

# National Industries Park Pubaitrade Apply for PAC User's Manual

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# Table Designs

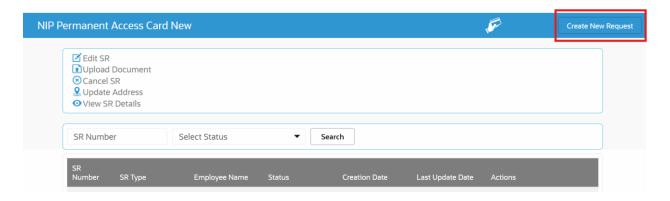
# **DOCUMENT DETAILS**

Document Name	Apply for PAC (Permanent Access Card)
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	15 <sup>th</sup> November 2025
Current Version	1.0

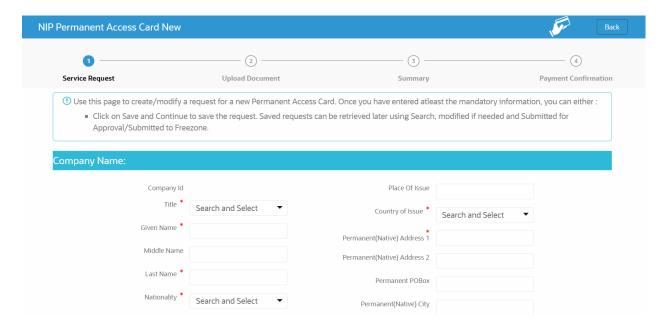
This service is to request a Permanent Access Card for an employee who is not sponsored by NIP. This card can be applied for one, two or three years (optional) allowing the non-sponsored employee to enter JAFZA to visit or work in your company. Permanent Access Cards are issued only to employees of your sister/parent concerns, registered outside NIP and operating anywhere in the UAE. This will count against your company's allowed number of visas.

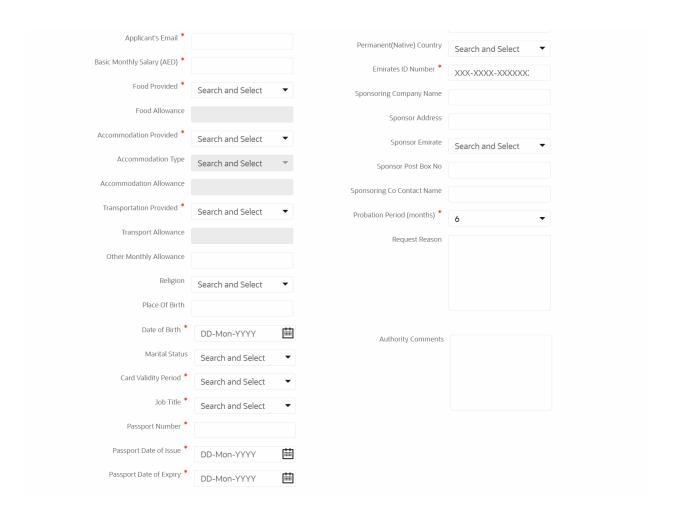
# Procedure:

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

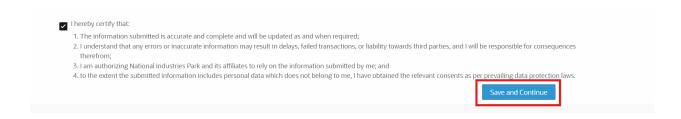


- 2. Enter the required information.
  - Enter the applicant's information as per passport.





3. Click "Save and Continue" to proceed with the application.

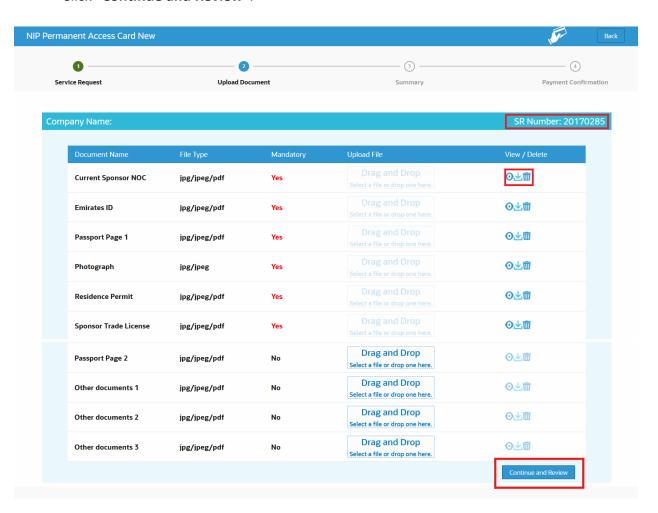


4. Upload the required documents by using the "**Drag and Drop**" option or simply by selecting a file.

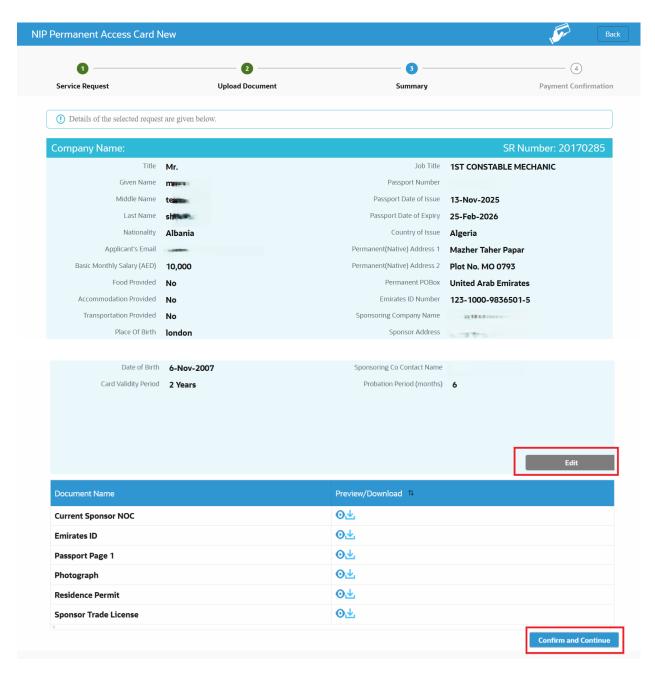
The SR number will be generated at this stage. The documents required are dependent on the information provided on the first page.

You may review, download or delete a file you have uploaded using the available options on the right.

Click "Continue and Review".



5. A summary will be displayed along with the SR number. You can edit the details, view the document or click "Confirm and Continue" to proceed.

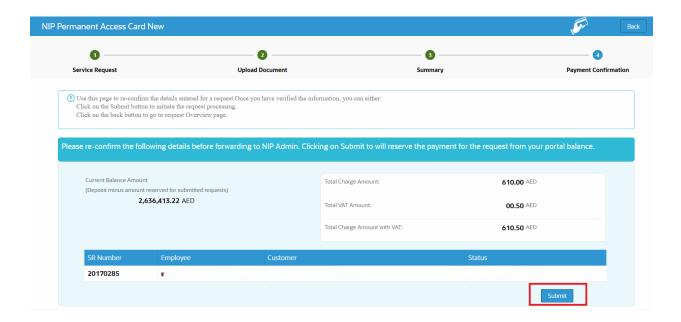


6. The fees will be displayed.



Charges displayed are dependent on card validity period.

Click "**Submit**" to complete the request. A submission confirmation message will be displayed.



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