



دبي التجارية  
DUBAI TRADE

# *National Industries Park 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 <sup>th</sup> 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:

NIP License

Create New Request

- 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 |
|-----------|---------|--------|---------------|------------------|---------|
|-----------|---------|--------|---------------|------------------|---------|

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

Company Name:

Company Id

Registration Type: Limited Liability Compa

Zone: TP

Least Lease Expiry Date: 16-Oct-2040

Contact Person Name \*

Contact Person Email Address \*

Contact Person's Phone: 05xxxxxxx

New License Expiry Date: 16-Oct-2025

Anticipated Containers \*

Anticipated General Cargo \*

Category Of Items

Request Reason

Authority Comments

EHS Comments

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

**Lease** Add

| Lease Number        | Facility Type | Location Code | Property | Lease Expiry Date | Action |
|---------------------|---------------|---------------|----------|-------------------|--------|
| No data to display. |               |               |          |                   |        |

Terms and Conditions

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

☐ 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 Jafza leasing requirements.

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

**Lease** X

Search Lease search here or select lease down below Search Add

| Select                              | Lease Number | Facility Type | Location Code | Property | Lease Expiry Date |
|-------------------------------------|--------------|---------------|---------------|----------|-------------------|
| <input checked="" type="checkbox"/> |              |               |               |          |                   |

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**".

**Lease** Add

| Lease Number | Facility Type | Location Code | Property | Lease Expiry Date | Action        |
|--------------|---------------|---------------|----------|-------------------|---------------|
| LE           |               |               |          |                   | <span></span> |

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 Jafza leasing requirements.

Save and Continue

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

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

enter the activity name here

Search Add

| Activity Code      | Activity Name | Activity Group |
|--------------------|---------------|----------------|
| No Data to Display |               |                |

Modified Activities for this SR

Delete All

| Delete              | Activity | Activity Group | License Type | Action | E-Form | RTA NOC | Dubai Police NOC | Chemical Form | EHS Approval | Aviation NOC | Petroleum NOC | Sea Shipment NOC |
|---------------------|----------|----------------|--------------|--------|--------|---------|------------------|---------------|--------------|--------------|---------------|------------------|
| No data to display. |          |                |              |        |        |         |                  |               |              |              |               |                  |

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

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

%shoe trading%

Search Add

| Activity Code                              | Activity Name | Activity Group           |
|--|---------------|--------------------------|
| <input checked="" type="checkbox"/> 513117 | Shoe Trading  | READYMADE GARMENTS GROUP |

Modified Activities for this SR

Delete All

| Delete              | Activity | Activity Group | License Type | Action | E-Form | RTA NOC | Dubai Police NOC | Chemical Form | EHS Approval | Aviation NOC | Petroleum NOC | Sea Shipment NOC |
|---------------------|----------|----------------|--------------|--------|--------|---------|------------------|---------------|--------------|--------------|---------------|------------------|
| No data to display. |          |                |              |        |        |         |                  |               |              |              |               |                  |

Save and Continue

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

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

%shoe trading%

Search Add

| Activity Code                   | Activity Name | Activity Group           |
|---------------------------------|---------------|--------------------------|
| <input type="checkbox"/> 513117 | Shoe Trading  | READYMADE GARMENTS GROUP |

Modified Activities for this SR

Delete All

| Delete                              | Activity | Activity Group | License Type | Action | E-Form | RTA NOC | Dubai Police NOC | Chemical Form | EHS Approval | Aviation NOC | Petroleum NOC | Sea Shipment NOC |
|-------------------------------------|----------|----------------|--------------|--------|--------|---------|------------------|---------------|--------------|--------------|---------------|------------------|
| <input checked="" type="checkbox"/> | Shoe...  | READY...       |              | Add    | N      | N       | Y                | N             | N            | N            | N             | N                |

Save and Continue

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

| Document Name   | Download File            | Upload File   | View/Download/Delete   |
|-----------------|--------------------------|---|--|
| Chemical Form   | <a href="#">Download</a> | <div>Drag and Drop<br/>Select or drop files here.</div> | <a href="#">View</a> <a href="#">Download</a> <a href="#">Delete</a> |
| E Form          | <a href="#">Download</a> | <div>Drag and Drop<br/>Select or drop files here.</div> | <a href="#">View</a> <a href="#">Download</a> <a href="#">Delete</a> |
| EHS-Undertaking | <a href="#">Download</a> | <div>Drag and Drop<br/>Select or drop files here.</div> | <a href="#">View</a> <a href="#">Download</a> <a href="#">Delete</a> |

  

|               |  |
|---------------|--|
| Document Name | File Upload                                |
| --Select--    | <div>Select a file or drop one here.</div> |

  

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

[Save and Continue](#)

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

1 Service Request

2 Upload Document

3 Summary

4 Payment Confirmation

**Note:**

- If NOC's are not available, raise the respected NOC request from below service.
- License --> NOC Letter for Lic Activities.
- Once get the NOC, upload and continue the application.

