



EMPLOYMENT CONTRACT AMENDMENT

EMPLOYEE NAME:

DATE:..... CEC No:.....

REFERENCE IS MADE TO YOUR EMPLOYMENT CONTRACT.

WE ARE PLEASED TO INFORM YOU THAT THE FOLLOWING TERMS AND CONDITIONS OF YOUR EMPLOYMENT CONTRACT HAVE BEEN CHANGED WITH EFFECT FROM.....

THE DETAILS ARE AS FOLLOWS:-

DESIGNATION :

SALARY :

ACCOMMODATION/
ALLOWANCE :

TRANSPORT :

FOOD :

ALL OTHER TERMS AND CONDITIONS MENTIONED IN YOUR EMPLOYMENT CONTRACT REMAIN THE SAME.

.....
AUTHORIZED PERSON SIGNATURE

.....
EMPLOYEE SIGNATURE

THE AMENDMENT EMPLOYMENT CONTRACT HAS TO BE TYPED ONLY.

Note: In case the applicant is amending both the salary and the designation at the same time, the total required fee is Aed 400 + 50 (DNRD application fee). In case the applicant is amending only the salary or the designation then each service has an individual fee.

SALARY AMENDMENT REQUIRED DOCUMENTS

- Bank Statement for the last 3 months
- Bank Guarantee should be adjusted if insufficient
Aed 200

DESIGNATION AMENDMENT REQUIRED DOCUMENTS

- Qualification Certificate attested by UAE Ministry of Foreign Affairs or UAE Embassy from the country of origin
 - Original Passport
Aed 400 + 50 (DNRD application fee)
- *Aed 100 CEC Amendment (if required)* - The CEC will only be amended upon approval of the Designation change and once the new RP has been stamped in the Passport