



دبي التجارية  
DUBAI TRADE

# *National Industries Park Change Registered Address User's Manual*

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# Table Designs

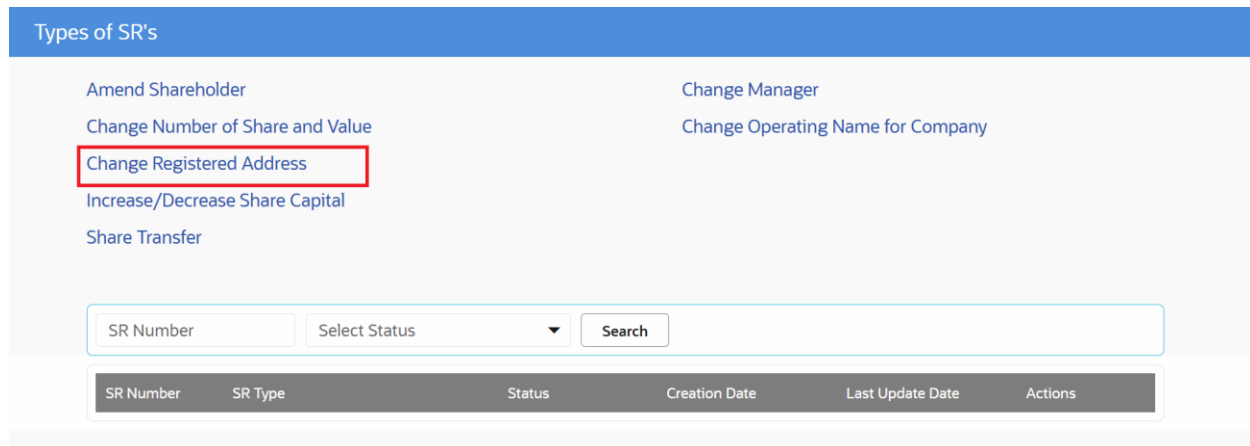
## DOCUMENT DETAILS

Document Name	Change Registered Address
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 Change Registered Address request to National Industries Park authority.*

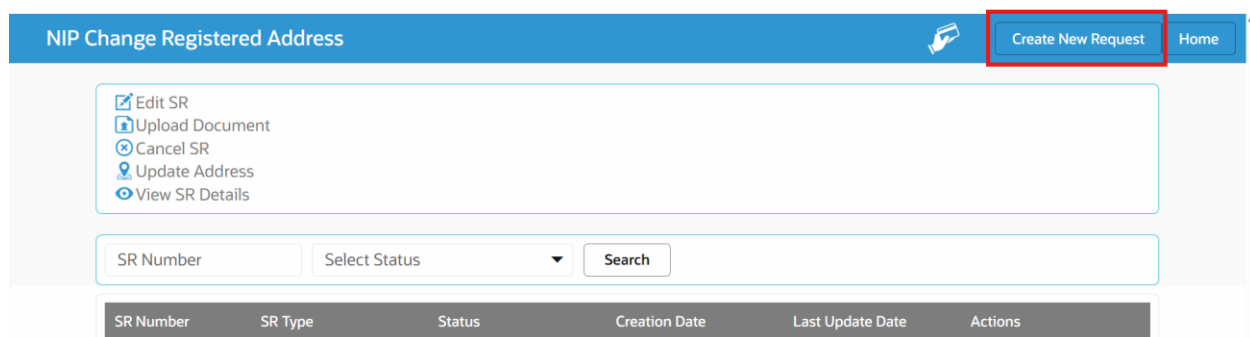
**Procedure:**

1. Choose the service from the list.



The screenshot shows a web interface titled "Types of SR's". It contains a list of services: "Amend Shareholder", "Change Number of Share and Value", "Change Registered Address" (highlighted with a red box), "Increase/Decrease Share Capital", "Share Transfer", "Change Manager", and "Change Operating Name for Company". Below the list is a search bar with fields for "SR Number", "Select Status" (a dropdown menu), and a "Search" button. At the bottom, there is a table header with columns: "SR Number", "SR Type", "Status", "Creation Date", "Last Update Date", and "Actions".

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



The screenshot shows a web interface titled "NIP Change Registered Address". It features a blue header bar with a "Create New Request" button (highlighted with a red box) and a "Home" link. Below the header, there is a list of actions: "Edit SR", "Upload Document", "Cancel SR", "Update Address", and "View SR Details". A search bar is present with fields for "SR Number", "Select Status" (a dropdown menu), and a "Search" button. At the bottom, there is a table header with columns: "SR Number", "SR Type", "Status", "Creation Date", "Last Update Date", and "Actions".

3. Please note the Important Information before proceeding. The current Registered Address information will be displayed:

NIP Change Registered Address

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

Use this page to create/modify a request for Change Registered Address. 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.

Company Name:

Current Details

Registration Type	Address Line 1	Address Line 2	Address Line 3	City	State	Postal Code	Country
Partnership Limited with Shares (PLS)	AddressChange1	AddressChange2	AddressChange3	CityChange	StateChnagne	500007	India

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

Company Id **34758**

Request Reason

Proposed Address Line 1 **New Address 1**

Proposed Address Line 2

Proposed Address Line 3

City **Dubai**

State **Dubai**

Country **United Arab En**

Emirate **Search and Sel**

Post Box No **123456**

Authority Comments

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 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 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.

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.

Progress bar: 1 Service Request, 2 Upload Document, 3 Summary, 4 Payment Confirmation

Company Name: SR Number: 21730921

Document Name	File Type	Mandatory	Upload File	View / Delete
Board Resolution Signed by Customer	jpg/jpeg/pdf	Yes	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.

Progress bar: 1 Service Request, 2 Upload Document, 3 Summary, 4 Payment Confirmation

Details of the selected request are given below.


Company Name: SR Number: 21730921

Proposed Address Line 1	AddressChange1	State	StateChnage
Proposed Address Line 2	AddressChange2	Country	India
City	CityChange	Post Box No	500000

Courier Details

Courier Required	Within FreeZone	Contact Name	Test
Courier Location		Contact Phone	
Address Line 1	AddressChange1	Time	11 AM - 1 PM
Address Line 2	AddressChange2		


Edit

Document Name	Preview/Download
Board Resolution Signed by Customer	

Confirm and Continue

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

NIP Change Registered Address



Back

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

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)  
**99,999,999,689,338.34 AED**

Total Charge Amount:

AED

Total VAT Amount:

AED

Total Charge Amount with VAT:

AED

SR Number	Customer	Status
21730921		Saved

Submit

