



دبي التجارية
DUBAI TRADE

National Industries Park Increase/Decrease Share Capital 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.



Table Designs

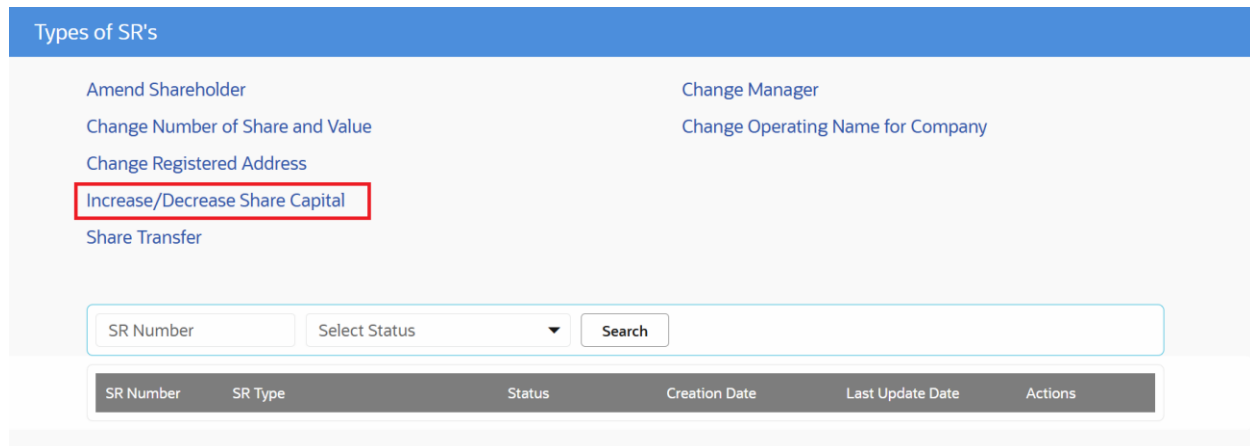
DOCUMENT DETAILS

Document Name	Increase/Decrease Share Capital
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 Increase/Decrease Share Capital request to National Industries Park authority.

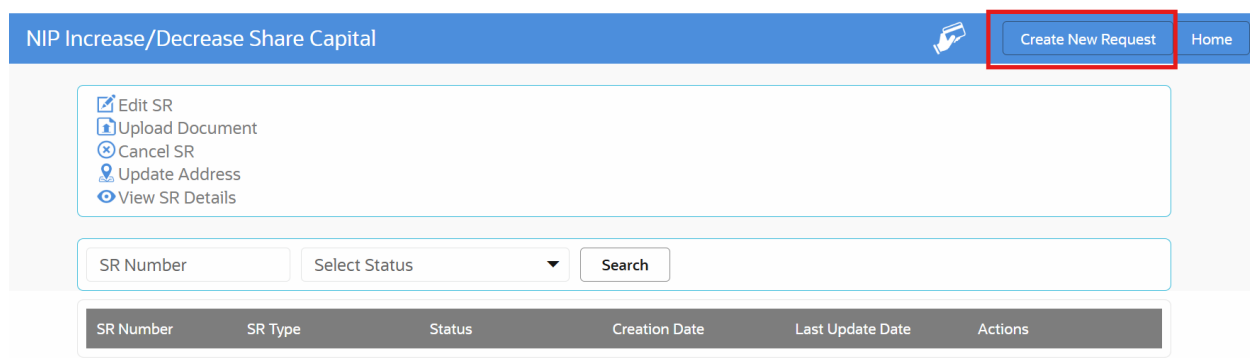
Procedure:

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, Increase/Decrease Share Capital (highlighted with a red box), and Share Transfer. To the right, there are links for Change Manager and Change Operating Name for Company. Below the list is a search bar with fields for SR Number, Select Status (a dropdown), 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 Increase/Decrease Share Capital". In the top right corner, there is a "Create New Request" button (highlighted with a red box) and a "Home" button. Below the title bar, there is a list of actions: Edit SR, Upload Document, Cancel SR, Update Address, and View SR Details. Below this list is a search bar with fields for SR Number, Select Status (a dropdown), 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. The form will be displayed. Update the necessary information.

