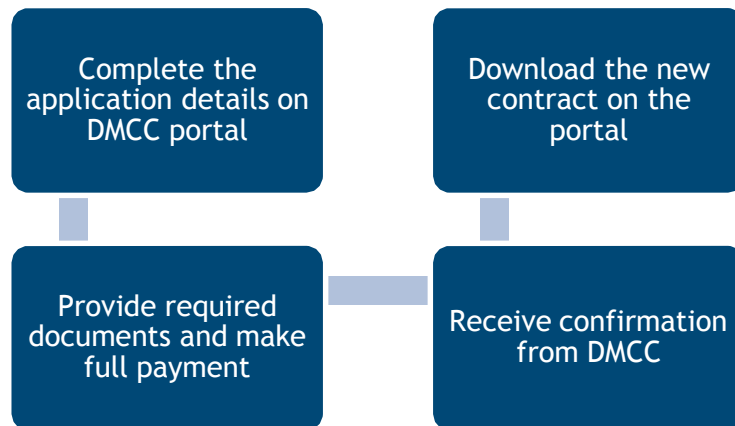


STEP BY STEP GUIDE

Guideline	Application - Amend an existing employment contract
Version/Date	Version 1, 23 rd June 2014
Who should use this guide	Any employer who wants to amend an existing employment contract in the DMCC Free Zone
Purpose of this guide	To provide a detailed step by step guide for any employer who wants to amend an existing employment contract on the DMCC member portal.

Steps



Before you begin The DMCC application to amend an existing employment contract is online. At any point if you have issue, there are many consultants that can assist you with this process. Call us on 800 DMCC if you would like more information.

There will be a number of documents that you will need to upload on the DMCC portal. Review our Applications Guidelines at www.dmcc.ae under Free Zone, Applications Guidelines to familiarise yourself with our requirements.

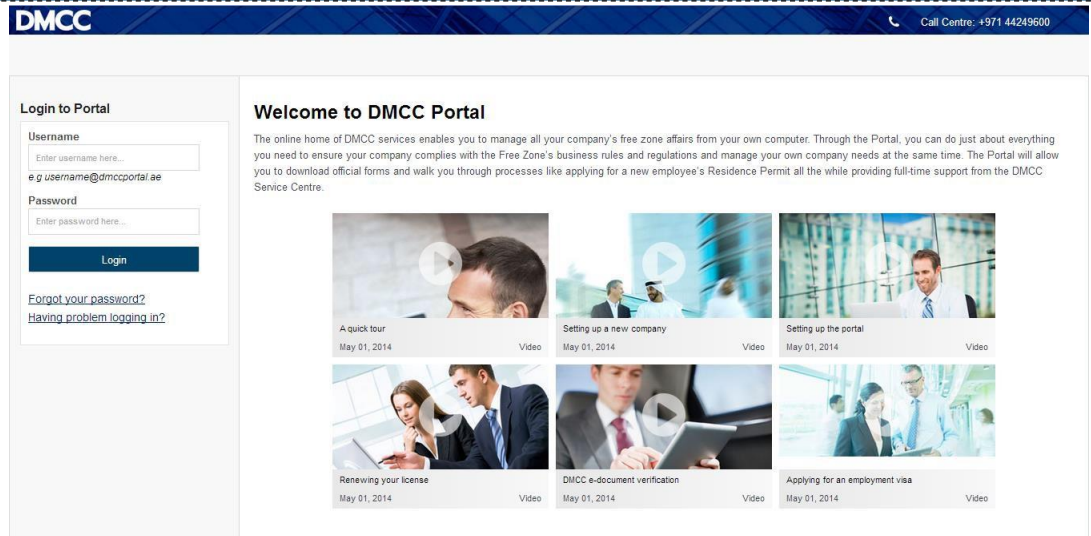
You may wish to save scanned copies of documents on your computer before you begin. Note: the maximum file size per file is 10MB.

If you don't have certain information, don't worry, you will be able to Save your request and return later to complete.

