

**TAWAZUN  
INDUSTRIAL  
PARK**

**مجمعة  
توازن  
الصناعي**

**Tawazun Industrial Park (TIP)**

Abu Dhabi, UAE

**Visitors Management System  
External Company Registration Manual**

External Company Registration Manual

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## External Company Registration Manual

### 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.

External Company Registration Manual

## 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)

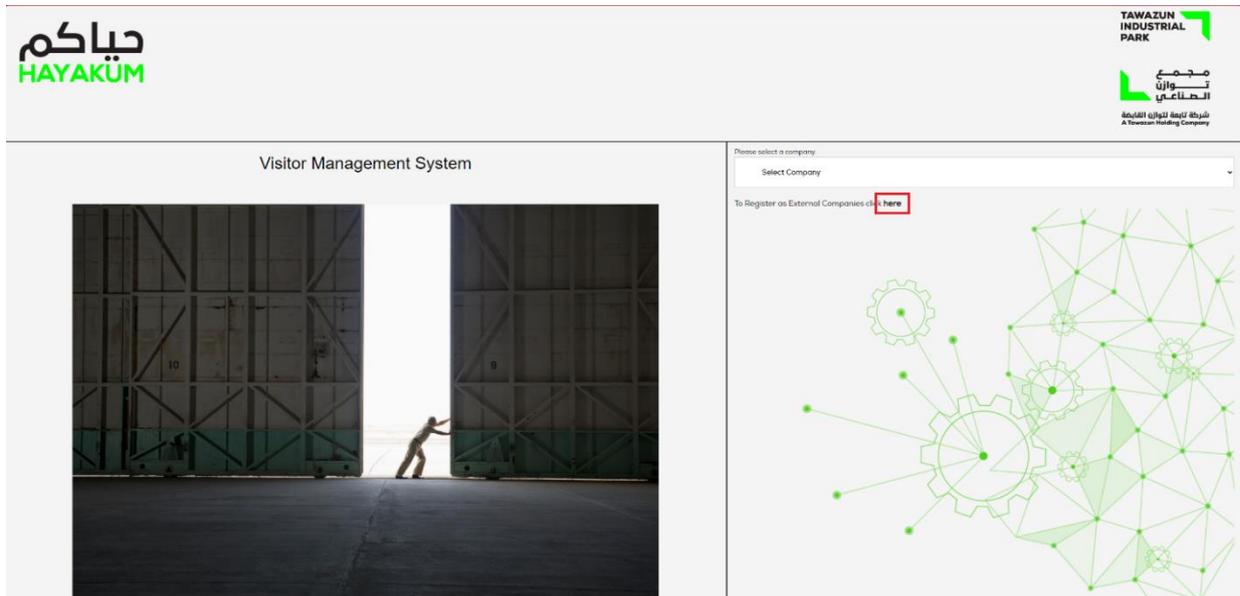


Figure 1

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)

Figure 1

Click “Add New Company” shown in figure 3

Company Name	Department Name	Creation Date
1234	Man	2021-11-23
NEW COMPANY CCSTAFFING	Administration	2021-11-17
NEW EXTERNAL COMPANY	Administration	2021-11-05
Northport Holdings LLC	Administration	2021-10-29
Northport Holdings LLC	Operation	2021-10-29
Test Company 1	Administration	2021-11-01
Test Company 1	Operation	2021-11-01
Test Company 1	HR	2021-11-02
Test Company LLC	Administration	2021-11-03
Testview LLC	Administration	2021-10-29

Figure 2

External Company Registration Manual

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)

