

# **User Guide for Online Work Permit System**

## GENERAL INFORMATION:

The Online Work Permits System (OWPS) allows applicants for Work Permits to apply, make payments and submit supporting documentation online. The system is designed to automate many business processes e.g. Permit fee payment which was previously done manually. The main purpose is to integrate this system with the Government Electronic Payment Gateway (GEPG)

OWPS offers applicants with:

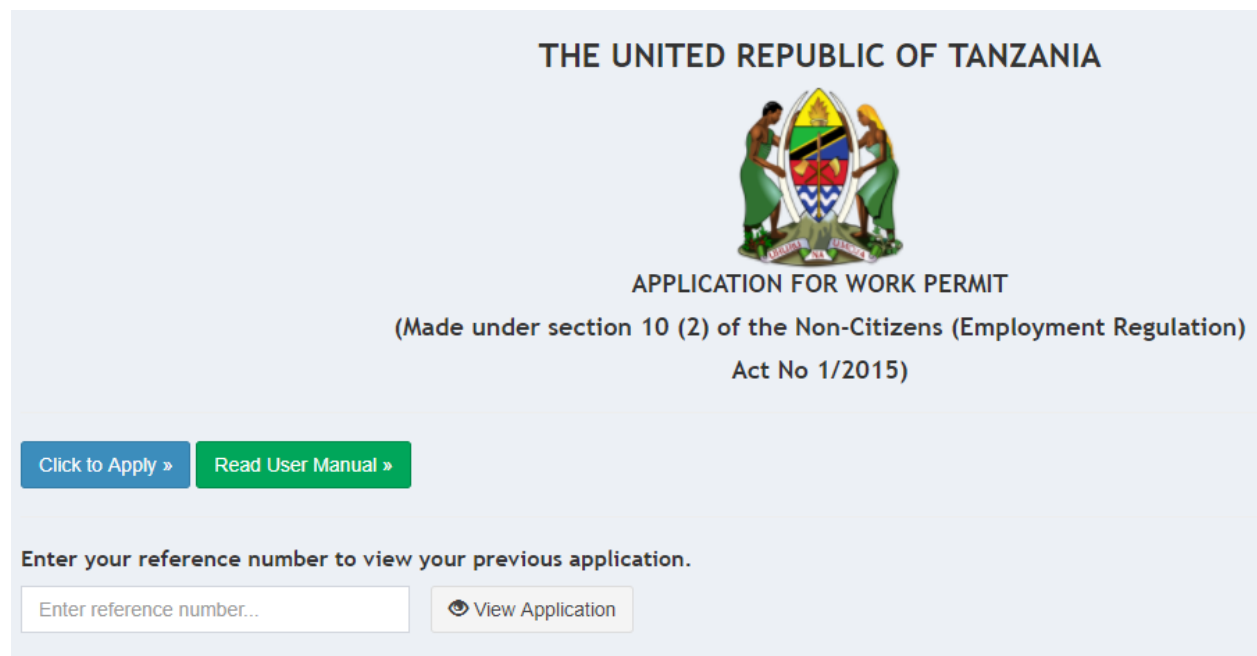
- Intuitive online user experience
- Ease of application completion with help information and relevant mandatory fields.
- Mandatory documentation identified per Permit Type with help information.
- Fast turnaround of Applications.

Given the benefits accruing to both applicants and the Department we would like applicants to now make their applications online.

**It should be noted that for Data Protection purposes OWPS only retains applications from date of creation for a period of 28 days. After that time the draft application and any associated documents which have not been submitted are removed from the database and the associated Permit-ID is no longer valid.**

## GETTING STARTED

Access to Online work permit system is available through a web address <https://.....> The system is designed to be compatible with a multitude of mobile devices and browsers. On opening this url you will be brought to the Home page as shown.



The screenshot shows the home page of the Online Work Permits System (OWPS) for Tanzania. At the top, it reads "THE UNITED REPUBLIC OF TANZANIA" above the national coat of arms. Below the coat of arms, the text says "APPLICATION FOR WORK PERMIT (Made under section 10 (2) of the Non-Citizens (Employment Regulation) Act No 1/2015)". There are two buttons: "Click to Apply »" and "Read User Manual »". At the bottom, there is a prompt "Enter your reference number to view your previous application." followed by an input field with the placeholder text "Enter reference number..." and a "View Application" button.




For applicants who are familiar /not the first time applicant i.e. they have already applied for work permit and the want to preview or print their application, they can simply enter their reference number which they were given after successful completion of the permit application.

For the first time Applicants, Go to the **Apply**. Upon the click of that button the following page will be displayed.

## The United Republic of Tanzania Work Permit Assessment

Welcome to our online Work Permit assessment Form. Whether you are thinking of applying for a permit is the first step in ascertaining whether you meet the permit rules and regulations when applying for a permit for temporary or permanent residency. Ministry of Labour prides itself that we treat all enquiries promptly and efficiently. One of our Official managers will endeavour to contact you within 24 hours.

\* All information will be kept strictly confidential.


Particulars of Applicant		Employer Details	
<b>Permit Class</b>	<b>Title</b>		
<input type="text" value="Please Select..."/>	<input type="text" value="Please Select..."/>		
<b>Firstname</b>	<b>Middlename</b>	<b>Lastname</b>	
<input type="text" value="Enter Firstname..."/>	<input type="text" value="Enter Middlename..."/>	<input type="text" value="Enter Lastname..."/>	
<b>Email Address</b>	<b>Phone Number</b>	<b>Home Address</b>	
<input type="text" value="Enter Email..."/>	<input type="text" value="Enter Phone Number..."/>	<input type="text" value="Enter Home Address..."/>	
<b>Date of Birth</b>	<b>Place of Birth</b>		
<input type="text" value="Enter Date of Birth..."/>	<input type="text" value="Enter Place of Birth..."/>		
			
<b>Marital Status</b>	<b>Nationality</b>		
<input type="text" value="Please Select..."/>	<input type="text" value="Enter Nationality..."/>		
<b>Passport Number</b>	<b>Date of Issue</b>	<b>Place of Issue</b>	<b>Expire Date</b>
<input type="text" value="Enter Passport Number..."/>	<input type="text" value="Enter Date of Issue..."/>	<input type="text" value="Enter Place of Issue..."/>	<input type="text" value="Enter Expire Date..."/>
			

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Particulars of Applicant	Employer Details
Previous Application	<input type="text" value="select"/>
Employer Address	<input type="text"/>
Employer District	<input type="text"/>
Employer Plot No	<input type="text"/>
Nature of Industry	<input type="text"/>
Citizen Skilled	<input type="text"/>
Uncitizen	<input type="text"/>
Uncitizen Unskilled	<input type="text"/>
Employer Name	<input type="text"/>
Employer Region	<input type="text"/>
Employer Street	<input type="text"/>
Employer House No	<input type="text"/>
Citizen	<input type="text"/>
Citizen Unskilled	<input type="text"/>
Uncitizen Skilled	<input type="text"/>
Employment Date	<input type="text"/>





This page has two tabs. The first tab is for **Particulars of applicant** and the second tab is for **Employers details**. After applicant has already provided all the details in the form, he/she will be in a position to submit/send an application. The “SEND” button is in the second tab. After clicking the **send button** the application will be submitted and the applicant will be given a reference number immediately. The following screen will be displayed.

You have Successfully Applied for a Permit to Work in Tanzania

 Home

 Print Application

 Edit Application

 Request Bill

 Your Application Reference Number is REF/067/201710041041

## **Print Application Option:**

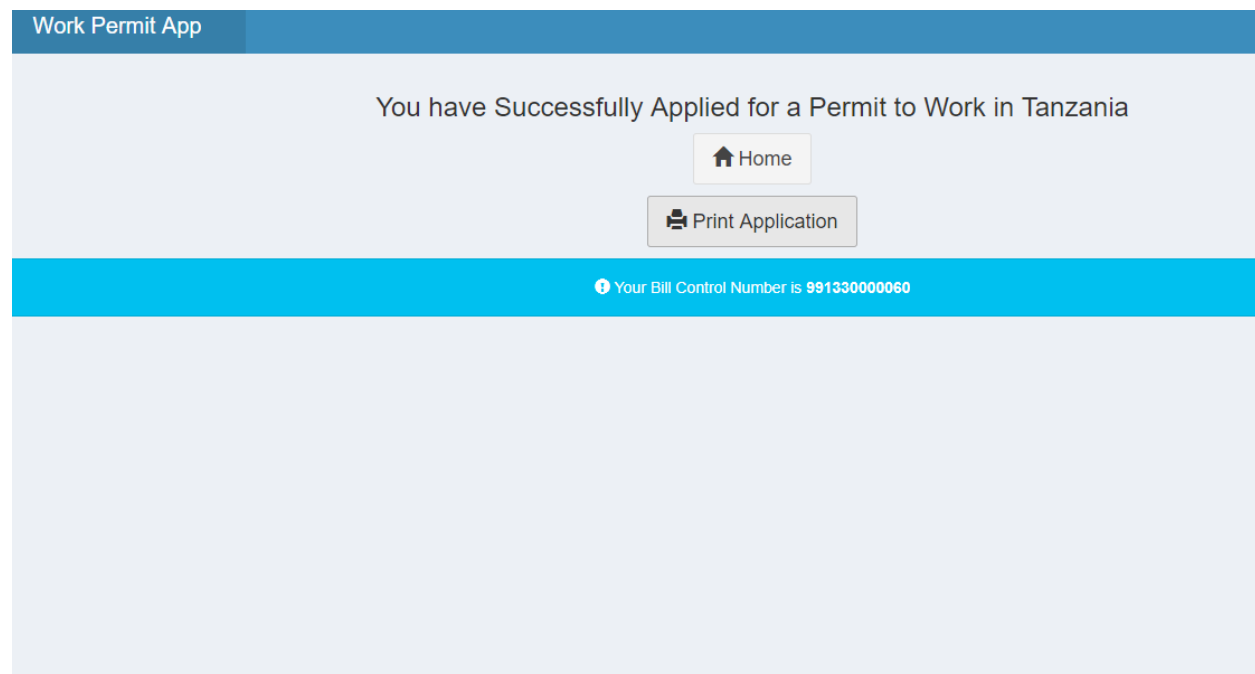
An applicant can also print the application. If the “Print Application” button is clicked, a pdf form with the applicant information will be downloaded automatically for printing.

## Edit Application Option:

If an applicant needs to edit/update their information, they can simply click on the “edit application”.

## Request Bill Option:

This is where an applicant requests a bill so as to get “Control number” for the purpose of making payment. The Control number comes from the Government Electronic Payment Gateway. Upon clicking the “Request bill” the control number will be displayed as shown below.



After the bill is requested, an applicant will not be able to edit their details or request bill twice and for that case the “Edit application ” and “Request Bill” options are not displayed again.