



دبي التجارية
DUBAI TRADE

National Industries Park Apply for PIC User's Manual

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Apply for PIC (Permanent Identity Card)

Table Designs

DOCUMENT DETAILS

Document Name	Apply for PIC (Permanent Identity 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 Permanent Identity Card for an employee who is not sponsored by NIP. Permanent Identity Cards are issued to employees who are under their Father, Husband, Wife's etc. Sponsorship (Non-Company Sponsored). These cards are Identity Cards with a validity of one year allowing the non-sponsored employee to work in NIP.

Procedure:

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

2. Enter the required information.



Enter the applicant's information as per passport.

Card Validity Period *	<input type="text" value="Search and Select"/>	Sponsor Name *	<input type="text"/>
Religion	<input type="text" value="Search and Select"/>	Sponsor Nationality *	<input type="text" value="Search and Select"/>
Place Of Birth *	<input type="text"/>	Sponsor Passport Number *	<input type="text"/>
Origin	<input type="text"/>	Sponsor Passport Date Of Issue *	<input type="text" value="DD-Mon-YYYY"/>
Date of Birth *	<input type="text" value="DD-Mon-YYYY"/>	Sponsor Passport ExpiryDate *	<input type="text" value="DD-Mon-YYYY"/>
Marital Status *	<input type="text" value="Search and Select"/>	Relationship with Sponsor *	<input type="text" value="Search and Select"/>
Job Title *	<input type="text" value="Search and Select"/>	Sponsor's Contact Phone *	<input type="text" value="05xxxxxxx"/>
Passport Number *	<input type="text"/>	Sponsor Address	<input type="text"/>
Passport Date of Issue *	<input type="text" value="DD-Mon-YYYY"/>	Sponsor Emirate *	<input type="text" value="Search and Select"/>
Passport Date of Expiry *	<input type="text" value="DD-Mon-YYYY"/>	Sponsor Post Box No	<input type="text"/>
Place Of Issue *	<input type="text"/>	Notice Period (Days) *	<input type="text" value="Search and Select"/>
Country of Issue *	<input type="text" value="Search and Select"/>	Leave Days (Calendar Days) *	<input type="text" value="Search and Select"/>
Permanent(Native) Address 1	<input type="text"/>		
Permanent(Native) Address 2	<input type="text"/>		
Permanent POBox	<input type="text"/>		
Permanent(Native) City	<input type="text"/>		
Permanent(Native) Country	<input type="text" value="Search and Select"/>		
Basic Monthly Salary (AED) *	<input type="text"/>		
Food Provided *	<input type="text" value="Search and Select"/>		
Food Allowance	<input type="text"/>		
Accommodation Provided *	<input type="text" value="Search and Select"/>		
Accommodation Type	<input type="text" value="Search and Select"/>		
Probation Period (months) *	<input type="text" value="6"/>		
Request Reason	<input type="text"/>		
Authority Comments	<input type="text"/>		



Applicant's email address is essential for the Employment Contract signing through Docusign

3. Click "**Save and Continue**" to proceed with the application.

☒ 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

4. Upload the required documents by using the "**Drag and Drop**" option or simply by selecting a file.




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.

Click "**Continue and Review**".

NIP Permanent Identity Card New



Back

1

2

3

4

Service Request































Upload Document

Summary

Payment Confirmation

Company Name:

SR Number: 20170841

Document Name	File Type	Mandatory	Upload File	View / Delete
NOC from Sponsor	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	  
Passport Page 1	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	  
Photograph	jpg/jpeg	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	  
Residence Permit	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	  
Sponsor Passport Page 1	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	  
Sponsor Residence Permit	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	  
Passport Page 2	jpg/jpeg/pdf	No	<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

5. 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.

NIP Permanent Identity Card New

1

Service Request

2

Upload Document

3

Summary

4

Payment Confirmation

Back

Details of the selected request are given below.

Company Name:

SR Number: 20170841

Title	Mrs.	Accommodation Provided	Allowance
Given Name	Jane	Accommodation Allowance	5,000
Last Name	Doe	Transportation Provided	Allowance
Present Nationality	U S A	Transport Allowance	5,000
Applicant's Email	aaa@aaa.com	Residence Permit Number	2552463656
Card Validity Period	1 Year	Residence Permit Expiry Date	31-May-2028
Place Of Birth	Iowa	Emirates ID Number	123-1999-1234567-1
Date of Birth	7-Nov-1999	Sponsor Name	John Smith
Marital Status	Married	Sponsor Nationality	U S A
Job Title	SENIOR ADMINISTRATOR - CUSTOMER SERVICE	Sponsor Passport Number	USA987656X
Passport Number	USA123456X	Sponsor Passport Date Of Issue	11-Nov-2020
Passport Date of Issue	1-Nov-2020	Sponsor Passport ExpiryDate	11-Nov-2030
		Relationship with Sponsor	Wife
Passport Date of Expiry	1-Nov-2030	Sponsor's Contact Phone	0501234567
Place Of Issue	Iowa	Sponsor Emirate	Dubai
Country of Issue	U S A	Notice Period (Days)	30
Basic Monthly Salary (AED)	8,000	Leave Days (Calendar Days)	30
Food Provided	No	Probation Period (months)	6

Edit

Confirm and Continue

6. The fees will be displayed.

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

NIP Permanent Identity Card New

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)
2,636,413.22 AED

Total Charge Amount:
420.00 AED

Total VAT Amount:
05.50 AED

Total Charge Amount with VAT:
425.50 AED

SR Number	Employee	Customer	Status
20170841	Jane Doe		Saved

Submit

Apply for PIC (Permanent Identity Card)

7

