



دبي التجارية
DUBAI TRADE

National Industries Park Authorization Card Amendment User's Manual

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Authorization Card Amendment

Table Designs

DOCUMENT DETAILS

Document Name	Authorization Card Amendment
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 is to allow customers to make any changes/amendments on the existing Authorization Card.

Procedure:

1. Choose "**Authorization Card Amendment**" from the list.

Types of SR's

Authorization Card Amendment

Authorization Card Attestation

License Certificate True Copy

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.

1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

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 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

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.

NIP Authorization Card Amendment

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

Back

Company Name:

SR Number: 21731140

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

Continue and Review

5. Summary Page will appear where you can edit, if required, and/or view the attachment. Click "**Confirm and Continue**" to proceed.

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

Details of the selected request are given below.

Company Name:

SR Number: 21731140

Request Reason

Amend


Edit

Document Name	Preview/Download
Authorization Card	

Confirm and Continue

- The fees will be displayed. Click on "**Submit**" to complete the request. A submission confirmation message will be displayed.

NIP Authorization Card Amendment



Back

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

1

Use this page to re-confirm the details entered for a request. Once you have verified the information, you can either:
Click on the Submit button to initiate the request processing.
Click on the back button to go to request Overview page.

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

Current Balance Amount
(Deposit minus amount reserved for submitted requests)
2,637,376.22 AED

Total Charge Amount:
50.00 AED

Total VAT Amount:
00.00 AED

Total Charge Amount with VAT:
50.00 AED

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

SR Number	Customer	Status
20170809		Saved

Submit

Authorization Card Amendment

5


To view the attested amended Authorization Card, please go to the SR and click on the view icon:

NIP Authorization Card Amendment

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	Authorization Card Amendment	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
Testing
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

