



Tawazun Industrial Park (TIP) Abu Dhabi, UAE

Visitors Management System External Company Registration Manual



# Table of Contents

1.	Introduction	. 3
2.	Company Registration	. 4
2.1	Returned Application	13
2.2	Resubmit Rejected Application	13



# 1. Introduction

Tawazun Industrial Park is a high secure area and it is so because of the nature of business within. The Park can be accessed only through gates passes, short and long term. The gate pass process is indeed a complex process, again due to the nature of the business here. Nevertheless, our studies over the last year have revealed scope of improvement in the procedure majority because of the challenges with the existing process being manual.

In our continuous effort to improve all services and facilities inside the park, an automated Gate Pass Management System, Hayakum, has been developed.





# 2. Company Registration

Each company who wishes to visit Tawazun Industrial Park for a conducting a product or services presentation, meeting and other business-related activities must first register in Hayakum. This is a one-time registration process. It is highly recommended that a company administrator or representative will perform the Company Registration due to security reason.

Steps:

- 1. Connect to the Internet
- 2. Type https://hayakum2.tip.ae/ in the browser
- 3. Click on "here". (Refer Figure 1)



Figure 1



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#### External Company Registration Manual

Fill-up the Registration Form. Click on Company Name – Department Name box, register your company and company department. (Refer figure 2)

	Wednesday 24 N	November 2021	
	09 : 03	3 : 32	
حیا کم науаким	Registro	ation Login	
	Visitor First Name*	Visitor Last Name*	
	Emily	Clark	
	Visitor Email*		
	emily.clark@mytestview.com		
	Company Name - Department Name*		
	Visitor Gender*	Visitor Mobile*	
	Male 🗸	+971 - 544338246	
	Visitor Password*	Confirm Password*	
		••••••	
	I acknowledge that access to the Hayatum w registration as an approved applicant for visit re- making application for individual visit requests	vebale is granted solely for the purpose of seeling quests to Towazun Industrial Park and if approved for Submit Book	
	Figur	re 1	

#### Click "Add New Company" shown in figure 3

	W	ednesday 24 November 2021		
<mark>حیاکم</mark> науаким		Registration	Login	
	Visitor First Name*	Visitor Last Name*		
	Emily	Clark		
	Martin Province			
	VIEW ENGL			
	C	hoose Company	8	
		Add New Company		
	Show 50 v entries		Search:	
	Company Name	Department Name	Created Date #	
	1234 NEW COMDANY COSTAFEING	Main	2021-11-23	
	NEW EXTERNAL COMPANY	Administration	2021-11-05	
	Northport Holdings LLC	Administration	2021-10-29	
	Test Company 1	Administration	2021-10-29	
	Test Company 1	Operation	2021-11-01	
	Test Company 1 Test Company LLC	Administration	2021-11-02 2021-11-03	
	Testview LLC	Administration	2021-10-29	
	Contract Contract of Contract		1	

Figure 2



By clicking "Add New Company" – new page will pop up for adding new company. Add the Region or where your company is registered and your trade license number and click Submit. (Refer figure 4)

	Tuesday US August 2021 13 02 31	
<b>сці Со</b> Натаким	Registration Login Visitor First Name* Visitor Lost Name*	
	Warren       Edmunds         Vator Email       Image: Company / Department         Company / Add New Company / Department       Image: Company / Department         Select       Image: Company / Department         Image: Company / Department       Image: Company / Department         Select       Image: Company / Department         Select       Image: Company / Department         Image: Company / Department       Image: Company / Department         Select       Image: Company / Department         Image: Company / Department       Im	
TIP.AE - Version4.0.0	TIPAE	NORTHPORT DATA

Figure 3

After clicking submit from "Add New Company" – pop up message will show to confirm that the Company is not found in the system and then click "Okay". (Refer figure 5)

	60 65 22
<b>СЦІСА</b> НАУАКИМ	Registration
	Visitor First Name* Vietor Last Nome*
	Emily
	Value favor Company for Value favor Male Value favor Value favor
	I acknowledge that access to the Hapdam website is granted solely for the purpose of seeking registration as an approval applicant for visit requests to Towstaw Industrial Park and if approved for match industrial website access.
	Edent Bod





After clicking Okay, you may add your Company Name and Department Name then click Submit (Refer Figure 6)

