



دبي التجارية  
DUBAI TRADE

# *National Industries Park RTA Letters User's Manual*

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# Table Designs

## DOCUMENT DETAILS

Document Name	RTA Letters
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 enables users to request a Letter / NOC for NIP Company and Employees addressed to RTA (Road & Transport Authority).*

**Procedure:**

1. Choose the letter from the list

**Types of RTA Letters**

Boat New Registration

Change Company Name

Driving License Letter

Heavy Vehicle Reg (New)

Light Vehicle Reg (New)

Motorcycle New Registration

Open RTA File (New Companies)

RTA Advertisement Renew Logo

RTA Transfer Plate Number

Tejari New Registration

Tejari Replace Registration

Trailer Registration (New)

Transfer Registration

Cancel Vehicle Reg

Clearance Letter

Export Vehicle

Heavy Vehicle Reg (Renew)

Light Vehicle Reg (ReNew)

Motorcycle Renew Registration

RTA Advertisement New Logo

RTA Change Plate Number

Tejari Cancel Registration

Tejari Renew Registration

Tourist Letter

Trailer Registration (Renew)

SR Number

Select Status

Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
-----------	---------	--------	---------------	------------------	---------

2. RTA Letter Types:

- **Open RTA File (New Companies)** - This is to request a Letter / NOC from NIP for the company to open a new File with RTA.

- I. Click "**Create New Request**" to begin

**NIP Open RTA File (New Companies)**

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
-----------	---------	--------	---------------	------------------	---------

## II. Enter required information, agree and click "Save and Continue"

NIP Open RTA File (New Companies)  [Back](#)

1 Service Request 2 Summary 3 Payment Confirmation

① Use this page to create/modify a request for the RTA Letter. 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.
- NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id Request Reason


Mobile Number \* 05xxxxxxx

☒ I hereby certify that:

- The information submitted is accurate and complete and will be updated as and when required;
- 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;
- I am authorizing National Industries Park and its affiliates to rely on the information submitted by me; and
- 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](#)

## III. 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.

NIP Open RTA File (New Companies)  [Back](#)

1 Service Request 2 Summary 3 Payment Confirmation

① Details of the selected request are given below.

Company Name: SR Number: 20170837


Mobile Number 0501234567

[Edit](#)

[Confirm and Continue](#)

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

NIP Open RTA File (New Companies)



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Service Request

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 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:  
**210.00 AED**

Total VAT Amount:  
**00.50 AED**


Total Charge Amount with VAT:  
**210.50 AED**

SR Number	Customer	Status
20170837		Saved

Submit

- **Boat Registration** - This is to request a Letter / NOC from NIP for the employee to register a Boat with RTA.

NIP Boat New Registration



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Service Request

Summary

Payment Confirmation

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- 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.
- NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**


Company Name:

Company Id

Mobile Number \*

Employee Number \*

05xxxxxxxx




Request Reason

Letter Request - RTA Letters

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- **Driving License Letter** - This is to request for a Letter / NOC from NIP for the employee to apply for a new or renew their Driving License with RTA.

NIP Driving License Letter


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Service Request
Summary
Payment Confirmation

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- 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.
- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id

Driving License \*

Mobile Number \*

Employee Number \*  


Applicable Countries

Vehicle Type \*

Request Reason

- **Heavy Vehicle Reg (New)** - This is to request a Letter / NOC from NIP for the company to register a New Heavy Vehicle with RTA.

NIP Heavy Vehicle Reg (New)


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Service Request
Upload Document
Summary
Payment Confirmation

ⓘ Use this page to create/modify a request for the RTA Letter. 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.
- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id

Chassis Number \*













Request Reason

Greater than 7 ton \*

Mobile Number \*


Freezone Comments

- Documents are required to be uploaded for verification and approval

Document Name	File Type	Mandatory	Upload File	View / Delete
Company Employment Card (CEC)	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	 
Company Trade License	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	 
Driving License	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	 
Employee Residence Visa	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	 
RTA Vehicle Ownership Certificate	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	 
Undertaking Letter Addressed To Authority	jpg/jpeg/pdf	Yes	<div>Drag and Drop</div> <div>Select a file or drop one here.</div>	 
Vehicle Registration Documents	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

- **Heavy Vehicle Reg (Renew)** - This is to request a Letter / NOC from NIP for the company to renew the registration of Company Heavy Vehicle with RTA.

NIP Heavy Vehicle Reg (Renew)


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Service Request
Summary
Payment Confirmation

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- 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.
- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id

Chassis Number \*


Request Reason

Mobile Number \*

Freezone Comments

- **Light Vehicle Reg (New)** - This is to request a Letter / NOC from NIP for the company to register a New Light Vehicle with RTA.

NIP Light Vehicle Reg (New)


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Service Request
Summary
Payment Confirmation

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- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id


Chassis Number \*

Mobile Number \*

Request Reason

- **Light Vehicle Reg (Renew)** - This is to request a Letter / NOC from NIP for the company to renew the registration of Company Light Vehicle with RTA.

NIP Light Vehicle Reg (ReNew)


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Service Request
Summary
Payment Confirmation

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- 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.
- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name

Company Id

Chassis Number \*


Mobile Number \*

Request Reason



- **Motorcycle New Registration** - This is to request a Letter / NOC from NIP for the company to register a New Motorcycle with RTA.

