

APPLICATION GUIDELINE

EMPLOYMENT SERVICES – EMPLOYMENT CONTRACT AMENDMENTS

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Introduction

The DMCC Member company can apply for the below amendments to 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

Service to Select on Portal

Employment Services - Visa services - Employee Residence Permits –
Employment Contract Amendment.

Important Notes

- If the employment contract amendment includes updating the salary and/or the job title, it will be a paid service. (Please refer to the [Schedule of Charges](#))
- The full Employment contract is re-generated only in the following cases:
 - Amendment of Company's Contract to DMCC Contract
 - Amendment of the DMCC Contract (No change in salary and/or job title)
 - for changing the job title to PARTNER OR INVESTOR, the applicant's visa must be cancelled and apply for a new one.
- All the designations must be supported by relevant educational certificates, attested

by the Ministry of Foreign Affairs (MOFA) in Dubai and should be legally translated into Arabic, whether the applicant is inside or outside the country.

Company's Contract Amendment (Without Salary or Job Title Change)

Steps

Step 1: Complete the application form to apply for 'Employment Services - Visa services - Employee Residence Permits (Visa) - Employment contract amendment' on the DMCC portal.

Step 2: Upload the amended contract and submit the service request.

Step 3: Receive a notification confirming the submission of the service request.

Step 4: Receive a notification confirming that the details are updated and that the service request is closed.

Requirements

To be uploaded on the Member Portal.

Documents	Remarks
The amendment contract	To be signed and stamped by both parties

Output

- New contract changes are updated on the system.

Company's Contract Amendment (With Salary and/or Job Title Change)

Steps

Step 1: Complete the application form to apply for 'Employment Services - Visa services - Employee Residence Permits (Visa) - Employment contract amendment' on the DMCC portal.

Step 2: Upload the required documents and submit the service request.

Step 3: Receive a notification confirming the submission of the service request.

Step 4: Receive a notification confirming that the details are updated and that the service request is closed.

Requirements

To be uploaded on the Member Portal.

Document	Original to be Submitted	Salary Amendment	Job Title Amendment
Employee's passport copy		NA	Required
Latest passport size colored photo (JPEG)		NA	Required
Education certificate copy (Attested by the Ministry of Foreign Affairs, Dubai)		NA	Required
Signed employment contract		Required	Required

Output

- The employee details are updated, the new job title will be amended and the new electronic visa will be uploaded under the service request documents.

DMCC Contract Amendment (Without Salary and Job Title Change)

Steps

Step 1: Complete the application form to apply for 'Employment Services - Visa services - Employee Residence Permits (Visa) - Employment contract amendment' on the DMCC portal.

Step 2: Submit the service request.

Step 3: Receive a notification confirming the submission of the service request.

Step 4: The HR Signatory of the company receives a notification with the relevant employment documentation to electronically sign them.

Step 5: Once the HR signatory completes the e-signing, the employee is notified to e-sign the same employment documentation.

Step 6: Receive a notification confirming that the employment contract is amended and that the service request is closed.

Requirements

No requirement for documents to be uploaded on the service request or submitted at the counter.

Output

- The DMCC contract will be generated with the updated details.

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

Steps

Step 1: Complete the application form to apply for 'Employment Services - Visa services - Employee Residence Permits (Visa) - Employment contract amendment' on the DMCC portal.

Step 2: Upload the required documents and submit the service request.

Step 3: Receive a notification confirming the submission of a service request.

Step 4: The HR Signatory of the company receives a notification with the relevant employment documentation to electronically sign them.

Step 5: Once the HR signatory completes the e-signing, the employee is notified to e-sign the same employment documentation.

Step 6: Receive a notification confirming that the details are updated and that the service request is closed.

Requirements

To be uploaded on the Member Portal.

Document	Original to be Submitted	Salary Amendment	Job Title Amendment
Employee's passport copy		NA	Required
Latest passport size colored photo (JPEG)		NA	Required
Education certificate copy (Attested by the Ministry of Foreign Affairs, Dubai)		NA	Required

Output

- In case of job title amendment, the new job title will be updated and the Electronic visa will be uploaded under the service request documents.
- In case of salary amendment, the new salary details will be updated in the system.

Amendment to Change from Company's Contract to DMCC Contract

Steps

Step 1: Complete the application form to apply for 'Employment Services - Visa services - Employee Residence Permits (Visa) - Employment contract amendment' on the DMCC portal.

Step 2: Upload the required documents and submit the service request.

Step 3: Receive a notification confirming the submission of a service request.

Step 4: The HR Signatory of the company receives a notification with the relevant employment documentation to electronically sign them.

Step 5: Once the HR signatory completes the e-signing, the employee is notified to e-sign the same employment documentation.

Step 6: Receive a notification confirming that the new DMCC employment contract is uploaded and that the service request is closed.

Requirements

Complete the application and upload the required documents on the DMCC Member Portal.

Documents	Remarks
Amendment contract	

Output

- The new DMCC contract will be generated.

Amendment to Change from DMCC Contract to Company's Contract

Steps

Step 1: Complete the application form to apply for 'Employment Services - Visa services - Employee Residence Permits (Visa) - Employment contract amendment' on the DMCC portal.

Step 2: Upload the required documents and submit the service request.

Step 3: Receive a notification confirming the submission of a service request.

Step 4: Receive a notification confirming that the details are updated and that the service request is closed.

Requirements

Complete the application and upload the required documents on the DMCC Member Portal.

Documents	Remarks
Company's Contract	

Output

- The employee's details are updated on the system and the contract is amended.

Further Information

- Please visit our DMCC Help Centre at <http://www.dmcc.ae/helpcentre>