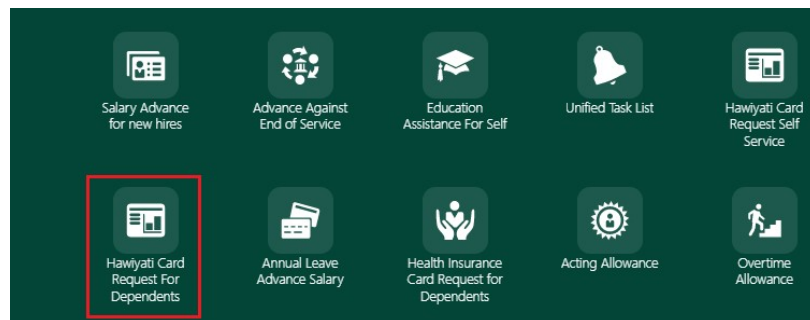# Program agenda

Hawiyathi Card Request for Dependents

Hawiyathi Card Request for Dependents

- Once the employee signs in, the home page will be displayed.

- Click on the **Me** tab and then click on **Hawiyathi Card request for Dependents** icon.

- Click on Add Request for the dependents.

Note: The employee should raise request for each dependent.

Hawiyathi Card Request for Dependents

- Enter all the marked fields such as Dependents first name, last name, Qatar ID etc.

- Add the necessary documents in **Drag and Drop** section.

- Click **Next**.

Hawiyathi Card Request for Dependents

▪ Review the entered details before submission.

▪ Click **Save as Draft** or **Submit**.

∨ Applicant Details

Dependents	Relation	Applicant First Name
Ms. Aadharsha Ilan chezhiyan	Child	Aadharsha
Applicant Middle Name	Applicant Last Name	Applicant Number
	Ilan chezhiyan	11801
Applicant Email		

∨ Required Details

Select Qatar ID option if you have Qatar ID or else select Passport option.
Qatar ID

Qatar ID	Qatar ID Expiry Date	Mobile Number
30735601159	30-09-2023	6303049667
Comments		
asd		
I hereby agree to the folling terms and conditions		

▪ Approval request will be initiated to **QF Security Team** who will print the card.