National Industries Park Request and Download Statement of Account 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.



Request and Download Statement of Account

Table Designs

DOCUMENT DETAILS

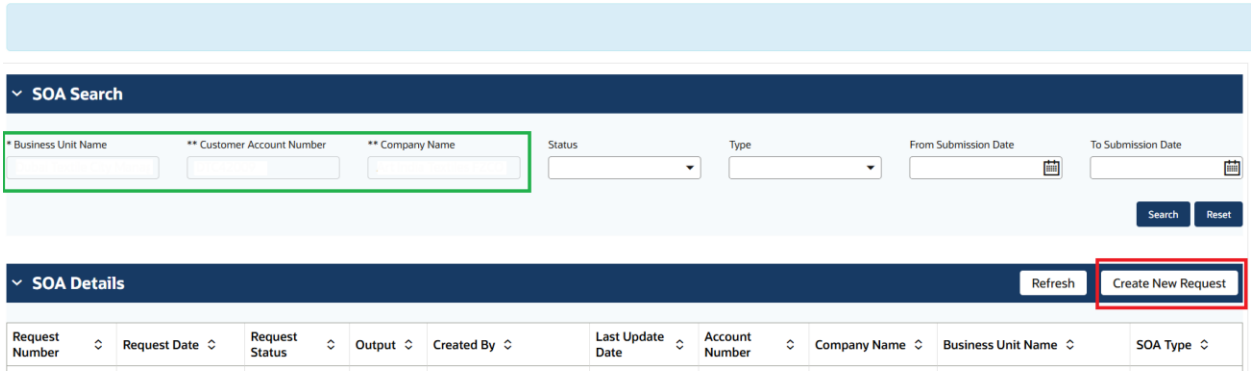
Document Name	Request and Download Statement of Account
Project Name	
Business Unit	National Industries Park (NIP)
Author(s)	DT Training Dept.
Last Updated Date	3rd December 2025
Current Version	1.0

This service allows customers to request Portal Deposit and Non-Portal account statements.

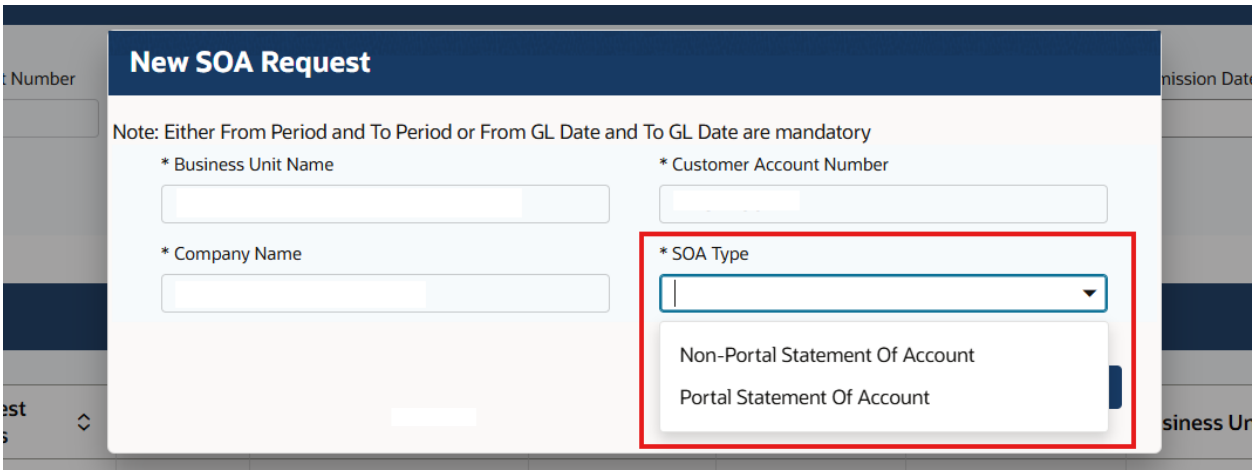
Process*:*

1. The below screen will be displayed. The company information will be auto fetched.

   Click "**Create New Request**" to begin.

