

WORK PERMIT MISSING WITHDRAWAL USER GUIDE

Introduction

This guide provides a detailed explanation of the work permit missing withdrawal process, allowing employers to withdraw previously submitted missing reports under specific conditions. Employers can use this service when a missing report was submitted for the wrong individual or when the employee has been located or returned to work.

The withdrawal process varies depending on whether the missing request is still in the processing stage or has already been approved. Employers can benefit from a grace period during which no service fee applies, but withdrawals outside this period will incur a fee of MVR 10,000.

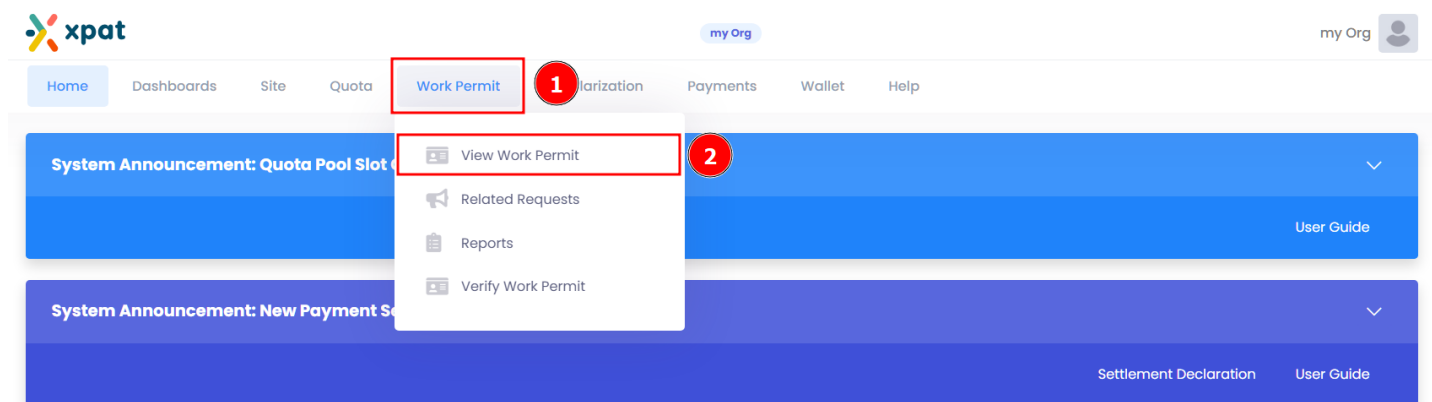
Additionally, the guide outlines the steps for re-issuing a work permit after the withdrawal request has been approved, ensuring the work permit status is fully restored. This step-by-step guide helps streamline the process, preventing unnecessary investigations and maintaining updated work permit records.

