

National Industries Park Submission of BG Paper User's Manual

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Table Designs

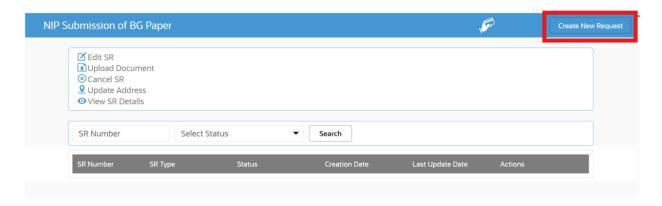
DOCUMENT DETAILS

Document Name	Submission of BG Paper
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	15 th November 2025
Current Version	1.0

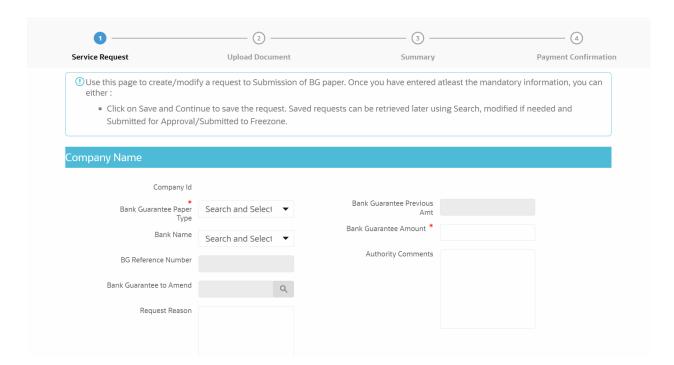
This service enables customers to submit a Paper or Bank Employee Guarantee, issued by a UAE bank, to National Industries Park Authority. This service is also used to amend an existing Paper Employee Guarantee which is already submitted.

Procedure:

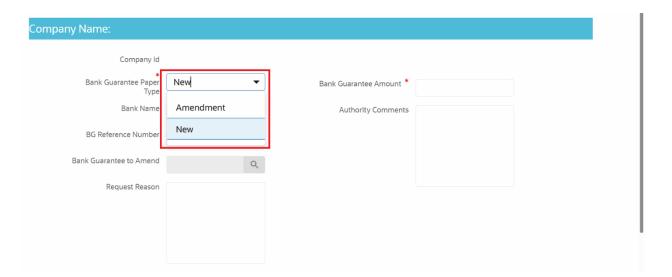
1. Click "Create New Request" to initiate the process:



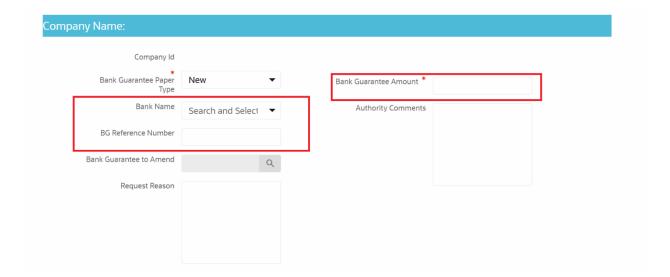
2. Enter the information as shown below:



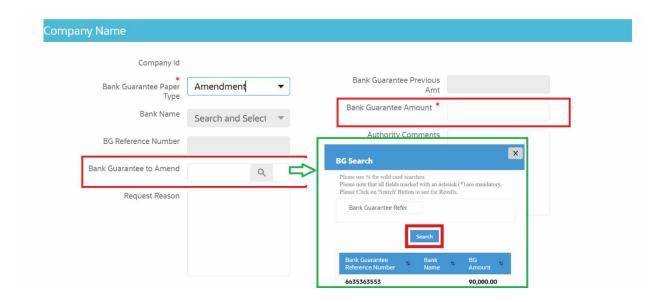
- 3. Select the "Bank Guarantee Paper Type" either Amendment or New.
 - a. Amendment changes to the existing paper guarantee
 - b. New for new submission



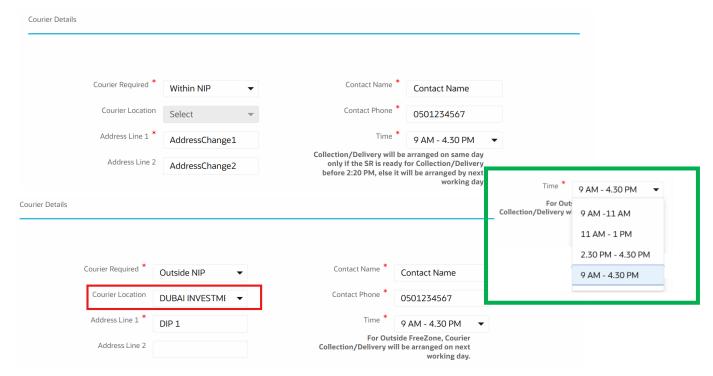
4. For **New** submission, please choose the **UAE Bank Name** from the list, enter the **BG Reference Number** and **Bank Guarantee amount**.



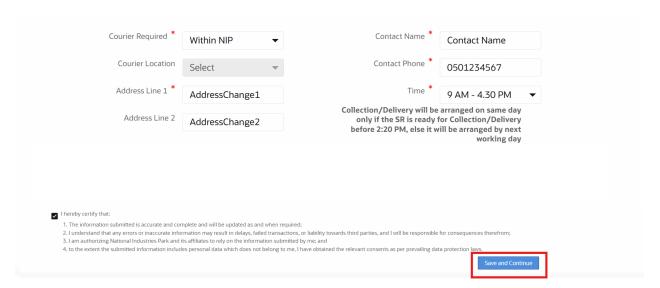
5. For **Amendment** of existing paper guarantee, please choose the **Bank Guarantee to be** amended then enter the **Bank Guarantee amount**.



