

Service Request Manual

Employment Services - Employment Contract Amendment

Purpose

This document is designed to define and illustrate the online process related to 'Employment Contract Amendment'. This document will brief you on how to apply for this service request and what to expect at the different stages in terms of the online interface, the notification emails and text messages as well as the expected output.

Relevant Documents

The request for 'Employment Contract Amendments' operates in conjunction with, but not limited to the below stated policies and guidelines:

- [Employment Contract Amendments Guidelines](#);
- DMCC Company Regulations;
- Free Zone Rules & Regulations; and
- UAE Labour Law.

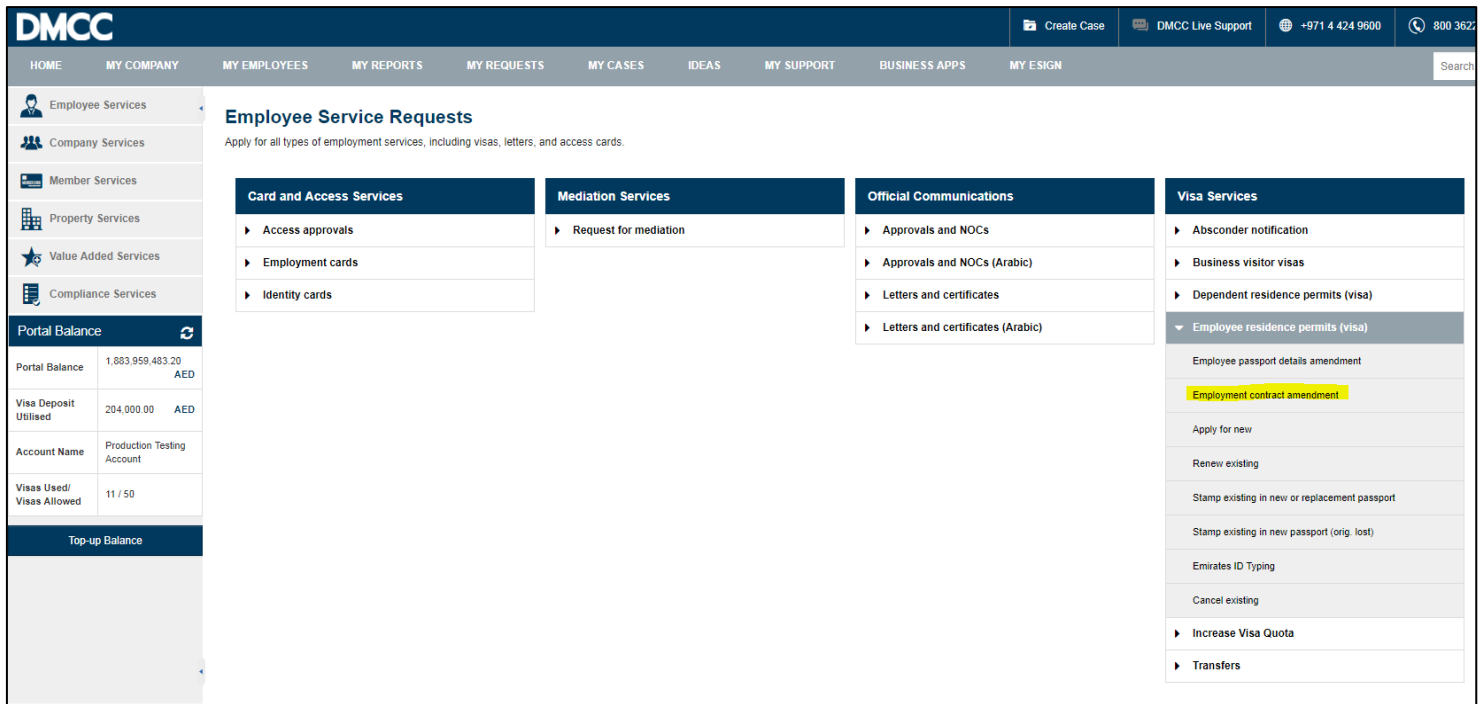
Applicability

This document will be applicable to all DMCC member companies with active license who are applying for employment contract amendment.

