

National Industries Park License Certificate True Copy User's Manual

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License Attestation - License Certificate True Copy

Table Designs

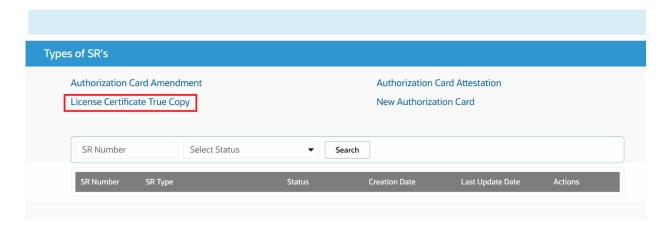
DOCUMENT DETAILS

Document Name	License Certificate True Copy
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
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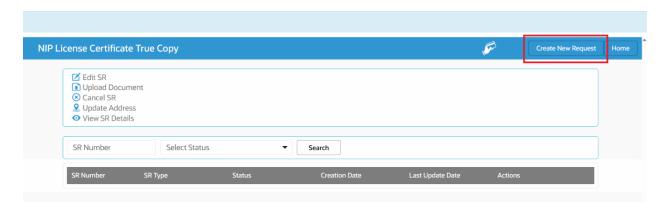
This service enables customers to apply for a True Copy of their company license. An EDV solution has now been developed for paperless transactions.

Procedure:

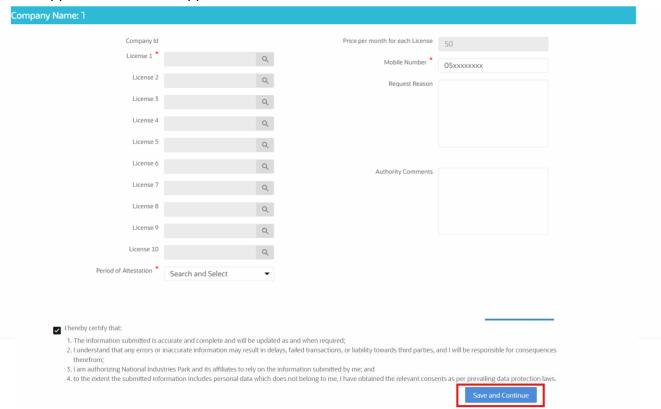
1. Choose "License Certificate True Copy".



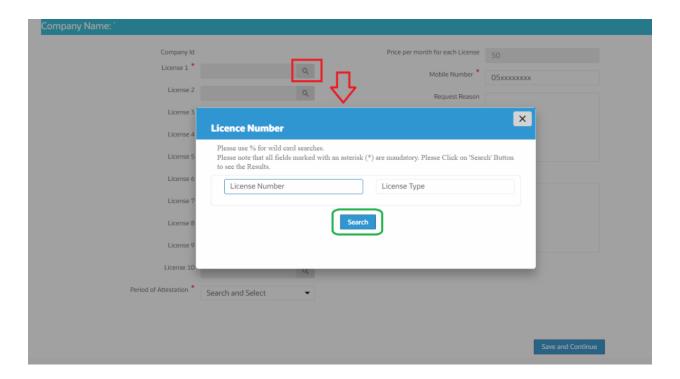
2. Click on "Create New Request" to initiate the process



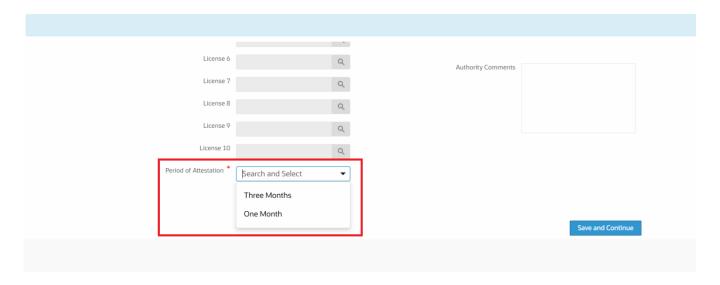
3. Application form will appear:



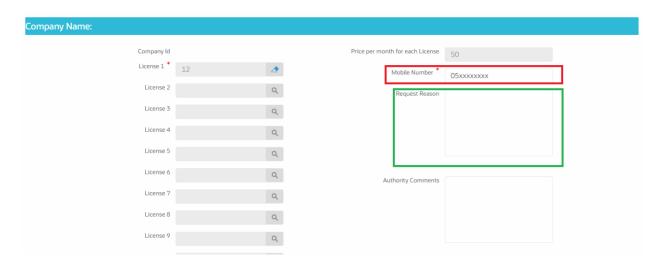
4. Please choose at least 1 license number using the search look up. You can select up to 10 licenses, if required.



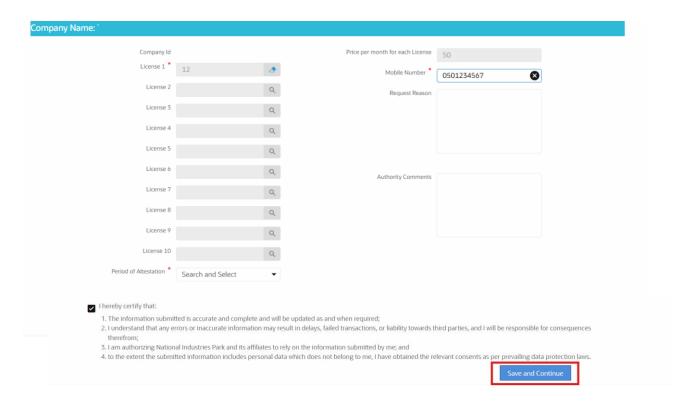
5. You can choose between Three- or One-month period of attestation using the dropdown menu.



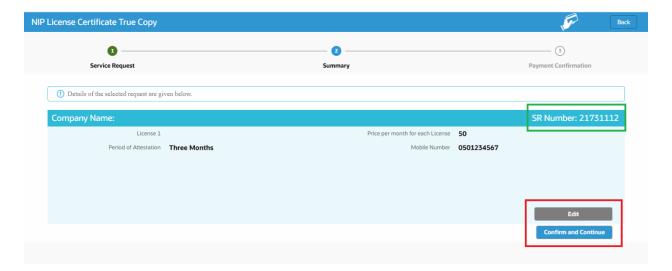
6. Enter the valid mobile number and your comments, if needed. The password or pin will be sent by SMS in order to open the e-License true copy.



7. Click on "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.



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

A submission confirmation message will be displayed.

