



دبي التجارية
DUBAI TRADE

National Industries Park Apply for PAC User's Manual

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Apply for PAC (Permanent Access Card)

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 th 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.

Applicant's Email *	<input type="text"/>	Permanent(Native) Country	<input type="text" value="Search and Select"/>
Basic Monthly Salary (AED) *	<input type="text"/>	Emirates ID Number *	<input type="text" value="XXX-XXXX-XXXXXX"/>
Food Provided *	<input type="text" value="Search and Select"/>	Sponsoring Company Name	<input type="text"/>
Food Allowance	<input type="text"/>	Sponsor Address	<input type="text"/>
Accommodation Provided *	<input type="text" value="Search and Select"/>	Sponsor Emirate	<input type="text" value="Search and Select"/>
Accommodation Type	<input type="text" value="Search and Select"/>	Sponsor Post Box No	<input type="text"/>
Accommodation Allowance	<input type="text"/>	Sponsoring Co Contact Name	<input type="text"/>
Transportation Provided *	<input type="text" value="Search and Select"/>	Probation Period (months) *	<input type="text" value="6"/>
Transport Allowance	<input type="text"/>	Request Reason	<input type="text"/>
Other Monthly Allowance	<input type="text"/>	Authority Comments	<input type="text"/>
Religion	<input type="text" value="Search and Select"/>		
Place Of Birth	<input type="text"/>		
Date of Birth *	<input type="text" value="DD-Mon-YYYY"/>		
Marital Status	<input type="text" value="Search and Select"/>		
Card Validity Period *	<input type="text" value="Search and Select"/>		
Job Title *	<input type="text" value="Search and Select"/>		
Passport Number *	<input type="text"/>		
Passport Date of Issue *	<input type="text" value="DD-Mon-YYYY"/>		
Passport Date of Expiry *	<input type="text" value="DD-Mon-YYYY"/>		

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

☒ 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](#)

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"**.

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Service Request

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Upload Document

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Summary

4

Payment Confirmation

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Company Name:

SR Number: 20170285

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.

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Service Request

Upload Document

Summary

Payment Confirmation

Details of the selected request are given below.

Company Name:

SR Number: 20170285

Title**Mr.**

Given Name**m**

Middle Name**te**

Last Name**sh**

Nationality**Albania**

Applicant's Email

Basic Monthly Salary (AED)**10,000**

Food Provided**No**

Accommodation Provided**No**

Transportation Provided**No**

Place Of Birth**london**

Job Title**1ST CONSTABLE MECHANIC**

Passport Number

Passport Date of Issue**13-Nov-2025**

Passport Date of Expiry**25-Feb-2026**

Country of Issue**Algeria**

Permanent(Native) Address 1**Mazher Taher Papar**

Permanent(Native) Address 2**Plot No. MO 0793**

Permanent POBox**United Arab Emirates**

Emirates ID Number**123-1000-9836501-5**

Sponsoring Company Name

Sponsor Address













Date of Birth**6-Nov-2007**

Card Validity Period**2 Years**

Sponsoring Co Contact Name

Probation Period (months)**6**

Edit

Document Name	Preview/Download
Current Sponsor NOC	 
Emirates ID	 
Passport Page 1	 
Photograph	 
Residence Permit	 
Sponsor Trade License	 

Confirm and Continue

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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Service Request

Upload Document

Summary

Payment Confirmation

① Use this page to re-confirm the details entered for a request. Once you have verified the information, you can either:
Click on the Submit button to initiate the request processing.
Click on the back button to go to request Overview page.

Please re-confirm the following details before forwarding to NIP Admin. Clicking on Submit to will reserve the payment for the request from your portal balance.

Current Balance Amount
(Deposit minus amount reserved for submitted requests)
2,636,413.22 AED

Total Charge Amount:
610.00 AED

Total VAT Amount:
00.50 AED

Total Charge Amount with VAT:
610.50 AED

SR Number	Employee	Customer	Status
20170285			

Submit

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