National Industries Park Admin Letters User's Manual

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Letter Request - Admin Letters

Table Designs

DOCUMENT DETAILS

Document Name	Admin Letters
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	15th November 2025
Current Version	1.0

This service enables customers to apply for employee-related letters.

Procedure:

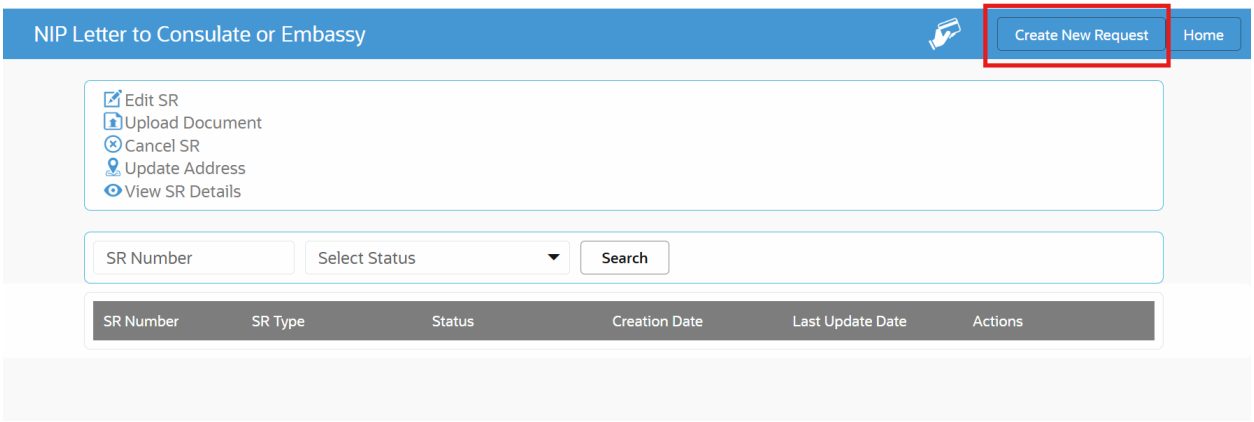
1. Choose the required employee letter.



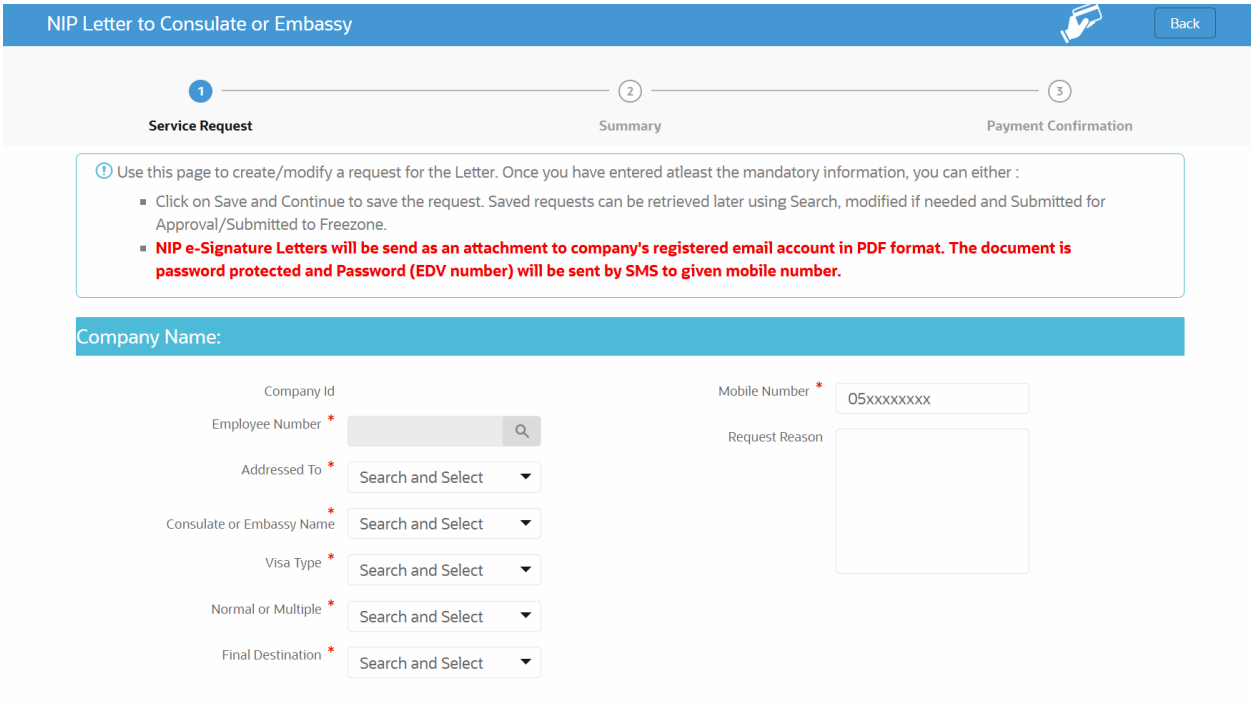
2. Letter Types:

- **Letter to Consulate or Embassy - This is to request a Service Letter from NIP for the employee addressed to Consulate or Embassy for visa application purposes.**

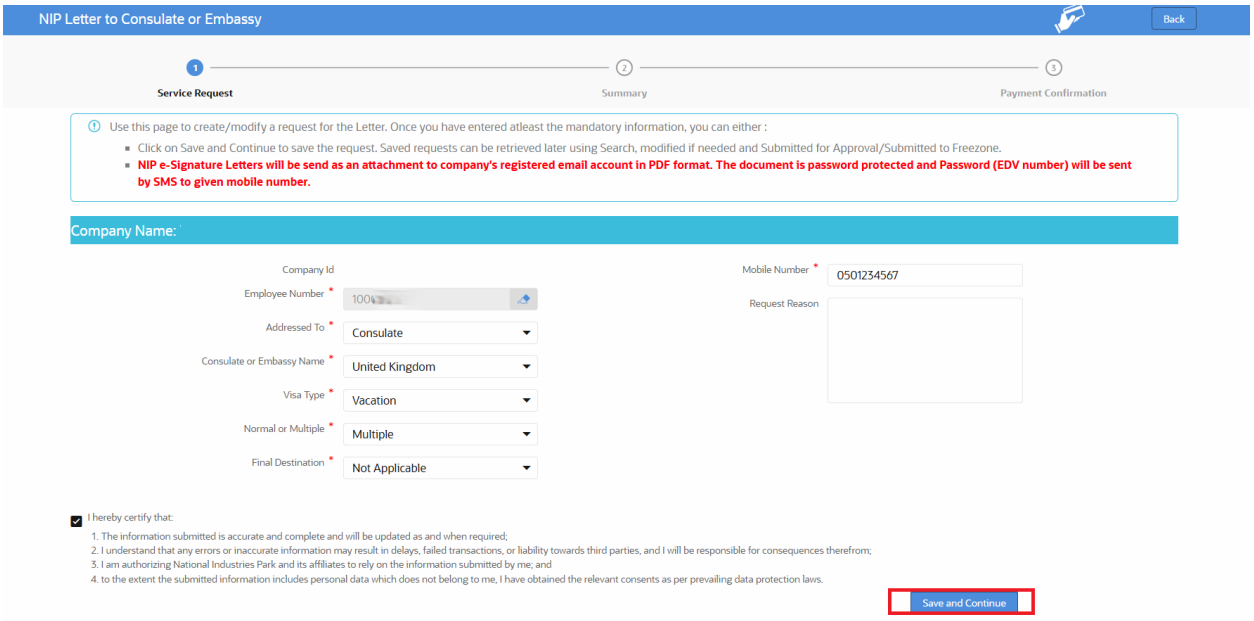
i. Click "**Create New Request**" to initiate the transaction:



