



دبي التجارية
DUBAI TRADE

JAFZA Amend EC User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	Amend EC
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	30 th August 2022
Current Version	2.0

This service enables users to request for amending the Salary / Allowance details of the employee.

Navigation:


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



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

5. Click **Create New Request**

6. Enter/Amend the details and click **Save and Continue**

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Service RequestUpload DocumentSummaryPayment Confirmation

① Use this page to create/modify a request for an amend employee 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.

Please wait for the rest of the details to load after selecting/entering the Employee Number. Once the rest of the details are loaded, please change only the fields that needs to be amended.

Company Name: Dubai

Company Id **1673**

Employee Number *

New Basic Salary *

Mobile Number * 05XXXXXXXX

Food Provided * Search and Select

Food Allowance

Accommodation Provided * Search and Select

Accommodation Type Search and Select

Accommodation Allowance

Transportation Provided * Search and Select

Transport Allowance

Other Monthly Allowance

Leave Days (Calendar Days) * Search and Select

Notice Period (Days) * Search and Select


Probation Period (months) Search and Select

Request Reason

Jafza Comments

Save and Continue

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

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Service RequestUpload DocumentSummaryPayment Confirmation


Company Name: DubaiSR Number: 20086001

Document Name	File Type	Mandatory	Upload File	View / Delete
Bank statement 3 months	jpg/jpeg/pdf	No	<div>Drag and Drop Select a file or drop one here</div>	 
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop Select a file or drop one here</div>	 
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop Select a file or drop one here</div>	 
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop Select a file or drop one here</div>	 

Continue and Review

8. Review the details and click **Confirm and Continue**

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✓

✓

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Service Request

Upload Document

Summary

Payment Confirmation

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 Details of the selected request are given below.

Company Name: Dubai

SR Number: 20086001

Employee Number 108603

Accommodation Type Single

New Basic Salary 5,000

Transportation Provided Yes

Mobile Number 0560000000

Leave Days (Calendar Days) 30

Food Provided No

Notice Period (Days) 30

Accommodation Provided Yes

Edit

Document Name


Preview

No data to display.

Confirm and Continue

9. Click **Submit to FreeZone**

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✓

✓

✓

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Service Request

Upload Document

Summary

Payment Confirmation

1

 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)

1,544,594.98 AED

Total Charge Amount: 140.00 AED

Total VAT Amount: 7.00 AED


Total Charge Amount with VAT: 147.00 AED

SR Number	Employee	Customer	Status
20086001	MOHAMMED	Dubai	Saved


Submit to FreeZone

The below confirmation will be displayed


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Service Request




Upload Document



Summary

4

Payment Confirmation



Your request has been forwarded to the Free Zone for processing. A charge of 140.00 AED and VAT amount 7.00 AED has been reserved for the same.

SR Number	Employee	Customer	Status
20086001	MOHAMMED	Dubai	Submitted to Free Zone

