



دبي التجارية
DUBAI TRADE

National Industries Park Registration Attestation User's Manual

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Registration Attestation

Table Designs

DOCUMENT DETAILS

Document Name	Registration Attestation
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	8 th July 2025
Current Version	1.0

This service enables customers to apply for a True Copy or Original Attestation of Company documents such as **Board/Shareholder Resolution, Company Name Certificate, Formation Certificate, Memorandum and Articles of Association, Share Certificates, and other General documents.**

Procedure:

1. Choose the attestation type as either **True Copy** or **Original**.

The screenshot shows a web interface titled "Types of SR's". It has two tabs: "Originals" and "True Copy". Below the tabs is a search bar with fields for "SR Number", "Select Status" (a dropdown menu), and a "Search" button. Below the search bar is a table with the following columns: "SR Number", "SR Type", "Status", "Creation Date", "Last Update Date", and "Actions".


True Copy

- I. Click on "**Create New Request**" to initiate the process

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

- II. Application form will appear. Please enter all the mandatory fields, marked in red asterisk.

NIP True Copy



Back

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

Use this page to create/modify a request for Reg-Attestation - True Copy. 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.

Company Name:

Company Id

Document Type *

Search and Select

No. of Document Copies/Sets *

Period of Attestation *

Search and Select

Request Reason

Authority Comments

- III. Select the "**document**" you wish to attest:

Company Name:

Company Id

Document Type *

Search and Select

No. of Document Copies/Sets *

Period of Attestation *

Request Reason

Authority Comments

- IV. Enter the required number of copies and choose between Three- or One-month period of attestation using the dropdown menu.

Company Name:

Company Id

Document Type * True Copy Company Form

No. of Document Copies/Sets * 1

Period of Attestation * Search and Select

Request Reason

Three Months

One Month

Authority Comments

- V. 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 information is required for the delivery of True Copy(ies)

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 INVESTME

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.

VI. 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	

Save and Continue

VII. Upload the required documents by using the "Drag and Drop" option or simply by selecting a file.



The SR number will be generated at this stage.

NIP True Copy

Back

1 Service Request

2 Upload Document

3 Summary

4 Payment Confirmation


Company Name:

SR Number: 20166173

Document Name	File Type	Mandatory	Upload File	View / Delete
True Copy Company Formation certificate	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

You may review, download or delete a file you have uploaded using the available options on the right.

NIP True Copy  [Back](#)


1
Service Request
2
Upload Document
3
Summary
4
Payment Confirmation

Company Name: SR Number: 20166173

Document Name	File Type	Mandatory	Upload File	View / Delete
True Copy Company Formation certificate	jpg/jpeg/pdf	Yes	<div style="border: 1px dashed #ccc; padding: 5px; text-align: center;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	<div style="display: flex; align-items: center; justify-content: center;">    </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>	<div style="display: flex; align-items: center; justify-content: center;">    </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>	<div style="display: flex; align-items: center; justify-content: center;">    </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>	<div style="display: flex; align-items: center; justify-content: center;">    </div>













[Continue and Review](#)

VIII. Click on "**Continue and Review**" to move on to the next section.

NIP True Copy  [Back](#)


1
Service Request
2
Upload Document
3
Summary
4
Payment Confirmation

Company Name: SR Number: 20166173


Document Name	File Type	Mandatory	Upload File	View / Delete
True Copy Company Formation certificate	jpg/jpeg/pdf	Yes	<div style="border: 1px dashed #ccc; padding: 5px; text-align: center;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	<div style="display: flex; align-items: center; justify-content: center;">    </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>	<div style="display: flex; align-items: center; justify-content: center;">    </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>	<div style="display: flex; align-items: center; justify-content: center;">    </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>	<div style="display: flex; align-items: center; justify-content: center;">    </div>

[Continue and Review](#)

- IX. A summary will be displayed along with the SR number. You can edit the details, view the document or click "**Confirm and Continue**" to proceed.

NIP True Copy  [Back](#)

1 Service Request 2 Upload Document 3 Summary 4 Payment Confirmation

 Details of the selected request are given below.


Company Name: SR Number: 20166173


Document Type: **True Copy Company Formation certificate** No. of Document Copies/Sets: **1**
Period of Attestation: **One Month**

Courier Details

Courier Required: **Outside FreeZone** Contact Name: **Jane Doe**
Courier Location: **DUBAI INVESTMENT PARK 1 and 2** Contact Phone: **0501234567**
Address Line 1: **DIP 1** Time: **11 AM - 1 PM**
Address Line 2:


[Edit](#)

Document Name: Preview/Download  **1**


True Copy Company Formation certificate 

[Confirm and Continue](#)

- X. The fees will be displayed. Click on "**Submit**" to complete the request. A successful submission confirmation will be displayed.