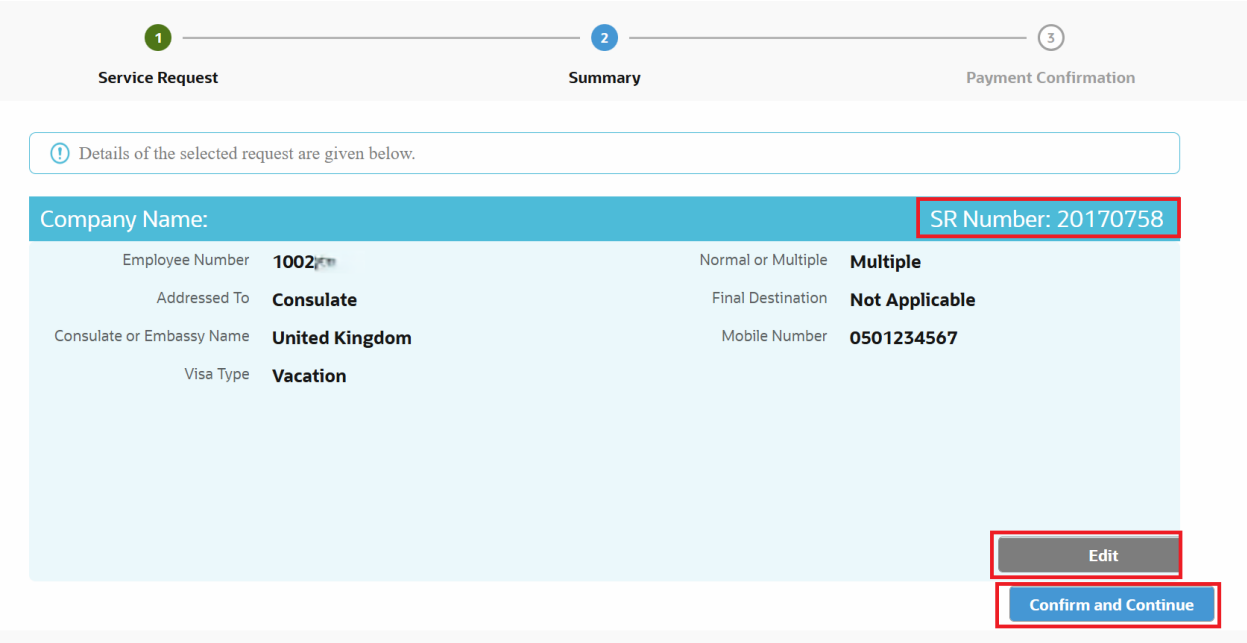
ii. Fill the information as required:



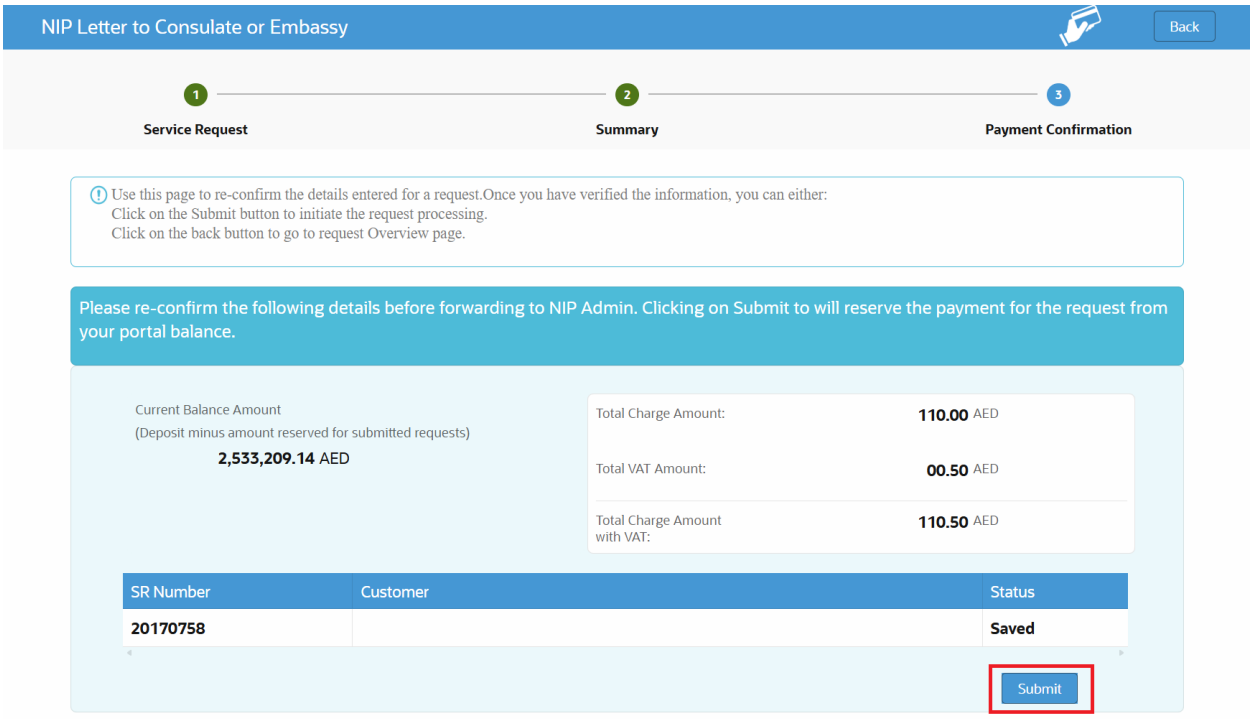
iii. Click "**Save and Continue**" to proceed:



iv. The SR number will be generated. Review the information and edit if required. Click "**Confirm and Continue**" to proceed to payment:

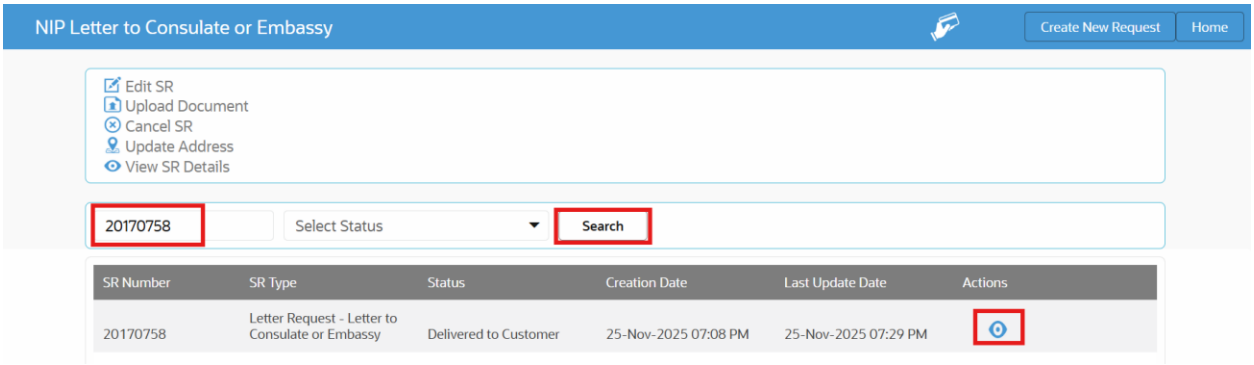


v. Confirm the payment and click "**Submit**" for processing.

