



دبي التجارية  
DUBAI TRADE

# *National Industries Park License Certificate True Copy User's Manual*

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License Attestation - License Certificate True Copy

# Table Designs

## DOCUMENT DETAILS

Document Name	License Certificate True Copy
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
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Current Version	1.0

*This service enables customers to apply for a True Copy of their company license. An EDV solution has now been developed for paperless transactions.*

**Procedure:**

1. Choose "License Certificate True Copy".

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 on "Create New Request" to initiate the process

NIP License Certificate True Copy

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. Application form will appear:

Company Name: 1

Company Id

License 1 \*

License 2

License 3

License 4

License 5

License 6

License 7

License 8

License 9

License 10

Period of Attestation \*

Price per month for each License

Mobile Number \*

Request Reason

Authority Comments

☒ I hereby certify that:

1. The information submitted is accurate and complete and will be updated as and when required;
2. 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;
3. I am authorizing National Industries Park and its affiliates to rely on the information submitted by me; and
4. 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.

4. Please choose at least 1 license number using the search look up. You can select up to 10 licenses, if required.

Company Name: 1

Company Id

License 1 \*

License 2

License 3

License 4

License 5

License 6

License 7

License 8

License 9

License 10

Period of Attestation \*

Price per month for each License

Mobile Number \*

Request Reason

Authority Comments

☒ I hereby certify that:

1. The information submitted is accurate and complete and will be updated as and when required;
2. 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;
3. I am authorizing National Industries Park and its affiliates to rely on the information submitted by me; and
4. 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.

**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.

5. You can choose between Three- or One-month period of attestation using the dropdown menu.

The screenshot shows a form for license attestation. On the left, there are ten license input fields labeled 'License 6' through 'License 10', each with a search icon. To the right is a large 'Authority Comments' text area. Below the license fields, the 'Period of Attestation' dropdown menu is open, showing options 'Three Months' and 'One Month'. The dropdown is highlighted with a red rectangle. A 'Save and Continue' button is located at the bottom right of the form.

6. Enter the valid mobile number and your comments, if needed. The password or pin will be sent by SMS in order to open the e-License true copy.

The screenshot shows the same form as above, but with additional fields. At the top left, there is a 'Company Name' label. Below it, the 'Company Id' is set to '12'. The 'Price per month for each License' is set to '50'. The 'Mobile Number' field is highlighted with a red rectangle and contains the text '05xxxxxxxx'. Below it, the 'Request Reason' text area is highlighted with a green rectangle. The 'Authority Comments' text area is also visible at the bottom right.

7. Click on "Save and Continue".

Company Name: \*

Company Id

License 1 \* 12

License 2

License 3

License 4

License 5

License 6

License 7

License 8

License 9

License 10

Period of Attestation \* Search and Select

Price per month for each License 50

Mobile Number \* 0501234567

Request Reason

Authority Comments

☒ I hereby certify that:

1. The information submitted is accurate and complete and will be updated as and when required;

2. 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;

3. I am authorizing National Industries Park and its affiliates to rely on the information submitted by me; and

4. 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

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

NIP License Certificate True Copy

Back

1 Service Request

2 Summary

3 Payment Confirmation

Details of the selected request are given below.

Company Name:

SR Number: 21731112

License 1

Price per month for each License 50

Period of Attestation Three Months

Mobile Number 0501234567

Edit

Confirm and Continue

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

A submission confirmation message will be displayed.

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)  
**1,000,000,000,610,909.80 AED**

Total Charge Amount: **160.00 AED**

Total VAT Amount: **00.50 AED**

Total Charge Amount with VAT: **160.50 AED**

Component	Price	VAT %	VAT Price	Net Price
License Attestation Fee	150	0	0	150
Electronic fee	10	5	0.5	10.5

SR Number	Customer	Status
21731112		Saved

Submit