	Wednesday 2 09	4 November 2021 06 03	
حیا کم HAYAKUM	Regis	tration Logii	
	Visitor First Nome*	Visitor Last Name*	
	Emily	Clark	
	Visitor Empli		
	emily clark@mytestview.com		
	Company No Add New Company	ny / Department	
	Region Abu Dhabi 🗸	Trade Licence Number CN-1229079	
	Visitor Gend Male My Test View LLC	New Department Name*	
	Visitor Possy	Sant	
	<ul> <li>I acknowledge that access to the Hayakum registration as an approved applicant for visit making application for individual visit requests</li> </ul>	website is granted solely for the purpose of seeking requests to Towazun industrial Park and if approved for	
		Submit Back	

Figure 6

By clicking submit you will be back to Registration page and your company is already added, continue the application process by filling-up all other fields. Lastly, click on the "Submit".

	Wed	esday 24 November 2021 09 07 01	
حياكم		Registration	
HATAKUM	Visitor First Name*	Visitor Last Name*	
	Visitor Email*		
	emily.clark@mytestview.com		
	Company Name - Department Name* My Test View LLC - Main		
	Visitor Gender* Male 🗸	Visitor Mobile* +971 * 544338246	
	Visitor Password*	Confirm Password*	
	I actnowledge that access to the He registration as an approved applicant making application for individual visit re	yotum website is granted solely for the purpose of seeiing or visit requests to Tavazun Industrial Park and if approved for quests Submit Dock	





Submission status will be displayed. (Refer figure 8)

		Tuesday 03 August 2021 13 : 05 : 03	
حياكم		Registration Login	
HATAKOM	Visitor First Name*	Visitor Last Name*	
	Visitor Email*		
	Company Name Describer Regis Please check yo	tration Success ! our mail id for verification mail.	
	Visitor Gender	Visitor Mobile*	
	Male	*	
	Visitor Password*	Confirm Password*	
	<ul> <li>I acknowledge that access to seeking registration as an ap and if approved for making ap</li> </ul>	the Hayakum website is granted solely for the purpose of proved applicant for visit requests to Tawazun Industrial Park plication for individual visit requests Gulamit Bock	
TIPAE - Version4.0.0		TIP.AE	NORTHPORT DATA

Figure 8

An automatic Email Notification will be sent to the registered Email Address of the Administrator to acknowledge the application. Click the link for the account verification. (Refer figure 9)

From testvms@tip.ae 🏠		5 Reply	→ Forward	Archive	👌 Junk	🗊 Delete	More >
Subject Hayakum: New Administrator Verification Mail							9:07 AI
To Me <emily.clark@mytestview.com> ✿</emily.clark@mytestview.com>							
	Registration Announcement						
	Dear Emily Clark,						
	Your new Company has been added to Hayakum. After you verify you email, you will be directed to log in and to complete the Registration process.						
	Click below link to verify your mail ld.						
	Verify your Account						
	Thanks						
	Hayakum Administration						
<u>Discillance and confidentialize Notice</u> : The contents of this small and its attachments are confidential and intended solely for the ser- intended recipient, it is strictly prohibited to use, disclose or distribute the information or the sender immediately and delete it a long with any attachments from your system. Electronic cos secured or enror-free. Therefore, we are not lable for any changes made to them by any other p	طr and the addressee. If you are not the أوا لم تكن الشخص المقصود، فليكن معلوماً adv and the addresse. If you are not the attachments in any way- please notify the ، ويندين إخطار المرئيل مناشرة، adv وموقاته بأي شكل من الأشكال، ويندين إخطار المرئيل مناشرة، مع من من من منهم وموقاته بأي شكل من أو خالي من الأرخطاء ، فكام منه وينتعين و soundence cannot be guaranteed to be ، منه اللكنونية بشكل أمن أو خالي من الأرخط، Sours or entities إن من موقاته من قبل أي شحص أو جهة أحرى	سرية وتخ وى هذا البر خاص بك. نوى البريد	ا من مرفقاته و إفشاء محتر من النظام اا نعديلات لمح	لكتروني، وأيا أم أو توزيع أ مع مرفقاته ولين عن أية :	و <u>لية</u> ا البريد الإ اتاً استخدا إلكتروني لسنا مسئ	<u>عدم مسؤو</u> حتوى هذا منع منعاً با ب البريد الإ عليه فإننا ل	<u>إعلان.</u> يعتبره بأنه يد وحذف وبناءً :

Figure 9



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#### External Company Registration Manual

After clicking the verification link, your account is ready to LOGIN to complete your registration.