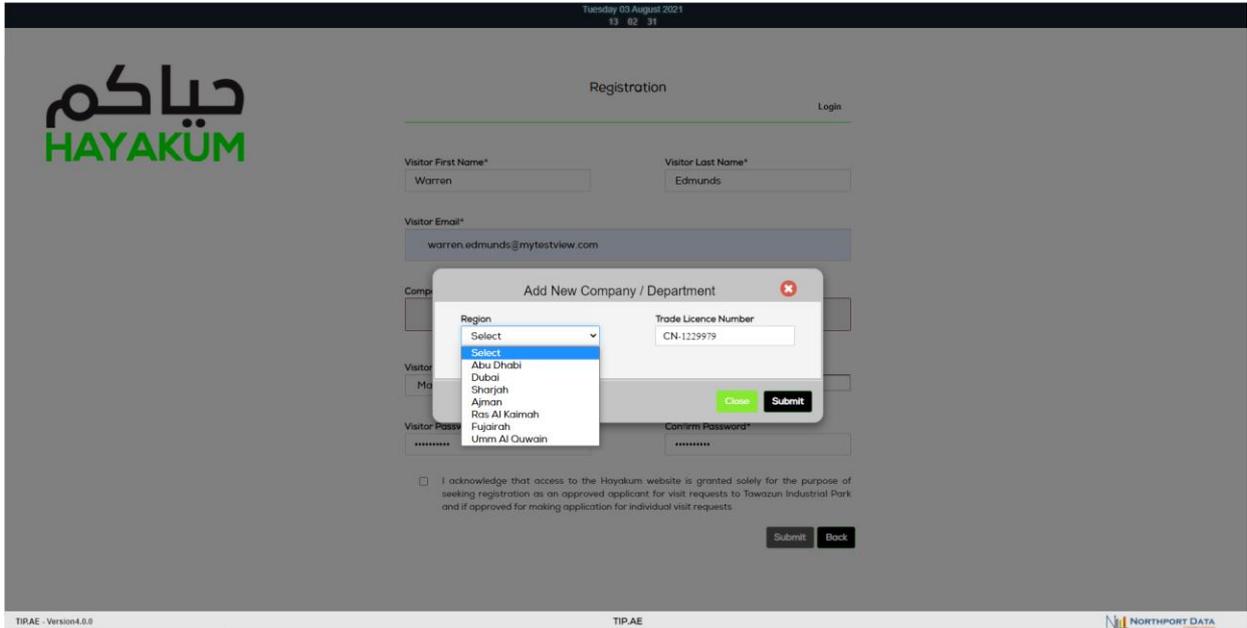


Figure 3

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)