  

| Document Name         | File Type    | Mandatory | Upload File  | View / Delete  |
|-----------------------|--------------|-----------|--|--|
| NOC from Dubai Police | jpg/jpeg/pdf | Yes       | <div>Drag and Drop<br/>Select a file or drop one here.</div> | <a href="#">View</a> <a href="#">Download</a> <a href="#">Delete</a> |
| Other documents 1     | jpg/jpeg/pdf | No        | <div>Drag and Drop<br/>Select a file or drop one here.</div> | <a href="#">View</a> <a href="#">Download</a> <a href="#">Delete</a> |
| Other documents 2     | jpg/jpeg/pdf | No        | <div>Drag and Drop<br/>Select a file or drop one here.</div> | <a href="#">View</a> <a href="#">Download</a> <a href="#">Delete</a> |
| Other documents 3     | jpg/jpeg/pdf | No        | <div>Drag and Drop<br/>Select a file or drop one here.</div> | <a href="#">View</a> <a href="#">Download</a> <a href="#">Delete</a> |

[Continue and Review](#)

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

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

Details of the selected request are given below.

Company Name

SR Number:

Registration Type

Limited Liability Company (LLC)

Contact Person's Phone

0501234567

Zone

TP

New License Expiry Date

21-May-2026

Least Lease Expiry Date

21-May-2045

Anticipated Containers

0

Contact Person Name

Jane Doe

Anticipated General Cargo

0

Contact Person Email Address

jane@doe.com

| Activity     | Activity Group           | License Type | Action | E-Form | RTA NOC | Dubai Police NOC | Chemical Form | EHS Approval | Aviation NOC | Petroleum NOC | Sea Shipment NOC |
|--------------|--------------------------|--------------|--------|--------|---------|------------------|---------------|--------------|--------------|---------------|------------------|
| Shoe Trading | READYMADE GARMENTS GROUP | Trading      | Add    | N      | N       | Y                | N             | N            | N            | N             | N                |

Edit

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

Document Name

Preview/Download

NOC from Dubai Police

EHS Documents

Document Name

Preview/Download

No data to display.

Confirm and Continue

11. The fees 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)  
1,000,000,000,080,349.20 AED

Total Charge Amount:

AED

Total VAT Amount:

AED

Total Charge Amount with VAT:

AED

| Component      | Price | VAT % | VAT Price | Net Price |
|----------------|-------|-------|-----------|-----------|
| License Fee    |       |       |           |           |
| Electronic Fee |       |       |           |           |
| Knowledge Fee  |       |       |           |           |
| Innovation Fee |       |       |           |           |

SR Number

Customer

Status

Saved

Submit

New License

7

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

NIP License

Create New Request

🔍 Edit SR

📄 Upload Document

🔄 Cancel SR

📍 Update Address

🔍 View SR Details

SR Number

License Issued

Search

| SR Number | SR Type              | Status         | Creation Date        | Last Update Date     | Actions |
|-----------|----------------------|----------------|----------------------|----------------------|---------|
| 20170151  | New Customer License | License Issued | 10-Nov-2025 03:03 PM | 10-Nov-2025 03:15 PM | 🔍       |

Download the license copy under the "Authority Created Documents" section.

| Authority Created Documents                |                           |                      |
|--|---------------------------|----------------------|
| Document Name                              |                           | Preview/Download 🔍   |
| Customer License NIP - Report-11512491.pdf |                           | 🔍                    |
| Previous Status                            | Current Status            | CreationDate 🔍       |
| Awaiting License Issuance                  | License Issued            | 10-Nov-2025 03:14 PM |
| Awaiting EHS Approval                      | Awaiting License Issuance | 10-Nov-2025 03:13 PM |
| Submitted to Free Zone                     | Awaiting EHS Approval     | 10-Nov-2025 03:12 PM |
| Saved                                      | Submitted to Free Zone    | 10-Nov-2025 03:08 PM |
|  | Saved                     | 10-Nov-2025 03:03 PM |
|  |                           |                      |



