



دبي التجارية
DUBAI TRADE

National Industries Park Renew TAC User's Manual

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Renew TAC (Temporary Access Card)

Table Designs

DOCUMENT DETAILS

Document Name	Renew 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 submit a renewal request for a Temporary Access Card of an employee who is not sponsored by NIP.

Procedure:

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

NIP Temporary Access 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	Status	Creation Date	Last Update Date	Actions
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2. Enter the required information.



Search for "TAC number" due for renewal.

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1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Renew Temporary Access Card

Company Name:

Company Id

Temporary Access Card Num

Card Validity Period

Request Reason

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

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"**.

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Service RequestUpload DocumentSummaryPayment Confirmation

Back

Company Name:

SR Number: 20170843

Document Name	File Type	Mandatory	Upload File	View / Delete
Company License	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.	  
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.	  

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.

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Service RequestUpload DocumentSummaryPayment Confirmation

Details of the selected request are given below.

Company Name:

SR Number: 20170843

Temporary Access Card Num: TAC1

Card Validity Period: 3 Months

Edit

Document Name	Preview/Download
Company License	Download
Passport Page 1	Download
Photograph	Download

Confirm and Continue

6. The fees will be displayed.



Charges displayed are dependent on card validity period.

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

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Service RequestUpload DocumentSummaryPayment Confirmation

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 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
20170843		Saved

Submit

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