



دبي التجارية  
DUBAI TRADE

# *National Industries Park Withdrawal of BG Paper User's Manual*

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Withdrawal of BG Paper

# Table Designs

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## DOCUMENT DETAILS

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

*This service enables customers to request for withdrawal of the submitted Paper or Bank Employee Guarantee from NIP Authority.*

**Procedure:**

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

NIP Withdrawal 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
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2. Enter the information as shown below:

NIP Withdrawal of BG Paper

Back

1 Service Request    2 Upload Document    3 Summary    4 Payment Confirmation

Use this page to create/modify a request for Withdrawal of BG. 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 Freezezone.

Company Name:

Company Id

Request Reason

Authority Comments

BG Reference Number 1    BG Amount 1

BG Reference Number 2    BG Amount 2

BG Reference Number 3    BG Amount 3

BG Reference Number 4    BG Amount 4

BG Reference Number 5    BG Amount 5

### 3. Select the "Bank Guarantee" you wish to withdraw.

NIP Withdrawal of BG Paper

1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Use this page to create/modify a request for Withdrawal of BG. 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

BG Reference Number 1 \*

BG Amount 1

BG Reference Number 2

BG Amount 2

BG Reference Number 3

BG Amount 3

BG Reference Number 4

BG Amount 4

BG Reference Number 5

BG Amount 5

**BG Paper**

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 Reference Number

Search

Bank Guarantee Reference Number	Bank Name	BG Amount
6655363555		90,000.00

### 4. 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 delivery of document from NIP.*

Courier Details

Courier Required \* Within NIP

Courier Location Select

Address Line 1 \* AddressChange1

Address Line 2 AddressChange2

Contact Name \* Contact Name

Contact Phone \* 0501234567

Time \* 9 AM - 4.30 PM

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 \* Outside NIP

Courier Location DUBAI INVESTME

Address Line 1 \* DIP 1

Address Line 2

Contact Name \* Contact Name

Contact Phone \* 0501234567

Time \* 9 AM - 4.30 PM

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

Time \* 9 AM - 4.30 PM

For Out Collection/Delivery w

9 AM - 11 AM

11 AM - 1 PM

2.30 PM - 4.30 PM

9 AM - 4.30 PM

5. Click **"Save and Continue"** to proceed.

Courier Required \*

Within NIP

Courier Location

Select

Address Line 1 \*

AddressChange1

Address Line 2

AddressChange2

Contact Name \*

Contact Name

Contact Phone \*

0501234567

Time \*

9 AM - 4.30 PM

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

6. 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

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Service Request













Upload Document

Summary

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>	  
Other documents 1	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	  
Other documents 2	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	  
Other documents 3	jpg/jpeg/pdf	No	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	  

Continue and Review

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

1

2

3

4

Service Request
Upload Document
Summary
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 <small>Select a file or drop one here.</small>	
Other documents 1	jpg/jpeg/pdf	No	Drag and Drop <small>Select a file or drop one here.</small>	
Other documents 2	jpg/jpeg/pdf	No	Drag and Drop <small>Select a file or drop one here.</small>	
Other documents 3	jpg/jpeg/pdf	No	Drag and Drop <small>Select a file or drop one here.</small>	

Continue and Review

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

NIP Submission of BG Paper

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Service Request
Upload Document
Summary
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 <small>Select a file or drop one here.</small>	
Other documents 1	jpg/jpeg/pdf	No	Drag and Drop <small>Select a file or drop one here.</small>	
Other documents 2	jpg/jpeg/pdf	No	Drag and Drop <small>Select a file or drop one here.</small>	
Other documents 3	jpg/jpeg/pdf	No	Drag and Drop <small>Select a file or drop one here.</small>	

Continue and Review

8. 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		
			<a href="#">Edit</a>
Document Name		Preview/Download ↕	
Bank Guarantee Paper		<a href="#">Download</a>	
			<a href="#">Confirm and Continue</a>

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

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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)	Total Charge Amount:	10.00 AED
2,677,464.67 AED	Total VAT Amount:	00.50 AED
	Total Charge Amount with VAT:	10.50 AED

SR Number	Customer	Status
21745616		Saved

[Submit](#)

