National Industries Park
Change Number of Share and Value
User's Manual

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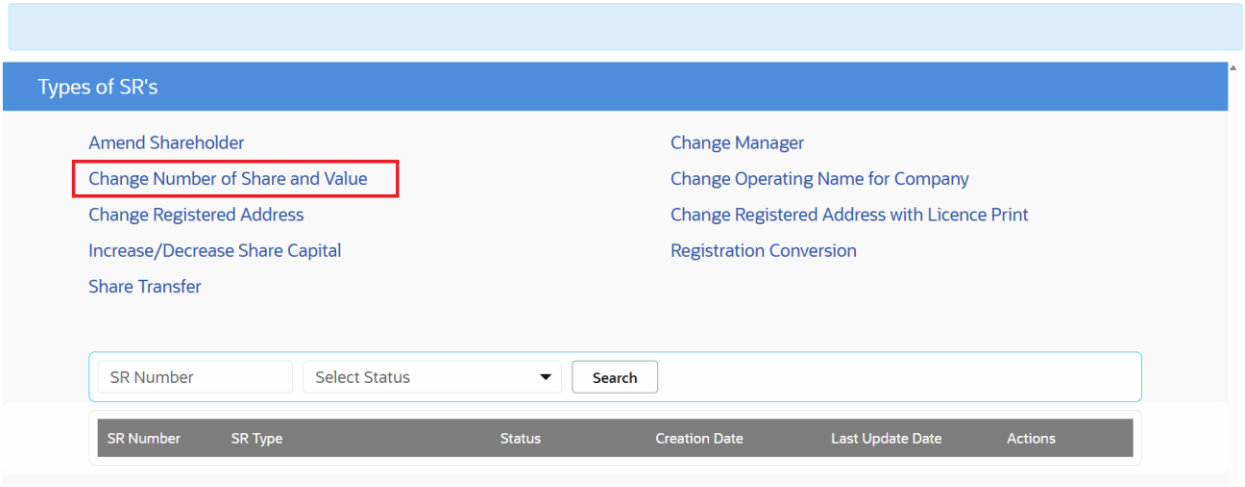
Change Number of Share and Value

Table Designs

DOCUMENT DETAILS

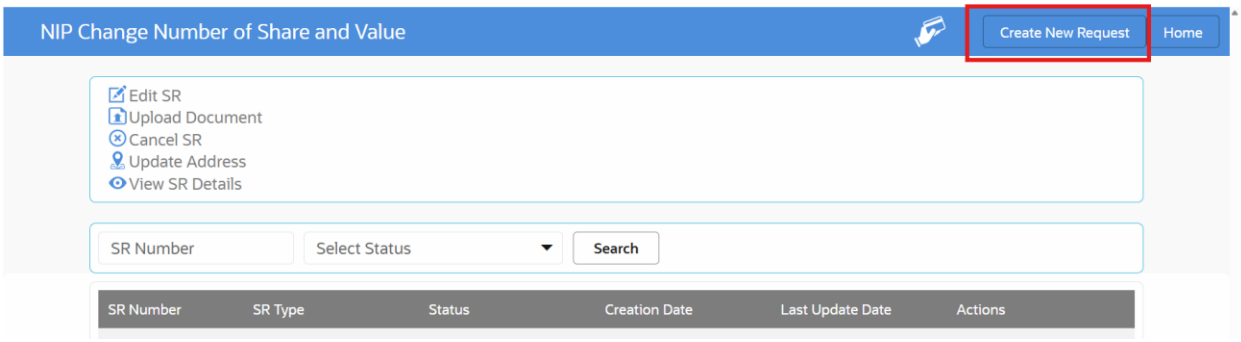
Document Name	Change Number of Share and Value
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	6th November 2025
Current Version	1.0

This service enables customers to submit change on Number of Share and Share Value request to National Industries Park authority.



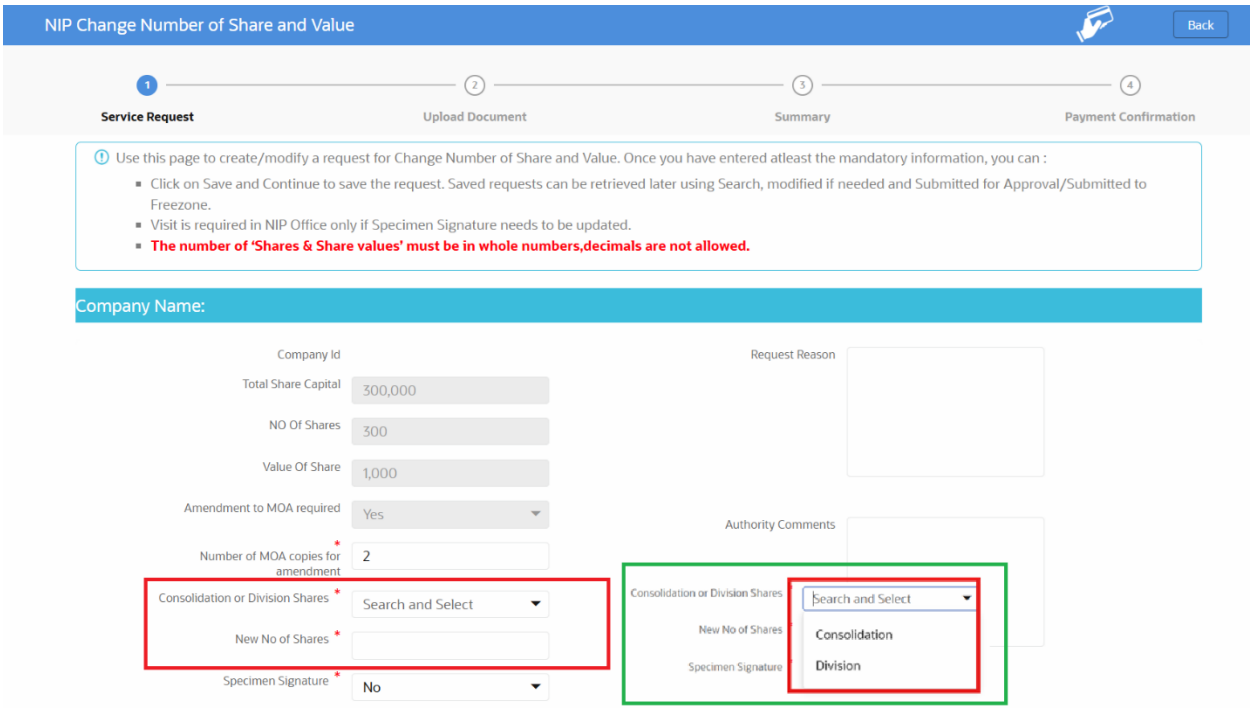
Procedure:

