

UPDATING WORK PERMIT DETAILS

How to update your work permit details

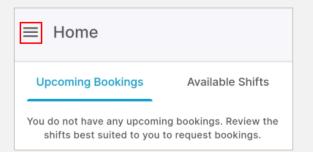
Follow these steps:

1 After logging into MHR4me:

Tap the profile icon at the bottom, then select **Personal Details**.

≡ Profile
Personal Details
Qualifications
Job Description
Next of Kin
Q Licenses
Indemnity
Work Preferences
Communication Preferences
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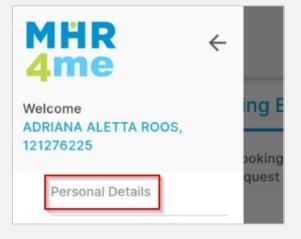
From the **Home** screen, tap the **Hamburger button**.



Tap to expand the **Profile** option.

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Availability		I
Profile	•	

The list of profile options will be displayed. Tap the **Personal Details** option.



2 When the Personal Details screen displays, tap **Citizenship and Identification** on the right.

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3 Tap the ellipsis icon/three dots (...) next to 'Work Permit'.

Work Permit	🥹
COUNTRY OF ISSUE	
Australia	

4 When the screen below displays, tap Update Work Permit Details.

Citizenship and Identification		
Foreigner (Passport with Work Permit)	•••	0
PASSPORT NUMBER 12345		
EXPIRY DATE 16/04/2027		
COUNTRY OF ISSUE Australia		
Work Permit		Ø
COUNTRY OF ISSUE Australia		
NUMBER 123456		
END DATE UPDATE REQUIRED 26/03/2025		

- **5** When the screen below displays:
 - Enter the new work permit details.
 - Upload a certified copy or photo of the new work permit as proof.
 - Tap Save.

Update Work Perm	it Details
Work Permit Number *	
123456	
Expiry Date *	
22/01/2027	Ē
Country of Issue *	
Australia	•
New Work Permit.jpg *	8

6 The new work permit details will be displayed and are awaiting approval from MHR. MHR will review the update during office hours (Monday to Friday) and either approve or reject the update. If rejected, you will receive a notification explaining the reason. You can still remove the updated details before approval by tapping the dustbin icon.

Work Permit	1
COUNTRY OF ISSUE	
Australia	
NUMBER	
123456	
END DATE	
22/01/2027	

7 Once approved, only the latest work permit details will display, and you will receive an approval notification on the MHR4me app.



Dear MHR member. Your request for work permit change has been approved. Regards MHR 25/03/2025 at 14:43