
Members E-signature Updates

Employment Related Services Impacted by E-Signature

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What are the Changes?

- Introducing the E-signing process (employer e-signing by email / employee e-signing by email or by in-person signing at DMCC Counter).
- There are new sections created / enhanced in 8 services such as 'Employee E-signature Details section', 'Additional Job Details', Special Employment Terms & Conditions'.
- The Contract Cover Sheet is in 5 languages.
- DMCC Offer Letter is required for DMCC Contract Template.
- Introducing the new option 'Company's Own Contract'.
- Introducing more Contract Optionality (along with guiding Help text on the applicable terms as per Labour Law).
- Generating Special Employment Terms and Conditions documents (Code of Conduct - Optional / Undertaking of Non-competition - Optional).
- Vision System changes (Upload of documents in JPEG format with particular size / entry permit is electronically downloaded).



Services Impacted

- New Employment Visa
- Identity Card
 - ✓ Apply for New
 - ✓ Cancel Existing
 - ✓ Renewal
- Transfer
 - ✓ to DMCC
 - ✓ From DMCC
- Cancel an Existing Visa
- Contract Amendments



Employee On Boarding DMCC



Changes in the Overall Process



Company submits DMCC application online
Note (only in the new employment visa, e-signing takes place after the issuance of the electronic entry permit)



Documents are e-signed by HR signatory and then by the employee either via email or by In Person Signing



Proceed with the standard process and submission at the DMCC counter

Employee On Boarding DMCC SRs

1. Employment Visa - New
2. Identity Card -Apply for New
3. Transfer to DMCC
4. Renew Identity Card



New Fields Introduced in the Service Requests

A screenshot of the DMCC Onboarding SR form. A green rectangular box highlights the 'Employee Health Insurance Details' and 'Employee Passport Details' sections, indicating the new fields introduced.

A screenshot of the DMCC Onboarding SR form. A yellow rectangular box highlights the 'Employee E-Signature Details' section, indicating the new fields introduced.

Service Request Details

Record Type: 031-Employment card (employee on parents / husband sponsorship or GCC National)
 Customer: OLIVE GREEN STUDIOS
 Submitted Date: [20/02/2017]
 Owner: ASHWIN PERKAR
 Applicant / Employee Name: [20/02/2017]

Company License

License Number: [20/02/2017]

Employee Health Insurance Details

Health Insurance Provider: --None--
 Health Insurance Expiry Date: [20/02/2017]
 Other Specify: [20/02/2017]
 Health Insurance Policy Number: [20/02/2017]

Employee Passport Details

Name (as per passport): [20/02/2017]
 Nationality: [20/02/2017]
 Passport Number: [20/02/2017]
 Passport Issue Date: [20/02/2017]
 Passport Expiry Date: [20/02/2017]
 Country of Issue: --None--
 Place of Issue: [20/02/2017]
 Applicant is GCC National? [20/02/2017]

Date of Birth: [20/02/2017]
 Country of Birth: --None--
 Place of Birth: [20/02/2017]
 Gender: --None--
 Marital Status: --None--
 Residence Visa Issue Date: [20/02/2017]
 Residence Visa Expiry Date: [20/02/2017]

Employee E-Signature Details

Title: --None--
 First Name: [20/02/2017]
 Last Name: [20/02/2017]
 Employee Email ID: [20/02/2017]
 Employee Selected E-signature Method: Via Email
 Middle Name: [20/02/2017]
 Employee Mobile Number: [20/02/2017]
 Preferred Language: --None--

Employee Job Details

Job Title: [20/02/2017]
 Basic Monthly Salary: [20/02/2017]
 Accommodation Provided: --None--
 Food Provided: --None--
 Transport Provided: --None--
 Other Monthly Allowance: [20/02/2017]
 Employment Contract Template: --None--
 Employment Contract Type: --None--
 Contract Commencement Date: [20/02/2017]
 Probation Period (in months): --None--
 Highest Qualification: --None--
 Executive Status: --None--
 Accommodation Type: --None--
 Accommodation Allowance: [20/02/2017]
 Food Allowance: [20/02/2017]
 Transport Allowance: [20/02/2017]
 Contract End Date: [20/02/2017]

Highlighted are the newly introduced fields / sections in all the Onboarding SR.



New Fields Introduced in the SRs

Additional Job Details (Not Required for Company's Own Employment Contract)

Termination During Probation Period: --None--
 Notice Period (in days):
 Day of Salary Transfer: --None--
 Working Week From: --None--
 Number of Working Days Per Week: --None--
 Number of Annual Leave (Calendar Days):
 Maternity Leave (Calendar Days):
 Paternity Leave Days:
 Air Ticket - Employee Outside UAE: ☐

Probation Contract can be Terminated by: --None--
 Salary Payment method: --None--
 Working Week To: --None--
 Working Hours: --None--
 Require Sick Leave Certificate After:
 Parental Leave (Working Days): ☐
 Air Ticket on Limited Contract Renewal: ☐

Special Employment Terms and Conditions

Undertaking for Non-Competition: ☐
 Non-Compete Restriction: --None--
 List of Competing Companies:
 Type of Competing Business or Service:
 Restricted Area:
 Non Compete Restricted For: --None--
 Non Solicit of Business Restricted For: --None--
 Non Solicit of Employees Restricted For: --None--

Employee Code of Conduct: ☐

Employee Address Details

Home Country Residential Address:
 Permanent (Native) City:
 Permanent (Native) POBox/Postal/Zip Code:
 Permanent (Native) Address 2:
 Permanent (Native) Country: --None--

Sponsor Passport Details (All the fields are mandatory for non-GCC applicants)

Dependent Type: --None--
 Sponsor Passport No:
 Sponsor Passport Issue Date: [20/02/2017]
 Sponsor Residence Permit No #
 Sponsor Contact No:
 Sponsor Name:
 Sponsor Passport Nationality: --None--
 Sponsor Passport Expiry Date: [20/02/2017]
 Sponsor Residence Permit Expiry Date: [20/02/2017]

Highlighted are the newly introduced fields / sections in all the Onboarding SR.



Newly Introduced Fields / Sections

- Employee E-Sign Details
- Additional Job Details
- Non-Compete Restriction
- Contract or Termination Details
 - Termination During Probation Period
 - Contract can be Terminated by
 - Termination Notice Period (in days)
- Working Details
 - Working Week From and To
 - Working Hours



New Validations

- Air Ticket on visa renewal is applicable only for limited contract.
- Air Ticket is applicable only for Employee outside UAE.
- Maternity leave days cannot be less than 45 days.
- Maternity days are required for females only.
- PIC is not applicable for male employees unless they are GCC national.
- Husband must be the sponsor for the married females.
- Minimum notice period should be 30 days.
- Termination Period cannot be less than 30 days in accordance with UAE Labour Law.



Rules

- Executive Status - No over time
- Company Own Contract
 - In case the employee is outside UAE, the company's own contract can be uploaded once the employee enters the UAE.
 - In case the employee is inside UAE - the company's own contract must be uploaded in the Service Request.



Documents

Documents to be Uploaded

- All documents to be uploaded in standard size in JPEG format in (Max Size **1024**, Height: **1167** , Width: **850**)
- Photo JPEG format in (Max Size: **40** | Height: **355** | Width: **300**)
- To adjust the document / photo size, the following online tool can be used <https://ezgif.com/resize>.

Generated Documents

- Signed Offer Letter (for DMCC standard contract template)
- eSign Cover Sheet (for preview only)
- eSign Employment Contract (for DMCC Contract) (for preview only)
- eSign Employee Code of Conduct (Optional) (for preview only)
- Non Competency (Optional) (for preview only)





E-signature Documents



Contract Cover Sheet



Optional

DMCC Contract



Optional

Revised Non-Competition
Agreement



Optional

Code of Conduct

Submit SR and Confirm the Payment

Once the SR is saved and documents are uploaded. Please submit the SR and confirm the payment.

The screenshot displays the DMCC SR Submission Page. The page includes a navigation bar with links like HOME, MY COMPANY, MY EMPLOYEES, MY REPORTS, MY REQUESTS, MY CASES, MY SUPPORT, and MY ESIGN. A search bar is also present. The main content area shows the SR details for SR No 1811466, which is in Draft status. The customer is AGILE ACADEMY DMCC, and the created date is 16/01/2017 14:43. The available account balance is AED 1,240,180.00, and AED 5,781.00 will be charged. Below this, the SR Price Items table lists three items: SRP-2034631 (EMP_SER_EMP_VISA_NEW_IC_ENTRYPERMIT_v2), SRP-2034633 (Knowledge Dirham), and SRP-2034634 (EMP_SER_EMP_VISA_BG). The 'Confirm' button is highlighted with a green box.

SR Price Items Name	Price	Product	Pricing Line	Status
SRP-2034631	AED 2,761.00	EMP_SER_EMP_VISA_NEW_IC_ENTRYPERMIT_v2	Entry Permit Outside Country v2	Added
SRP-2034633	AED 20.00	Knowledge Dirham	Knowledge & Innovation Dirham	Added
SRP-2034634	AED 3,000.00	EMP_SER_EMP_VISA_BG	Employee Bank Guarantee - add	Added



Employee Exiting from DMCC

Cancel Existing Visa
Cancel Existing Identity Card
Transfer from DMCC

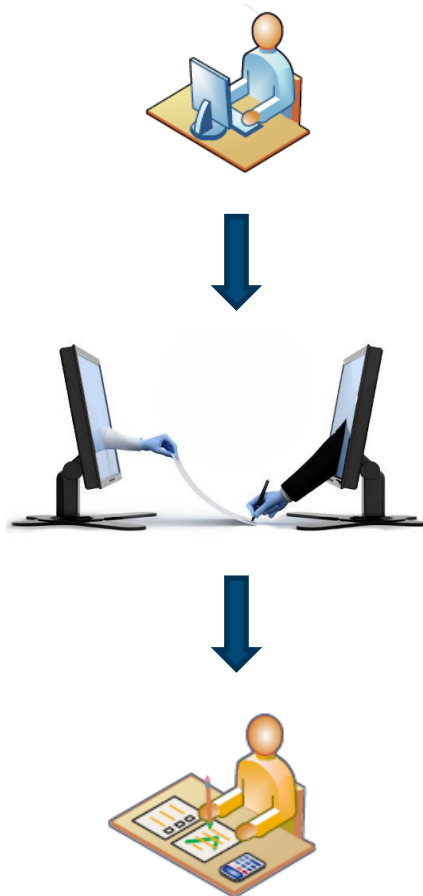


Employee Exiting DMCC SRs

1. Cancel Existing Visa
2. Cancel Existing Identity Card
3. Transfer from DMCC



Changes in the Overall Process



Company submits DMCC application online

Documents are e-signed by HR signatory and then by the employee either via email or by In Person Signing

Proceed with the standard process and submission at the DMCC counter



New Fields in SRs

Service Request Edit

SaveCancel

Service Request Details - Internal use only

Record Type006-Employee residence permit (visa) cancellation

External StatusClick lookup icon...