Important Notes

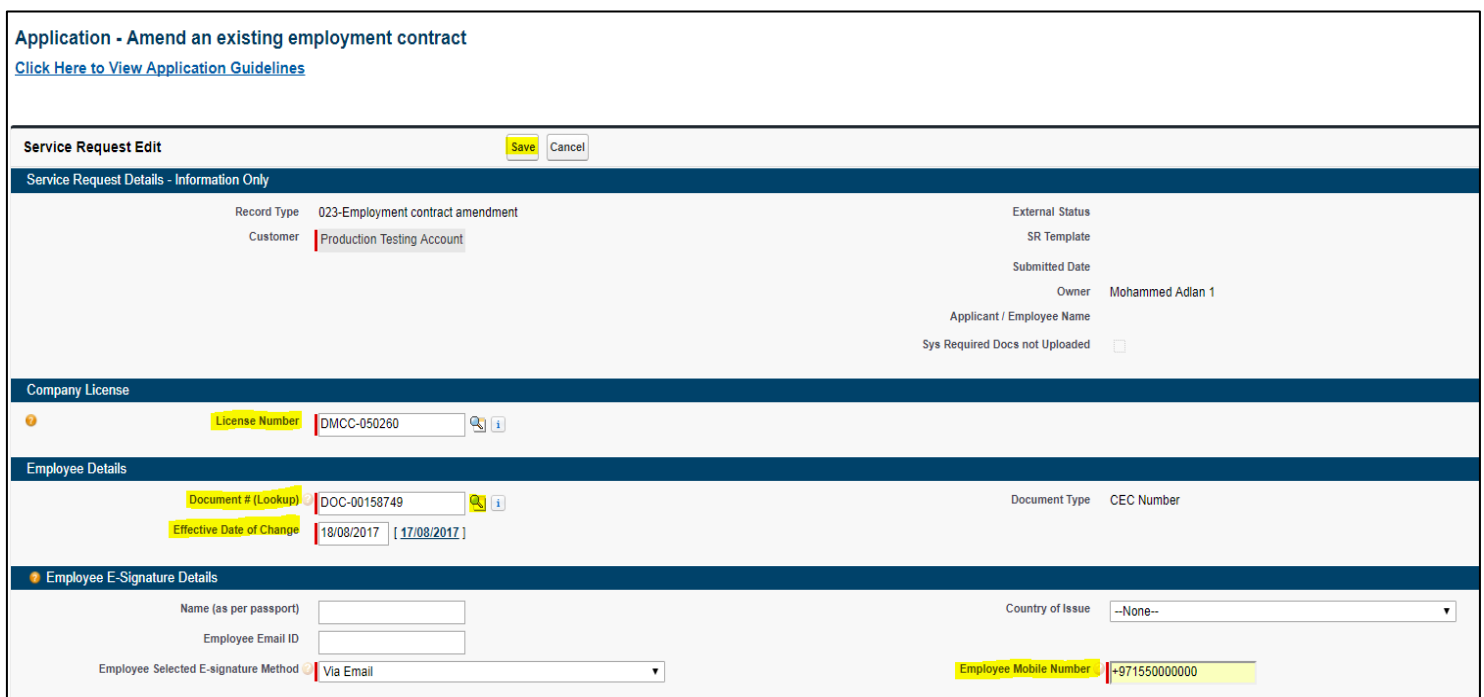
- If the amendment of the employment contract includes updating the salary and / or the job title, it will be a paid service. (Please refer to the [Schedule of Charges](#))
- The amendment coversheet is generated only if the Salary and Job title are amended for a DMCC contract.
- The full employment contract is re-generated only in the following cases:
 - Amendment from company's Own Contract to DMCC Contract.
 - Amendment of the DMCC Contract (No change in salary and / or job title).

1. Complete the application form to apply for 'Employment Services - Visa services - Employee Residence Permits (Visa) - Employment Contract Amendment' on the DMCC portal.



The screenshot shows the DMCC Employee Service Requests portal. The main navigation bar includes 'HOME', 'MY COMPANY', 'MY EMPLOYEES', 'MY REPORTS', 'MY REQUESTS', 'MY CASES', 'IDEAS', 'MY SUPPORT', 'BUSINESS APPS', and 'MY ESIGN'. The left sidebar lists various services: Employee Services, Company Services, Member Services, Property Services, Value Added Services, and Compliance Services. The main content area is titled 'Employee Service Requests' and includes a sub-header 'Apply for all types of employment services, including visas, letters, and access cards.' Below this, there are four main service categories: 'Card and Access Services' (with sub-items: Access approvals, Employment cards, Identity cards), 'Mediation Services' (with sub-item: Request for mediation), 'Official Communications' (with sub-items: Approvals and NOCs, Approvals and NOCs (Arabic), Letters and certificates, Letters and certificates (Arabic)), and 'Visa Services' (with sub-items: Absconder notification, Business visitor visas, Dependent residence permits (visa), Employee residence permits (visa) - which is expanded to show 'Employment contract amendment', 'Apply for new', 'Renew existing', 'Stamp existing in new or replacement passport', 'Stamp existing in new passport (orig. lost)', 'Emirates ID Typing', 'Cancel existing', 'Increase Visa Quota', and 'Transfers'). A 'Portal Balance' section on the left shows a balance of 1,883,959,483.20 AED, with a Visa Deposit Utilised of 204,000.00 AED. The account name is 'Production Testing Account' and the account has 11 / 50 visas used/allowed.

2. Insert the company's valid license number. Look for the employee in the 'Document Lookup'. When you select the employee, the selected employee's Company Employment Card (CEC) number will auto populate in the field. Fill in the 'Effective Date of Change', 'Employee E-Signature Details' and the 'Correspondence Details' before clicking 'Save'.



The screenshot shows the 'Application - Amend an existing employment contract' form. The form is titled 'Service Request Edit' and includes 'Save' and 'Cancel' buttons. The 'Service Request Details - Information Only' section shows 'Record Type' as '023-Employment contract amendment' and 'Customer' as 'Production Testing Account'. The 'External Status' is 'SR Template' and the 'Submitted Date' is 'Owner: Mohammed Adlan 1'. The 'Applicant / Employee Name' field is empty, and there is a checkbox for 'Sys Required Docs not Uploaded'. The 'Company License' section has a 'License Number' field with the value 'DMCC-050260'. The 'Employee Details' section has a 'Document # (Lookup)' field with the value 'DOC-00158749' and a 'Document Type' of 'CEC Number'. The 'Effective Date of Change' field has the value '18/08/2017' and a date picker set to '17/08/2017'. The 'Employee E-Signature Details' section has a 'Name (as per passport)' field, an 'Employee Email ID' field, and a 'Country of Issue' dropdown menu set to '--None--'. The 'Employee Selected E-signature Method' is 'Via Email' and the 'Employee Mobile Number' is '+971550000000'.