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



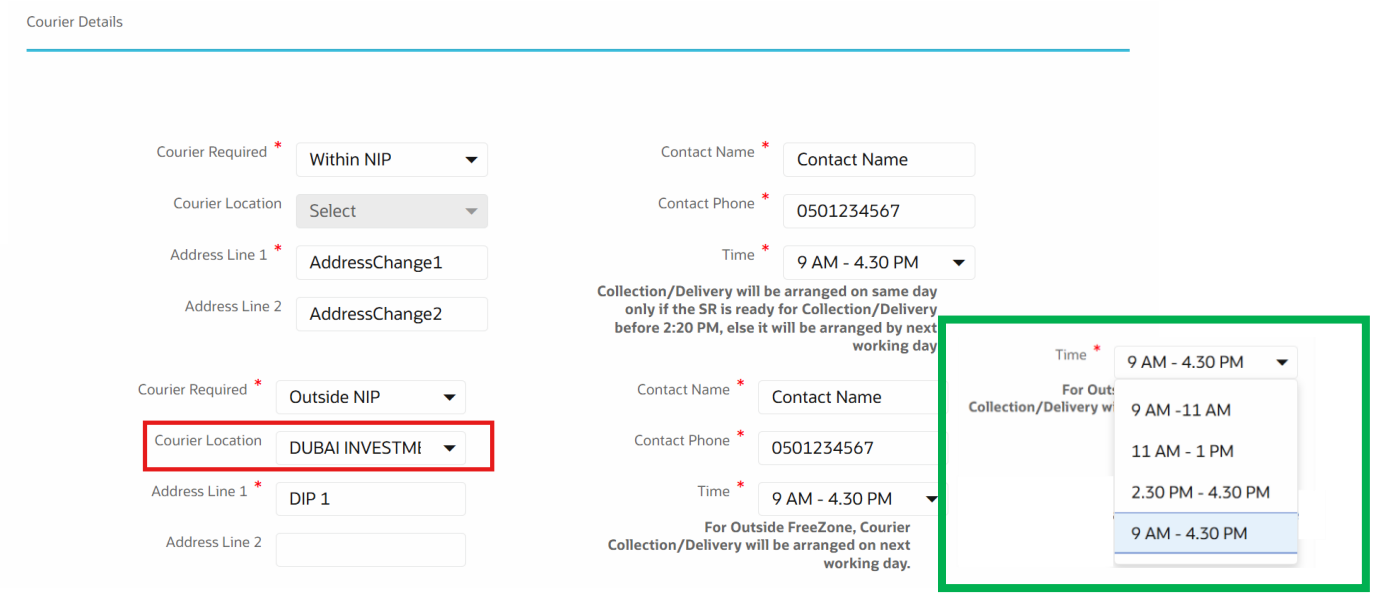
2. The form will be displayed. Update the necessary information.

- **Consolidation** - Increasing share value by reducing the number of shares
- **Division** - Increasing the number of shares by reducing share value