LOGIN and get started

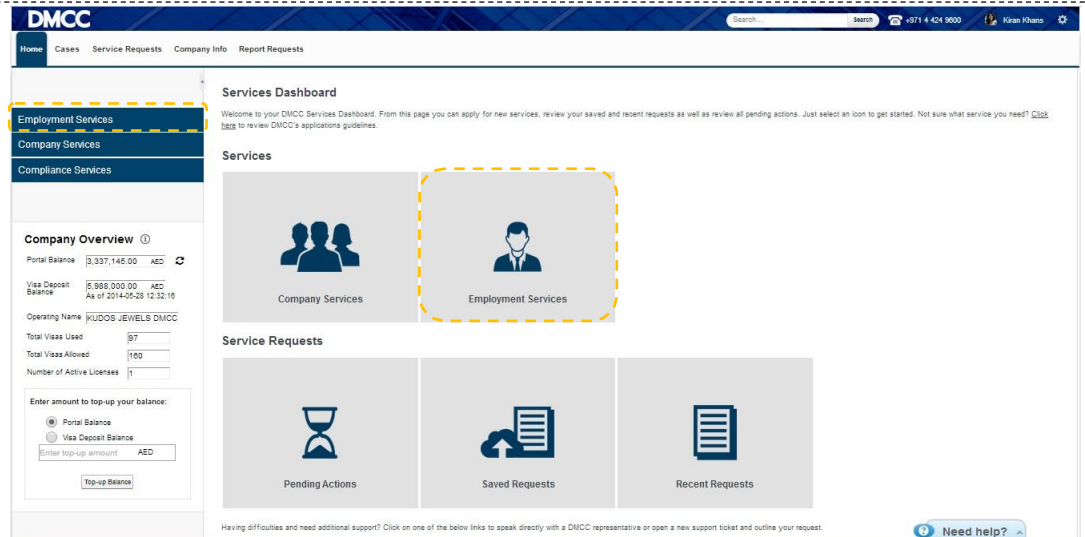
Open the following link
www.portal.dmcc.ae

Once you see this screen, type in your user name and password to login and get started



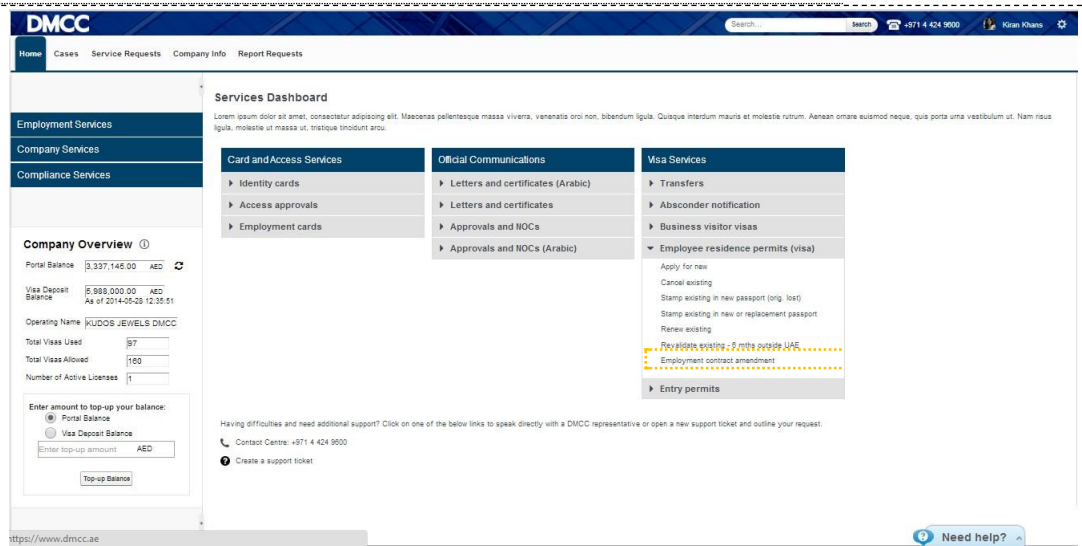
On logging in you will see the Services Dashboard.

