” state, based on state, fee payments and the previously mentioned factors validity.

If you have selected the below cancellation reasons the application will require a manual verification and approval. Once approved it will be updated as below as well;

1. Change to Marriage Visa
2. Change to Corporate Residence Visa
3. Death of Work permit holder
4. Incarceration

Summary **Cancellation** Work Permit Fee Card Deposit Refund Missing Payments Site & Occupation Change Visa Visa Fee

Sample Work Permit 1 WP00944466 WRI/2022/236
 Q00000821 Commercial Accountant Afghan 9123456
 Work Place: LOTS OF QUOTA FOR TESTING H. LOTS OF QUOTA FOR TESTING, K. Male
 Quota Work Type: Construction
 Quota remaining days: 1330
 Is Regularization: No
 Passports: SAMPLEPP0001

Status **Cancelled** Issued On 01-Jan-2018 Card Exp 02-Dec-2023 Arrived On 01-Jan-2018 Valid Till 30-Apr-2022 Insurance Exp 09-Jan-2025

Cancellation Requests displayed are cancellation requests linked to this work permit [+ New Request](#)

Search:

Request number	Submitted On	Reason	Remarks	Status	Additional information regarding status
WR3/2022/147	09-Apr-2022	Resignation	To cancel work permit as employee as resigned and left the country	Approved	

Note: You may need to refresh your webpage to see the work permit state updated to “Cancelled”

4. HOW TO CANCEL WORK PERMITS THAT DOES NOT MEET THE REQUIREMENTS FOR WORK PERMIT FEE PAYMENT?

Step 20: Go to the cancellation tab of the work permit you want to cancel and click new request

Summary **Cancellation** 1 Permit Fee Card Deposit Refund Missing Payments Site & Occupation Change Visa Visa Fee

Sample Work Permit 5 WP00944470 WRI/2022/240
 Q00000828 Commercial Accountant Afghan 9123456
 Work Place: Expired Site Quota H. Expired Site Quota, K. Male'
 Quota Work Type: Construction
 Quota remaining days: -136
 Is Regularization: No
 Passports: SAMPLEPP0005

Status Issued (Arrived) Issued On 01-Jan-2018 Card Exp 04-Apr-2025 Arrived On 01-Jan-2018 Valid Till 01-Dec-2022 Insurance Exp 01-May-2021

Cancellation Requests displayed are cancellation requests linked to this work permit **+ New Request** 2

Work permit cancellation requests in "On Hold" status, for more than 90 days will be auto-cancelled by the system if required payment is not settled.

Request number	Submitted On	Reason	Remarks	Status	Additional information regarding status
No data available in table					

Step 21: Upon selecting the cancellation reason you will be able to see the visa fee last paid date (if applicable), work permit fee last paid date and departure date. If visa fee is required and not paid pay the required visa fee. Otherwise, select the reason for work permit cancellation and enter the remarks.

1 Request 2 Documents 3 Review

Work Permit Cancellation | Ref: WR3/2022/234

Select Cancellation Reason *
 Contract Completion 1
 Please select cancellation reason

Remarks *
 employee contract completed and has departed 2
 Please provide a remark for this cancellation request

• Departure Date: 01-04-2022
 • Work Permit Fee Last Paid Up To: No work permit fee paid
 • Work Permit Fee need to be paid up to the Departure Date: 01-04-2022, To process, the cancellation

CANCEL X **NEXT** 3

Step 22: Upload any document if required, based on the selected cancellation reason and click “next”

1 Request 2 Documents 3 Review

Work Permit Cancellation | Ref: WK3/2022/147

Please upload all the required documents

Upload Documents

Document type	Upload document
Marriage Certificate This document is mandatory if applying for work permit cancellation due to employee requiring to change to marriage visa. Otherwise not required.	Attach Max file size is 4MB.
Corporate Resident Visa approval letter from Ministry of Economic Development This document is mandatory if applying for work permit cancellation due to employee requiring to change to corporate resident visa. Otherwise not required.	Attach Max file size is 4MB.
Death Certificate This document is mandatory if applying for work permit cancellation due to employee death (deceased). Otherwise not required.	Attach Max file size is 4MB.
Court Judgement Document The document that has the official judgment made by the court regarding the incarceration of the work permit holder	Attach Max file size is 4MB.

Select Document Type

1

Note:

- If the selected cancellation reason does **not** require a specific document, you can proceed without uploading a document
- If the selected cancellation reason does require a specific document, then the application will require verification and approval from the Ministry

Step 23: If any factor is not valid, it will be shown at the review stage.

1. If you are able to extend the validity of any of the factors or pay work permit fee up to the required date, you can click “cancel” and then proceed to update the factors and pay work permit fee prior to submission (go to and follow **Step 5 to Step 15**)
2. **OR** if you are unable to update the factors and pay work permit fee prior to submission you can declare this and agree to pay a fine, by turning on the highlighted toggle. If requested is submitted with this declaration you will be provided with an option to pay work permit fee without the factors validity in order to cancel the work permit

1 Request
2 Documents
3 Review

Work Permit Cancellation | Ref: WR3/2022/234

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

Cancellation Reason	Contract Completion
Remarks	employee contract completed and has departed
Quota Expiry	01-Dec-2021
Passport Expiry	01-May-2021
Insurance Expiry	01-May-2021
Employment Contract Expiry	01-May-2021

Work Permit fee is required to cancel the work permit, however below factors are invalid.

- Passport
- First Fee not Paid
- Quota
- Insurance not updated to Xpat system due to first work permit fee payment not being paid
- Employment contract information not updated to Xpat system due to first work permit fee payment not being paid

You can either extend the validity of the above factors, pay required work permit fee afterwards and then apply for cancellation

Or

Pay work permit fee without (Passport, Insurance, Employment Contract, Quota) validity and be subject to a fine of MVR 2000.00 per work permit fee year for a total of 4,000.00 due to being in violation of the Regulation on Expatriate Employment [2021/R-16]

I hereby declare that I am aware of the work permit fee / visa fee and the cancellation fine of MVR 4,000.00 I will be required to pay for the cancellation of the above-mentioned work permit holder as the requirements for work permit has not been met as per the Regulation on Expatriate Employment [2021/R-16]

Please turn on the Toggle if you agree. You are required to agree to the declaration to submit the cancellation request

1

CANCEL ✕

SUBMIT ✓

2

Note:

- Cancellation fine of MVR 2000 is charged if any factor required is invalid
- The cancellation fine is taken for per work permit fee year (work permit fee cycle 1 year duration, not calendar year)
- Cancellation fine years is calculated from the factor which has the oldest expiry date
- Failure to pay cancellation fine will result in actions being taken against the employer under the Regulation on Expatriate Employment [2021/R-16]
- If the quota linked to the work permit is expired you will be required to extend the quota duration to proceed with the application
- You cannot proceed with the application if work visa fee is not paid

Step 24: Once submitted the application will be updated to “on-hold” status. You will be required to pay the required work permit fee in order to proceed.

Cancellation Requests displayed are cancellation requests linked to this work permit

Work permit cancellation requests in "On Hold" status, for more than **90 days** will be auto-cancelled by the system if required payment is not settled.