Correspondence Details - Please Confirm/Update

Portal User's Email: Send SMS To Mobile

Customer Comments:

3. Take a note of the service request number for future follow-ups and company records and then, click 'Edit'.

Application - Amend an existing employment contract
2182491 Printable

✓ Service Request has been saved.

[Service Request History \(5+\)](#) | [Sub Service Requests \(0\)](#) | [Notes & Attachments \(0\)](#)

Service Request Detail [Edit](#) [Submit](#) [Cancel SR](#)

Service Request Details - Information Only

SR No	2182491	External Status	Draft
Record Type	023-Employment contract amendment	SR Template	Employment contract amendment
Created By	Mohammed Adlan.1 17/08/2017 12:14	Sys Basic Salary Change	<input type="checkbox"/>
Status	Draft	SR Menu Text	Employment contract amendment-Employee residence permits (visa)-Visa Services
Account Number	133241	Submitted Date	
Customer	Production Testing Account	Owner	DMCC
		Applicant / Employee Name	Surya Prakash
		Sys Job Title Change Flag	<input type="checkbox"/>
		Sys Required Docs not Uploaded	<input type="checkbox"/>
		Record Type Name	AMEND_AN_EMPLOYMENT_CONTRACT

The DMCC member company can apply for the below amendments on the employment contracts:

- Scenario 1** Company's Own Contract Amendment.
- Scenario 2** Company's Own Contract Amendment (Salary and /or Job Title Change).
- Scenario 3** DMCC Contract Amendment.
- Scenario 4** DMCC Contract Amendment (Salary and / or Job Title Change).
- Scenario 5** Amendment of Company's Own Contract to DMCC Contract.
- Scenario 6** Amendment of DMCC Contract to Company's Own Contract.

Steps relevant to each scenario are mentioned in separate headings. Please proceed to step 4 after completing the relevant scenario steps.

Scenario 1 Company's Own Contract Amendment

- A. To update 'Additional Job Details', please upload the updated Company's Own Contract signed by both parties. You may refer to the orange help button for guidance.

Employee Job Details	
Job Title	INFORMATION DIRECTOR
Basic Monthly Salary	50,000.00
Accommodation Provided	No
Food Provided	No
Transport Provided	No
Other Monthly Allowance	
Employment Contract Template	Standard
Employment Contract Type	Unlimited
Contract Commencement Date	03/05/2014 [17/08/2017]
Probation Period (in months)	2
Executive Status	Yes
Accommodation Type	--None--
Accommodation Allowance	0.00
Food Allowance	0
Transport Allowance	0.00
Contract End Date	[17/08/2017]
Additional Job Details (Not Required for Company's Own Employment Contract)	
Termination During Probation Period	--None--
Notice Period (In days)	30
Day of Salary Transfer	26th
Working Week From	--None--
Number of Working Days Per Week	--None--
Number of Annual Leave (Calendar Days)	30
Maternity Leave (Calendar Days)	
Paternity Leave (Working Days)	
Air Ticket - Employee Outside UAE	<input type="checkbox"/>
Probation Contract can be Terminated by	--None--
Salary Payment method	Bank transfer
Working Week To	--None--
Working Hours	--None--
Require Sick Leave Certificate After	
Parental Leave	<input type="checkbox"/>
Air Ticket on Limited Contract Renewal	<input type="checkbox"/>

[Return back to SR](#)
[Return back to SR Step](#)

Documents to be Uploaded									
Action	Name	Person Name/Corporate Name	Instructions	Copy / Original	Original Verified	Status	DMCC Comments	Customer Comments	Last Modified Date
Upload	Company's own contract		Upload the signed Company's Own Contract by both parties.	Copy & Original	<input type="checkbox"/>	Pending Upload			30/08/2017 10:04

Scenario 2 Company's Own Contract Amendment (Salary and /or Job Title Change)

A. Update the salary and job title details under 'Employee Job Details'.

Employee Job Details

<p>Job Title <input type="text" value="INFORMATION DIRECTOR"/></p> <p>Basic Monthly Salary <input type="text" value="50,000.00"/></p> <p>Accommodation Provided <input type="text" value="No"/></p> <p>Food Provided <input type="text" value="No"/></p> <p>Transport Provided <input type="text" value="No"/></p> <p>Other Monthly Allowance <input type="text"/></p> <p>Employment Contract Template <input type="text" value="Standard"/></p> <p>Employment Contract Type <input type="text" value="Unlimited"/></p> <p>Contract Commencement Date <input type="text" value="03/05/2014"/> <input type="text" value="17/08/2017"/></p> <p>Probation Period (in months) <input type="text" value="2"/></p>	<p>Executive Status <input type="text" value="Yes"/></p> <p>Accommodation Type <input type="text" value="--None--"/></p> <p>Accommodation Allowance <input type="text" value="0.00"/></p> <p>Food Allowance <input type="text" value="0"/></p> <p>Transport Allowance <input type="text" value="0.00"/></p> <p>Contract End Date <input type="text" value="17/08/2017"/></p>
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Additional Job Details (Not Required for Company's Own Employment Contract)

