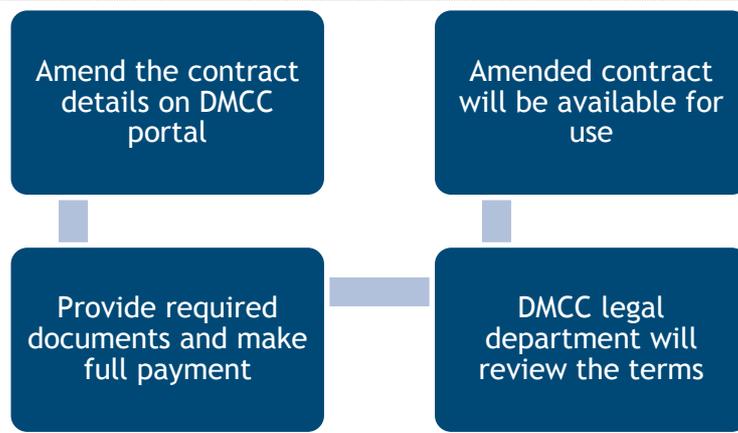


## STEP BY STEP GUIDE

<b>Guideline</b>	<b>Application - Amend an employment contract master template</b>
<b>Version/Date</b>	Version 1, 13 <sup>th</sup> July 2014
<b>Who should use this guide</b>	Any employer who wants to amend an existing employment contract master template in the DMCC Free Zone
<b>Purpose of this guide</b>	To provide a detailed step by step guide for any employer who wants to amend employment contract master template on the DMCC member portal.

### Steps



### Before you begin

The DMCC application to amend an existing employment contract master template is online. At any point if you have issue, there are many consultants that can assist you with this process. Call us on 800 DMCC if you would like more information.

There will be a number of documents that you will need to upload on the DMCC portal. Review our Applications Guidelines at [www.dmcc.ae](http://www.dmcc.ae) under Free Zone, Applications Guidelines to familiarise yourself with our requirements.

You may wish to save scanned copies of documents on your computer before you begin. Note: the maximum file size per file is 10MB.

If you don't have certain information, don't worry, you will be able to Save your request and return later to complete.

## LOGIN and get started

Open the following link

[www.portal.dmcc.ae](http://www.portal.dmcc.ae)

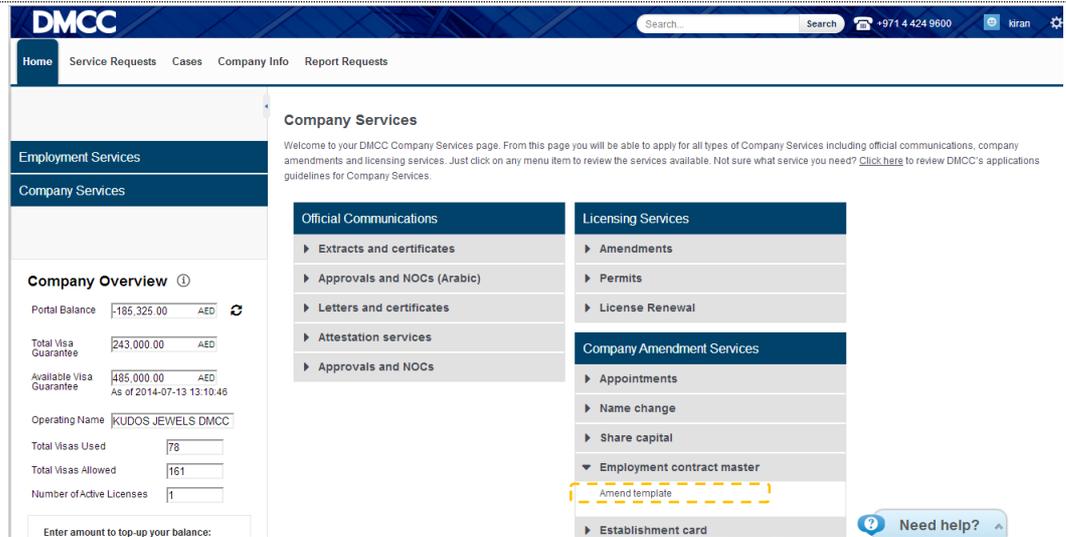
Once you see this screen, type in your user name and password to login and get started

On logging in you will see the Services Dashboard.