Work permit Fee Last Paid To Date: Not paid
Work Visa Fee Last Paid To Date: 01-Dec-2020
Departure Date: 01-Apr-2022
Work permit fee needs to be paid upto the departure date (01-Apr-2022) to process the cancellation request

Search:

Request number	Submitted On	Reason	Remarks	Status	Additional information regarding status
WR3/2022/234	12-Jun-2022	Contract Completion	employee contract completed and has departed	On Hold	<ul style="list-style-type: none"> Pending Work permit Fee - Cancellation requested with pending work permit fee to be paid upto 01-Apr-2022

Important Note: Once the application is updated to “on-hold” 90 days duration will be provided to settle the required payment. If not paid within the provided 90 days, the application will be auto cancelled on the 91st day.

Step 25: Go to the work permit fee tab and click on “new work permit fee” button. Once a request is created click the “pencil icon” to edit and submit the request.

Work Permit

Summary Cancellation **Work Permit Fee** 1 deposit Refund Missing Payments Site & Occupation Change Visa Visa Fee

Sample Work Permit 5 WP00944470 WRI/2022/240
Q00000828 Commercial Accountant Afghan 9123456
Work Place: Expired Site Quota H. Expired Site Quota, K. Male
Quota Work Type: Construction
Quota remaining days: -143
Is Regularization: No
Passports: SAMPLEP0005

Status Pending Cancel Approval Issued On 01-Jan-2018 Card Exp 04-Apr-2025 Arrived On 01-Jan-2018 Valid Till 30-Dec-2020 Insurance Exp 01-May-2021

Work Permit Fee Requests displayed are work permit fee requests linked to this work permit

Last Paid Up to: 30-Dec-2020

This is only a notification and does not block any services. You can submit your request and once approved you will be able to pay work permit fee even if this notification is displayed.

You have pending visa fee payment for 34 employees. You need to either pay the pending visa fee payment or submit a work visa fee settlement declaration for the due amount along with work permit fee request. Then only new work permit fee will be processed. [View Pending Payments](#)

Search:

Request number	Arrival Date	Created Date	From	To	Payment Duration (Months)	Status
WPF/2022/201	01-Jan-2018	06-Apr-2022	-	-		Incomplete
WPF/2022/199	01-Jan-2018	04-Apr-2022	01-Dec-2020	30-Dec-2020	1	Paid

Step 26: Go to the work permit fee request and fill the required details and click “next”

Note: If a cancellation request is “on-hold” status the following rules will differ for work permit fee payment

- Work permit fee can only be paid to a minimum duration that covers the work permit fee required to cancel the work permit and this duration will be automatically set by the system
- Work permit fee can be paid without a valid insurance
- Work permit fee can be paid without a valid medical report
- Work permit fee can be paid without a valid employment contract
- Work permit fee can be paid without a valid passport

1 Request 2 Documents 3 Review

Work Permit Fee | Ref: WPF/2022/201

Fee needs be paid up to a minimum of to cover the Quota expiry date of 01-Dec-2021

This is only a notification and does not block any services. You can submit your request and once approved you will be able to pay work permit fee even if this notification is displayed.

You have pending visa fee payment for 54 employees. You need to either pay the pending visa fee payment or submit a settlement agreement for the due amount along with work permit fee request. Then only new work permit fee will be processed. [View Pending Payments](#)

Employee Name	Arrival Date
Sample Work Permit 5	01-Jan-2018

Common Name *

Sample Work Permit 5

Please provide employee's commonly referred name. Name provided here will be printed on employee's work permit card.

Employee's Mobile Number *

9123456

Employee mobile number (This number should be registered under employee name)

Payment Duration (Months) *

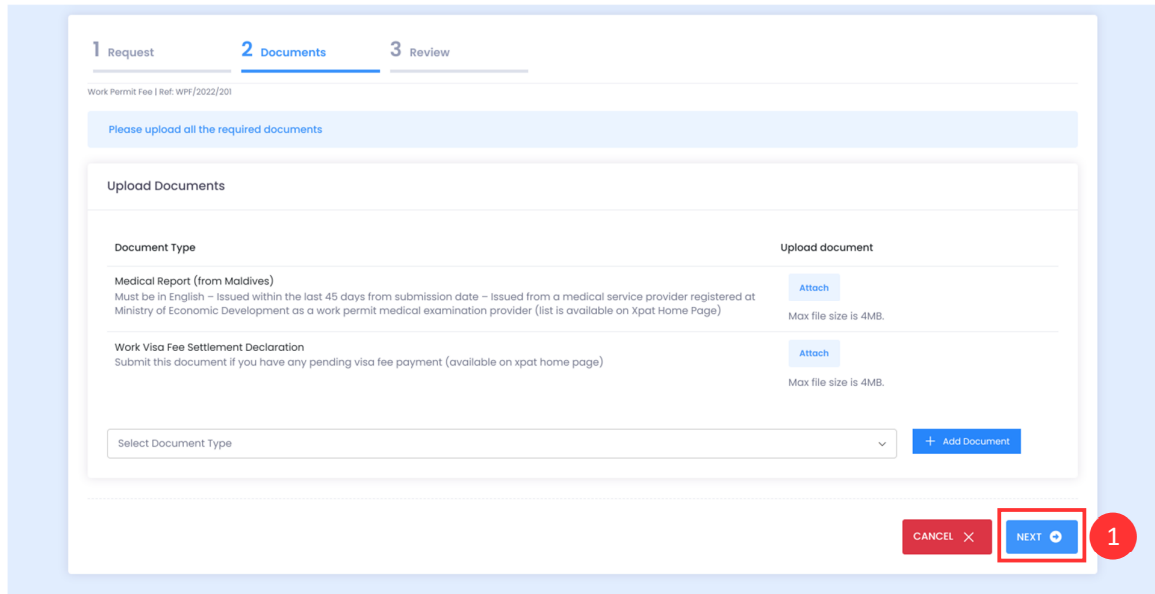
17

Please provide number of months that you want to pay work permit fee for this employee.

CANCEL X NEXT 1

Note: Work permit fee payment duration is auto set, based on the minimum months that requires to be paid to cancel the work permit. You are not required to update the information of medical, employment contract or insurance when paying work permit fee for requests that are being cancelled with a fine payment