Click on "Employment services"



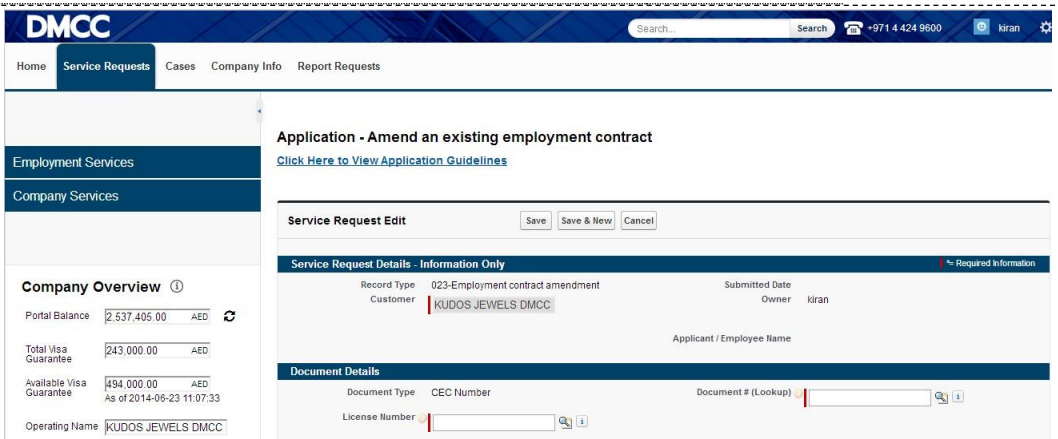
Then select “Visa Services” to expand the category and then “Employment residence permits(visa)” section

Click on “Employment contract amendment”



You will be directed to the “Amend an existing employment contract” application form.

A “WalkMe” pop-up will appear to guide you. This pop-up will guide you step-by-step through the application. It can be turned off at any time.



Tip: You can close the Company Overview by clicking the left hand arrows. This will give you full screen view.

Fill out all the information. Anything marked with a red line is mandatory to fill out.

You will need the employee's CEC number and your company's licence number to fill out this section. Click the magnifying glass on the right

DMCC Home Service Requests Cases Company Info Report Requests

Application - Amend an existing employment contract
[Click Here to View Application Guidelines](#)

Service Request Edit Save Save & New Cancel

Service Request Details - Information Only Required Information

Record Type: 023-Employment contract amendment
 Customer: KUDOS JEWELS DMCC
 Submitted Date: [blank]
 Owner: Kiran
 Applicant / Employee Name: [blank]

Document Details

Document Type: CEC Number
 License Number: [input field]
 Document # (Lookup): [input field]

On clicking the magnifying glass, a lookup will pop up

In the search field enter "doc*", or if you know the document number please enter it and click "Go"

The search will generate results based on your criteria.

Choose your document

You will be re-directed to the application form and the document number will be populated.

Search ~ customer - Google Chrome

https://uat-dmccpoc.cs5.force.com/customer/_ui/common/data/LookupPage?lkfm=editPage

Lookup

Employee Documents No. based on document type selected in the Service request
 Search With - CEC No, Or Passport No, Or Person Passport Name

doc* Got

Search Name All Fields

< Clear Search Results

Search Results

Document Details [1] Show Filters

Document #	Document Type	Document Status	Passport Name	Account	Passport No.	Nationality	Card Number	En
DOC-00071491	CEC Number	Active	JAGABANDHU	KUDOS JEWELS DMCC	F1565448	India	CEC Number-00071491	JAY DU

Continue with the rest of the form

To get your company's license number, again click the magnifying glass on the left

DMCC Home Service Requests Cases Company Info Report Requests

Application - Amend an existing employment contract
[Click Here to View Application Guidelines](#)

