



دبي التجارية
DUBAI TRADE

National Industries Park Change Operating Name for Company User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	Change Operating Name for Company
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 Change Operating Name for Company request to National Industries Park authority.

Procedure:

1. Choose the service from the list

Types of SR's

Amend Shareholder
Change Number of Share and Value
Change Registered Address
Increase/Decrease Share Capital
Share Transfer

Change Manager
Change Operating Name for Company
Change Registered Address with Licence Print
Registration Conversion

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 Change Operating Name for Company

Create New Request Home


Edit SR
Upload Document
Cancel SR
Update Address
View SR Details

SR Number Select Status Sear...

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
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3. Please note the important notes before proceeding. The current Registered Address and Shareholder information will be displayed:

NIP Change Operating Name for Company



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1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

① Use this page to create/modify a request for Change Operating Name for Company. Once you have entered atleast the mandatory information, you can :






- Click on Save and Continue to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.
- While proposing Company names, please follow DED instruction.
- Visit is required in NIP Office only if Specimen Signature needs to be updated.

Note:





- Please Schedule a face-to-face Signature/Verification APPOINTMENT WITH A NIP EXPERT [Here](#)
- Original Share certificates (if any have been issued) to be returned to the Authority to be exchanged with the updated version.
- Mortgage or Share Pledge Certificate to be returned to the Authority to be exchanged with the updated version.
- **The signatories for the new documents submitted must have a Specimen Signature available with NIP or submit one prior to signing the new documents.**

Company Name:

Current Details

Organisation Name 	Reg Type 	Company Number 	Formation Number 	Formation Date 
	LLC			23-Feb-2004

Share Holder Details

Share Holder Name 	Share Holder Status 	Share Certificate Number 	Share Certificate Status 
	ACTIVE	326	ACTIVE
	ACTIVE	323	ACTIVE
	ACTIVE	322	ACTIVE
	ACTIVE	324	ACTIVE

4. The form will be displayed. Fill out the necessary information as required.

Company Id		Request Reason	
Propose Company Name 1 *	<input type="text" value="NewCompName"/>		
Propose Company Name 2	<input type="text" value="NewComName"/>		
Propose Company Name 3	<input type="text" value="NewCoName"/>		
Number of Original MOA required	<input type="text" value="2"/>	Authority Comments	
Have the Specimen Signature submitted	<input type="text" value="Yes"/>		
Number of Share Certificates to be Reprinted	<input type="text" value="4"/>		

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 *	<input type="text" value="Within NIP"/>	Contact Name *	<input type="text" value="Contact Name"/>
Courier Location	<input type="text" value="Select"/>	Contact Phone *	<input type="text" value="0501234567"/>
Address Line 1 *	<input type="text" value="AddressChange1"/>	Time *	<input type="text" value="9 AM - 4.30 PM"/>
Address Line 2	<input type="text" value="AddressChange2"/>		

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

Courier Details

Courier Required *	<input type="text" value="Outside NIP"/>	Contact Name *	<input type="text" value="Contact Name"/>
Courier Location	<input type="text" value="DUBAI INVESTME"/>	Contact Phone *	<input type="text" value="0501234567"/>
Address Line 1 *	<input type="text" value="DIP 1"/>	Time *	<input type="text" value="9 AM - 4.30 PM"/>
Address Line 2	<input type="text"/>		

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

Time *	<input type="text" value="9 AM - 4.30 PM"/>
For Out	
Collection/Delivery w	
	<input type="text" value="9 AM - 11 AM"/>
	<input type="text" value="11 AM - 1 PM"/>
	<input type="text" value="2.30 PM - 4.30 PM"/>
	<input type="text" value="9 AM - 4.30 PM"/>

6. Click "Save and Continue" to proceed:

Courier Required *	Within NIP	Contact Name *	Contact Name
Courier Location	Select	Contact Phone *	0501234567
Address Line 1 *	AddressChange1	Time *	9 AM - 4.30 PM
Address Line 2	AddressChange2	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.

NIP Change Operating Name for Company  [Back](#)


1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Company Name: [SR Number: 20170831](#)

Document Name	File Type	Mandatory	Upload File	View / Delete
Amendment of MOA notarized	jpg/jpeg/pdf	No	Drag and Drop <small>Select a file or drop one here.</small>	 
NIP Application for amendment	jpg/jpeg/pdf	No	Drag and Drop <small>Select a file or drop one here.</small>	 
Other documents 1	jpg/jpeg/pdf	No	Drag and Drop <small>Select a file or drop one here.</small>	 
Other documents 2	jpg/jpeg/pdf	No	Drag and Drop <small>Select a file or drop one here.</small>	 
Other documents 3	jpg/jpeg/pdf	No	Drag and Drop <small>Select a file or drop one here.</small>	 

[Continue and Review](#)

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

NIP Change Operating Name for Company  [Back](#)

1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Details of the selected request are given below.


Company Name: SR Number: 20170831

Propose Company Name 1	NewCompName	Have the Specimen Signature submitted	No
Number of Original MOA required	2	Number of Share Certificates to be Reprinted	6

Courier Details

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


[Edit](#)

Document Name Preview/Download 

No data to display.

[Confirm and Continue](#)

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

NIP Change Operating Name for Company  [Back](#)

1 Service Request 2 Upload Document 3 Summary 4 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 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 NIP Admin. Clicking on Submit will reserve the payment for the request from your portal balance.

Current Balance Amount (Deposit minus amount reserved for submitted requests) 2,636,734.22 AED	Total Charge Amount: 2,040.00 AED
	Total VAT Amount: 76.00 AED
	Total Charge Amount with VAT: 2,116.00 AED

SR Number	Customer	Status
20170831		Saved

[Submit](#)