Step 27: Upload required documents (if applicable) and click “next” to proceed



1 Request **2 Documents** 3 Review

Work Permit Fee | Ref: WPF/2022/201

Please upload all the required documents

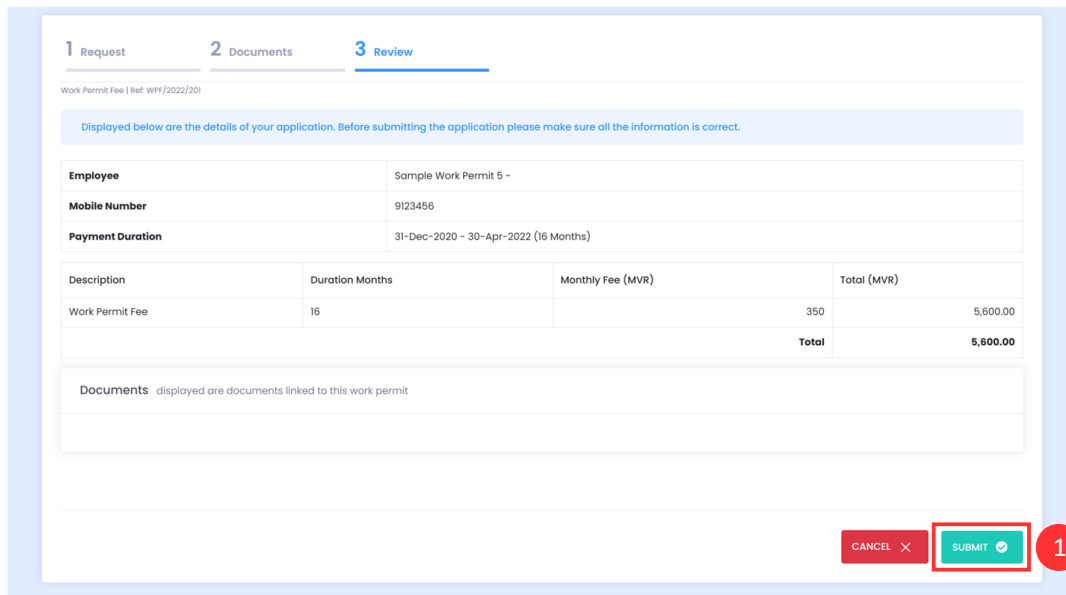
Upload Documents

Document Type	Upload document
Medical Report (from Maldives) Must be in English – Issued within the last 45 days from submission date – Issued from a medical service provider registered at Ministry of Economic Development as a work permit medical examination provider (list is available on Xpat Home Page)	Attach Max file size is 4MB.
Work Visa Fee Settlement Declaration Submit this document if you have any pending visa fee payment (available on xpat home page)	Attach Max file size is 4MB.

Select Document Type + Add Document

CANCEL × **NEXT** ➔ 1

Step 28: Review work permit application and click “submit”



1 Request 2 Documents **3 Review**

Work Permit Fee | Ref: WPF/2022/201

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

Employee	Sample Work Permit 5 -		
Mobile Number	9123456		
Payment Duration	31-Dec-2020 – 30-Apr-2022 (16 Months)		

Description	Duration Months	Monthly Fee (MVR)	Total (MVR)	
Work Permit Fee	16		350	5,600.00
			Total	5,600.00

Documents displayed are documents linked to this work permit

CANCEL × **SUBMIT** ➔ 1

Step 29: Once the work permit fee application is updated to “pending payment” you can follow **Step 10** to **Step 14** to complete the payment

Work Permit Fee Requests displayed are work permit fee requests linked to this work permit + New Work Permit Fee

Last Paid Up to: **30-Dec-2020**

This is only a notification and does not block any services. You can submit your request and once approved you will be able to pay work permit fee even if this notification is displayed.

You have pending visa fee payment for 34 employees. You need to either pay the pending visa fee payment or submit a work visa fee settlement declaration for the due amount along with work permit fee request. Then only new work permit fee will be processed. [View Pending Payments](#)

Search:

Request number	Arrival Date	Created Date	From	To	Payment Duration (Months)	Status	
WPF/2022/201	01-Jan-2018	06-Apr-2022	31-Dec-2020	30-Apr-2022	16	Pending Payment	✖ ✔
WPF/2022/199	01-Jan-2018	04-Apr-2022	01-Dec-2020	30-Dec-2020	1	Paid	✔

1

Note: If the application requires verification from the Ministry, it will be updated to pending verification and will require a verification and approval from the ministry

Step 30: Once work permit fee payment is completed, the work permit fee request will be updated to “paid”, the work permit will be updated to cancelled state

- A fine payment will be generated for the work permit cancellation (as agreed by the user when submitting the cancellation request) **IF** factors were invalid/expired when the work permit was submitted for cancellation

The screenshot displays the user interface for a work permit. At the top, the Ministry of Economic Development logo and name are visible, along with the user's name 'nashawn 63 te'. The navigation menu includes Home, Dashboards, Quota, Work Permit (selected), Appointments, Regularization, Payments, Pending Visa Payments, Express, and Wallet.

The main content area is titled 'Work Permit' and shows details for 'Sample Work Permit 5' with ID WP00944470 and WRI/2022/240. The permit is in a 'Cancelled' status. Key details include:

- Q00000828** Commercial Accountant Afghan 9123456
- Work Place:** Expired Site Quota, H. Expired Site Quota, K. Male'
- Quota Work Type:** Construction
- Quota remaining days:** -174
- Is Regularization:** No
- Passports:** SAMPLEPP0005

 A timeline shows the permit was **Issued On 01-Jan-2018**, **Card Exp 02-Dec-2023**, and **Valid Till 30-Apr-2022**. The current status is **Cancelled**.

Below the permit details, the 'Work Permit Fee Requests' section shows a list of requests linked to this permit. A notification states: 'Last Paid Up to: 30-Apr-2022'. A warning message indicates: 'This is only a notification and does not block any services. You can submit your request and once approved you will be able to pay work permit fee even if this notification is displayed.' Another message notes: 'You have pending visa fee payment for 34 employees. You need to either pay the pending visa fee payment or submit a work visa fee settlement declaration for the due amount along with work permit fee request. Then only new work permit fee will be processed. View Pending Payments'.

The fee requests table is as follows:

Request number	Arrival Date	Created Date	From	To	Payment Duration (Months)	Status
WPF/2022/201	01-Jan-2018	06-Apr-2022	31-Dec-2020	30-Apr-2022	16	Paid
WPF/2022/199	01-Jan-2018	04-Apr-2022	01-Dec-2020	30-Dec-2020	1	Paid

Cancellation fine payment will be visible within the “payments” tab of the work permit (shown below)

Work Permit

Summary Cancellation Work Permit Fee Card Deposit Refund Missing **Payments** Site & Occupation Change Visa Visa Fee

Sample Work Permit 5 WP00944470 WRI/2022/240
 Q00000828 Commercial Accountant Afghan 9123456
 Work Place: Expired Site Quota H. Expired Site Quota, K. Male
 Quota Work Type: Construction
 Quota remaining days: -174
 Is Regularization: No
 Passports: SAMPLEPP0005

Status: **Cancelled** Issued On: 01-Jan-2018 Card Exp: 02-Dec-2023 Arrived On: 01-Jan-2018 Valid Till: 30-Apr-2022

Payments displayed are payments linked to this Service

Search:

Payment number	Payment type	Created Date	Paid Date	Status	Total
03260787	Deposit for New Work Permit	04-Apr-2022	04-Apr-2022	Fully Paid	20.00
03260789	Work Permit Fee	04-Apr-2022	04-Apr-2022	Fully Paid	350.00
03260803	Work Permit Fee	23-Apr-2022	23-Apr-2022	Fully Paid	5600.00
03260802	Cancellation Fine	23-Apr-2022	23-Apr-2022	Pending Payment	4000.00

and in the all “payments” of the employer. You can filter it by using the below filter options

Ministry of Economic Development
Republic of Maldives

nashawn 63 te

Home Dashboards Quota Work Permit Appointments Regularization **Payments** Pending Visa Payments Express Wallet

Payments all the payments will be displayed below. [+ Create Payment Collection](#)

Pending Payment: 59 Partially Paid: 0 Fully Paid: 587 Payment Collection: 104

Search by payment # / work permit number / quota number

Select Payment Type: Cancellation Fine Select State: Pending Payment

From Date: To Date:

Payment Collection:

Showing 1 to 4 of 4 items (1 / 1 pages) [PREVIOUS](#) [NEXT](#)

