



دبي التجارية
DUBAI TRADE

National Industries Park Submission of BG Paper User's Manual

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Submission of BG Paper

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:

NIP Submission of BG Paper

Create New Request

- Edit SR
- Upload Document
- Cancel SR
- Update Address
- View SR Details

SR Number Select Status Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
-----------	---------	--------	---------------	------------------	---------

2. Enter the information as shown below:

1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Use this page to create/modify a request to Submission of BG paper. Once you have entered atleast the mandatory information, 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.

Company Name

Company Id

Bank Guarantee Paper Type * Search and Select

Bank Name Search and Select

BG Reference Number

Bank Guarantee to Amend

Request Reason

Bank Guarantee Previous Amt

Bank Guarantee Amount *

Authority Comments

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

Company Name:

Company Id

Bank Guarantee Paper Type * **New**

Bank Name **Amendment**

BG Reference Number **New**

Bank Guarantee to Amend

Request Reason

Bank Guarantee Amount *

Authority Comments

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

Company Name:

Company Id

Bank Guarantee Paper Type * **New**

Bank Name **Search and Select**

BG Reference Number

Bank Guarantee to Amend

Request Reason

Bank Guarantee Amount *

Authority Comments

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

Company Name

Company Id

Bank Guarantee Paper Type *

Bank Name

BG Reference Number

Bank Guarantee to Amend

Request Reason

Bank Guarantee Previous Amt

Bank Guarantee Amount *

Authority Comments

BG Search

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.

Bank Guarantee Refer

Bank Guarantee Reference Number	Bank Name	BG Amount
6635363553		90,000.00

- 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.

Courier Details

Courier Required *

Courier Location

Address Line 1 *

Address Line 2

Contact Name *

Contact Phone *

Time *

Collection/Delivery will be arranged on same day only if the SR is ready for Collection/Delivery before 2:20 PM, else it will be arranged by next working day.

Courier Required *

Courier Location

Address Line 1 *

Address Line 2

Contact Name *

Contact Phone *

Time *

For Outside FreeZone, Courier Collection/Delivery will be arranged on next working day.

Time *

For Out Collection/Delivery w

9 AM - 11 AM

11 AM - 1 PM

2.30 PM - 4.30 PM

9 AM - 4.30 PM

7. Click "Save and Continue" to proceed.

Courier Required *	Within NIP	Contact Name *	Contact Name
Courier Location	Select	Contact Phone *	0501234567
Address Line 1 *	AddressChange1	Time *	9 AM - 4.30 PM
Address Line 2	AddressChange2	Collection/Delivery will be arranged on same day only if the SR is ready for Collection/Delivery before 2:20 PM, else it will be arranged by next working day	

☒ 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](#)

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.

NIP Submission of BG Paper [Back](#)

1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Company Name: SR Number: 21745616

Document Name	File Type	Mandatory	Upload File	View / Delete
Bank Guarantee Paper	jpg/jpeg/pdf	Yes	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](#)

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

1

Service Request

2

Upload Document

3

Summary

4

Payment Confirmation

Company Name:

SR Number: 21745616

Document Name	File Type	Mandatory	Upload File	View / Delete
Bank Guarantee Paper	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	<div> </div>
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	<div> </div>
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	<div> </div>
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	<div> </div>

Continue and Review

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

NIP Submission of BG Paper

Back

1

Service Request

2

Upload Document

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Summary

4

Payment Confirmation


Company Name:

SR Number: 21745616

Document Name	File Type	Mandatory	Upload File	View / Delete
Bank Guarantee Paper	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	<div> </div>
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	<div> </div>
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	<div> </div>
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	<div> </div>

Continue and Review

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.

Company Name:		SR Number: 21745616	
Bank Guarantee Paper Type	New	BG Reference Number	BGREF1234567
Bank Name	EMIRATES NBD	Bank Guarantee Amount	100,000.00
Courier Details			
Courier Required	Within FreeZone	Contact Name	Contact Name
Courier Location		Contact Phone	0501234567
Address Line 1	AddressChange1	Time	9 AM - 4.30 PM
Address Line 2	AddressChange2		
			Edit
Document Name		Preview/Download ↑↓	
Bank Guarantee Paper			
			Confirm and Continue

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

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

⚠ 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 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 NIP Admin. Clicking on Submit will reserve the payment for the request from your portal balance.

Current Balance Amount (Deposit minus amount reserved for submitted requests) 2,677,464.67 AED	<table> <tr> <td>Total Charge Amount:</td> <td>10.00 AED</td> </tr> <tr> <td>Total VAT Amount:</td> <td>00.50 AED</td> </tr> <tr> <td>Total Charge Amount with VAT:</td> <td>10.50 AED</td> </tr> </table>	Total Charge Amount:	10.00 AED	Total VAT Amount:	00.50 AED	Total Charge Amount with VAT:	10.50 AED
Total Charge Amount:	10.00 AED						
Total VAT Amount:	00.50 AED						
Total Charge Amount with VAT:	10.50 AED						

SR Number	Customer	Status
21745616		Saved

Submit

