



دبي التجارية
DUBAI TRADE

National Industries Park Amend EC with JT User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	Amend EC with JT
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 Job Title change or with Salary/Allowances increase at the same time.

Procedure:

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

The screenshot shows the 'NIP EC Amend with JT' interface. At the top, there is a blue header bar with the title 'NIP EC Amend with JT' 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 sidebar menu with options: 'Edit SR', 'Upload Document', 'Cancel SR', 'Update Address', and 'View SR Details'. The main content area features a search bar with fields for 'SR Number', 'Select Status' (a dropdown menu), and a 'Search' button. Below the search bar 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 the 'Company Name' form. It has a blue header bar with the text 'Company Name:'. The form is divided into two columns. The left column contains the following fields: 'Company Id', 'Employee Number' (with a search icon), 'New Basic Salary', 'New Job Title' (dropdown), 'Mobile Number' (with a red asterisk), 'Food Provided' (dropdown), 'Food Allowance', 'Accommodation Provided' (dropdown), 'Accommodation Type' (dropdown), 'Accommodation Allowance', 'Transportation Provided' (dropdown), 'Transport Allowance', 'Other Monthly Allowance', 'Nationality' (dropdown), and 'Qualifications' (dropdown). The right column contains: 'Notice Period (Days)' (dropdown with a red asterisk), 'Leave Days (Calendar Days)' (dropdown with a red asterisk), 'Request Reason' (text area), and 'Authority Comments' (text area).

4. Choose the **"Employee Number"** using the search look-up.

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		Notice Period (Days) *	30
Employee Number *	101	Leave Days (Calendar Days) *	30
New Basic Salary *	4,345	Request Reason	
New Job Title *	COORDINATING OFFICE	Authority Comments	
Mobile Number *	05xxxxxxxx		
Food Provided	No		
Food Allowance			
Accommodation Provided	Yes		
Accommodation Type	Single		
Accommodation Allowance			
Transportation Provided	Yes		
Transport Allowance			
Other Monthly Allowance			
Nationality	India		
Qualifications	University Degree		

☒ 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



New Job Title must be updated. You increase the salary information at the same time.

5. Upload the required documents by using the "Drag and Drop" option or simply by selecting a file. You can view, download or delete documents uploaded.



Required documents are dependent on the information you have entered on the previous page.

The SR number will be generated at this stage.

Company Name:			SR Number: 20170834	
Document Name	File Type	Mandatory	Upload File	View / Delete
Attested Educational certificate page 1	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here.	  
Attested Educational certificate page 2	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here.	  
Passport page 1	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here.	  
Passport page 2	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here.	  
Photograph	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here.	  
Resident Permit	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

Click "Continue and Review".

6. 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.

1

Service Request

2

Upload Document

3

Summary

4

Payment Confirmation

1

Details of the selected request are given below.

Company Name:

SR Number: 20170834

Employee Number

Accommodation Type

New Basic Salary

Transportation Provided

New Job Title

Nationality

Mobile Number

Qualifications

Food Provided

Notice Period (Days)

Accommodation Provided

Leave Days (Calendar Days)

Single

Yes

ADMINISTRATOR

India

0501234567

University Degree

No

30

Yes

30

Courier Details

Courier Required

Address Line 2

Courier Location

Contact Name

Address Line 1

Contact Phone

Time

Within FreeZone

AL QUOZ

aaa

SWISSBORING OVERSEAS PILLING CORP

0501234567

11 AM - 1 PM

Edit

Document Name

Preview/Download

Attested Educational certificate page 1

Attested Educational certificate page 2

Passport page 1

Passport page 2


Photograph

Resident Permit

Confirm and Continue

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

NIP EC Amend with JT



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)
2,636,413.22 AED

Total Charge Amount:
1,240.00 AED

Total VAT Amount:
00.50 AED

Total Charge Amount with VAT:
1,240.50 AED

SR Number	Employee	Customer	Status
20170834			Saved

Submit

Amend EC with JT

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