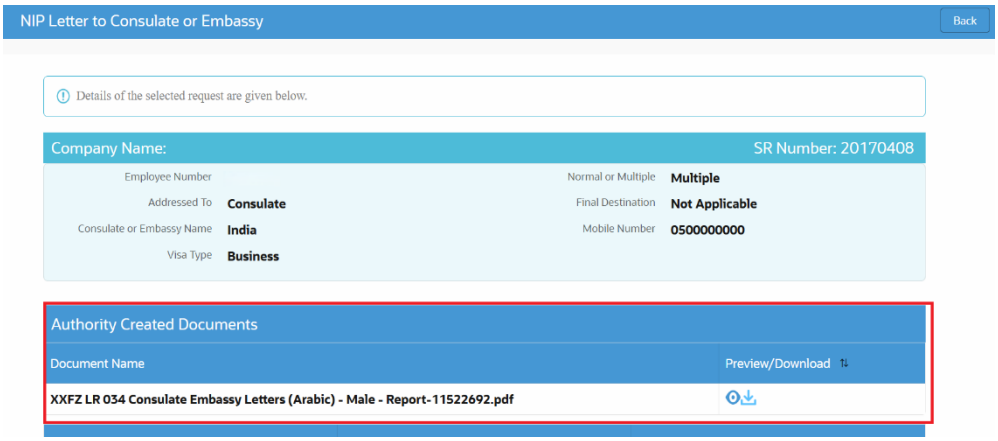


The letter will be emailed as a password protected document or can be downloaded from the SR once processed. The PIN number will be sms'd to the mobile number specified in the request.

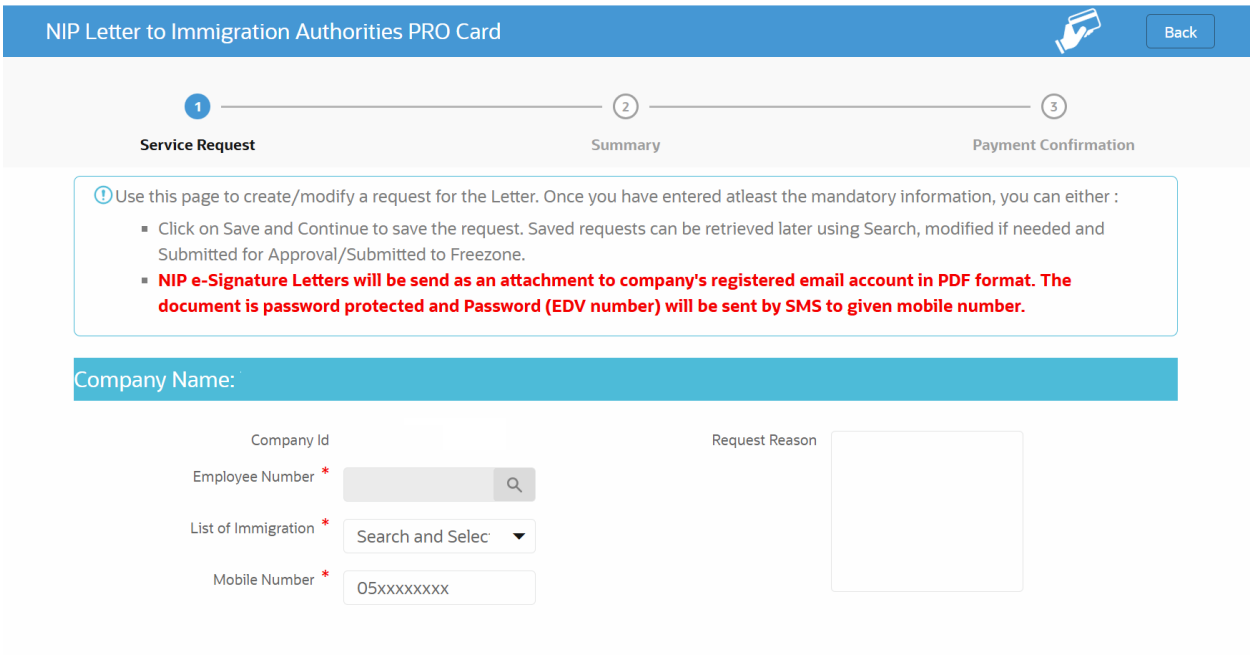
Enter the SR number to search and click on the "eye" icon.



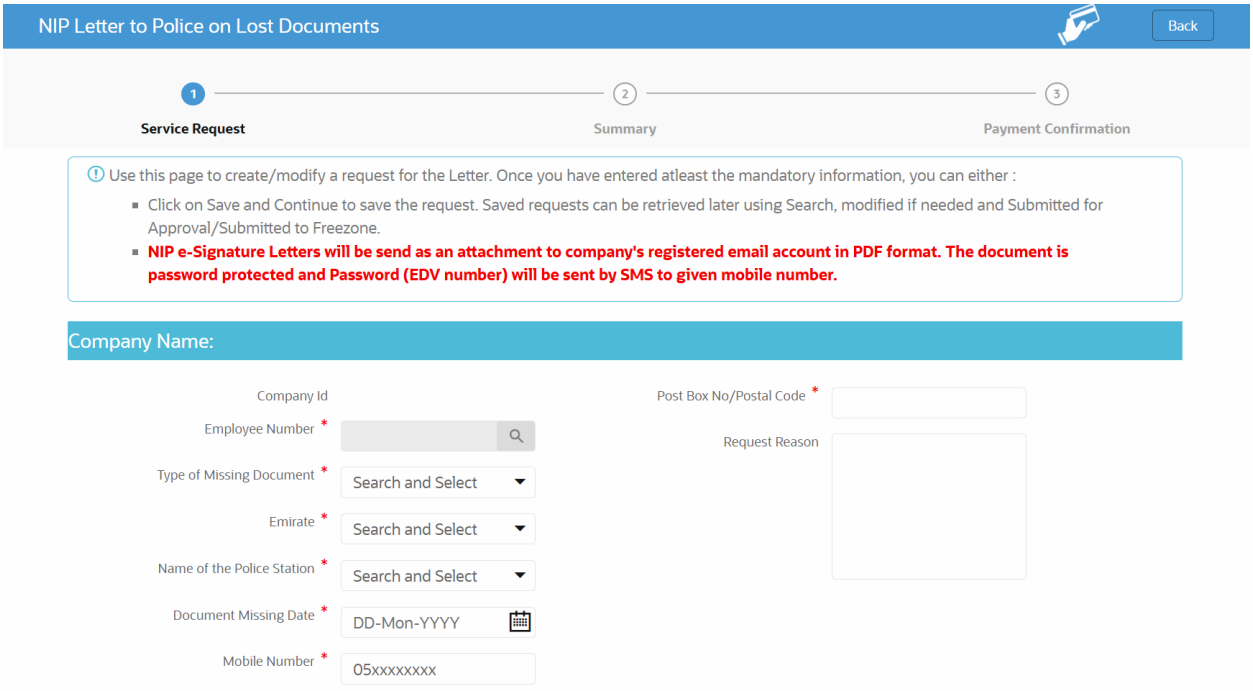
Go to the "Authority Created Document" section to download the letter:



