MINISTRY OF HOMELAND
SECURITY & TECHNOLOGY

xpat

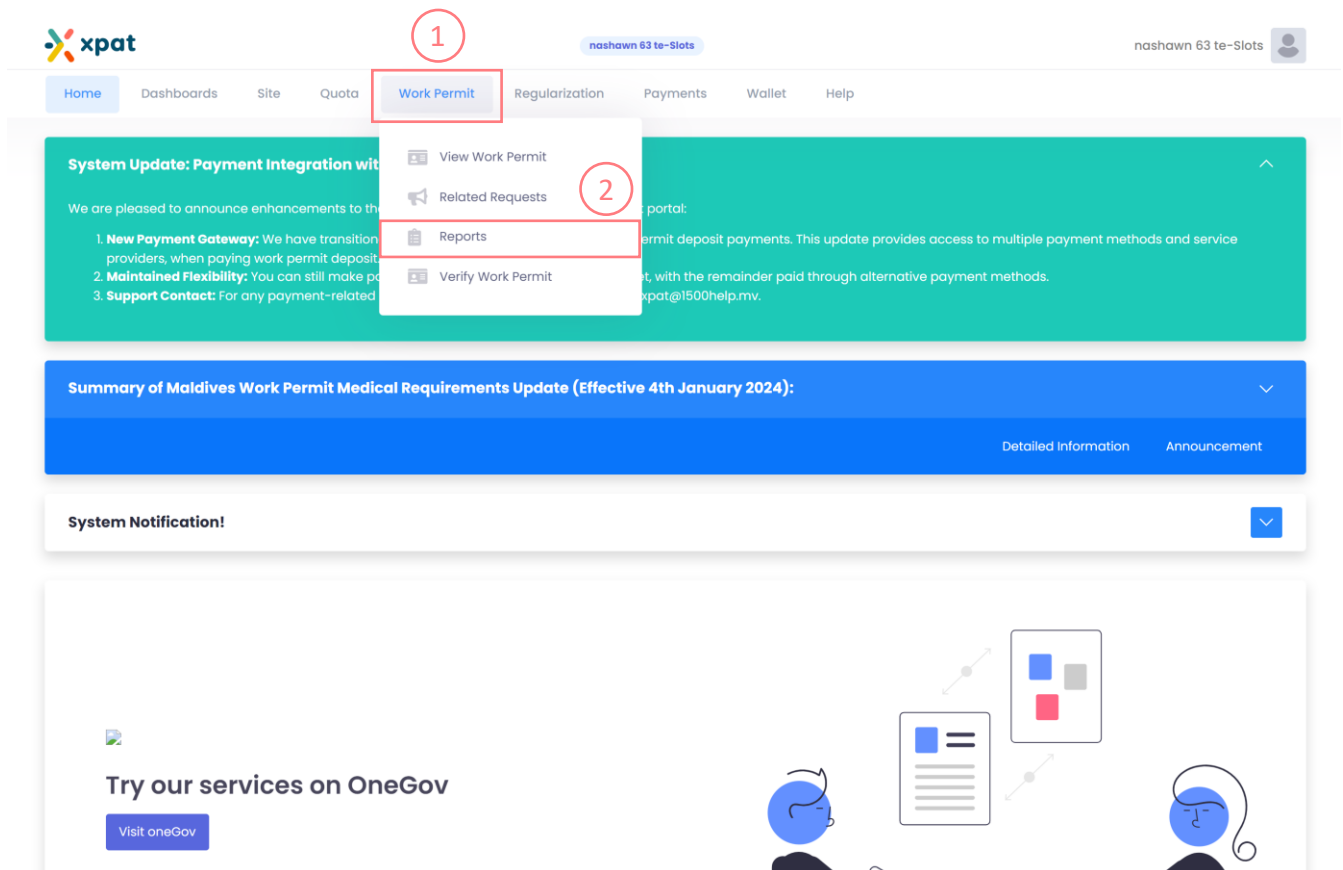# WORK PERMIT REPORT – USER GUIDE

Contents

1. INTRODUCTION

The Work Permit report update will allow users to effortlessly generate a work permit related reports via a specific request within the XPAT system.
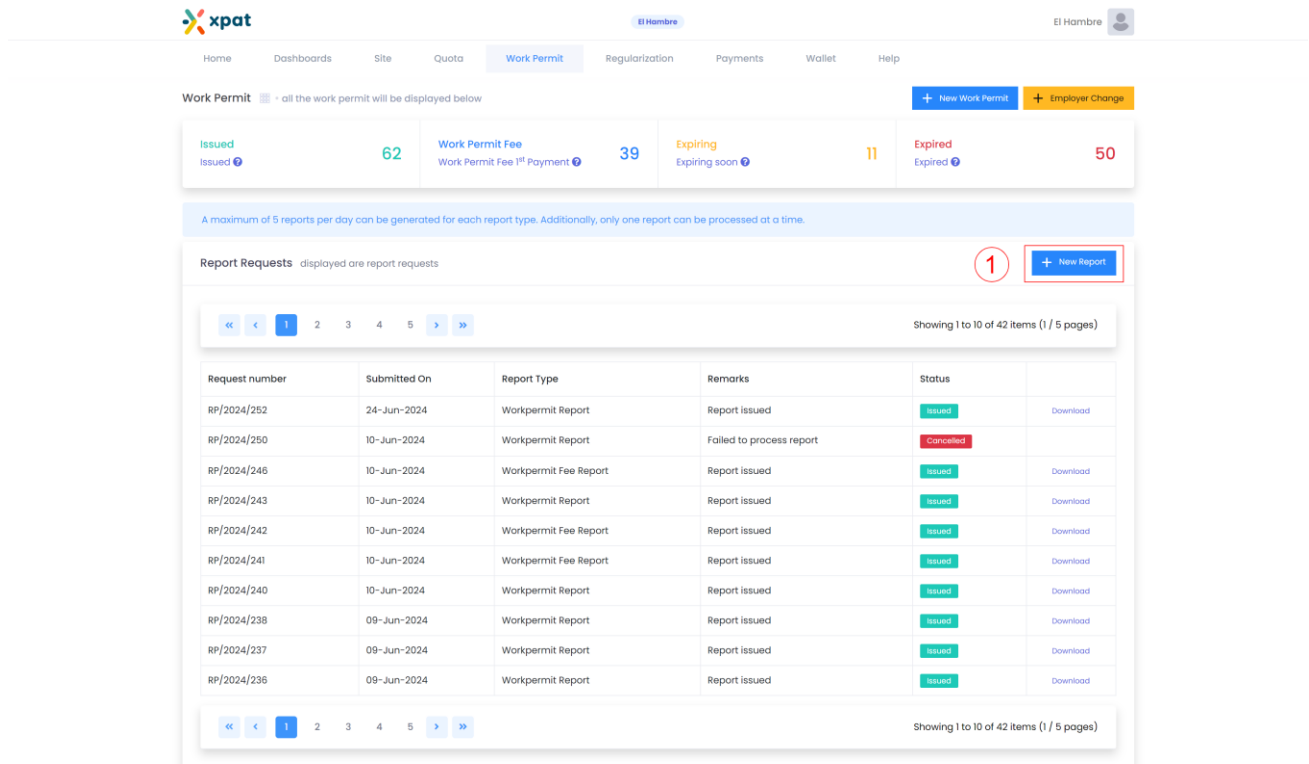
This update includes two presets of reports: the Simple Work Permit Report and the Basic Fee Report (last 3 months). Additionally, both reports come with auto-set presets. Users can also filter and add conditions as needed to generate custom work permit reports.

2. HOW TO GENERATE WORK PERMIT REPORT

Step 1: Locate the service by logging into https://xpat.egov.mv. Select Work Permit Tab and Select Reports from the drop-down.