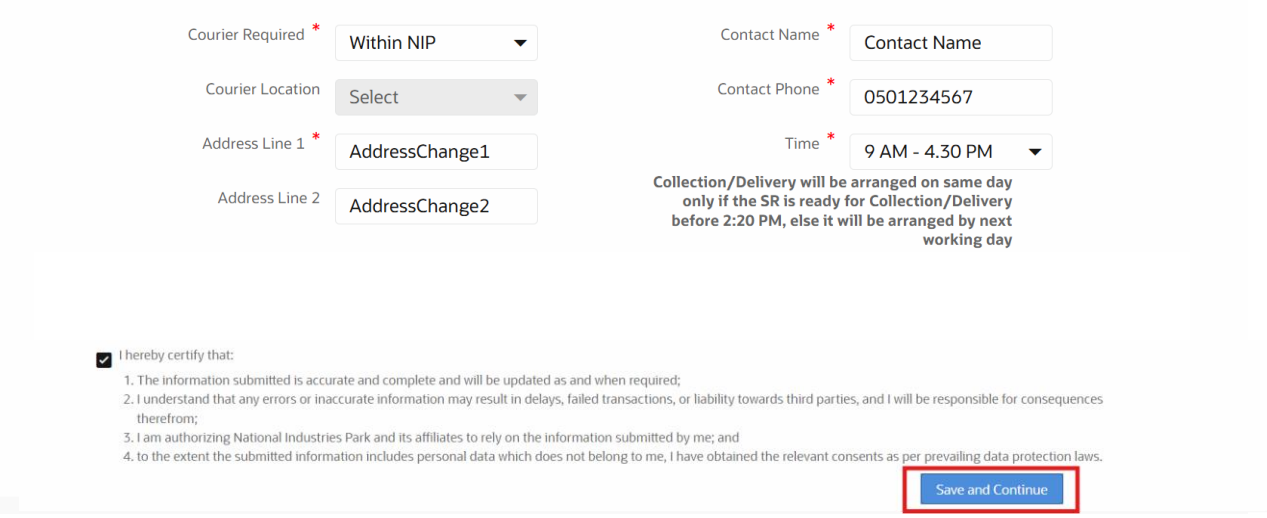


1. Update the courier information either "**Within NIP**" or "**Outside NIP**". You may change the address as required. "**Courier Location**" is only required if Outside NIP is selected.

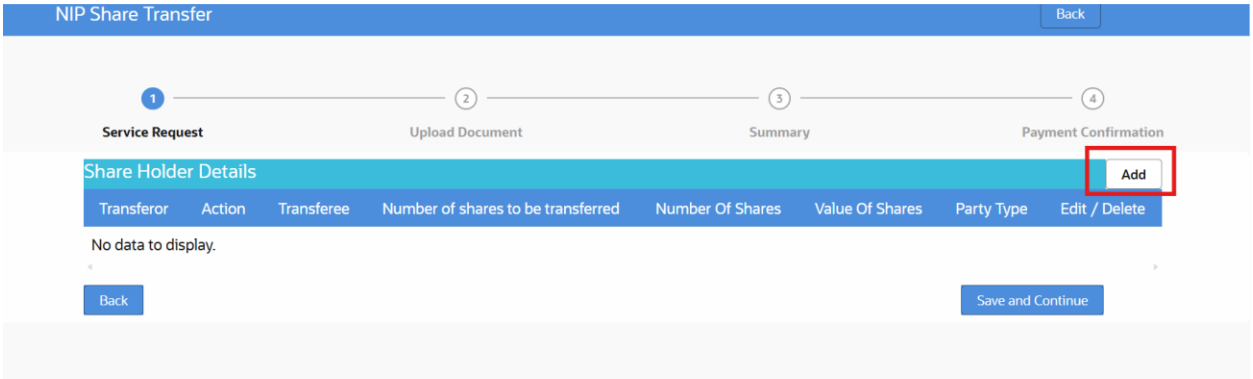
Courier information is required for the collection of bank issued Original BG Paper.



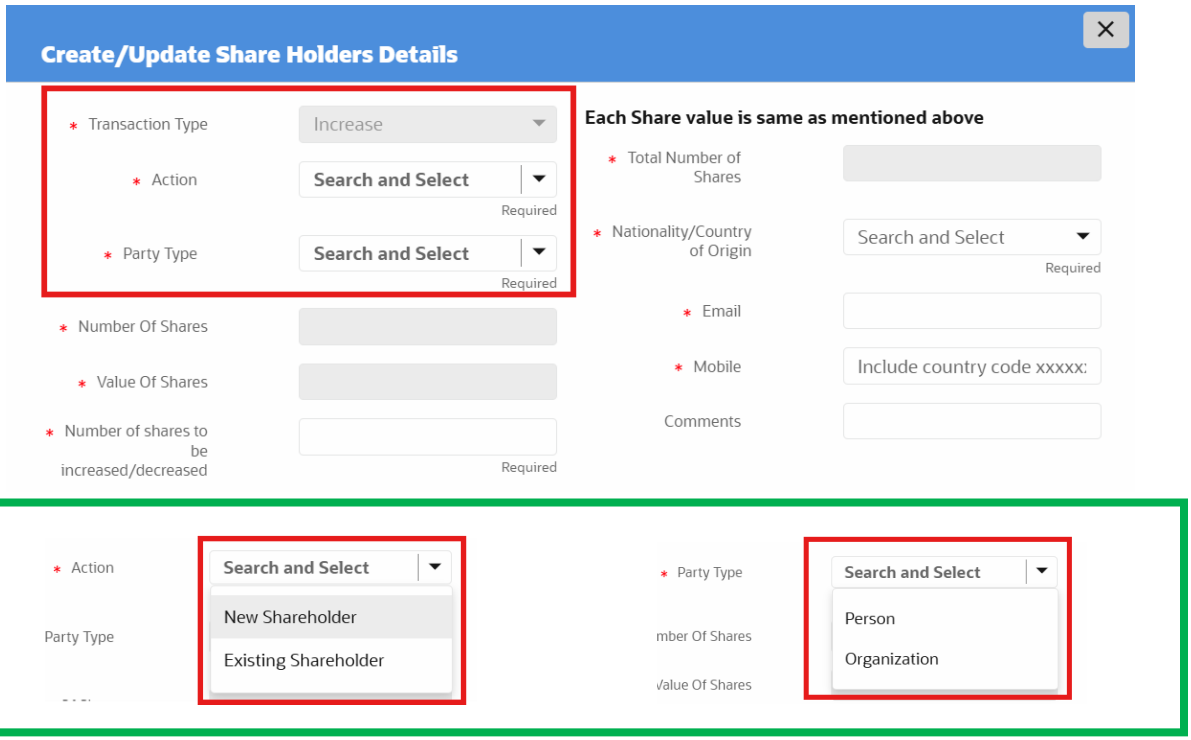
3. Click "**Save and Continue**" to proceed:



