

Application Guideline

Employment Services - Employment Contract Master Template Amendment

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Introduction

A DMCC member company can request amendments to the 'DMCC Employment Contract Template' by submitting an online service request 'Employment Contract Master - Amend Template'.

DMCC member company can apply for the below amendments on the employment contract templates:

Scenario 1 Add standard template clauses to the DMCC Employment Contract Template.

Scenario 2 Add additional clauses to the DMCC Employment Contract Template.

Service to Select on Portal

Company Services - Employment contract Master - Amend Template.

Important Notes

- The amendment of the employment contract master template is a paid service request. (Please refer to the [Schedule of Charges](#))
- The proposed amendment to the 'DMCC Employment Contract Template' can only be approved if it complies with the UAE Labour Law.
- The approval of the request is subject to DMCC management, which is based on DMCC Free Zone and DMCC Dispute Centre policies.
- A DMCC member company can have a maximum of five approved amended contracts.
- DMCC member company can add the following clauses to the standard DMCC employment contract template:
 - Additional Clause 1: This clause relates to the Code of Conduct.
 - Additional Clause 2: This clause relates to increased number of working hours.
- DMCC member company may be required to provide additional information. In such cases, the service request needs to be 'Edited' to provide the necessary information in the 'Customer Comments' section.
- While applying for additional clauses, please ensure:

- The individual clause needs to be mentioned in one single line. Hitting 'Enter' in the text area is considered as an additional clause.
- Any sub headings provided are considered as an additional clause.
- Arabic translation of the clauses is required.

Standard Template Clauses

Steps

Step 1: Complete the application form to apply for 'Company Services - Employment contract Master - Amend Template' on the DMCC portal.

Step 2: Receive a notification confirming the submission of the service request.

Step 3: Provide additional information in the 'Customer Comments' section if the notification received is requesting additional information. Once the details are updated, change the 'Status' to 'Additional information updated' before saving the service request.

Step 4: Receive a notification confirming DMCC's decision on your request.

Requirements

There are no documents required to be either uploaded on the member portal or submitted at the DMCC typing counters.

Output

- The approved amended contract will be reflected under the available 'employment contract types' field.
- The company can then select the amended contract while raising one of the following service requests:
 - New Employment Visa,
 - Renew Existing Employment Visa, and
 - Employment Contract Amendment.

Additional Template Clauses

Step 1: Complete the application form to apply for ‘Company Services - Employment contract Master - Amend Template’ on the DMCC portal.

Step 2: Receive a notification confirming the submission of the service request.

Step 3: Provide additional information in the ‘Customer Comments’ section if the notification received is requesting additional information. Once the details are updated, change the ‘Status’ to ‘Additional information updated’ before saving the service request.

Step 4: Receive a notification confirming DMCC's decision on your request.

Requirements

There are no documents required to be either uploaded on the member portal or submitted at the DMCC typing counters.

Output

- The approved amended contract will be reflected under the available employment contract types and the ‘Employment Contract additional terms’ section in the ‘My Company’ page in DMCC portal.
- The company can then select the amended contract while raising one of the following service requests:
 - New Employment Visa,
 - Renew Existing Employment Visa, and
 - Employment Contract Amendment.

Further Information

- Visit our website at www.dmcc.ae.
- Contact us at 600 54 DMCC (600 54 3622) or +971 4 424 9600.