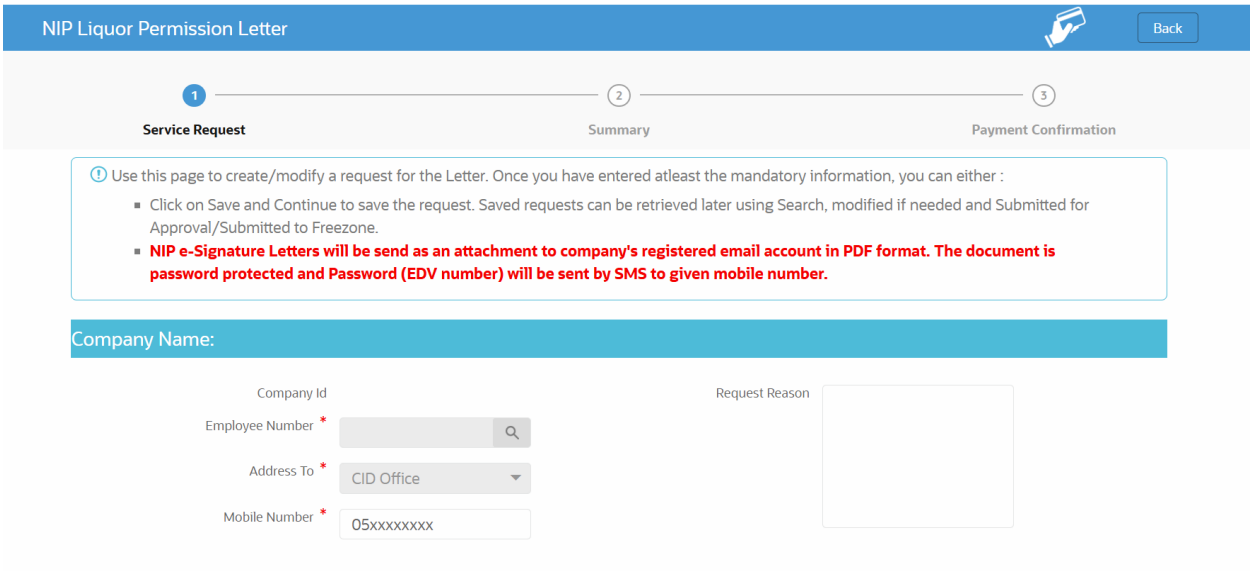
- **Letter to Immigration Authorities PRO Card - This is to request for a Letter / NOC from NIP for the employee to apply Immigration PRO card.**



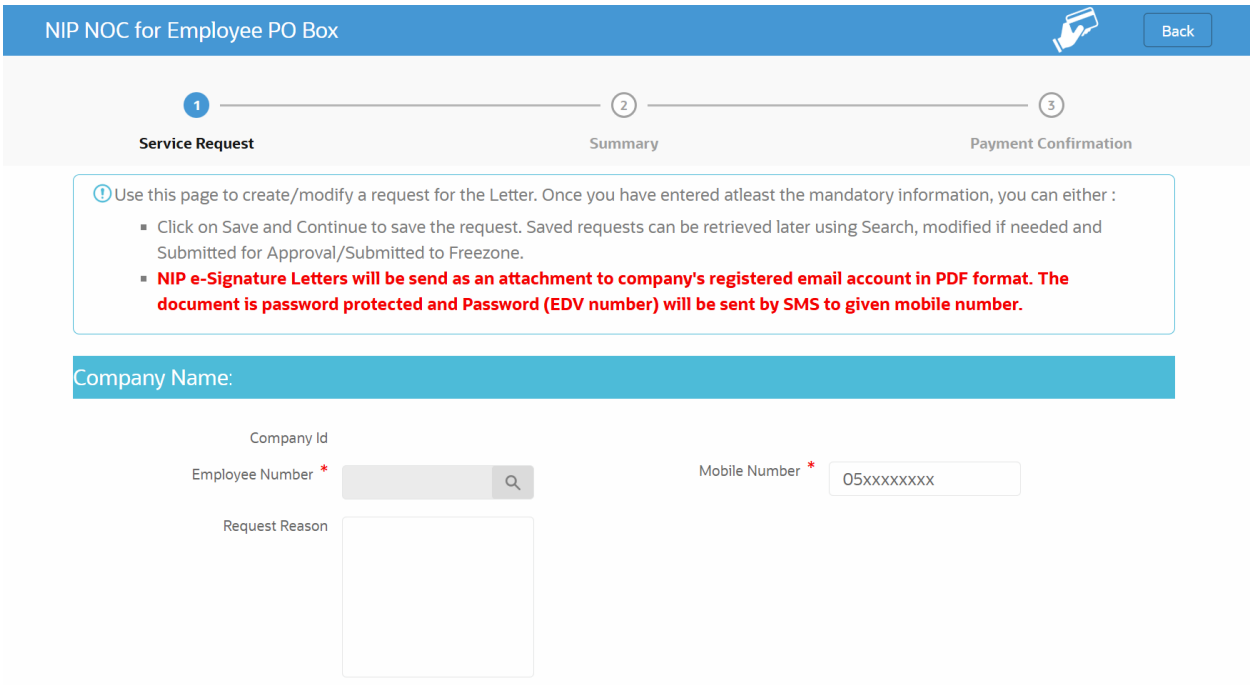
- **Letter to Police on Lost Documents - This is to request for a Letter / NOC from NIP when the employee has lost his Identity Documents.**



