



دبي التجارية  
DUBAI TRADE

# *National Industries Park New Authorization Card User's Manual*

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# Table Designs

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## DOCUMENT DETAILS

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Document Name	New Authorization Card
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	30 <sup>th</sup> 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.

Types of SR's

Authorization Card Amendment  
License Certificate True Copy

Authorization Card Attestation  
**New Authorization Card**

SR Number Select Status Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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2. Click "**Create New Request**" to initiate the request.

NIP New Authorization Card

Create New Request Home

Edit SR  
Upload Document  
Cancel SR  
Update Address  
View SR Details

SR Number Select Status Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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3. Enter your comments, if required. Click "Save and Continue" to proceed.

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

1

Use this page for Authorization Card Amendment. Once you have entered atleast the mandatory information, you can either :

- Click on Save and Continue to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.

Pre-Requisites for the Service:

- Certificate of Authorization (Form - 12) is mandatory and it should be uploaded before submitting the Service Request
- The Form is available on [www.dubaitrade.ae](http://www.dubaitrade.ae) Under Toolbox --> Download Centre --> Nip Forms --> Commercial --> Miscellaneous --> Certificate of Authorization.
- Once the request is completed and closed, E-attested Authorization card will be available to Download under the online Service Summary Information --> View My Company Details --> Signature File
- Only **PDF** format allowed in documents upload

Company Name:

Company Id

Request Reason

New Authorisation Card request

Authority Comments

☒ I hereby certify that:

- The information submitted is accurate and complete and will be updated as and when required;
- I understand that any errors or inaccurate information may result in delays, failed transactions, or liability towards third parties, and I will be responsible for consequences therefrom;
- I am authorizing National Industries Park and its affiliates to rely on the information submitted by me; and
- to the extent the submitted information includes personal data which does not belong to me, I have obtained the relevant consents as per prevailing data protection laws.

Save and Continue

4. Upload the mandatory document.

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

Company Name:SR Number: 20049590

Document Name	File Type	Mandatory	Upload File	View / Delete
Authorization Card	pdf	Yes	<div>Drag and Drop Select a file or drop one here</div>	<div></div>
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop Select a file or drop one here</div>	<div></div>
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop Select a file or drop one here</div>	<div></div>
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop Select a file or drop one here</div>	<div></div>

Continue and Review

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

Service Request Upload Document Summary Payment Confirmation

Details of the selected request are given below:

Company Name: DeleWari Gali FZE SR Number: 20049590

Request Reason: New Application

Edit

Document Name	Preview
Authorization Card	

Confirm and Continue

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

Please re-confirm the following details before forwarding to FZ Admin. Clicking on Submit to Freezone will reserve the payment for the request from your portal balance.

**Current Balance Amount**  
(Deposit minus amount reserved for submitted requests)  
5,955.50 AED

Total Charge Amount:	50.00 AED
Total VAT Amount:	0.00 AED
Total Charge Amount with VAT:	50.00 AED

Component	Price	VAT %	VAT Price	Net Price
License Attestation Fee	\$0	0	0	50

SR Number	Customer	Status
20049590		Saved

Submit

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

NIP New Authorization Card

Create New Request Home

- Edit SR
- Upload Document
- Cancel SR
- Update Address
- View SR Details

SR Number Select Status Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
21729862	New Authorization Card	Closed	25-Feb-2025 12:34 PM	25-Feb-2025 02:03 PM	

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

Company Name:		SR Number: 21729862
Request Reason <b>Testing</b> Request Reason History		
Customer Uploaded Documents		
Document Name	Preview/Download	
Authorization Card		
Authority Created Documents		
Document Name	Preview/Download	
Authorization Card-Attested		
Previous Status	Current Status	CreationDate
Submitted to Free Zone	Closed	25-Feb-2025 02:03 PM
Saved	Submitted to Free Zone	25-Feb-2025 01:21 PM
	Saved	25-Feb-2025 12:35 PM