Parent SR

Submitted Date

CustomerOLIVE GREEN STUDIOS C

OwnerASHWIN PERKAR

Applicant / Employee Name

Company License

License Number

Employee Details

Document # (Lookup)

Document Type

CEC Number

Last Working Day20/02/2017

Duration of Service in Years

Termination Type--None--

Is the Employee Currently Inside UAE?No

Due Salary Payments (If Any)

Due Salary From20/02/2017

Due Salary Till20/02/2017

Due Salary Amount

Due Overtime

Other Credits

Non-availed Annual leave-Days

Non-availed Annual leave-Amount

Gratuity-Days

Gratuity-Amount

A. Total Amount Due

Deductions (If Any)

Cash Advances

Mobile/Telephone Bill

Others

B. Total Deductions

Newly Introduced Fields / Sections to capture all the information for End of Service Entitlement.



New Fields in SRs

Newly Introduced Fields / Sections to capture all the information for End of Service.
Note: System doesn't perform any calculations.

Net Amount Payable	
C. Net Amount Payable (A-B) <input type="text"/>	
Payment Acknowledgment	
Payment Being Made To <input type="text" value="--None--"/>	
Employee E-signature Details	
Employee Email ID <input type="text"/>	Employee Mobile Number <input type="text"/>
Employee Selected E-signature Method <input type="text" value="Via Email"/>	Preferred Language <input type="text" value="--None--"/>
Correspondence Details - Please Confirm	
Portal User's Email <input text"="" type="text" value="sachin=desaiholding.com=</input></td> <td>Send SMS To Mobile <input type="/>	
Customer Comments <input type="text"/>	
Courier Details - Information Only	
Courier Collection Required <input type="checkbox"/>	Courier Delivery Required <input checked="" type="checkbox"/>
Collection Airway Bill No # <input type="text"/>	Delivery Airway Bill No # <input type="text"/>
DNRD Document Details - Information Only	
Document Number <input type="text"/>	
Document Cancel Date <input type="text"/>	
Nationality <input type="text"/>	
DMCC Comments - For Your Information	
DMCC Comments <input type="text"/>	Rejection Reason <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	



Visa Cancellation - Important Notes

A- Inside country:

- Employee salary more than AED 5000 - either E-sign or In person signing
- Employee salary equal to or less than AED 5000 - In person signing

B- Outside country:

- Employee salary more than AED 5000 - either E-sign or Video Verification
- Employee salary equal to or less than AED 5000 - Video Verification



Error Message

Error message

Employees with salary equal or below 5000 need to visit the DMCC counter for cancelation of visa, transfer from DMCC and cancelation of PIC.

New Service Request

Service Request Edit Save Cancel

Error: Invalid Data.
Review all error messages below to correct your data.
Applicant needs to e-sign the Document from DMCC and not by email.

Service Request Details - Internal use only

Record Type: 006-Employee residence permit (visa) cancellation
Parent SR: [Empty]
Customer: OLIVE GREEN STUDIOS E

External Status: [Click lookup icon...](#)
Submitted Date: [Empty]
Owner: ASHWIN PERKAR
Applicant / Employee Name: [Empty]

Company License

License Number: JLT-65673

Employee Details

Document # (Lookup): DOC-00145260
Last Working Day: 20/02/2017 [20/02/2017]
Termination Type: Termination by mutual agreement

Document Type: CEC Number: [Empty]
Duration of Service in Years: 5.00
Is the Employee Currently Inside UAE? Yes

Due Salary Payments (If Any)

Due Salary From: 01/02/2017 [20/02/2017]
Due Salary Amount: 45,600.00
Due Overtime: 0.00
Other Credits: 4,000.00

Due Salary Till: 20/02/2017 [20/02/2017]



E-signed End of Service Entitlement

PINANSYAL NA BENEPISYO SA PAGTATAPOS NG SERBISYO END OF SERVICE ENTITLEMENT

Mga Detalye ng Kumpanya at Empleyado Company & Employee Details

Pangalan ng Kumpanya Company Name	OLIVE GREEN STUDIOS DMCC	Numero ng Lisensiya License Number	JLT-65673
Pangalan ng Empleyado Employee Name	GIRISH KINKE	Kard sa Trabaho / Numero ng Pagkakilanlan na Kard Employment Card / Identity Card Number	CEC Number- 00145260
Petsa ng Pagsali ng Empleyado Employee Joining Date	February 1, 2014	Huling Araw ng Pagtatrabaho Last Working Day	February 20, 2017
Panahon ng Serbisyo sa Taon Duration of Service in Years	5.00	Klaseng pagwawakas Termination Type	Termination by mutual agreement

Mga Detalye ng Sweldo at Benepisyo sa Trabaho Employment & Salary Details	Halaga (AED) Amount (AED)
Basic na Sweldo sa bawat Buwan Basic Salary per Month	1,000
Alokasyon para sa Pabahay sa bawat Buwan Accommodation Allowance per Month	0.00
Alokasyon para sa Pagkain sa bawat Buwan Food Allowance per Month	
Alokasyon para sa Pamasahang bawat Buwan Transportation Allowance per Month	
Iba pang mga Alokasyon sa bawat Buwan Other Allowances per Month	0

Mga Kalkulasyon sa Pagtatapos ng Serbisyo End of Service Calculations

Mga Detalye ng Bayarin sa Sweldo (Kung Mayroon man) Due Salary Payments (If Any)	Halaga (AED) Amount (AED)
Mga Babayaran na Suweldo mula (DD/MM/YYYY) hanggang (DD/MM/YYYY) Due Salary from (DD/MM/YYYY) till (DD/MM/YYYY)	45,600.00
Mga Babayaran na Overtime Due Overtime	0.00
Iba pang mga Utang Other Credits	4,000.00
	Bilang ng mga Araw Number of Days
Hindi nagamit na Taunang Bakasyon Non-availed Annual Leave	30
	3,000.00
Pinansyal na karapatan na Bayad sa Serbisyo Gratuity	20
	12,564.00
A. Kabisang Halaga ng Babayaran A. Total Amount Due	2,356.00

Mga Bawas (Kung Mayroon man) Deductions (If Any)	Halaga (AED) Amount (AED)
Mga nakuhang Pera bilang paunang bayad Cash Advances	15.00
Bayarin sa Mobile / Telepono Mobile / Telephone Bill	146.00
Iba pa Others	1,546.00
B. Kabisang Mga Bawas B. Total Deduction	154.00
C. Kabisang Halaga na Babayaran (A-B) C. Net Amount Payable (A-B)	5,000.000

Pagsangayon ng Empleyado Employee Acknowledgment

Kinukumpirma ko na natanggap ko / nabayaran ko ang AED 5,000,000 Bilang isang buo at pinal na kasunduan sa lahat ng aking kabayaran mula sa kumpanya.

I hereby confirm that I have received AED 5,000,000 as a full & final settlement of all my dues from the company.

Lagda ng Empleyado:
Employee Signature

Petsa:
Date

Pagsangayon ng Kumpanya Company Acknowledgment

Pinatunayan namin na nagbayad kami / tumanggap ng AED 5,000,000 Bilang isang buo at pinal na kasunduan sa lahat ng mga kabayaran para sa empleyado.

We hereby confirm that we have paid AED 5,000,000 as a full & final settlement of all the employee's dues to the employee.

☐ Inaako namin ang pagbibigay ng ticket para sa pag-uwi ng empleyado sa sariling bayan kung siya ay lalabas ng bansa pagkatapos ng pagkakansela ng kanyang visa. (Lagyan ng tsek kung naangkop)

We undertake to provide the repatriation ticket to the employee if he / she is exiting the country after the cancellation of visa. (Tick if applicable)

Lagda ng Awtorisadong Opisyal/Representante ng Kumpanya:
Company Authorised Signatory Signature



Amendment of Employment Contract



Changes in the Overall Process



Different Scenarios

Before	After	Documents	E-sign (Yes /No)
Own Contract	Own Contract (No Salary or Title Amendment)	Customer Uploads	No (Free of Charge)
Own Contract	Own Contract (with Salary and Title Changes)	Customer Uploads	No (charged)
Own Contract	DMCC Template	Full DMCC Template	Yes (Free of Charge)
DMCC Template	Own Contract	Customer Uploads	No (Free of Charge)
DMCC Template	DMCC Template (with Salary and Title Amendment)	Cover Sheet	Yes (charged)
DMCC Template	DMCC Template (No Salary or Title Changes)	Full DMCC Template	Yes (Free of Charge)



Navigating to Service Request

Employee Services



Employee residence permits



Employment contract amendment

DMCC

HOME MY COMPANY MY EMPLOYEES MY REPORTS MY REQUESTS MY CASES IDEAS MY SUPPORT MY E SIGN

Create Case DMCC Live Support +971 4 424 9600 800 3622 ASHWIN PERKAR

Search... Submit

Employee Services

Company Services

Member Services

Property Services

Value Added Services

Compliance Services

Employee Service Requests

Apply for all types of employment services, including visas, letters, and access cards.

Card and Access Services

- Access approvals
- Employment cards
- Identity cards

Mediation Services

- Request for mediation

Official Communications

- Approvals and NOCs
- Approvals and NOCs (Arabic)
- Letters and certificates
- Letters and certificates (Arabic)

Visa Services

- Absconder notification
- Business visitor visas
- Dependent residence permits (visa)
- Employee residence permits (visa)**
 - Stamp existing in new or replacement passport
 - Stamp existing in new passport (orig. lost)
 - Renew existing
 - Employee passport details amendment
 - Employment contract amendment**
 - Cancel existing
 - Apply for new
- Transfers

Portal Balance

Portal Balance	1,971,647.00	AED
Visa Deposit Utilised	69,000.00	AED
Operating Name	OLIVE GREEN STUDIOS DMCC	
Visas Used/ Visas Allowed	22 / 1500	

Top-up Balance

ABOUT DMCC PORTAL

The DMCC Member Portal enables our members to check their actions items, apply for services, access records, generate reports, ask questions and much more. We are committed to bringing the best solutions to our members so that they can stay focused on the things that matter the most.

DMCC Website



Fill in the Required Details

Highlighted are the mandatory fields.