Step 2: To create a new Work Permit Report request, click "New Report" button

2.1 Report Generation Options

There are two options to generate reports:

Option A: Predefined Preset Report

Option B: Generate Custom Report (Using Custom Field and Filters)

2.1.1 Preset Work Permit Report:

A predefined report that includes a standard set of data fields and conditions related to work permits, allowing users to quickly generate comprehensive work permit report. (continue to next step to generate preset work permit reports)
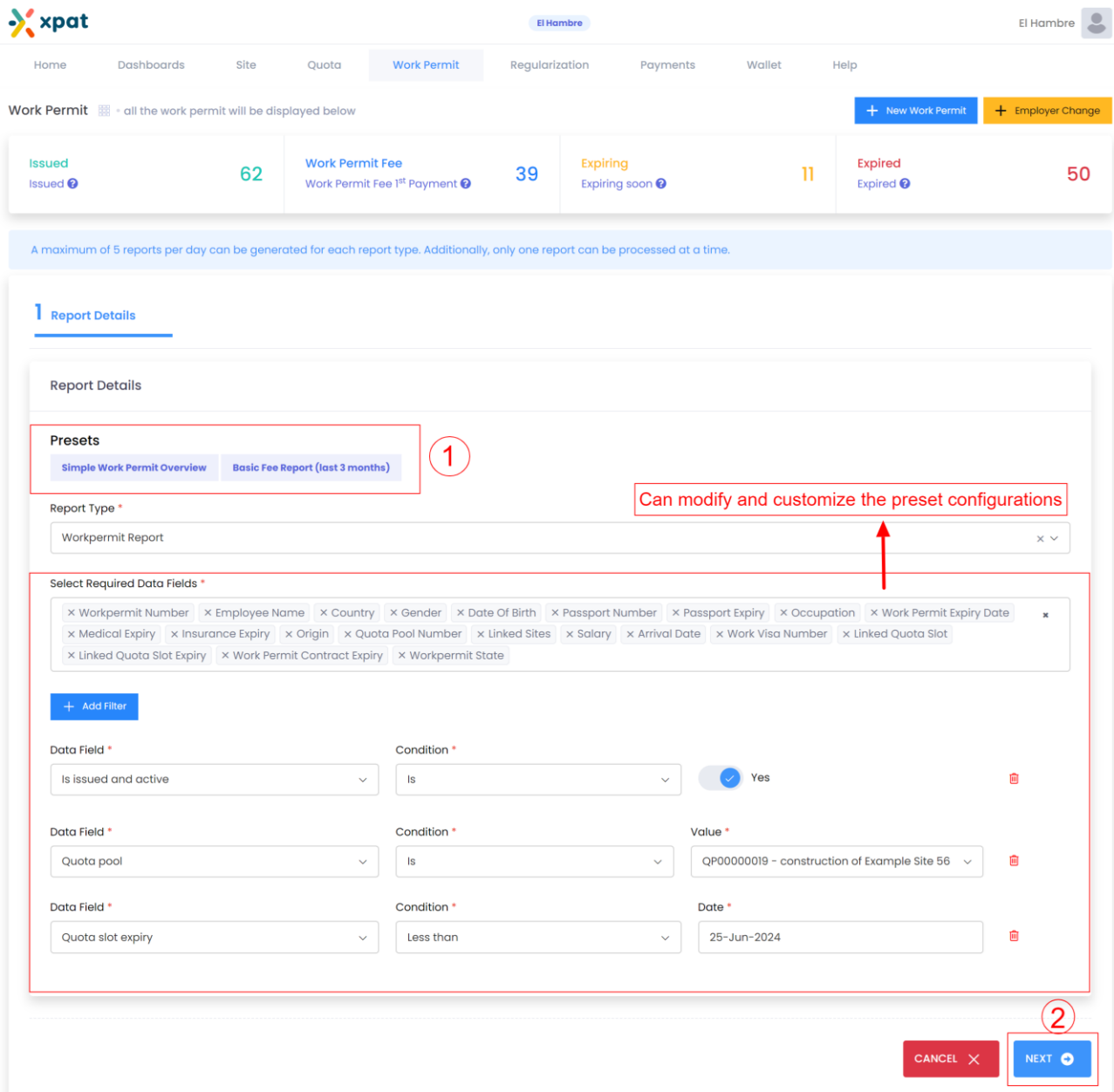
2.1.2 Custom Field Report Generation:

A report generated by selecting specific data fields and applying custom filters and conditions, enabling users to tailor the report to their specific requirements and obtain detailed, targeted information. (Click Here OR skip to "2.3 CUSTOM FIELD REPORT" to generate of custom report)

2.2 Preset: For user convenience, the system has predefined reports with preset fields that users can utilize conveniently.

