National Industries Park Transfer Deposit Balance (Portal/Non-Portal) User's Manual

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Transfer Deposit Balance (Portal/Non-Portal)

Table Designs

DOCUMENT DETAILS

Document Name	Transfer Deposit Balance (Portal/Non-Portal)
Project Name	
Business Unit	National Industries Park (NIP)
Author(s)	DT Training Dept.
Last Updated Date	3rd December 2025
Current Version	1.0

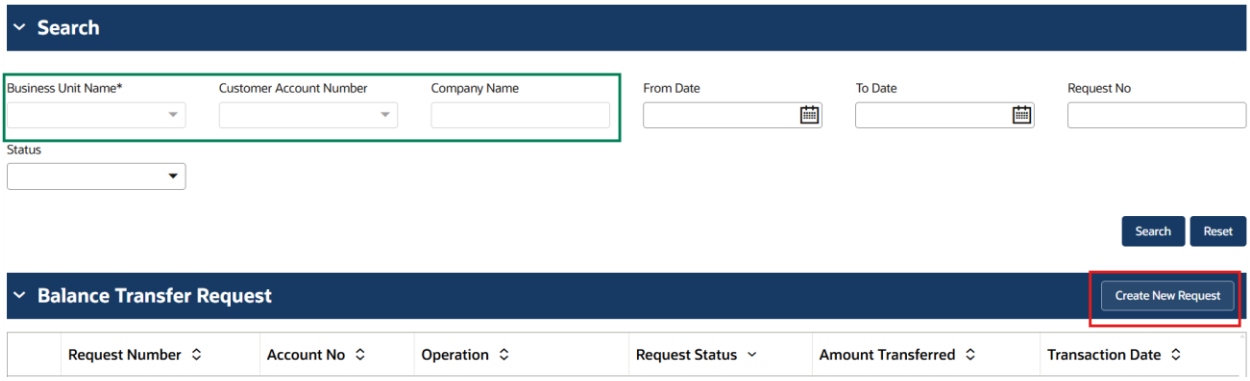
*This service allows customers to request transfers such as "**Non-Portal balance to Portal**" and "**Portal balance to Non-Portal**"*

Procedure:

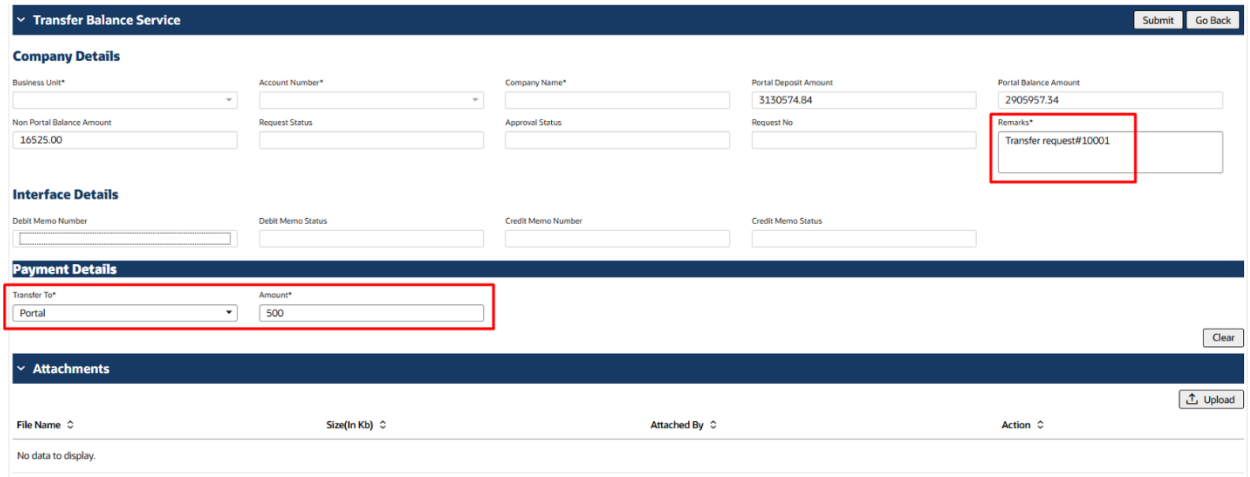
Transfer from Non-Portal balance to Portal

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

Click on "**Create New Request**" to begin a new transaction.



2. Enter the remarks and in the "**Payment Details**" section, please choose "**Transfer To**" as *"Portal"* and the **amount** you wish to transfer.