Service Request Edit Save Cancel

Service Request Details - Information Only Required Information

Record Type	023-Employment contract amendment	External Status	
Customer	OLIVE GREEN STUDIOS E	SR Template	
		Submitted Date	
		Owner	ASHWIN PERKAR
		Applicant / Employee Name	
		Sys Required Docs not Uploaded	<input type="checkbox"/>

Company License

License Number

Employee Details

Document # (Lookup) Document Type CEC Number

Effective Date of Change [23/02/2017]

Employee E-Signature Details

Name (as per passport)	<input type="text"/>	Employee Mobile Number	<input type="text"/>
Employee Email ID	<input type="text"/>	Preferred Language	--None--
Employee Selected E-signature Method	Via Email		



Fill in the Required Details

DMCC

Application: Amend an existing employment contract
Click here to view application details

Service Request Details

Record Type: 023-Employment contract amendment
Customer: OLIVE GREEN STUDIOS [v]

Company License

License Number [v]

Employee Details

Document # (Lookup) [v]
Effective Date of Change [23/02/2017]

Employee E-Signature Details

Name (as per passport) [v]
Employee Email ID [v]
Employee Mobile Number [v]
Employee Selected E-signature Method: Via Email
Preferred Language: --None--

Employee Job Details

Job Title [v]
Basic Monthly Salary [v]
Highest Qualification: --None--
Executive Status: --None--
Languages Spoken: Available (ARABIC, MALAYALAM) Chosen [v]
Accommodation Provided: --None--
Food Provided: --None--
Transport Provided: --None--
Other Monthly Allowance [v]
Employment Contract Template: --None--
Employment Contract Type: --None--
Contract Commencement Date: [23/02/2017]
Contract End Date: [23/02/2017]
Probation Period (in months): None

Service Request Edit [Save] [Cancel]

Service Request Details - Information Only

Record Type: 023-Employment contract amendment
Customer: OLIVE GREEN STUDIOS [v]

External Status
SR Template
Submitted Date
Owner: ASHWIN PERKAR
Applicant / Employee Name
Sys Required Docs not Uploaded [v]

Company License

License Number [v]

Employee Details

Document # (Lookup) [v]
Effective Date of Change [23/02/2017]

Employee E-Signature Details

Name (as per passport) [v]
Employee Email ID [v]
Employee Mobile Number [v]
Employee Selected E-signature Method: Via Email
Preferred Language: --None--

Employee Job Details

Job Title [v]
Basic Monthly Salary [v]
Highest Qualification: --None--
Executive Status: --None--
Languages Spoken: Available (ARABIC, MALAYALAM) Chosen [v]
Accommodation Provided: --None--
Food Provided: --None--
Transport Provided: --None--
Other Monthly Allowance [v]
Employment Contract Template: --None--
Employment Contract Type: --None--
Contract Commencement Date: [23/02/2017]
Contract End Date: [23/02/2017]
Probation Period (in months): None

Highlighted are the mandatory fields.



Fill in the Required Details and Save

Additional Job Details (Not Required for Company's Own Employment Contract)

Termination During Probation Period: --None--

Notice Period (in days): 30

Day of Salary Transfer: --None--

Working Week From: --None--

Number of Working Days Per Week: --None--

Number of Annual Leave (Calendar Days): 30

Maternity Leave (Calendar Days): 90

Paternity Leave Days: 14

Air Ticket - Employee Outside UAE: ☒

Probation Contract can be Terminated by: --None--

Salary Payment method: --None--

Working Week To: --None--

Working Hours: --None--

Require Sick Leave Certificate After: ☒

Parental Leave (Working Days): 14

Air Ticket on Limited Contract Renewal: ☒

Special Employment Terms and Conditions

Undertaking for Non-Competition: ☒

Non-Compete Restriction: --None--

List of Competing Companies:

Type of Competing Business or Service:

Restricted Area:

Non Compete Restricted For: --None--

Non Solicit of Business Restricted For: --None--

Non Solicit of Employees Restricted For: --None--

Employee Code of Conduct: ☒

Correspondence Details - Please Confirm/Update

Portal User's Email: sachin=desaiholding.com

Customer Comments:

Send SMS To Mobile:

Courier Details - Information Only

Courier Collection Required: ☐

Delivery Airway Bill No #:

Courier Delivery Required: ☒

DNDR Details - Information Only

Document Issue Date:

Document Expiry Date:

DMCC Comments - For Your Information

DMCC Comments:

Rejection Reason:



Service Request Saved

Application - Amend an existing employment contract
1813820

[Printable View](#)

✓ Service Request has been saved.

Scroll down to find the Employment details. Click on edit to amend the details.

Service Request Detail		Edit Clone Submit Cancel SR	
Service Request Details - Information Only			
SR No	1813820	External Status	Draft
Record Type	023-Employment contract amendment	SR Template	Employment contract amendment
Created By	ASHWIN PERKAR, 23/02/2017 09:53	Sys Basic Salary Change	✓
Status	Draft	SR Menu Text	Employment contract amendment-Employee residence permits (visa)-Visa Services
Account Number	104838	Submitted Date	
Customer	OLIVE GREEN STUDIOS DMCC	Last Modified By	ASHWIN PERKAR, 23/02/2017 09:53
Executive Position Arabic		Owner	DMCC
Executive Position English Yes No		Applicant / Employee Name	GIRISH KINGE
		Sys Job Title Change Flag	<input type="checkbox"/>
		Sys Required Docs not Uploaded	<input type="checkbox"/>
		Service Request Type	AMEND_AN_EMPLOYMENT_CONTRACT
Company License			
License Number	JLT-65673		
Employee Details			
Document # (Lookup)	DOC-00145260	Document Type	CEC Number
Effective Date of Change	23/02/2017		
Employee E-Signature Details			
Name (as per passport)	GIRISH	Employee Mobile Number	+971556239692
Employee Email ID		Preferred Language	ENGLISH
Employee Selected E-signature Method	Via Email		
Employee Job Details			
Job Title	ARTIST	Highest Qualification	
Basic Monthly Salary	AED 1,000.00	Executive Status	
Current Salary	AED 1,000.00	Languages Spoken	



Edit the Details

Employee E-Signature Details	
Name (as per passport)	GIRISH
Employee Email ID	
Employee Selected E-signature Method	Via Email
Employee Mobile Number	+971556239692
Preferred Language	ENGLISH

Employee Job Details	
Job Title	ARTIST
Basic Monthly Salary	1,000
Accommodation Provided	Allowance
Food Provided	No
Transport Provided	No
Other Monthly Allowance	
Employment Contract Template	--None--
Employment Contract Type	--None--
Contract Commencement Date	23/02/2017 [23/02/2017]
Probation Period (in months)	--None--
Highest Qualification	--None--
Executive Status	--None--
Languages Spoken	Available: ARABIC, MALAYALAM; Chosen:
Accommodation Type	--None--
Accommodation Allowance	0.00
Food Allowance	
Transport Allowance	
Contract End Date	[23/02/2017]

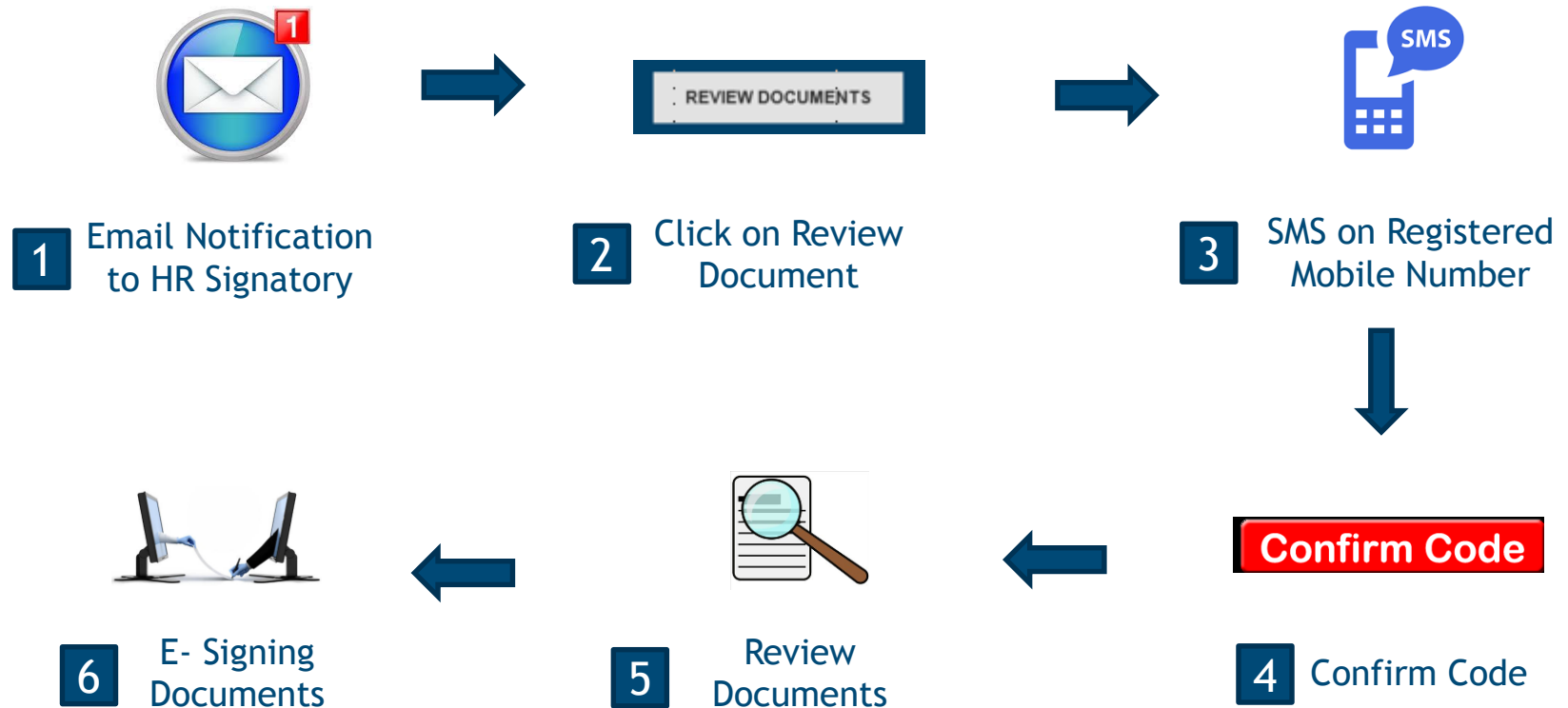
Additional Job Details (Not Required for Company's Own Employment Contract)	
Termination During Probation Period	--None--
Notice Period (in days)	
Day of Salary Transfer	--None--
Working Week From	--None--
Number of Working Days Per Week	--None--
Number of Annual Leave (Calendar Days)	
Maternity Leave (Calendar Days)	
Paternity Leave Days	
Air Ticket - Employee Outside UAE	
Probation Contract can be Terminated by	--None--
Salary Payment method	--None--
Working Week To	--None--
Working Hours	--None--
Require Sick Leave Certificate After	
Parental Leave (Working Days)	
Air Ticket on Limited Contract Renewal	



HR Signatory Journey



E-Signing Process



1. Documents to be signed by HR Signatory and then the employee.
2. Once both parties have completed E-signing both receive a notification.