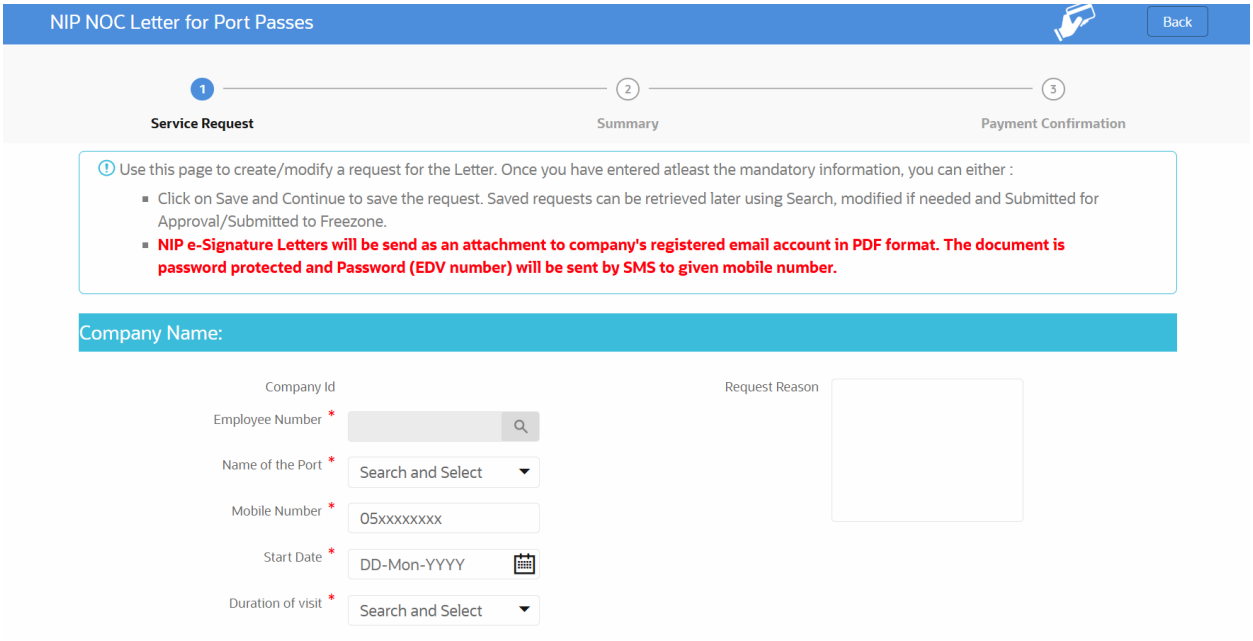
- **Liquor Permission Letter - This is to request for a Letter / NOC from NIP when the employee wants to apply for Liquor License.**



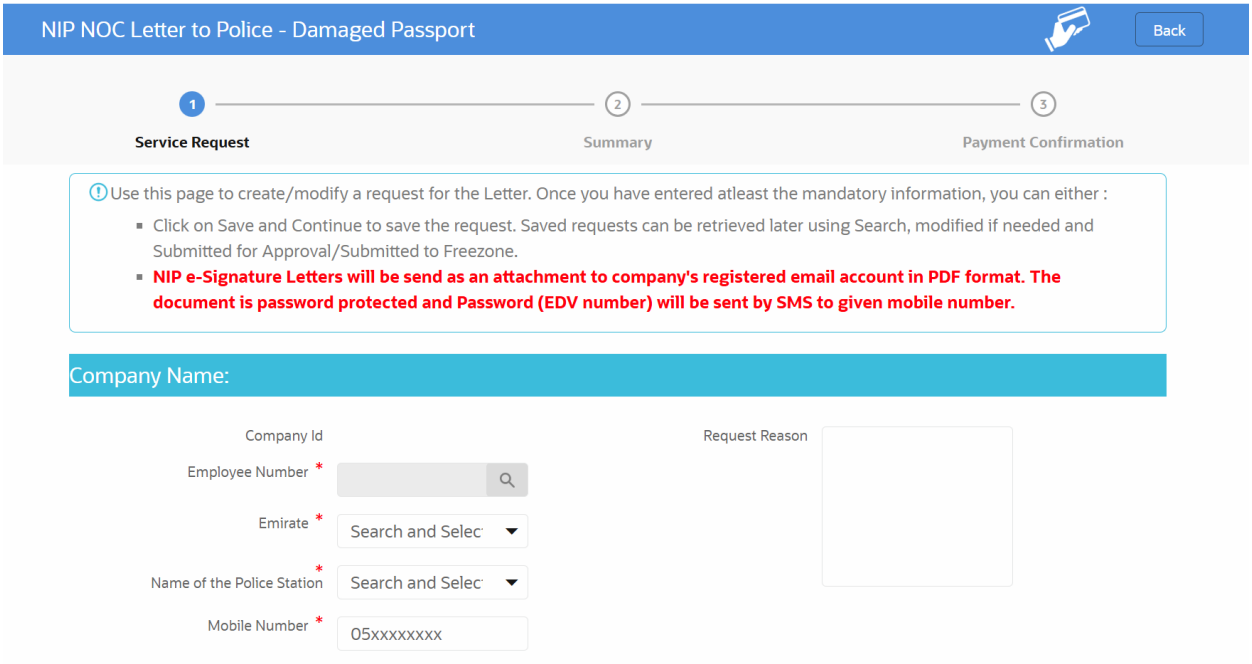
- **NOC for Employee PO Box - This is to request for a Letter / NOC from NIP when the employee wants to apply for PO Box**



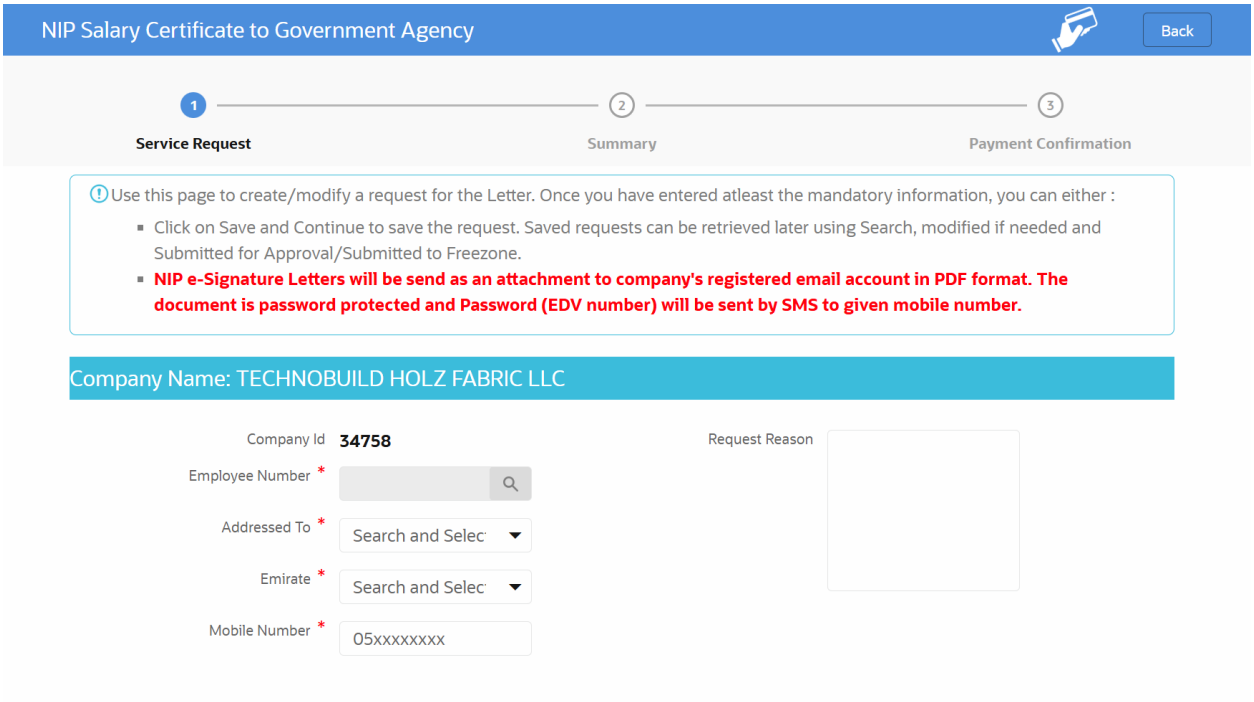
- **NOC Letter for Port Passes - This is to request for a Letter / NOC from NIP addressed to Port Authorities for issuing a pass for the employee if they are visiting a Port.**