4. Click "**ADD**" to enter the shareholder information.



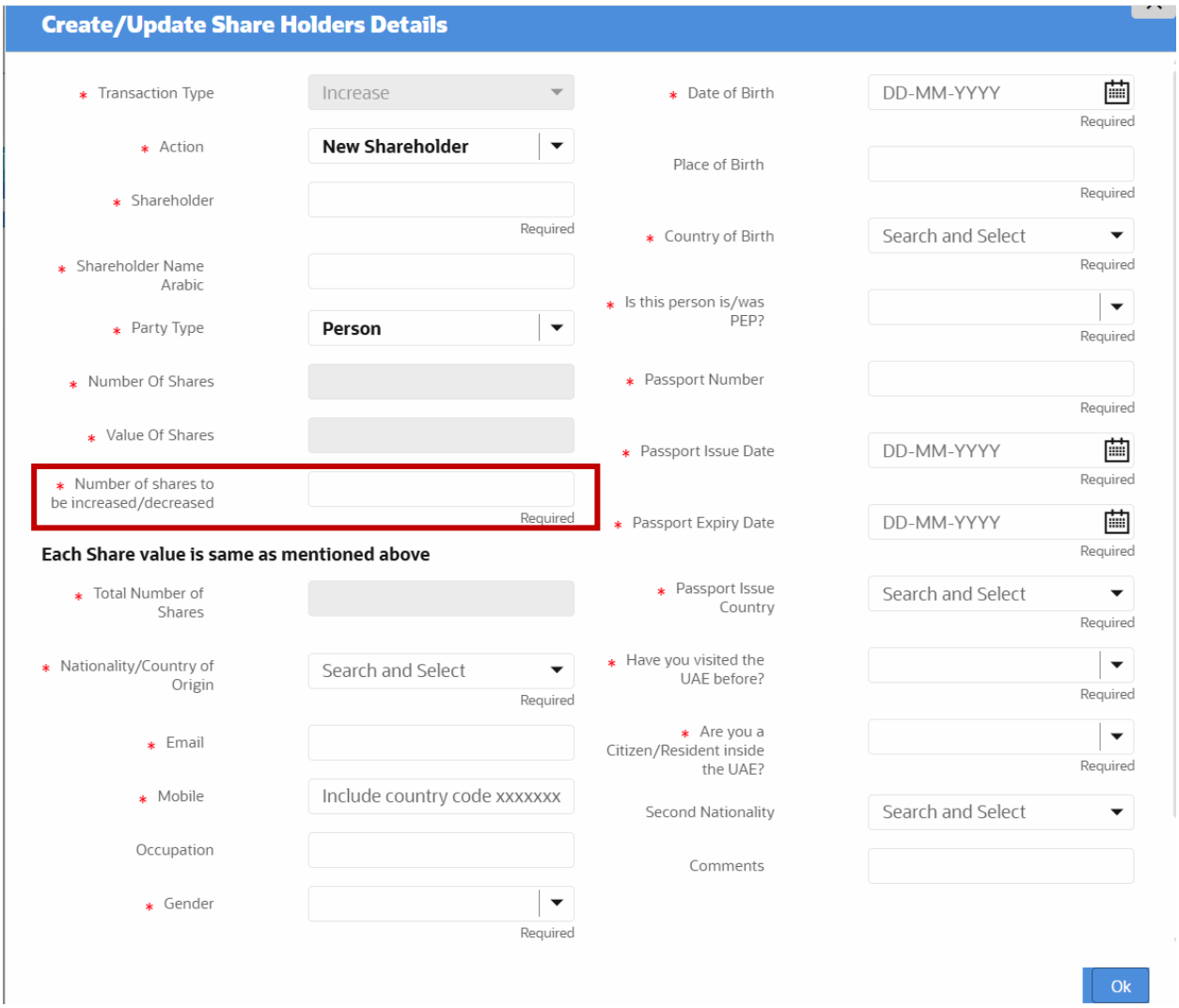
5. On the pop-up screen, Transaction Type is as per your earlier selection. Choose "**Action**" and "**Party Type**"



