



دبي التجارية
DUBAI TRADE

National Industries Park License Cancellation 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	License – License Cancellation
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 an additional license(s) with National Industries Park.

Procedure:

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

The screenshot shows the 'NIP License Cancellation' page. At the top right, there is a blue button labeled 'Create New Request' which is highlighted with a red rectangular box. Below the header, there is a list of actions: Edit SR, Upload Document, Cancel SR, Update Address, and View SR Details. Further down, there are input fields for 'SR Number', a 'Select Status' dropdown, and a 'Search' button. At the bottom, there is a table with columns: SR Number, SR Type, Status, Creation Date, Last Update Date, and Actions.

2. Please note the Important Information before proceeding:

The screenshot shows the 'NIP License Cancellation' page with a progress bar at the top indicating three steps: 1. Service Request, 2. Summary, and 3. Payment Confirmation. Below the progress bar, there is a box containing important information:

- Use this page to Cancel the License. You can either:
 - 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 Additional Information field and click on the Submit to Free Zone button to initiate the cancellation.
 - Click on Cancel Request if you do not wish to initiate cancellation.
 - If the License is expired for more than 1 month a penalty of AED 1000/- is applied for each month thereafter.
 - This service is applicable only for Additional License.

3. Search and choose the license you want to cancel.

The screenshot shows the license search interface. At the top, there is a 'Company Name' field. Below it, there are fields for 'Company Id', 'License 1', 'License1 Type', 'License 2', 'License2 Type', 'License 3', 'License3 Type', 'License 4', 'License4 Type', and 'License 5'. To the right, there is a 'License5 Type' field and a 'Request Reason' field with a placeholder 'enter text here'. A red box highlights a search icon in the 'License 1' field, with a red arrow pointing down to a 'Search' button in a modal window. The modal window has a title 'Licence Number' and a 'Search' button. Below the search button, there is a table with columns: License Number, License Type, and Expiry Date.

License Number	License Type	Expiry Date
1298752	Professional	17-Jul-2025
8745632	Industrial	01-Apr-2025

4. Enter the request reason then click **"Save and Continue"**.

Company Name:

Company Id

License 1

License1 Type

License 2

License2 Type

License 3

License3 Type

License 4

License4 Type

License 5

License5 Type

Request Reason

Authority Comments

☒ 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.

5. A summary will be displayed along with the SR number. You can edit the details or click confirm and continue to proceed.

1 Service Request 2 Summary 3 Payment Confirmation

Details of the selected request are given below.

Company Name: SR Number:

License 1 **8745632** Request Reason **cancel additional license**

License1 Type **Industrial**

6. The fees will be displayed. Fees are dependent on multiple factors.

Click on "**Submit**" to complete the request.

Current Balance Amount
(Deposit minus amount reserved for submitted requests)
1,000,000,000,075,469.60 AED

Total Charge Amount:
6,570.00 AED

Total VAT Amount:
00.50 AED

Total Charge Amount with VAT:
6,570.50 AED

Component	Price	VAT %	VAT Price	Net Price
Penalty	2000	0	0	2000
Knowledge Fee	10	0	0	10
Innovation Fee	10	0	0	10
Knowledge fee for Penalty	10	0	0	10
Innovation fee for Penalty	10	0	0	10
Electronic fee	10	5	0.5	10.5
License Cancellation	4500	0	0	4500
Knowledge Fee	10	0	0	10
Innovation Fee	10	0	0	10

SR NumberCustomer

Submit

Saved

Submit to FreeZone

