



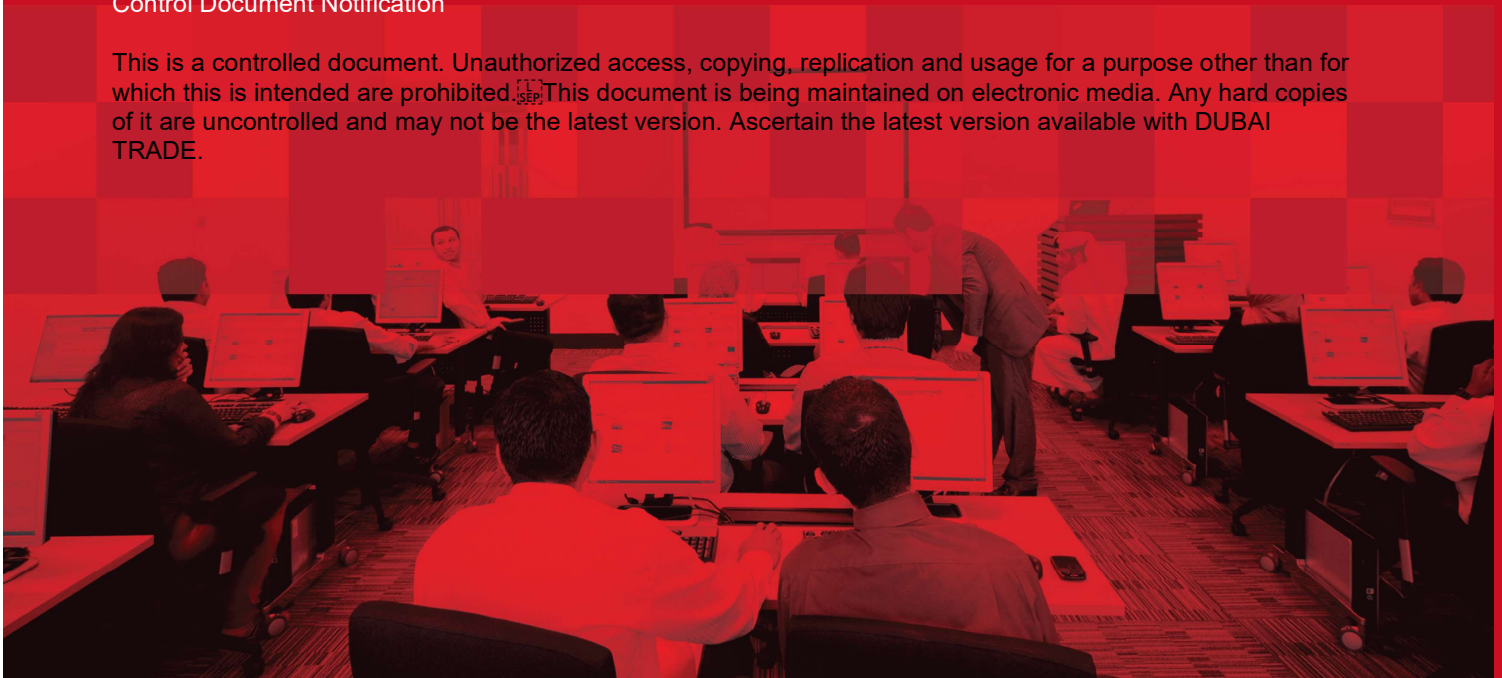
# JAFZA eSERVICES Attest EC (Employment Contract) User's Manual

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## DOCUMENT DETAILS

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### Document Information

Document Name	Attest EC (Employment Contract)
Project Name	JAFZA eService Manuals
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	27 <sup>th</sup> Dec, 2021
Current Version	1.0

### Revision History

Version	Date	Author	Designation	Description of change

### Approval History

Version	Date	Name	Designation	Comments

### Distribution

Version	Location

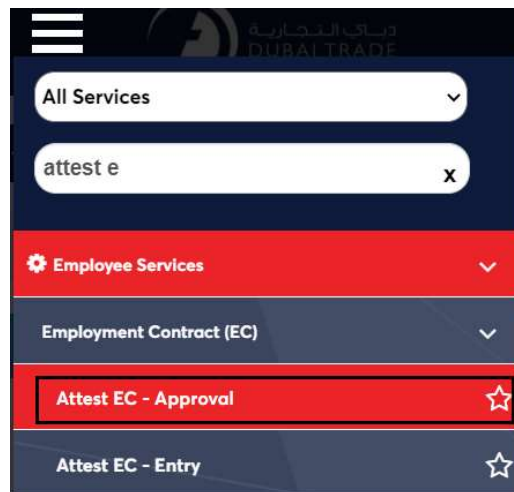
# Attest EC (Employment Contract)