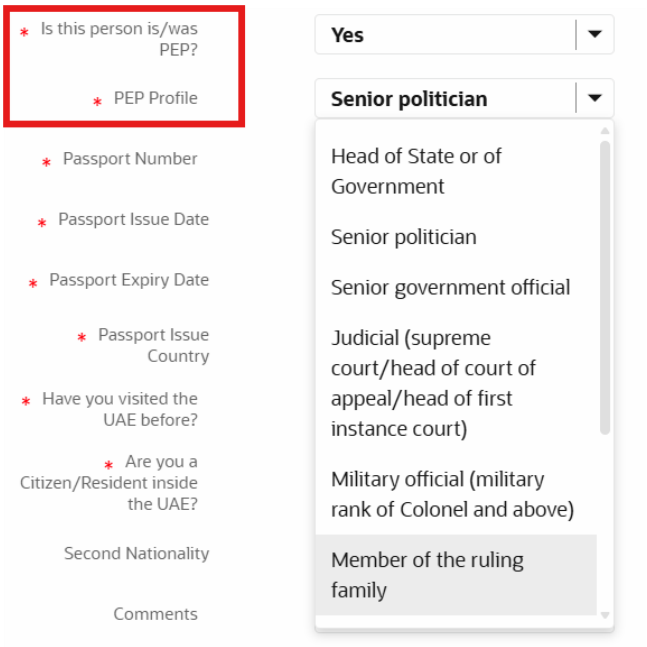
- **Action** - New Shareholder or Existing Shareholder
- **Party Type** - Person or Organization

6. If action selected is "**New Shareholder"** and Party Type is **"Person",** enter the necessary information.

   Important: Enter the number of shares to be Increased or Decreased.



- If "**Yes**" is selected, please choose the **PEP Profile**:



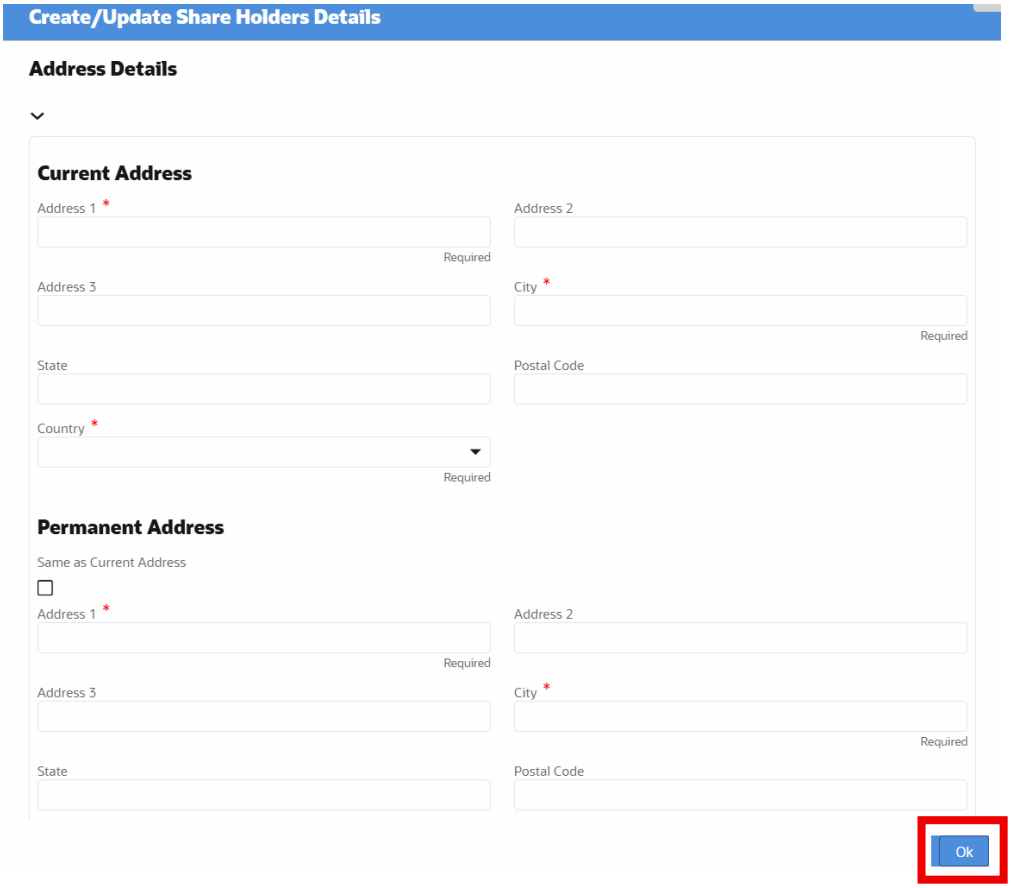
- If "**Yes**" is selected, please enter the Unified Number