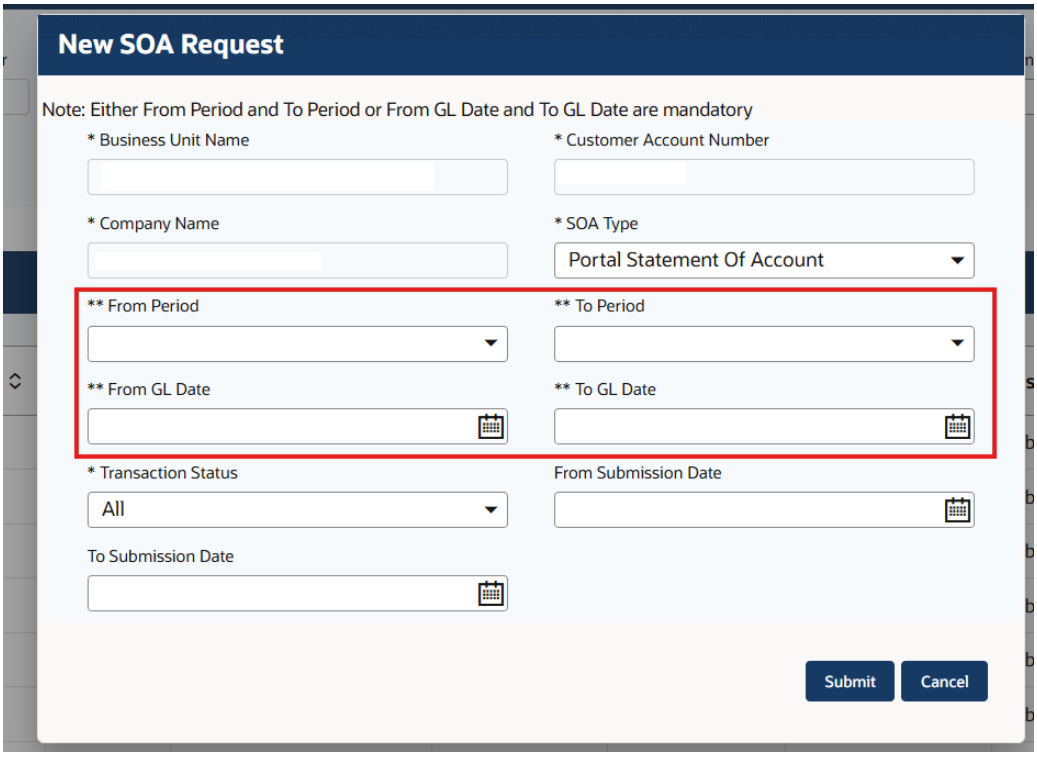


2. On the pop-up screen, choose required statement of account type.

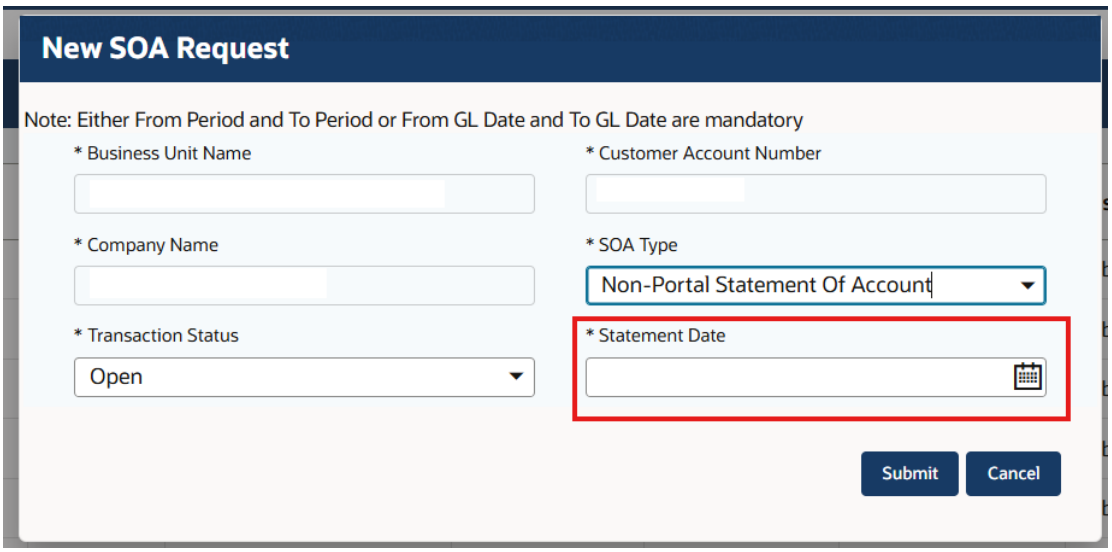


3. Enter required information as per SOA type. Click on "**Submit**" to proceed.

Portal Deposit SOA:

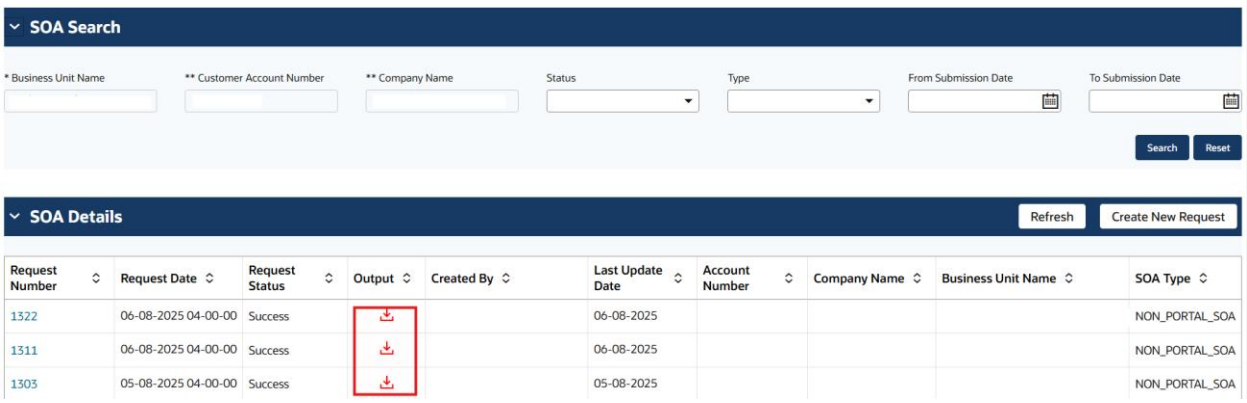


Non-Portal Deposit SOA:



4. System will take you back to the landing page with all the requests you have submitted.

   When request status shows "Success", click on the "**download**" icon to view the requested SOA.



www.dubaitrade.ae