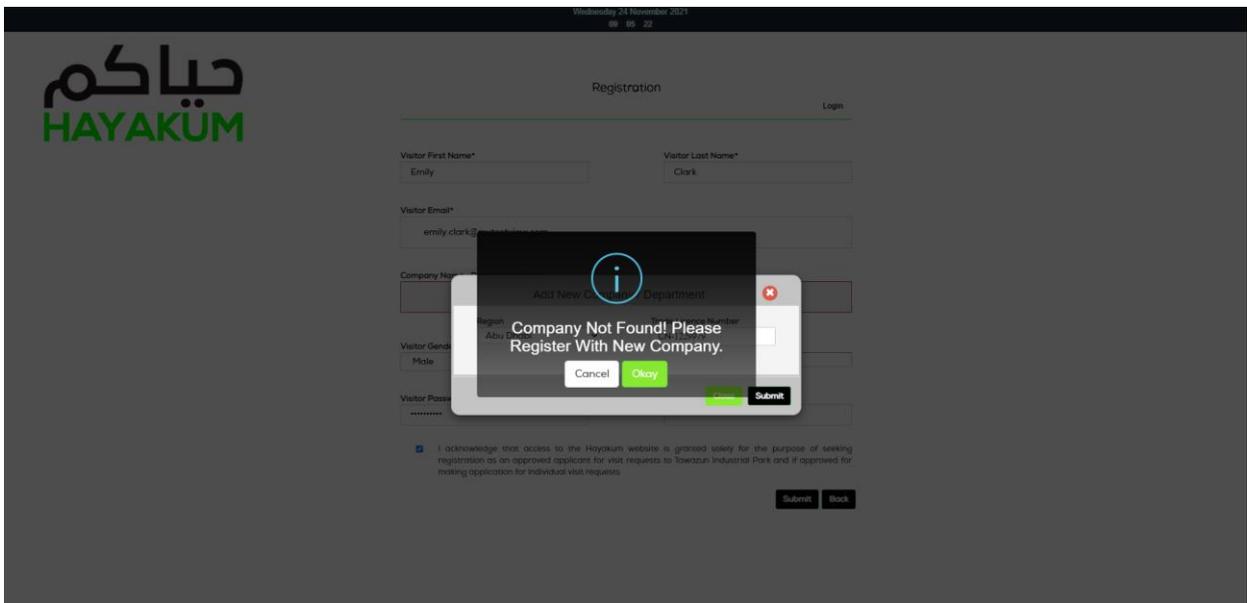


Figure 5

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

The screenshot shows the Hayakum Registration page. A modal titled "Add New Company / Department" is open, allowing the user to enter details for a new company or department. The modal contains the following fields:

- Region: Abu Dhabi (dropdown menu)
- Trade Licence Number: CN-122979
- New Company Name\*: My Test View LLC
- New Department Name\*: Main

Buttons for "Close" and "Submit" are visible at the bottom of the modal. The background registration form is partially visible, showing fields for Visitor First Name (Emily), Visitor Last Name (Clark), Visitor Email (emily.clark@mytestview.com), and Company Name - Department Name (My Test View LLC - Main). A checkbox at the bottom of the page is checked, indicating acknowledgment of the terms of use.

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".

The screenshot shows the Hayakum Registration page after the company/department has been added. The modal is no longer present, and the registration form is fully visible. The fields are now populated with the information from the previous step:

- Visitor First Name\*: Emily
- Visitor Last Name\*: Clark
- Visitor Email\*: emily.clark@mytestview.com
- Company Name - Department Name\*: My Test View LLC - Main
- Visitor Gender\*: Male
- Visitor Mobile\*: +971 - 54433246
- Visitor Password\*: [masked]
- Confirm Password\*: [masked]

The checkbox at the bottom is still checked. Buttons for "Submit" and "Back" are visible at the bottom right of the page.

Figure 7

## External Company Registration Manual

Submission status will be displayed. (Refer figure 8)