<p>Termination During Probation Period <input type="text" value="--None--"/></p> <p>Notice Period (In days) <input type="text" value="30"/></p> <p>Day of Salary Transfer <input type="text" value="26th"/></p> <p>Working Week From <input type="text" value="--None--"/></p> <p>Number of Working Days Per Week <input type="text" value="--None--"/></p> <p>Number of Annual Leave (Calendar Days) <input type="text" value="30"/></p> <p>Maternity Leave (Calendar Days) <input type="text"/></p> <p>Paternity Leave (Working Days) <input type="text"/></p> <p>Air Ticket - Employee Outside UAE <input type="checkbox"/></p>	<p>Probation Contract can be Terminated by <input type="text" value="--None--"/></p> <p>Salary Payment method <input type="text" value="Bank transfer"/></p> <p>Working Week To <input type="text" value="--None--"/></p> <p>Working Hours <input type="text" value="--None--"/></p> <p>Require Sick Leave Certificate After <input type="text"/></p> <p>Parental Leave <input type="checkbox"/></p> <p>Air Ticket on Limited Contract Renewal <input type="checkbox"/></p>
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B. Upload the following documents before submitting the service request:

- Company Employment Card (CEC);
- Applicant's latest passport size coloured photo;
- Applicant's passport and visa page;
- Highest educational certificate; and
- Company's Own Contract.

[Return back to SR](#) [Return back to SR Step](#)

Documents to be Uploaded									
Action	Name	Person Name/Corporate Name	Instructions	Copy / Original	Original Verified	Status	DMCC Comments	Customer Comments	Last Modified Date
Upload	Company Employment Card (CEC)		Upload a copy of the Company Employment Card (CEC). The original will be required.	Copy & Original	<input type="checkbox"/>	Pending Upload			30/08/2017 10:17
Upload	Applicant's Latest Passport Size Coloured Photo		Upload a copy of the latest passport size coloured photo in JPEG format (Exact Size: 40 Height: 355 Width: 300 Dpi: 300) To adjust your document size, you may use the following online tool https://ezgif.com/resize	Copy Required	<input type="checkbox"/>	Pending Upload			30/08/2017 10:17
Upload	Applicant's Passport and Visa Page		Upload a copy of applicant's passport & visa page in JPEG format (Size less than 1MB Exact Height: 1167 Exact Width: 850 Dpi: 100) To adjust your document size, you may use this online tool https://ezgif.com/resize	Copy & Original	<input type="checkbox"/>	Pending Upload			30/08/2017 10:17
Upload	Highest Educational Certificate		Upload a copy of the highest educational certificate attained. You will be informed if an original attested version is required.	Copy & Original	<input type="checkbox"/>	Pending Upload			30/08/2017 10:17
Upload	Company's own contract		Upload the signed Company's Own Contract by both parties.	Copy & Original	<input type="checkbox"/>	Pending Upload			30/08/2017 10:17

Generated Documents							
Preview	Name	Person Name/Corporate Name	Instructions	Status	DMCC Comments	Customer Comments	Last Modified Date
View e-Document	Change of Designation Letter (Arabic)		Submit the Change of Designation Letter (Arabic) to the Immigration Department (GDRFA)	Generated			30/08/2017 10:17

C. The system generated document 'Change of Designation Letter' need to be submitted to Immigration Department (GDRFA).

Scenario 3 DMCC Contract Amendment

A. Update the relevant details and click 'Save'. You may refer to the orange help button for guidance.

Employee Job Details

Job Title <input type="text" value="INFORMATION DIRECTOR"/> Basic Monthly Salary <input type="text" value="50,000.00"/> Accommodation Provided <input type="text" value="No"/> Food Provided <input type="text" value="No"/> Transport Provided <input type="text" value="No"/> Other Monthly Allowance <input type="text"/> Employment Contract Template <input type="text" value="Standard"/> Employment Contract Type <input type="text" value="Unlimited"/> Contract Commencement Date <input type="text" value="03/05/2014"/> <input type="text" value="17/08/2017"/> Probation Period (in months) <input type="text" value="2"/>	Executive Status <input type="text" value="Yes"/> Accommodation Type <input type="text" value="--None--"/> Accommodation Allowance <input type="text" value="0.00"/> Food Allowance <input type="text" value="0"/> Transport Allowance <input type="text" value="0.00"/> Contract End Date <input type="text" value="17/08/2017"/>
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Additional Job Details (Not Required for Company's Own Employment Contract)

Termination During Probation Period <input type="text" value="--None--"/> Notice Period (In days) <input type="text" value="30"/> Day of Salary Transfer <input type="text" value="26th"/> Working Week From <input type="text" value="--None--"/> Number of Working Days Per Week <input type="text" value="--None--"/> Number of Annual Leave (Calendar Days) <input type="text" value="30"/> Maternity Leave (Calendar Days) <input type="text"/> Paternity Leave (Working Days) <input type="text"/> Air Ticket - Employee Outside UAE <input type="checkbox"/>	Probation Contract can be Terminated by <input type="text" value="--None--"/> Salary Payment method <input type="text" value="Bank transfer"/> Working Week To <input type="text" value="--None--"/> Working Hours <input type="text" value="--None--"/> Require Sick Leave Certificate After <input type="text"/> Parental Leave <input type="checkbox"/> Air Ticket on Limited Contract Renewal <input type="checkbox"/>
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B. The new employment contract with updated details will be generated and saved under 'SR Documents'.