Click on “Company services”

Then select “Company Amendment Services” to expand the category and then “Employment contract master” section

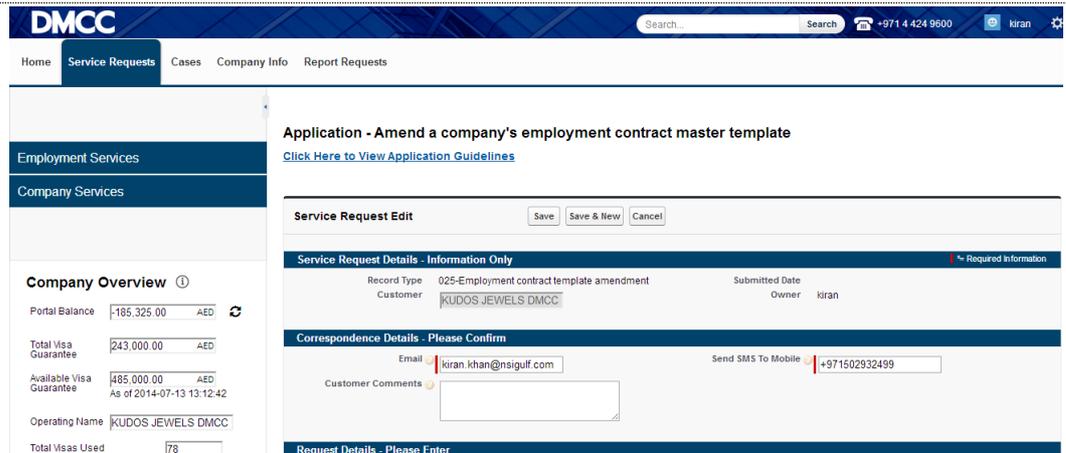
Click on “Amend Template”



You will be directed to the “Amend a company’s employment contract master template” application form.

A “WalkMe” pop-up will appear to guide you. This pop-up will guide you step-by-step through the application. It can be turned off at any time.

*Tip: You can close the Company Overview by clicking the left hand arrows. This will give you full screen view.*



Put a check mark against all the terms you want added on the contract.

**Request Details - Please Enter**

Additional Terms 1 Required

Additional Terms 1 The Employee shall at all times comply, where in force, with the Employer's Code of Conduct which shall be made available to the Employee in printed or electronic format.

Additional Terms 1 Arabic يتكلم الموظف في كافة الأوقات بقانون التقييد الخاص بصاحب العمل، حيثما يكون نافذاً، والذي تم إتاحة للموظف بشكل مطبوع أو إلكتروني.

Additional Terms 2 Required

Additional Terms 2 Due to the nature of the Employer's business pursuant to Article 65 of the U.A.E. Labour Law the Employee's working hours shall be nine (9) hours per day or fifty four (54) hours per week. During the Holy month of Ramadan the working hours shall be reduced from nine (9) hours per day to seven (7) hours per day. (This section is applicable only to those employees who come under Article 65 of the U.A.E. Labour Law)

Additional Terms 2 Arabic بسبب طبيعة أعمال صاحب العمل طبقاً للمادة 65 من قانون العمل في الإمارات العربية المتحدة، يكون عدد ساعات عمل الموظف اليومية تسع (9) ساعات أو أربع وخمسون (54) ساعة أسبوعياً خلال شهر رمضان يتم تخفيض عدد ساعات عمل الموظف من تسع (9) ساعات يومياً إلى سبع (7) ساعات يومياً. (هذا القسم لا يطبق إلا على أولئك الموظفين المذكورين في إقرار المادة 65 من قانون العمل الإماراتي).

Additional Terms 3

Additional Terms 3 Arabic

You can add additional terms by filling out the marked section

Example shown

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.

**Request Details - Please Enter**

Additional Terms 1 Required

Additional Terms 1 The Employee shall at all times comply, where in force, with the Employer's Code of Conduct which shall be made available to the Employee in printed or electronic format.