3. You can attach documents in this section:

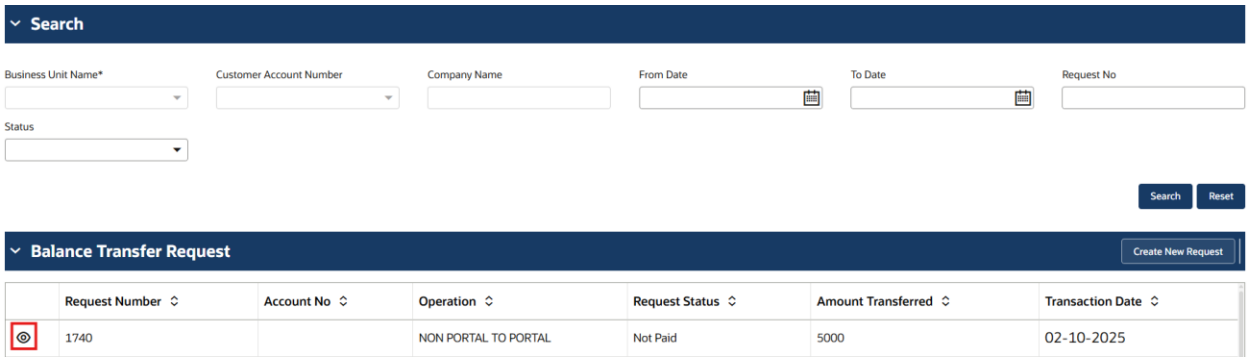


4. When done, click "**Submit**" on top of the request page.

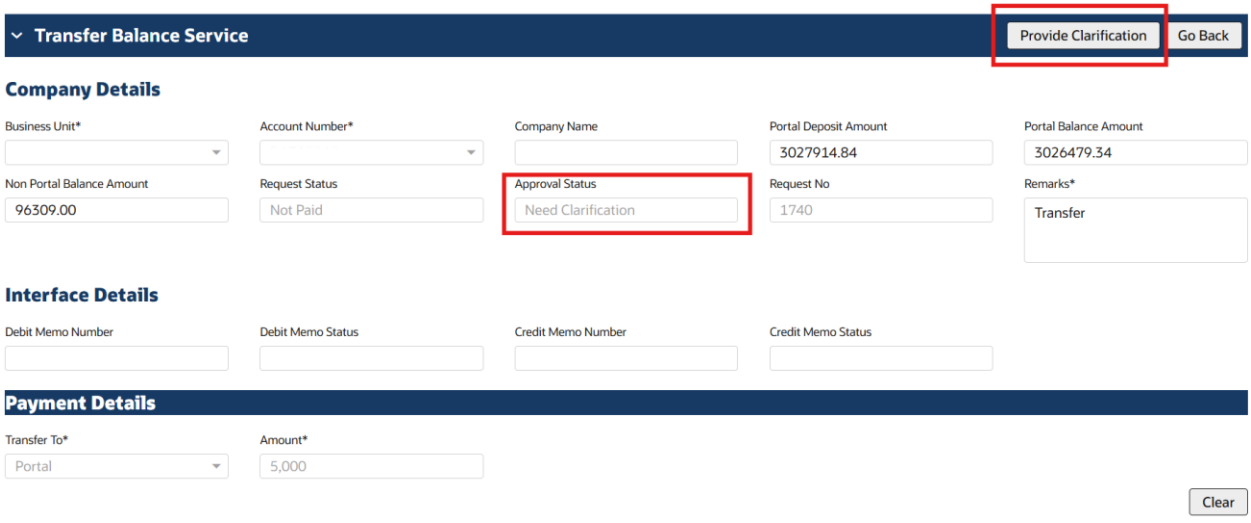


5. The request status will change to "Paid" once approved by the Authority.

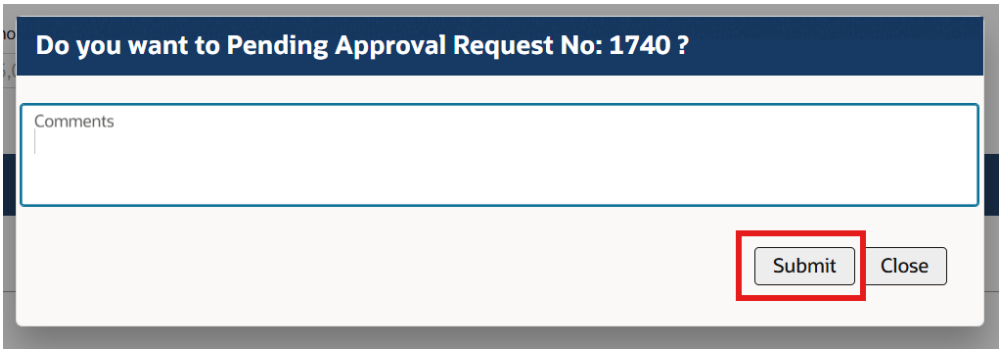
Click on the "👁" icon to view the summary of your request with the Debit and Credit memo information.



If the request is returned by the authority, please click "Provide Clarification"



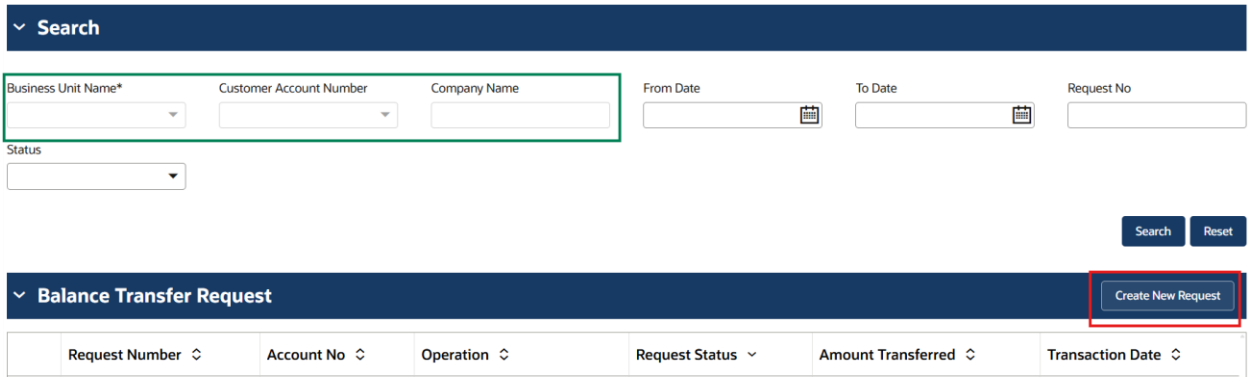
Enter the comments then click "Submit"