SR Documents Download Upload/Review Doc

Document Name	Person Name/Corporate Name	Instructions	Requirement	Status	Created Date	Modified Date	Preview / Download Document
Employment Contract-Limited-Draft Preview		Review the generated Employment Contract to be e-signed to check if the entered information is correct. If any changes are required, click edit to update the SR details and then save to regenerate the document.	Download e-Document	Generated	17/08/2017	17/08/2017	View e-Document

Notes & Attachments New Note Attach File

No records to display

Scenario 4 DMCC Contract Amendment (Salary and / or Job Title Change)

A. Update the relevant details and click 'Save'. You may refer to the orange help button for guidance.

Employee Job Details

<p>Job Title <input type="text" value="INFORMATION DIRECTOR"/></p> <p>Basic Monthly Salary <input type="text" value="50,000.00"/></p> <p>Accommodation Provided <input type="text" value="No"/></p> <p>Food Provided <input type="text" value="No"/></p> <p>Transport Provided <input type="text" value="No"/></p> <p>Other Monthly Allowance <input type="text"/></p> <p>Employment Contract Template <input type="text" value="Standard"/></p> <p>Employment Contract Type <input type="text" value="Unlimited"/></p> <p>Contract Commencement Date <input type="text" value="03/05/2014"/> <input type="text" value="17/08/2017"/></p> <p>Probation Period (in months) <input type="text" value="2"/></p>	<p>Executive Status <input type="text" value="Yes"/></p> <p>Accommodation Type <input type="text" value="--None--"/></p> <p>Accommodation Allowance <input type="text" value="0.00"/></p> <p>Food Allowance <input type="text" value="0"/></p> <p>Transport Allowance <input type="text" value="0.00"/></p> <p>Contract End Date <input type="text" value="17/08/2017"/></p>
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Additional Job Details (Not Required for Company's Own Employment Contract)

<p>Termination During Probation Period <input type="text" value="--None--"/></p> <p>Notice Period (In days) <input type="text" value="30"/></p> <p>Day of Salary Transfer <input type="text" value="28th"/></p> <p>Working Week From <input type="text" value="--None--"/></p> <p>Number of Working Days Per Week <input type="text" value="--None--"/></p> <p>Number of Annual Leave (Calendar Days) <input type="text" value="30"/></p> <p>Maternity Leave (Calendar Days) <input type="text"/></p> <p>Paternity Leave (Working Days) <input type="text"/></p> <p>Air Ticket - Employee Outside UAE <input type="checkbox"/></p>	<p>Probation Contract can be Terminated by <input type="text" value="--None--"/></p> <p>Salary Payment method <input type="text" value="Bank transfer"/></p> <p>Working Week To <input type="text" value="--None--"/></p> <p>Working Hours <input type="text" value="--None--"/></p> <p>Require Sick Leave Certificate After <input type="text"/></p> <p>Parental Leave <input type="checkbox"/></p> <p>Air Ticket on Limited Contract Renewal <input type="checkbox"/></p>
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B. The following documents will be generated and saved under 'SR' Documents:

- The new employment contract with updated details.
- The Change of Designation Letter.
- The Amendment Cover Sheet.

SR Documents Download/Upload/Review Doc

Document Name	Person Name/Corporate Name	Instructions	Requirement	Status	Created Date	Modified Date	Preview / Download Document
Company Employment Card (CEC)		Upload a copy of the Company Employment Card (CEC). The original will be required.	Copy & Original	Uploaded	17/08/2017	17/08/2017	View e-Document
Applicant's Latest Passport Size Coloured Photo		Upload a copy of the latest passport size coloured photo in JPEG format (Exact Size: 40 Height: 355 Width: 300 Dpi: 300) To adjust your document size, you may use the following online tool https://ezgif.com/resize	Copy Required	Uploaded	17/08/2017	17/08/2017	View e-Document
Applicant's Passport and Visa Page		Upload a copy of applicant's passport & visa page in JPEG format (Size less than 1MB) Exact Height: 1167 Exact Width: 850 Dpi: 100) To adjust your document size, you may use this online tool https://ezgif.com/resize	Copy & Original	Uploaded	17/08/2017	17/08/2017	View e-Document
Highest Educational Certificate		Upload a copy of the highest educational certificate attained. You will be informed if an original attested version is required.	Copy & Original	Uploaded	17/08/2017	17/08/2017	View e-Document
Change of Designation Letter (Arabic)		Submit the Change of Designation Letter (Arabic) to the Immigration Department (GDRFA)		Generated	17/08/2017	17/08/2017	View e-Document
Employment Contract-Limited-Draft Preview		Review the generated Employment Contract to be e-signed to check if the entered information is correct. If any changes are required, click edit to update the SR details and then save to regenerate the document.	Download e-Document	Generated	17/08/2017	17/08/2017	View e-Document