Note: can modify and customize the preset configurations.

Step 3: Select the preset report to be generated. Proceed by clicking "Next" without any changes OR make the required modifications prior to clicking "Next".

Note: Additional information about the data fields is provided at the end of the document.

Once submitted a report request will be created and updated to "processing state"

Request number	Submitted On	Report Type	Remarks	Status	
RP/2024/257	25-Jun-2024	Workpermit Report		Processing	
RP/2024/256	25-Jun-2024	Workpermit Report	Report issued	Issued	Download
RP/2024/245	10-Jun-2024	Workpermit Fee Report	Report issued	Issued	Download
RP/2024/239	09-Jun-2024	Workpermit Fee Report	Report issued	Issued	Download
RP/2024/230	09-Jun-2024	Workpermit Report	Failed to process report	Cancelled	
RP/2024/229	09-Jun-2024	Workpermit Fee Report	Report issued	Issued	Download
RP/2024/219	09-Jun-2024	Workpermit Report	Failed to process report	Cancelled	
RP/2024/218	09-Jun-2024	Workpermit Fee Report	Report issued	Issued	Download
RP/2024/207	06-Jun-2024	Workpermit Fee Report	Report issued	Issued	Download
RP/2024/203	05-Jun-2024	Workpermit Report	Report issued	Issued	Download

Step 4: Once the state is updated to "Issued," the user can download the generated report.

Note: Historical reports can also be downloaded from this table.

Work Permit · all the work permit will be displayed below				+ New Work Permit + Employer Change

Issued	Work Permit Fee	Expiring	Expired
Issued ❓ 62	Work Permit Fee 1st Payment ❓ 39	Expiring soon ❓ 11	Expired ❓ 50

A maximum of 5 reports per day can be generated for each report type. Additionally, only one report can be processed at a time.

Report Requests displayed are report requests + New Report

« ‹ **1** 2 3 4 5 › » Showing 1 to 10 of 43 items (1 / 5 pages)

Request number	Submitted On	Report Type	Remarks	Status	
RP/2024/258	25-Jun-2024	Workpermit Report		Processing	
RP/2024/252	24-Jun-2024	Workpermit Report	Report issued	Issued	Download
RP/2024/250	10-Jun-2024	Workpermit Report	Failed to process report	Cancelled	
RP/2024/246	10-Jun-2024	Workpermit Fee Report	Report issued	Issued	Download
RP/2024/243	10-Jun-2024	Workpermit Report	Report issued	Issued	Download
RP/2024/242	10-Jun-2024	Workpermit Fee Report	Report issued	Issued	Download
RP/2024/241	10-Jun-2024	Workpermit Fee Report	Report issued	Issued	Download
RP/2024/240	10-Jun-2024	Workpermit Report	Report issued	Issued	Download
RP/2024/238	09-Jun-2024	Workpermit Report	Report issued	Issued	Download
RP/2024/237	09-Jun-2024	Workpermit Report	Report issued	Issued	Download

« ‹ **1** 2 3 4 5 › » Showing 1 to 10 of 43 items (1 / 5 pages)

<u>Note:</u>

- Reports generation time can vary based on the provided, data fields, filters and the size of the respective data.
- if a report fails to meet the report generation criteria and conditions the report status will be updated to "cancelled".

2.3 CUSTOM FIELD REPORT

Step 1: Select the type of Report which needs to be generated.