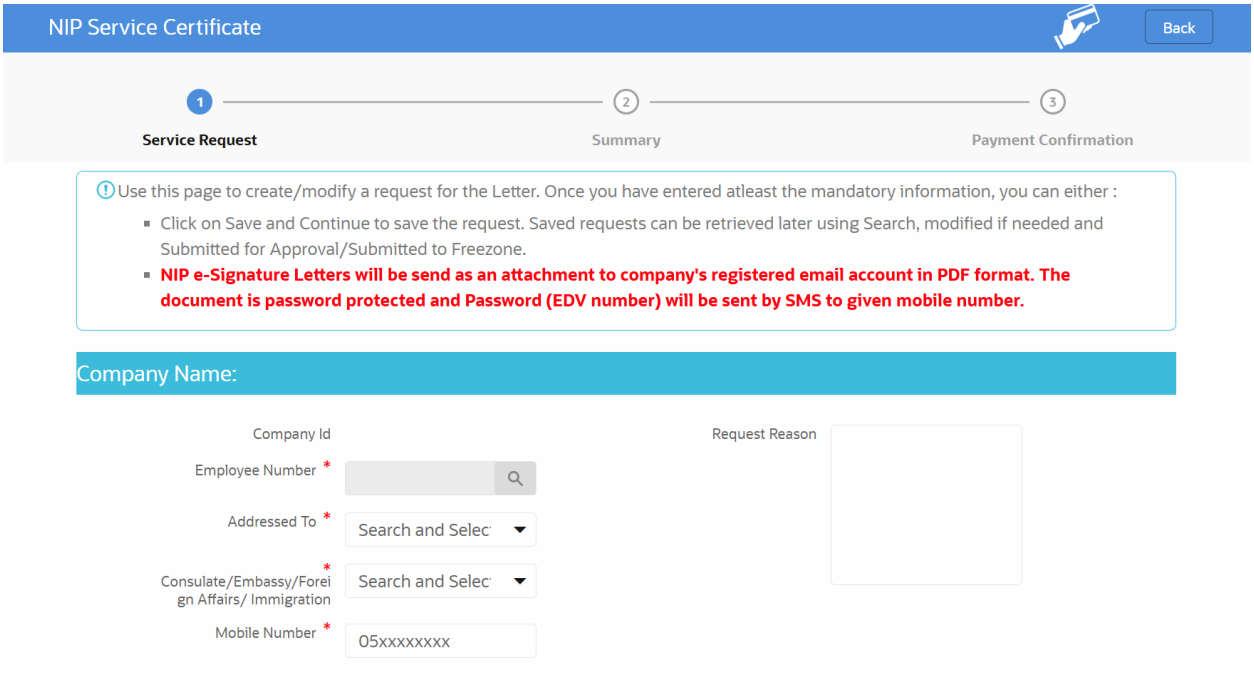
- **NOC Letter to Police - Damaged Passport - This is to request for a Letter / NOC from NIP for the employee to obtain a NOC from Police for Damaged Passport.**



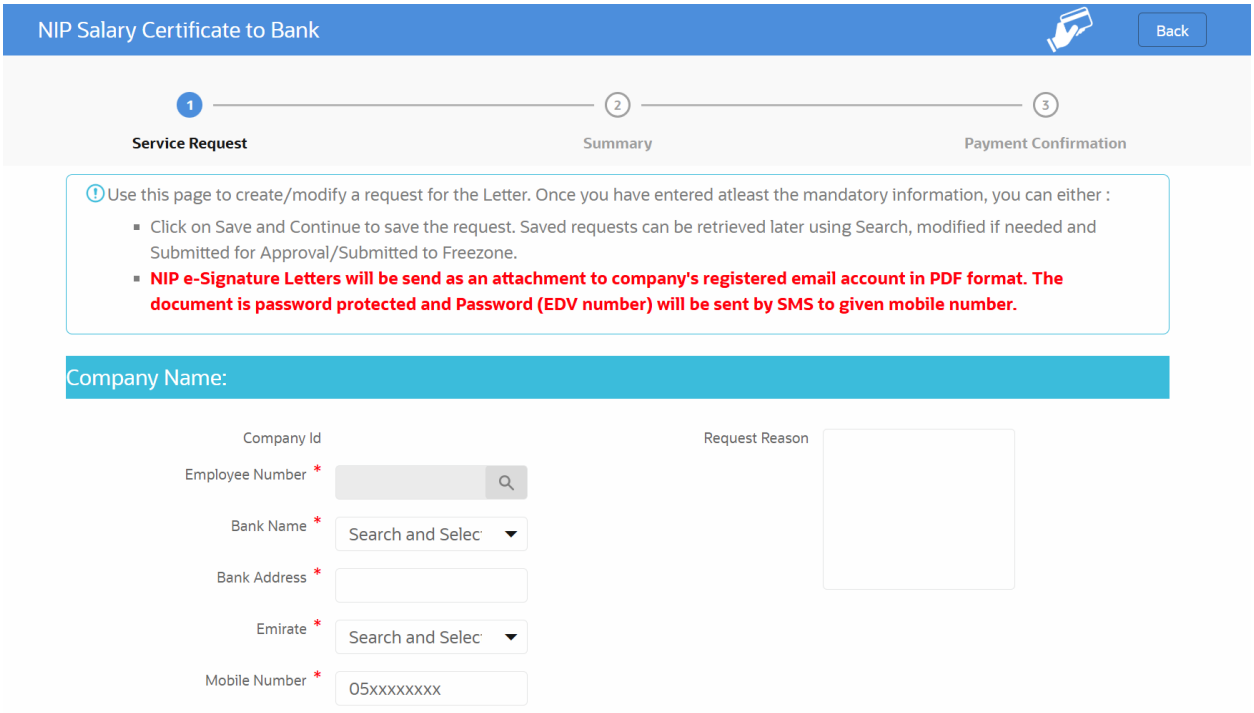
- **Salary Certificate to Government Agency - This is to request for a Salary Certificate from NIP for the employee addressed to Government Agencies in UAE.**



