



دبي التجارية
DUBAI TRADE

National Industries Park Apply for Company Representative Card User's Manual

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Apply for Company Representative Card

Table Designs

DOCUMENT DETAILS

Document Name	Apply for Company Representative Card
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 is to request for a Company Representative Card for an employee who is going to be the Company Representative / PRO in NIP. This card is only issued to employees having Permanent Access Card (PAC), Permanent Access Card (PIC) and/or Company Employment Card (CEC) from the same company.

Procedure:

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

NIP Company Representative Cards New

Create New Request

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

SR Number Select Status Sear...

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
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2. Enter the information as shown below:

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1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Use this page to create/modify a request for the Company Representative Card. 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.
- If PIC or PAC is selected for **Document Number**, Company Representative Card validity will be subject to the Validity of PAC or PIC Card.

Company Name:


Company Id Authority Comments

Document Number * Search

Card Validity Period * Search and Select

Request Reason

3. Choose the employee's "Document Number" as CEC, PAC or PIC.

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1 ————— 2 ————— 3 ————— 4
Service Request Upload Document Summary Payment Confirmation

ⓘ Use this page to create/modify a request for the Company Representative Card. 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.
- If PIC or PAC is selected for **Document Number**, Company Representative Card validity will be subject to the Validity of PAC or PIC Card.


Company Name:

Company Id

Document Number *  

Card Validity Period *


Request Reason

Document 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.

Document Type *
Card Number
Last Name
Nationality
[Search](#)

4. Choose the preferred "Card Validity Period" as 1, 2 or 3 years.

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1 ————— 2 ————— 3 ————— 4
Service Request Upload Document Summary Payment Confirmation

ⓘ Use this page to create/modify a request for the Company Representative Card. 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.
- If PIC or PAC is selected for **Document Number**, Company Representative Card validity will be subject to the Validity of PAC or PIC Card.

Company Name:

Company Id

Document Number *

Card Validity Period *
1 Year
2 Years
3 Years


Request Reason


Authority Comments


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

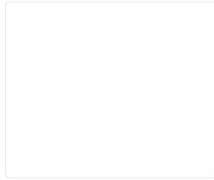
Company Name:

Company Id

Document Number * 00 

Card Validity Period * 1 Year 

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.

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.

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1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Company Name: SR Number: 20170802













Document Name	File Type	Mandatory	Upload File	View / Delete
Photograph	jpg/jpeg	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.

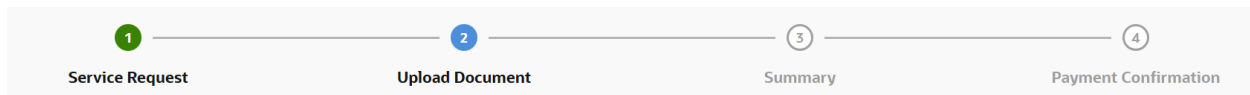


Company Name: SR Number: 20170802













Document Name	File Type	Mandatory	Upload File	View / Delete
Photograph	jpg/jpeg	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

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



Company Name: SR Number: 20170802

Document Name	File Type	Mandatory	Upload File	View / Delete
Photograph	jpg/jpeg	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

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.

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Service Request

Upload Document

Summary

Payment Confirmation

Details of the selected request are given below.

Company Name:

SR Number: 20170802

Document Number

Card Validity Period

1 Year

Edit

Document Name

Preview/Download

Photograph

Confirm and Continue

1. The fees will be displayed. Click "**Submit**" to complete the request. A successful submission confirmation 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)
2,646,190.94 AED

Total Charge Amount:
210.00 AED

Total VAT Amount:
00.50 AED

Total Charge Amount with VAT:
210.50 AED

SR Number	Employee	Customer	Status
20170802			Saved

Submit

Apply for Company Representative Card

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