Step 2: Select the required data fields. Add or remove data fields and filter conditions as necessary.
Note: Additional information about the data fields is provided at the end of the document.
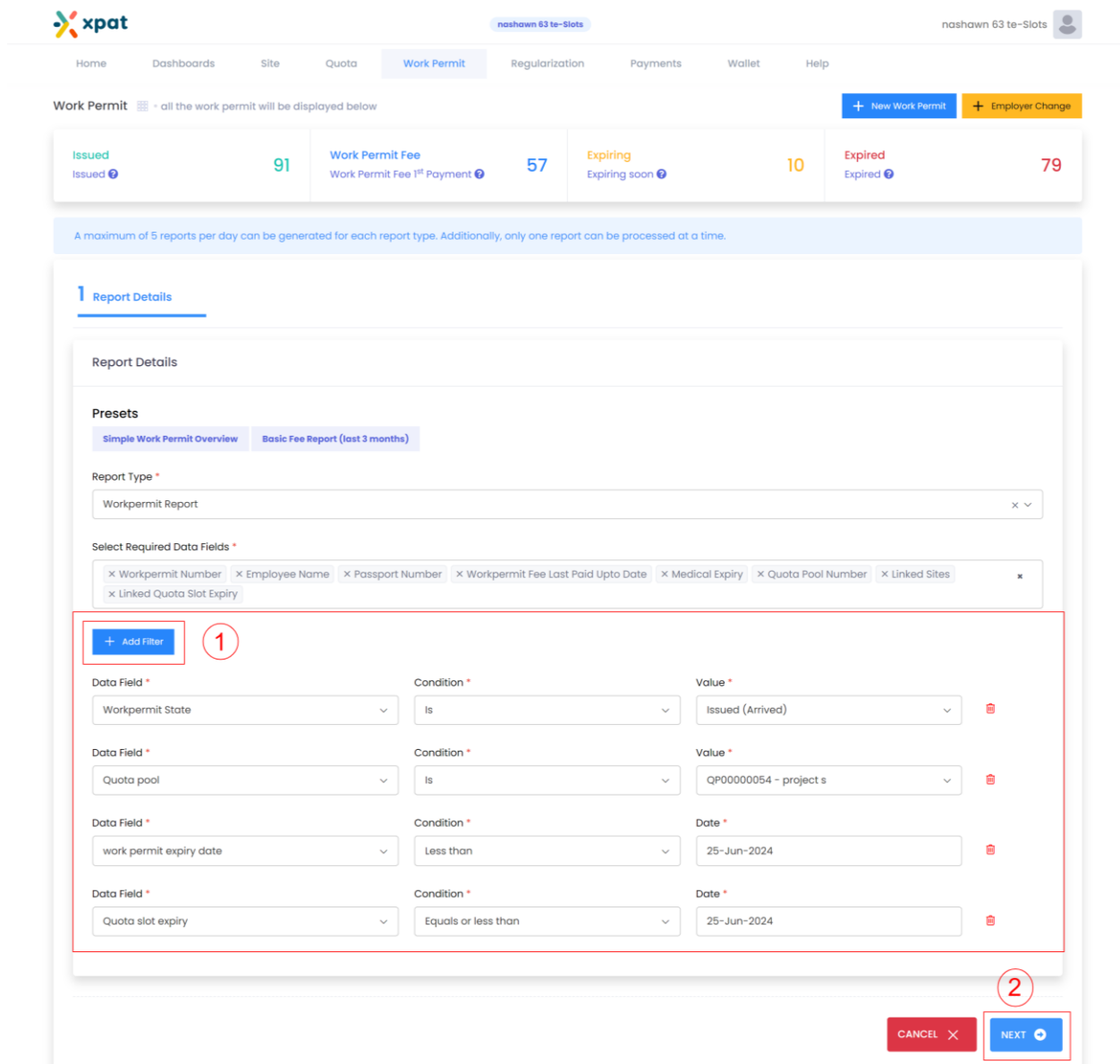
Step 3: Add additional filters and conditions for the report as needed. Select the required conditions/filters. Refer to the information available at the end of the document. After selecting the required data fields, click the "Next" button to initiate the report generation

If multiple filters are added, they will be treated as "AND" conditions, meaning the system will filter data that meets all the specified criteria. Currently, the reports do not support "OR" conditions, but this feature is planned for future updates.