NIP Increase/Decrease Share Capital  [Back](#)

1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Use this page to create/modify a request for Increase/Decrease Share Capital. 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.
- Please keep the signed Corporate action form, Board resolution and other documents ready for courier collection.
- 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:

Company Id Request Reason

Total Share Capital 300,000

NO Of Shares 300

Value Of Share 1,000

Amendment to MOA required Yes

No. of Document Copies/Sets * 2

Increase/Decrease Search and Select

Specimen Signature No

Authority Comments

Increase/Decrease Search and Select

Specimen Signature Increase Decrease

4. 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.

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 Collection/Delivery w 9 AM - 11 AM 11 AM - 1 PM 2.30 PM - 4.30 PM 9 AM - 4.30 PM

5. 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

6. Click **"Add"** to enter the shareholder information.

NIP Share Transfer

Back

1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

Share Holder Details

Transferor	Action	Transferee	Number of shares to be transferred	Number Of Shares	Value Of Shares	Party Type	Edit / Delete
No data to display.							

Back

Save and Continue

Add

7. On the pop-up screen, Transaction Type is as per your earlier selection. Choose "**Action**" and "**Party Type**"

Create/Update Share Holders Details

* Transaction Type: Increase

* Action: Search and Select (Required)

* Party Type: Search and Select (Required)

* Number Of Shares: [Text Field]

* Value Of Shares: [Text Field]

* Number of shares to be increased/decreased: [Text Field] (Required)

Each Share value is same as mentioned above

* Total Number of Shares: [Text Field]

* Nationality/Country of Origin: Search and Select (Required)

* Email: [Text Field]

* Mobile: Include country code xxxxx: [Text Field]

Comments: [Text Field]

* Action: Search and Select (New Shareholder, Existing Shareholder)

* Party Type: Search and Select (Person, Organization)

- **Action** - New Shareholder or Existing Shareholder
- **Party Type** - Person or Organization

8. If action selected is "New Shareholder" and Party Type is "Person", enter the necessary information.

Important: Enter the number of shares to be Increased or Decreased.

Create/Update Share Holders Details

* Transaction Type	Increase	* Date of Birth	DD-MM-YYYY
* Action	New Shareholder	Place of Birth	
* Shareholder			
* Shareholder Name Arabic		* Country of Birth	Search and Select
* Party Type	Person	* Is this person is/was PEP?	
* Number Of Shares		* Passport Number	
* Value Of Shares		* Passport Issue Date	DD-MM-YYYY
* Number of shares to be increased/decreased		* Passport Expiry Date	DD-MM-YYYY

Each Share value is same as mentioned above

* Total Number of Shares		* Passport Issue Country	Search and Select
* Nationality/Country of Origin	Search and Select	* Have you visited the UAE before?	
* Email		* Are you a Citizen/Resident inside the UAE?	
* Mobile	Include country code xxxxxxxx	Second Nationality	Search and Select
Occupation		Comments	
* Gender			

Ok

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

<p>* Is this person is/was PEP?</p> <p>* PEP Profile</p>	<p>Yes</p>
<p>* Passport Number</p> <p>* Passport Issue Date</p> <p>* Passport Expiry Date</p> <p>* Passport Issue Country</p> <p>* Have you visited the UAE before?</p> <p>* Are you a Citizen/Resident inside the UAE?</p> <p>Second Nationality</p> <p>Comments</p>	<p>Senior politician</p> <p>Head of State or of Government</p> <p>Senior politician</p> <p>Senior government official</p> <p>Judicial (supreme court/head of court of appeal/head of first instance court)</p> <p>Military official (military rank of Colonel and above)</p> <p>Member of the ruling family</p>

- If **"Yes"** is selected, please enter the Unified Number

* Have you visited the UAE before?

Unified Number

- If **"Yes"** is selected, please enter the Emirates ID information

* Are you a Citizen/Resident inside the UAE?

