



دبي التجارية
DUBAI TRADE

National Industries Park Amend EC (Employment Contract) User's Manual

Copyright Information

Copyright © 2025 by Dubai Trade. All rights reserved. This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



Table Designs

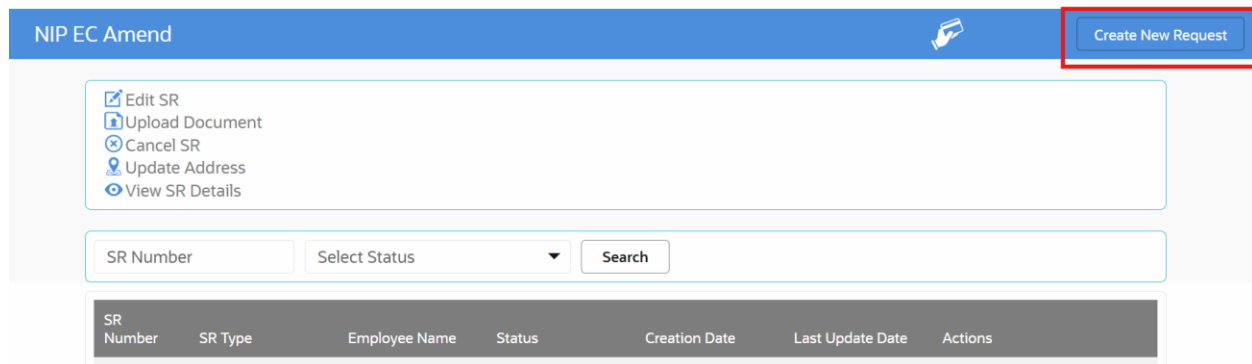
DOCUMENT DETAILS

Document Name	Amend EC
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 submit amendment of Employment Contract with Salary/Allowances increase.

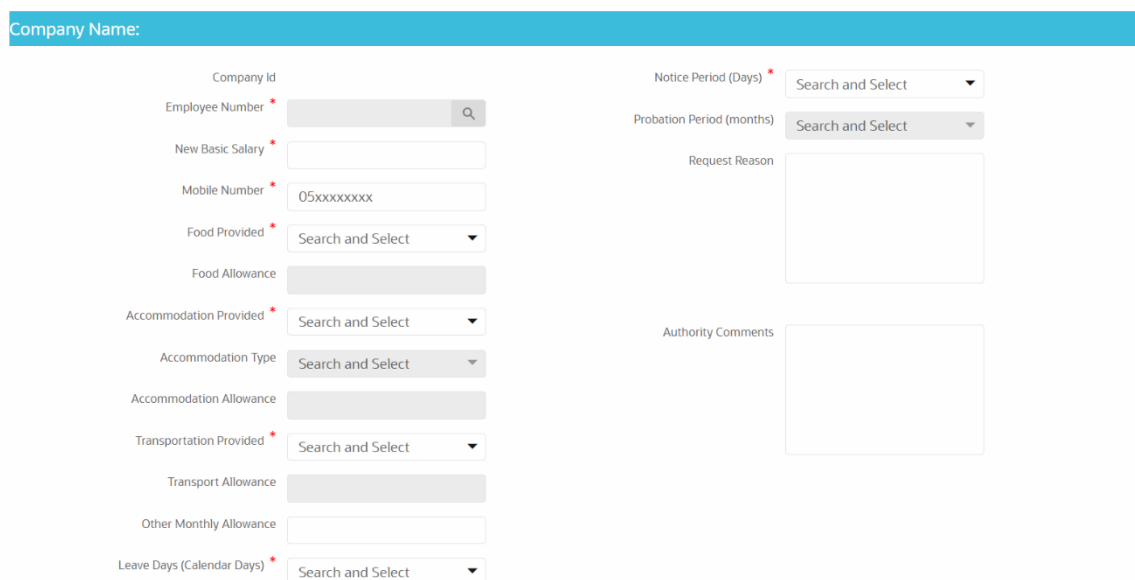
Procedure:

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



The screenshot shows the 'NIP EC Amend' interface. At the top, there is a blue header bar with the text 'NIP EC Amend' on the left and a 'Create New Request' button on the right, which 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 list, there 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 with the following 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 a form for entering information. The form is divided into two main sections. The left section is titled 'Company Name:' and contains the following fields: 'Company Id', 'Employee Number' (with a search icon), 'New Basic Salary', 'Mobile Number' (with the value '05xxxxxxxx'), 'Food Provided' (with a 'Search and Select' dropdown), 'Food Allowance', 'Accommodation Provided' (with a 'Search and Select' dropdown), 'Accommodation Type' (with a 'Search and Select' dropdown), 'Accommodation Allowance', 'Transportation Provided' (with a 'Search and Select' dropdown), 'Transport Allowance', 'Other Monthly Allowance', and 'Leave Days (Calendar Days)' (with a 'Search and Select' dropdown). The right section contains the following fields: 'Notice Period (Days)' (with a 'Search and Select' dropdown), 'Probation Period (months)' (with a 'Search and Select' dropdown), 'Request Reason' (a large text area), and 'Authority Comments' (a large text area).

3. Choose the "**Employee Number**". Please wait for the rest of the details to load after selecting/entering the Employee Number. Once the details are loaded, please only change the fields that require amendment.

Agree to the terms and conditions then click "**Save and Continue**".

Company Name:

Company Id	34758	Notice Period (Days) *	30
Employee Number *	1016	Probation Period (months)	6
New Basic Salary *	8,000	Request Reason	
Mobile Number *	050	Authority Comments	
Food Provided *	No		
Food Allowance			
Accommodation Provided *	No		
Accommodation Type	Search and Select		
Accommodation Allowance			
Transportation Provided *	No		
Transport Allowance			
Other Monthly Allowance			
Leave Days (Calendar Days) *	60		

☒ 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](#)



*You can choose Allowances provided as **Yes**, **No** or **Allowance** (if allowance is selected, please enter the amount)*









4. 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: 20170406

Document Name	File Type	Mandatory	Upload File	View / Delete
Bank statement 3 months	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	 
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	 
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	 
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	 

Continue and Review

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

NIP EC Amend



Back

1

2

3


4

Service Request

Upload Document

Summary

Payment Confirmation

 Details of the selected request are given below.

Company Name:

SR Number: 20170406

Employee Number

101

Transportation Provided

No

New Basic Salary

8,000

Leave Days (Calendar Days)

60

Mobile Number

05C

Notice Period (Days)

30

Food Provided

No

Probation Period (months)

6

Accommodation Provided

No

Edit

Document Name


Preview/Download

No data to display.

Confirm and Continue

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

NIP EC Amend



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)
2,646,190.94 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
20170406			Saved

Submit

Amend EC

6