- If "**Yes**" is selected, please enter the Emirates ID information

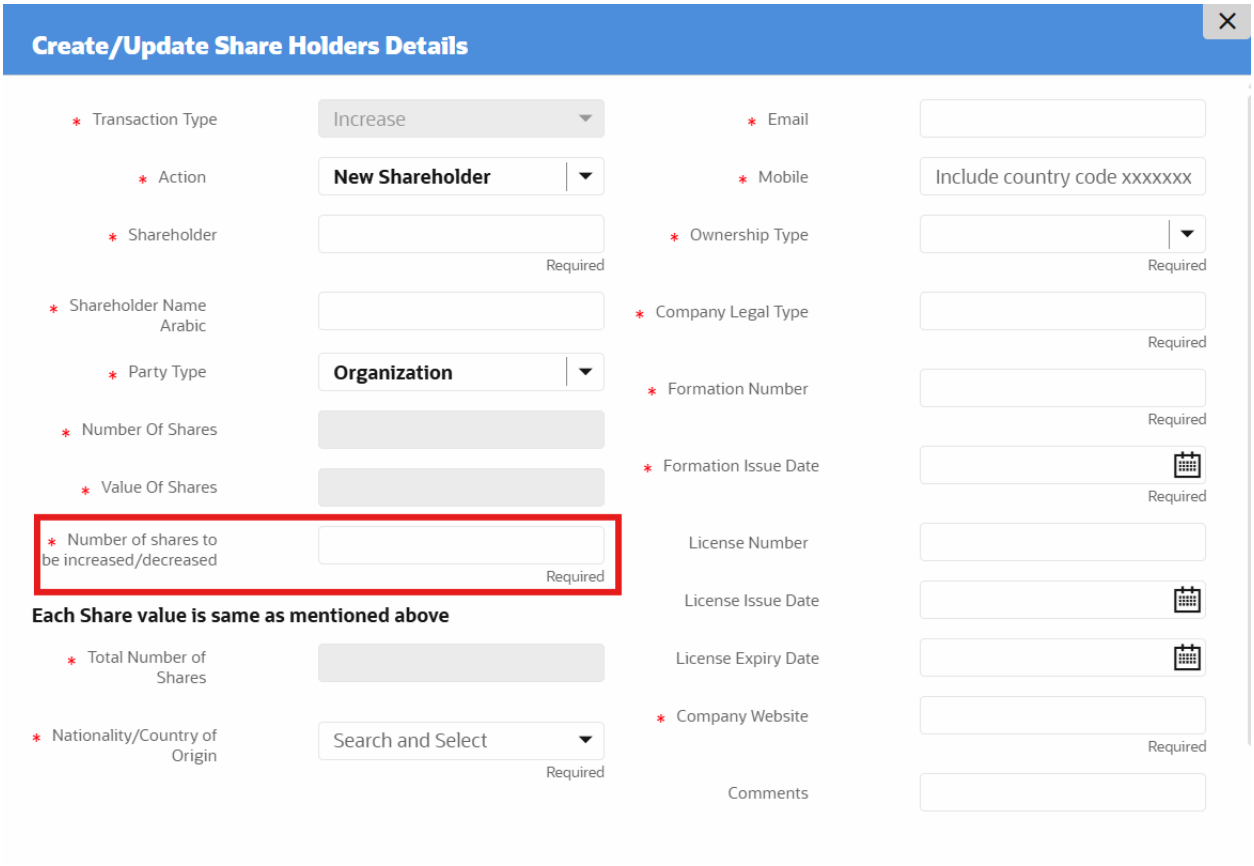


- Update the address information:

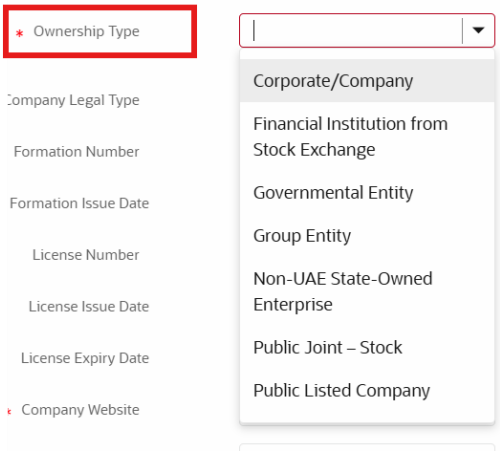


7. If action selected is "**New Shareholder**" and Party Type is **"Organization",** enter the necessary information.

Important: Enter the number of shares to be Increased or Decreased



- Choose the "**Ownership Type**" and enter the relevant information required.



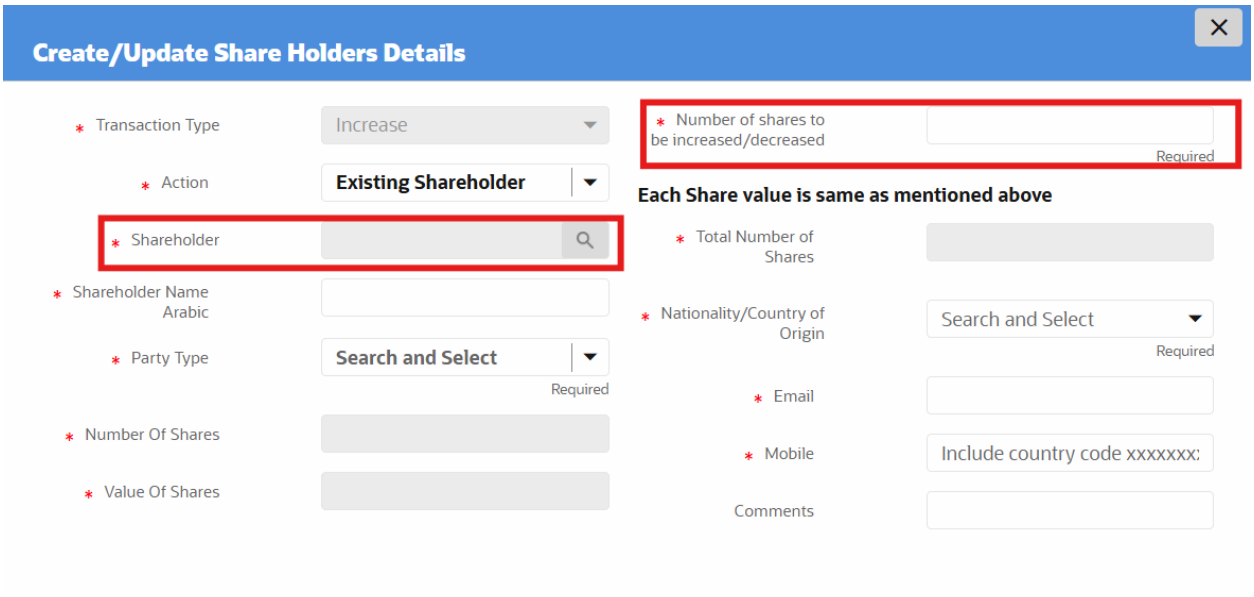
- Enter the Organization "**Address**"



Click on **OK**, when finished.