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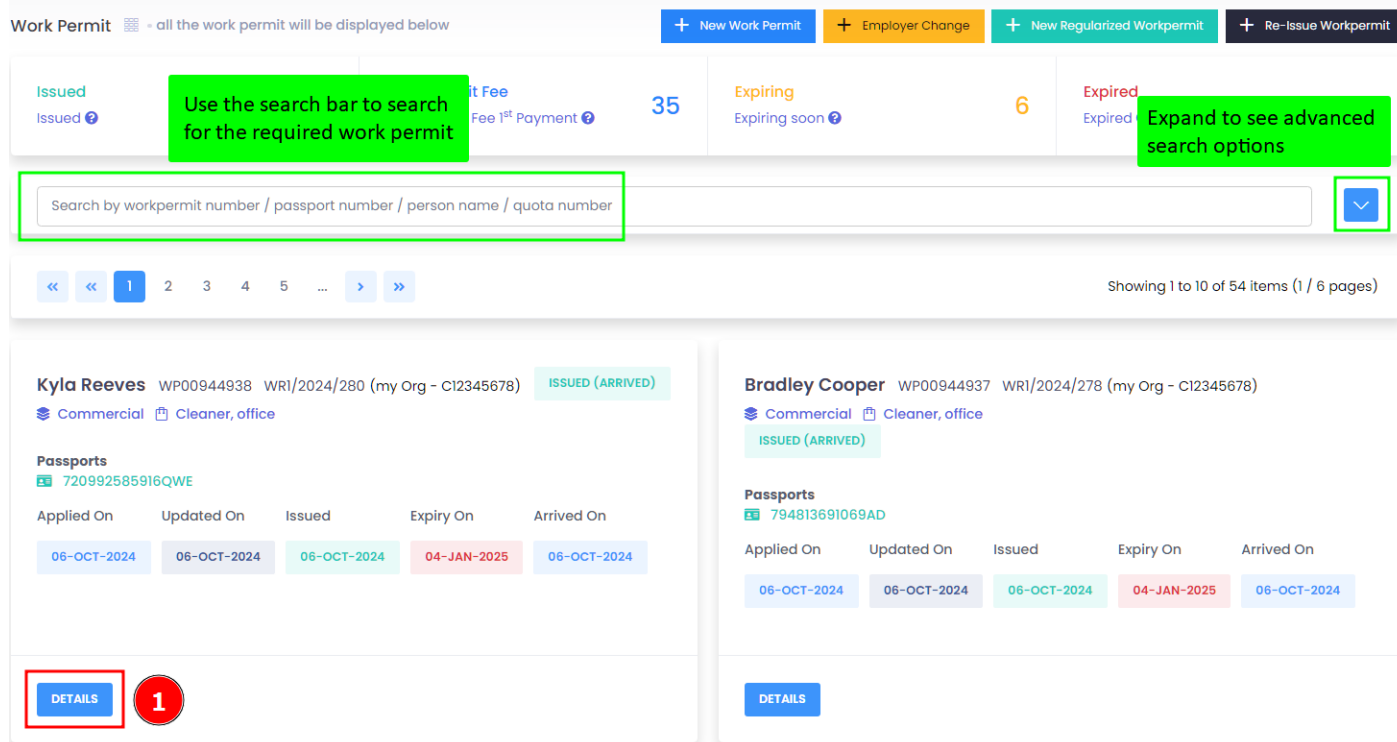
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How to navigate to the required work permit

Step 1: Login to <https://xpat.egov.mv> and go to “Work Permit” and then select “View Work Permit”



Step 2: Locate the required work permit by using the available view or search functions, and select "Details" for the corresponding work permit.



How to withdraw work permits within missing report withdrawal grace periods

There are two scenarios for withdrawing work permit missing reports within the grace period, and each follows a different process. Scenario 1 covers work permit missing requests that are still in the processing stage, and Scenario 2 applies to work permit missing requests that have already been approved. In both scenarios, as long as the withdrawal happens within the grace period, no service fee will be charged.

Scenario 1: Work permit missing request in processing state (within grace period)

Scenario 1 applies when a work permit missing request is still in the processing stage. This may occur in the following situations:

1. When the work permit missing request is "on-hold" during the initial 3-day period after submission.
2. When the work permit missing request is still in a processing state within the first 7 days of submission.
3. When both the work permit missing request and the linked Missing Report LRA investigation are placed "on-hold" for 7 days due to an employer or representative requesting to withdraw during the investigation process.

Step 1: In this case go to the “missing” tab of the respective work permit and click on “new request” on the “missing person withdrawal request table, as indicated below.

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Bradley Cooper WP00944939 WR1/2024/287
 QP00000027 (QS00001610) QS00001610 Commercial Cleaner, office Polish 7123456
 Quota Work Type: TEST QUOTA POOL DIVISION 4
 Quota remaining days: 222
 Passports: 794813691069AD

Is Regularization: No
 Client Occupation: -

Status
Reported Missing

Issued On
06-Oct-2024

Expiry On
05-Nov-2024

Missing Person Requests displayed are missing person requests linked to this work permit
 [+ New Request](#)

Search:

Request number	Missing Reported Date	Submitted Date	Passport	Work Permit	Status	Linked Requests	Additional Information Regarding Status
WR9/2024/168	07-Oct-2024	07-Oct-2024	794813691069AD	WP00944939	On Hold	No linked requests	The application is on hold for a 3-day review period, until 10/Oct/2024 12:16 AM, giving you time to verify your submission and withdraw the missing request if necessary. After this period, you will have an additional 4 days, until 14/Oct/2024 12:17 AM, to decide on withdrawal of the missing request, making a total of 7 days from the submission date. If no withdrawal is required, the request will automatically proceed after 10/Oct/2024 12:16 AM to an investigatory process.