Service Request Edit Save Save & New Cancel

Service Request Details - Information Only Required Information

Record Type: 023-Employment contract amendment
 Customer: KUDOS JEWELS DMCC
 Submitted Date: [blank]
 Owner: Kiran
 Applicant / Employee Name: [blank]

Document Details

Document Type: CEC Number
 License Number: [input field]
 Document # (Lookup): DOC-00071491

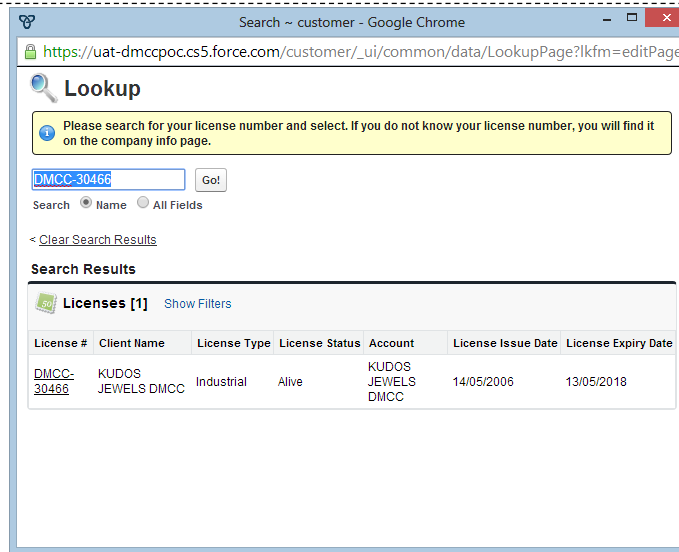
On clicking the magnifying glass, a lookup will pop up

In the search field enter "DMCC**", or if you know the license number please enter it and click "Go"

The search will generate results based on your criteria.

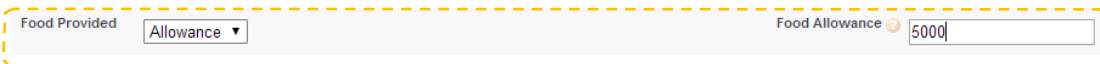
Choose your licence

You will be re-directed to the application form and the document number will be populated.



Continue filling out all the required details

Note: For the Allowances section (Food, Transport and/or Accommodation) - if you choose to give allowance to your employee, you must fill out allowance section marked.



Please note: It's mandatory to fill out the details for the following in the section marked

- Employment contract
- Employment contract type
- Probation period
- Day of salary transfer
- Payment method
- Annual leave days
- No of days

Continue filling out all the required details

Fill out the Special Employment Terms and Conditions per the policy of your company.

If you check the Non Competition agreement, you MUST fill out the restricted area and the period.

Special Employment Terms and Conditions - Please Enter

Non-Competition agreement Employee Code of Conduct

Restricted Area:

Period:

Please check your correspondence details. Update if you wish to and click "save"

Correspondence Details - Please confirm/update

Email: Send SMS To Mobile:

Editing Information

The page will refresh with all the information available on the system regarding your employee.

At this point review all the information carefully.

If you need to make changes, please double click the filled in section and re fill.

Click save once done.

You will now need to upload all the required documents. These will be listed further down the page.

You will need to scroll down and find them in the section called "SR Documents".

Application - Amend an existing employment contract Printable View

Your service request has been saved.

[Back to List: Service Requests](#) [Sub Service Requests \(0\)](#)

Service Request Detail

Service Request Details - Information Only

SR No	0549551	SR Menu Text	Employment contract amendment-Employee residence permits (visa)-Visa Services
Record Type	023-Employment contract amendment	Submitted Date	
Created By	kiran, 23/06/2014 11:25	Last Modified By	kiran, 23/06/2014 11:25
Status	Draft	Owner	DMCC
Account Number	33736	Applicant / Employee Name	JAGABANDHU DUTTA
Customer	KUDDOS JEWELS DMCC	Sys Basic Salary Change	<input type="checkbox"/>
		Sys Job Title Change Flag	<input type="checkbox"/>