8. If action selected is "**Existing Shareholder",** choose the shareholder information and the party type will be captured as per the selected shareholder.

   Important: Enter the number of shares to be Increased or Decreased



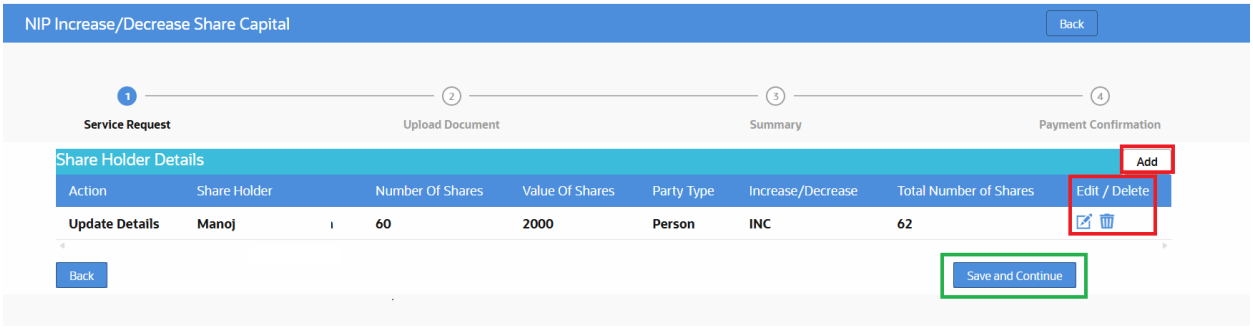
   - Update the address information (Organization)



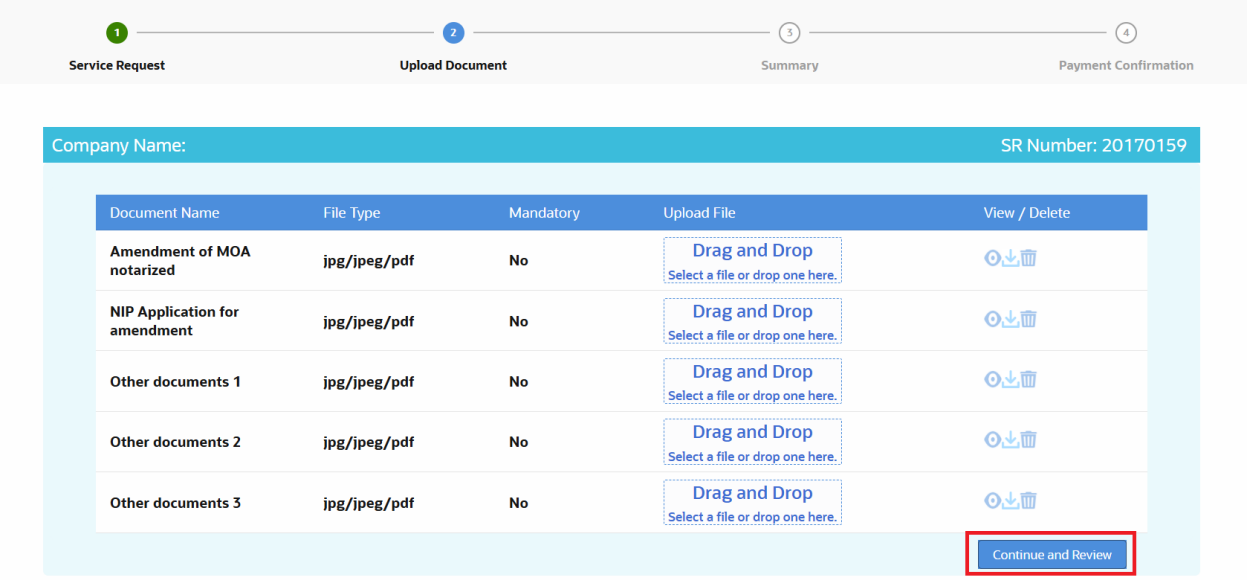
Click on **OK**, when finished.

9. Shareholders Information will be saved. Click "Add" to add another transaction, "Edit" to make amendments or "Delete" to remove an entry.