Missing Person Withdrawal Requests displayed are missing person withdrawal requests linked to this employment approval
 [+ New Request](#)

Search:


Request number	Submitted Date	Status	Remarks	Additional Information Regarding Status
No data available in table				

Step 2: Verify the individual's image, name, passport number, and country to ensure you are reporting the correct person as missing. Once confirmed, enter the full name of the individual, then read and agree to the required declarations by enabling the toggle switch. After completing these steps, click "Next" to proceed to the following step.

1 Request

2 Review



Request Details



Kyla Reeves
Passport: 720992585916QWE (Italian)

Missing Request Details	
Missing Request Reference	WR9/2024/165
Missing Reported date:	04-Oct-2024
User provided remarks at the time of missing reporting:	Kyla Reeves, an Italian national with passport number 720992585916QWE, was last seen on October 4, 2024, in the Maldives, near the capital city of Malé. She was reportedly heading toward the ferry terminal, possibly traveling to a nearby island, though her destination is unconfirmed. Multiple attempts to contact her via phone, email, and messages have been unsuccessful, with her last known phone number being 7123456. Her personal belongings, including her passport, were missing from her accommodation. There are no known significant disputes or issues involving her, and no family or friends have reported any contact since she was last seen.

Documents that were uploaded during the missing person request

 Bank statement showing past 3 months salary payment - 300DPI-8300.jpg (06-Oct-2024)
  Employment Contract - 300DPI-8300.jpg (06-Oct-2024)

1

Employee Full Name *

Kyla Reeves

2

I confirm that this is the individual for whom I want to withdraw the missing request, and I understand the implications of this action.

☒

CANCEL ✕

3 NEXT ➔

(next step on next page)


Step 3: Carefully review and verify the information provided. Read the required declarations, enable the appropriate toggle to confirm your agreement, and then click "Submit" to complete and submit the work permit missing withdrawal request.

1 Request

2 Review

Missing Person Withdrawal | Ref: MPW/2024/98

Request Details



Kyla Reeves

Passport: 720992585916QWE (Italian)

Missing Request Details	
Missing Request Reference	WR9/2024/165
Missing Reported date:	04-Oct-2024
User provided remarks at the time of missing reporting:	Kyla Reeves, an Italian national with passport number 720992585916QWE, was last seen on October 4, 2024, in the Maldives, near the capital city of Malé. She was reportedly heading toward the ferry terminal, possibly traveling to a nearby island, though her destination is unconfirmed. Multiple attempts to contact her via phone, email, and messages have been unsuccessful, with her last known phone number being 7123456. Her personal belongings, including her passport, were missing from her accommodation. There are no known significant disputes or issues involving her, and no family or friends have reported any contact since she was last seen.

Declaration

1. I hereby acknowledge my intention to withdraw the previously submitted missing request.

2. I understand and accept full responsibility for updating the permit and ensuring that all payments required under applicable laws and regulations are made in a timely manner.

☒

CANCEL ✕

SUBMIT ✓

2

(next step on next page)

Once the missing withdrawal application is submitted, the request will be automatically approved. The work permit missing request will be cancelled, and the work permit status will be updated to "Issued (Arrived)." This completes the missing withdrawal process for this scenario.

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Kyla Reeves

WP00944938 WRI/2024/280

QP00000027 (QS00001606)

QS00001606

Commercial

Cleaner, office

Italian

7123456

Quota Work Type: TEST QUOTA POOL DIVISION 4

Quota remaining days: 223

Is Regularization: No

Client Occupation: -

Is Fit: Yes

Requires Isolation: Yes

Passports: 720992585916QWE

Status

Issued (Arrived)

Issued On

06-Oct-2023

Arrived On

06-Oct-2023

Expiry On

05-May-2025

Insurance Exp

06-Jun-2025

Contract Exp On

06-Oct-2030

Missing Person Requests

displayed are missing person requests linked to this work permit

+ New Request

Search:

Request number	Missing Reported Date	Submitted Date	Passport	Work Permit	Status	Linked Requests	Additional Information Regarding Status
WR9/2024/165	04-Oct-2024	06-Oct-2024	720992585916QWE	WP00944938	Cancelled	<ul style="list-style-type: none"> Missing Report Withdrawal Approved 	

