



دبي التجارية
DUBAI TRADE

National Industries Park Employment Contract Verification User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	Employment Contract Verification
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	15 th November 2025
Current Version	1.0

This service allows users to upload and submit Employment Contracts signed by both the employee and employer to NIP Authority. Once reviewed, NIP Authority will sign the contract, and the finalized document can be downloaded directly from the service.



Procedure:

1. The SR will be auto-generated. Please choose the transaction and click on the **"Edit"** icon.

NIP 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
20170744	Employment Contract Verification		Saved	25-NOV-2025 10:13 AM	26-NOV-2025 08:20 AM	 

2. The employee and request type information will be displayed. Click **"Save and Continue"**.

Company Name:
SR Number: 20170744

Company Id
Parent SR * 20170417
Parent SR Type RP Renewal
Employee Name

Request Reason
Authority Comments


☒ I hereby certify that:

1. The information submitted is accurate and complete and will be updated as and when required;
2. I understand that any errors or inaccurate information may result in delays, failed transactions, or liability towards third parties, and I will be responsible for consequences therefrom;
3. I am authorizing National Industries Park and its affiliates to rely on the information submitted by me; and
4. to the extent the submitted information includes personal data which does not belong to me, I have obtained the relevant consents as per prevailing data protection laws.

Save and Continue

3. Upload the signed employment contract. Click "**Continue and Review**".

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Service Request

Upload Document

Summary

Company Name:

SR Number: 20170744

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


Continue and Review

4. A summary will be displayed along with the SR number. You can edit the details, view the uploaded document or click "**Submit**" to proceed.

A successful submission confirmation will be displayed.

The completed signed employment contract can be downloaded from the SR.

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Service Request

Upload Document

Summary

 Details of the selected request are given below.

Company Name:


SR Number: 20170744

Parent SR 20170417

Employee Name

Parent SR Type RP Renewal

Edit

Document Name	Preview/Download
Signed Employment Contract	

Submit