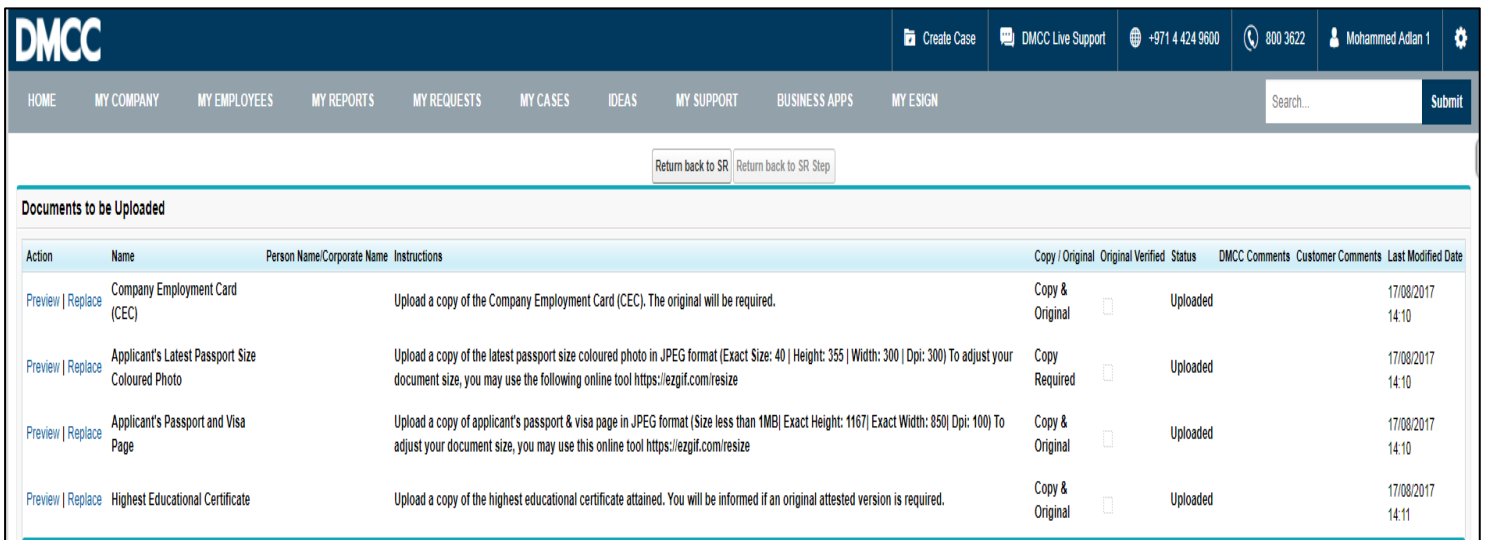
Return back to SR Return back to SR Step

Generated Documents							
Preview	Name	Person Name/Corporate Name	Instructions	Status	DMCC Comments	Customer Comments	Last Modified Date
View e-Document	Amend Employment Contract Draft Preview		Review the generated Amend Employment Contract to be e-signed to check if the entered information is correct. If any changes are required, click edit to update the SR details and then save to regenerate the document.	Generated			30/08/2017 10:35

C. The new employment contract and Change of Designation Letter need to be submitted to the Immigration Department (GDRFA).

D. Upload the following documents and submit the service request:

- Company Employment Card (CEC);
- Applicant's latest passport size coloured photo;
- Applicant's passport and visa page;
- Highest educational certificate; and
- Company's Own Contract.



Return back to SR Return back to SR Step

Documents to be Uploaded									
Action	Name	Person Name/Corporate Name	Instructions	Copy / Original	Original Verified	Status	DMCC Comments	Customer Comments	Last Modified Date
Preview Replace	Company Employment Card (CEC)		Upload a copy of the Company Employment Card (CEC). The original will be required.	Copy & Original	<input type="checkbox"/>	Uploaded			17/08/2017 14:10
Preview Replace	Applicant's Latest Passport Size Coloured Photo		Upload a copy of the latest passport size coloured photo in JPEG format (Exact Size: 40 Height: 355 Width: 300 Dpi: 300) To adjust your document size, you may use the following online tool https://ezgif.com/resize	Copy Required	<input type="checkbox"/>	Uploaded			17/08/2017 14:10
Preview Replace	Applicant's Passport and Visa Page		Upload a copy of applicant's passport & visa page in JPEG format (Size less than 1MB) Exact Height: 1167 Exact Width: 850 Dpi: 100) To adjust your document size, you may use this online tool https://ezgif.com/resize	Copy & Original	<input type="checkbox"/>	Uploaded			17/08/2017 14:10
Preview Replace	Highest Educational Certificate		Upload a copy of the highest educational certificate attained. You will be informed if an original attested version is required.	Copy & Original	<input type="checkbox"/>	Uploaded			17/08/2017 14:11

Scenario 5 Amendment from Company's Own Contract to DMCC Contract

- A. Update the 'Employment Contract Type' to DMCC contract and mention the relevant details before you click 'Save'.

Employee Job Details

Job Title <input type="text" value="INFORMATION DIRECTOR"/> Basic Monthly Salary <input type="text" value="50,000.00"/> Accommodation Provided <input type="text" value="No"/> Food Provided <input type="text" value="No"/> Transport Provided <input type="text" value="No"/> Other Monthly Allowance <input type="text"/> Employment Contract Template <input type="text" value="Standard"/> Employment Contract Type <input type="text" value="Unlimited"/> Contract Commencement Date <input type="text" value="03/05/2014"/> [17/08/2017] Probation Period (in months) <input type="text" value="2"/>	Executive Status <input type="text" value="Yes"/> Accommodation Type <input type="text" value="--None--"/> Accommodation Allowance <input type="text" value="0.00"/> Food Allowance <input type="text" value="0"/> Transport Allowance <input type="text" value="0.00"/> Contract End Date <input type="text"/> [17/08/2017]
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Additional Job Details (Not Required for Company's Own Employment Contract)

Termination During Probation Period <input type="text" value="--None--"/> Notice Period (In days) <input type="text" value="30"/> Day of Salary Transfer <input type="text" value="26th"/> Working Week From <input type="text" value="--None--"/> Number of Working Days Per Week <input type="text" value="--None--"/> Number of Annual Leave (Calendar Days) <input type="text" value="30"/> Maternity Leave (Calendar Days) <input type="text"/> Paternity Leave (Working Days) <input type="text"/> Air Ticket - Employee Outside UAE <input type="checkbox"/>	Probation Contract can be Terminated by <input type="text" value="--None--"/> Salary Payment method <input type="text" value="Bank transfer"/> Working Week To <input type="text" value="--None--"/> Working Hours <input type="text" value="--None--"/> Require Sick Leave Certificate After <input type="text"/> Parental Leave <input type="checkbox"/> Air Ticket on Limited Contract Renewal <input type="checkbox"/>
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- B. The new employment contract with updated details will be generated and saved under the 'SR Documents'.