<

1

>

Missing Person Withdrawal Requests

displayed are missing person withdrawal requests linked to this employment approval

+ New Request

Search:

Request number	Submitted Date	Status	Remarks	Additional Information Regarding Status
MPW/2024/98	06-Oct-2024	Approved	Request has been submitted and approved.	-

<

1

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Scenario 2: Work permit missing request in approved state (within grace period) & work permits without missing report withdrawal grace periods

Step 1: If the work permit has an approved work permit missing request, it must be cancelled before proceeding. The work permit can be canceled in the following states:

1. **Reported Missing:** Once canceled, it will move to "**Cancelled (Reported Missing).**"
2. **Missing Abscond:** Once canceled, it will move to "**Cancelled (Missing Abscond).**"
3. **Missing Negligence:** Once canceled, it will move to "**Cancelled (Missing Negligence).**"

For more details on the work permit cancellation process, refer to the Work Permit Cancellation User Guide.

Note: For work permits already in missing state, a work permit cancellation request must be submitted to pay or create a work permit fee request (required only if the work permit is applicable to pay work permit fee).

Step 2: After the work permit is canceled, navigate to the "Missing" tab and select "New Request" from the Missing Withdrawal Request table.

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[Visa Fee](#)

Bradley Cooper WP00944937 WRI/2024/278

Commercial
Cleaner, office
Polish
7123456
1

Quota Work Type:
Quota remaining days:
Passports: 794813691069AD

Is Regularization: No
Client Occupation: -

Status

Cancelled (Missing Abscond)

Issued On

06-Oct-2024

Arrived On

06-Oct-2024

Expiry On

05-Nov-2024

Missing Person Requests displayed are missing person requests linked to this work permit

+ New Request

Search:

Request number	Missing Reported Date	Submitted Date	Passport	Work Permit	Status	Linked Requests	Additional Information Regarding Status
WR9/2024/167	06-Oct-2024	06-Oct-2024	794813691069AD	WP00944937	Approved	<ul style="list-style-type: none"> Missing Report LRA Investigation Approved Missing Report Decision Approved 	

Missing Person Withdrawal Requests displayed are missing person withdrawal requests linked to this employment approval

+ New Request

Search:

Request number	Submitted Date	Status	Remarks	Additional Information Regarding Status
No data available in table				

Note: To proceed in this step work permit must be in a cancelled status else system will show below error message

The dialog box contains the xpat logo and a confirmation statement: "I confirm that this is the individual for whom I want to withdraw the missing request, and I understand the implications of this action." Below the statement is a toggle switch that is currently turned on (blue). At the bottom are two buttons: "CANCEL" (red) and "NEXT" (blue). A red error message box is overlaid on the top right, stating: "Cannot proceed. Please cancel the work permit to proceed with the work permit missing withdrawal request." The error box has a shield icon and a close button (X).

Step 3: Verify the individual's image, name, passport number, and country to ensure you are reporting the correct person as missing. Once confirmed, enter the full name of the individual, then read and agree to the required declarations by enabling the toggle switch. After completing these steps, click "Next" to proceed to the following step.

The 'Review' step shows a progress bar with '1 Request' and '2 Review'. The 'Request Details' section includes a profile picture placeholder, the name 'Kyla Reeves', and the passport number '720992585916QWE (Italian)'. Below this is a table titled 'Missing Request Details' with the following information:

Missing Request Details	
Missing Request Reference	WR9/2024/165
Missing Reported date:	04-Oct-2024
User provided remarks at the time of missing reporting:	Kyla Reeves, an Italian national with passport number 720992585916QWE, was last seen on October 4, 2024, in the Maldives, near the capital city of Malé. She was reportedly heading toward the ferry terminal, possibly traveling to a nearby island, though her destination is unconfirmed. Multiple attempts to contact her via phone, email, and messages have been unsuccessful, with her last known phone number being 7123456. Her personal belongings, including her passport, were missing from her accommodation. There are no known significant disputes or issues involving her, and no family or friends have reported any contact since she was last seen.