Email Notification to HR Signatory



Dear Abdul Faial,

This email contains the employment documentation for meenal saxena. Please review and electronically sign the documentation in order to proceed with the employment visa.

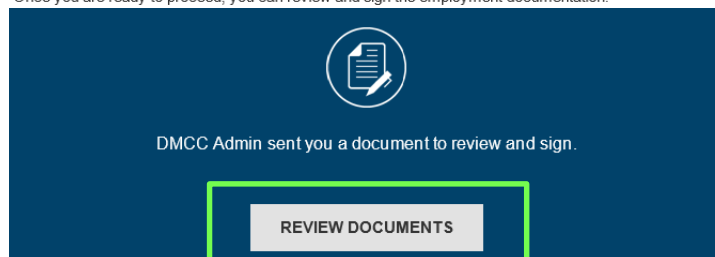
Once you have e-signed the employment documentation, this will automatically be sent to the employee for his / her e-signature if you have selected 'e-signature by email' for your employee. If you have opted for the employee to do 'in person signing at DMCC Counter', please ensure you provide the employee with a copy of his / her employment documentation before the employee comes to the counters to e-sign the documentation.

The employment relationship between you and your employee is governed by the UAE Federal Law No. 8 of 1980 (as amended) (the Labour Law). If any future changes are made to the employment contract, you are required to resubmit the updated version to DMCC through the service request titled 'Employment Contract Amendment'.

Before you proceed with e-signing, DMCC recommends that you read through the below guidelines and FAQs to learn more about DMCC's employment matters and how to electronically sign the employment documentation.

Once you are ready to proceed, you can review and sign the employment documentation.

Please clicks on
'Review
Documents'



Kindly make sure to have your registered mobile with you, to access the code.



SMS on Registered Mobile Number

HR Signatory will receive SMS on his registered mobile number.

Security Requests from Sender



DMCC Admin
DMCC

SMS Authentication

In order to access this document, you need to confirm your identity using your mobile phone.

1. Choose a phone number below and select the "Send SMS" button to receive a text message.
2. Enter the access code on the following page.

Authenticating Signer Name: **Rajeev Vijayan**

Please select a phone that can receive text messages so you can authenticate:

☒ +971562756959



SEND SMS

CANCEL

If you do not have access to your mobile phone at this time, select "Cancel" and retry when you have access.




Your authentication code to access your E-signature documents is 123456



Confirm Code

DMCC

Security Requests from Sender

 **DMCC Admin**
DMCC

SMS Authentication
An SMS message has been sent to your mobile phone. You should receive it momentarily.

Enter the code you received in the SMS message in the field below and press Confirm Code.

If you do not receive an SMS message, select "Back", verify the mobile phone number and try sending the SMS message again.

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Kindly confirm the code received on your registered number.



E- Signing Documents

Documents:

- Cover Sheet
- DMCC Contract (in case of DMCC contract)
- Code of Conduct (optional)
- Non Competition Undertaking (optional)

Please Review & Act on These Documents

DMCC Admin
DMCC

Dear Rajeev Vijayan,

[View More](#)

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Please review the documents below.

CONTINUE

OTHER ACTIONS ▾

DocuSign Envelope ID: 28FAB19E-BEE5-4793-98FB-81315B2D3262

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
1301 2nd Ave, Suite 2000 • Seattle • Washington 98101 • (206) 219-0200
www.docusign.com

Employment Contract Cover Sheet

This document sets out a summary of your employment particulars. The parties are also required to enter into a separate detailed employment contract which sets out all of the terms.

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Click on Continue



Review the Document/s

Click on 'Finish'

Please review the documents below.

FINISH OTHER ACTIONS ▾

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NEXT

- using threatening or abusive language or actions towards a fellow employee
- smoking contrary to established policy or violating any fire protection regulation
- wilfully or habitually violating health and safety regulations
- failing to wear clothing conforming to standards set by the company
- not taking proper care of, neglecting or abusing company equipment or tools
- using company equipment in an unauthorised manner
- possessing weapons of any kind on company property

Sign
⬇️

Employee Signature: Date: **2/6/2017**
Employee Name: meenal saxena

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Click on the yellow icon to sign



Adopt E-Signature

If you wish to change your signature style, click on 'Adopt and Sign'.

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name
meenal saxena

Initials
MS

Select Style

PREVIEW

DocuSigned by:
meenal saxena
95BB3DAA27EF4E1...

DS
MS

Change Style

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS

4

Employment Contract Cover Sheet - 29414726022

4 of 4

Then click 'Finish'

FINISH

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Please note the style of signature is not imperative. Your Esignature has a unique number



Copy of Your Document

If you need copy of your document please enter your details

Done! Select Finish to send the completed document.

Save a Copy of Your Document

Sign up for a FREE DocuSign account today and sign all your documents electronically.

Email
meenal.saxena@dmcc.ae

Password

Confirm Password

By selecting SIGN UP, you agree to DocuSign [Terms and Conditions](#)

SIGN UP **NO THANKS**

Electronically sign any document.

Get signatures from others.

Sign on the go with DocuSign Mobile!

Employment Contract

4 of 4

Powered by DocuSign

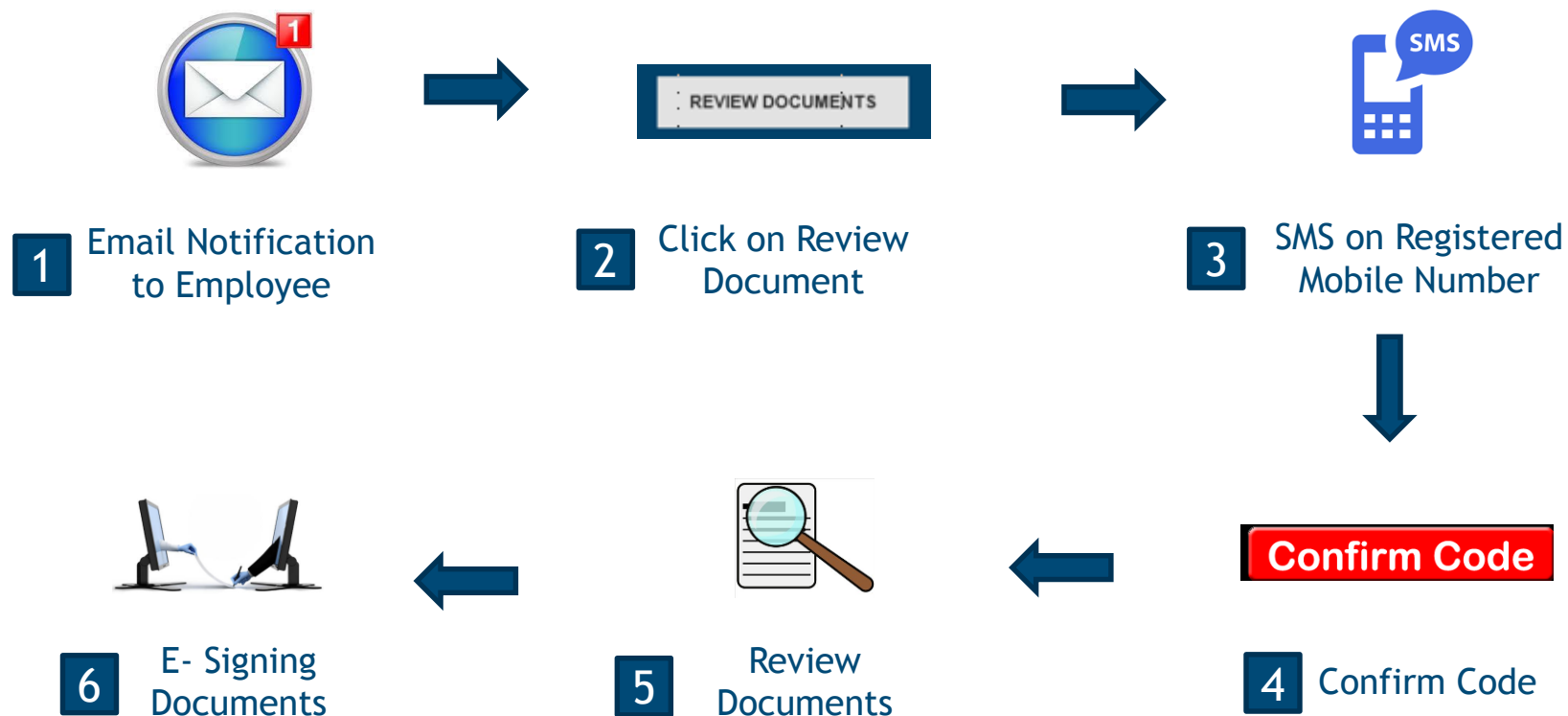
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Employee E-Signing Journey



E-Signing Process



1. Documents to be signed by HR Signatory and then the employee.
2. Once both parties have completed E-signing both receive a notification.



Email to Employee



Dear meenal saxena,

Welcome to the DMCC Free Zone and congratulations on joining OLIVE GREEN STUDIOS DMCC.

This email contains your employment documentation signed by OLIVE GREEN STUDIOS DMCC and is now ready for you to review and electronically sign in order to process your employment visa.

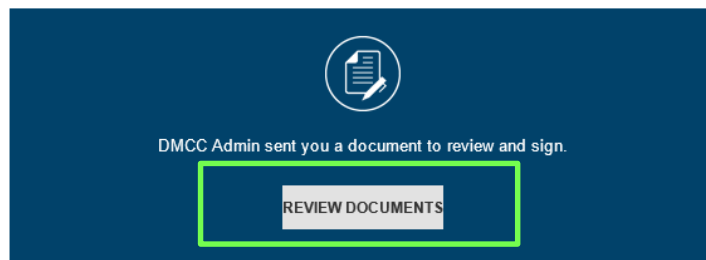
The employment relationship between you and your employer is governed by UAE Federal Law No. 8 of 1980 (as amended) (the Labour Law).

Your employment contract sets out the terms and conditions of your employment; so it is important that you read through the contract carefully to ensure that you are happy with those terms. If you have any doubts, you can contact the employer at sachin=desaiholding.com@example.com.

Before you proceed with e-signing, DMCC recommends that you read through the below guidelines and FAQs to find out more about the DMCC business community, employment matters and how to electronically sign your employment documentation.

Once you are ready to proceed, you can review and sign the employment documentation.

Employee needs to click on 'Review Documents'



SMS on Registered Mobile Number

Security Requests from Sender



DMCC Admin
DMCC

SMS Authentication

In order to access this document, you need to confirm your identity using your mobile phone.

1. Choose a phone number below and select the "Send SMS" button to receive a text message.
2. Enter the access code on the following page.

Authenticating Signer Name: Name XXXXXXXXXX

Please select a phone that can receive text messages so you can authenticate:

☒ Mobile number

SEND SMS

CANCEL



Employee will
receive SMS on his
registered mobile
number.



