



National Industries Park دبي التجارية *License Activity Amendment* DUBAI TRADE *User's Manual*

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Table Designs

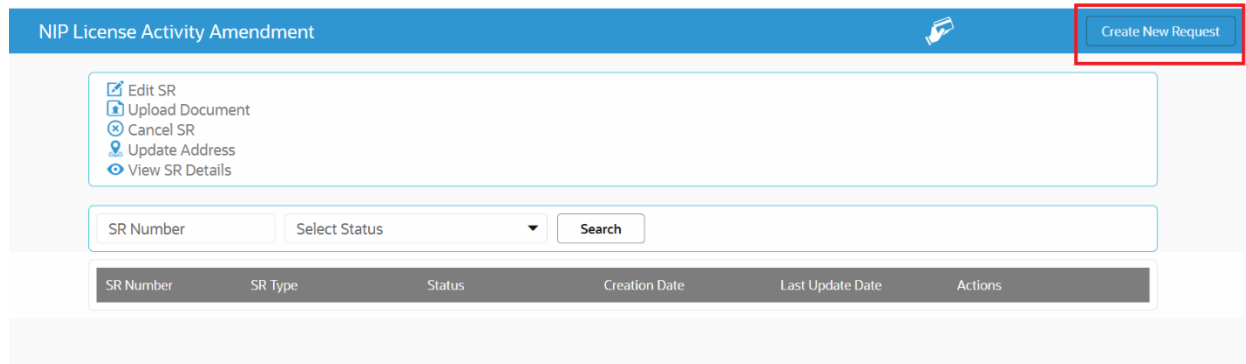
DOCUMENT DETAILS

Document Name	License Activity Amendment
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	29 th May 2025
Current Version	1.0

This service enables customers to apply for activity amendment on license issued by National Industries Park.

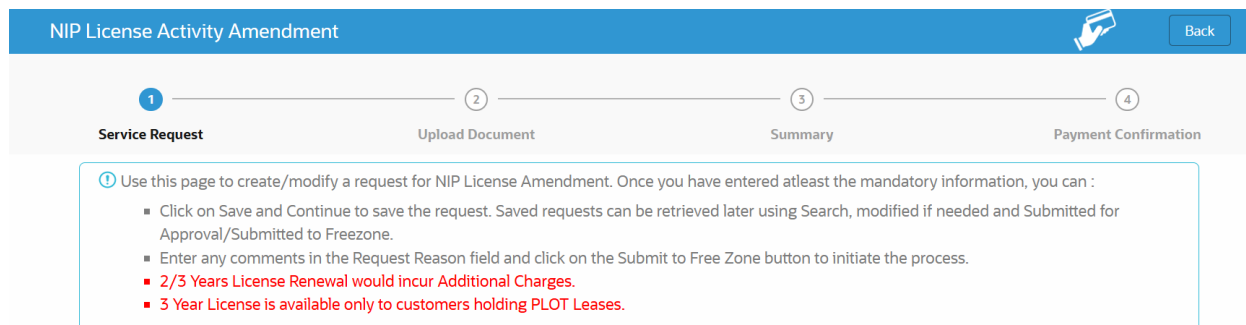
Procedure:

1. Click "Create New Request" to initiate the process:



The screenshot shows the 'NIP License Activity Amendment' page. At the top right, there is a blue button labeled 'Create New Request' which is highlighted with a red rectangular box. Below the header, there is a list of actions: Edit SR, Upload Document, Cancel SR, Update Address, and View SR Details. Below this list is a search bar with fields for 'SR Number', 'Select Status' (a dropdown menu), and a 'Search' button. At the bottom, there is a table with columns: SR Number, SR Type, Status, Creation Date, Last Update Date, and Actions.

2. Please note the Important Information before proceeding:



The screenshot shows the 'NIP License Activity Amendment' page with a progress bar at the top. The progress bar has four steps: 1. Service Request, 2. Upload Document, 3. Summary, and 4. Payment Confirmation. The first step, 'Service Request', is currently active. Below the progress bar, there is a section titled 'Important Information' with a blue information icon. The text in this section reads: 'Use this page to create/modify a request for NIP License Amendment. Once you have entered atleast the mandatory information, you can :'. Below this text are three bullet points: '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.', 'Enter any comments in the Request Reason field and click on the Submit to Free Zone button to initiate the process.', and '2/3 Years License Renewal would incur Additional Charges.' and '3 Year License is available only to customers holding PLOT Leases.'

3. Choose the license you want to amend using the search icon. On the pop-up screen, follow the search tips to see available licenses. Click on the preferred license on the list to proceed.

Licence Number

Please use % for wild card searches.
Please note that all fields marked with an asterisk (*) are mandatory. Please Click on 'Search' Button to see the Results.

License Number

Search

License Number	License Type	License Expiry Date	Activities
READYMADE GARMENTS GROUP			
<ul style="list-style-type: none"> Men's Garment Trading Ladies' Garments Trading Protective Garments & Vests Tr Slippers & Sandals Trading Flats & Flanels Trading 			

4. Some information will be captured by default as per your existing registration. Enter the rest of the mandatory fields.

License Type	Industrial	
Contact Person Name *		
Contact Person Email Address *		Request Reason
Contact Person's Phone *	05xxxxxxx	
License Operating Name	T	
Issue Date	24-Apr-2025	
Expiry Date	10-Jun-2026	Authority Comments
Renew? *	No	
Renewal Period	Search and Select	
New License Expiry Date	DD-Mon-YYYY	
System Generated New License Expiry Date	DD-Mon-YYYY	EHS Comments
Registration Type	Partnership Limited	
Zone	TP	

Anticipated Containers *

Anticipated General Cargo *

License Late Fee(If Renewed)

5. Add a lease for this activity amendment:

Lease					
Lease Number	Facility Type	Location Code	Property	Lease Expiry Date	Action
No data to display.					
Terms and Conditions					

6. From the pop-up screen, search the applicable lease or select from the list. Then click on the "add" button.

The screenshot shows a 'Lease' pop-up window with a search bar and 'Search' and 'Add' buttons. Below is a table with two rows of lease data. The first row has a red box around the 'Select' checkbox.