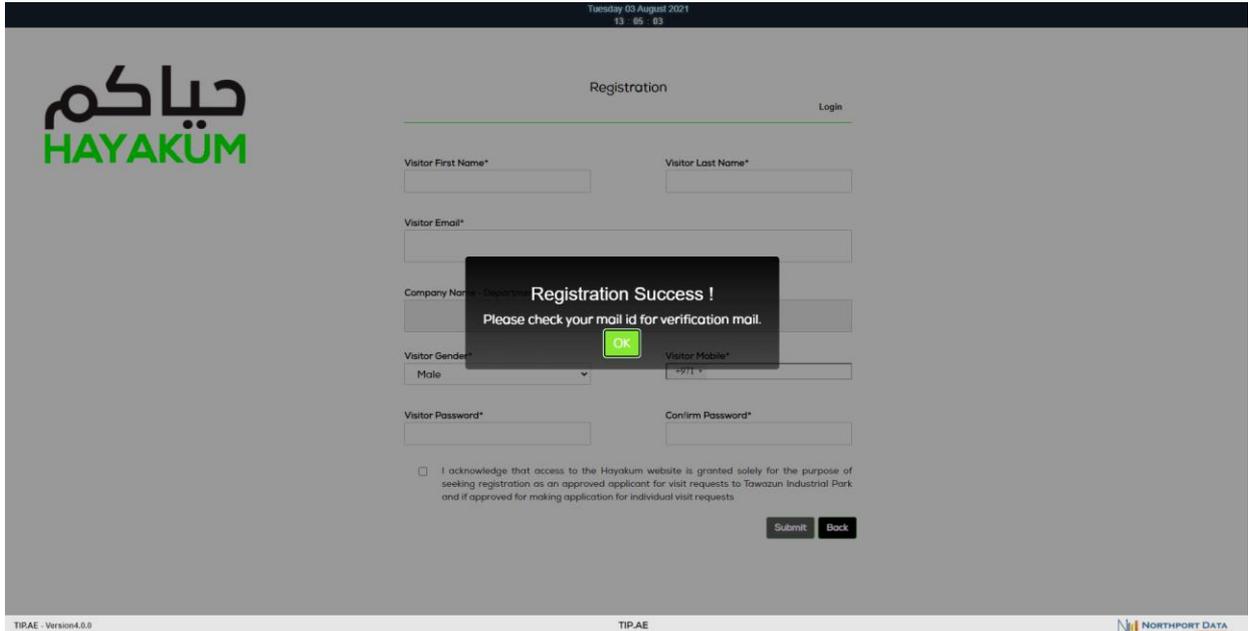


Figure 8

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)