* Emirates ID

* Emirates ID Expiry Date

- Update the address information:

Create/Update Share Holders Details

Address Details



Current Address

Address 1 *

Required

Address 2

Address 3

City *

Required

State

Postal Code

Country *

Required

Permanent Address

Same as Current Address

☐

Address 1 *

Required

Address 2

Address 3

City *

Required

State

Postal Code

Ok

9. If action selected is "New Shareholder" and Party Type is "Organization", enter the necessary information.

Important: Enter the number of shares to be Increased or Decreased

Create/Update Share Holders Details

* Transaction Type	Increase	* Email	
* Action	New Shareholder	* Mobile	Include country code xxxxxxxx
* Shareholder		* Ownership Type	
	Required		Required
* Shareholder Name Arabic		* Company Legal Type	
			Required
* Party Type	Organization	* Formation Number	
			Required
* Number Of Shares		* Formation Issue Date	
			Required
* Value Of Shares			
* Number of shares to be increased/decreased		License Number	
	Required	License Issue Date	
Each Share value is same as mentioned above		License Expiry Date	
* Total Number of Shares		* Company Website	
			Required
* Nationality/Country of Origin	Search and Select	Comments	
	Required		

- Choose the "Ownership Type" and enter the relevant information required.

* Ownership Type	
Company Legal Type	Corporate/Company
Formation Number	Financial Institution from Stock Exchange
Formation Issue Date	Governmental Entity
License Number	Group Entity
License Issue Date	Non-UAE State-Owned Enterprise
License Expiry Date	Public Joint – Stock
* Company Website	Public Listed Company

- Enter the Organization **"Address"**

Address Details

Organization Address

Address 1 * Required

Address 2

Address 3

City * Required

State

Postal Code

Country * Required

Ok

Click on **OK**, when finished.

- If action selected is **"Existing Shareholder"**, choose the shareholder information and the party type will be captured as per the selected shareholder.

Important: Enter the number of shares to be Increased or Decreased

Create/Update Share Holders Details

* Transaction Type

* Action

* Shareholder

* Shareholder Name Arabic

* Party Type Required

* Number Of Shares

* Value Of Shares

* Number of shares to be increased/decreased Required

Each Share value is same as mentioned above

* Total Number of Shares

* Nationality/Country of Origin Required

* Email

* Mobile

Comments

- Update the address information (Organization)

Address Details

▼

Organization Address

Address 1 *

Address 2

Address 3

City *

State

Postal Code

Country *

Required

Required

Required

Ok

Click on **OK**, when finished.

11. Shareholders Information will be saved. Click "Add" to add another transaction, "Edit" to make amendments or "Delete" to remove an entry.

Click "Save and Continue" to proceed.

NIP Increase/Decrease Share Capital

Back

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

Share Holder Details

Add

Action	Share Holder	Number Of Shares	Value Of Shares	Party Type	Increase/Decrease	Total Number of Shares	Edit / Delete
Update Details	Manoj	1	60	2000	Person	INC	62

Back

Save and Continue

12. Upload the required documents then click "**Continue and Review**".

1 — 2 — 3 — 4
 Service Request — Upload Document — Summary — Payment Confirmation

Company Name:
SR Number: 20170159

Document Name	File Type	Mandatory	Upload File	View / Delete
Amendment of MOA notarized	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; text-align: center;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	
NIP Application for amendment	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; text-align: center;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	
Other documents 1	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; text-align: center;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	
Other documents 2	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; text-align: center;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	
Other documents 3	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; text-align: center;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	

Continue and Review

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

1 — 2 — 3 — 4
 Service Request — Upload Document — Summary — Payment Confirmation

i Details of the selected request are given below.

Company Name:
SR Number: 20170163

Total Share Capital **300,000**

NO Of Shares **300**

Value Of Share **1,000**

Amendment to MOA required **Yes**

No. of Document Copies/Sets **2**

Increase/Decrease **Increase**

Specimen Signature **Yes**

Action	Share Holder	No. of Shares	Share Value	Party Type	Increase/Decrease	Total Number of Shares
Update...	Manoj	60	2000	Person	INC	62

Courier Details

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

Edit

Document Name	Preview/Download
No data to display.	

Confirm and Continue

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

NIP Increase/Decrease Share Capital

1

2

3

4

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)
805,167,768.77 AED

Total Charge Amount:
AED

Total VAT Amount:
AED

Total Charge Amount with VAT:
AED

SR Number	Customer	Status
20170163		Saved

Submit

Registration Amendment - Increase/Decrease Share Capital

14