The 'Documents' section shows two uploaded files: 'Bank statement showing past 3 months salary payment - 300DPI-8300.jpg (06-Oct-2024)' and 'Employment Contract - 300DPI-8300.jpg (06-Oct-2024)'. Below the documents is a form with three numbered steps:

- Employee Full Name *: Kyla Reeves
- I confirm that this is the individual for whom I want to withdraw the missing request, and I understand the implications of this action. (with a checked toggle switch)
- (Empty field)

At the bottom are 'CANCEL' and 'NEXT' buttons. A red circle with the number '3' is next to the 'NEXT' button.

Step 4: Carefully review and verify the information provided. Read the required declarations, enable the appropriate toggle to confirm your agreement, and then click "Submit" to complete and submit the work permit missing withdrawal request. This step does not complete the entire withdrawal process. Once the withdrawal request is approved, the user must also submit a re-issue work permit application as agreed in the declaration to complete the process. Proceed to “[How to apply for re-issue work permit](#)” to continue the process.

View at the Missing Withdrawal Review Step

There are two scenarios to consider at the withdrawal request review step:

1. **No Service Fee:** If the withdrawal is completed within the grace period, there is no service fee charged. (as shown in below image, the declaration will not specify any service charge)

1 Request
2 Review

Missing Person Withdrawal | Ref: MPW/2024/99

Request Details

Bradley Cooper
Passport: 794813691069AD (Polish)

Missing Request Details	
Missing Request Reference	WR9/2024/167
Missing Reported date:	06-Oct-2024
User provided remarks at the time of missing reporting:	Bradley Cooper, a Polish national with passport number 794813691069AD, was last seen on October 4, 2024, in the Maldives, near the Hulhumalé ferry terminal. He was reportedly heading toward a speedboat dock, possibly intending to travel to a nearby resort, though his destination remains unclear. Efforts to contact him via phone, email, and messaging platforms have been unsuccessful, with his last known phone number being 7123456. His personal belongings, including his passport, were missing from his hotel room. No major disputes or issues involving him have been reported, and no friends or family have had any contact with him since his last known sighting.

Declaration

1. I hereby acknowledge my intention to withdraw the previously submitted missing request.
2. I acknowledge that once the withdrawal request has been approved, I am required to submit a 'Re-Issue Work Permit' request to obtain a new work permit for the individual.

☒

CANCEL X

SUBMIT ✓

(next part in next page)

- Service Fee:** If the withdrawal is outside the grace period, a service fee of MVR 10,000 will apply. (as shown in below image, the declaration will specify a service charge fee)

1

Declaration

1. I hereby acknowledge my intention to withdraw the previously submitted missing request.

2. I acknowledge that once the withdrawal request has been paid and approved, I am required to submit a 'Re-Issue Work Permit' request to obtain a new work permit for the individual.

3. I acknowledge that the required payment for this request is a **non-refundable service fee of MVR 10,000**. The payment period for this request is 30 days, and if not completed within this period, the withdrawal request will automatically be cancelled on 04/Oct/2024.

☒

CANCEL

SUBMIT

2

If a service fee is applicable, the request will move to "Pending Payment" upon submission (as shown below).

Missing Person Withdrawal Requests displayed are missing person withdrawal requests linked to this employment approval

+ New Request

Search:

Request number	Submitted Date	Status	Remarks	Additional Information Regarding Status
MPW/2024/99	06-Oct-2024	Pending Payment	You have a 30-day period to settle the payment of 10,000r from the application submission date. The last payment date is 05/Nov/2024.	A 30-day period is granted to settle the payment of MVR 10,000 from the application submission date. The last payment date is 04/11/2024 01:33 PM after which the request will be automatically cancelled if the payment is not completed.

< 1 >

Once the payment is made, or if no payment is required, the request will be updated to "Approved" status. The user will then be prompted to apply for a "Re-Issue Work Permit." Please refer to the section [“How to apply for re-issue work permit”](#) for detailed instructions on completing this process.

Missing Person Withdrawal Requests displayed are missing person withdrawal requests linked to this employment approval

+ New Request

Search:

Request number	Submitted Date	Status	Remarks	Additional Information Regarding Status
MPW/2024/99	06-Oct-2024	Approved	The withdrawal request has been paid and approved, you are now required to submit a 'Re-Issue Work Permit' request. This step is necessary to obtain a new work permit for the individual and to complete the process.	Please note that once the withdrawal request has been paid and approved, you are required to submit a 'Re-Issue Work Permit' request. This step is necessary to obtain a new work permit for the individual and complete the process.

