

### Requirements

1. Worker's Valid Iqama
2. Active Registration in Absher (for electronic processing).
3. Employer's Complete and Updated Information in Musaned.
4. Worker's Mobile Number (as per Absher records).
5. New Employer's ID and Phone Number.

Note:

If the worker does not yet have an Iqama, they must first undergo a medical test for Iqama issuance. The old employer is responsible for issuing the Iqama, while the medical and issuance costs can be borne by either the old or new employer, based on their agreement.

### A. Steps to Follow (Worker is Registered on Absher)

#### 1. Request Initiation

The old employer submits a transfer request in Musaned, specifying the transfer cost as per agreement with the new employer.

#### 2. Worker's Approval

The worker receives an SMS and follows the link to:

- a. Fill in personal details (e.g., Next of Kin name/number).
- b. Approve the transfer request.

#### 3. New Employer's Approval

The new employer receives a notification to:

- a. Accept the transfer request.
- b. Pay the transfer cost, Musaned service fee, and the Ministry of Interior sponsorship transfer fee.

#### 4. Final Approval by Old Employer

The old employer completes the transfer process in Musaned.

### B. New Contract via Migrant Workers Office (formerly POLO)

Once the transfer is officially completed, the new manual contract is processed in MWO by the agency.

*Required documents:*

1. Signed Manual Contract (both employer and worker).
2. Worker's Passport Copy (including the page with the signature).
3. Iqama Copy (under the new sponsor).
4. New Employer's ID Copy.