

Employee Information Form

Form Code	Revision	Effective	Owner
MAG/HR/F-01	Rev 00	June 2026	HR Department

Captured on joining and kept in the employee file. Please complete in full and attach the listed documents.

Company: ☐ Marvellous Art (Fit-Out) ☐ M.A Building Contracting ☐ M.A Building Maintenance

1. Personal Details

Full Name (as passport)		Date of Birth	
Nationality		Gender	
Marital Status		Emirates ID No.	
Passport No.		Passport Expiry	
Mobile No.		Personal Email	

Residential Address (UAE):

--

2. Emergency Contact

Contact Name		Relationship	
Mobile No.		Alternate No.	

3. Employment Details

Employee ID		Date of Joining	
Job Title		Department	
Reports To		Work Location	
Employment Type		Probation End	
Labour Card No.		Visa Expiry	
Insurance Card No.		Insurance Expiry	

4. Bank Details (for WPS salary)

Bank Name		Account No.	
IBAN		Currency	

5. Documents on File

☐ Passport copy ☐ Visa / residence ☐ Emirates ID ☐ Photo ☐ Signed contract ☐ Offer letter ☐
Certificates ☐ Labour card

Declaration: I confirm the above information is true and will inform HR of any change.

Employee	HR / Admin
Name: Date:	Name: Date: