

National Industries Park Pubaitrade New License User's Manual

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Table Designs

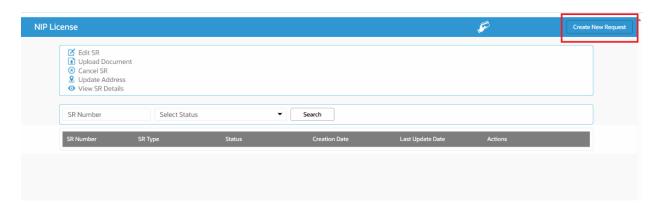
DOCUMENT DETAILS

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

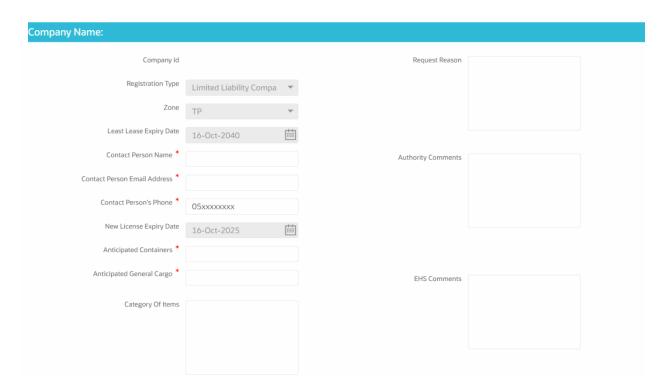
This service enables customers to apply for an additional license with National Industries Park.

Procedure:

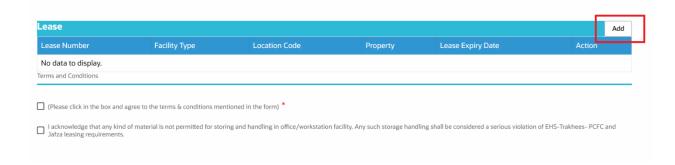
1. Click "Create New Request" to initiate the process:



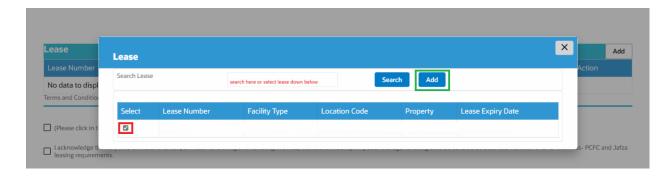
2. Enter all the mandatory fields in the first section. Some fields are already auto captured from your lease, license and registration.



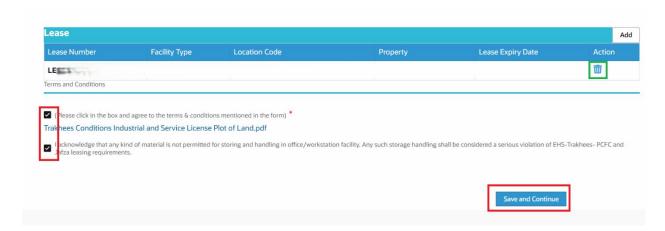
3. Add an existing **lease facility** to be linked to your new license:



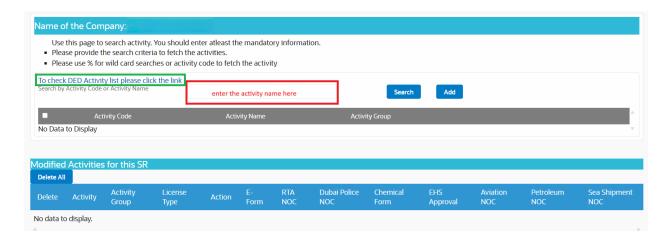
4. From the pop-up screen, search for the applicable lease or select from the list. Then click on the "add" button.



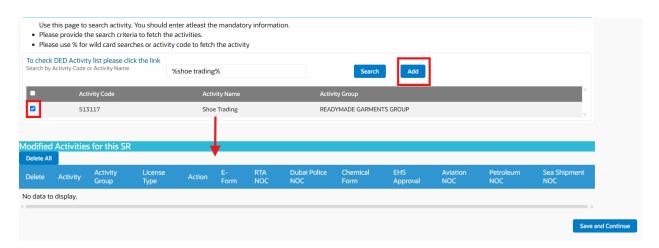
5. The selected lease will be displayed. You may delete the record and select again. Read and acknowledge the terms and conditions then "Save and Continue".