Select	Lease Number	Facility Type	Location Code	Property	Lease Expiry Date
<input type="checkbox"/>	LE...	WAREHOUSE	TR...	NIP	10-Jun-2028
<input type="checkbox"/>	LE...	WAREHOUSE	TR...	NIP	10-Jun-2028

6. The selected lease will be displayed. You may delete the record and select again. Read and acknowledge the terms and conditions then "Save and Continue".

Lease					Add
Lease Number	Facility Type	Location Code	Property	Lease Expiry Date	Action
LE					

Terms and Conditions

☒ (Please click in the box and agree to the terms & conditions mentioned in the form) *

[Trakhees Conditions Industrial and Service License Plot of Land.pdf](#)

☒ I acknowledge that any kind of material is not permitted for storing and handling in office/workstation facility. Any such storage handling shall be considered a serious violation of EHS-Trakhees- PCFC and Safza leasing requirements.

[Save and Continue](#)

4. On the second stage, you can:

- add new activities or;
- delete existing activities or;
- combination of both

You may view the list of DED activities by clicking on the link highlighted below.

Name of the Company:

Use this page to search activity. You should enter atleast the mandatory information.

- Please provide the search criteria to fetch the activities.
- Please use % for wild card searches or activity code to fetch the activity

To check DED Activity list please click the link

Search by Activity Code or Activity Name

[Search](#) [Add](#)

Activity Code	Activity Name	Activity Group
No Data to Display		

Existing License Activities for Customer

[Delete All](#)

Delete	Activity	Activity Group
	Men's Garment Trading	READYMADE GARMENTS GROUP
	Ladies' Garments Trading	READYMADE GARMENTS GROUP

5. When you are finished, the summary of your new and removed activities will be displayed at the "Modified Activities for this SR" section located at the bottom of the page.

You can cancel the selection by clicking on the "bin" icon under "Delete" or click "Delete All"

Click Save and Continue to proceed.

Delete	Activity	Activity Group	License Type	Action	E-Form	RTA NOC	Dubai Police NOC	Chemical Form	EHS Approval	Av NOC
	Shoe Trading	READYMADE GARMENTS GROUP		Add	N	N	Y	N	N	N
	Soap & Hair Care Products Trading	PERFUMERY, MEDICINES, BEAUTY		Remove	N	N	N	N	N	N

6. Upload the necessary documents (if required) then click on Save and Continue. You can download the documents templates as shown below:

Document Name	Download File	Upload File	View/Download/Delete
Chemical Form	Download	<div>Drag and Drop Select or drop files here.</div>	
E Form	Download	<div>Drag and Drop Select or drop files here.</div>	
EHS-Undertaking	Download	<div>Drag and Drop Select or drop files here.</div>	

Document Name

File Upload

--Select--

Select a file or drop one here.

Document Name	Document Type	Preview/Download/Delete
No data to display.		

5. Upload the other mandatory documents as required then click on "Continue and Review".

Company Name:
SR Number: 20162894

Document Name	File Type	Mandatory	Upload File	View / Delete
NOC from Dubai Police	jpg/jpeg/pdf	Yes	<div style="border: 1px dashed #ccc; padding: 5px; text-align: center;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	
Operational Fitness Certificate (OFC)	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; text-align: center;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	
Other documents 1	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; text-align: center;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	
Other documents 2	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; text-align: center;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	
Other documents 3	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; text-align: center;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	

Continue and Review

NOTE: If there are any NOCs required from other entities, please acquire an NOC from NIP first using the service "**NOC Letter for License Activities.**"

6. A summary will be displayed along with the SR number. You can edit the details or click confirm and continue to proceed.

Company Name:
SR Number: 20162894

License Number

License Type **Industrial**

Contact Person Name **Jane**

Contact Person Email Address **jane@doe.doe**

Contact Person's Phone

License Operating Name

Issue Date **24-Apr-2025**

Expiry Date **10-Jun-2026**

Renew? **No**

Registration Type **Partnership Limited with Shares (PLS)**

Zone **TP**

Anticipated Containers **0**

Anticipated General Cargo **0**

Activity	Activity Group	License Type	Action	E-Form	RTA NOC	Dubai Police NOC	Chemical Form	EHS Approval	Aviation NOC	Petroleum NOC
Shoe Trading	READYMADE GARMENTS GROUP	Trading	Add	N	N	Y	N	N	N	N
Medical, Surgical Articles & Requisites	PERFUMERY, MEDICINES, BEAUTY	Trading	Remove	N	N	N	N	N	N	N

Edit

Document Name	Preview/Download
NOC from Dubai Police	

EHS Documents

Document Name	Preview/Download
No data to display.	

Confirm and Continue

7. 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) 805,733,073.14 AED	Total Charge Amount: 13,030.00 AED
	Total VAT Amount: 00.50 AED
	Total Charge Amount with VAT: 13,030.50 AED

Component	Price	VAT %	VAT Price	Net Price
License Activity Amendment Fee				
Electronic Fee				
Knowledge Fee				
Innovation Fee				

SR Number	Customer	Status
20162894		Saved

Submit

8. A successful submission confirmation will be displayed.