< 1 >

How to apply for re-issue work permit

Step 1: Login to <https://xpat.egov.mv> and go to “Work Permit” and then select “View Work Permit”

The screenshot shows the xpat dashboard with the 'Work Permit' menu highlighted. A red box labeled '1' is around the 'Work Permit' menu item. A dropdown menu is open, showing 'View Work Permit' (labeled '2'), 'Related Requests', 'Reports', and 'Verify Work Permit'. The 'View Work Permit' option is highlighted with a red box.

Step 2: Click on "Re-Issue Work Permit" to begin the re-issue work permit application process.

The screenshot shows the xpat dashboard with the 'Re-Issue Work Permit' button highlighted with a red box and labeled '1'. Below the button, there is a table showing the status of work permits:

Issued	Work Permit Fee	Expiring	Expired
52	33	4	42

Below the table, there is a search bar and a pagination control showing 'Showing 1 to 10 of 52 items (1 / 6 pages)'. The list of work permits includes:

- Celeste Shannon** WP00944919 WR1/2024/256 (my Org - C12345678) **REPORTED MISSING**
- Kessie Mcneil** WP00944918 WR1/2024/255 (my Org - C12345678) **ISSUED (ARRIVED)**

Each entry includes a 'Passports' section with a table of dates:

Applied On	Updated On	Issued	Expiry On
02-OCT-2024	02-OCT-2024	02-OCT-2024	18-MAY-2025

(next step on next page)

Step 3: Enter the work permit number and employee name, then click "Fetch" to fetch the respective work permit.

1 Request

2 Employee

3 Review

Please note that the work permit type will be set to **Normal** and work permit duration will be set to **30 days** from the date of issuance of this permit.

Work Permit Fetch please provide below details to fetch the workpermit

If the employee has an approved work permit missing withdrawal request, please provide the details below to fetch the work permit details.

1

Workpermit Number *

WP00944937

Employee First Name *

Bradley

2

Fetch

Bradley Cooper

7123456
29-May-1970
M
Poland
794813691069AD

Is Regularization: No

CANCELLED (MISSING ABSCOND)

Note: The work permit must be the most recent one issued to the individual. Additionally, the work permit must have an approved missing withdrawal request that is not linked to any other work permit request. Only the current employer is permitted to fetch the work permit, this service is not available for the respective work permit to other employers.

Step 4: Select the required quota pool category, quota pool, occupation and the quota slot for the work permit application to proceed.

Work Permit Request Information

Work Permit Origin Type

Re-issue (Currently in Maldives with a Missing Work Permit)

3

Select Category *

Commercial

Please select work permit category

Quota Pool *

QP00000027 - Payment test POOL

Please select a quota pool

Occupation *

Cleaner, office

Please select a Occupation

Quota Slot *

QS00001610 - Open - Payable Slot - Standard

Please select a quota slot

Quota Slot Details

Pool Number	QP00000027
Slot number	QS00001610
Quota Pool Division	TEST QUOTA POOL DIVISION 4
Occupation	Cleaner, office
Site	Is separate 9(ST00002129)
Expiry Date	18-May-2025
Slot Type	Standard
Category	Payable Slot
State	Open- Quota Slot Open

Step 5: After selecting or filling in all the required fields, click "Next" to continue.

Employer my Org (C12345678) test, K. Male'	Applicant nashawn 63 te-Slots (A081640) gwegaweg, K. Male'
---	---

CANCEL ✕
NEXT ➔
4

Step 6: Enter the employee's salary, and update the accommodation details if required (the previous accommodation information will be pre-filled for your convenience). Once complete, click "Next" to proceed.

1 Request
2 Employee
3 Review

Re-Issue Work Permit | Ref: WRI/2024/287

Shown below is the Employee selected in the previous step.

