



دبي التجارية
DUBAI TRADE

National Industries Park Renew License User's Manual

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Table Designs

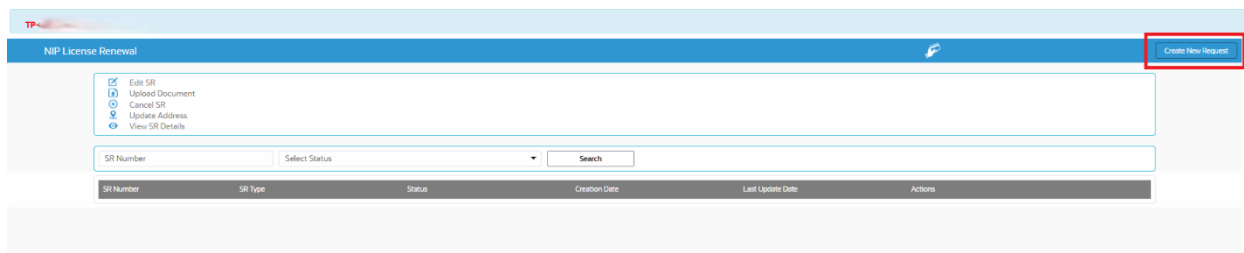
DOCUMENT DETAILS

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

This service enables customers to apply for the renewal of license issued by National Industries Park Authority.

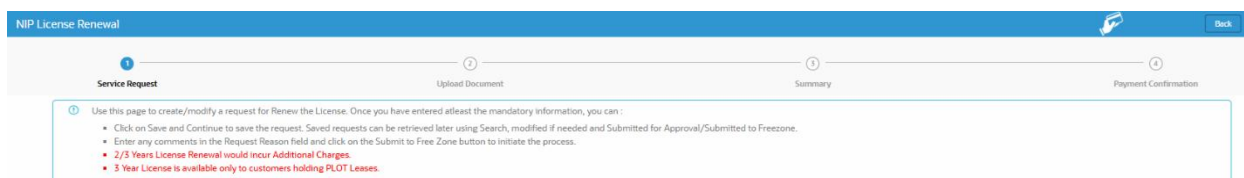
Procedure:

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



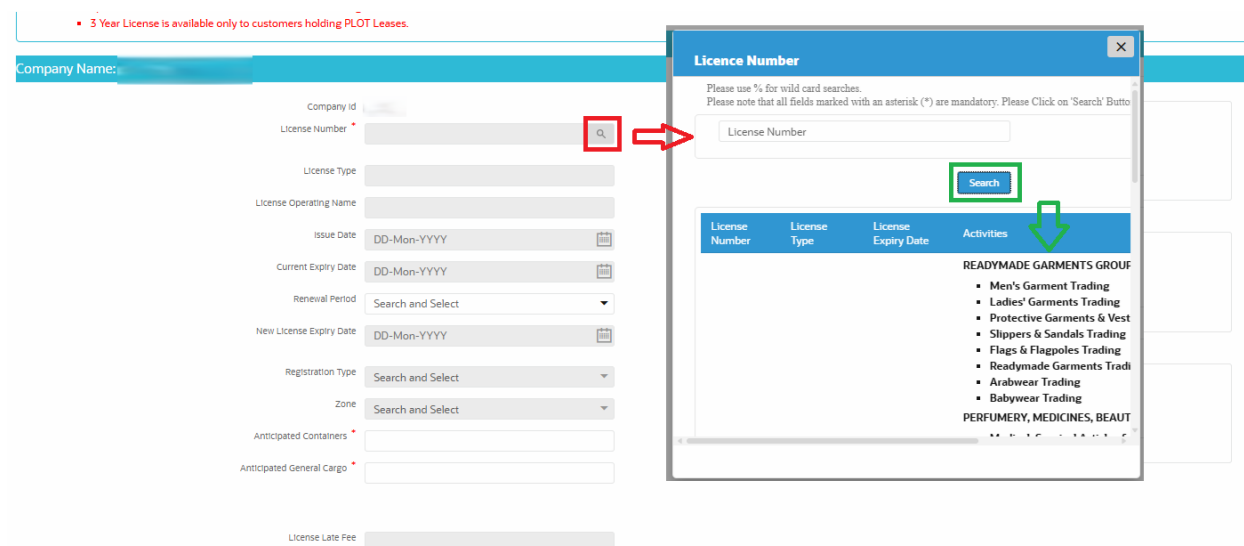
The screenshot shows the 'NIP License Renewal' page. At the top right, there is a blue button labeled 'Create New Request' which is highlighted with a red rectangular box. Below this, there is a sidebar with links: 'Edit SR', 'Upload Document', 'Cancel SR', 'Update Address', and 'View SR Details'. The main area contains a search bar with 'SR Number' and 'Select Status' dropdowns, and a 'Search' button. Below the search bar is a table header with columns: 'SR Number', 'SR Type', 'Status', 'Creation Date', 'Last Update Date', and 'Actions'.

2. Please note the important notes before proceeding:



The screenshot shows the 'NIP License Renewal' page with a progress bar at the top indicating four steps: 'Service Request', 'Upload Document', 'Summary', and 'Payment Confirmation'. The 'Service Request' step is currently active. Below the progress bar, there is a section titled 'Important Notes' with the following text: 'Use this page to create/modify a request for Renew the License. Once you have entered atleast the mandatory information, you can :'. Below this text are three bullet points: '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.', 'Enter any comments in the Request Reason field and click on the Submit to Free Zone button to initiate the process.', and '2/3 Years License Renewal would incur Additional Charges.' and '3 Year License is available only to customers holding PLOT Leases.'