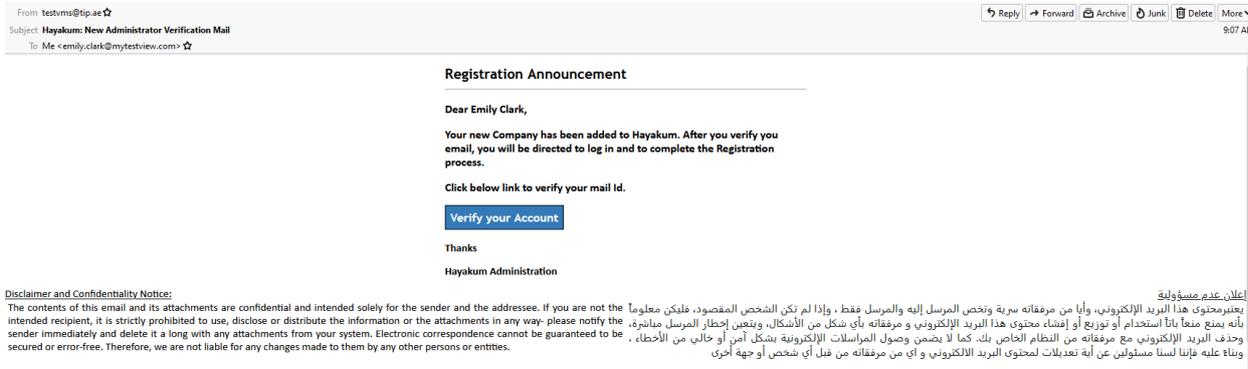


Figure 9

### External Company Registration Manual

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

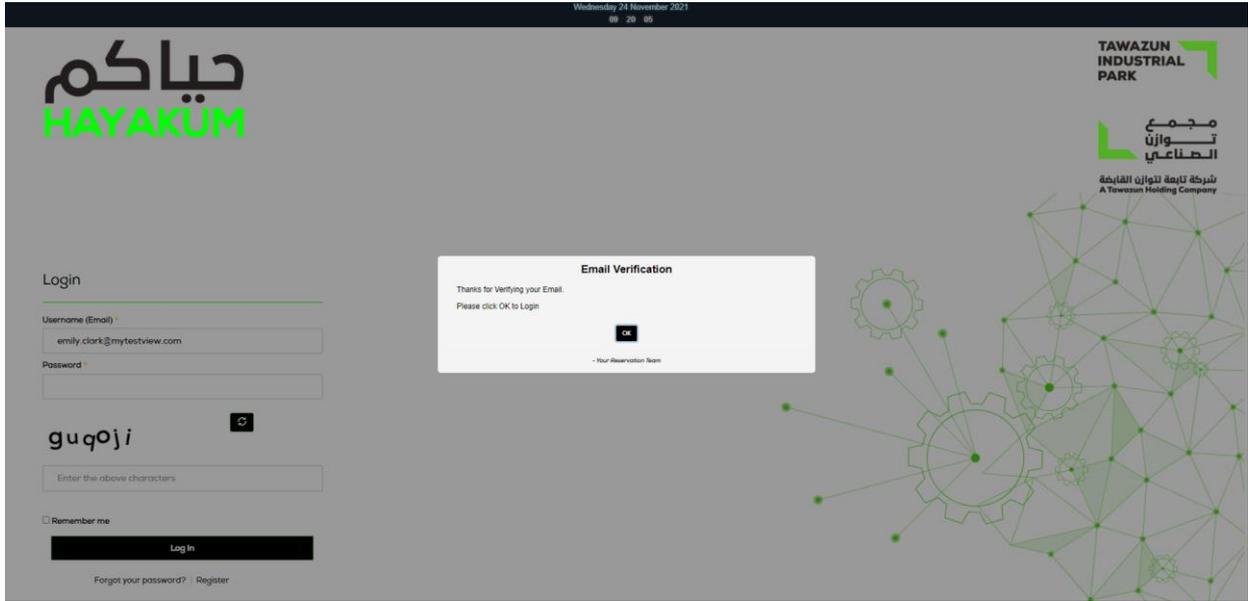


Figure 4

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



Figure 9

External Company Registration Manual

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)

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

The screenshot shows the 'Company Details' registration form in the Hayakum system. The form is titled 'Company Details (100%)' and 'Administrator Details (33.33%)'. It is divided into several sections:

- SECTION 1: Company Details:** Includes fields for Company Name (My Test View LLC), Company Location (Abu Dhabi), Type of business (Branch of UAE based company), and Company Website.
- SECTION 2: Department Details:** Includes Supplier Category (Service Provider), Department Name (Main), Telephone (+971 2 444 8245), P.O.Box, Direct Telephone (+971), Department Location (Abu Dhabi), and Address (Silver Wave Tower, Office 303).
- SECTION 3: Owner Details:** Includes Owner name (Glen Jamieson), Owner Mobile Number (+971 54 433 9713), Nationality (Canada), Gender (Male), Owner's Passport (AA543210), Owner Passport Number (Dubai), Issue Date (09-Feb-2015), Passport Expiry Date (09-Feb-2022), Owner's Emirates Document (784197083640531), Owner Emirates ID (15-Mar-2022), and Expiry Date.
- Trade License Details:** Includes Trade License (CN 1230979), Trade License Issuing Authority (Abu Dhabi), and Trade License Expiry Date (25-Dec-2022).
- Visa Details:** Includes Owner's Visa.

Progress bars at the top of the form indicate completion percentages: 100% for Company Details, 33.33% for Administrator Details, and 100% for Owner Details. The 'Save' button is visible at the top left of the form area.

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)

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Note: Press SAVE button to see the save fields Progress

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)