Employee	Bradley Cooper
Passport	794813691069AD
Name on card	Dean Roy

1

Salary (USD) *
 400

Please provide employee's accommodation address (Place of stay) in Maldives

Address Line 1 * <input type="text" value="630 Milton Road"/> <small>Please provide the address. Eg: Building Name.</small>	Address Line 2 <input type="text" value="Do irure aut alias i"/> <small>Eg: 1st Floor, BL.</small>
Road <input type="text" value="Sacha Valencia"/> <small>Please provide road name.</small>	Post Code <input type="text" value="Quo rem ve"/> <small>Please provide post code.</small>
Island * <div style="border: 1px solid #ccc; padding: 2px;">K. Male' ▼</div> <small>Please select island.</small>	Ward <div style="border: 1px solid #ccc; padding: 2px;">Henveiru ▼</div> <small>Please select ward / district.</small>

CANCEL ✕
NEXT ➔
2

(next step on next page)

Step 7: Review the application details carefully, then click "Submit" to finalize the re-issue work permit application. Once submitted, the application will automatically move to the "Pending Payment" status.

1 Request
2 Employee
3 Review

Re-Issue WorkPermit | Ref: WRI/2024/287

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

Category	Commercial
Quota Pool	QP00000027
Quota Slot	QS00001610 (Payable Slot)
Quota Slot Type	Standard
Quota Pool Division	TEST QUOTA POOL DIVISION 4
Occupation	Cleaner, office

Employee	Bradley Cooper
Name On Card	Dean Roy
Contact Number	7123456
Passport	794813691069AD (Poland)
Issued Date	06-Oct-2022
Expiry Date	04-Feb-2044
Permanent Address	34 Second Drive, Ut nemo repudiandae, Kirk Bauer, Poland
Accommodation Address	H. 630 Milton Road, Do irure aut alias I, Sacha Valencia, K. Male', Maldives
Work Place	<ul style="list-style-type: none"> Is separate 9(ST00002129)
Salary (USD)	400.00

Kindly ensure that the deposit payment is made prior to 06-Nov-2024. Failure to submit the payment by the specified date will result in the automatic cancellation of this application.

CANCEL
SUBMIT
1

Step 8: Click on the application reference number to quickly access the work permit application.

Application Submitted your application for New Work Permit submitted successfully.

Your application for **New Work Permit** has been submitted successfully. You can view your application by clicking [WRI/2024/287](#) 1

Step 9: Click "Go to Payment" to proceed with the deposit payment for the approved work permit application.

Summary

Bradley Cooper

WRI/2024/287

Go to Payment

CANCEL

QP00000027 (QS00001610)

QS00001610

Commercial

Cleaner, office

Polish

7123456

Quota Work Type:

TEST QUOTA POOL DIVISION 4

Quota remaining days:

223

Is Regularization:

No

Client Occupation:

-

Passports:

794813691069AD

Status

Pending Payment

Submitted On

06-Oct-2024

Quota Slot Summary displayed below is the quota slot linked to this work permit					
Slot Number	Occupation	Issued Date	Paid Up to	Slot Category	Slot Type
QS00001610 Reserved	Cleaner, office	18-May-2024	17-May-2025	Payable Slot	Standard

Step 10: Select either “Pay with Bandeyri Pay” or “Pay with Wallet” to initiate the deposit payment.

Summary

P

P - 03266688

my Org (C12345678)

WR1/2024/287

National Centre for Information Technology

Deposit for New Work Permit

Deposit

1

Pay With Bandeyri Pay

Pay With Wallet

Status

Pending Payment

Created On

06-Oct-2024

Last Payable Date

04-Jan-2025

Payment Items displayed below are payment items in this payment				
Payment	Description	Work Permit	Employee	Amount
Work Permit Deposit	Deposit payment (Poland)	WR1/2024/287	Bradley Cooper (794813691069AD)	41,450.00
Total Amount				41,450.00

Once the payment is completed, the status of the payment will be updated to "Fully Paid,"

[Summary](#)

P - 03266688 my Org (C12345678)

WRI/2024/287

National Centre for Information Technology Deposit for New Work Permit Deposit

Status
Fully Paid

Created On
06-Oct-2024

Last Payable Date
04-Jan-2025

Fully Paid On
06-Oct-2024

Payment Items displayed below are payment items in this payment

Payment	Description	Work Permit	Employee	Amount
Work Permit Deposit	Deposit payment (Poland)	WRI/2024/287	Bradley Cooper (794813691069AD)	41,450.00
Total Amount				41,450.00

and the work permit will be issued with the status set to "Issued (Arrived)."