P-03260802 WP00944470 **PENDING PAYMENT**

Cancellation Fine ()
 Work Permit
 Created Date: 23-Apr-2022
 Issued Date: 23-Apr-2022
 Fully Paid Date:
 Total: 4,000.00

P-03260823 WP00944485 **PENDING PAYMENT**

Cancellation Fine ()
 Work Permit
 Created Date: 23-May-2022
 Issued Date: 23-May-2022
 Fully Paid Date:
 Total: 4,000.00

P-03260815 WP00944469 **PENDING PAYMENT**

Cancellation Fine (WR3/2022/82)
 Work Permit
 Created Date: 22-May-2022
 Issued Date: 22-May-2022
 Fully Paid Date:
 Total: 2,000.00

Step 31: You can pay a single payment OR pay multiple cancellation fines as a payment collection (go to **Step 36** to see how to create and pay as a collection). Open the cancellation fine payment by clicking the “circled arrow icon”

Work Permit

Summary Cancellation Work Permit Fee Card Deposit Refund Missing **Payments** Site & Occupation Change Visa Visa Fee

Sample Work Permit 5 WP00944470 WRI/2022/240
 Q00000828 Commercial Accountant Afghan 9123456
 Work Place: Expired Site Quota H. Expired Site Quota, K. Male
 Quota Work Type: Construction
 Quota remaining days: -174
 Is Regularization: No
 Passports: SAMPLEPP0005

Status **Cancelled** Issued On **01-Jan-2018** Card Exp **02-Dec-2023** Arrived On **01-Jan-2018** Valid Till **30-Apr-2022**

Payments displayed are payments linked to this Service

Search:

Payment number	Payment type	Created Date	Paid Date	Status	Total	
03260787	Deposit for New Work Permit	04-Apr-2022	04-Apr-2022	Fully Paid	20.00	
03260789	Work Permit Fee	04-Apr-2022	04-Apr-2022	Fully Paid	350.00	
03260803	Work Permit Fee	23-Apr-2022	23-Apr-2022	Fully Paid	5600.00	
03260802	Cancellation Fine	23-Apr-2022	23-Apr-2022	Pending Payment	4000.00	1

Step 32: Once within the payment, review the details and click “pay online”.

P P - 03260802 nashawn 63 te (A081640)
 WR3/2022/157 **1**

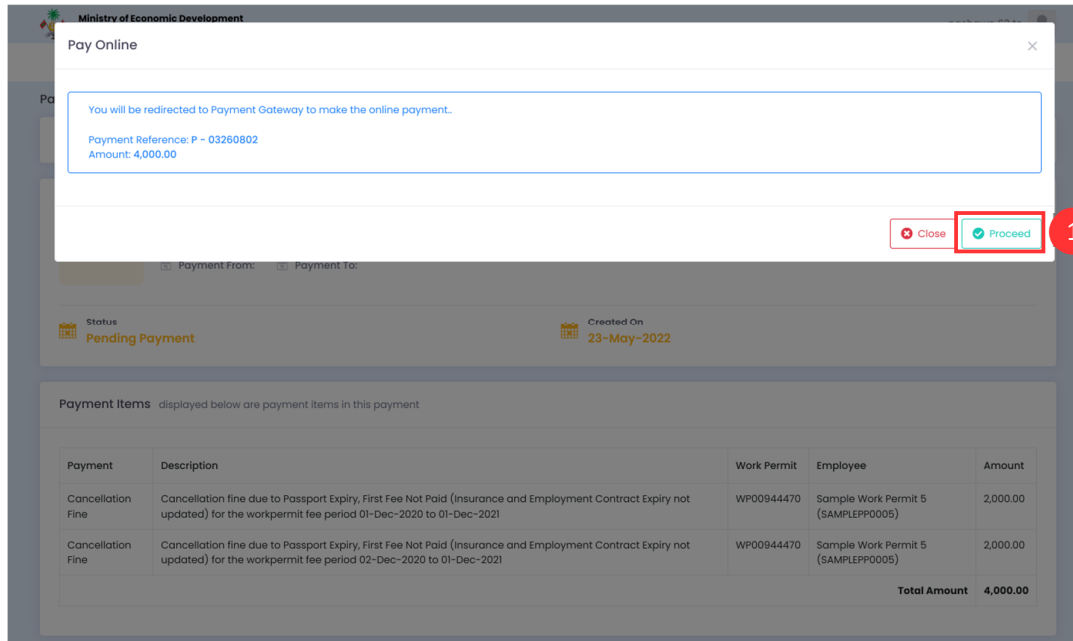
Ministry of Economic Development Cancellation Fine Fine
 Payment From: Payment To:

Status **Pending Payment** Created On **23-Apr-2022**

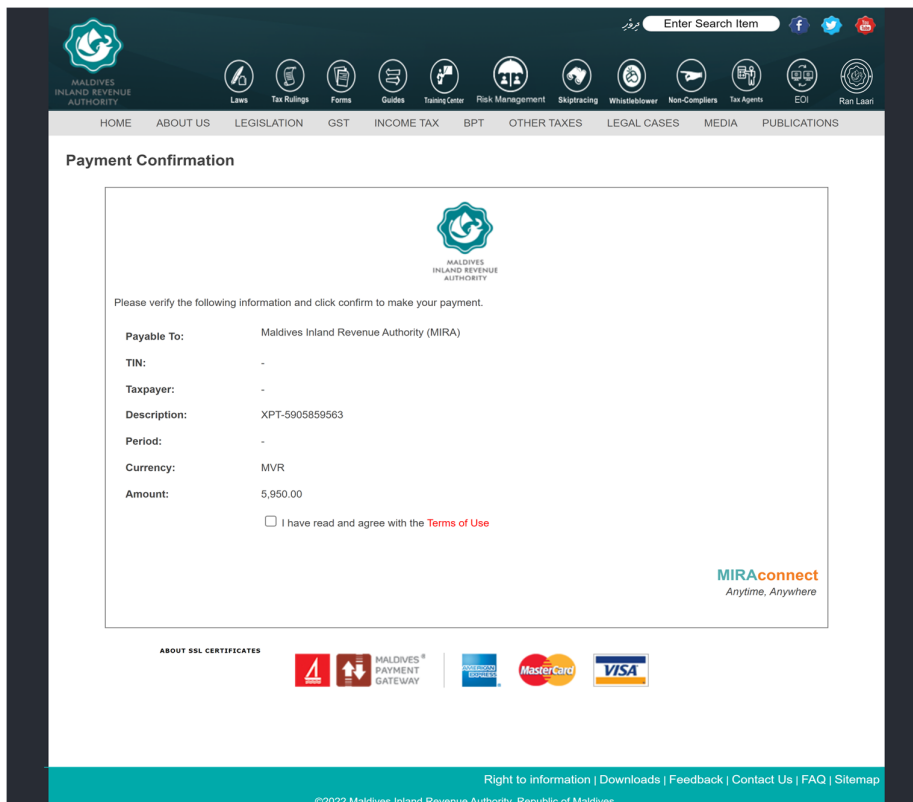
Payment Items displayed below are payment items in this payment

Payment	Description	Work Permit	Employee	Amount
Cancellation Fine	Cancellation fine due to Passport Expiry, Insurance Expiry, Employment Contract Expiry for the workpermit fee period 01-Dec-2020 to 01-Dec-2021	WP00944470	Sample Work Permit 5 (SAMPLEPP0005)	2,000.00
Cancellation Fine	Cancellation fine due to Passport Expiry, Quota Expiry, Insurance Expiry, Employment Contract Expiry for the workpermit fee period 02-Dec-2021 to 01-Apr-2022	WP00944470	Sample Work Permit 5 (SAMPLEPP0005)	2,000.00
Total Amount				4,000.00

Step 33: Click “proceed” to be redirected to the MIRA payment gateway



Step 34: Complete your payment via the MIRA payment gateway




Step 35: Once the payment is completed, it will be updated to “paid” status.