Additional Terms 1 Arabic يتكلم الموظف في كافة الأوقات بقانون التقييد الخاص بصاحب العمل، حيثما يكون نافذاً، والذي تم إتاحة للموظف بشكل مطبوع أو إلكتروني.

Additional Terms 2 Required

Additional Terms 2 Due to the nature of the Employer's business pursuant to Article 65 of the U.A.E. Labour Law the Employee's working hours shall be nine (9) hours per day or fifty four (54) hours per week. During the Holy month of Ramadan the working hours shall be reduced from nine (9) hours per day to seven (7) hours per day. (This section is applicable only to those employees who come under Article 65 of the U.A.E. Labour Law)

Additional Terms 2 Arabic بسبب طبيعة أعمال صاحب العمل طبقاً للمادة 65 من قانون العمل في الإمارات العربية المتحدة، يكون عدد ساعات عمل الموظف اليومية تسع (9) ساعات أو أربع وخمسون (54) ساعة أسبوعياً خلال شهر رمضان يتم تخفيض عدد ساعات عمل الموظف من تسع (9) ساعات يومياً إلى سبع (7) ساعات يومياً. (هذا القسم لا يطبق إلا على أولئك الموظفين المذكورين في إقرار المادة 65 من قانون العمل الإماراتي).

Additional Terms 3

Additional Terms 3 You will be required to dress formally at all times

Additional Terms 3 Arabic يرجى الالتزام بالارتداء ملابس رسمية في جميع الأوقات

Please check your correspondence details. Update if you wish to and click "save"

**Correspondence Details - Please confirm/update**

Email  Send SMS To Mobile

## Editing Information and Submitting the application

The page will refresh as shown

At this point review all the information carefully.

If you need to make changes, please double click the filled in section and re fill.

Click “submit” once done.

### Application - Amend a company's employment contract master template

[Printable View](#)

**Your service request has been saved.**

[Back to List: Service Requests](#) [SR Price Items \(Service Request\) \(1\)](#)

Service Request Detail			
<a href="#">Edit</a>	<a href="#">Submit</a>	<a href="#">Cancel SR</a>	
Service Request Details - Information Only			
SR No	0550071	SR Menu Text	Amend template-Employment contract master-Company Amendment Services
Record Type	025-Employment contract template amendment	Submitted Date	
Created By	kiran, 13/07/2014 13:20	Last Modified By	kiran, 13/07/2014 13:20
Status	Draft	Owner	DMCC
Customer	KUDOS_JEWELS_DMCC		
Correspondence Details - Please Confirm			
Email	<a href="mailto:kiran.khan@nsiqulf.com">kiran.khan@nsiqulf.com</a>	Send SMS To Mobile	+971502932499
Customer Comments			

## Complete payment

This screen will appear.

A payment of AED 1000 is required to continue with the application.

If you have balance in your account, you can go ahead and click ‘confirm’.

In case there is no balance, you will need to top up your portal balance and return back to the request to proceed on

*The payment is made via credit card into the company's portal*

### Service Request

0550071 for Application - Amend a company's employment contract master template

Service Request Details				
<a href="#">Confirm</a>	<a href="#">Back to Service Request</a>			
SR No	0550071	Customer	KUDOS_JEWELS_DMCC	
External Status	Draft	Created Date	13/07/2014 13:20	
Available Account Balance : AED - 185,325.00				
AED : 1,000.00 will be charged				
SR Price Items				
SR Price Items Name	Price	Product	Pricing Line	Status
SRP-95567	AED 1,000.00	Employment Contract (EC) Template Amendment	Employment Contract (EC) Template Amendment	Added

account.

An e-mail and a text message will be sent confirming your request.

A Request number will be automatically generated and included in both the text message and email.



Dear Member

We have received the following request: [REDACTED]

Your request number is [0549436](#).

You will be updated soon with the progress.

Regards  
DMCC Customer Care Team

E [customercare@dmcc.ae](mailto:customercare@dmcc.ae)  
T 800 3622(DMCC) tollfree or +971 4 424 9600  
W [dmcc.ae](http://dmcc.ae)

The legal team at DMCC will review the terms and the amended contract will be available for you to use.

Congratulations on successfully amending your employment contract master template. We wish you great success, and look forward to serving you well.