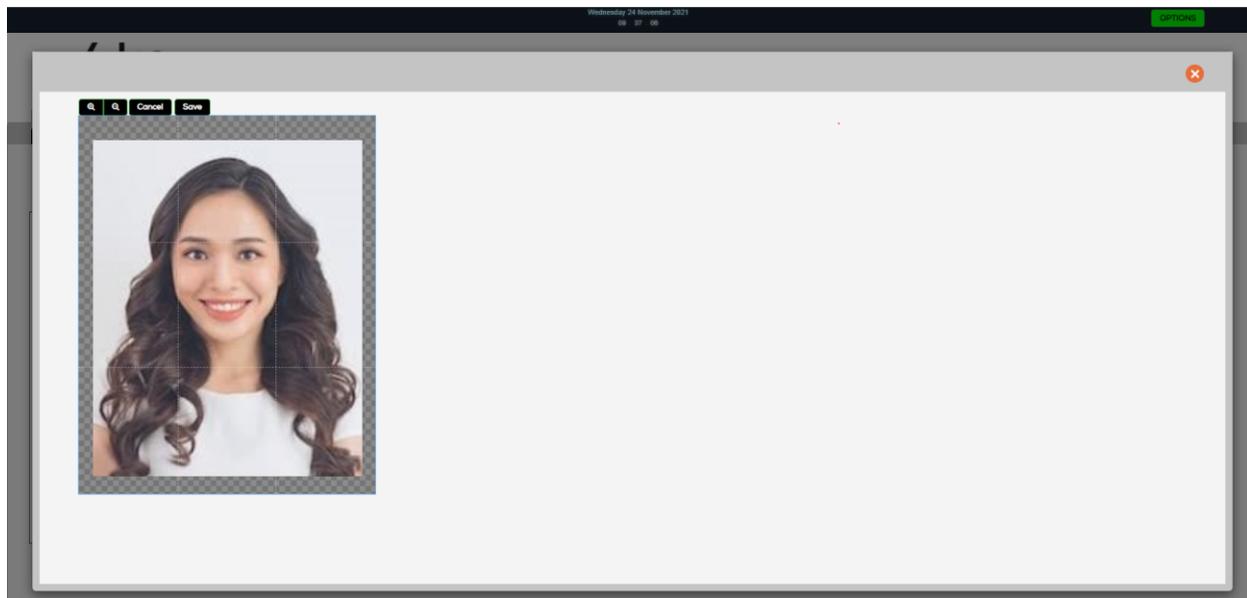


Figure 12

### External Company Registration Manual

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

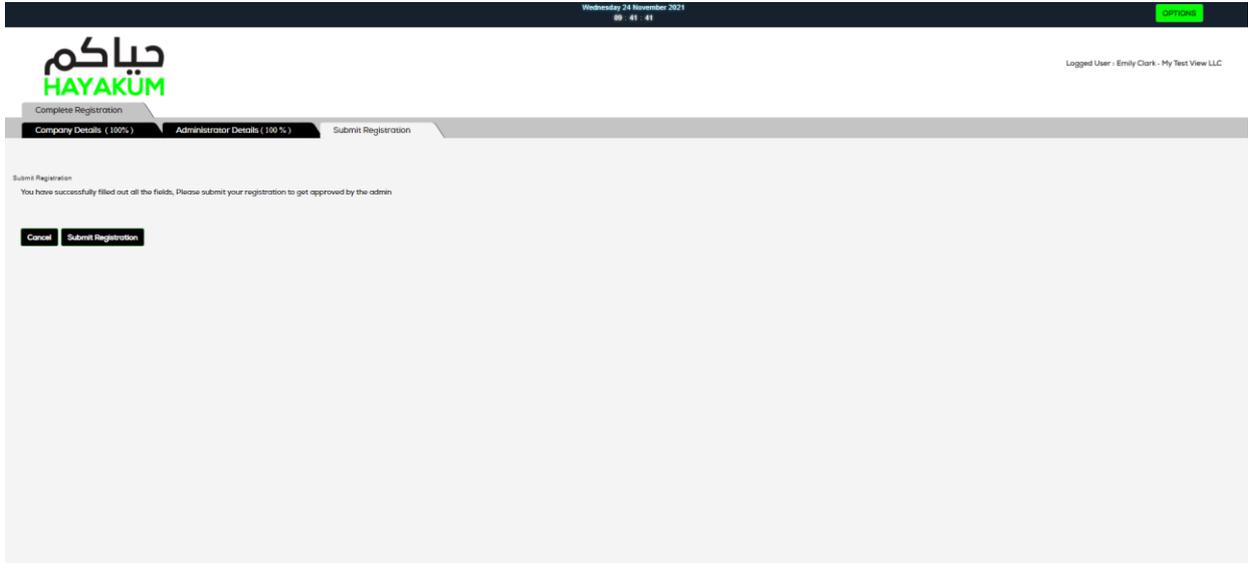


Figure 13

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