Payments - Payment Details

Summary

P P - 03260802 nashawn 63 te (A081640)
WR3/2022/157
Ministry of Economic Development Cancellation Fine Fine
Payment From: Payment To:

Click to view payment receipt 

Status: Fully Paid Created On: 23-Apr-2022 Fully Paid On: 23-Apr-2022

Payment Items displayed below are payment items in this payment

Payment	Description	Work Permit	Employee	Amount
Cancellation Fine	Cancellation fine due to Passport Expiry, Insurance Expiry, Employment Contract Expiry for the workpermit fee period 01-Dec-2020 to 01-Dec-2021	WP00944470	Sample Work Permit 5 (SAMPLEPP0005)	2,000.00
Cancellation Fine	Cancellation fine due to Passport Expiry, Quota Expiry, Insurance Expiry, Employment Contract Expiry for the workpermit fee period 02-Dec-2021 to 01-Apr-2022	WP00944470	Sample Work Permit 5 (SAMPLEPP0005)	2,000.00
Total Amount				4,000.00

Payment Attempts displayed below are payment attempts for selected payment

Attempted On	Paid On	Payment Method	Paid At	Remarks	Status	Paid Amount
23-Apr-2022	23-Apr-2022	Online Payment	National Centre for information Technology	asdas	Paid	4,000.00
Total Amount						4,000.00
Total Paid						4,000.00

This will also be visible from the payments tab within the work permit

Work Permit

Summary Cancellation Work Permit Fee Card Deposit Refund Missing Payments Site & Occupation Change Visa Visa Fee

Sample Work Permit 5 WP00944470 WRI/2022/240
Q00000828 Commercial Accountant Afghan 9123456
Work Place: Expired Site Quota H. Expired Site Quota, K. Male
Quota Work Type: Construction
Quota remaining days: -174
Is Regularization: No
Passports: SAMPLEPP0005

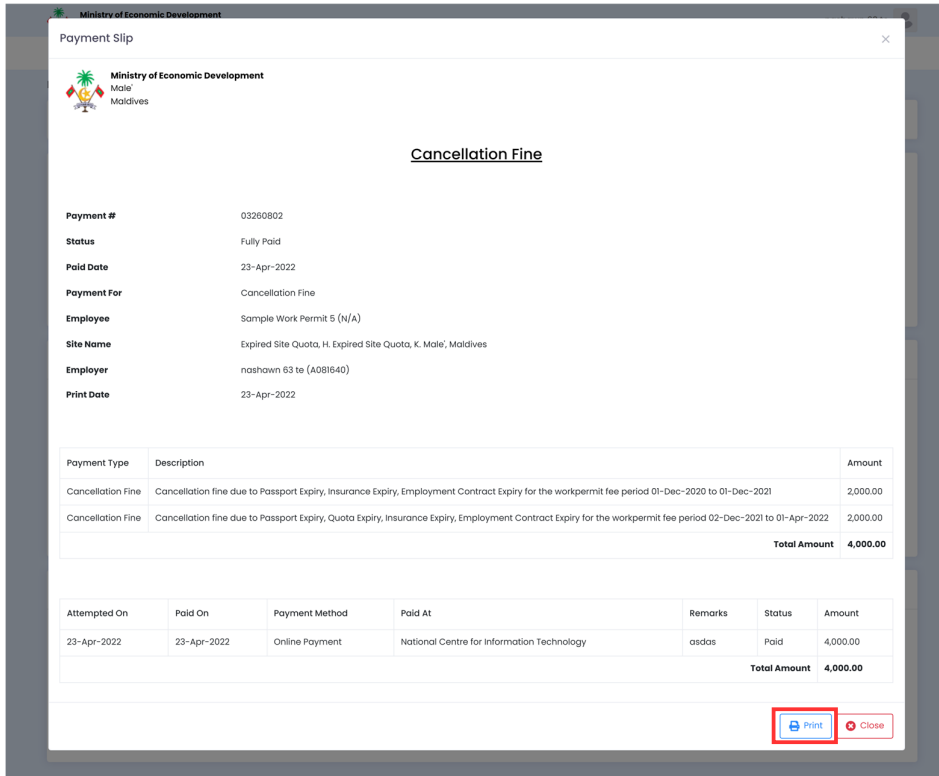
Status: Cancelled Issued On: 01-Jan-2018 Card Exp: 02-Dec-2023 Arrived On: 01-Jan-2018 Valid Till: 30-Apr-2022

Payments displayed are payments linked to this Service

Search:

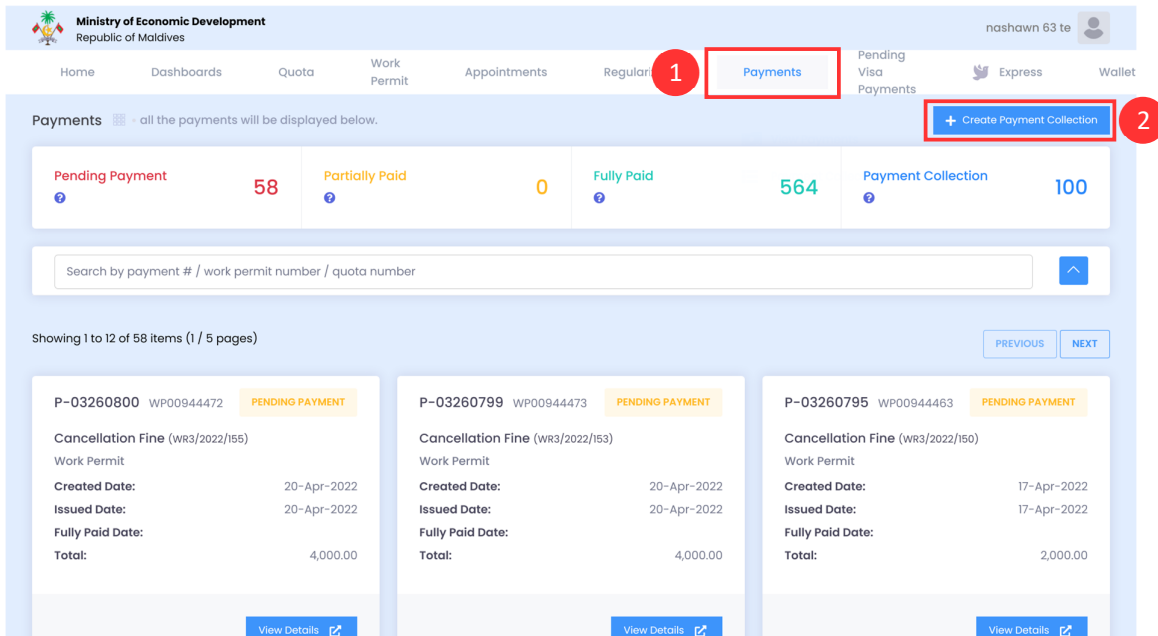
Payment number	Payment type	Created Date	Paid Date	Status	Total
03260787	Deposit for New Work Permit	04-Apr-2022	04-Apr-2022	Fully Paid	20.00
03260789	Work Permit Fee	04-Apr-2022	04-Apr-2022	Fully Paid	350.00
03260803	Work Permit Fee	23-Apr-2022	23-Apr-2022	Fully Paid	5600.00
03260802	Cancellation Fine	23-Apr-2022	23-Apr-2022	Fully Paid	4000.00

Click the “print” icon shown above to view the payment receipt below. Click “print” to print a copy of the receipt or download it as a pdf file.