SR Documents Download/Upload/Review Doc

Document Name	Person Name/Corporate Name	Instructions	Requirement	Status	Created Date	Modified Date	Preview / Download Document
Employment Contract-Limited-Draft Preview		Review the generated Employment Contract to be e-signed to check if the entered information is correct. If any changes are required, click edit to update the SR details and then save to regenerate the document.	Download e-Document	Generated	17/08/2017	17/08/2017	View e-Document

Notes & Attachments New Note Attach File

No records to display

Scenario 6 Amendment from DMCC Contract to Company's Own Contract

A. Update the 'Employment Contract Type' to company's Own Contract and click 'Save'.

Employee Job Details

Job Title <input type="text" value="INFORMATION DIRECTOR"/>	Executive Status <input type="text" value="Yes"/>
Basic Monthly Salary <input type="text" value="50,000.00"/>	Accommodation Type <input type="text" value="--None--"/>
Accommodation Provided <input type="text" value="No"/>	Accommodation Allowance <input type="text" value="0.00"/>
Food Provided <input type="text" value="No"/>	Food Allowance <input type="text" value="0"/>
Transport Provided <input type="text" value="No"/>	Transport Allowance <input type="text" value="0.00"/>
Other Monthly Allowance <input type="text"/>	
Employment Contract Template <input type="text" value="Standard"/>	
Employment Contract Type <input type="text" value="Unlimited"/>	
Contract Commencement Date <input type="text" value="03/05/2014"/> [17/08/2017]	Contract End Date <input type="text"/> [17/08/2017]
Probation Period (in months) <input type="text" value="2"/>	

Additional Job Details (Not Required for Company's Own Employment Contract)

Termination During Probation Period <input type="text" value="--None--"/>	Probation Contract can be Terminated by <input type="text" value="--None--"/>
Notice Period (In days) <input type="text" value="30"/>	Salary Payment method <input type="text" value="Bank transfer"/>
Day of Salary Transfer <input type="text" value="26th"/>	Working Week To <input type="text" value="--None--"/>
Working Week From <input type="text" value="--None--"/>	Working Hours <input type="text" value="--None--"/>
Number of Working Days Per Week <input type="text" value="--None--"/>	Require Sick Leave Certificate After <input type="text"/>
Number of Annual Leave (Calendar Days) <input type="text" value="30"/>	Parental Leave <input type="checkbox"/>
Maternity Leave (Calendar Days) <input type="text"/>	Air Ticket on Limited Contract Renewal <input type="checkbox"/>
Paternity Leave (Working Days) <input type="text"/>	
Air Ticket - Employee Outside UAE <input type="checkbox"/>	

B. Upload a copy of company's own contract signed by both parties and submit the service request.

SR Documents
Download/Upload/Review Doc

Document Name	Person Name/Corporate Name	Instructions	Requirement	Status	Created Date	Modified Date	Preview / Download Document
Company's own contract		Upload the signed Company's Own Contract by both parties.	Copy & Original	Pending Upload	17/08/2017	17/08/2017	View e-Document

4. 'Submit' the service request after the relevant changes and updates.

Application - Amend an existing employment contract
Printable View

Service Request has been updated.

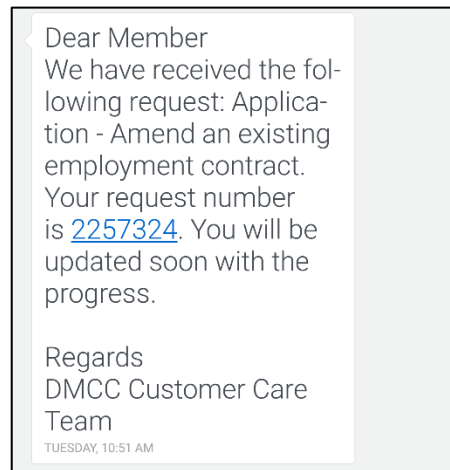
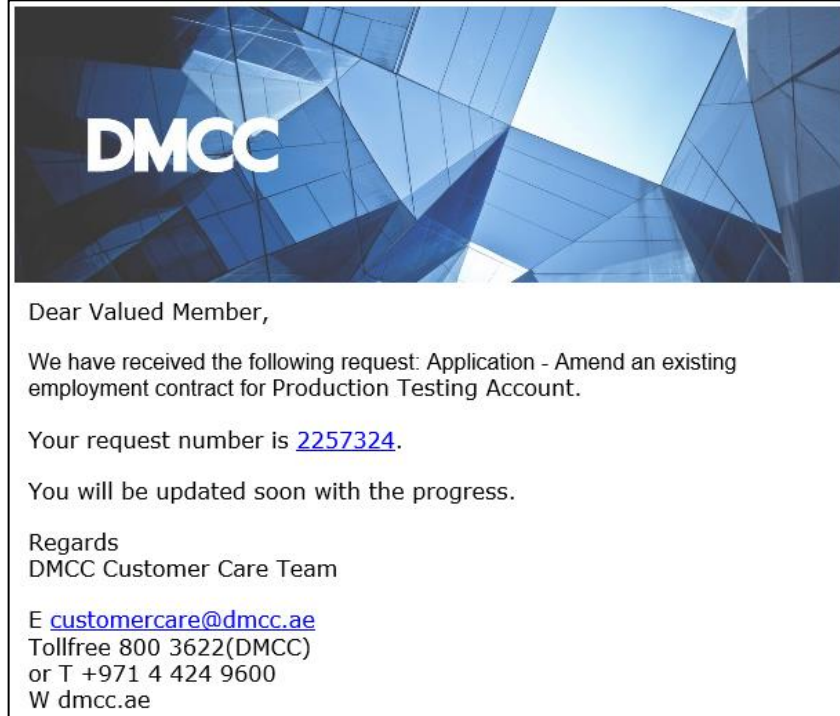
[Service Request History \(54\)](#) |
 [Sub Service Requests \(0\)](#) |
 [SR Price Items \(Service Request\) \(2\)](#) |
 [Notes & Attachments \(0\)](#)