Confirm Code

Security Requests from Sender



DMCC Admin
DMCC

Employee needs to enter the code and click on 'Confirm Code'.

SMS Authentication

An SMS message has been sent to your mobile phone. You should receive it momentarily.

Enter the code you received in the SMS message in the field below and press Confirm Code.



CONFIRM CODE

CANCEL



Your authentication code to access your E-signature documents is 123456




E- Signing Documents

Documents:

- Cover Sheet
- DMCC Contract (in case of DMCC contract)
- Code of Conduct (optional)
- Non Competition Undertaking (optional)

Please Review & Act on These Documents

 **DMCC Admin**
DMCC

Dear meenal saxena,

[View More](#)

DMCC
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Click on Continue

Please review the documents below.

CONTINUE OTHER ACTIONS ▾

DMCC

Employment Contract Cover Sheet

This document sets out a summary of your employment particulars. The parties are also required to enter into a separate detailed employment contract which sets out all of the terms.

English Arabic Hindi

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Adopt E-Signature

Select the

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name

meenal saxena

Initials

MS

Select Style

PREVIEW

DocuSigned by:

meenal saxena

95BB3DAA27EF4E1...

DS

MS

Change Style

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

CANCEL

CTIONS

Click on 'Adopt and Sign'.



Review the Documents

Click on 'Finish'

Please review the documents below.

FINISH OTHER ACTIONS ▾

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NEXT

- using threatening or abusive language or actions towards a fellow employee
- smoking contrary to established policy or violating any fire protection regulation
- wilfully or habitually violating health and safety regulations
- failing to wear clothing conforming to standards set by the company
- not taking proper care of, neglecting or abusing company equipment or tools
- using company equipment in an unauthorised manner
- possessing weapons of any kind on company property

Sign
⬇️

Employee Signature: Date: **2/6/2017**
Employee Name: meenal saxena

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Click on the yellow icon



Completed E-Signing

Notification to Employee:

Subject: The E-signing Process for Employee residence permits (visa) SR # 1813589 for XYZ is Completed

Dear {Employee Name},

Please note that all parties have completed the e-signing process for the service request {Employee residence permits (visa)} number {SR Number} for {Company Name}.

Please find herewith e-signed documentation by both parties for your reference.

Notification to Employer:

Subject: The E-signing Process for Employee residence permits (visa) SR # 1813589 for XYZ DMCC is Completed

Please note that all parties have completed the e-signing process for the service request {Employee residence permits (visa)} number {SR Number} for {Company Name}.

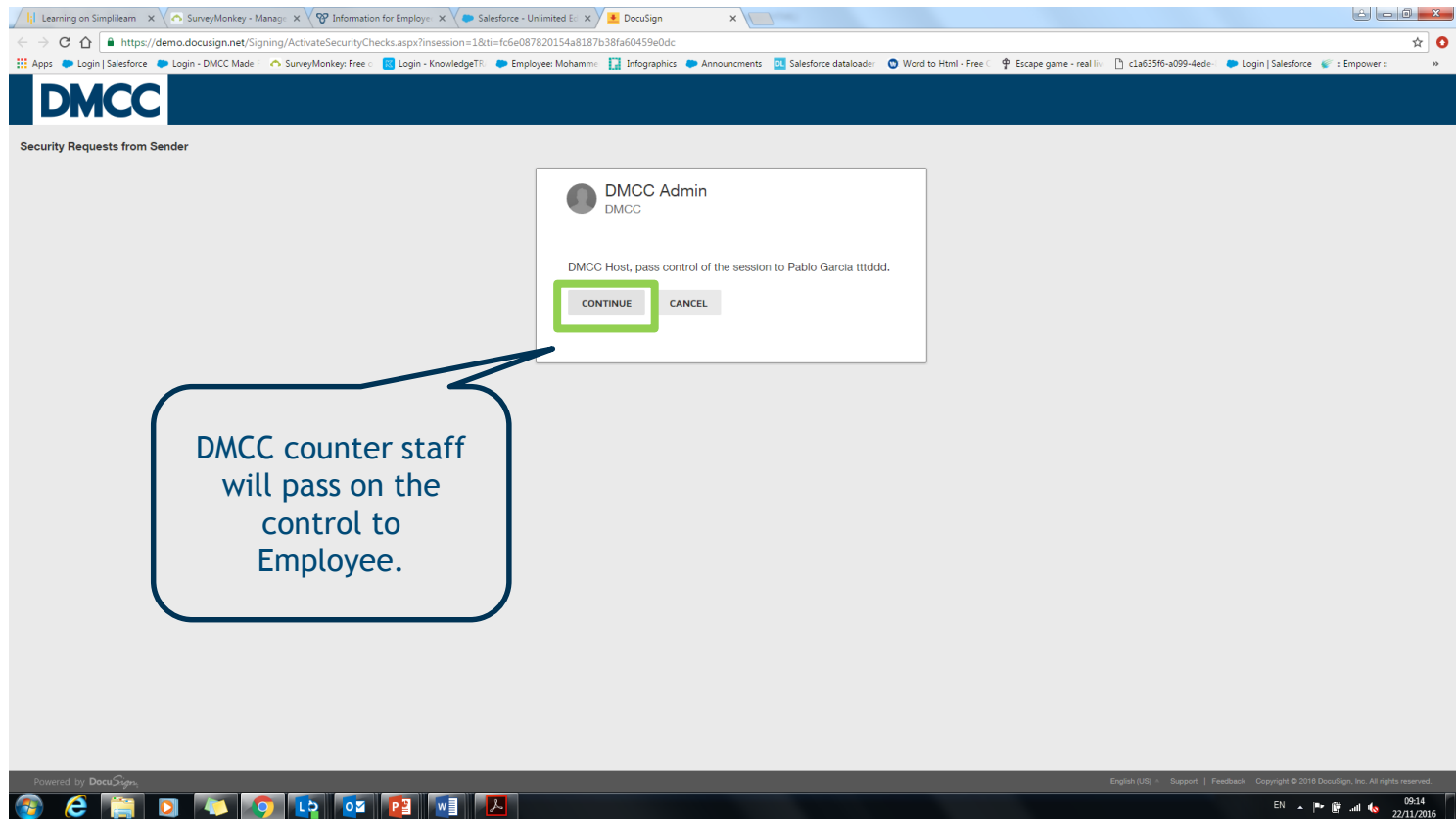
Please find herewith e-signed documentation by both parties for your reference.



Employee 'In Person Signing' Journey



DMCC will Pass on the Control to Employee



SMS on Registered Mobile Number

Learning on Simplilearn x SurveyMonkey - Manage x Information for Employee x Salesforce - Unlimited E x DocuSign x

https://demo.docusign.net/Signing/ActivateSecurityChecks.aspx?inSession=1&ti=fc6e087820154a8187b38fa60459e0dc

Apps Login | Salesforce Login - DMCC Made | SurveyMonkey: Free Login - KnowledgeT Employee: Mohamm Infographics Announcements Salesforce dataloader Word to HTML - Free Escape game - real c1a635f6-a099-4ede Login | Salesforce Empower

DMCC

Security Requests from Sender

DMCC Admin
DMCC

SMS Authentication
In order to access this document, you need to confirm your identity using your mobile phone.

1. Choose a phone number below and select the "Send SMS" button to receive a text message.
2. Enter the access code on the following page.

Authenticating Signer Name: **Pablo Garcia tttddd**

Please select a phone that can receive text messages so you can authenticate:

+917893037290

SEND SMS CANCEL

If you do not have access to your mobile phone at this time, select "Cancel" and retry when you have access.

Employee will receive SMS on his registered mobile number.

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EN 09:15 22/11/2016



Confirm Code


Learning on Simplilearn x SurveyMonkey - Manage x Information for Employee x Service Request 16363 x Salesforce - Unlimited E x DocuSign x

https://demo.docusign.net/Signing/ActivateSecurityChecks.aspx?inSession=1&ti=cd5e172157d644948c5d9cfc3fe262e6

Apps Login | Salesforce Login - DMCC Made | SurveyMonkey: Free | Login - KnowledgeT | Employee: Mohamm | Infographics | Announcements | Salesforce data loader | Word to HTML - Free | Escape game - real | c1a635f6-a099-4ede | Login | Salesforce | Empower |

DMCC

Security Requests from Sender

 **DMCC Admin**
DMCC

SMS Authentication
An SMS message has been sent to your mobile phone. You should receive it momentarily.

Enter the code you received in the SMS message in the field below and press Confirm Code.

365349

If you do not receive an SMS message, select **Back**, verify the mobile phone number and try sending the SMS message again.

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EN 09:24 22/11/2016

Employee will enter the code and click on Confirm Code



E- Signing Documents

Please Review & Act on These Documents

DMCC Admin
DMCC

This document requires esignature for the service request - "1636324 - Manage KYC and E-Sign Subscription-Update KYC Information-Company Amendment Services" raised in DMCC Portal

Click on Continue

Please review the documents below.

CONTINUE **OTHER ACTIONS**

DocuSign Envelope ID: 1F88150E-D25F-4983-A8FB-8777825831CC

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www.docusign.com

DMCC

Consent for the Use of Electronic Signature

Consent to Electronic Signature

"Electronic Signature" means an electronic symbol or combination or series of symbols, or other data in digital form, attached to an electronically generated or transmitted document, executed, adopted or otherwise authorised by an individual as verification of the individual's (whether as recipient or sender) intent to sign a document to be the legally binding equivalent of the individual's handwritten signature.

By electronically signing this document using a key pad, mouse or any device, means or action, you expressly agree to receive and / or obtain any and all DMCC documents and information electronically. These documents and information will be collectively known as "Electronic Communication(s)", and will include, but is not limited to, any and all current and future documents, notices, forms, or any other papers that are required to be signed electronically by DMCC.

You are acknowledging that you are able to use, for the purposes of Electronic Communications, the mobile number and e-mail address that you have provided to DMCC.

