



دبي التجارية  
DUBAI TRADE

# *National Industries Park*

## *ODR Reports*

### *User's Manual*

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# Table Designs

## DOCUMENT DETAILS

Document Name	ODR Reports
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	29 <sup>th</sup> 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***

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

NIP Reports

ⓘ This page list the reports available in this service. You can either:

- Click on the View Status button to view the status of a previously requested report or to view / download the output of a previously requested report (in case the request has been successfully completed).
- Click on Request Refresh to place a request to the Free Zone for re-generating a report. The new report will typically be available 24 hours after placing a refresh request

Company Name:

License

Report Name	View Status	Request Refresh
e-License Certificate	<button>View Status</button>	<button>Request Refresh</button>

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

NIP e-License Certificate

ⓘ This page list the parameters required for running this report. Enter appropriate values and click on Refresh Report to place a request for generating a new report. Fields marked with \* are mandatory.

Company Name:

Company Id

Mobile Number \* 05xxxxxxxx

License Number \*

**Request Report**

**Licence Number**

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.

License Number

License Type

**Search**

3. Click on **"Request Report"** to complete.

NIP e-License Certificate

ⓘ This page list the parameters required for running this report. Enter appropriate values and click on Refresh Report to place a request for generating a new report. Fields marked with \* are mandatory.

Company Name:

Company Id

Mobile Number \* 0565333532

License Number \*

**Request Report**

4. A confirmation page will be displayed:

NIP e-License Certificate

Back

✔ Request for refreshing the selected report has been submitted. The request ID is 21731114. Note this down for future reference. The new report will typically be available 24 hours after placing a refresh request.

Company Name: I

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

NIP Reports

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- Click on Request Refresh to place a request to the Free Zone for re-generating a report. The new report will typically be available 24 hours after placing a refresh request

Company Name:

License

Report Name	View Status	Request Refresh
e-License Certificate	<div>View Status</div>	<div>Request Refresh</div>

Then, click "**Download Reports**"

NIP e-License Certificate

Back

ⓘ This page lists the status of the last 5 requests submitted for the selected report, within the preceding 10 days. Click on the Download button or the links to view / download the output of a previously requested report (in case the request has been successfully completed)

- Your browser will open a new tab with Download buttons. Click on download the report to your hard drive. Once the download is complete, go to the saved location on your PC and open the report.

Company Name:

Report Number	Requestor Login	Requestor Email Id	Report Status	Report created	Report updated	Reports
21731114			Closed	29-Apr-2025 12:34 PM	29-Apr-2025 12:40 PM	<div>Download Reports</div>

## "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"**

### NIP Reports

**!** This page list the reports available in this service. You can either:

- Click on the View Status button to view the status of a previously requested report or to view / download the output of a previously requested report (in case the request has been successfully completed).
- Click on Request Refresh to place a request to the Free Zone for re-generating a report. The new report will typically be available 24 hours after placing a refresh request

Company Name:

Registration ▼

Report Name	View Status	Request Refresh
Register Of Address	<button>View Status</button>	<button>Request Refresh</button>
Register Of Director/Manager/Secretary	<button>View Status</button>	<button>Request Refresh</button>
Share Register- With Capital	<button>View Status</button>	<button>Request Refresh</button>

## "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**"

NIP Reports

This page list the reports available in this service. You can either:

- Click on the View Status button to view the status of a previously requested report or to view / download the output of a previously requested report (in case the request has been successfully completed).
- Click on Request Refresh to place a request to the Free Zone for re-generating a report. The new report will typically be available 24 hours after placing a refresh request

Company Name:

Admin

Report Name	View Status	Request Refresh
XXFZ Employee Bank Guarantee List Report	View Status	Request Refresh
XXFZ Document Expiry Report	View Status	Request Refresh
XXFZ Employee Master Details Report (Portal)	View Status	Request Refresh
XXFZ Medical Appointment Schedule Reprint For Employee	View Status	Request Refresh
XXFZ Employment Contract Undertaking for EV	View Status	Request Refresh
XXFZ Employment Contract Agreement for RP	View Status	Request Refresh