Figure 4

You may Login, type the Administrator username and password and press login button. (Refer figure 9)



Figure 9



Once login in to the system with Administrator user ID and Password, you may continue the registration by filling all other mandatory fields in your Company Details.

All other required information under each mandatory field (symbolized by red asterisk \*) such as Trade License Copy, Company Owner's Passport, Emirates ID/ National ID and Visa for the Expat Partner. Click on Upload to upload the documents. (Refer figure 10)



		We	dnesday 24 November 2021 09 : 32 : 24			OPTIONS
حیاکم HAYAKUM					Logged User : Emily C	ark - My Test View LLC
Complete Registration						
Company Details (100%)	Administrator Details (33.3) %)	Saved Fields Progress	_		00 %	_
Cancel Save		Changed Fields Progress			00%	
SECTION 1: Company Details			SECTION 3: Owner Details			
Company Name *	Company Location *	Type of business as per Trade license *	Owner name *	Owner Mobile Number *	Nationality *	
My Test View LLC	Abu Dhabi	Branch of UAE based company	✓ Glen Jameson	49/1 * 34 403 9/13	Canada	v
Company Webpage			Gender *			
			Male	~		
ECTION 2: Department Details			Passoort Details:			
Supplier Category * + Choose Category	Department Name *	Telephone *	Owner's Passport * View* (Max Size: 1	1MB, JPG, JPEG, PNG, PDF)		
IT SERVICES	Main	+971 - 2.444 8245		Investment of	Inc. of Data A	
Jermor Promoer			A65(2210	Dubai	09 Eab 2015	
P.O.Box	Direct Telephone	Department Location *		Dabai	034 80 2013	
		ADG Dhabi	Passport Expiry Date *			
Address *			09-Feb-2025			
Silver Wave Tower, Office 303			Emirates Details:			
			Owner's Emirates Document * View* (	(Max Size: 1MB, JPG, JPEG, PNG, PDF)		
		- lê	Owner Emirates Id *	Expiry Date *		
Pade License Details :			784197083640531	15-Mar-2022		
Trade License * Vew * (Max Size: 1MB, J	PG, JPEG, PNG, PDF)					
		Trade License Issuing Authority *	Visa Details:			
Trade Licence Number *	Trade Licence Expire Date *			300 3000 0410 000		

Figure 10 – Company Details

Continue the registration by filling all other mandatory fields in your Administrator Details.

All other required information under each mandatory field (symbolized by red asterisk \*) such as Passport Copy Emirates ID/ National ID Copy and Visa Copy and upload the photo of your Administrator. Click on choose file button to upload the documents. (Refer figure 11)



#### Note: Press SAVE button to see the save fields Progress

		Wednesday 09	24 November 2021 :: 40 : 51		OP1	
حیا کم HAYAKUM omplete Registration					Logged User - Emily Clark - My 1	Test View
Company Details (100%) Adm	ninistrator Details (100 %) Submit Registration	Saved Fields Progress Changed Fields Progress	-	_	100 % 100 %	
TION : User Details			Passport Details: Passport * View *		Brofia Brows	
emily clark@mytestvlew.com	Last Name *	Gender *	(Max Size: 1MB, JPG, JPEG, PNG, PDF)		Upload * Upload* (Max Size IMB, JPG, JPEG, PNG)	
Emily	Clark	Female 👻	Passport Number +	Issue Place +		
sbile Number *	Residency Type *	Nationality *	A3487524	Dubai		
+971 + 54 433 8246	Resident 🗸	United States of America (the)	Issue Date *	Expiry Date *	KA K	
08 *	Place Of Birth *		07-May-2013	07-Mar-2023		
17-Feb-1986	California	Add Certilitote (Max Size: 1MB, JPG, JPEG, PNG, PDF)	Emirates Details: Emirates Document: * Vew (Max Size: IMB, JPG, JPEG, PHG, P Emirates Id: *	PDF) Expiry Date *		
			784198624689843	15-Jul-2022		
			Visa Details Visa Expot Party * View * (Mex Size 1MB, JPG, JDPG, DNG, P	DOF		
			UD Number 1	Evoiry Date 1		
			Second Company and Company	Expiry Dote -		

#### Figure 11

Add the profile photo for the Administrator as shown in figure 11.

