

APPLICATION GUIDELINE 2.2.4

COMPANY SERVICES - AMEND A COMPANY'S EMPLOYMENT CONTRACT MASTER TEMPLATE

This form is intended to clarify submission requirements and does not need to be submitted to DMCC.

According to the implementing regulations and memorandum and articles of association a DMCC company may request an amendment to the standard employment contract between the company and its employees.

SERVICE TO SELECT ON DMCC MEMBER PORTAL

Go to Company Services - Company Amendment Services - Employment Contract Master - Amend template

POLICY

All employment contracts between DMCC companies and their employees must comply with UAE Labour Law as well as DMCC Free Zone rules and regulations.

DMCC Authority reserves the right to request additional documents at any stage of the process.

REQUIREMENTS FOR AMENDING THE STANDARD EMPLOYMENT CONTRACT

- Fill in the application form on DMCC member portal.
- Select whether to include the requirement for employees to comply with the standard employee code of conduct
- Select whether to invoke Article 65 of UAE Labour Law
- Add any additional clauses that will apply to the employment contract. These will be reviewed by DMCC Legal team to ensure they are eligible under Labour Law prior to the contract being approved
- Arabic translation can be added for the additional clauses in the given field.

- While entering additional clauses, please make sure the following;
 - Enter the same clause in the same line continuously.
 - Any “enter in the text area” as a new line will be considered next additional clause. Hence, the output will have a new number to this line.
 - If any sub heading is provided, that will be considered as an additional clause by the system.

OUTPUT

Upon review and approval DMCC shall:

- Issue a confirmation that the custom employment contract is now available for use for all online employment requests.
- Company’s portal account will be updated with Approved Amended Employment Agreement.
- while applying company will have the option to select the standard template or the approved template.

FURTHER INFORMATION

- Please visit our website at www.dmcc.ae, or email CustomerCare@dmcc.ae
- Contact us at 800 DMCC(3622), or +971 4 4249600