

JAFZA eSERVICES Amend Company Employment Card (CEC) User's Manual

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DOCUMENT DETAILS

Document Information

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Version	Date	Author	Designation	Description of change

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Version	Date	Name	Designation	Comments

Distribution

Version	Location

Amend Company Employment Card (CEC)

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This service is to request for amendment of the details on the Company Employment Card (CEC) of the employee.

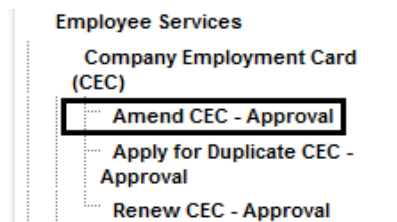
Note: There is No service to apply for a new Company Employment Card (CEC) because New Company Employment Card is packaged with the New Employment Visa Application and sent after the process for New Employment Visa is completed.

Navigation:

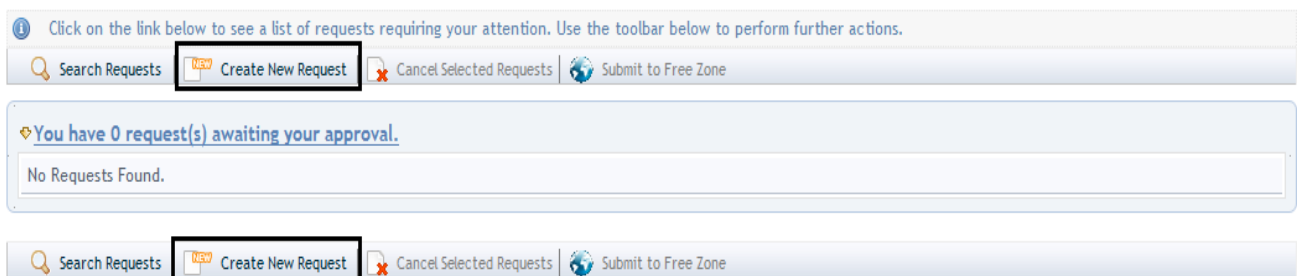
1. Login to **Dubai Trade**
2. Go to **Employee Services** from the menu on the left
3. Then Go to **Company Employment Card (CEC)**



4. Click on **Amend CEC - Approval**



5. Then Click on **Create New Request**



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Procedure:

1. Select Courier Delivery/Collection Required?

Courier Collection/Delivery Required? ☐ Counter ☐ Outside Freezone ☒ Within Freezone

2. Select if the picture needs to be changed or not


Picture to be changed? ☐ No ☒ Yes

3. Enter the Employee Number and skip to Step number 6

Emp No * 

OR

4. Search and Select the Employee Number in the pop-up window that appears by clicking on the magnifying glass icon instead of typing in the field

Emp No * 

5. Enter either the Employee Number, First Name, Last Name, Passport Number, Job Title, Nationality and click Search

Search for Employees

- Enter (*) or (%) to view all the details.
- Enter atleast one full or partial search criteria.
Eg. : United matches both United Arab Emirates and United States of America

Employee Number
First Name
Last Name
Passport Number
Job Title
Nationality

 **Search**

No Employee Found.

6. Enter only the details which need to be amended.

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Date Of Birth	<input type="text"/>
Job Title	<input type="text"/>
Passport Number	<input type="text"/>
Place of Issue	<input type="text"/>
Country of Issue	<input type="text"/>
Passport Date of Issue (DD-MON-YYYY)	<input type="text"/>
Passport Date of Expiry (DD-MON-YYYY)	<input type="text"/>
Nationality	<input type="text"/>

7. Specify the Reason for Request or give additional information for JAFZA.

Specify the reason for request / Additional Information for JAFZA	<input type="text"/>
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8. Click on  to save the request for future action.

Click  to submit the request to the Free Zone Authority for processing.

9. Click on **Pay now** to confirm charges and submit the request.

