

National Industries Park Pubaitrade New Authorization Card User's Manual

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License Attestation - New Authorization Card

Table Designs

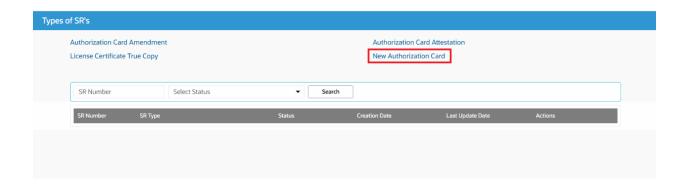
DOCUMENT DETAILS

Document Name	New Authorization Card
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	30 th April 2025
Current Version	1.0

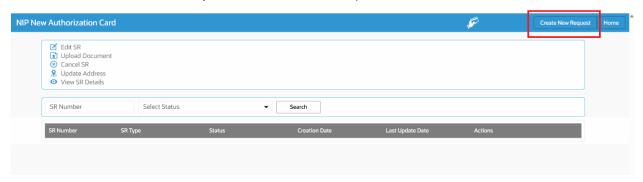
This service allows customers to apply for a New Authorization Card required to sign and/or collect Employee related documents.

Procedure:

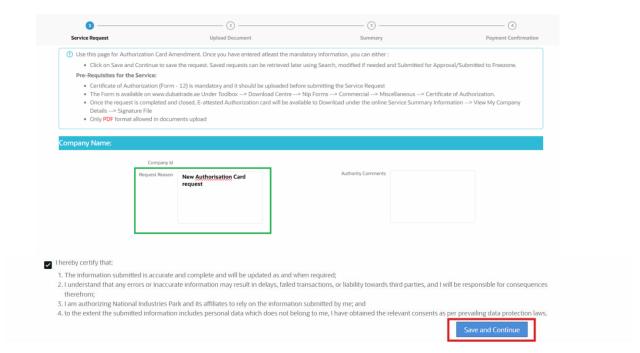
1. Choose "New Authorization Card" from the list.



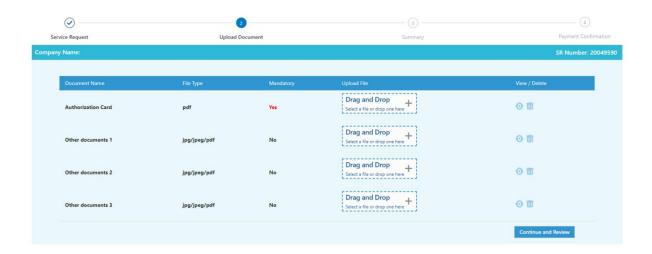
2. Click "Create New Request" to initiate the request.



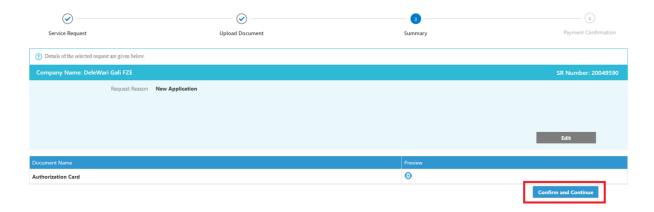
3. Enter your comments, if required. Click "Save and Continue" to proceed.



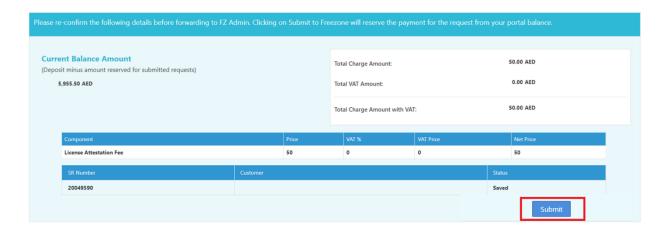
4. Upload the mandatory document.



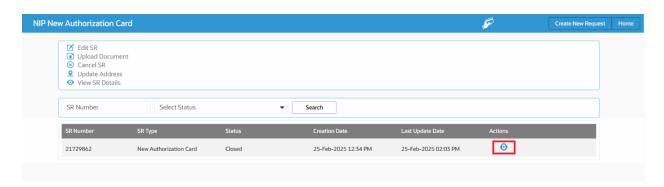
5. Summary Page will appear then click **Confirm and Continue**.



6. The fees breakdown will be displayed. Click on "Submit" to complete the request.



To view the attested Authorisation Card, please go to the SR then click on the view icon:



Then scroll down to the "Authority Created Document" section:

