



دبي التجارية  
DUBAI TRADE

# *National Industries Park NOC Letter for License Activities User's Manual*

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# Table Designs

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## DOCUMENT DETAILS

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Document Name	License – NOC letter for Lic Activities
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	29 <sup>th</sup> May 2025
Current Version	1.0

*This service enables customers to request NIP Authority for an NOC for specific license activities regulated by other government entities. This is applicable for existing and new licenses.*

## Procedure:

1. Click "Create New Nequest" to initiate the process:

2. Please note the important notes before proceeding:

3. Fill the mandatory fields in red \*.

4. Please choose **New** (for new license) or **Existing** (for existing active license) from the list

If NEW is selected, "existing license number" field is disabled.

If EXISTING is selected, "existing license number" field is required and the **activity/ies** that require/s the NOC.

This screenshot shows a portion of a web form. On the left, there are input fields for 'Contact Name' (Jane Doe), 'Contact Person Email Address' (jane@doe.com), and 'Contact Person Phone' (0501234567). Below these is a dropdown menu labeled 'NOC Apply For' with a red box around it. The dropdown is open, showing 'New' and 'Existing' as options. To the right of the dropdown are three empty input fields, each with a 'Li' label and a magnifying glass icon.

5. Choose the NOC license type from the drop-down menu.

This screenshot shows the same form as the previous one, but with the 'NOC License Type' dropdown menu open and highlighted with a red box. The dropdown shows several options: 'NOC For Sea Shipment', 'NOC For RTA', 'NOC For Dubai Police', 'NOC for Dept. of Petroleum Affairs', and 'NOC For Dubai Civil Aviation Authority'. The 'NOC For Sea Shipment' option is currently selected. To the right of the dropdown are several input fields labeled 'License Activity Group 11' through 'License Activity 15', each with a magnifying glass icon.

6. Enter the request reason, if required, then click **"Save and Continue"**

The screenshot shows a form with two columns. The left column contains nine input fields, each with a magnifying glass icon, labeled 'License Activity 6', 'License Activity Group 6', 'License Activity 7', 'License Activity Group 7', 'License Activity 8', 'License Activity Group 8', 'License Activity 9', and 'License Activity Group 9'. The right column contains two larger text areas labeled 'Request Reason' and 'Authority Comments'. Below the form, there is a checkbox labeled 'I hereby certify that:' followed by four numbered terms. At the bottom right, a blue button labeled 'Save and Continue' is highlighted with a red rectangle.

☒ 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**

7. A summary will be displayed along with the SR number. You can "Edit" the details or click **"Confirm and Continue"** to proceed.

The screenshot shows a progress bar at the top with three steps: 'Service Request' (1), 'Summary' (2), and 'Payment Confirmation' (3). Below the progress bar, a message box states 'Details of the selected request are given below.' The main content area is a light blue box containing a table of details. The 'Company Name' field is highlighted with a red rectangle, and the 'SR Number: 21745630' is also highlighted with a red rectangle. At the bottom right, there are two buttons: 'Edit' and 'Confirm and Continue', both highlighted with red rectangles.

**1** Service Request      **2** Summary      **3** Payment Confirmation

**Details of the selected request are given below.**

<b>Company Name:</b>		<b>SR Number: 21745630</b>	
Contact Name	<b>Test</b>	NOC License Type	<b>NOC For Sea Shipment</b>
Contact Person Email Address	<b>aaa@aaa.com</b>	License Activity 1	<b>Para Pharmaceutical Products Trading</b>
Contact Person Phone	<b>0501234567</b>	License Activity Group 1	<b>PERFUMERY, MEDICINES, BEAUTY</b>
NOC Apply For	<b>New</b>		

**Edit**

**Confirm and Continue**

8. The fees will be displayed. Click on "**Submit**" to complete the request. A successful submission confirmation will be displayed.

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)  
**99,999,999,688,276. AED**  
**34**

Total Charge Amount: **210.00** AED

Total VAT Amount: **00.50** AED

Total Charge Amount  
with VAT: **210.50** AED

Component	Price	VAT %	VAT Price	Net Price
NOC for Lic Activities	200	0	0	200
Electronic fee	10	5	0.5	10.5

SR Number	Customer	Status
21745630		Saved

Submit

