



دبي التجارية
DUBAI TRADE

National Industries Park Share Transfer User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	Share Transfer
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 Share Transfer 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

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 Share Transfer

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
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3. The form will be displayed. Update the necessary information.

1

2

3

4

Service RequestUpload DocumentSummaryPayment Confirmation

Use this page to create/modify a request for Share Transfer. 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:

Company Id

Total Share Capital

NO Of Shares

Value Of Share

Amendment to MOA required

No. of Document Copies/Sets

Specimen Signature

300,000

300

1,000

Yes

2

No

Request Reason

Authority Comments

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 *

Courier Location

Address Line 1 *

Address Line 2

Within NIP

Select

AddressChange1

AddressChange2

Contact Name *

Contact Phone *

Time *

Contact Name

0501234567

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 *

Courier Location

Address Line 1 *

Address Line 2

Outside NIP

DUBAI INVESTME

DIP 1

Contact Name *

Contact Phone *

Time *

Contact Name

0501234567

9 AM - 4.30 PM

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

Time *

9 AM - 4.30 PM

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:

The screenshot shows a form with several input fields. On the left, there are four fields: 'Courier Required' with a dropdown menu showing 'Within NIP', 'Courier Location' with a dropdown menu showing 'Select', 'Address Line 1' with a text input 'AddressChange1', and 'Address Line 2' with a text input 'AddressChange2'. On the right, there are three fields: 'Contact Name' with a text input 'Contact Name', 'Contact Phone' with a text input '0501234567', and 'Time' with a dropdown menu showing '9 AM - 4.30 PM'. Below these fields, there is a note: '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'. At the bottom left, there is a checkbox labeled 'I hereby certify that:' followed by four numbered points. At the bottom right, there is a blue button labeled 'Save and Continue' which is highlighted with a red rectangle.

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.

The screenshot shows a form titled 'NIP Share Transfer' with a 'Back' button in the top right corner. Below the title bar, 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 currently active. Below the progress bar, there is a section titled 'Share Holder Details' with a table. The table has columns: Transferor, Action, Transferee, Number of shares to be transferred, Number Of Shares, Value Of Shares, Party Type, and Edit / Delete. There is an 'Add' button in the top right corner of the table, which is highlighted with a red rectangle. Below the table, there is a message 'No data to display.' and a 'Back' button. At the bottom right, there is a 'Save and Continue' button.

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
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Add

No data to display.

Back

Save and Continue

7. On the pop-up screen, enter the "Transferor" and "Transferee" information.

- **Transferor** - selling the shares
- **Transferee** - buying the shares

The screenshot shows the 'Create/Update Share Holders Details' form. A red box highlights the search icon in the 'Transferor' field. A green arrow points from this icon to the 'Shareholder Search' pop-up window. The pop-up window has a title bar with a close button (X). Inside, it says 'Please use % for wild card searches. Please note that all fields marked with an asterisk (*) are mandatory.' There are input fields for 'Name' and 'Contact Type', a 'Search' button, and a table of results.

Name	Contact Type
Anwar	Person
Ibrahim	Person
Manoj	Person

Below the pop-up, there is an 'Ok' button.

8. Choose the transfer action as either "Transfer to a New Shareholder" or "Transfer to Existing Shareholder".

The screenshot shows the 'Create/Update Share Holders Details' form. The 'Transferor' field is filled with 'Anwar'. The 'Transferor Number Of Shares' is '20'. The 'Value Of Shares' is '2000'. The 'Action' dropdown menu is open, showing two options: 'Transfer to New Shareholder' and 'Transfer to Existing Shareholder'. The 'Address Details' section is visible below.

Transfer to New Shareholder - enter the New Shareholder information.

* Transferor	Anwar	* Date of Birth	<input type="text"/>
			Required
* Transferor Number Of Shares	20	Place of Birth	<input type="text"/>
			Required
* Value Of Shares	2000	* Country of Birth	Search and Select
			Required
* Action	New Shareholder	* Is this person is/was PEP?	<input type="text"/>
			Required
* Transferee	<input type="text"/>	* Passport Number	<input type="text"/>
			Required
* Transferee Name Arabic	<input type="text"/>	* Passport Issue Date	<input type="text"/>
			Required
* Number of shares to be transferred	<input type="text"/>	* Passport Expiry Date	<input type="text"/>
	Required		Required
* Party Type	Search and Select	* Passport Issue Country	Search and Select
	Required		Required
* Nationality/Country of Origin	Search and Select	* Have you visited the UAE before?	<input type="text"/>
	Required		Required
* Email	<input type="text"/>	* Are you a Citizen/Resident inside the UAE?	<input type="text"/>
			Required
* Mobile	Include country code x>	Second Nationality	Search and Select
Occupation	<input type="text"/>	Comments	<input type="text"/>
* Gender	<input type="text"/>		
	Required		

➤ **Party Type:**

- **Person** - below are the details to be updated If new shareholder is a "Person"

Create/Update Share Holders Details
✕

* * Transferor	Anwar	* Date of Birth	01-11-2015
* Transferor Number Of Shares	20	Place of Birth	
* Value Of Shares	2000	Country of Birth	Ireland
* Action	Transfer to New Share ▼	* Is this person is/was PEP?	
* Transferee	New Shareholder Name	Passport Number	IRE1234567
* Transferee Name Arabic	نيو شار يهودر نعمه	Passport Issue Date	03-11-2020
* Number of shares to be transferred	2	Passport Expiry Date	02-11-2030
* Party Type	Person ▼	Passport Issue Country	Ireland
* Nationality/Country of Origin	Ireland ▼	* Have you visited the UAE before?	No ▼
* Email	aaa@aaa.com	* Are you a Citizen/Resident inside the UAE?	No ▼
* Mobile	971501234567	Second Nationality	Search and Select ▼
Occupation		Comments	
* Gender	Male ▼		

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

<p>* Is this person is/was PEP?</p> <p>* PEP Profile</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>Yes</p> <hr/> <p>Senior politician</p> <hr/> <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>
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- If **"Yes"** is selected, please enter the Unified Number

* Have you visited the UAE before?