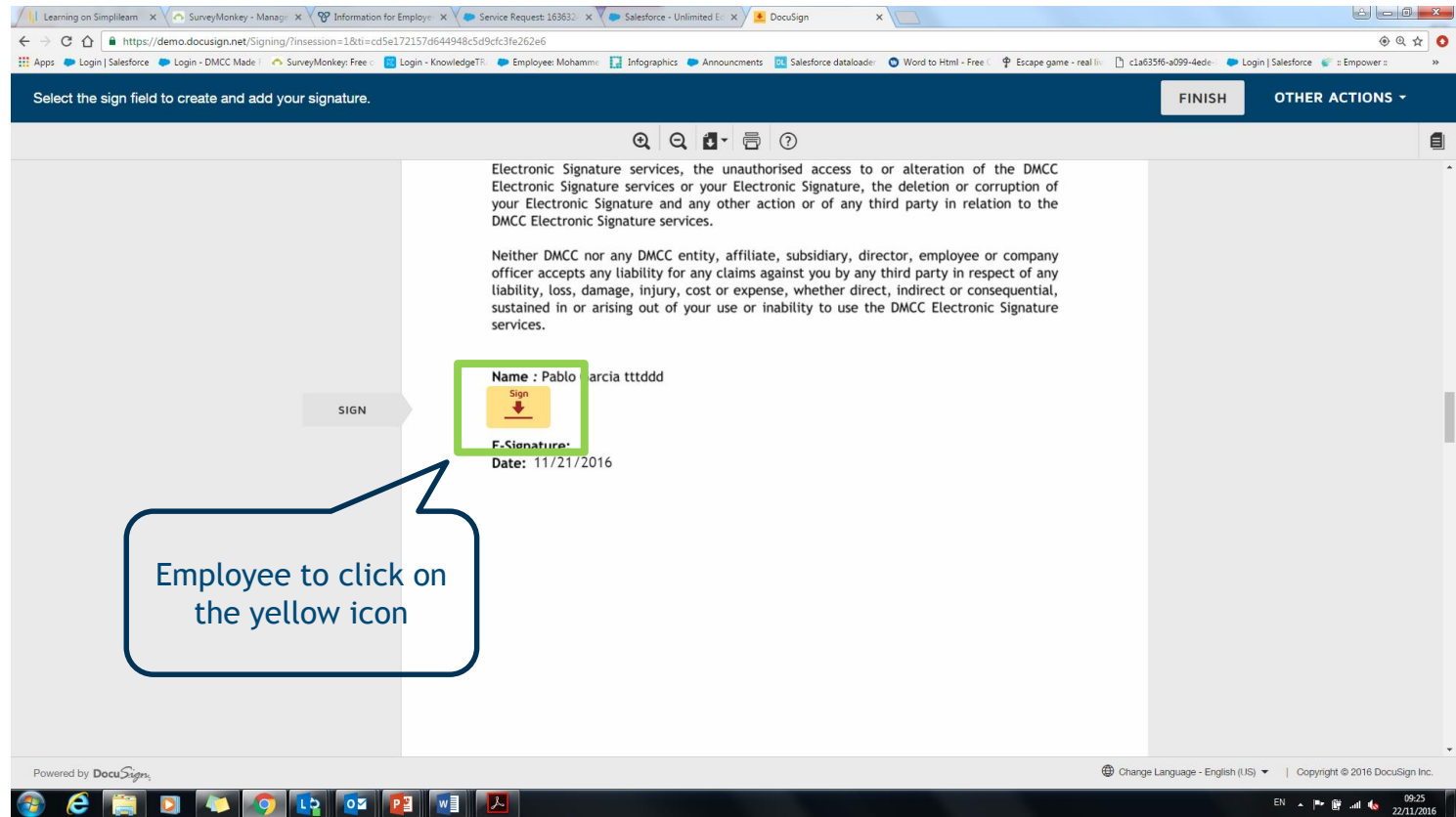
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Change Language - English (US) | Copyright © 2016 DocuSign Inc.

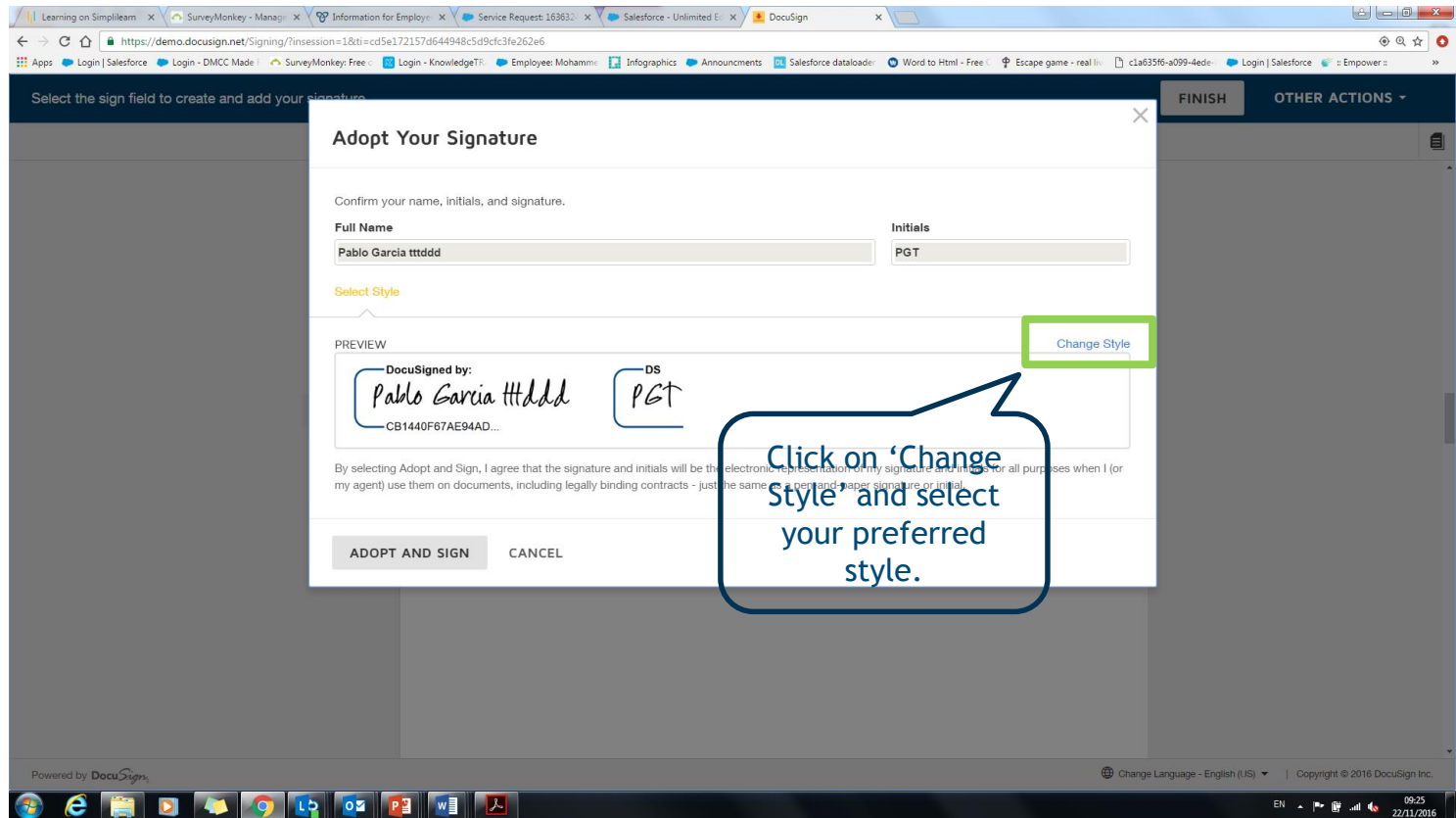
09:25 22/11/2016



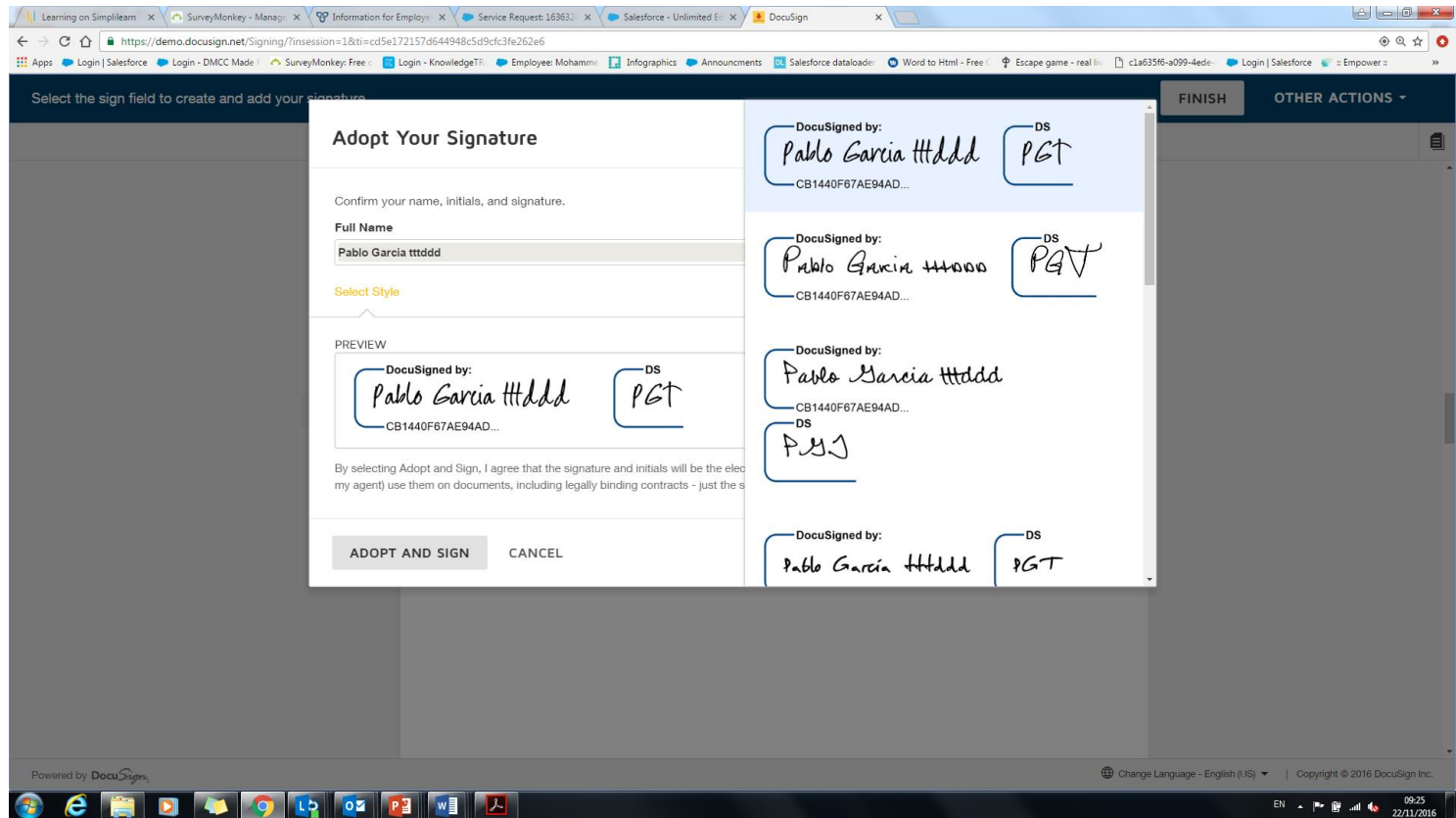
Adopt your E-Signature cont.