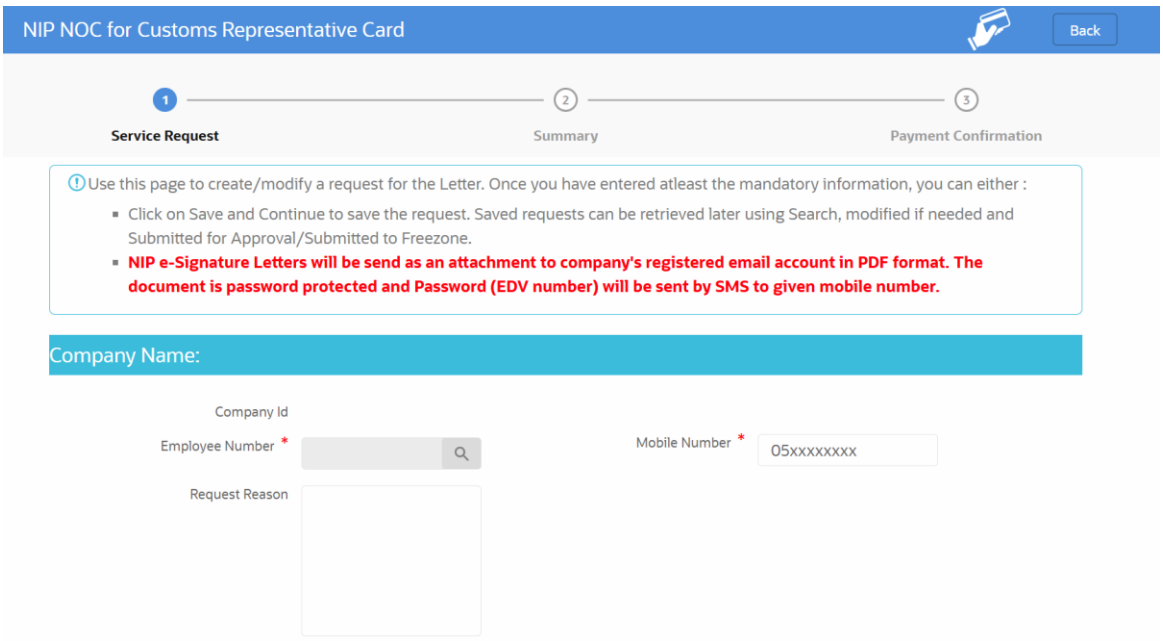
- **Service Certificate - This is to request for a Service Certificate from NIP for the employee.**



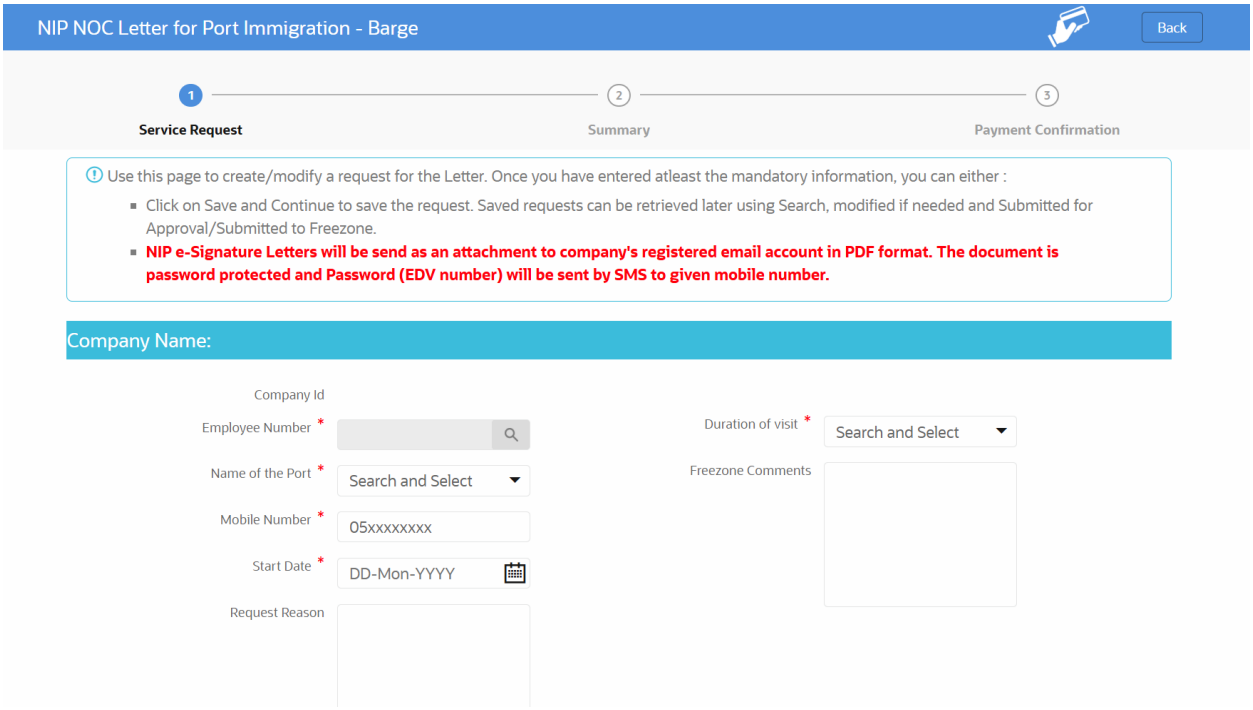
- **Salary Certificate to Bank - This is to request for a Salary Certificate from NIP for the employee addressed to a Bank.**



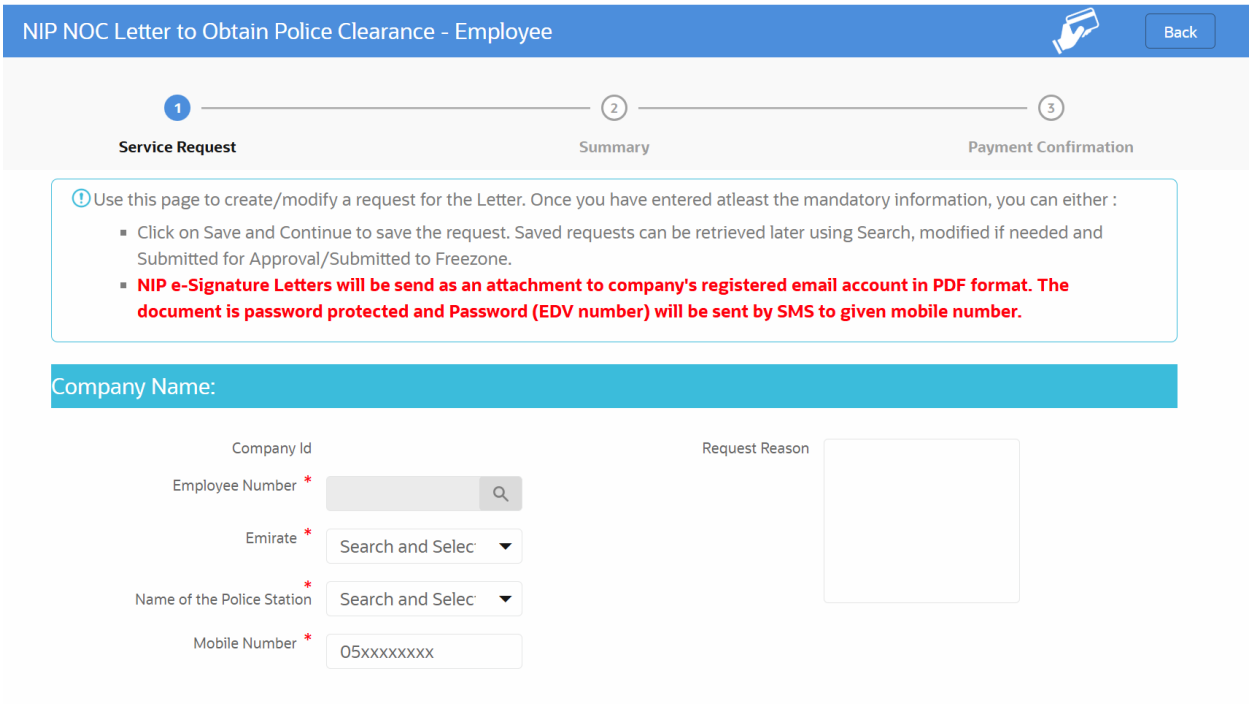
- **NOC for Customs Representative Card - This is to request for a Letter / NOC from NIP addressed to Customs Authorities for issuing a Customs Representative Card for the employee if they interact with the Customs Authority.**