Click Here To find details of custom fields

Click Here To find details of filters

Once submitted a report request will be created and updated to processing state.

Step 4: Once the state has been updated to "Issued," the user can download the generated report. Note: Historical reports can also be downloaded from this table.

3. GLOSSARY

Simple Work Permit Overview: Provides a summary of all work permits, including work permit statuses, validity periods, and associated employee details.

Basic Fee Report (Last 3 Months): Details the fees related to work permits over the past three months, including total fees, breakdowns of individual components, and payment details.

Work Permit Custom Fields Glossary

1. **Work Permit Number:** Unique identifier assigned to each work permit.
2. **Work Permit Holder Name:** The full name of the individual holding the work permit.
3. **Nationality:** The country of citizenship of the work permit holder.
4. **Country:** The country to which the individual legally belongs or holds citizenship.
5. **Gender:** The gender of the work permit holder.
6. **Date of Birth:** The birthdate of the work permit holder.
7. **Passport Number:** The unique identifier assigned by the passport-issuing authority of the individual's country.
8. **Passport Expiry:** The expiration date of the work permit holder's passport.
9. **Occupation:** The job title or position of the work permit holder.
10. **Work Permit Issued Date:** The date when the work permit was issued.
11. **Work Permit Expiry Date:** The expiration date of the work permit.
12. **Work Permit Fee Last Paid Up to Date:** The date up to which the work permit fee has been paid. Note: The fee payment date is not the same as the expiry date, work permit expiry date depends on multiple additional factors (eg: work permit medical expiry, insurance expiry, contract expiry, passport expiry etc).
13. **Medical Expiry:** The date when the current work permit medical report becomes invalid for work permit extension purposes. Upon reaching this date a new medical report is required to extend the work permit.
14. **Insurance Expiry:** The expiration date of the work permit holder's insurance coverage.
15. **Origin:** Indicates whether the employer is based inside or outside the country or reflects the previous state of the work permit.
16. **Quota Pool Number:** The unique identifier for the quota pool associated with the work permit.
17. **Quota Pool Name:** The name of the quota pool associated with the work permit.
18. **Linked Sites:** The sites or locations where the work permit holder is authorized to work.
19. **Salary:** The monthly salary of the work permit holder.
20. **Arrival Date:** The date when the work permit holder arrived in the country where the work permit is issued.
21. **Work Visa Number:** A unique identifier assigned to a work visa. It is used by immigration authorities, employers, and the visa holder to track and verify the visa's status and validity, facilitating legal work in a specific country for a defined period.
22. **Work Visa Expiry Date:** The expiration date of the work permit holder's work visa.
23. **Linked Quota Slot:** The specific quota slot linked to the work permit.
24. **Linked Quota Slot Expiry:** The expiration date of the linked quota slot.
25. **Work Permit Contract Expiry**: The expiration date of the work permit holder's employment contract, as provided by the employer to the Xpat system.

26. **Cancellation Date:** The cancellation date of a work permit, indicating the date until which the employer has settled all payments. The cancellation date differs from the cancelled date; the cancelled date refers to the date when the work permit's status officially changes to cancelled.
27. **Work Permit State:** The current status or state of the work permit.

Data Condition/Filter Glossary

1. **Is**: A condition where the data matches exactly with the specified value/condition.
2. **Is not:** A condition where the data does not match the specified value.
3. **Greater Than:** A condition where the data is numerically higher than the specified value.
4. **Equals or greater than:** A condition where the data is either equal to or higher than the specified value.
5. **Less than:** A condition where the data is numerically lower than the specified value.
6. **Equals or less than:** A condition where the data is either equal to or lower than the specified value.
7. **Toggle: On = True:** A switch that is activated or enabled, indicating that the data matches exactly with the specified condition.
8. **Toggle: Off = False:** A switch that is deactivated or disabled, indicating that the data does not match the specified condition.