



دبي التجارية
DUBAI TRADE

JAFZA

Employee Contract Verification User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	Employee Contract Verification
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	7 th September 2022
Current Version	2.0

This service enables users to request for verifying the employment contract of an employee.

Navigation:

1. Login to **Dubai Trade**
2. Go to **Employee Services**
3. Then under **Employment Contract (EC)** go to **Employee Contract Verification**



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

Jafza Employment Contract Verification

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
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5. Click **Create New Request**

Jafza Employment Contract Verification

Create New Request

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
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6. Enter the details and click **Save and Continue**

Jafza Employment Contract Verification

1

2

3

Service Request

Upload Document

Summary

1

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

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

Company Name: Dubai

SR Number: 20086025

Company Id **1673**

Parent SR * 20086001

Parent SR Type EC Amend

Employee Name MOHAMMED

Request Reason

Jafza Comments

Save and Continue

7. Upload the required Documents and click **Continue and Review**

Jafza Employment Contract Verification

1

2

3

Service Request

Upload Document

Summary


Company Name: Dubai

SR Number: 20086025

Document Name	File Type	Mandatory	Upload File	View / Delete
Signed Employment Contract	pdf	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div><div></div><div></div></div>

Continue and Review

8. Review the details and click **Submit to FreeZone**

Jafza Employment Contract Verification

Back

✓


Service Request

✓

Upload Document

3

Summary

 Details of the selected request are given below.


Company Name:
Dubai
SR Number: 20086025

Parent SR
20086001

Parent SR Type
EC Amend


Employee Name
MOHAMMED

Edit

Document Name	Preview
Signed Employment Contract	

Submit to FreeZone

The below confirmation will be displayed

Jafza Employment Contract Verification

Back

✓


Service Request

✓

Upload Document

3

Summary

 Your request has been forwarded to the Free Zone for processing.

SR Number	Employee	Customer	Status
20086025	MOHAMMED	Dubai	Submitted to Free Zone