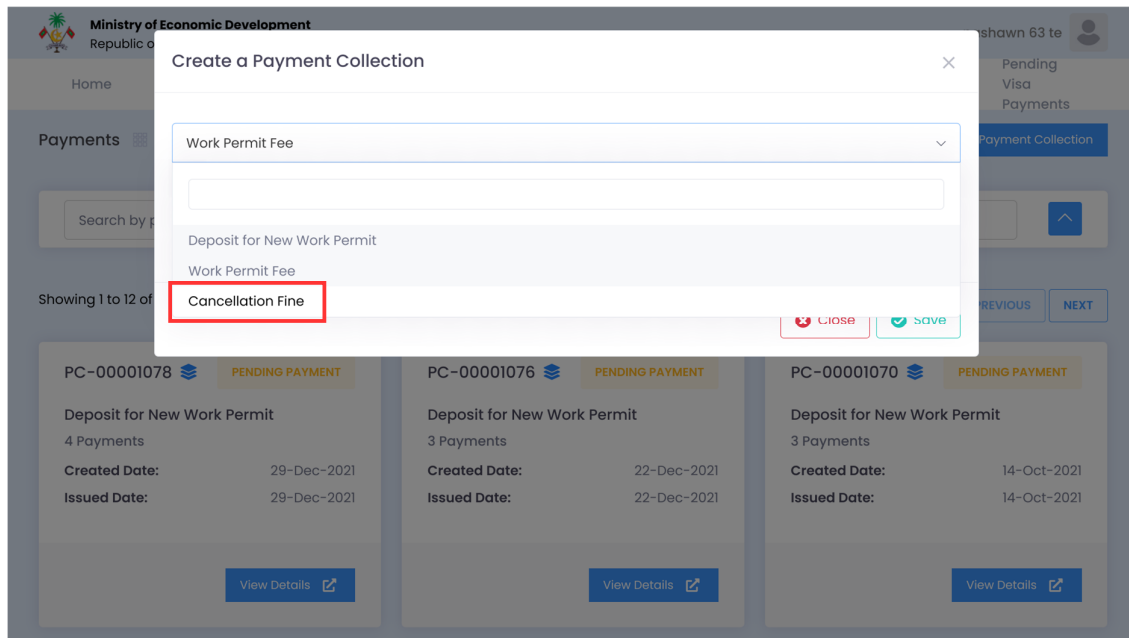


cancellation fine payment collection

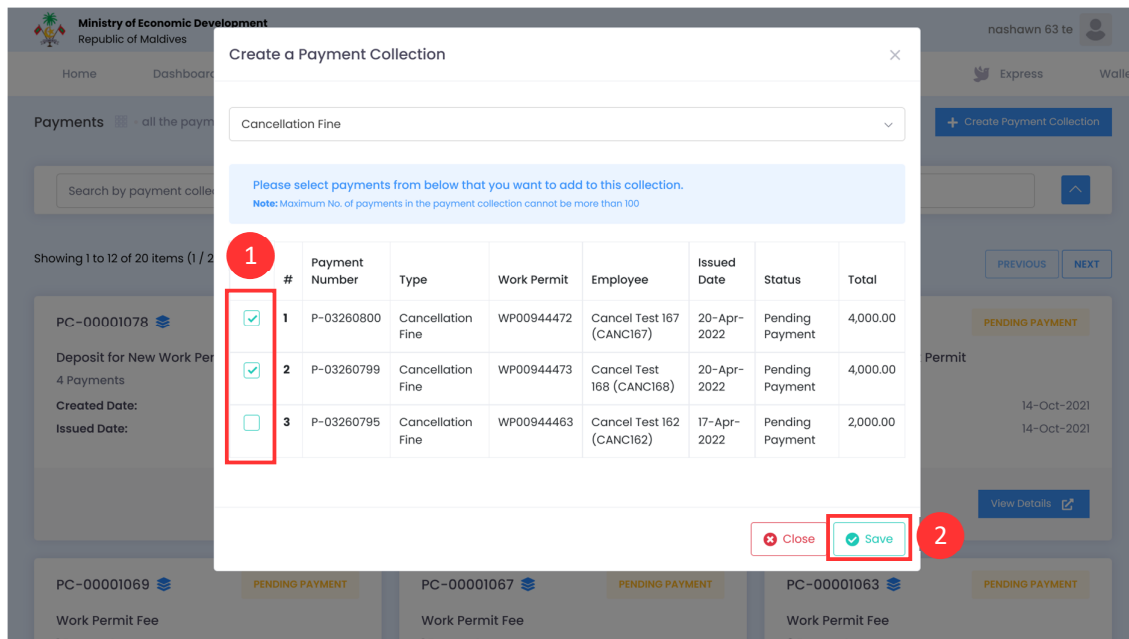
Step 36: If you want to pay multiple cancellation fine together (to create a [cancellation fine payment collection](#)) go to the “payments tab” and click “create payment collection”



Step 37: Select the “cancellation fine” payment collection type



Step 38: Select the cancellation fine payments which you want to pay collectively/together and click “save” (tick by clicking on required payments)



Note: A minimum of 2 payments is required to create a payment collection

Step 39: Go to the details of the created cancellation fine collection

Payments - all the payments will be displayed below. + Create Payment Collection

Search by payment collection #

Showing 1 to 12 of 21 items (1 / 2 pages) PREVIOUS NEXT

<p>PC-00001084 PENDING PAYMENT</p> <p>Cancellation Fine 2 Payments</p> <p>Created Date: 23-Apr-2022 Issued Date: 23-Apr-2022</p> <p style="text-align: right;">View Details </p>	<p>PC-00001078 PENDING PAYMENT</p> <p>Deposit for New Work Permit 4 Payments</p> <p>Created Date: 29-Dec-2021 Issued Date: 29-Dec-2021</p> <p style="text-align: right;">View Details </p>	<p>PC-00001076 PENDING PAYMENT</p> <p>Deposit for New Work Permit 3 Payments</p> <p>Created Date: 22-Dec-2021 Issued Date: 22-Dec-2021</p> <p style="text-align: right;">View Details </p>
<p>PC-00001070 PENDING PAYMENT</p>	<p>PC-00001069 PENDING PAYMENT</p>	<p>PC-00001067 PENDING PAYMENT</p>

you can also search for cancellation fine collections in pending payment state

Payments - all the payments will be displayed below. + Create Payment Collection

Pending Payment 59
Partially Paid 0
Fully Paid 587
Payment Collection 104

Search by payment # / work permit number / quota number

Select Payment Type Select State

Cancellation Fine x Pending Payment x

From Date To Date

Payment Collection

[Search](#)

