



دبي التجارية
DUBAI TRADE

National Industries Park Change Manager User's Manual

Copyright Information

Copyright © 2025 by Dubai Trade. All rights reserved. This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



Registration Amendment - Change Manager

Table Designs

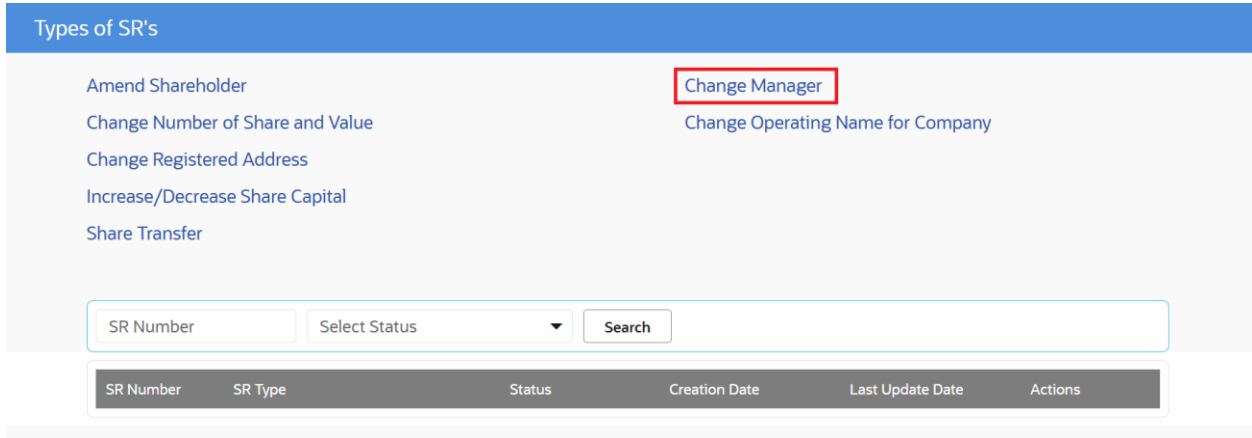
DOCUMENT DETAILS

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

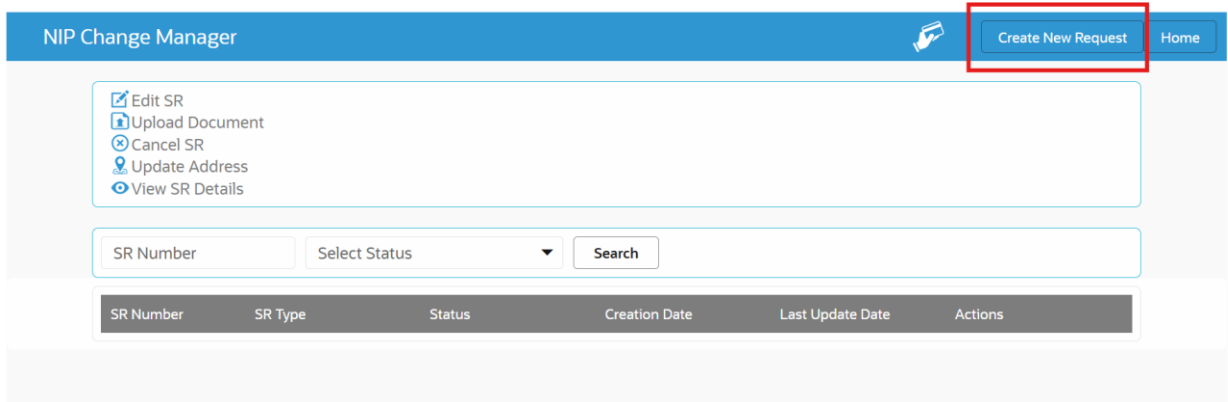
This service enables customers to submit Change Manager (appointment or details amendment) request to National Industries Park authority.

Procedure:

1. Choose the service from the list



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



3. Please note the important Information before proceeding.

The current Manager information will be displayed:

📄
Back

1
2
3
4

Service Request
Upload Document
Summary
Payment Confirmation

🕒 Use this page to create/modify a request for Change Manager. 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.
- 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](#)

You Can Obtain The Unified Number From This link [Here](#)

Company Name:

Current Details

Name ↕	Appointment Date ↕	Address 1 ↕	City ↕	State ↕	Country ↕
Ibrahim	29-May-2025		Dubai	Dubai	United Arab Emirates

4. The form will be displayed.

Company Id

Action To Be Performed *

Contact Name *

Contact Arabic Name

Nationality *

Gender *

Occupation

Date Of Birth *

Place of Birth *

Country of Birth *

Email Address *

Mobile Number

Have you visited the UAE before? *

Unified Number

Is this person is/was PEP? *

PEP Profile

Passport Number *

Passport Issue of Country *

Passport Date of Issue *

Passport Date of Expiry *

Are you a Citizen/Resident inside the UAE? *

Emirates ID

Emirates ID Expiry Date

Second Nationality

Specimen Signature

Request Reason

Authority Comments

5. Choose the appropriate action from the list:

Company Id

Passport Date of Issue * DD-Mon-YYYY

Passport Date of Expiry * DD-Mon-YYYY

Are you a Citizen/Resident inside the UAE? Search and Select

Emirates ID XXX-XXXX-XXXXXXX-X

Emirates ID Expiry Date DD-Mon-YYYY

Second Nationality Search and Select

Specimen Signature No

Action To Be Performed * Search and Select

Contact Name * Update Details

Contact Arabic Name Appoint New

Nationality * Remove

Gender * Search and Select

Occupation

- **Update Details** - choose the existing manager's information and edit the required details.
- **Appoint New** - enter the new manager's information
- **Remove** - choose the existing manager's information to be removed.

