

National Industries Park Amend CEC (Company Employment Card) User's Manual

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Table Designs

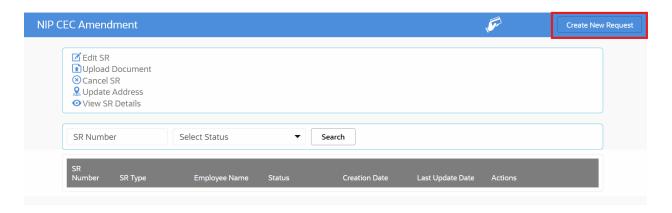
DOCUMENT DETAILS

Document Name	Amend CEC
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	15 th November 2025
Current Version	1.0

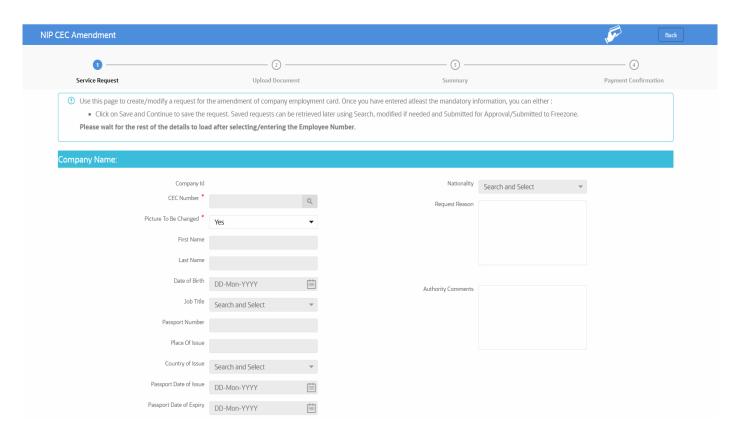
This service is to request for amendment of the details on the Company Employment Card (CEC) of the employee.

Procedure:

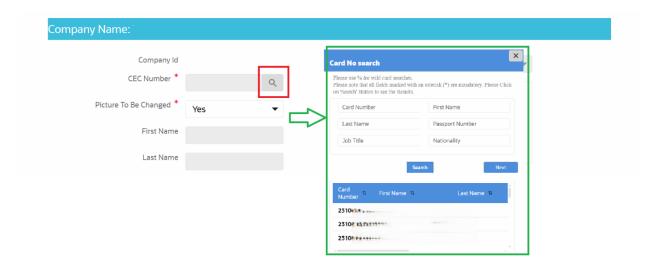
1. Click "Create New Request" to initiate the process:



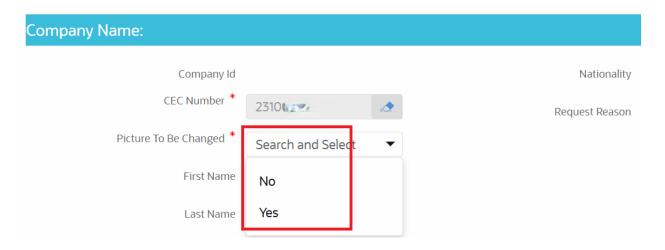
2. Enter the information as shown below:



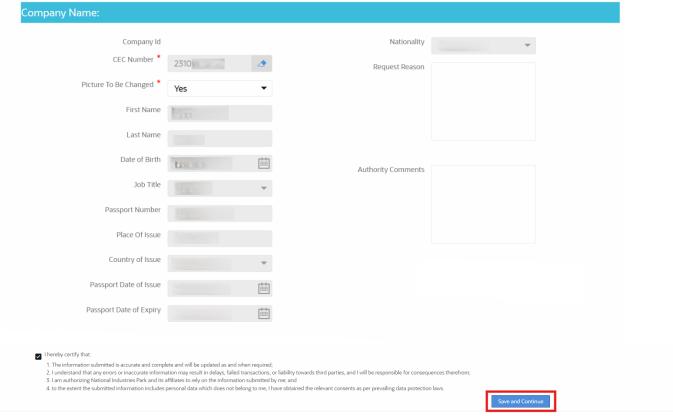
3. Select the "CEC Number" of the employee. Please wait for the rest of the details to load after selecting/entering the CEC or Employee Number.