NIP True Copy  [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 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)
805,551,917.29 AED

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

SR Number	Customer	Status
20166173		Saved

[Submit](#)



On the service landing page, you can edit or cancel any requests that are either saved (but not yet submitted) or returned by the Authority. You can also view these requests, along with those that have been successfully submitted.

NIP True Copy

Create New RequestHome

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

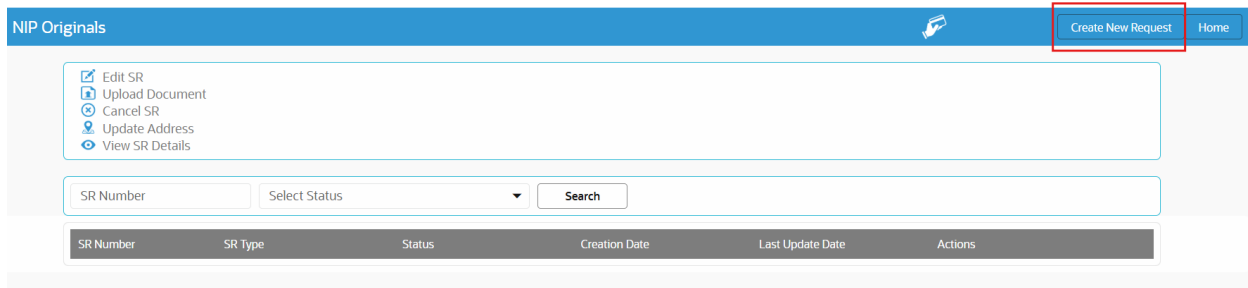
Select Status

Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
20166173	Reg-Attestation - True Copy	Saved	21-JUL-2025 11:05 AM	21-JUL-2025 11:16 AM	<div><div></div><div></div><div></div></div>

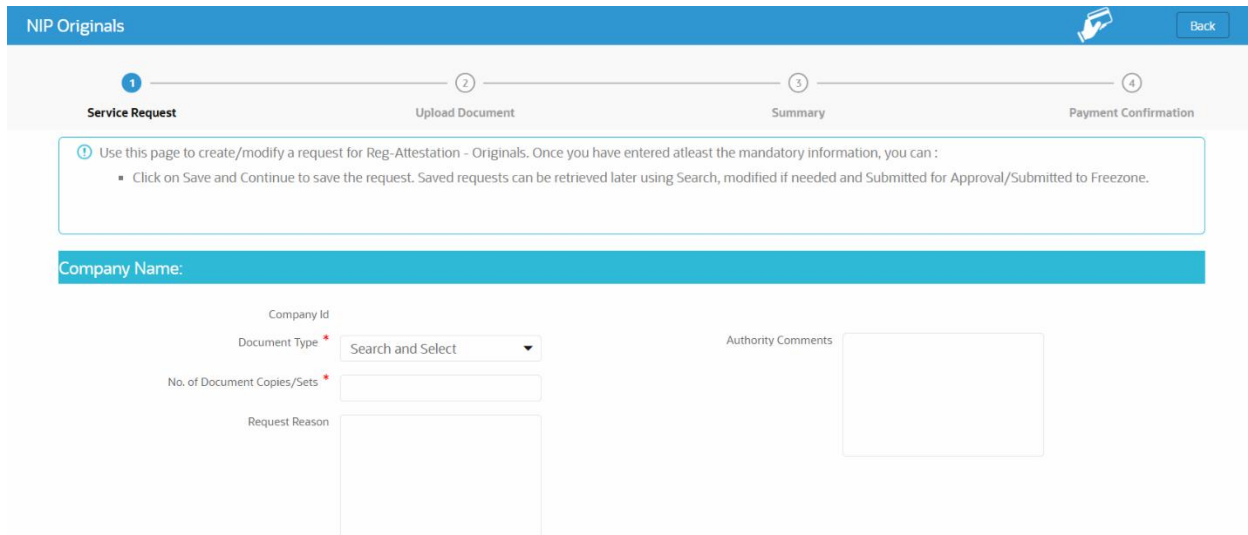
Original Attestation

- I. Click on "Create New Request" to initiate the process:



The screenshot shows the 'NIP Originals' dashboard. At the top right, there is a blue header bar with a 'Create New Request' button highlighted by a red rectangle. Below the header, there is a sidebar with links: Edit SR, Upload Document, Cancel SR, Update Address, and View SR Details. The main area contains a search bar with fields for 'SR Number' and 'Select Status', and a 'Search' button. Below the search bar is a table with columns: SR Number, SR Type, Status, Creation Date, Last Update Date, and Actions.