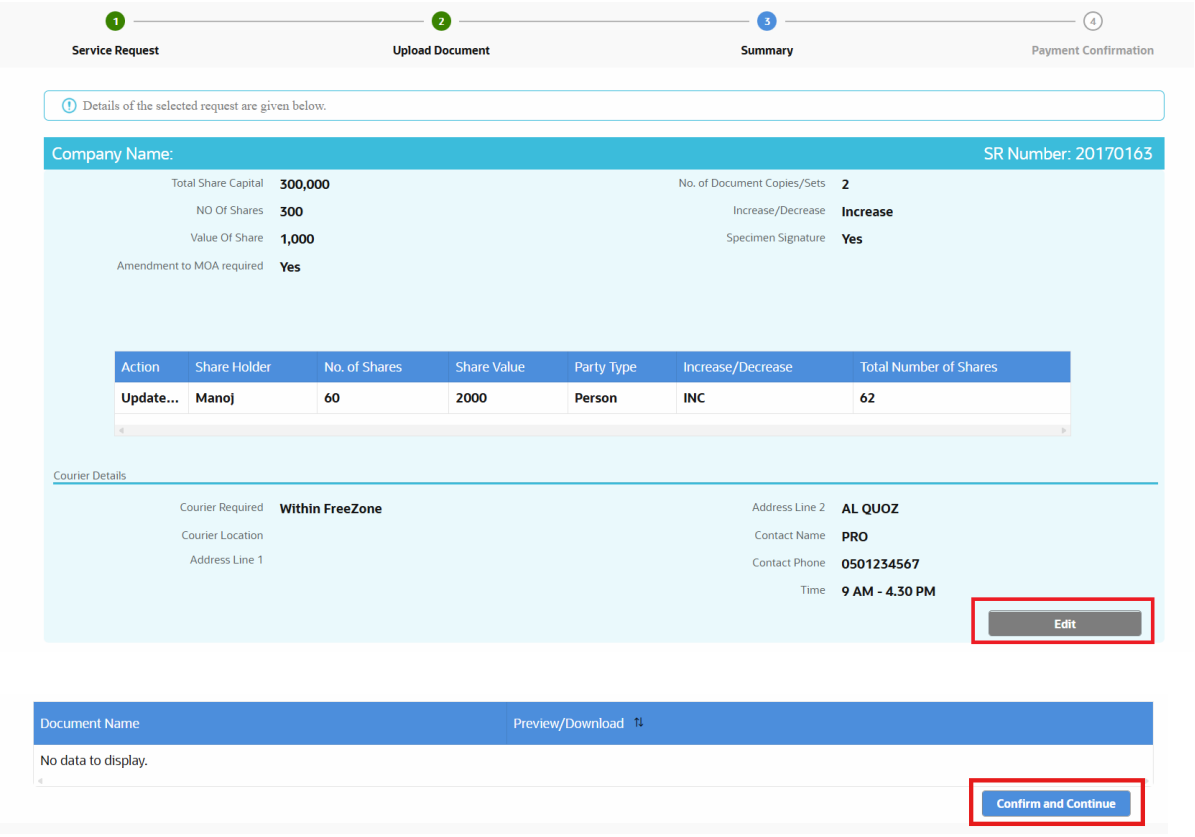
   Click "Save and Continue" to proceed.



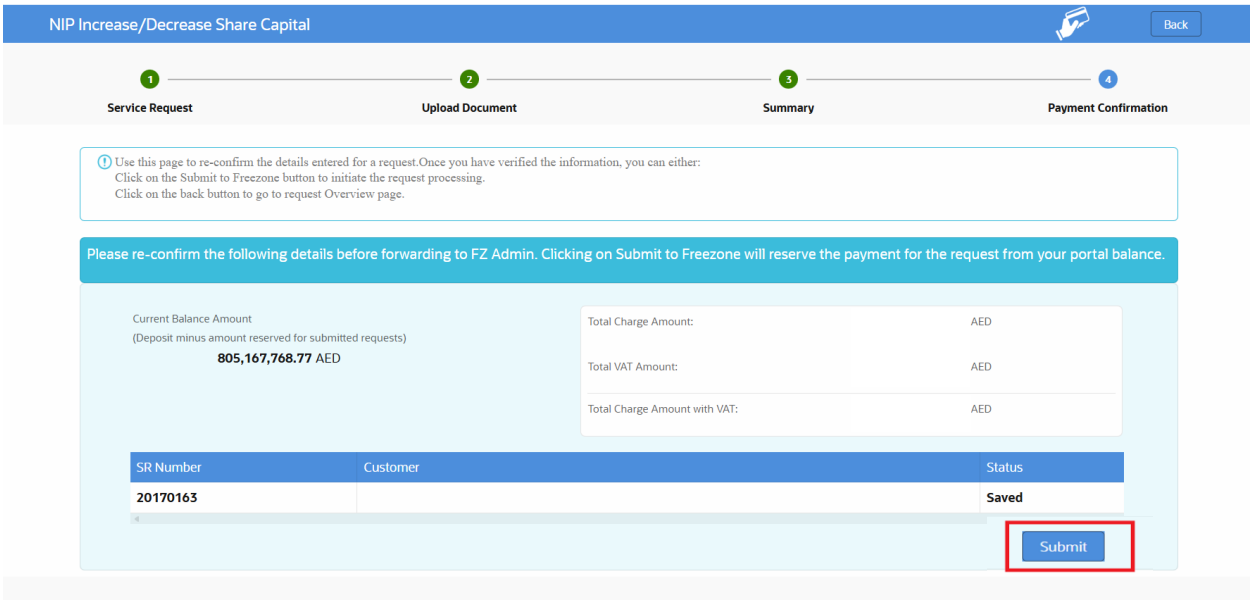
10. Upload the required documents then click "Continue and Review".



11. Review the information. Click "**Edit**" to amend information or "**Confirm and Continue** to proceed to submission page.



12. Charges will be displayed. Click "**Submit to Freezone**" to complete the transaction.



13. A successful submission confirmation will be displayed.

Please prepare the documents for courier collection.

Go back to the service page to track your request.