Service Request Detail



Service Request Details - Information Only

SR No: 2182491	External Status: Draft
Record Type: 023-Employment contract amendment	SR Template: Employment contract amendment
Created By: Mohammed Adlan 1, 17/08/2017 12:14	Sys Basic Salary Change: <input checked="" type="checkbox"/>
Status: Draft	SR Menu Text: Employment contract amendment-Employee residence permits (visa)-Visa Services
Account Number: 133241	Submitted Date:
Customer: Production Testing Account	Owner: DMCC
	Applicant / Employee Name: Surya Prakash
	Sys Job Title Change Flag: <input checked="" type="checkbox"/>
	Sys Required Docs not Uploaded: <input type="checkbox"/>
	Record Type Name: AMEND_AN_EMPLOYMENT_CONTRACT

5. Receive an email notification and SMS on the registered mobile number from DMCC confirming the submission of the service request.




- The HR Signatory of the company receives an email notification with the relevant employment documentation to electronically sign them.

DMCC Integration sent you a document to review and sign.


REVIEW DOCUMENT

About DMCC




DMCC is the largest and fastest growing Free Zone in the UAE and winner of the fDi 2015 and 2016 Global Free Zone of the Year award. [Learn about the DMCC business community](#)

Employment matters




Familiarise yourself with all the relevant guidelines related to employment and workplace mediation services. [Read more.](#)

E-signature instructions





Learn about how to electronically sign your employment documentation. [Click here for more information](#)

Connections



DMCC provides regular opportunities for knowledge sharing and networking with key industry professionals. View our full list of events and communication channels through our [Member Zone.](#)


- Once the HR signatory has completed the e-signing, the employee receives a notification to e-sign the same employment documentation.

DMCC Integration sent you a document to review and sign.


REVIEW DOCUMENT

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8. Once the document is e-signed by both parties, the parties will receive email notification that the process is completed, along with the signed document attached.



Your document has been completed

[VIEW COMPLETED DOCUMENT](#)

DMCC Integration
DMCC.Integration@dmcc.ae

All parties have completed Your Request is Awaiting E-signing for Employment contract amendment-Employee residence permits (vis.

Dear Authorized HR Signatory,


This email contains the amended employment documentation for Ahmed Mohammed ali. Please review and electronically sign the documentation in order to proceed with the Employment contract amendment-Employee residence permits (visa)-Visa Services.

Once you have e-signed the employment documentation, this will automatically be sent to the employee for his / her e-signature if you have selected 'e-signature by email' for your employee. If you have opted for the employee to do 'in person signing at DMCC Counter', please ensure you provide the employee with a copy of his / her amended employment documentation before the employee comes to the counters to e-sign the documentation.

The employment relationship between you and your employee is governed by the UAE Federal Law No. 8 of 1980 (as amended) (the Labour Law). If any future changes are made to the employment contract, you are required to resubmit the updated version to DMCC through the service request titled 'Employment Contract Amendment'.

Before you proceed with e-signing, DMCC recommends that you read through the below guidelines and FAQs to learn more about DMCC's employment matters and how to electronically sign the employment documentation.


Once you are ready to proceed, you can review and sign the amended employment documentation [here](#).

Powered by 

9. The signed document is automatically uploaded in the 'SR Documents' section of the service request.

SR Documents								Download/Upload/Review Doc	
Document Name	Person Name/Corporate Name	Instructions	Requirement	Status	Created Date	Modified Date	Preview / Download Document		
Employment Contract- Unlimited- Draft Preview		Review the generated Employment Contract to be e-signed to check if the entered information is correct. If any changes are required, click edit to update the SR details and then save to regenerate the document.	Download e-Document	Generated	26/09/2017	26/09/2017	View e-Document		
E-signed Employment Contract-Unlimited		The E-signed Employment Contract-Unlimited is uploaded here after being e-signed by both parties.	Copy & Original	Uploaded	26/09/2017	28/09/2017	View e-Document		

10. Receive a notification confirming that the details are updated and the service request is closed.



Dear Member

Your service request: Application - Amend an existing employment contract with request number 2257324 has been closed.

We would like to invite you to take a short satisfaction survey regarding this Service request. Your feedback will help us improve our services and provide better customer oriented solutions.

To participate in the survey, please click <https://www.surveymonkey.com/r/YVMSYZT>

We thank you in advance for your time and valuable feedback.

Regards
DMCC Customer Care Team

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