Showing 1 to 4 of 4 items (1 / 1 pages) PREVIOUS NEXT

<p>P-03260802 WP00944470 PENDING PAYMENT</p> <p>Cancellation Fine () Work Permit</p> <p>Created Date: 23-Apr-2022 Issued Date: 23-Apr-2022 Fully Paid Date: Total: 4,000.00</p> <p style="text-align: right;">View Details </p>	<p>P-03260823 WP00944485 PENDING PAYMENT</p> <p>Cancellation Fine () Work Permit</p> <p>Created Date: 23-May-2022 Issued Date: 23-May-2022 Fully Paid Date: Total: 4,000.00</p> <p style="text-align: right;">View Details </p>	<p>P-03260815 WP00944469 PENDING PAYMENT</p> <p>Cancellation Fine (wr3/2022/182) Work Permit</p> <p>Created Date: 22-May-2022 Issued Date: 22-May-2022 Fully Paid Date: Total: 2,000.00</p> <p style="text-align: right;">View Details </p>
<p>P-03260795 WP00944463 PENDING PAYMENT</p> <p>Cancellation Fine (wr3/2022/150) Work Permit</p> <p>Created Date: 17-Apr-2022 Issued Date: 17-Apr-2022 Fully Paid Date: Total: 2,000.00</p> <p style="text-align: right;">View Details </p>		

Step 40: If you want to pay click “pay online”

PC-00001084 nashawn 63 te (A081640)

+ Add to Payment Collection **Pay Online** 1

Ministry of Economic Development Cancellation Fine Fine

Status Pending Payment Created On 23-Apr-2022

Payments displayed below are payments that are in this payment collection

Payment Number	Created Date	Paid Date	State	Work Permit	Employee	Payment Total	Paid Amount	Remaining Amount
03260799	23-Apr-2022		Pending Payment	WP00944473	Cancel Test 168 (CANC168)	4,000.00	0.00	4,000.00
03260800	23-Apr-2022		Pending Payment	WP00944472	Cancel Test 167 (CANC167)	4,000.00	0.00	4,000.00
Total Amount							8,000.00	
Total Paid							0.00	
Remaining Amount							8,000.00	

- You can add additional cancellation fine payments to the collection by clicking on the "add to payment collection" button
- You can delete a cancellation fine payment from the collection by clicking the “dustbin icon” (a minimum of 2 payments must be available within the collection to pay as a collection)

Step 41: Click “proceed” to be redirected to the MIRA payment gateway

Ministry of Economic Development

Pay Online

You will be redirected to Payment Gateway to make the online payment.

Payment Reference: PC - 00001084
Amount: 8,000.00

Close **Proceed** 1

Payment From: Payment To:

Status Pending Payment Created On 23-May-2022

Step 42: Complete your payment via the MIRA payment gateway

Payment Confirmation

Please verify the following information and click confirm to make your payment.

Payable To: Maldives Inland Revenue Authority (MIRA)
 TIN: -
 Taxpayer: -
 Description: XPT-5905859563
 Period: -
 Currency: MVR
 Amount: 5,950.00

I have read and agree with the [Terms of Use](#)

MIRAconnect
Anytime, Anywhere

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Once the payment is updated to “paid” state the cancellation fine payments within the collection will also be updated to “paid” state.

You can print/save

- the cancellation fine collection payment receipt by clicking the “1” marked print icon
- the cancellation fine individual payments receipt by clicking the “2” marked print icon

PC-00001084 nashawn 63 te (A081640)

Ministry of Economic Development Cancellation Fine Fine

Status: Fully Paid Created On: 23-Apr-2022 Fully Paid On: 01-Jan-0001

Payments displayed below are payments that are in this payment collection

Payment Number	Created Date	Paid Date	State	Work Permit	Employee	Payment Total	Paid Amount	Remaining Amount
03260799	23-Apr-2022	01-Jan-0001	Fully Paid	WPO0944473	Cancel Test 168 (CANC168)	4,000.00	4,000.00	0.00
03260800	23-Apr-2022	01-Jan-0001	Fully Paid	WPO0944472	Cancel Test 167 (CANC167)	4,000.00	4,000.00	0.00
Total Amount							8,000.00	
Total Paid							8,000.00	
Remaining Amount							0.00	

1 Cancellation fine collection receipt

Ministry of Economic Development
Male' Maldives

Payment Receipt for collection (PC-00001084)

Payment # PC-00001084
 Status Fully Paid
 Created Date 23-Apr-2022
 Employer nashawn 63 te (A081640)
 Print Date 24-May-2022

Payment Number	Payment Type	Created Date	Paid Date	Work Permit	Employee	State	Paid Amount	Payment Total
03260800	Cancellation Fine	23-Apr-2022	01-Jan-0001	WP00944472	Cancel Test 167 (CANC167)	Fully Paid	4,000.00	4,000.00
03260799	Cancellation Fine	23-Apr-2022	01-Jan-0001	WP00944473	Cancel Test 168 (CANC168)	Fully Paid	4,000.00	4,000.00
Total Amount							8,000.00	
Total Paid							8,000.00	
Remaining Amount							0.00	

Payments	Payment Method	Amount
03260800 , 03260799	Online Payment	8,000.00
Total Amount		8,000.00

Print Close

2 individual payments receipt within the collection

Ministry of Economic Development
Male' Maldives

Cancellation Fine

Payment # 03260800
 Status Fully Paid
 Paid Date 01-Jan-0001
 Payment For Cancellation Fine
 Employee Cancel Test 167 (N/A)
 Site Name LOTS OF QUOTA FOR TESTING, H.LOTS OF QUOTA FOR TESTING, K. Male', Maldives
 Employer nashawn 63 te (A081640)
 Print Date 24-May-2022

Payment Type	Description	Amount
Cancellation Fine	Cancellation fine due to Passport Expiry for the workpermit fee period 05-Dec-2020 to 05-Dec-2021	2,000.00
Cancellation Fine	Cancellation fine due to Passport Expiry for the workpermit fee period 00-Dec-2021 to 15-Mar-2022	2,000.00
Total Amount		4,000.00

Attempted On	Paid On	Payment Method	Paid At	Remarks	Status	Amount
15-May-2022	15-May-2022	Online Payment	MIRA		Paid	4,000.00
Total Amount						4,000.00

Print Close

5. HOW TO CANCEL WORK PERMITS THAT DOES NOT HAVE BORDER RECORDS UPDATED?

Step 43: Go to immigration work permit portal

<https://workpermit.egov.mv/Workpermit> and login (login credentials are the same on both portals)

The screenshot shows the Xpat Online login interface. A red box highlights the login form, which includes fields for Username and Password, and a Log In button. Below the login form, there are links for Register if you don't have an account, Forgot Password, and Enter SMS Activation Code. The main content area is titled "Welcome to Xpat Online" and contains sections for Verifications (Regularization Registry Verification), Information (Occupation List), Forms (TurnOver Declaration), Iulaan (Ramadan and Shawwal application periods), and Help.

Step 44: Go to “xpat online home” and then click “My Online Applications”

The screenshot shows the Xpat Online home page after login. A red box highlights the "My Online Applications" link in the navigation menu, which is circled in red with the number 2. The user is logged in as "nashawn 63 te (9732223)" on 23 May 2022, Monday, at 23:10. The page displays the same content as the previous screenshot, including the navigation menu, user profile, and main content sections.