Adopt your E-Signature cont.



Adopt your E-Signature cont.



Review the Documents

Click on 'Finish'

Please review the documents below.

FINISH OTHER ACTIONS ▾

🔍 🔍 ⬇️ 🖨️ ?

NEXT

- using threatening or abusive language or actions towards a fellow employee
- smoking contrary to established policy or violating any fire protection regulation
- wilfully or habitually violating health and safety regulations
- failing to wear clothing conforming to standards set by the company
- not taking proper care of, neglecting or abusing company equipment or tools
- using company equipment in an unauthorised manner
- possessing weapons of any kind on company property

Sign
⬇️

Employee Signature: Date: **2/6/2017**
Employee Name: meenal saxena

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Click on the yellow icon to sign



Request a Copy

Done! Select Finish to send the completed document.

Request a Copy PRINT

Pablo García ttddd, enter your email to request a copy of the completed document. Select PRINT to print a copy.

meenal.saxena@dmcc.ae

CONTINUE

DMCC

By electronically signing this document using a key pad, mouse or any device, means or action, you expressly agree to receive and / or obtain any and all DMCC documents and information electronically. These documents and information will be collectively known as "Electronic Communication(s)", and will include, but is not limited to, any and all current and future documents, notices, forms, or any other papers that are required to be signed electronically by DMCC.

You are acknowledging that you are able to use, for the purposes of Electronic Communications, the mobile number and e-mail address that you have provided to DMCC.

Valid and Current E-mail Address, Notification and Updates

Your current and valid e-mail address is required in order for you to obtain DMCC electronic signature services. You agree that the below stated e-mail address and mobile number belong to you and are correct and validly operational.

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Employee can enter the email address on which he will receive the copy of this document.



Completion of E-Signing Process



Completion of E-Signing



Once the HR Signatory and employee complete the E-signing



HR Signatory and employee will receive a notification along with the signed documents and certificate of completion.

Updating Employee eSign Details



‘MY ESIGN’ Tab

This new tab will enable you to update or edit the employee email address and contact numbers.

New Tab
MY ESIGN

DMCC

HOME MY COMPANY MY EMPLOYEES MY REPORTS MY REQUESTS MY CASES MY SUPPORT **MY ESIGN** Search... Submit

Employee Services
Company Services
Member Services
Property Services
Value Added Services
Compliance Services

Portal Balance

Portal Balance	1,972,029.00 AED
BG Utilised	42,000.00 AED
Operating Name	OLIVE GREEN STUDIOS DMCC
Visas Used/Visas Allowed	18 / 1500

Top-up Balance

OLIVE GREEN STUDIOS DMCC

Announcements: No announcement available yet!

My Actions [View All](#)

SR Number	Category	Action Details	Due Date	Required Action
1117484	Pending Step	Pending submission of original documents - Cancel Ent...	Due Now	Visit DMCC Counter
1812945	Pending Step	Pending submission of original documents - Confirm V...	Due Now	Visit DMCC Counter
1812946	Pending Step	Employee Arrival Intimation	Due Now	Review Step
1812947	Pending Step	Awaiting Insurance Details Update	Due Now	Review Step

<< Back 1 2 3 4 5 Next >>

Company Notices [View All](#)

No notice here yet!

My Company My Employees My Reports My Requests My Cases My Support



Editing Contact Details

DMCC

Create Case DMCC Live Support +971 4 424 9600 800 3622 jay desai

HOME MY COMPANY MY EMPLOYEES MY REPORTS MY REQUESTS MY CASES IDEAS MY SUPPORT MY ESIGN Search... Submit

Employee Services
Company Services
Member Services
Property Services
Value Added Services
Compliance Services

Portal Balance

Portal Balance	1,972,029.00 AED
BG Utilised	42,000.00 AED
Operating Name	OLIVE GREEN STUDIOS DMCC
Visas Used/ Visas Allowed	18 / 1500

Top-up Balance

Documents pending E-Signature

To manage your e-signatures, you can sign documents and check the status of each signing request.

SR Number	Created Date	SR Name	Document Name	Resend Email	Detail Link
1812944	02/06/2017	Manage KYC and E-Sign Subscription	Electronic Signature Undertaking document - Template	Resend / Correct and Resend	Detail
1812945	02/06/2017		Non-Competition Undertaking Employee Code of Conduct eSign Cover sheet	Correct and Resend	Detail
1813032	02/07/2017		Employee Code of Conduct eSign Cover sheet eSign Employment Contract-Unlimited	Resend / Correct and Resend	Detail
1813034	02/07/2017		eSign Cover sheet	Resend / Correct and Resend	Detail
1813035	02/07/2017		eSign Cover sheet	Resend / Correct and Resend	Detail

<< < Back 1 2 3 Next > >>

Click on 'Correct and Resend' for the relevant employee whose details need to be updated.



Editing Contact Details

Edit the details and hit 'Update' button to save the amendments.

The screenshot displays the DMCC portal interface. A modal window titled "Update Applicant Details" is open, allowing users to edit contact information. The modal contains two input fields: "Applicant's Email ID" and "Applicant's Mobile No", both with placeholder text "Change [Email/Mobile] address/number here". Below these fields are "Update" and "Close" buttons. The "Update" button is highlighted with an orange box. In the background, a table titled "Documents pending" lists documents for e-signature, including "Non-Competition Undertaking", "Employee Code of Conduct", and "eSign Cover sheet". The table includes columns for "SR Number", "Created", and "Detail Link".

SR Number	Created	Document	Resend Email	Detail Link
1812944	02/06/2017	Non-Competition Undertaking	Resend / Correct and Resend	Detail
1812945	02/06/2017	Employee Code of Conduct	Resend / Correct and Resend	Detail
1813032	02/07/2017	eSign Cover sheet	Resend / Correct and Resend	Detail
1813034	02/07/2017	eSign Employment Contract-UnLimited	Resend / Correct and Resend	Detail
1813035	02/07/2017	eSign Cover sheet	Resend / Correct and Resend	Detail



Sample Documents



Employment Contract Cover Sheet

DMCC

Employment Contract Cover Sheet

This document sets out a summary of your employment particulars. The parties are also required to enter into a separate detailed employment contract which sets out all of the terms.

English	Arabic	Hindi
Employment Contract Cover Sheet	بيان تفسيري لعقد العمل	रोजगार अनुबंध कवर शीट
Date of Contract: January 16, 2017	تاريخ العقد: January 16, 2017	अनुबंध की तारीख: January 16, 2017
Company Name (the "Company"): AGILE ACADEMY DMCC	اسم الشركة: ("الشركة") أجيلي أكاديمي د.م.م.س	कंपनी का नाम ("कंपनी"): AGILE ACADEMY DMCC
Company License Number: DMCC-211389	رقم ترخيص الشركة: DMCC-211389	कंपनी का लाइसेंस नंबर: DMCC-211389
Contract Type: Unlimited	نوع العقد: غير محدودة	अनुबंध का प्रकार: Unlimited
Employee Name (as per passport) (the "Employee"): Meenal Saxena	اسم الموظف (كما هو وارد في جواز السفر): ("الموظف") Meenal Saxena	कर्मचारी का नाम (पासपोर्ट के अनुसार) ("कर्मचारी"): Meenal Saxena
Passport Number: H1526976	رقم جواز السفر: H1526976	पासपोर्ट नंबर: H1526976
Nationality: India	الجنسية: هندية	राष्ट्रियता: India
Gender: Female	الجنس: أنثى	लिंग: Female
Job Title: OPERATIONS ANALYST	المسمى الوظيفي: محلل عمليات/مترجم جانيب الى	नौकरी का नाम: OPERATIONS ANALYST
Probation Period (Months): 1	فترة الاختبار (أشهر): 1	परिधीक्षा अवधि: 1
Basic Monthly Salary (AED): 100,000	الراتب الشهري الأساسي (بالدرهم): 100,000	मूल मासिक वेतन (एडईडी): 100,000
Food Allowance (AED): 1,000	بدل الطعام (بالدرهم): 1,000	खाने का भत्ता (एडईडी): 1,000
Accommodation (AED): 1,000	بدل السكن (بالدرهم): 1,000	आवासीय भत्ता (एडईडी): 1,000
Transport Allowance (AED): 0	بدل المواصلات (بالدرهم): 0	परिवहन भत्ता (एडईडी): 0
Other Monthly Allowance(s) (AED):	بدلات شهرية أخرى (بالدرهم):	अन्य मासिक भत्ता (भत्ते) (एडईडी):

DMCC

Statutory Undertaking by the Company

The Company heroby undertakes to prepare a separate detailed employment contract (Limited or Unlimited) (the "Employment Contract") prior to initiating the visa process. The Employment Contract shall specify the date of commencement of employment, the date of conclusion of employment (Limited contract only), the type and place of work, the duration of the contract (Limited contract only) and the amount of the wage. The Employment Contract may also include additional clauses, including but not limited to: overtime, leave(s), medical insurance, travel tickets and termination, provided always that these clauses are in accordance with the UAE Labour Law and the DMCC Free Zone Rules and Regulations. For the avoidance of doubt, DMCC requires the Company to upload a copy of the Employment Contract onto the DMCC member portal. The Company further undertakes that it shall comply with all of its obligations to the Employee. The Company acknowledges that failure to comply with the above may result in DMCC taking action against the Company.

تعهد قانوني من قبل الشركة

تتعهد الشركة بموجب هذا البيان التفسيري بإعداد عقد عمل مستقل مفصل (محدودة أو غير محدودة) قبل التقدم بطلب الحصول على التأشيرة. ويحدد عقد العمل تاريخ بداية وانتهاء العمل، ونوع ومكان ومدة عقد العمل (بالنسبة للعقد المحدود فقط)، وقيمة الأجر. ويمكن أن يتضمن عقد العمل بنوداً أخرى، على سبيل المثال لا الحصر، تنظيم العمل الإضافي والإجازة/التأمين الصحي وتذاكر السفر وشروط إنهاء العقد مع مراعاة شريطة أن تكون هذه البنود متوافقة دائماً مع أحكام قانون العمل في دولة الإمارات العربية المتحدة. وقد يتضمن العقد أيضاً بنوداً إضافية، بما في ذلك: العمل الإضافي، والإجازات، والتأمين الطبي، وتذاكر السفر، وشروط إنهاء العقد مع مراعاة شريطة أن تكون هذه البنود متوافقة دائماً مع أحكام قانون العمل في دولة الإمارات العربية المتحدة. ولهذا فإن مركز دبي للسلع المتعددة يطلب من الشركات الأعضاء تضمين نسخة من عقد العمل على منصة الأعضاء الإلكترونية للأعضاء التابعة لمركز دبي للسلع المتعددة. كما تتطلب الشركة بالوفاء بكافة التزاماتها تجاه الموظف وفقاً للقانون الإماراتي وقانون المنطقة الحرة التابعة لمركز دبي للسلع المتعددة. وبما أن عدم الوفاء بما ذكر أعلاه قد يؤدي إلى أن يتخذ مركز دبي للسلع المتعددة إجراءات قانونية بحق الشركة.

