



دبي التجارية
DUBAI TRADE

National Industries Park Amend Shareholder User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	Amend Shareholder
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	6 th November 2025
Current Version	1.0

This service enables customers to submit Shareholder Amendment request/s to National Industries Park authority.

Procedure:

1. Choose the request from the list:

Types of SR's

[Amend Shareholder](#)

[Change Manager](#)

[Change Number of Share and Value](#)

[Change Operating Name for Company](#)

[Change Registered Address](#)

[Change Registered Address with Licence Print](#)

[Increase/Decrease Share Capital](#)

[Registration Conversion](#)

[Share Transfer](#)

SR Number Select Status Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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2. Click "**Create New Request**" to initiate the process:

NIP Amend Shareholder

[Create New Request](#) [Home](#)

[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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3. The form will be displayed. Choose the Shareholder Name and all the information will be loaded for amendment.

Company Id

Contact Name *

Contact Type * Search and Select ▼

ShareHolder 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.

Name Contact Type

Search

Name	Contact Type
Anwar H	Person
Ibrahim	Person
Manoj	Person

Amend the necessary information, as required.

Company Name:

Company Id

Emirates ID XXX-XXXX-XXXXXXX

Contact Name * Anwar

Contact Type * Person ▼

Contact Arabic Name انور حسين

Nationality/Country of Origin * India ▼

Email Address * ddffd@gmail.com

Mobile Number * Include country c

Gender Male ▼

Occupation

Country of Birth Search and Select ▼

Date Of Birth 16-Apr-2000

Place of Birth city

Emirates ID Expiry Date DD-Mon-YYYY

Second Nationality Search and Select ▼

Amendment to MOA required Yes ▼

Number of amendment to MOA required * 2

Request Reason

Have you visited the UAE before?	No	Authority Comments
Unified Number	Refer to Notes Section	
Is this person is/was PEP?	No	
PEP Profile	Search and Select	
Passport Number	DF2	
Passport Issue of Country	India	
Passport Date of Issue	16-Apr-2025	
Passport Date of Expiry	16-Apr-2035	
Are you a Citizen/Resident inside the UAE?	No	

4. Update the **Current** and **Permanent** Address. You can choose the permanent address same as the current address.

Current Address

Address 1 *
JVC

Address 2

Address 3

City *
DUBAI

State

Postal Code

Country *
United Arab Emirates

Permanent Address

Same as Current Address

☐

Address 1 *
Madrid, Spain

Address 2

Address 3

City *
Madrid

State

Postal Code

Country *
Spain

5. 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 Details

Courier Required * **Within NIP**

Courier Location **Select**

Address Line 1 * AddressChange1

Address Line 2 AddressChange2

Contact Name * Contact Name

Contact Phone * 0501234567

Time * 9 AM - 4.30 PM

Collection/Delivery will be arranged on same day only if the SR is ready for Collection/Delivery before 2:20 PM, else it will be arranged by next working day

Time * 9 AM - 4.30 PM

For Outside FreeZone, Courier Collection/Delivery will be arranged on next working day.

Courier Details

Courier Required * **Outside NIP**

Courier Location **DUBAI INVESTMENT**

Address Line 1 * DIP 1

Address Line 2

Contact Name * Contact Name

Contact Phone * 0501234567

Time * 9 AM - 4.30 PM

For Outside FreeZone, Courier Collection/Delivery will be arranged on next working day.

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

Courier Required * **Within NIP**

Courier Location **Select**

Address Line 1 * AddressChange1

Address Line 2 AddressChange2

Contact Name * Contact Name

Contact Phone * 0501234567

Time * 9 AM - 4.30 PM

Collection/Delivery will be arranged on same day only if the SR is ready for Collection/Delivery before 2:20 PM, else it will be arranged by next working day

☒ 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

7. Upload the necessary documents then click "**Continue and Review**" to proceed.

The SR number will be generated at this stage.

Company Name: `

SR Number: 20170153

Document Name	File Type	Mandatory	Upload File	View / Delete
Passport Copy	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here.	  
Amendment of MOA notarized	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here.	  
Certificate of change company name	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here.	  
NIP Application for amendment	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

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

Company Name:

SR Number: 20170153

Contact Name	Anwar	Have you visited the UAE before?	No
Contact Type	Person	Is this person is/was PEP?	No
Contact Arabic Name	أنور حسن	Passport Number	DFZ323222UK
Nationality/Country of Origin	United Kingdom	Passport Issue of Country	India
Email Address	ddffd@gmail.com	Passport Date of Issue	16-Apr-2025
Mobile Number	9715012345678	Passport Date of Expiry	16-Apr-2035
Gender	Male	Are you a Citizen/Resident inside the UAE?	No
Country of Birth	India	Amendment to MOA required	Yes
Date Of Birth	16-Apr-2000	Number of amendment to MOA required	2
Place of Birth	city		

Courier Details

Courier Required	Within FreeZone	Address Line 2	AL QUOZ
Courier Location		Contact Name	PRO
Address Line 1		Contact Phone	0501234567
		Time	9 AM - 4.30 PM

Edit

Document Name

Preview/Download

Passport Copy

Confirm and Continue

9. Charges will be displayed. Click "**Submit**" to complete the transaction. A submission confirmation will be displayed.

NIP Amend Shareholder

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Service Request

Upload Document

Summary

Payment 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 to Freezone 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 FZ Admin. Clicking on Submit to Freezone will reserve the payment for the request from your portal balance.

Current Balance Amount (Deposit minus amount reserved for submitted requests)	Total Charge Amount:	520.00 AED
805,182,566.85 AED	Total VAT Amount:	00.00 AED
	Total Charge Amount with VAT:	520.00 AED

SR Number	Customer	Status
20170153		Saved

Submit

