

## APPLICATION GUIDELINE

### EMPLOYMENT SERVICES - EMPLOYMENT CONTRACT AMENDMENTS

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## Introduction

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

## Service to Select on Portal

Employment Services - Visa services - Employee Residence Permits - 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 full Employment contract is re-generated only in the following cases:
  - Amendment of Company's Own Contract to DMCC Contract
  - Amendment of the DMCC Contract (No change in salary and / or job title)
- Partner and Investor visa can be obtained under the below conditions:
  - For 'Investor' / 'Partner': Share certificate with minimum of 50 shares, total worth of AED 50,000 share capital is required.
  - For 'Investor': The applicant should be the sole shareholder of the company to obtain the job title.
  - For 'Partner': Companies with multiple shareholders can apply for 'Partner'.
- All the designations must be supported by relevant educational certificate, 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.
- All Draft SRs will automatically be voided after sixty (60) calendar days from their creation date if no action is taken by the DMCC Member.
- SRs awaiting DMCC Member Company action will be automatically nullified if the required actions aren't completed within ninety (90) calendar days from the SR's return date.
- DMCC Member Company admin can request for service cancellation by clicking the 'Cancel Request' button.
- A cancellation fee will be charged to the DMCC Member's portal if the Member opts for its cancellation, or if the system auto-cancels the SR after the 90 days. (Please refer to the [Schedule of Charges](#))

## Company's Own 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 Own 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:** Submit the originals of the uploaded documents in step 2 at DMCC Client Service Centre counters.

**Step 5:** Receive a notification confirming that the details are updated and that the servicerequest 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, and the new job title will be amended in the passport and delivered by courier.

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

**Step 6:** Submit the applicants' original passport for visa stamping on the DMCC counter, in case of job title change. Once the job title is amended and stamped, the passport will be delivered to the company address or collected from DMCC reception in case of flexi desk.

**Step 7:** 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, a new visa will be stamped with the new job title.
- In case of salary amendment, the new salary details will be updated in the system

## Amendment to Change from Company's Own 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 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 has completed the e-signing, the employee receives a notification 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 Application and Upload Required Documents on The Member Portal.

Documents	Remarks
Amendment contract	

### Output

- The new DMCC contract will be generated.

## Amendment to Change from DMCC Contract to Company's Own 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 service request.

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

### Requirements

Complete Application and Upload Required Documents On The Member Portal.

Documents	Remarks
Company's Own Contract	

### Output

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

### Further Information

Please visit our Help Centre at [www.dmcc.ae/HelpCentre](http://www.dmcc.ae/HelpCentre).