Document Details

Document Type	CEC Number	Document # (Lookup)	DOC-00071491
License Number	DMCC-30466		

SR Documents

Document Name	Instructions	Preview / Download Document	Requirement	Original Verified	Status	Created Date
Amend Employment Contract	Upload a copy of the Employment Contract Amendment. This will be the system generated form that you have printed and signed ready for upload. Keep one original on file and give one original to the employee.	Generating		<input type="checkbox"/>	Generated	23/06/2014
Amend Employment Contract	This Employment Contract Amendment has been system generated for you to download, print, sign and upload a copy for DMCC's records. Two originals: 1. Employee, 2. Company records.	Upload Document		<input type="checkbox"/>	Pending Upload	23/06/2014
Applicants Employment Contract Unlimited Standard for download	This Standard Employment Contract - Unlimited Period has been system generated for you to download, print, sign and upload a copy for DMCC's records. Two originals: 1. Employee, 2. Company records.	Generating		<input type="checkbox"/>	Generated	23/06/2014
Applicants Employment Contract Unlimited Standard for download	This Standard Employment Contract - Unlimited Period has been system generated for you to download, print, sign and upload a copy for DMCC's records. Two originals: 1. Employee, 2. Company records.	Upload Document		<input type="checkbox"/>	Pending Upload	23/06/2014
AR Change of Designation	AR Change of Designation	Generating		<input type="checkbox"/>	Generated	23/06/2014

[Show 4 more >](#) | [Go to list \(9\)](#)

Click on “Download/Upload/Review Doc” next to SR Documents

Document Name	Instructions	Preview / Download Document	Requirement	Original Verified	Status	Created Date
Amend Employment Contract	Upload a copy of the Employment Contract Amendment. This will be the system generated form that you have printed and signed ready for upload. Keep one original on file and give one original to the employee.	Generating		<input type="checkbox"/>	Generated	23/06/2014
Amend Employment Contract	This Employment Contract Amendment has been system generated for you to download, print, sign and upload a copy for DMCC's records. Two originals: 1. Employee, 2. Company records.	Upload Document		<input type="checkbox"/>	Pending Upload	23/06/2014
Applicants Employment Contract Unlimited Standard for download	This Standard Employment Contract - Unlimited Period has been system generated for you to download, print, sign and upload a copy for DMCC's records. Two originals: 1. Employee, 2. Company records.	Generating		<input type="checkbox"/>	Generated	23/06/2014
Applicants Employment Contract Unlimited Standard for download	This Standard Employment Contract - Unlimited Period has been system generated for you to download, print, sign and upload a copy for DMCC's records. Two originals: 1. Employee, 2. Company records.	Upload Document		<input type="checkbox"/>	Pending Upload	23/06/2014
AR Change of Designation	AR Change of Designation	Generating		<input type="checkbox"/>	Generated	23/06/2014

[Show 4 more »](#) | [Go to list \(9\) »](#)

The page will update as shown.

You will need to download the generated documents in the marked section, print it out, sign it and upload it back to the system

[Return back to SR](#)

Action	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			23/06/2014 11:54
Upload	Latest passport size photo	Upload a copy of the latest passport size colour photo (JPEG).	Copy Required	<input type="checkbox"/>	Pending Upload			23/06/2014 11:54
Upload	Employee Passport	Upload a copy of the applicant's passport and visa page. Original passport will be required.	Copy & Original	<input type="checkbox"/>	Pending Upload			23/06/2014 11:54
Upload	Education Certificate (Attested by Ministry of Foreign Affairs, Dubai)	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			23/06/2014 11:54
Upload	Amend Employment Contract	This Employment Contract Amendment has been system generated for you to download, print, sign and upload a copy for DMCC's records. Two originals: 1. Employee, 2. Company records.		<input type="checkbox"/>	Pending Upload			23/06/2014 11:54
Upload	Applicants Employment Contract Unlimited Standard for download	This Standard Employment Contract - Unlimited Period has been system generated for you to download, print, sign and upload a copy for DMCC's records. Two originals: 1. Employee, 2. Company records.		<input type="checkbox"/>	Pending Upload			23/06/2014 11:54

