



دبي التجارية  
DUBAI TRADE

# *National Industries Park Attest EC (Employment Contract) User's Manual*

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# Table Designs

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## DOCUMENT DETAILS

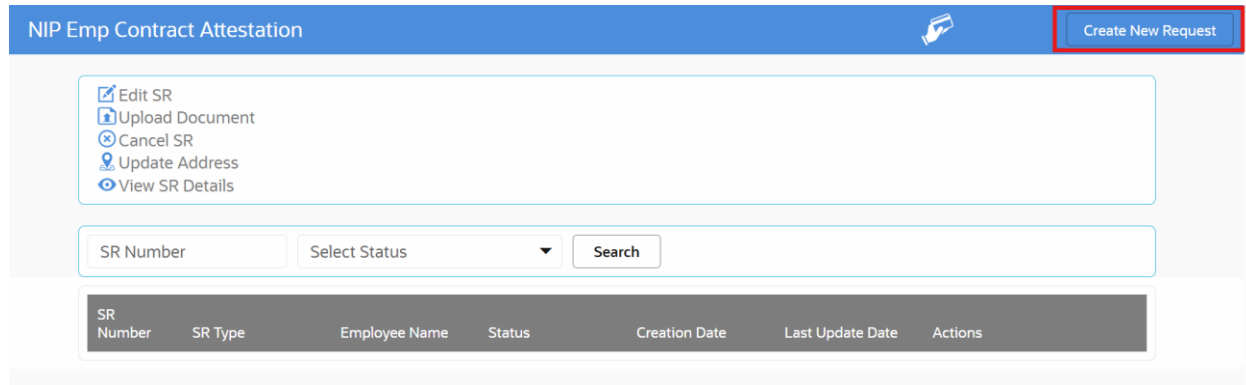
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Document Name	Attest EC
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	15 <sup>th</sup> November 2025
Current Version	1.0

*This service is to apply for Attestation of Employment Contract for the Employee(s) working in companies registered in NIP.*

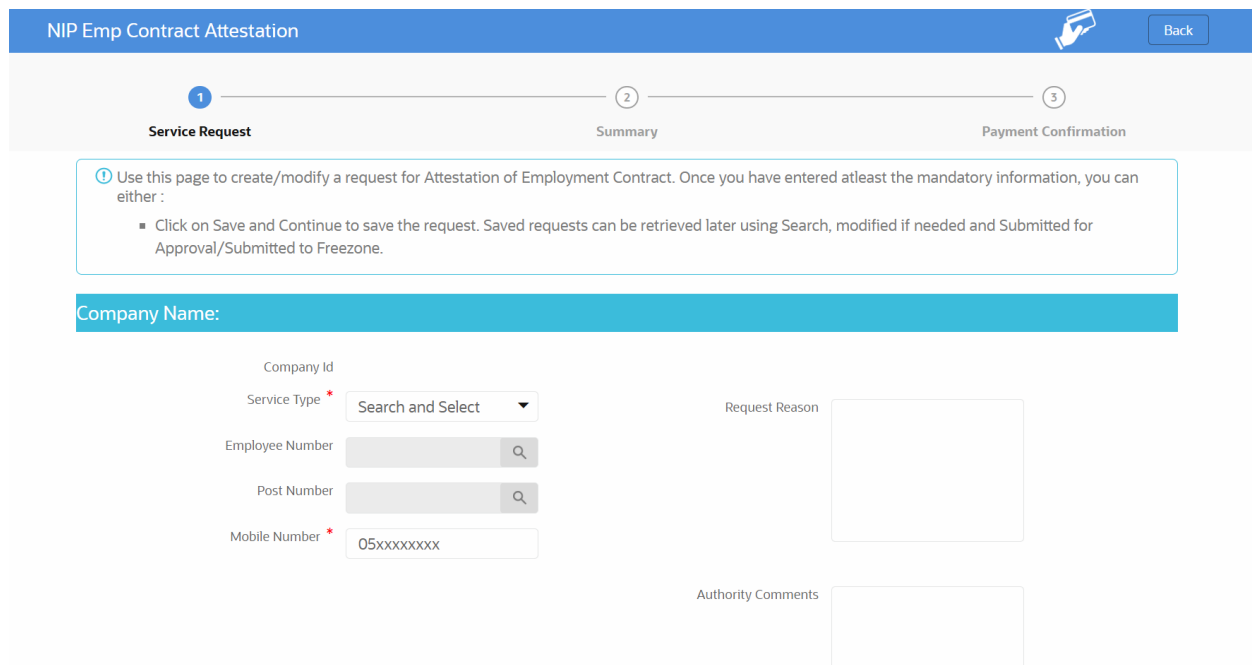
**Procedure:**

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



The screenshot shows the 'NIP Emp Contract Attestation' 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 Emp Contract Attestation' form, specifically the 'Service Request' step (indicated by a blue circle with the number 1). The form has a blue header with the title 'NIP Emp Contract Attestation' and a 'Back' button. Below the header is a progress bar with three steps: 1. Service Request, 2. Summary, and 3. Payment Confirmation. The main content area contains a blue box with instructions: 'Use this page to create/modify a request for Attestation of Employment Contract. 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.'

Below the instructions is a blue bar labeled 'Company Name:'. Underneath, there are several input fields: 'Company Id' (a dropdown menu), 'Service Type' (a dropdown menu with 'Search and Select' selected), 'Employee Number' (a text field with a search icon), 'Post Number' (a text field with a search icon), 'Mobile Number' (a text field with '05xxxxxxx' entered), 'Request Reason' (a large text area), and 'Authority Comments' (a large text area).

3. Select the "Service Type" either"
  - a. **Contract for Consulate/Embassy**
  - b. **Attestation of Existing Contract**

NIP Emp Contract Attestation

1

2

3

Service Request

Summary

Payment Confirmation

ⓘ

Use this page to create/modify a request for Attestation of Employment Contract. 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.

Company Name:

Company Id

Service Type

Employee Number

Post Number

Mobile Number

Search and Select

Contract for Consulate/Embassy

Attestation of existing Contract

Request Reason

Authority Comments

05xxxxxxxx

4. Search for either "**Employee Number**" or "**Post Number**"

NIP Emp Contract Attestation

1

2

3

Service Request

Summary

Payment Confirmation

ⓘ

Use this page to create/modify a request for Attestation of Employment Contract. 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.

Company Name:

Company Id

Service Type

Employee Number

Post Number

Mobile Number

Attestation of existir

Request Reason

Authority Comments


05xxxxxxxx


5. Click "Save and Continue".

Company Name: ^

Company Id

Service Type \* **Attestation of existing C**

Employee Number 

Post Number 

Mobile Number \* **0501234567**

Request Reason


Authority Comments

☒ 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. 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.


NIP Emp Contract Attestation  **Back**

1 **Service Request** 2 **Summary** 3 **Payment Confirmation**

 Details of the selected request are given below.

Company Name: **SR Number: 20170803**

Service Type **Attestation of existing Contract**

Employee Number 

Mobile Number **0501234567**

**Edit**

**Confirm and Continue**

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

NIP Emp Contract Attestation

Back

1

2

3

Service Request

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:  
**100.00 AED**

Total VAT Amount:  
**00.00 AED**

Total Charge Amount with VAT:  
**100.00 AED**

SR Number	Employee	Customer	Status
20170803			Saved

Submit

Attest EC

6

