

National Industries Park DUBAITRADE Apply for PIC User's Manual

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Table Designs

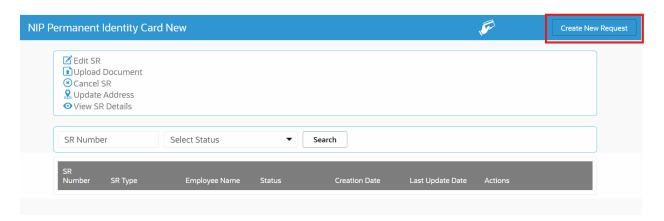
DOCUMENT DETAILS

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

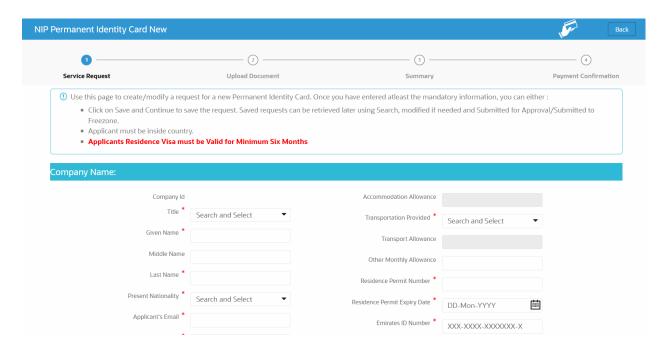
This service is to request for Permanent Identity Card for an employee who is not sponsored by NIP. Permanent Identity Cards are issued to employees who are under their Father, Husband, Wife's etc. Sponsorship (Non-Company Sponsored). These cards are Identity Cards with a validity of one year allowing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

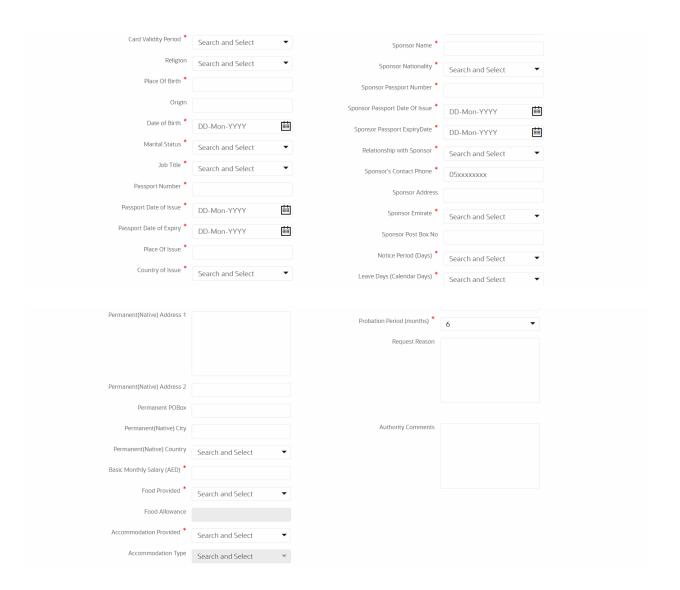
Procedure:

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



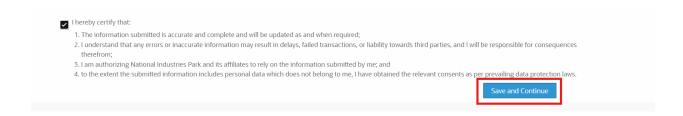
- 2. Enter the required information.
 - Enter the applicant's information as per passport.





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

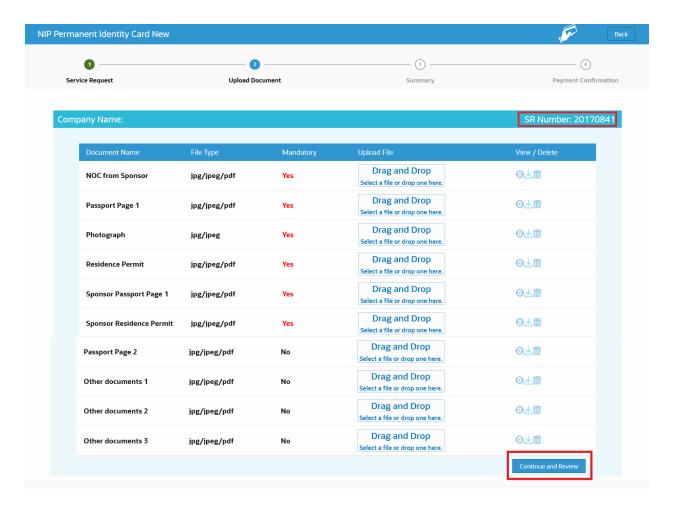
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- 3. Click "Save and Continue" to proceed with the application.



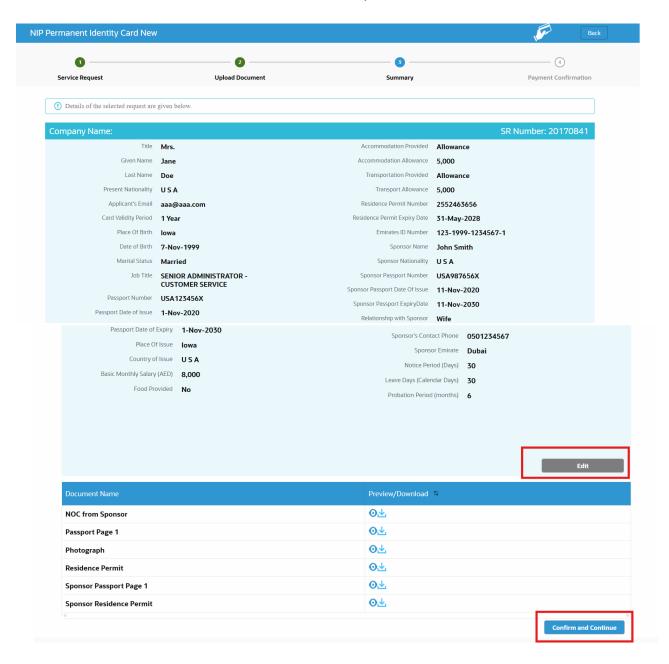
- 4. Upload the required documents by using the "**Drag and Drop**" option or simply by selecting a file.
 - The SR number will be generated at this stage.

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

Click "Continue and Review".

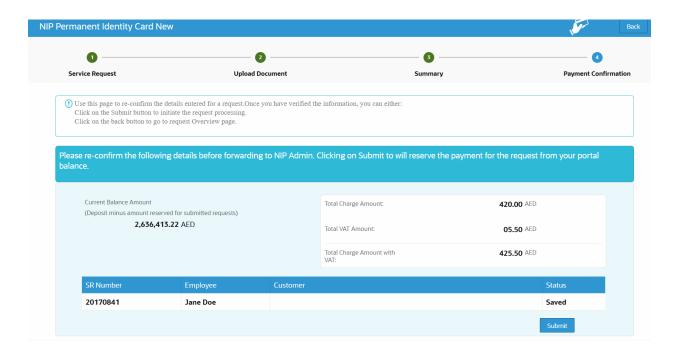


5. A summary will be displayed along with the SR number. You can edit the details, view the document or click "Confirm and Continue" to proceed.



6. The fees will be displayed.

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



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