Company Id

Action To Be Performed * Update Details

Contact Name * Search

Company Id

Action To Be Performed * Remove

Contact Name * Search

Manager 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 Country

Search

Name	Country
BIN	United Arab Emirates
Jam	United States

6. Enter and update the necessary information:

Company Id		Passport Date of Issue *	01-Nov-2020
Action To Be Performed *	Appoint New	Passport Date of Expiry *	01-Nov-2035
Contact Name *	John Smith	Are you a Citizen/Resident inside the UAE? *	Yes
Contact Arabic Name	جون سميت	Emirates ID	784-1985-1111111-1
Nationality *	Spain	Emirates ID Expiry Date	31-Dec-2027
Gender *	Male	Second Nationality	Search and Select
Occupation		Specimen Signature	Yes
Date Of Birth *	01-Nov-1985	Request Reason	
Place of Birth *	Madrid	Authority Comments	
Country of Birth *	Spain		
Email Address *	aaa@aaa.com		
Mobile Number *	971501234567		
Have you visited the UAE before? *	No		
Unified Number	Refer to Notes Section		
Is this person is/was PEP? *	No		
PEP Profile	Search and Select		
Passport Number *	XYZ123456		
Passport Issue of Country *	Spain		

7. If "Yes" is selected, enter the **Unified Number**:

Have you visited the UAE before? *

Unified Number

- ① Use this page to create/modify a request for Change Manager. 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.
 - 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](#)

[You Can Obtain The Unified Number From This link Here](#)

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

Is this person is/was PEP? *

PEP Profile

PEP Profile

Port Number *


Country of Country *

- Head of State or of Government
- Senior politician
- Senior government official
- Judicial (supreme court/head of court of appeal/head of first instance court)
- Military official (military rank of Colonel and above)
- Member of the ruling family
- CEO of a government owned company
- CEO of a company linked to the government
- Senior political party official
- Other

9. Enter the **Emirates ID information** if manager is a Citizen or UAE resident.

Are you a Citizen/Resident inside the UAE? *

Emirates ID

Emirates ID Expiry Date 

10. Update the **Current** and **Permanent** Address. You may choose the permanent address same as the current address.

Current Address

Address 1 * Address 2

Address 3 City *

State Postal Code

Country *

Permanent Address

Same as Current Address

Address 1 * Address 2

Address 3 City *

State Postal Code

Country *

11. 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 *

Courier Location

Address Line 1 *

Address Line 2

Contact Name *

Contact Phone *

Time *

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 Required *

Courier Location

Address Line 1 *

Address Line 2

Contact Name *

Contact Phone *

Time *

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

Time *

For Outside Collection/Delivery w

-
-
-
-

12. Click "Save and Continue" to proceed:

Courier Required *

Courier Location

Address Line 1 *

Address Line 2

Contact Name *

Contact Phone *

Time *

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](#)

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

The SR number will be generated at this stage.

1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Company Name: SR Number: 21745491

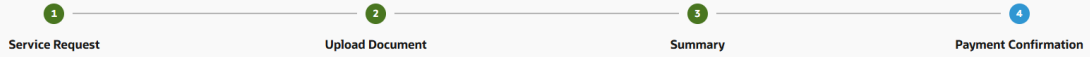
Document Name	File Type	Mandatory	Upload File	View / Delete
Emirates ID Copy	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here.	
Passport Copy	jpg/jpeg/pdf	Yes	Drag and Drop Select a file or drop one here.	
Amendment of MOA notarized	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here.	
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](#)

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

Company Name:		SR Number: 21745491
Action To Be Performed	Appoint New	Have you visited the UAE before? No
Contact Name	John Smith	Is this person is/was PEP? No
Contact Arabic Name	جون سميت	Passport Number X1234567
Nationality	Spain	Passport Issue of Country Spain
Gender	Male	Passport Date of Issue 1-Nov-2025
Date Of Birth	1-Nov-1985	Passport Date of Expiry 1-Nov-2035
Place of Birth	Madrid	Are you a Citizen/Resident inside the UAE? Yes
Country of Birth	Spain	Emirates ID 784-1985-1111111-1
Email Address	aaa@aaa.com	Emirates ID Expiry Date 31-Dec-2027
Mobile Number	0501234567	Specimen Signature Yes
Courier Details		
Courier Required	Within FreeZone	Contact Name PRO
Courier Location		Contact Phone 0502345678
Address Line 1	NIP RA 12 WH 9A	Time 9 AM - 4.30 PM
Address Line 2	AddressChange2	
<input type="button" value="Edit"/>		
Document Name	Preview/Download	
Emirates ID Copy		
Passport Copy		
<input type="button" value="Confirm and Continue"/>		

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



① 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)
99,999,999,689,929.34 AED

Total Charge Amount:	AED
Total VAT Amount:	AED
Total Charge Amount with VAT:	AED

SR Number	Customer	Status
-----------	----------	--------