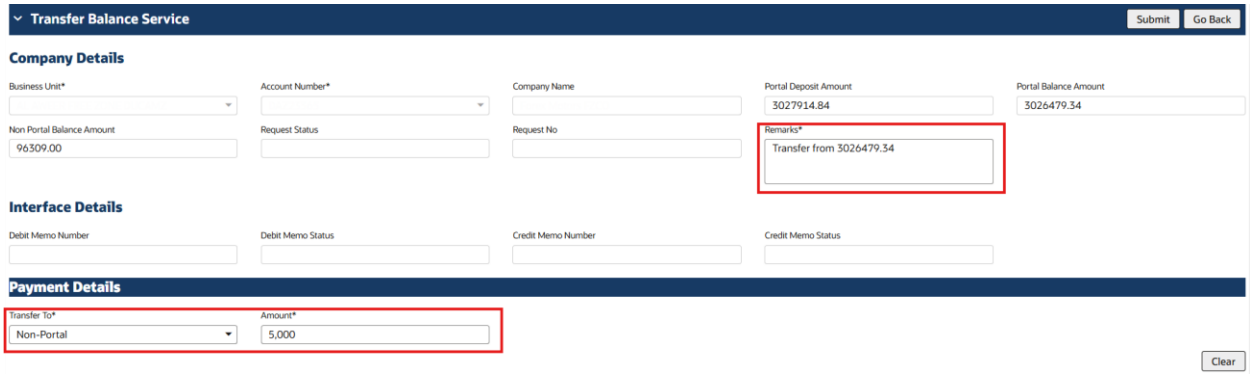
Transfer from Portal balance to Non-Portal

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

Click on "**Create New Request**" to begin a new transaction.



2. Enter the remarks and in the "**Payment Details**" section, please choose "**Transfer To**" as *"Non-Portal"* and the **amount** you wish to transfer.



3. You can attach documents in this section:



4. When done, click "**Submit**" on top of the request page.



5. Click on the "👁" icon to view the summary of your request with the Debit and Credit memo information.

