

National Industries Park Pubblishade Renew PIC User's Manual

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Table Designs

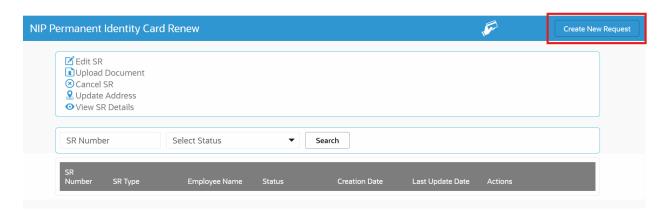
DOCUMENT DETAILS

Document Name	Renew 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

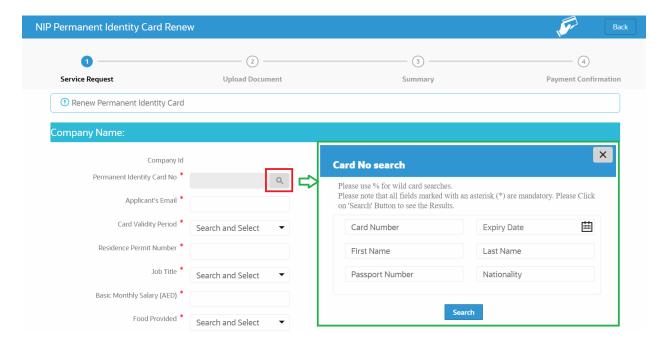
This service is to submit a renewal request for a Permanent Identity Card of an employee who is not sponsored by NIP.

Procedure:

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



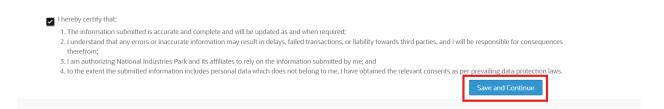
- 2. Enter the required information.
 - Search for "PIC number" due for renewal.



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

Docusign

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.

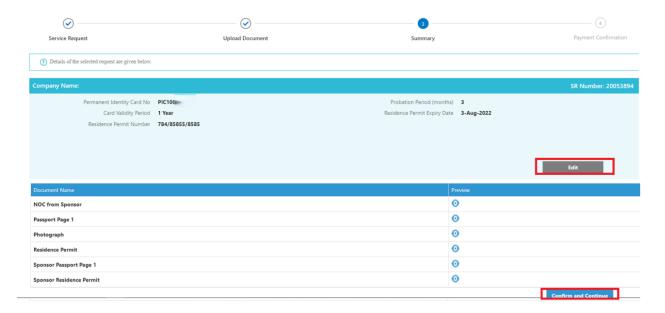
The SR number will be generated at this stage. The documents required are dependent on the information provided on the first page.

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.

