



دبي التجارية
DUBAI TRADE

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:

The screenshot shows the 'NIP CEC Amendment' dashboard. At the top right, a blue button labeled 'Create New Request' is highlighted with a red rectangular box. Below the header, there is a list of actions: Edit SR, Upload Document, Cancel SR, Update Address, and View SR Details. Below this is a search bar with fields for 'SR Number', 'Select Status' (a dropdown menu), and a 'Search' button. At the bottom, there is a table header with columns: SR Number, SR Type, Employee Name, Status, Creation Date, Last Update Date, and Actions.

2. Enter the information as shown below:

The screenshot shows the 'NIP CEC Amendment' form at the 'Service Request' step. The form has a blue header with the title 'NIP CEC Amendment' and a 'Back' button. Below the header is a progress bar with four steps: 1. Service Request, 2. Upload Document, 3. Summary, and 4. Payment Confirmation. The first step, 'Service Request', is currently active. Below the progress bar is a blue box with instructions: 'Use this page to create/modify a request for the amendment of company employment card. Once you have entered atleast the mandatory information, you can either :
▪ Click on Save and Continue to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.
Please wait for the rest of the details to load after selecting/entering the Employee Number.'

Below the instructions is a blue bar labeled 'Company Name:'. The form contains several input fields and dropdown menus:

- Company Id
- CEC Number (with a search icon)
- Picture To Be Changed (dropdown menu with 'Yes' selected)
- First Name
- Last Name
- Date of Birth (DD-Mon-YYYY format with a calendar icon)
- Job Title (Search and Select dropdown)
- Passport Number
- Place Of Issue
- Country of Issue (Search and Select dropdown)
- Passport Date of Issue (DD-Mon-YYYY format with a calendar icon)
- Passport Date of Expiry (DD-Mon-YYYY format with a calendar icon)
- Nationality (Search and Select dropdown)
- Request Reason (text area)
- Authority Comments (text area)

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.

Company Name:

Company Id

CEC Number *

Picture To Be Changed *

First Name

Last Name

Card No search

Please use % for wild card searches.
Please note that all fields marked with an asterisk (*) are mandatory. Please Click on 'Search' button to see the Results.

Card Number	First Name
Last Name	Passport Number
Job Title	Nationality

Card Number	First Name	Last Name
2310		
2310		
2310		

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

Company Name:

Company Id

CEC Number *

Picture To Be Changed *

First Name

Last Name

Nationality

Request Reason

Search and Select

No

Yes

5. Click "Save and Continue" once done.

Company Name:

Company Id	Nationality
CEC Number * 2310	
Picture To Be Changed * Yes	Request Reason
First Name	
Last Name	
Date of Birth	Authority Comments
Job Title	
Passport Number	
Place Of Issue	
Country of Issue	
Passport Date of Issue	
Passport Date of Expiry	

☒ I hereby certify that:

1. The information submitted is accurate and complete and will be updated as and when required;
2. I understand that any errors or inaccurate information may result in delays, failed transactions, or liability towards third parties, and I will be responsible for consequences therefrom;
3. I am authorizing National Industries Park and its affiliates to rely on the information submitted by me; and
4. to the extent the submitted information includes personal data which does not belong to me, I have obtained the relevant consents as per prevailing data protection laws.









Save and Continue

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.

Company Name: SR Number: 20170782













Document Name	File Type	Mandatory	Upload File	View / Delete
Photograph	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here.	 
Other documents 1	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here.	 
Other documents 2	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here.	 
Other documents 3	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here.	 

Continue and Review

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

Company Name:

SR Number: 20170782













Document Name	File Type	Mandatory	Upload File	View / Delete
Photograph	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here.	  
Other documents 1	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here.	  
Other documents 2	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here.	  
Other documents 3	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here.	  

Continue and Review

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

Company Name: TECHNOBUILD HOLZ FABRIC LLC

SR Number: 20170782

Document Name	File Type	Mandatory	Upload File	View / Delete
Photograph	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here.	  
Other documents 1	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here.	  
Other documents 2	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here.	  
Other documents 3	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here.	  

Continue and Review

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.

Details of the selected request are given below.

Company Name:

SR Number: 20170782

CEC Number

2310

Passport Number

Picture To Be Changed

Place Of Issue

First Name

Country of Issue

Last Name

Passport Date of Issue

Date of Birth

Passport Date of Expiry

Job Title

Nationality

Edit

Document Name

Preview/Download

Photograph

Confirm and Continue

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

NIP CEC Amendment

Back

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

Use this page to re-confirm the details entered for a request. Once you have verified the information, you can either:
Click on the Submit button to initiate the request processing.
Click on the back button to go to request Overview page.

Please re-confirm the following details before forwarding to NIP Admin. Clicking on Submit will reserve the payment for the request from your portal balance.

Current Balance Amount
(Deposit minus amount reserved for submitted requests)
2,526,716.00 AED

Total Charge Amount:
310.00 AED

Total VAT Amount:
00.50 AED

Total Charge Amount with VAT:
310.50 AED

SR Number

Employee

Customer

Status

20170782

Saved

Submit

Amend CEC

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