

Amend Employee Salary Details

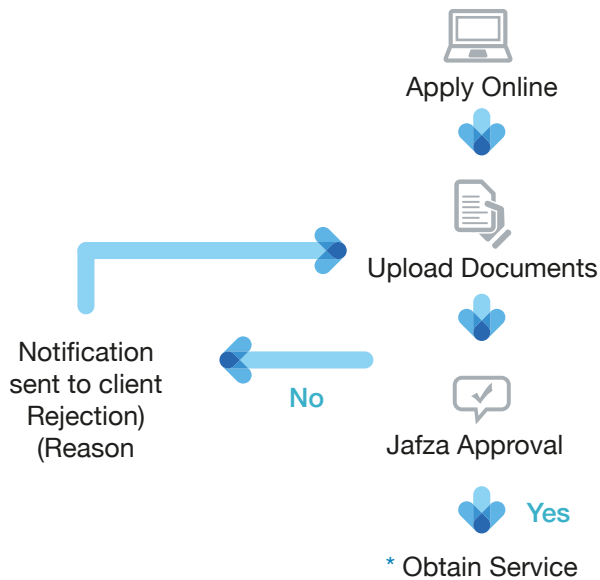


Definition

- Amend Employee Salary Details service will enable customer to amend details of the following whenever there is a change:
 - Salary & allowance details of employees.



Amend Employee Salary Process



* Amend Employment Salary will update the Employee records with the new details requested by customer upon approval by Jafza.



Fee

- AED 300/- Salary Amendment

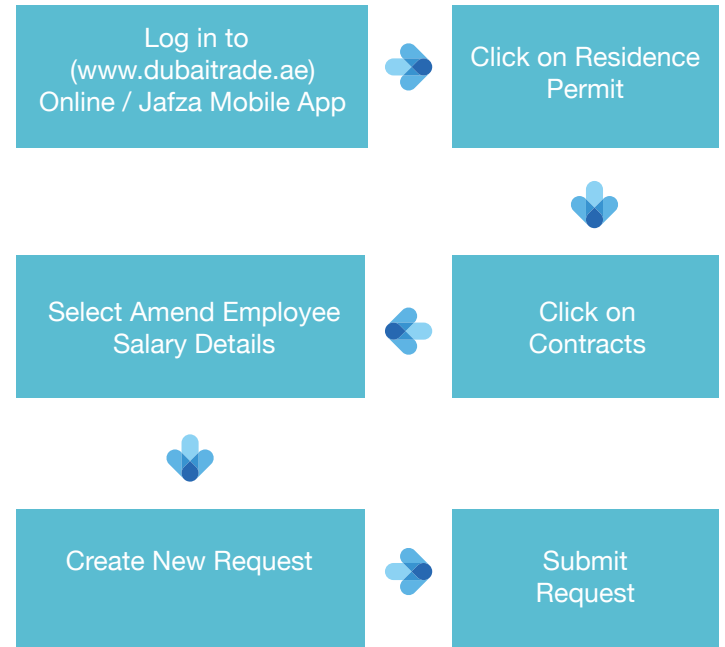


Service Time Delivery

- 1 Day



How to Apply Online



Required Documents to upload

- Employment Contract Amendment Form 9 (www.jafza.ae)

Note:

Sufficient Cash Guarantee (CG) / Bank Guarantee (BG). (Required 1.5 months of increased Basic Salary from previous basic salary).

Employment Contract Attestation by Jafza



Definition

- Attestation of Employment Contract service will permit to get the Employment Contract attested from Jafza for your company Employee's various needs to submit at Consulate / Banks / Government Departments etc..



Attest Employment Contract Process



Apply Online



Jafza Approval



Yes

* Obtain Service

* Attested employment contract of the employee will be delivered based on the option selected at the time of request creation



Fee

- AED 100



Service Time Delivery

- 1 Day



How to Apply Online

Log in to
(www.dubaitrade.ae)
Online / Jafza Mobile App



Click on Residence
Permit



Select Employment
Contract Attestation by
Jafza



Click on
Contract



Create New Request



Submit
Request