

User Guide for Legalization Process in Xpat System

Overview

This guide explains how to process New Regularized Work Permit applications under the latest legalization changes in the Xpat System. It covers eligibility criteria, navigation steps, and application submission.

Eligibility Criteria

Foreign Worker Requirements

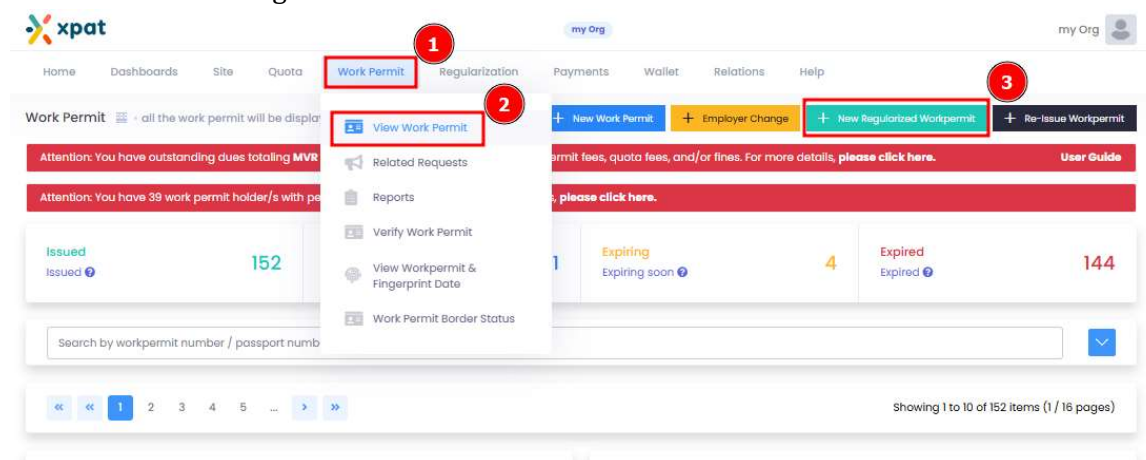
- Legal Entry: Must have entered Maldives legally under an Employment Approval (Work Permit).
- Current Presence: Must be physically present in Maldives.
- No Prior Legalization: Workers who were previously regularized can apply for mass legalization, but once legalized, they cannot be legalized again.
- Status Cut-off: Work permit expired or marked as 'missing' before 31-Dec-2025.
- Clean Record: Must not be blacklisted for criminal or security reasons.
- Fingerprint Requirement: Only workers who have provided fingerprint records during Operation Kurangi are eligible for legalization.

Employer Requirements

- New Employer Only: The employer applying cannot be the same as the previous employer.
- Application Submission: Must be submitted by the new employer through the Xpat System.

Navigation

1. Login to <https://xpat.egov.mv>
2. Go to Work Permit → View Work Permit tab.
3. Click + New Regularized Work Permit.



Application Steps

Step 1: Worker Information Fetch

- Choose Mass Legalization Eligibility or Fetch by Regularization.
 - If a worker has not provided fingerprints, they must first go through the regularization process.
- Enter First Name, Passport Issue Country, and Passport Number.
- Click Fetch. If conditions are met, worker profile will display; otherwise, reason will appear in red text.

The screenshot displays the xpat application interface. At the top, there's a navigation bar with the xpat logo and a user profile icon labeled 'my Org'. Below this is a status bar with tabs: 'Issued', 'Work Permit Fee 1st Payment', 'Expiring soon', and 'Expired'. The main content area has a progress bar with three steps: '1 Request', '2 Documents', and '3 Review'. A blue notification banner states: 'Please note that the work permit type will be set to Normal and work permit duration will be set to 12 Months from the date of approval of this request.' The 'Worker Information Fetch' section is highlighted with a red circle '1'. It contains two radio button options: 'Fetch by Regularization' (unselected) and 'Mass Legalization Eligibility' (selected). Below these is a light blue banner that reads 'Fetch worker information using employee first name and passport details'. The form fields are: 'First Name' (labeled with a red circle '2') containing 'Regan', 'Passport Issue Country' (labeled with a red circle '3') set to 'Afghanistan', and 'Passport Number' (labeled with a red circle '4') containing '878AX00sf'. A blue 'Fetch' button (labeled with a red circle '5') is to the right. Below the form, a worker profile is displayed for 'Regan Abigail Branch Zamora' with details: ID 9123456, DOB 17-Dec-2000, gender F, country Afghanistan, and passport 878AX00sf(Afghanistan). A 'PASSPORT FETCH' button is visible in the top right of the profile section.

my Org

Issued Work Permit Fee 1st Payment Expiring soon Expired

1 Request 2 Documents 3 Review

Please note that the work permit type will be set to Normal and work permit duration will be set to 12 Months from the date of approval of this request.

