



دبي التجارية
DUBAI TRADE

National Industries Park Renew PIC User's Manual

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Renew PIC (Permanent Identity Card)

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.

NIP Permanent Identity Card Renew

Create New Request

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

SR Number Select Status Search

SR Number	SR Type	Employee Name	Status	Creation Date	Last Update Date	Actions
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2. Enter the required information.



Search for "PIC number" due for renewal.

NIP Permanent Identity Card Renew


Back

1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Renew Permanent Identity Card

Company Name:

Company Id

Permanent Identity Card No * 

Applicant's Email *

Card Validity Period * Search and Select

Residence Permit Number *

Job Title * Search and Select

Basic Monthly Salary (AED) *

Food Provided * Search and Select

Card No 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.

Card Number Expiry Date

First Name Last Name

Passport Number Nationality

Search



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. 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"**.

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

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.

Progress bar: Service Request (1), Upload Document (2), Summary (3), Payment Confirmation (4).

Details of the selected request are given below:

Company Name: SR Number: 20053894

Permanent Identity Card No	PIC100	Probation Period (months)	3
Card Validity Period	1 Year	Residence Permit Expiry Date	3-Aug-2022
Residence Permit Number	784/85855/8585		

Edit

Document Name	Preview
NOC from Sponsor	
Passport Page 1	
Photograph	
Residence Permit	
Sponsor Passport Page 1	
Sponsor Residence Permit	

Confirm and Continue

6. The fees will be displayed.

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

Progress bar: Service Request (1), Upload Document (2), Summary (3), Payment Confirmation (4).

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 to Freezone 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)
519,878.95 AED

Total Charge Amount:	AED
Total VAT Amount:	AED
Total Charge Amount with VAT:	AED

SR Number	Employee	Customer	Status
20053893			Saved

Submit

