

National Industries Park CODR Reports 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.



Table Designs

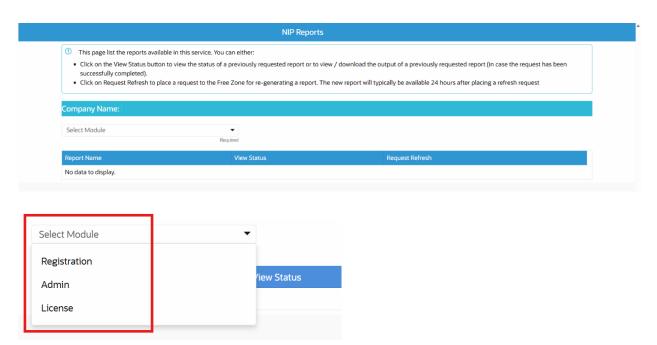
DOCUMENT DETAILS

Document Name	ODR Reports
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	29 th April 2025
Current Version	1.0

This service enables customers to request of On Demand Reports (ODR) from NIP. An EDV solution has now been developed for paperless transactions.

Procedure:

They system will take you to the request landing page.



"License" Reports:

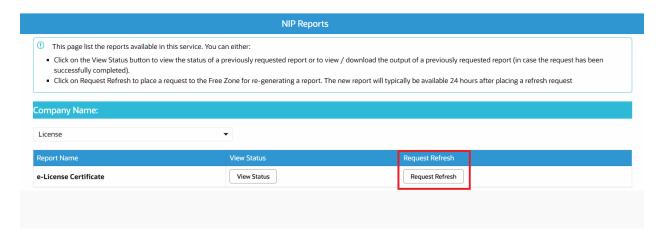
• e-License Certificate



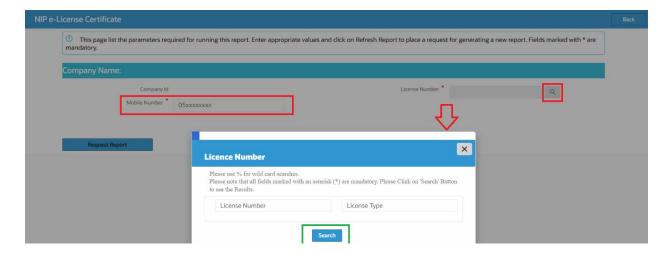
ODR Reports

3

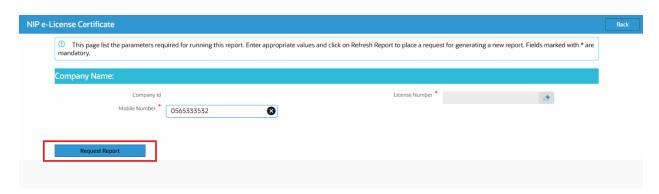
1. Click "Request Refresh" to generate a new report.



2. Please choose the license number and enter a valid mobile number to receive the pin required to open the e-license copy.



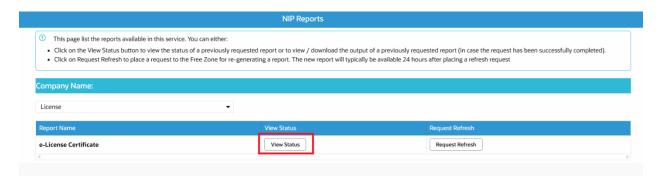
3. Click on "Request Report" to complete.



4. A confirmation page will be displayed:



To view the report, please go back to the ODR Reports and click on "View Status"



Then, click "Download Reports"

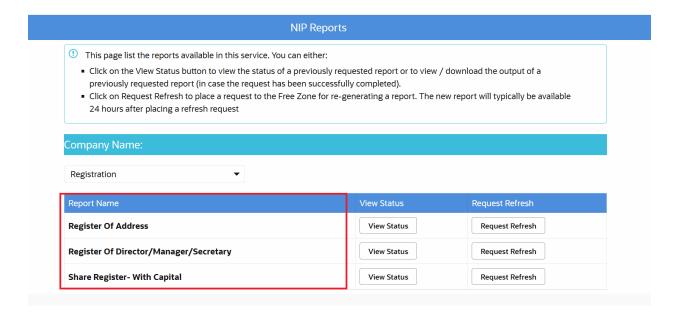


ODR Reports

5

"Registration" Reports:

- Register of Address
- Register Of Director/Manager/Secretary
- Share Register- With Capital
- ➤ Click "Request Refresh" to initiate the request.
- ➤ When the report is ready, please download from "View Status"



"Admin" Reports:

- Employee Bank Guarantee List Report
- Document Expiry Report
- Employee Master Details Report (Portal)
- Medical Appointment Schedule Reprint For Employee
- Employment Contract Undertaking for EV
- Employment Contract Agreement for RP
- Click "Request Refresh" to initiate the request.
- ➤ When the report is ready, please download from "View Status"

