



دبي التجارية
DUBAI TRADE

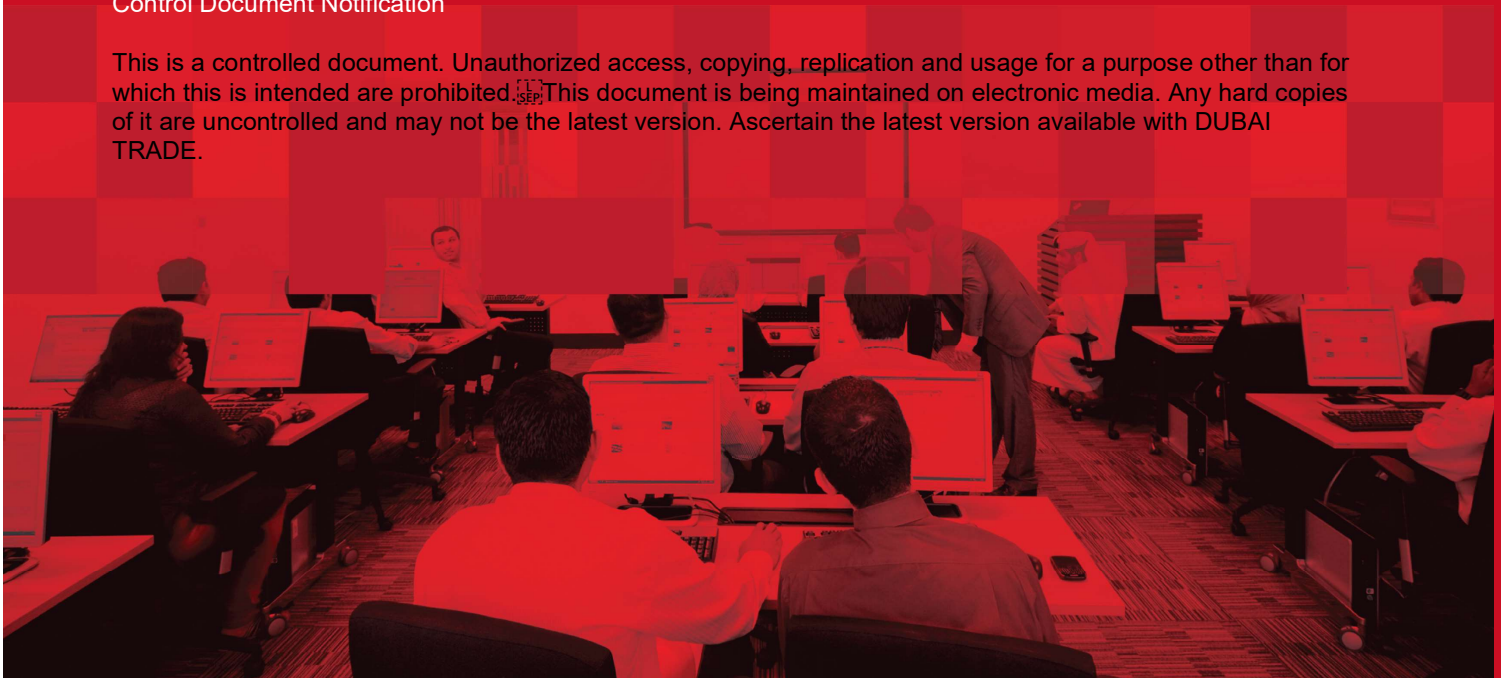
JAFZA eSERVICES EC Amend Salary Decrease Approval User's Manual

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DOCUMENT DETAILS

Document Information

Document Name	EC Amend Salary Decrease Approval
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Version	Date	Author	Designation	Description of change

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Version	Date	Name	Designation	Comments

Distribution

Version	Location

EC Amend Salary Decrease Approval

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This service is to request for decreasing the Salary / Allowance for employees.

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 **EC Amend Salary Decrease Approval**



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

Jafza EC Amend Salary Decrease Create New Request

☒ Edit SR
☐ Upload Document
☐ Cancel SR
☐ Update Address
☐ View SR Details

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

Jafza EC Amend Salary Decrease Create New Request

☒ Edit SR
☐ Upload Document
☐ Cancel SR
☐ Update Address
☐ View SR Details

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

EC Amend Salary Decrease Approval

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Jafza EC Amend Salary Decrease

1

2

3

Service RequestSummaryPayment 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.

Company Name: Dubai

Company Id1673

Employee Number

New Basic Salary

Food Provided

Food Allowance

Accommodation Provided

Accommodation Type

Accommodation Allowance

Transport Provided

Transport Allowance

Other Monthly Allowance

Request Reason

Jafza Comments

Save and Continue

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

Jafza EC Amend Salary Decrease

1

2

3

Service RequestSummaryPayment Confirmation

1

Details of the selected request are given below:

Company Name: DubaiSR Number: 20054481

Employee Number1245339

New Basic Salary3,000

Food ProvidedNo

Accommodation ProvidedYes

Accommodation TypeFamily

Transport ProvidedYes

Edit

Confirm and Continue

8. Click **Submit to FreeZone**

EC Amend Salary Decrease Approval

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Jafza EC Amend Salary Decrease

✓

Service Request

✓

Summary

3

Payment Confirmation

Back

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)
421,097.23 AED

Total Charge Amount:300.00 AED

Total VAT Amount:0.00 AED

Total Charge Amount with VAT:300.00 AED

SR Number	Employee	Customer	Status
20054481		Dubai	Saved

Submit to FreeZone

The below confirmation will be displayed

Jafza EC Amend Salary Decrease

✓

Service Request

✓

Summary

3

Payment Confirmation

Back

✓ Your request has been forwarded to the Free Zone for processing. A charge of 300.00 AED and VAT amount 0.00 AED has been reserved for the same.

SR Number	Employee	Customer	Status
20054481		Dubai	Submitted to Free Zone