NIP Motorcycle New Registration


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Service Request
Summary
Payment Confirmation

① Use this page to create/modify a request for the RTA Letter. 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.
- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id


Chassis Number \*

Mobile Number \*

Request Reason

- **Motorcycle Renew Registration** - This is to request a Letter / NOC from NIP for the company to renew the registration of Company Motorcycle with RTA

NIP Motorcycle Renew Registration


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Service Request
Summary
Payment Confirmation

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- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id


Chassis Number \*

Mobile Number \*

Request Reason

- **Cancel Vehicle Reg** - This is to request a Letter / NOC from NIP for the company to Cancel Registered Vehicles of the Company with RTA.

NIP Cancel Vehicle Reg


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Service Request
Summary
Payment Confirmation

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- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id


Chassis Number \*

Mobile Number \*

Request Reason

- **Change Company Name** - This is to request a Letter / NOC from NIP for the company to change the name of the company with RTA.

NIP Change Company Name


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Service Request
Summary
Payment Confirmation

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- 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.
- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:


Company Id

Mobile Number \*

Request Reason

- **Clearance Letter** - This is to request a Letter / NOC from NIP to request a Clearance Letter from RTA.

NIP Clearance Letter


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Service Request
Summary
Payment Confirmation

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- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:


Company Id

Mobile Number \*

Request Reason

- **Export Vehicle** - This is to request a Letter / NOC from NIP for the company to Export Company Vehicle to another Country

NIP Export Vehicle


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Service Request
Summary
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- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id


Chassis Number \*

Mobile Number \*

Country or City \*

Request Reason

- **RTA Advertisement New Logo** - This is to request a Letter / NOC from NIP for the company to get permission from RTA to display the Logo of the Company on their vehicles.

NIP RTA Advertisement New Logo

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Service Request
Summary
Payment Confirmation

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- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:


Company Id

Chassis Number \*

Request Reason

Mobile Number \*

- **RTA Advertisement Renew Logo** - This is to request a Letter / NOC from NIP for the company to renew the permission from RTA to display the Logo of the Company on their vehicles.

NIP RTA Advertisement Renew Logo

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Service Request
Summary
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Company Name:

Company Id


Chassis Number \*

Mobile Number \*

Request Reason

- **RTA Change Plate Number** - This is to request a Letter / NOC from NIP for the company to change the Plate Number of a vehicle registered with RTA.

NIP RTA Change Plate Number


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Service Request
Summary
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- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id


Chassis Number \*

Mobile Number \*

Request Reason

- **RTA Transfer Plate Number** - This is to request a Letter / NOC from NIP for the company to transfer Plate Number registered under their company with RTA.

NIP RTA Transfer Plate Number


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Service Request
Summary
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- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id


Plate Number \*

Mobile Number \*

Request Reason

•

- **Tejari New Registration** - This is to request a Letter / NOC from NIP for the company to apply for New Tejari (Commercial) Plate registration with RTA.

NIP Tejari New Registration
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②
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Service Request
Summary
Payment Confirmation

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

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- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id


Chassis Number \*

Mobile Number \*

Request Reason

Freezone Comments

- **Tejari Renew Registration** - This is to request a Letter / NOC from NIP for the company to renew their Tejari (Commercial) Plate registration with RTA.

NIP Tejari Renew Registration
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Service Request
Summary
Payment Confirmation

① Use this page to create/modify a request for the RTA Letter. 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.
- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id

Plate Number \*


Mobile Number \*

Request Reason

Freezone Comments

- **Tejari Replace Registration** - This is to request a Letter / NOC from NIP for the company to replace their Tejari (Commercial) Plate registration with RTA.

NIP Tejari Replace Registration


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Service Request
Summary
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ⓘ Use this page to create/modify a request for the RTA Letter. 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.
- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id


Plate Number \*

Mobile Number \*

Request Reason

- **Tejari Cancel Registration** - This is to request a Letter / NOC from NIP for the company to cancel their Tejari (Commercial) Plate registration with RTA.

NIP Tejari Cancel Registration


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Service Request
Summary
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- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id


Plate Number \*

Mobile Number \*

Request Reason

- **Tourist Letter** - This is to request a Letter / NOC from NIP to get a Vehicle Tourist Letter from RTA.

NIP Tourist Letter


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Service Request
Summary
Payment Confirmation

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- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id


Chassis Number \*

Mobile Number \*

Request Reason

- **Trailer Registration (New)** - This is to request a Letter / NOC from NIP for the company to register a new trailer for the company with RTA.

NIP Trailer Registration (New)


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Service Request
Upload Document
Summary
Payment Confirmation

ⓘ Use this page to create/modify a request for the RTA Letter. 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.
- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id :

Chassis Number \*

Mobile Number \*


Request Reason

Freezone Comments



- **Trailer Registration (Renew)** - This is to request a Letter / NOC from NIP for the company to renew the trailer registration for the company with RTA

NIP Trailer Registration (Renew)


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1 ————— 2 ————— 3 ————— 4  
**Service Request**                      Upload Document                      Summary                      Payment Confirmation

① Use this page to create/modify a request for the RTA Letter. 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.
- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id

Chassis Number \*


Mobile Number \*

Request Reason

Freezone Comments

- **Transfer Registration** - This is to request a Letter / NOC from NIP for the company to transfer the company to the new owner with RTA.

NIP Transfer Registration


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**Service Request**                      Summary                      Payment Confirmation

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- 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.
- **NIP e-Signature Letters will be send as an attachment to company's registered email account in PDF format. The document is password protected and Password (EDV number) will be sent by SMS to given mobile number.**

Company Name:

Company Id

Chassis Number \*

Mobile Number \*

Transferee \*

(Company/Person name)

Request Reason