Step 45: Click “New Online Application” to create a new application for requesting Maldives Immigration to update or amend the border records of a work permit holder

The screenshot shows the 'My Online Applications' page. On the left, a user profile for 'nashawn 63 te (9732223)' is visible. The main area shows a table of applications with columns for #, Submission No., Request Type, Application Date, State, Employer, and Actions. A 'New Online Application' button is highlighted with a red box and a red circle containing the number 1.

#	Submission No.	Request Type	Application Date	State	Employer	Actions
1		Employment Approval - Employer Change		New	nashawn 63 te (A081640)	Details
2		Quota - Extend Duration		New	nashawn 63 te (A081640)	Details
3		Quota - Extend Duration		New	nashawn 63 te (A081640)	Details
4		Quota - Extend Duration		New	nashawn 63 te (A081640)	Details
5		Work Permit - New Application		Cancelled	nashawn 63 te (A081640)	Details
6		Quota - Extend Duration		New	nashawn 63 te (A081640)	Details
7		Quota - Extend Duration		New	nashawn 63 te (A081640)	Details
8		Quota - Extend Duration		New	nashawn 63 te (A081640)	Details
9		Employment Approval - Employer Change		Cancelled	nashawn 63 te (A081640)	Details
10		Employment Approval - Employer Change		New	nashawn 63 te (A081640)	Details

Step 46: Select the request type “Immigration Border Records Update Request” and click “save and next” to proceed

Online Application

The screenshot shows the 'Online Application' form. The 'Submission Type' dropdown is set to 'Immigration Border Records Update Request', which is highlighted with a red box and a red circle containing the number 1. Below it, the 'Save & Next' button is highlighted with a red box and a red circle containing the number 2.

Step 47: Ensure that the employer information is correct and click “save and next” to proceed

Online Application

The screenshot shows the 'Employer Information' section of the 'Online Application' form. The section is highlighted with a red box and a red circle containing the number 1. Below the section, the 'Save & Next' button is highlighted with a red box and a red circle containing the number 2.

Type	ID Card	Name	Address
Individual Maldivian	A081640	nashawn 63 te	gwegaweg Dhaftharu K. Male' Maldives

Cancel

Step 48: Download and complete the “Immigration Border Records Update Request form” (form below). Alternative download link:

Enter the document date and upload the required “Immigration Border Records Update Request form”

Online Application

1. Choose Type 2. Application By 3. Submit Documents

#	Document Type	Document Date	Remarks	Document
1	Immigration Border Records Update Request form * Download Form ↓			Document Date: * <input type="text"/> <input type="button" value="upload"/>

Upload More Documents

Doc Type: * Download Form ↓

Document Date: *

Description/Remarks:

File:

click “Save & Complete” to submit the application

Online Application

1. Choose Type 2. Application By 3. Submit Documents

#	Document Type	Document Date	Remarks	Document
1	Immigration Border Records Update Request form * Download Form ↓	24/05/2022		Immigration Border Records Update Request form.pdf (0 B) ✖

Upload More Documents

Doc Type: * Download Form ↓

Document Date: *

Description/Remarks:

File:

Immigration Border Records Update Request form

Border Records Update OR Amendment Request Form

Work Permit Holders Details:

Work Permit Number	Enter Work Permit Number
Name	Enter Employee name as on passport
Passport Number	Enter Passport Number
Reason for request submission	<p>Enter reason for submitting the request</p> <p>Examples:</p> <ol style="list-style-type: none"> 1. Border records incorrect 2. Border records not updated in system

The request will require verification and approval from Maldives Immigration

Xpat Online Home Quota Employment Approval Business Entity Work Visa Visa Payments Reports Regularization Payments

You are logged in as
nashawn 63 te (9732223)
24 May 2022, Tuesday
00:31
Transacting as
Self
Change Password
Logout

My Online Applications

Filter by Request Type:
Immigration Border Records Update Request Show

New Online Application

#	Submission No.	Request Type	Application Date	State	Employer	Actions
1		Immigration Border Records Update Request		New	nashawn 63 te (A081640)	Details
2		Immigration Border Records Update Request		New	nashawn 63 te (A081640)	Details
3	S000533	Immigration Border Records Update Request	28/03/2022 14:02:50	Submitted	nashawn 63 te (A081640)	Details
4	S000534	Immigration Border Records Update Request	24/05/2022 00:31:44	Submitted	nashawn 63 te (A081640)	Details

<< < 01 > >>

Xpat Online Home Quota Employment Approval Business Entity Work Visa Visa Payments Reports Regularization Payments

You are logged in as
nashawn 63 te (9732223)
24 May 2022, Tuesday
00:45
Transacting as
Self
Change Password
Logout

Online Application

Submission No.	Submission Date	State	Request Type	Submitted By	Employer	Previous Numbers
S000533	28/03/2022 14:02:50	Completed	Immigration Border Records Update Request	nashawn 63 te	nashawn 63 te (A081640)	

#	Document Type	Document Date	Remarks	Document
1	Immigration Border Records Update Request form	28/03/2022		light-blue-man-silhouette-md300.png (5.81 KB)

Download Form

Remarks:
Border records updated

Back

and once the border records have been updated/amended proceed with the cancellation application

1. If all required payments are settled for the work permit, go to **Step 15**
2. If all required payments are not settled for the work permit
 - a. Go to **Step 4** if only work permit and visa fee is required to be paid
 - b. Go to **Step 20** if you cannot pay work permit fee due to a factor that is required to be pay work permit fee invalid/expired

6. FREQUENTLY ASKED QUESTIONS

1. What happens to the currently submitted cancellation application that are being processed by the Ministry?

These applications will be processed by the Ministry even after the update is deployed. However, any applications marked as incomplete or rejected will have to be resubmitted as per the new process (as shown in this guide)

2. What do I have to do if my work permit cancellation application in “On Hold” is auto cancelled by the system?

You can create a new cancellation application and submit to cancel the work permit

3. What should I do if my work permit fee application or cancellation fine application is in “pending online MIRA payment”?

You can contact MIRA and request to resolve the issue and if MIRA requests you to contact the Ministry, you can find our contact at the end of this FAQ

4. Will work permit fee be taken even if the employee stays for 1 day in Maldives, before cancelling the work permit?

Yes, one month work permit fee will be required

5. What is work permit cancellation due to incarceration?

This is a cancellation option provided under the Regulation on Expatriate Employment [2021/R-16], Chapter 4, Article 23, Clause A, Sub clause 8, when the employer wishes to cancel the work permit of an employee of whom a state institution has detained on charges of a criminal offense for a period exceeding 3 months

6. Will I be able to get deposit refund for those work permits cancelled in “cancelled (regularization)”, “cancelled (voluntary return)”, “cancelled (missing abscond)”, “cancelled (missing negligence)”

Deposit will not be refundable if the work permit is cancelled and is in one of the above states. However, the quota slot that was reserving such a work permit will be available for the employer to use once the respective work permit is cancelled

7. What will happen if I do not pay the cancellation fine payments?

Action will be taken against the employer for not paying the fine payment under the Regulation on Expatriate Employment [2021/R-16]

Our Contacts:

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

Hotline: 1500

Email: xpat@1500help.mv