Worker Information Fetch

☐ Fetch by Regularization
Use Regularization Number and Employee First Name. Eligibility criteria verified as per Announcement (IUL) 10-DOFI/10/2025/189.

☒ Mass Legalization Eligibility
Eligibility criteria verified as per Announcement (IUL) 10-DOFI/10/2025/189.

Fetch worker information using employee first name and passport details

First Name * Passport Issue Country * Passport Number * Fetch

Regan Afghanistan 878AX00sf

profile Regan Abigail Branch Zamora PASSPORT FETCH

9123456 17-Dec-2000 F Afghanistan 878AX00sf(Afghanistan)

Step 2: Work Permit Request Information

- Select Work Permit Origin Type, Category, Quota Pool, and Quota Slot.
- Enter Occupation and Salary (USD).
- Click Next.

Work Permit Request Information

Work Permit Origin Type

Currently in Maldives without WP

Workpermit 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 *

Select

Please select a quota slot

Client Occupation (Optional)

Client Occupation

If client occupation is unrelated to the selected occupation the work permit request will be marked as incomplete

Salary (USD) *

Salary

Employer

my Org (C-0166/2000)

test, K. Male

Applicant

nashawn 63 te-Slots (A000111)

gwegaweg, K. Male

CANCEL

NEXT

Step 3: Upload Documents

- Add required documents and click Next.

Step 4: Review & Submit

- Review all details and click Submit.
- Ensure deposit payment is made before the specified date to avoid cancellation.

xpat my Org

1 Request 2 Documents 3 Review

Regularized Work Permit | Ref: WRI/2025/670

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

Application Type	Mass Legalization
Category	Commercial
Quota Pool	QP00000027
Quota Slot	QS00002335 (Payable Slot)
Quota Slot Type	Standard
Quota Pool Division	TEST QUOTA POOL DIVISION 4
Occupation	Cleaner, office

Employee	Regan Abigail Branch Zamora
Name On Card	Denton Moses
Contact Number	9123456
Country	Afghanistan
Passport	878AX005f
Issued Date	02-May-1985
Expiry Date	03-Sep-2030
Permanent Address	393 Old Freeway, Maxime ex consequat, Sint animi ut ea in, Afghanistan
Accommodation Address	650 South Second Avenue, Voluptatem culpa par, Incididunt exercitat, HDh, Fenboahuraa, Maldives
Work Place	<ul style="list-style-type: none">Is separate 9(ST00002129) H. 741K, Male, Maldives
Salary (USD)	651.00

Kindly ensure that the deposit payment is made prior to **30-Jan-2026**. Failure to submit the payment by the specified date will result in the automatic cancellation of this application.

CANCEL X SUBMIT

Step 5: Confirmation

- - Upon successful submission, you will see Application Submitted message and request number.

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/2025/670**

Payment

After processing, pay the deposit for the legalized work permit to acquire the permit for the worker.

Important Notes

- Failure to pay deposit by deadline will cancel the application.

Frequently Asked Questions (FAQ)

Q1: Can a worker with a work permit status of “missing negligence” or “cancelled (missing negligence)” be legalized?

A: No. Workers with these statuses must first complete an employer change process before they can be considered for legalization.

Q2: Can a worker with a status of “reported missing”, “cancelled (reported missing)”, “missing abscond”, or “cancelled (missing abscond)” be legalized?

A: Yes. Workers with these statuses are eligible for legalization under the current program, provided all other eligibility criteria are met.

Q3: If a worker was previously regularized under an earlier program, can they apply for legalization now?

A: Yes, workers who were regularized under previous programs can apply for legalization in this program. However, once legalized through this program, they cannot be legalized again.

Q4: Can the same employer who issued the last work permit apply for legalization for the worker?

A: No. The employer applying for legalization must be different from the previous employer.

Q5: What happens if the deposit payment is not made by the deadline?

A: The application will be automatically cancelled if the deposit is not paid by the specified deadline.

Q6: What documents are required for the application?

A: The required documents will be specified in the Xpat System during the application process. Please ensure all requested documents are uploaded before submitting.