Yes

Unified Number

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

* Are you a Citizen/Resident inside the UAE?	<input type="text" value="Yes"/>
* Emirates ID	<input type="text" value="XXX-XXXX-XXXXXXXX-X"/>
* Emirates ID Expiry Date	<input type="text"/> 

- 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

Click on **OK**, when finished.

➤ **Party Type:**

- **Organization** - below are the details to be updated If new shareholder is an "Organization or Company".

Create/Update Share Holders Details
✕

* Transferor	Anwar	* Mobile	971501234567
* Transferor Number Of Shares	20	* Ownership Type	Corporate/Company ▼
* Value Of Shares	2000	* Company Legal Type	LLC
* Action	Transfer to New Shareh ▼	* Formation Number	12345
* Transferee	New Shareholder Name	* Formation Issue Date	01-11-2010
* Transferee Name Arabic	نيو شار يهولدر نعمه	License Number	
* Number of shares to be transferred	2	License Issue Date	
* Party Type	Organization ▼	License Expiry Date	
* Nationality/Country of Origin	Ireland ▼	* Company Website	www.aaa.com
* Email	aaa@aaa.com	Comments	

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

* Ownership Type

Company Legal Type

Formation Number

Formation Issue Date

License Number

License Issue Date

License Expiry Date

* Company Website

▼

Corporate/Company

Financial Institution from Stock Exchange

Governmental Entity

Group Entity

Non-UAE State-Owned Enterprise

Public Joint – Stock

Public Listed Company

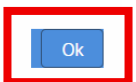
- Enter the Organization "**Address**"

Address Details



Organization Address

Address 1 *	Address 2
<input type="text"/>	<input type="text"/>
Required	
Address 3	City *
<input type="text"/>	<input type="text"/>
	Required
State	Postal Code
<input type="text"/>	<input type="text"/>
Country *	
<input type="text"/>	
Required	



Click on **OK**, when finished.

Transfer to Existing Shareholder - choose the existing shareholder from the list.

Create/Update Share Holders Details

* Transferor

Anwar I

* Transferor Number Of Shares

20

* Value Of Shares

2000

* Action

Existing Shareholder

* Transferee

* Transferee Name Arabic

* Number of shares to be transferred

Required

Address Details

>

* Party Type

Search and Select

Required

Shareholder Search

Please use % for wild card searches.
Please note that all fields marked with an asterisk (*) are mandatory.

Name

Contact Type

Search

Name	Contact Type
Anwar I	Person
Ibrahim	Person
Manoj	Person

Ok

Update the necessary information. **Party Type** will be captured as per the selected shareholder

Create/Update Share Holders Details

* Transferor

Anwar

* Transferor Number Of Shares

20

* Value Of Shares

2000

* Action

Transfer to Existing Shareholder

* Transferee

Manoj

* Transferee Name Arabic

مانوچ اوماكانت سينغ

Number of shares to be transferred

2

* Party Type

Person

* Nationality/Country of Origin

India

* Email

aaa@aaa.com

* Mobile

971553962875

Comments

Registration Amendment - Share Transfer

13

- Update the address information (Person):

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

Click on **OK**, when finished.

- Update the address information (Organization)

Address Details

▼

Organization Address

Address 1 * Required

Address 2

Address 3

City * Required

State

Postal Code

Country * Required

Ok

Click on **OK**, when finished.

- 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 Share Transfer

Back

1
Service Request

2
Upload Document

3
Summary

4
Payment Confirmation

Share Holder Details							Add
Transferor	Action	Transferee	Number of shares to be transferred	Number Of Shares	Value Of Shares	Party Type	Edit / Delete
Anwar	Update Details	Manoj	2	20	2000	Person	<div style="display: flex; align-items: center; gap: 5px;"> <div style="border: 1px solid #007bff; padding: 2px;">✎</div> <div style="border: 1px solid #007bff; padding: 2px;">🗑</div> </div>

Back

Save and Continue

10. 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

11. Review the information. Click "Edit" to amend information.

NIP Share Transfer Back

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

! Details of the selected request are given below.

Company Name:
SR Number: 20170159

Total Share Capital	300,000	Amendment to MOA required	Yes
NO Of Shares	300	No. of Document Copies/Sets	2
Value Of Share	1,000	Specimen Signature	No

Transferor	Action	Transferee	Number of shares to be transferred	No. of Shares	Value Of Shares	Party Type
Anwar	Update Details	Manoj	2	20	2000	Person

Courier Details

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

Edit

or **"Confirm and Continue"** to proceed to submission page.

Document Name	Preview/Download
No data to display.	

Confirm and Continue

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

NIP Share Transfer

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)
805,177,672.80 AED

Total Charge Amount: AED

Total VAT Amount: AED

Total Charge Amount with VAT: AED

SR Number	Customer	Status
20170159		Saved

Submit

