

National Industries Park DUBAITRADE Renew TIC User's Manual

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Table Designs

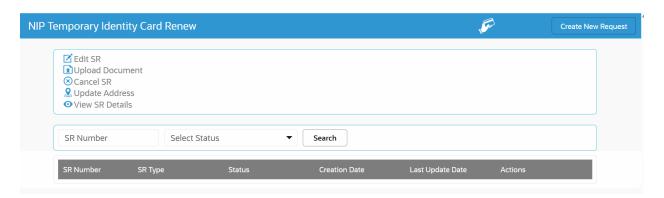
DOCUMENT DETAILS

Document Name	Renew TIC (Temporary Identity Card)
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	15 th November 2025
Current Version	1.0

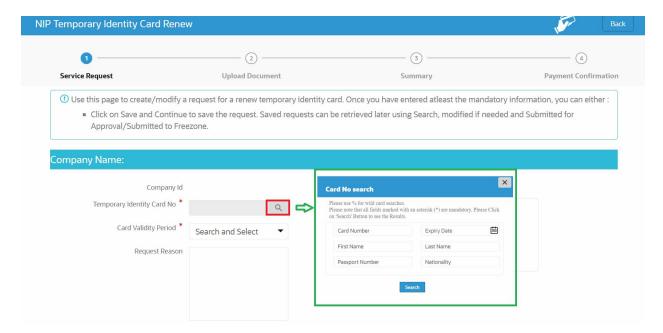
This service is to submit a renewal request for a Temporary Identity Card of an employee who is not sponsored by NIP.

Procedure:

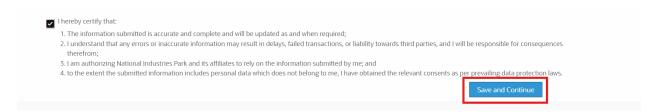
1. Click "Create New Request" to initiate the process.



- 2. Enter the required information.
 - Search for "TIC number" due for renewal.



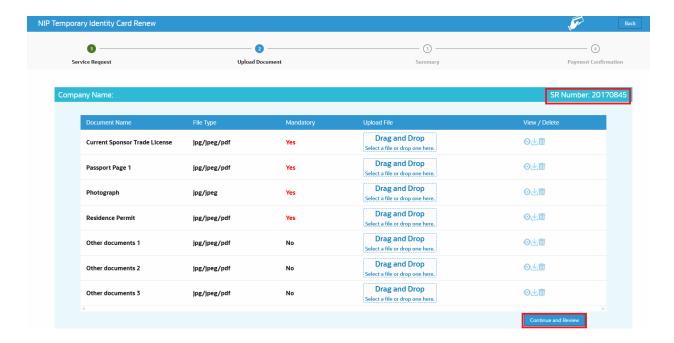
3. Click "Save and Continue" to proceed with the application.



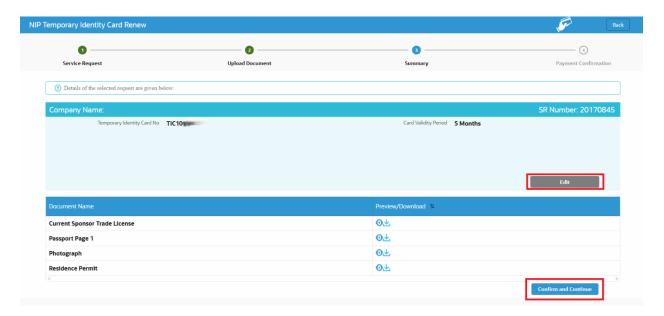
- 4. Upload the required documents by using the "**Drag and Drop**" option or simply by selecting a file.
 - The SR number will be generated at this stage.

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.