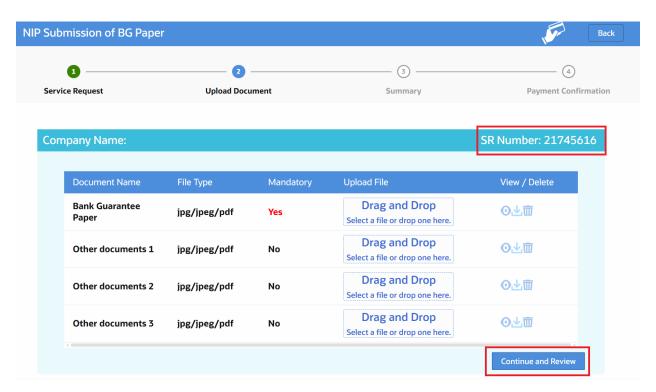
- 6. Update the courier information either "Within NIP" or "Outside NIP". You may change the address as required. "Courier Location" is only required if Outside NIP is selected.
 - Courier information is required for the collection of bank issued Original BG Paper.



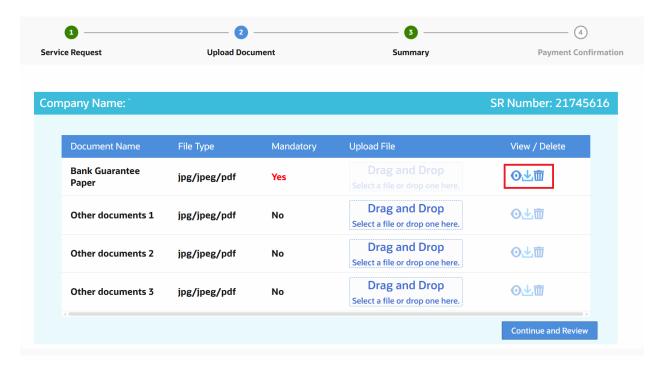
7. Click "Save and Continue" to proceed.



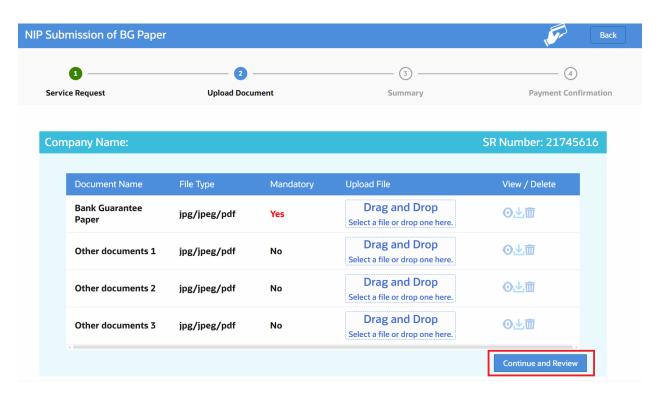
- 8. Upload the required documents by using the "Drag and Drop" option or simply by selecting a file. Click "Continue and Review".
 - The SR number will be generated at this stage.



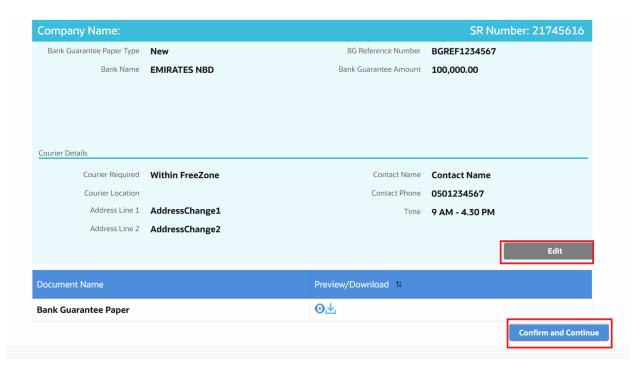
You may review, download or delete a file you have uploaded using the available options on the right.



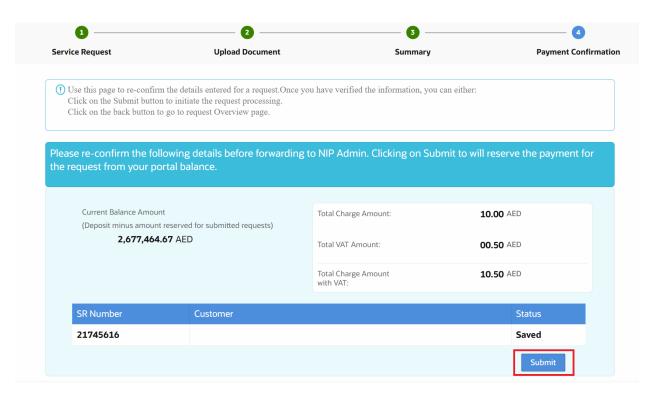
9. Click on "Continue and Review" to move on to the next section.



10. 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.



11. The fees will be displayed. Click "**Submit**" to complete the request. A submission confirmation message will be displayed.



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