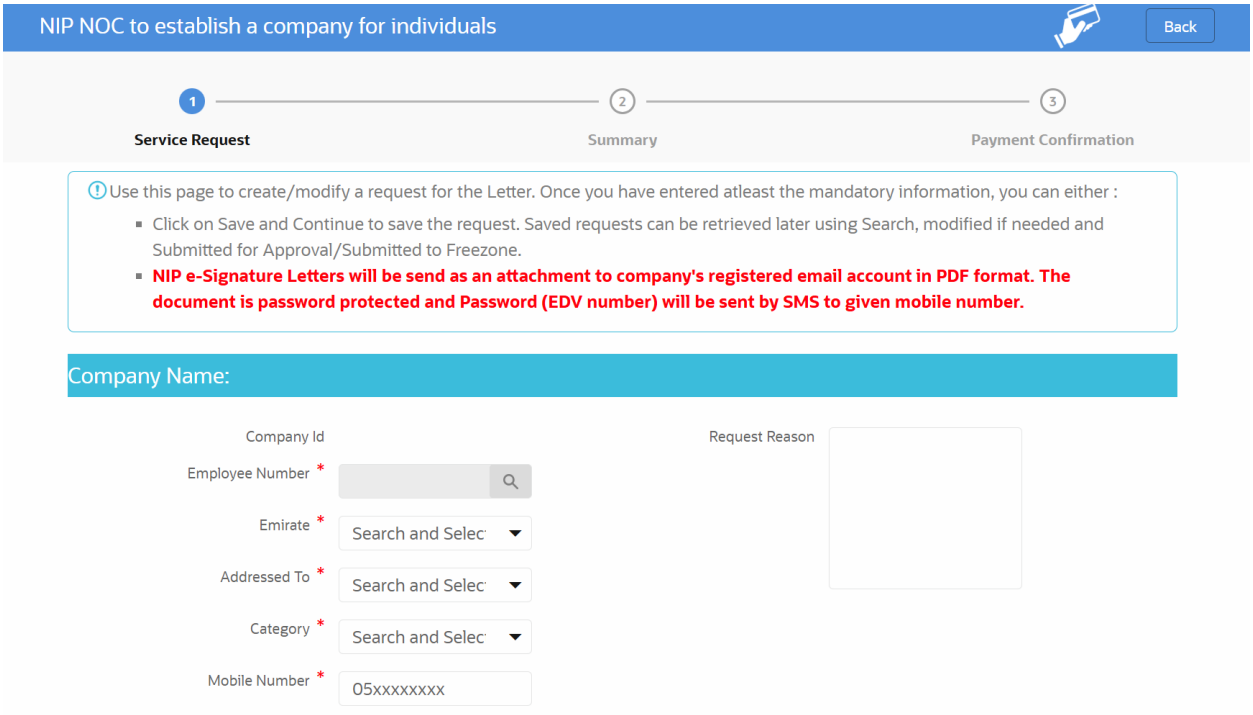
- **NOC Letter for Port Immigration - Barge - This is to request for a Letter / NOC from NIP to Sea Port Immigration when the employee is entering UAE from Sea Port.**



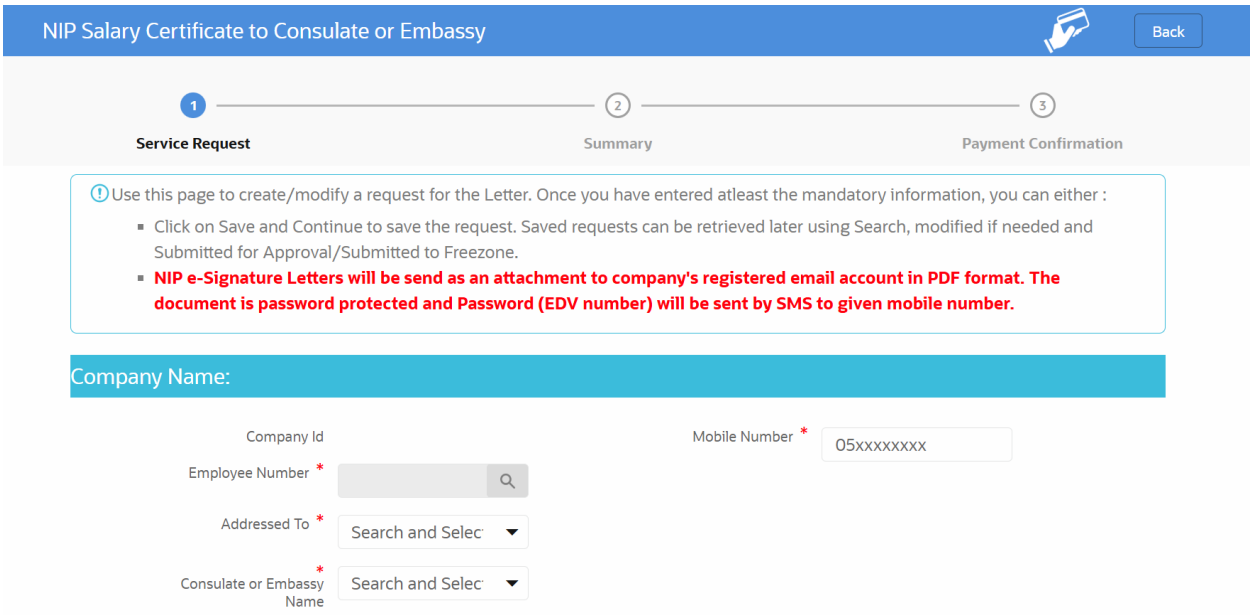
- **NOC Letter to Obtain Police Clearance - Employee - This is to request for a Letter / NOC from NIP for the employee to obtain Police Clearance.**



- **NOC to establish a company for individuals - This is to request for a Letter / NOC from NIP when the employee wants to establish a company.**



- **Salary Certificate to Consulate or Embassy - This is to request for a Salary Certificate from NIP for the employee addressed to Consulate or Embassy for purpose of visit.**



- **Salary Certificate to University - This is to request for a Salary Certificate from NIP for the employee addressed to University**