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*This service is to apply for Attestation of Employment Contract for the Employee(s) working in companies registered with JAFZA.*

## Navigation:

1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then under **Employment Contract (EC)** Go to **Attest EC - Approval**



4. The below screen will be displayed where you can **View** or **Search for SR**.

A screenshot of the 'Jafza Emp Contract Attestation' web application. The header is blue with the title 'Jafza Emp Contract Attestation' and a 'Create New Request' button. Below the header is a search area with a list of actions: 'Edit SR', 'Upload Document', 'Cancel SR', 'Update Address', and 'View SR Details'. Below this is a search bar with 'SR Number', 'Select Status' (dropdown), and a 'Search' button. At the bottom is a table header with columns: 'SR Number', 'SR Type', 'Employee Name', 'Status', 'Creation Date', 'Last Update Date', and 'Actions'.

5. Click **Create New Request**

A screenshot of the 'Jafza Emp Contract Attestation' web application, identical to the previous one. It shows the search area with the 'Create New Request' button in the top right corner. The search bar and table header are also visible.

6. Enter the details, Courier details and click **Save and Continue**

# Attest EC (Employment Contract)

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Jafza Emp Contract Attestation

1

2

3

Service RequestSummaryPayment Confirmation

1

Use this page to create/modify a request for Attestation of Employment Contract. Once you have entered atleast the mandatory information, you can :

- Click on Save and Continue to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.

Company Name: Middle East And Africa FZCO

Company Id1314

Service Type \*

Search and Select

Employee Number

Post Number

Mobile Number \*05xxxxxxxx

Request Reason

Jafza Comments

Courier Details

Courier Required \*Within FreeZone

Courier Location \*Select

Address Line 1 \*Plot No .B34BR01, Jafza north

Address Line 2P.O.Box 16871

Contact Name \*TEST

Contact Phone \*0500000000

Time \*11 AM - 1 PM

Collection/Delivery will be arranged on same day only if the SR is ready for Collection/Delivery before 1:50 PM, else it will be arranged by next working day

Save and Continue

## 7. Review the details and click **Confirm and Continue**

Jafza Emp Contract Attestation

1

2

3

Service RequestSummaryPayment Confirmation

1

Details of the selected request are given below:

Company Name: Middle East And Africa FZCOSR Number: 20052674

Service TypeAttestation of existing Contract

Employee Number2000040

Mobile Number0560000000

Courier Details

Courier RequiredWithin FreeZone

Courier Location

Address Line 1Plot No .B34BR01, Jafza north

Address Line 2P.O.Box 16871

Contact NameTEST

Contact Phone0500000000

Time11 AM - 1 PM

Edit

Confirm and Continue

## 8. Click **Submit to FreeZone**

# Attest EC (Employment Contract)

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Jafza Emp Contract Attestation

✓

✓

3

Service RequestSummaryPayment Confirmation

ⓘ

Use this page to re-confirm the details entered for a request. Once you have verified the information, you can either:  
Click on the Submit to Freezone button to initiate the request processing.  
Click on the back button to go to request Overview page.

Please re-confirm the following details before forwarding to FZ Admin. Clicking on Submit to Freezone will reserve the payment for the request from your portal balance.

Current Balance Amount

(Deposit minus amount reserved for submitted requests)

921,786.47 AED

Total Charge Amount:

110.00 AED

Total VAT Amount:

0.50 AED

Total Charge Amount with VAT:

110.50 AED

SR Number	Employee	Customer	Status
20052674		Middle East And Africa FZCO	Saved

Submit to FreeZone

*The below confirmation will be displayed*

Jafza Emp Contract Attestation

✓

✓

3

Service RequestSummaryPayment Confirmation

✓

Your request has been forwarded to the Free Zone for processing. A charge of 110.00 AED and VAT amount 0.50 AED has been reserved for the same.

SR Number	Employee	Customer	Status
20052674		Middle East And Africa FZCO	Submitted to Free Zone

