

# National Industries Park Pubaitrade Apply for TAC User's Manual

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# Table Designs

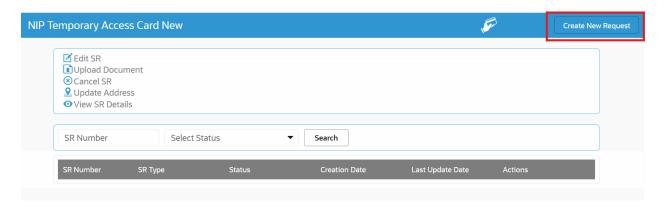
# **DOCUMENT DETAILS**

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Document Name	Apply for TAC (Temporary Access Card)
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	15 <sup>th</sup> November 2025
Current Version	1.0

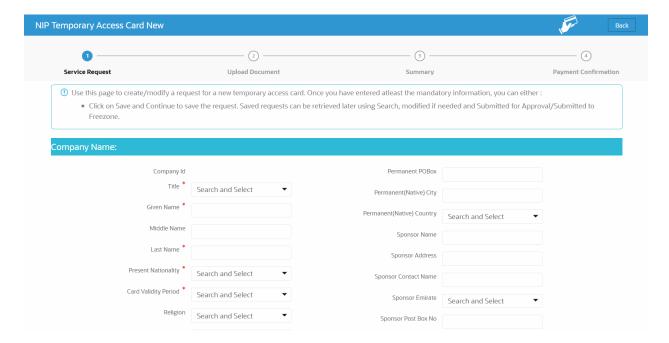
This service is to request a Temporary Access Card for an employee who is not sponsored by NIP. This card can be applied for one month to maximum of 6 months, allowing the non-sponsored employee to enter NIP to visit your company. Temporary Access Cards are on a temporary basis.

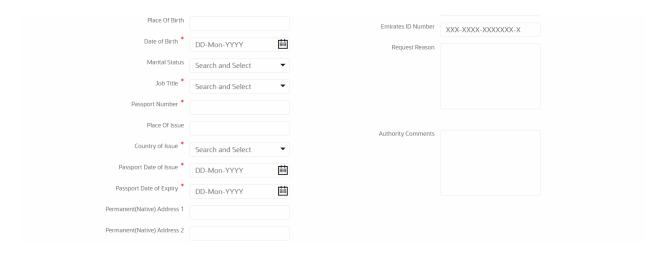
## **Procedure:**

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

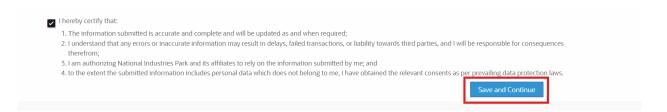


- 2. Enter the required information.
  - Enter the applicant's information as per passport.





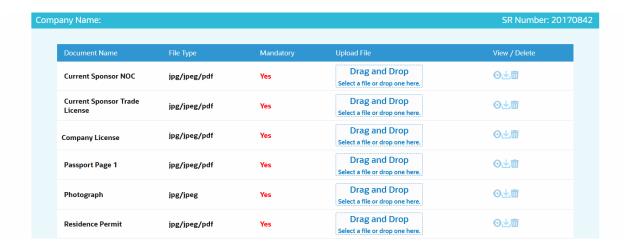
3. Click "Save and Continue" to proceed with the application.

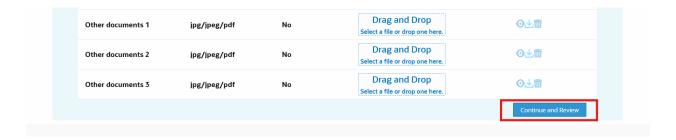


- 4. Upload the required documents by using the "**Drag and Drop**" option or simply by selecting a file.
  - The SR number will be generated at this stage.

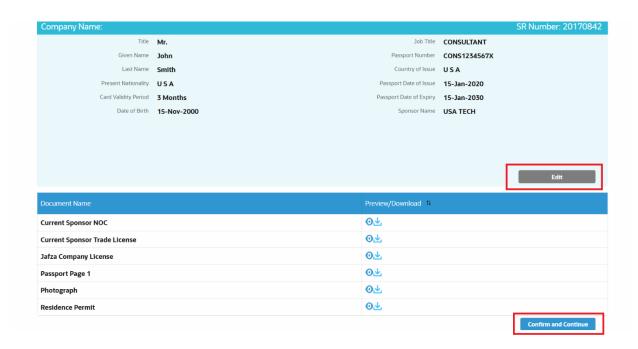
You may review, download or delete a file you have uploaded using the available options on the right.

Click "Continue and Review".

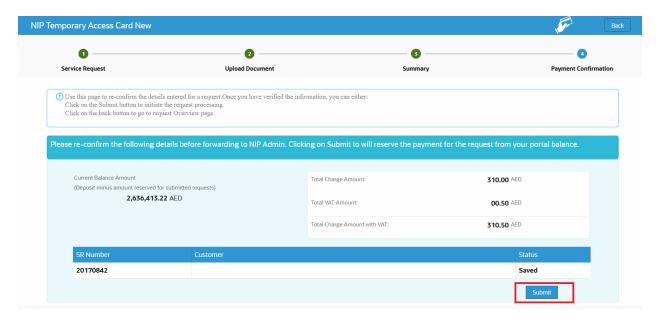




5. A summary will be displayed along with the SR number. You can edit the details, view the document or click "Confirm and Continue" to proceed.



- 6. The fees will be displayed. Click "**Submit**" to complete the request. A submission confirmation message will be displayed.
  - Charges displayed are dependent on card validity period.



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