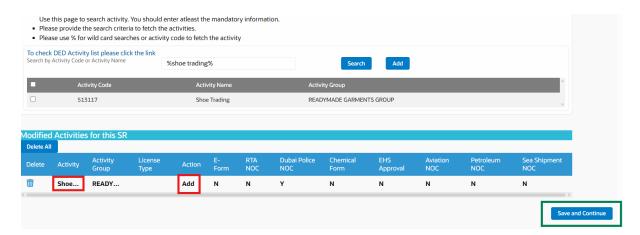
6. Choose the license activity/ies for your license. Click on the DED list of activities.



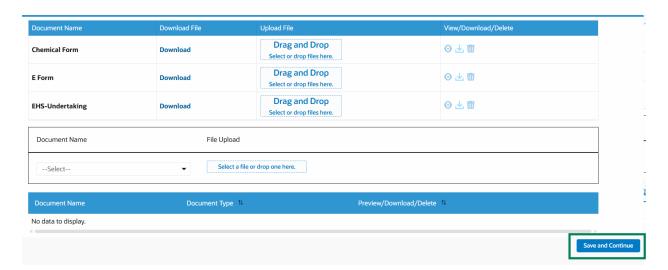
7. Choose the preferred activity then click "add" button:



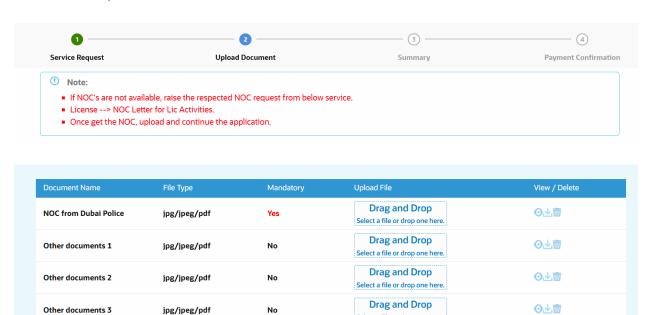
8. The selected record will be displayed. Click "Save and Continue" to proceed.



9. Please upload any mandatory documents, then click on "Save and Continue."

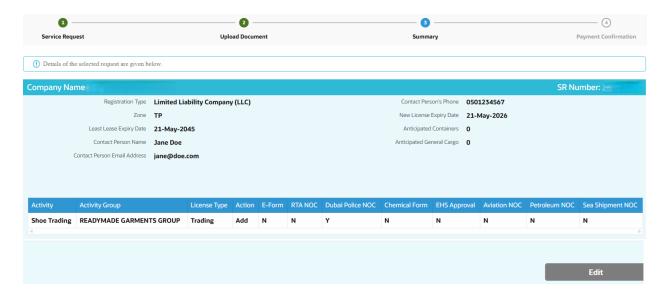


Another page of document upload will be displayed then click "**Continue and Review**" to complete.



Select a file or drop one here.

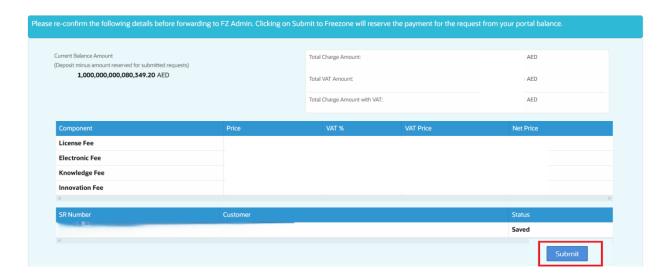
10. The request summary will be displayed. You can "Edit" the information as required.



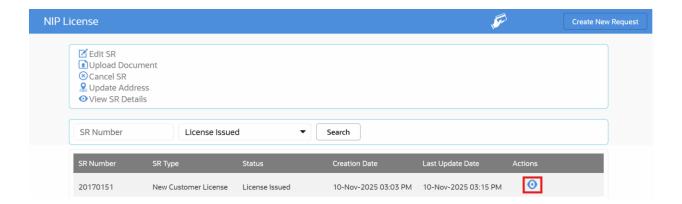
Click "Confirm and Continue" to further proceed with the application.



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



12. The new license copy can be downloaded from the SR. Search the SR and click the " • " icon to view.



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