



دبي التجارية
DUBAI TRADE

National Industries Park Apply for TAC User's Manual

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Apply for TAC (Temporary Access Card)

Table Designs

DOCUMENT DETAILS

Document Name	Apply for TAC (Temporary Access 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 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.

NIP Temporary Access Card New

[Create New Request](#)

- [Edit SR](#)
- [Upload Document](#)
- [Cancel SR](#)
- [Update Address](#)
- [View SR Details](#)

SR Number Select Status Search

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



Enter the applicant's information as per passport.

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1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

① Use this page to create/modify a request for a new temporary access card. Once you have entered atleast the mandatory information, you can either :

- Click on Save and Continue to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.

Company Name:

Company Id

Title Search and Select

Given Name

Middle Name

Last Name

Present Nationality Search and Select

Card Validity Period Search and Select

Religion Search and Select

Permanent POBox

Permanent(Native) City

Permanent(Native) Country Search and Select

Sponsor Name

Sponsor Address

Sponsor Contact Name

Sponsor Emirate Search and Select

Sponsor Post Box No

Place Of Birth	<input type="text"/>	Emirates ID Number	<input type="text" value="XXX-XXXX-XXXXXXX-X"/>
Date of Birth *	<input type="text" value="DD-Mon-YYYY"/>	Request Reason	<div></div>
Marital Status	<input type="text" value="Search and Select"/>		
Job Title *	<input type="text" value="Search and Select"/>		
Passport Number *	<input type="text"/>		
Place Of Issue	<input type="text"/>		
Country of Issue *	<input type="text" value="Search and Select"/>	Authority Comments	<div></div>
Passport Date of Issue *	<input type="text" value="DD-Mon-YYYY"/>		
Passport Date of Expiry *	<input type="text" value="DD-Mon-YYYY"/>		
Permanent(Native) Address 1	<input type="text"/>		
Permanent(Native) Address 2	<input type="text"/>		

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"**.

Company Name:			SR Number: 20170842	
Document Name	File Type	Mandatory	Upload File	View / Delete
Current Sponsor NOC	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	
Current Sponsor Trade License	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	
Company License	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>	

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.

Company Name:

SR Number: 20170842

Title	Mr.	Job Title	CONSULTANT
Given Name	John	Passport Number	CONS1234567X
Last Name	Smith	Country of Issue	U S A
Present Nationality	U S A	Passport Date of Issue	15-Jan-2020
Card Validity Period	3 Months	Passport Date of Expiry	15-Jan-2030
Date of Birth	15-Nov-2000	Sponsor Name	USA TECH

Edit

Document Name	Preview/Download
Current Sponsor NOC	
Current Sponsor Trade License	
Jafza Company License	
Passport Page 1	
Photograph	
Residence Permit	


Confirm and Continue

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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Service Request

Upload Document

Summary

Payment Confirmation

① 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 to 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:
310.00 AED

Total VAT Amount:
00.50 AED

Total Charge Amount with VAT:
310.50 AED

SR Number	Customer	Status
20170842		Saved

Submit

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