'+' button used to zoom in the uploaded image and '-' button used to zoom out the image. Once finalize the size of image you can "save" the image (refer figure 12)



Figure 12



Once the Company details and Administrator details are completed or 100% the Submit Registration tab will be activated and you can submit the company registration as shown in figure 13

	(9): 41: 41 (9): 41: 41	OPTIONS
حیاکم науаким		Logged User : Emily Clark - My Test View LLC
Complete Registration		
Company Details (10%) Administrator Details (10%) Submit Registration		
Submit Registration		
You have successfully filled out all the fields, Please submit your registration to get approved by the admin		
Cancel Submit Registration		

Figure 13

After the submission you will get the Registration completion popup. Click the OK button for receiving the submission email confirmation mail (refer figure 14)

	Wednesday 24 November 2021 Øl: 42 - 07	OPTIONS
		Logged User : Emily Clark - My Test View LLC
Company Details (100%) Administrator Details (100%)	Submit Registration	
Versitary Partial  Partia  Partial  Partial  Partial  Partial  Partial  Par	Registration Complete Variagement in Bubeschürb Andrea III III IIII IIII IIIIIIIIIIIIIIIIIII	

Figure 14



An automatic Email Notification will be sent to the registered Email Address of Administrator to acknowledge the registration. Company Registration will be processed. Check the registered Email Address for the result of the Application. Once Approved by Host Security, you may login and add new users and start the Gate Pass Application Process. (Refer figure 15)

From testvms@tip.ae 🛱		5 Reply	→ Forward	Archive	👌 Junk	🗊 Delete	More 🗸
Subject Hayakum: Company Registration Application Information							9:41 AM
To Me <emily.clark@mytestview.com> 🏠</emily.clark@mytestview.com>							
	Registration Announcement						
	Dear Emily Clark,						
	Your Company Registration Application is Submitted.						
	You Will be notified when it's Approved.						
	Thanks						
	Hayakum Administration						
Disclaimer and Confidentiality Notice: The conflexts of this email and its attachments are confidential and intended solely for the sent intended recipient, it is strictly prohibited to use, disclose or distribute the information or the a sender immediately and delete it a long with any attachments from your system. Electronic con secured or error-free. Therefore, we are not liable for any changes made to them by any other pers-	ler and the addressee. If you are not the "معلوماً فليكن معلوماً و مرهنات بأي شكل من الأسكال، ويتعني إخطار المرسل مياشرة. tachments in any way- please notify the يمول المراسلات الإلكترونية بشكل آمن أو خالي من الأحطاء ، ويناع on sor and the guaranteed to be مرهناته من قبل أي شخص أو جهة أخرى	ية وتخص المرسل إلا هذا البريد الإلكتروني ل بك. كما لا يضمن و د الالكتروني و اي من	ن مرفقاته س فشاء محتوی النظام الخاص لمحتوی البری	روني، وأيا م أو توزيع أو إ مرفقاته من أية تعديلات	<u>ة</u> بريد الإلكا استخدام نروني مع للولين عن	<i>م مس</i> ؤوليا وك هذا ال 4 منعاً باتاً بريد الإلكا ا لسنا مس	<u>إعلان عد</u> يعتبرمحت بأنه يمنه وحذف اا عليه فإنا

#### Figure 15

## 2.1 Returned Application

Admin will receive the mail notification with reason for the return of application. Admin can login to Edit & correct the company details and documents to resubmit.

## 2.2 Resubmit Rejected Application

Rejected application can be resubmitted if TIP Security team allowed to reapply. If Reapply enabled Admin can Edit and correct the documents and details in the application form and resubmit for approval.

جیا کم НАУАКИМ Сопрете Reguration	Logged User : Delilah Samson - Emipro Traders
Company Details (10%) Administrator Details (100%) Submit Registration	
View History           Research Registration           Your Application is rejected, you are allowed to reapply.           Yeew application is history for more details	
Cancel Regulariti Registration	