



دبي التجارية  
DUBAI TRADE

# *National Industries Park Cancellation of Access Card User's Manual*

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# Table Designs

## DOCUMENT DETAILS

Document Name	Cancellation of Access Card
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
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*This service enables customers to request cancellations of **Permanent Access Card, Permanent Identity Card, Temporary Access Card, and Temporary Identity Card.***

## Procedure:

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

NIP Cancellation of Access Card

Create New Request

- Edit SR
- Upload Document
- Cancel SR
- Update Address
- View SR Details

SR Number    Select Status    Search

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
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2. Choose the **card type, card number** and **reason for cancellation**.

NIP Cancellation of Access Card

Back

1 Service Request    2 Summary    3 Payment Confirmation

Use this page to create/modify a request for a Cancellation of Access Card. Once you have entered atleast the mandatory information, you can :  
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.

Company Name:

Company Id

Card Type \* Search and Select

Access Card Number \* [Search Icon]

Request Reason \*

Card Type \* Search and Select

- Permanent Access Card (PAC)
- Permanent Identity Card (PIC)
- Temporary Access Card (TAC)
- Temporary Identity Card (TIC)

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. 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.

NIP Cancellation of Access Card

1

2

3

Service Request

Summary

Payment Confirmation

Details of the selected request are given below.

Company Name:

SR Number: 20170840

Card Type

Permanent Access Card (PAC)

Request Reason

Cancellation reason

Access Card Number

PAC10

Edit

Confirm and Continue

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

NIP Cancellation of Access Card

1

2

3

Service Request

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 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:00.00 AED

Total VAT Amount:00.00 AED

Total Charge Amount with VAT:00.00 AED

SR Number

Employee

Customer

Status

20170840

Saved

Submit

Cancellation of Access Card

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