

# National Industries Park Pubaitrade Amend Shareholder User's Manual

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# Table Designs

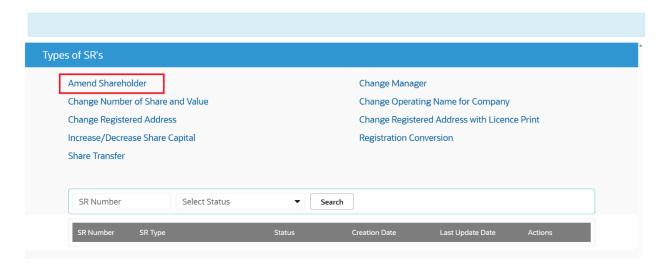
# **DOCUMENT DETAILS**

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

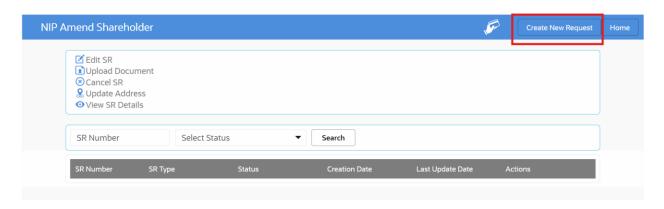
This service enables customers to submit Shareholder Amendment request/s to National Industries Park authority.

## Procedure:

1. Choose the request from the list:



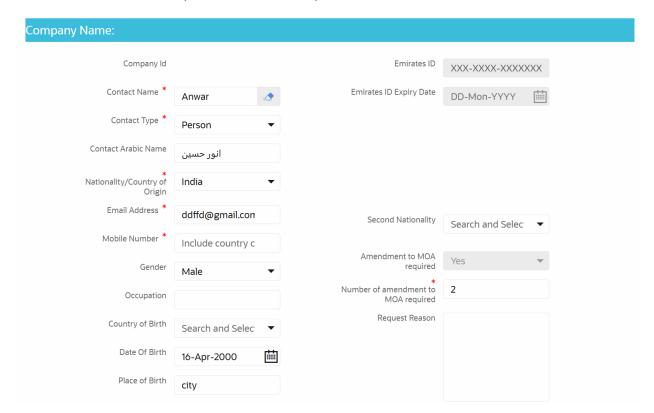
2. Click "Create New Request" to initiate the process:

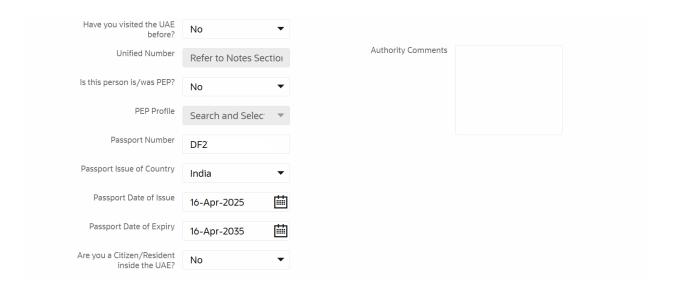


3. The form will be displayed. Choose the Shareholder Name and all the information will be loaded for amendment.

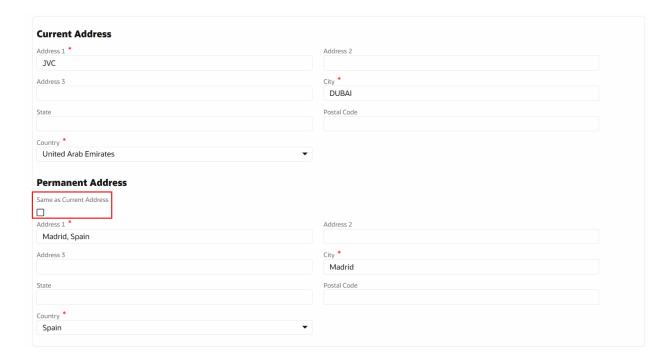


Amend the necessary information, as required.



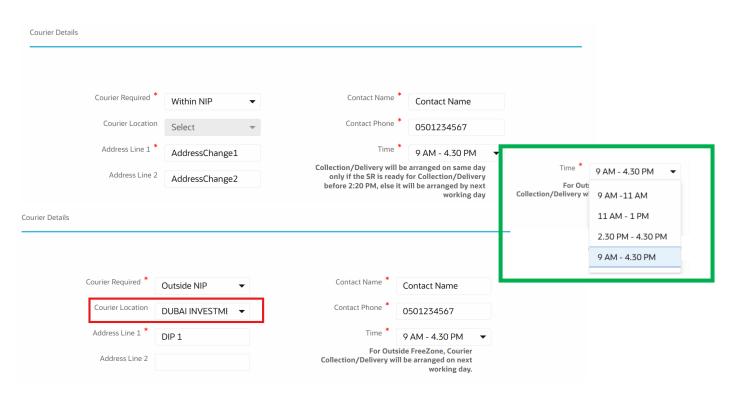


4. Update the **Current** and **Permanent** Address. You can choose the permanent address same as the current address.

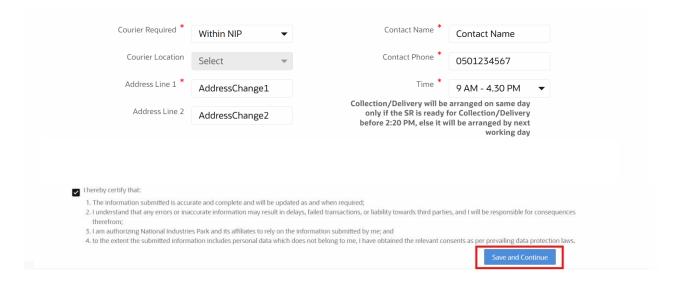


5. Update the courier information either "Within NIP" or "Outside NIP". You may change the address as required.

"Courier Location" is only required if Outside NIP is selected.

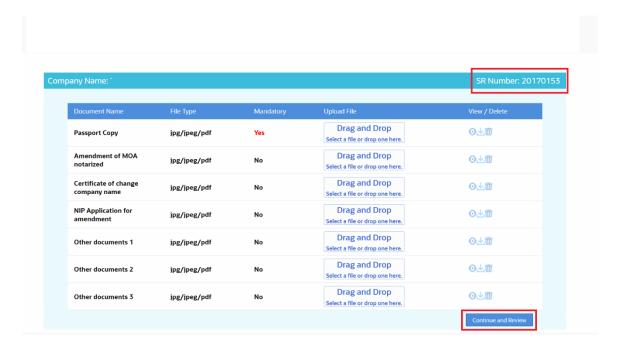


6. Click "Save and Continue" to proceed:

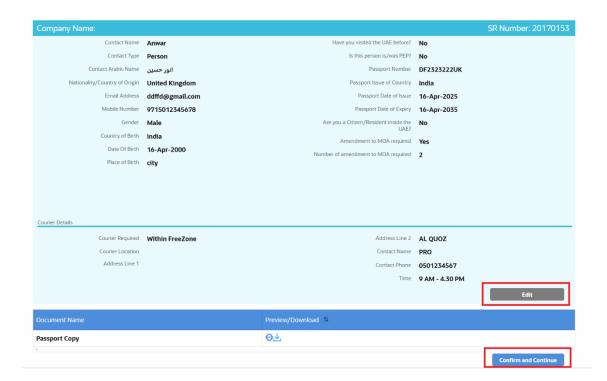


7. Upload the necessary documents then click "Continue and Review" to proceed.

The SR number will be generated at this stage.



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



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