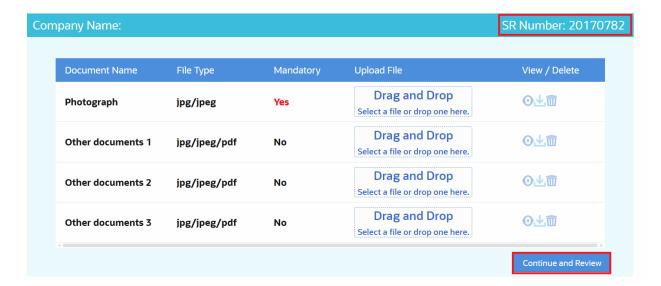
4. Choose "Yes" or "No" if picture on CEC to be changed:



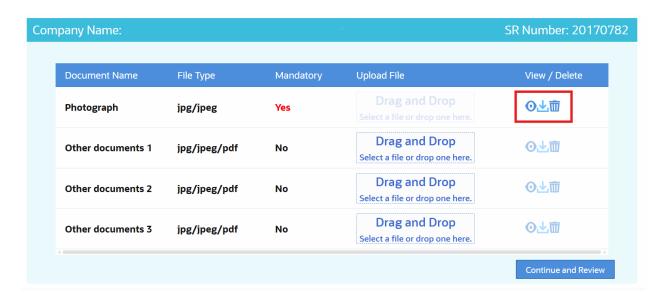
5. Click "Save and Continue" once done.



- 6. Upload the required documents by using the "Drag and Drop" option or simply by selecting a file. Click "Continue and Review".
 - The SR number will be generated at this stage.



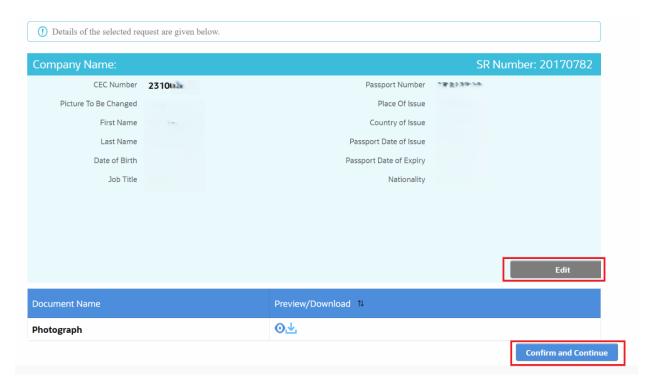
You may review, download or delete a file you have uploaded using the available options on the right.



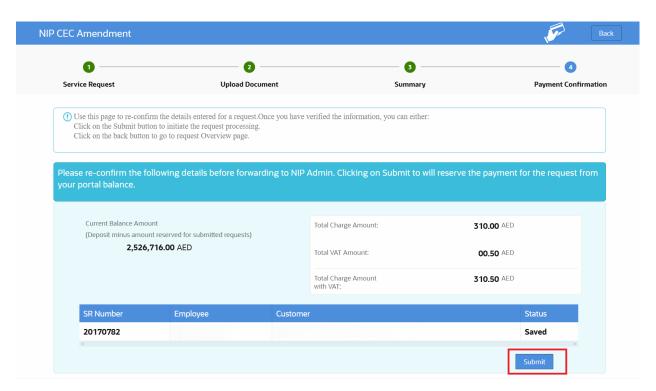
7. Click on "Continue and Review" to move on to the next section.



8. A summary will be displayed along with the SR number. You can edit the details, view the document or click "Confirm and Continue" to proceed.



9. The fees will be displayed. Click "**Submit**" to complete the request. A successful submission confirmation will be displayed.



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