



دبي التجارية
DUBAI TRADE

National Industries Park Renew TIC User's Manual

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Renew TAC (Temporary Access Card)

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.

The screenshot shows the 'NIP Temporary Identity Card Renew' page. At the top right, there is a 'Create New Request' button. Below the header, there is a list of actions: Edit SR, Upload Document, Cancel SR, Update Address, and View SR Details. Below this list, there is a search bar with fields for 'SR Number', 'Select Status', and a 'Search' button. At the bottom, there is a table with columns: SR Number, SR Type, Status, Creation Date, Last Update Date, and Actions.

2. Enter the required information.



Search for "TIC number" due for renewal.

The screenshot shows the 'NIP Temporary Identity Card Renew' page at the 'Service Request' step. 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 text box with instructions: 'Use this page to create/modify a request for a renew temporary identity card. Once you have entered atleast the mandatory information, you can either :
■ Click on Save and Continue to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.'

Below the instructions, there is a 'Company Name:' section. It includes fields for 'Company Id', 'Temporary Identity Card No' (with a search icon), 'Card Validity Period' (with a 'Search and Select' dropdown), and 'Request Reason' (a text area). A green box highlights the 'Card No search' modal, which is open. The modal contains a search bar, a 'Search' button, and fields for 'Card Number', 'Expiry Date', 'First Name', 'Last Name', 'Passport Number', and 'Nationality'.

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.

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

Click **"Continue and Review"**.

NIP Temporary Identity Card Renew

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Service RequestUpload DocumentSummaryPayment Confirmation

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Company Name:

SR Number: 20170845

Document Name	File Type	Mandatory	Upload File	View / Delete
Current Sponsor Trade License	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.	
Residence Permit	jpg/jpeg/pdf	Yes	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.

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1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Details of the selected request are given below:

Company Name: SR Number: 20170845

Temporary Identity Card No: **TIC101** Card Validity Period: **5 Months**

[Edit](#)

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


[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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1 Service Request 2 Upload Document 3 Summary 4 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 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) 2,636,413.22 AED	Total Charge Amount: 510.00 AED
	Total VAT Amount: 00.50 AED
	Total Charge Amount with VAT: 510.50 AED

SR Number	Customer	Status
20170845		Saved

[Submit](#)