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[Visa Fee](#)

Bradley Cooper WP00944939 WRI/2024/287

QP00000027 (QS00001610) QS00001610 Commercial Cleaner, office Polish 7123456

Quota Work Type: TEST QUOTA POOL DIVISION 4

Quota remaining days: 223

Passports: 794813691069AD

Is Regularization: No

Client Occupation: -

Work permit fee is required

Status
Issued (Arrived)

Issued On
06-Oct-2024

Expiry On
05-Nov-2024

Quota Slot Summary displayed below is the quota slot linked to this work permit

Slot Number	Occupation	Issued Date	Paid Up to	Slot Category	Slot Type
QS00001610 Occupied	Cleaner, office	18-May-2024	17-May-2025	Payable Slot	Standard

It is now the employer's responsibility to update all necessary information and comply with the requirements specified in the regulations.

Additional information

Under the Regulation on Employment of Expatriate Workers (R-111/2023), employers are allowed a 30-day window to withdraw work permit missing requests without having to pay the MVR 10,000 service fee, even if the request falls outside the usual grace period. This option is currently available in the Xpat system.

The 30-day period runs from October 6, 2024, to November 4, 2024. Employers are encouraged to submit missing withdrawal requests within this timeframe to avoid the service fee. We strongly advise applying for the withdrawal as soon as possible if needed.

Definition of Terms

- **Missing Report:** A formal report submitted by an employer to notify authorities that an employee is missing, prompting an investigation.
- **Grace Period:** A designated timeframe during which employers can withdraw a missing report without incurring a service fee.
- **Work Permit Withdrawal:** The process of retracting a previously submitted work permit missing report, typically when the employee is found or an error has been made.
- **Processing Stage:** The period during which a submitted work permit missing report is under review but has not yet been approved or finalized.
- **Re-Issue Work Permit:** A process initiated after a missing report withdrawal, in which the employer re-obtains a valid work permit for the employee
- **Service Fee:** A mandatory fee applied for certain services
- **Absconding:** A term used when an employee deliberately leaves their place of work without informing the employer, leading to a missing report.
- **Negligence:** A failure by the employer to fulfill their legal or contractual obligations, such as providing proper documentation, timely payments, or following regulations regarding the employee's work permit. In the context of missing work permit reports, negligence refers to situations where the employee's absence is attributed to the employer's lack of due diligence or care.
- **Cancelled (Reported Missing):** A status indicating that a work permit has been canceled due to the employee being reported missing.
- **Cancelled (Missing Abscond):** A status indicating that a work permit has been canceled following a report that the employee absconded.
- **Cancelled (Missing Negligence):** A status indicating that a work permit has been canceled due to employer negligence in the employee's absence.

Frequently Asked Questions (FAQ)

1. Can I withdraw a work permit that has been reported missing due to negligence?

Yes, as long as the employee has agreed to return to work and there is a valid employment contract in line with the Employment Act (2/2008).

2. Is the re-issue process complete once the withdrawal application is approved?

It may vary. In some cases, the process is complete upon approval, while in others, you must apply for a re-issue work permit. Check the declaration and additional information for confirmation.

3. Can I withdraw a missing report for someone reported as missing a long time ago?

Yes, currently, there is no time restriction. However, this may change in the future, so it's advisable to act as soon as possible.

4. Can I withdraw a missing report for an employee who has been blacklisted?

No, withdrawals for blacklisted employees are not allowed.

5. What happens if I submit a withdrawal request outside the grace period?

If the withdrawal request is submitted outside the grace period, a service fee of MVR 10,000 will be applied. You can still proceed with the withdrawal by paying the fee.

6. What should I do if the withdrawal request is approved but I haven't completed the re-issue work permit process?

After your withdrawal request is approved, you must complete the re-issue work permit application to restore the employee's work permit status. Failing to do so means the withdrawal process is incomplete.

7. Can I still withdraw a missing report if the Labour Relations Authority (LRA) has already started an investigation?

Yes, you can withdraw the report during the investigation process, but you must follow the correct procedure as outlined in the guide. The system will guide you through this.

8. How long does the processing take for a missing report withdrawal?

If no payment is required, the withdrawal request will be automatically approved. In cases where payment is involved, the request will move to a pending payment state until the fee is settled, after which the approval process will continue.