



دبي التجارية
DUBAI TRADE

National Industries Park Renew PAC User's Manual

Copyright Information

Copyright © 2025 by Dubai Trade. All rights reserved. This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



Renew PAC (Permanent Access Card)

Table Designs

DOCUMENT DETAILS

Document Name	Renew 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 submit a renewal request for a Permanent Access Card of an employee who is not sponsored by NIP.

Procedure:

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

The screenshot shows the top section of the 'NIP Permanent Access Card Renew' page. At the top right, a blue button labeled 'Create New Request' is highlighted with a red rectangular box. Below this, there is a menu with options: 'Edit SR', 'Upload Document', 'Cancel SR', 'Update Address', and 'View SR Details'. Underneath the menu is a search bar with fields for 'SR Number', a 'Select Status' dropdown, and a 'Search' button. At the bottom of this section is a table header with columns: 'SR Number', 'SR Type', 'Employee Name', 'Status', 'Creation Date', 'Last Update Date', and 'Actions'.

2. Enter the required information.



Search for "PAC number" due for renewal.

The screenshot shows the 'Service Request' step of the renewal process. A progress bar at the top indicates four steps: 1. Service Request, 2. Upload Document, 3. Summary, and 4. Payment Confirmation. Below the progress bar, there is a search bar with the text 'Renew Permanent Access Card'. A blue bar labeled 'Company Name:' is visible. The main form contains several fields: 'Company Id', 'Permanent Access Card No' (with a magnifying glass icon highlighted by a red box and a green arrow pointing to a modal), 'Applicant's Email', 'Card Validity Period' (with a 'Search and Select' dropdown), 'Basic Monthly Salary (AED)', 'Nationality' (with a 'Search and Select' dropdown), 'Food Provided' (with a 'Search and Select' dropdown), 'Food Allowance', 'Accommodation Provided' (with a 'Search and Select' dropdown), 'Accommodation Type' (with a 'Search and Select' dropdown), 'Accommodation Allowance', and 'Transportation Provided' (with a 'Search and Select' dropdown). A modal window titled 'Card No search' is open, showing fields for 'Card Number', 'Expiry Date', 'First Name', 'Last Name', 'Passport Number', and 'Nationality', with a 'Search' button at the bottom. The modal also contains instructions: 'Please use % for wild card searches. Please note that all fields marked with an asterisk (*) are mandatory. Please Click on "Search" Button to see the Results.'

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"**.

Document Name	File Type	Mandatory	Upload File	View / Delete
Emirates ID	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	
Passport Page 1	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	
Photograph	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here	
Passport Page 2	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	
Other documents 1	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	
Other documents 2	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	
Other documents 3	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here	

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.

Company Name:

SR Number: 20053893

Permanent Access Card No		Food Provided	No
Card Validity Period	1 Year	Accommodation Provided	No
Basic Monthly Salary (AED)	4,000	Transportation Provided	No
Nationality	U S A	Probation Period (months)	3

Edit

Document Name	Preview
Emirates ID	
Passport Page 1	
Photograph	

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.

NIP Permanent Access Card Renew

Back

Service Request

Upload Document

Summary

Payment Confirmation

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 to Freezezone 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 will reserve the payment for the request from your portal balance.

Current Balance Amount

(Deposit minus amount reserved for submitted requests)

519,878.95 AED

Total Charge Amount:

AED

Total VAT Amount:

AED

Total Charge Amount with VAT:

AED

SR Number	Employee	Customer	Status
20053893			Saved

Submit