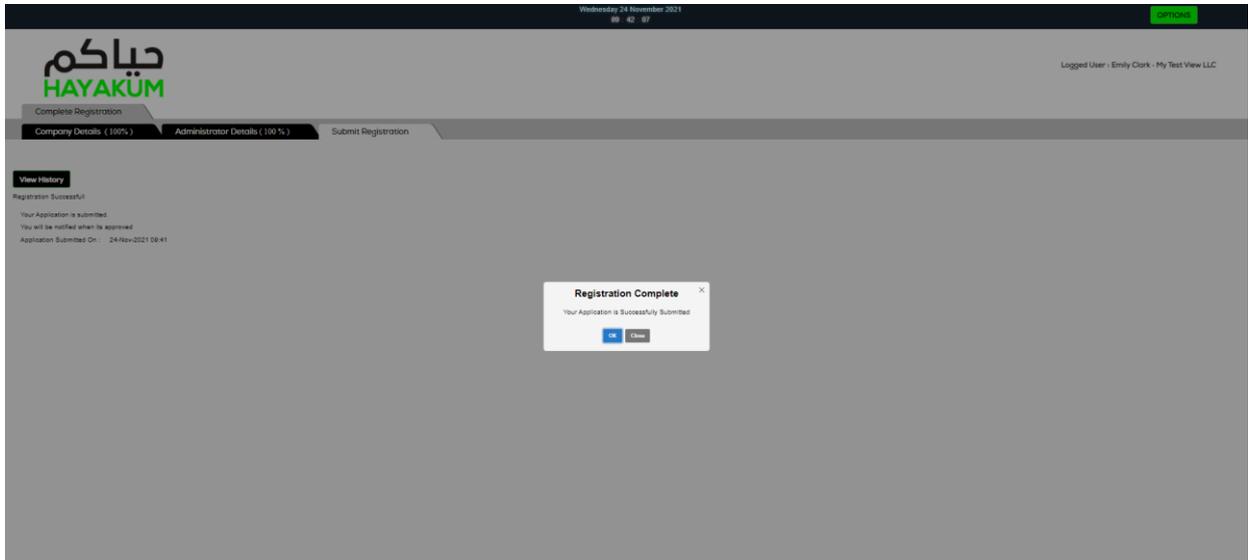


Figure 14

## External Company Registration Manual

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)

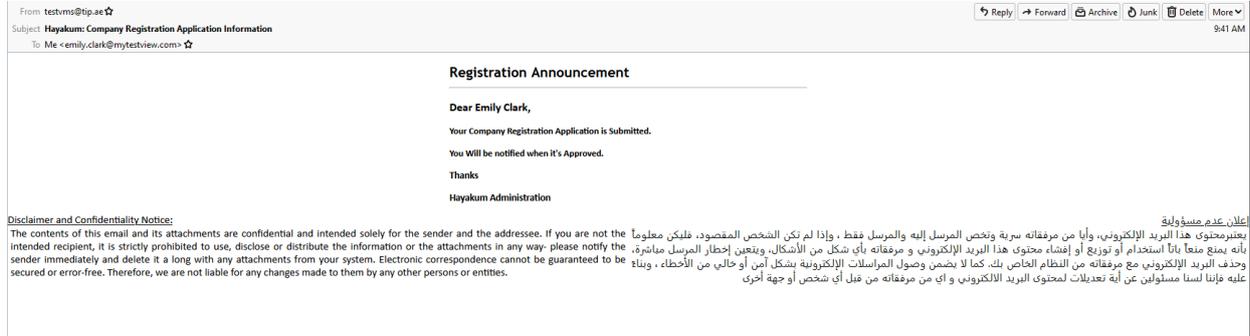


Figure 15

### 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.