- II. Application form will appear. Please enter all the mandatory fields, marked in red asterisk.



The screenshot shows the 'NIP Originals' application form. At the top, there is a blue header bar with a 'Back' button. Below the header, there is a progress bar with four steps: 1. Service Request, 2. Upload Document, 3. Summary, and 4. Payment Confirmation. The first step, 'Service Request', is active. Below the progress bar, there is a blue box with instructions: 'Use this page to create/modify a request for Reg-Attestation - Originals. 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.' Below the instructions, there is a blue bar with the label 'Company Name:'. The form contains several fields: 'Company Id' (text input), 'Document Type' (dropdown menu with 'Search and Select' selected), 'No. of Document Copies/Sets' (text input), 'Request Reason' (text input), and 'Authority Comments' (text input). The fields 'Document Type', 'No. of Document Copies/Sets', and 'Request Reason' are marked with a red asterisk, indicating they are mandatory.

III. Select the "document" you wish to attest:

NIP Originals



Back

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

Use this page to create/modify a request for Reg-Attestation - Originals. 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.

Company Name:

Company Id

Document Type *

Search and Select

Board resolution

Shareholder resolution

Power of Attorney

General Documents or Others

No. of Document Copies/Sets *

Request Reason

Authority Comments

IV. Enter the required number of copies.

Company Name

Company Id

Document Type *

Board resolution

No. of Document Copies/Sets *

1

Request Reason

Authority Comments

- V. 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 information is required for the collection of original document(s) and delivery of attestation on original(s).

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

Courier Details

Courier Required * Outside NIP

Courier Location DUBAI INVESTMI

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.

- VI. 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


Save and Continue

- VII. Upload the required documents by using the "Drag and Drop" option or simply by selecting a file.



The SR number will be generated at this stage.

NIP Originals



Back

1

2

3

4

Service Request










Upload Document

Summary

Payment Confirmation

Company Name:


SR Number: 20166174

Document Name	File Type	Mandatory	Upload File	View / Delete
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

You may review, download or delete a file you have uploaded using the available options on the right.

NIP Originals



Back

1

2

3

4

Service Request










Upload Document

Summary

Payment Confirmation

Company Name:

SR Number: 20166174

Document Name	File Type	Mandatory	Upload File	View / Delete
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

VIII. Click on "**Continue and Review**" to move on to the next section.

NIP True Copy

1

Service Request

2

Upload Document

3

Summary

4

Payment Confirmation

Back

Company Name: TECHNOBUILD WORLD LLC

SR Number: 20166173

Continue and Review

IX. A summary will be displayed along with the SR number. You can edit the details, view the document or click confirm and continue to proceed.

NIP Originals

1

Service Request

2

Upload Document

3

Summary

4

Payment Confirmation

Back

Details of the selected request are given below.

Company Name:

SR Number: 20166174

Document Type

Board resolution

No. of Document Copies/Sets

1

Courier Details

Courier Required

Within FreeZone

Courier Location

Address Line 1

PLOT TP010214 UAT IBR

Address Line 2

Contact Name

Jane Doe

Contact Phone

0501234567

Time

11 AM - 1 PM

Edit

Confirm and Continue

X. The fees will be displayed. Click on "**Submit**" to complete the request.

NIP Originals

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)
805,551,917.29 AED

Total Charge Amount: AED


Total VAT Amount: AED

Total Charge Amount with VAT: AED

SR Number	Customer	Status
20166174		Saved

Submit

XI. A successful submission confirmation will be displayed.

 On the service landing page, you can edit or cancel any requests that are either saved (but not yet submitted) or returned by the Authority. You can also view these requests, along with those that have been successfully submitted.

NIP Originals

Create New Request

Home

Edit SR

Upload Document

Cancel SR

Update Address

View SR Details

SR Number

Select Status

Search

SR Number	SR Type	Status	Creation Date	Last Update Date	Actions
20166174	Reg-Attestation - Originals	Saved	21-JUL-2025 11:52 AM	21-JUL-2025 12:00 PM	<div><div></div><div></div><div></div></div>

