



دبي التجارية  
DUBAI TRADE

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

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## DOCUMENT DETAILS

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### Document Information

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### Revision History

Version	Date	Author	Designation	Description of change

### Approval History

Version	Date	Name	Designation	Comments

### Distribution

Version	Location

# Attest Employment Contract (EC)

3

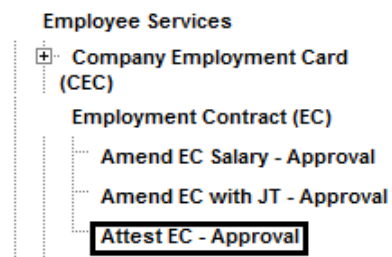
*This service is to request for attested (**certified and stamped**) employment contract from JAFZA. Three sets of Employment Contract of the employee must be submitted.*

## Navigation:

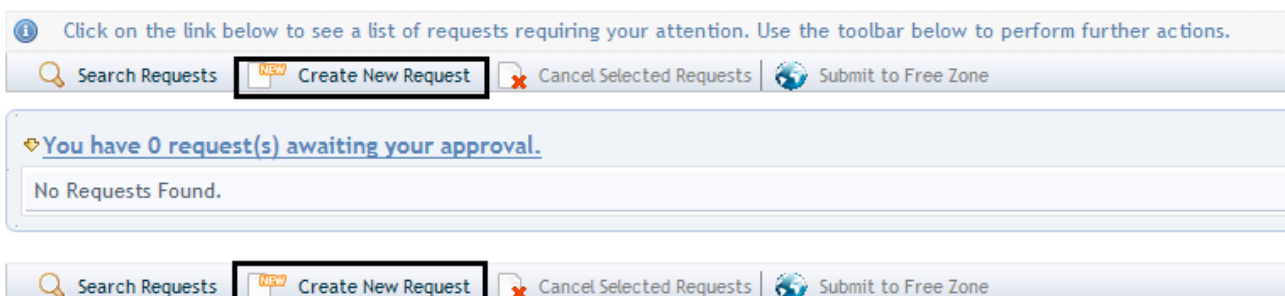
1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then Go to **Employment Contract (EC)**



4. Click on **Attest EC – Approval**



5. Then Click on **Create New Request**



# Attest Employment Contract (EC)

4


## Procedure:

1. Select Courier Delivery/Collection Required?

Courier Collection/Delivery Required? ☐ Counter ☐ Outside Freezone ☒ Within Freezone

**Note: Enter either the Employee Number or the Post Number for this request. If both is entered no data will be displayed**

2. Search and Select the Employee Number in the pop-up window that appears by clicking on the magnifying glass icon instead of typing in the field

Emp No  

3. Enter either the Employee Number, First Name, Last Name, Passport Number, Job Title, Nationality and click Search

### Search for Employees

- Enter (\*) or (%) to view all the details.
- Enter atleast one full or partial search criteria.  
Eg. : United matches both United Arab Emirates and United States of America

Employee Number


First Name

Last Name

Passport Number

Job Title


Nationality

 Search

No Employee Found.

**OR**

4. Search and Select the Post Number in the pop-up window that appears by clicking on the magnifying glass icon instead of typing in the field

Post Number  

5. Enter either the Post Number, First Name, Last Name, Passport Number, Job Title, Nationality, Entry Permit Number, Entry Permit Issued Date, Entry Permit Expiry Date and click Search

# Attest Employment Contract (EC)

5

Search for Post Numbers

- Enter (\*) or (%) to view all the details.
- Enter atleast one full or partial search criteria.  
Eg. : United matches both United Arab Emirates and United States of America

Post Number

First Name


Last Name


Passport Number

Job Title

Nationality

Entry Permit Number

Entry Permit issued date  

Entry permit expiry date  

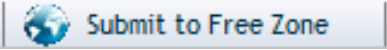
 Search

No Post Number Found.

6. Specify the Reason for Request or give additional information for JAFZA.

Specify the reason for request / Additional Information for JAFZA

7. Click on  to save the request for future action.

Click  to submit the request to the Free Zone Authority for processing.

8. Click on **Pay now** to confirm charges and submit the request.