Preview	Name	Instructions	Status	DMCC Comments	Customer Comments	Last Modified Date
Click to View Document	Amend Employment Contract	Upload a copy of the Employment Contract Amendment. This will be the system generated form that you have printed and signed ready for upload. Keep one original on file and give one original to the employee.	Generated			23/06/2014 11:54
Click to View Document	Applicants Employment Contract Unlimited Standard for download	This Standard Employment Contract - Unlimited Period has been system generated for you to download, print, sign and upload a copy for DMCC's records. Two originals: 1. Employee, 2. Company records.	Generated			23/06/2014 11:54
Click to View Document	AR Change of Designation	AR Change of Designation	Generated			23/06/2014 11:54

[Need help?](#)

Once you have printed and signed the generated documents, upload them and the rest of the required documents by clicking “Upload”

[Return back to SR](#)

Action	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			23/06/2014 11:54
Upload	Latest passport size photo	Upload a copy of the latest passport size colour photo (JPEG).	Copy Required	<input type="checkbox"/>	Pending Upload			23/06/2014 11:54
Upload	Employee Passport	Upload a copy of the applicant's passport and visa page. Original passport will be required.	Copy & Original	<input type="checkbox"/>	Pending Upload			23/06/2014 11:54
Upload	Education Certificate (Attested by Ministry of Foreign Affairs, Dubai)	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			23/06/2014 11:54
Upload	Amend Employment Contract	This Employment Contract Amendment has been system generated for you to download, print, sign and upload a copy for DMCC's records. Two originals: 1. Employee, 2. Company records.		<input type="checkbox"/>	Pending Upload			23/06/2014 11:54
Upload	Applicants Employment Contract Unlimited Standard for download	This Standard Employment Contract - Unlimited Period has been system generated for you to download, print, sign and upload a copy for DMCC's records. Two originals: 1. Employee, 2. Company records.		<input type="checkbox"/>	Pending Upload			23/06/2014 11:54

Preview	Name	Instructions	Status	DMCC Comments	Customer Comments	Last Modified Date
Click to View Document	Amend Employment Contract	Upload a copy of the Employment Contract Amendment. This will be the system generated form that you have printed and signed ready for upload. Keep one original on file and give one original to the employee.	Generated			23/06/2014 11:54
Click to View Document	Applicants Employment Contract Unlimited Standard for download	This Standard Employment Contract - Unlimited Period has been system generated for you to download, print, sign and upload a copy for DMCC's records. Two originals: 1. Employee, 2. Company records.	Generated			23/06/2014 11:54
Click to View Document	AR Change of Designation	AR Change of Designation	Generated			23/06/2014 11:54

[Need help?](#)

The page will appear as below.

Upload Required Document

File to upload

Document Name: 05-SDMS KYC Document & CV

Customer Comments:

Click on “Browse” and select the relevant document. Then click on “Open”. The document will upload. Click on Save.

Repeat this step for all documents required to upload.

All uploaded documents can be reviewed and replaced if necessary.

Once all required documents are uploaded, click on “Return back to SR”.

[Return back to SR](#)

Action	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			23/06/2014 11:54
Upload	Latest passport size photo	Upload a copy of the latest passport size colour photo (JPEG).	Copy Required	<input type="checkbox"/>	Pending Upload			23/06/2014 11:54
Upload	Employee Passport	Upload a copy of the applicant's passport and visa page. Original passport will be required.	Copy & Original	<input type="checkbox"/>	Pending Upload			23/06/2014 11:54
Upload	Education Certificate (Attested by Ministry of Foreign Affairs, Dubai)	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			23/06/2014 11:54
Upload	Amend Employment Contract	This Employment Contract Amendment has been system generated for you to download, print, sign and upload a copy for DMCC's records. Two originals. 1. Employee, 2. Company records.		<input type="checkbox"/>	Pending Upload			23/06/2014 11:54
Upload	Applicants Employment Contract Unlimited Standard for download	This Standard Employment Contract - Unlimited Period has been system generated for you to download, print, sign and upload a copy for DMCC's records. Two originals: 1. Employee, 2. Company records.		<input type="checkbox"/>	Pending Upload			23/06/2014 11:54