कंपनी द्वारा वैधानिक उपक्रम

वैधानिक प्रक्रिया की शुरुआत करने से पहले कंपनी एक अलग विस्तृत रोजगार अनुबंध (सीमित या असीमित) ("रोजगार अनुबंध") तैयार करना चाहती है। रोजगार अनुबंध में काम के समापन की तिथि (केवल सीमित अनुबंध में), काम का प्रकार, स्थान, अनुबंध की अवधि (केवल सीमित अनुबंध में) और मजदूरी की राशि का उल्लेख होगा। रोजगार के अनुबंध में निम्न अतिरिक्त खंड शामिल हो सकते हैं लेकिन ये यही तक सीमित नहीं हैं: इनमें ओवरटाइम, टिकट (सुड़िया), चिकित्सा बीमा, यात्रा टिकट व व कार्य की समाप्ति शामिल हो सकती हैं। नियम यूएई के अथ कानून और डीएमसीसी के क्री जोन नियमों के अनुसार हों। डीएमसीसी चाहती है कि संदेह से बचने के लिए कंपनी रोजगार अनुबंध की एक प्रति को डीएमसीसी मेंबर पोर्टल पर अपलोड कर दे। कंपनी कर्मचारियों के प्रति अपने दायित्वों के अनुपालन का वचन देती है। कंपनी का मानना है कि उपरोक्त नियमों के अनुपालन में असफल होने पर डीएमसीसी द्वारा कंपनी के खिलाफ कार्रवाई की जा सकती है।



Employment Contract Cover Sheet

DMCC		DMCC	
<p>* Please note that DMCC requires the Company to notify DMCC of any changes to the information set out in this Employment Contract Cover Sheet (e.g. change in job title or salary). In addition, if any changes are made to the Employment Contract, DMCC requires the Company to upload the updated version of the Employment Contract onto the DMCC member portal.</p> <p>Signature: For and on behalf of the Company</p> <p>التوقيع بالنيابة عن الشركة</p> <p>AGILE ACADEMY DMCC</p>	<p>* कृपया ध्यान दें कि कंपनी द्वारा इस रोजगार अनुबंध कवर शीट में दी गई सूचना में कोई भी परिवर्तन (जैसे जॉब टाइटल या वेतन में परिवर्तन) करने पर डीएमसीसी को सूचित करना आवश्यक होगा। इसके अलावा रोजगार अनुबंध में अगर कोई भी परिवर्तन किया जाता है तो डीएमसीसी चाहेंगी कि कंपनी रोजगार अनुबंध के नवीनतम संस्करण को डीएमसीसी मेंबर पोर्टल पर अपलोड करे।</p> <p>• يرجى ملاحظة أن مركز دبي للسلع المتعددة يشترط على الشركة إبلاغه بشأن أي تغييرات على المعلومات الواردة في هذا البيان التفسيري لعقد العمل (مثل التغيير في المسمى الوظيفي أو الراتب). وبالإضافة إلى ذلك، إذا تم إجراء أي تغييرات على عقد العمل، فإن على الشركة أن تقوم بتحميل الإصدار المحدث من عقد العمل على البوابة الإلكترونية للأعضاء لدى مركز دبي للسلع المتعددة.</p>	<p>Statutory Undertaking by the Employee</p> <p>I have entered or will enter into an Employment Contract with the AGILE ACADEMY DMCC and I acknowledge that in the case of any conflict between the Employment Contract and the UAE Labour Law that the UAE Labour Law shall prevail.</p> <p>Signature: التوقيع Moona Saxena</p> <p>Please note that if there are any inconsistencies in the Employment Contract Cover Sheet, the Arabic version shall prevail.</p>	<p>تعهد قانوني من قبل الموظف</p> <p>بهذا أقر بأنني أبرمت عقد عمل أو/أو سأبرم عقد عمل مع أجيلي أكاديمي م.د.م.س. وأقر بأنه في حال وجود تعارض بين عقد العمل وقانون العمل لدولة الإمارات العربية المتحدة فإن قانون العمل هو الذي يُتخذ به.</p> <p>کرم‌چاری دھارا لیا جانے والا वैधानिक उपक्रम</p> <p>मैंने AGILE ACADEMY DMCC के साथ रोजगार अनुबंध में प्रवेश किया है या प्रवेश करूंगा और इस बात स्वीकार करता हूँ कि रोजगार अनुबंध और यूएई के श्रम कानून के बीच किसी भी विवाद की स्थिति में यूएई का श्रम कानून प्राथम्य होगा।</p>



End of Service Entitlement

PINANSYAL NA BENEFISYO SA PAGTATAPOS NG SERBISYO END OF SERVICE ENTITLEMENT

Mga Detalye ng Kumpanya at Empleyado Company & Employee Details

Pangalan ng Kumpanya Company Name	OLIVE GREEN STUDIOS DMCC	Numero ng Lisenasya License Number	JLT-65673
Pangalan ng Empleyado Employee Name	GIRISH KINGE	Kard sa Trabaho / Numero ng Pagkakilanlan na Kard Employment Card / Identity Card Number	CEC Number- 00145260
Petsa ng Pagsali ng Empleyado Employee Joining Date	February 1, 2014	Huling Araw ng Pagtatrabaho Last Working Day	February 20, 2017
Panahon ng Serbisyo sa Taon Duration of Service in Years	5.00	Klaseng pagwawakas Termination Type	Termination by mutual agreement

Mga Detalye ng Sweldo at Benepisyo sa Trabaho Employment & Salary Details	Halaga (AED) Amount (AED)
Basic na Sweldo sa bawat Buwan Basic Salary per Month	1,000
Alokasyon para sa Pabahay sa bawat Buwan Accommodation Allowance per Month	0.00
Alokasyon para sa Pagkain sa bawat Buwan Food Allowance per Month	
Alokasyon para sa Pamasahang bawat Buwan Transportation Allowance per Month	
Iba pang mga Alokasyon sa bawat Buwan Other Allowances per Month	0

Mga Kalkulasyon sa Pagtatapos ng Serbisyo End of Service Calculations

Mga Detalye ng Bayarin sa Sweldo (Kung Mayroon man) Due Salary Payments (If Any)	Halaga (AED) Amount (AED)
Mga Babayaran na Suweldo mula (DD/MM/YYYY) hanggang (DD/MM/YYYY) Due Salary from (DD/MM/YYYY) till (DD/MM/YYYY)	45,600.00
Mga Babayaran na Overtime Due Overtime	0.00
Iba pang mga Utang Other Credits	4,000.00
	Bilang ng mga Araw Number of Days
Hindi nagamit na Taunang Bakasyon Non-availed Annual Leave	30
Pinansyal na karapatan na Bayad sa Serbisyo Gratuity	20
	12,564.00
A. Kabisang Halaga na Babayaran A. Total Amount Due	2,356.00

Mga Bawas (Kung Mayroon man) Deductions (If Any)	Halaga (AED) Amount (AED)
Mga nakuhang Pera bilang paunang bayad Cash Advances	15.00
Bayarin sa Mobile / Telepono Mobile / Telephone Bill	146.00
Iba pa Others	1,546.00
B. Kabisang Mga Bawas B. Total Deduction	154.00
C. Kabisang Halaga na Babayaran (A-B) C. Net Amount Payable (A-B)	5,000.000

Pagsangayon ng Empleyado Employee Acknowledgment

Kinukumpirma ko na natanggap ko / nabayaran ko ang AED 5,000,000 Bilang isang buo at pinal na kasunduan sa lahat ng aking kabayaran mula sa kumpanya.

I hereby confirm that I have received AED 5,000,000 as a full & final settlement of all my dues from the company.

Lagda ng Empleyado:
Employee Signature

Petsa:
Date

Pagsangayon ng Kumpanya Company Acknowledgment

Pinapahunayan namin na nagbayad kami / tumanggap ng AED 5,000,000 Bilang isang buo at pinal na kasunduan sa lahat ng mga kabayaran para sa empleyado.

We hereby confirm that we have paid AED 5,000,000 as a full & final settlement of all the employee's dues to the employee.

☐ Inaako namin ang pagbibigay ng ticket para sa pag-uwi ng empleyado sa sariling bayan kung siya ay lalabas ng bansa pagkatapos ng pagkakansela ng kanyang visa. (Lagyan ng tsek kung naangkop)

We undertake to provide the repatriation ticket to the employee if he / she is exiting the country after the cancellation of visa. (Tick if applicable)

Lagda ng Awtorisadong Opisyal/Representante ng Kumpanya:
Company Authorised Signatory Signature



Certificate of Completion

The Certificate of Completion is a complete audit trail of the DocuSign transaction which display the e-signing history and details of the e-signers, date and time of e-signing, IP addresses.

This document can be used as a proof that the e-signing of both parties took place.

Certificate Of Completion

Envelope Id: D634EB10A1CD4AC39F9A5DCC8CD90731		Status: Completed
Subject: meena saxena - Employee residence permits (visa) - 1813589		
Source Envelope:		
Document Pages: 23	Signatures: 7	Envelope Originator:
Supplemental Document Pages: 0	Initials: 0	DMCC Admin
Certificate Pages: 2		
AutoNav: Enabled	Payments: 0	vineet.kumar@nsigulf.com
EnvelopeId Stamping: Enabled		IP Address: 182.50.78.8
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		

Record Tracking

Status: Original	Holder: DMCC Admin	Location: DocuSign
2/20/2017 5:51:10 AM	vineet.kumar@nsigulf.com	

Signer Events	Signature	Timestamp
Abdul Faial mohammed.adlan@dmcc.ae Security Level: Email, Account Authentication (None), Authentication	 Using IP Address: 94.200.85.178	Sent: 2/20/2017 5:51:12 AM Viewed: 2/20/2017 5:53:04 AM Signed: 2/20/2017 5:53:32 AM

Authentication Details

SMS Auth:

Transaction: SMd58c482da6144507bf70ee441b372544

Result: passed

Vendor ID: Twilio

Type: SMSAuth

Performed: 2/20/2017 5:52:44 AM

Phone: +971504300056

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

ID:

meena saxena mo.adlan85@gmail.com Security Level: Email, Account Authentication (None), Authentication	 Using IP Address: 94.200.85.178	Sent: 2/20/2017 5:54:08 AM Viewed: 2/20/2017 5:55:26 AM Signed: 2/20/2017 5:55:44 AM
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More Information

To learn more about e-signature and how it is integrated with the DMCC portal services as well as how to apply for enhanced employment services or to appoint the HR Signatory, please visit our website at www.dmcc.ae/esignatures.

DMCC

Thank You