3. Choose the license you want to renew using the search icon. On the pop-up screen, follow the search tips to see available licenses. Click on the preferred license on the list to proceed.



The screenshot shows the 'NIP License Renewal' page with a search form. The 'License Number' field is highlighted with a red box, and a red arrow points to a search icon. A pop-up window titled 'Licence Number' is open, showing a search bar and a 'Search' button. Below the search bar is a table with columns: 'License Number', 'License Type', 'License Expiry Date', and 'Activities'. The table lists several licenses under the heading 'READYMADE GARMENTS GROUF', including 'Men's Garment Trading', 'Ladies' Garments Trading', 'Protective Garments & Vest', 'Slippers & Sandals Trading', 'Flags & Flagpoles Trading', 'Readymade Garments Tradi', 'Arabwear Trading', and 'Babywear Trading'. A green arrow points to the 'Search' button in the pop-up window.

4. Some information will be captured by default as per your existing registration. Enter the rest of the mandatory fields.

Company Name:

Company id :
License Number :
License Type : Industrial
License Operating Name :
Issue Date : 24-Apr-2025
Current Expiry Date : 10-Jun-2026
Renewal Period : 1 Year
New License Expiry Date : 10-Jun-2027
Registration Type : Partnership Limited with Shares (PLS)
Zone : TP
Anticipated Containers :
Anticipated General Cargo :
License Late Fee : 0

Request Reason :
Authority Comments :
EHS Comments :
BUID

5. Your existing license activity/ies will be displayed. Accept the Terms & Conditions then click "Save and Continue."

License Activities Details									
Activity	Activity Group	License Type	EForm	RTA NOC	Dubai Police NOC	Chemical Form	EHS Approval	Aviation NOC	
Acid Manufacturing	PETROLEUM PRODUCTS & CHEMICALS	Industrial	N	N	N	Y	N	N	
Ammonia & Caustic Soda Manufacturing	PETROLEUM PRODUCTS & CHEMICALS	Industrial	N	N	N	N	N	Y	
Ladies' Garments Trading	READYMADE GARMENTS GROUP	Trading	N	N	N	N	N	N	
Protective Garments & Vests Trading	READYMADE GARMENTS GROUP	Trading	N	N	N	N	N	N	
Slippers & Sandals Trading	READYMADE GARMENTS GROUP	Trading	Y	N	N	N	N	N	
Shoe Trading	READYMADE GARMENTS GROUP	Trading	N	N	N	N	N	N	
Handbags & Leather Products Trading	READYMADE GARMENTS GROUP	Trading	N	N	N	N	N	N	

Terms and Conditions

- ☒ (Please click in the box and agree to the terms & conditions mentioned in the form) *
- ☒ I acknowledge that any kind of material is not permitted for storing and handling in office/workstation facility. Any such storage handling shall be considered a serious violation of EHS-Trakhees- PCFC and NIP leasing requirements.
- ☒ 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















6. Upload the necessary documents (if required) then click on "**Continue and Review**".

Important:

- *Required documents are dependent on the company's registration and license types.*
- *NOCs or Permits may be required depending on license activity(ies)*

Progress bar: 1 Service Request, 2 Upload Document, 3 Summary, 4 Payment Confirmation


Company Name: SR Number: 20083088

Document Name	File Type	Mandatory	Upload File	View / Delete
Good Legal Standing Certificate	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	 
National Industrial License (National Industrial Certificate From MAE)	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	 
NOC from the main Lessor	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here	 
Operational Fitness Certificate (OFC)	jpg/jpeg/pdf	No	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

7. 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 License Renewal



Back

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

Details of the selected request are given below.

Company Name:

SR Number: 21745473

License Number7

License TypeIndustrial

License Operating Name

Issue Date20-May-2025

Current Expiry Date9-Nov-2025

Renewal Period1 Year

New License Expiry Date7-May-2026

Registration TypePartnership Limited with Shares (PLS)

ZoneTP

Anticipated Containers0

Anticipated General Cargo0

Activity	Activity Group	License Type	RTA NOC	Dubai Police NOC	Chemical Form	EHS Approval	Aviation NOC	Petroleum NOC	Sea Shipment NOC
Acid ...	PETROLEU...		N	N	Y	N	N	N	N
Am...	PETROLEU...		N	N	N	N	Y	N	N
Ladi...	READYMA...		N	N	N	N	N	N	N
Prot...	READYMA...		N	N	N	N	N	N	N
Slipp...	READYMA...		N	N	N	N	N	N	N
Shoe...	READYMA...		N	N	N	N	N	N	N
Han...	READYMA...		N	N	N	N	N	N	N

Edit

Document Name	Preview/Download
NOC from Dubai Civil Aviation Authority	
Operational Fitness Certificate (OFC)	

Confirm and Continue

8. The fees will be displayed. Fees vary depending on different criteria.

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

1Service Request

2Upload Document

3Summary

4Payment Confirmation

① 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 to Freezone 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 FZ Admin. Clicking on Submit to Freezone will reserve the payment for the request from your portal balance.

Current Balance Amount
(Deposit minus amount reserved for submitted requests)
99,999,999,691,460.84 AED

Total Charge Amount: **4,934.10 AED**

Total VAT Amount: **00.50 AED**

Total Charge Amount with VAT: **4,934.60 AED**

Component	Price	VAT %	VAT Price	Net Price
Industrial License Renewal Fee	4904.1	0	0	4904.1
Electronic Fee	10	5	0.5	10.5
Knowledge Fee	10	0	0	10
Innovation Fee	10	0	0	10

SR Number	Customer	Status
21745473		

Submit

Submit to FreeZone



Once license is renewed, you may download the license copy from the SR.