Preview	Name	Instructions	Status	DMCC Comments	Customer Comments	Last Modified Date
Click to View Document	Amend Employment Contract	Upload a copy of the Employment Contract Amendment. This will be the system generated form that you have printed and signed ready for upload. Keep one original on file and give one original to the employee.	Generated			23/06/2014 11:54
Click to View Document	Applicants Employment Contract Unlimited Standard for download	This Standard Employment Contract - Unlimited Period has been system generated for you to download, print, sign and upload a copy for DMCC's records. Two originals: 1. Employee, 2. Company records.	Generated			23/06/2014 11:54
Click to View Document	AR Change of Designation	AR Change of Designation	Generated			23/06/2014 11:54

The page will refresh. Click on “Submit”

Complete payment

This screen will appear.

A payment of AED 500 is required to continue with the application.

If you have balance in your account, you can go ahead and click ‘confirm’.

In case there is no balance, you will need to top up your portal balance and return back to the request to proceed on

The payment is made via credit card into the company's portal account.

Service Request 0549561 for Application - Amend an existing employment contract

[Confirm](#) [Back to Service Request](#)

SR No	0549561	Customer	KUDOS JEWELS DMCC
External Status	Draft	Created Date	23/06/2014 11:54

Available Account Balance : AED **2,537,405.00**

AED : **500.00** will be charged

SR Price Items Name	Price	Product	Pricing Line	Status
SRP-95201	AED 490.00	EMP_SER_EC_AMD_PROF_SAL	Amend an Employment Contract	Added
SRP-95202	AED 10.00	Knowledge Dirham		Added

An e-mail and a text message will be sent confirming your request.

A Request number will be automatically generated and included in both the text message and email.



Dear Member

We have received the following request: [redacted]

Your request number is [0549436](#).

You will be updated soon with the progress.

Regards
DMCC Customer Care Team

E customercare@dmcc.ae
T 800 3622(DMCC) tollfree or +971 4 424 9600
W dmcc.ae

Once your application is approved, you will receive an email a text message and your documents will be available for download

Document Name	Instructions	Preview / Download Document	Requirement	Original Verified	Status	Created Date
Amend Employment Contract	Upload a copy of the Employment Contract Amendment. This will be the system generated form that you have printed and signed ready for upload. Keep one original on file and give one original to the employee.	Click to View Document		<input type="checkbox"/>	Generated	23/06/2014
Amend Employment Contract	This Employment Contract Amendment has been system generated for you to download, print, sign and upload a copy for DMCC's records. Two originals: 1. Employee, 2. Company records.	Click to View Document		<input type="checkbox"/>	Uploaded	23/06/2014
Applicants Employment Contract Unlimited Standard for download	This Standard Employment Contract - Unlimited Period has been system generated for you to download, print, sign and upload a copy for DMCC's records. Two originals: 1. Employee, 2. Company records.	Click to View Document		<input type="checkbox"/>	Generated	23/06/2014
Applicants Employment Contract Unlimited Standard for download	This Standard Employment Contract - Unlimited Period has been system generated for you to download, print, sign and upload a copy for DMCC's records. Two originals: 1. Employee, 2. Company records.	Click to View Document		<input type="checkbox"/>	Uploaded	23/06/2014
AR Change of Designation	AR Change of Designation	Click to View Document		<input type="checkbox"/>	Generated	23/06/2014

[Show 4 more »](#) | [Go to list \(9\) »](#)

Congratulations on amending the employment contract. We wish you great success, and look forward to serving you well.