UNITED ARAB EMIRATES MINISTRY OF ENERGY & INFRASTRUCTURE



# **User Manual**

# Contractor Change Request Submission

3.2 V 2025

- 1. Open MOEI website: <u>https://www.moei.gov.ae</u>
- 2. Click on "LOGIN" on the header

	UNITED ARAB E MINISTRY OF EI		ASTRUCTURE					<u>گ</u> \$	Q	٢	🏶 Languages
â	About Ministry	Services	Knowledge Center	Media Center	Open Data	Digital Participation	Contact Us				
	Notice	he Vehicle (	Operating Cards serv	ice has changed	I to the						
	National Trans sub-services h Show More >										

3. Then it will redirect you to the Login page, you can login using UAE PASS.

	🔞 Sign in with UAE PASS
	OR
	Don't have an account?
	lign up with UAE PASS
A single	trusted digital identity for all citizens, residents and visitors.
For n	nore information please check the user manual from Here

4. After Successful login, Beneficiary will be navigated to the page where they can view all the

Services.

UNITED ARAB EMIRATES MINISTRY OF EMERGY & INFRASTRUCTURE			Q Search for something
分 Home My Applications License ■	Services V Project Extension		Q Consultant $\int_{-\infty}^{\infty}$ EN $\sim$
Services and Processes	needs of the public, make them happy a	re digital services is for the Ministry of Energy and Infrastructur ind leave them with a positive impression. T d documents, facilitate procedures, using mod	he Ministry has been developing the dern technologies, and putting in pla
Sheikh Zayed Housing Programme      Land Transport Services	Sheikh Zayed Housing Programme	Sheikh Zayed Housing Programme	Sheikh Zayed Housing Programme
Maritime Transport Services V	Housing Assistance Request	Reconsideration For Housing Assistance Decision Request	Postponing Or Reducing Housing Assistance Installment Request

5. Click here to open the Consultant services



#### Contractor Change Request Submission

6. Click here to go to Next Page



7. Click here to Start the Contractor Change Request Service

	needs of the public, make them happ	tive digital services ices is for the Ministry of Energy and Infrastructure a y and leave them with a positive impression. The uired documents, facilitate procedures, using moder	Ministry has been developing the
Services and Processes	Q Search	Iskan Bur	ndle Order Status My Favorites
🚸 Sheikh Zayed Housing Programme	• ^		
Housing Services(10)	Sheikh Zayed Housing Programme	Sheikh Zayed Housing <u>Programme</u>	Sheikh Zayed Housing Programme
Consultants Services(10)	Consultant Renewal	Contractor Change Request	Request Of Individual Housing Initial Handover
Contractor Services(2)			
Land Transport Services	♥ View Info Start →	● View Info	● View Info Start →
Maritime Transport Services	Sheikh Zayed Housing		
Hinfrastructure Services	Programme     Payment Request		
Geological and Petrol Services	v		

8. Click here on Application Number

Home / Contractor Cha	nee Demiest			
Contractor Cha	nge Request			
Total Records : 1				
				2
Application No	Agreement Id	Beneficiary Name	Contractor Name	Consultant Name
SZ24101517004h	AGREE_3030	Sowjanya Reddy	INNOVATECHS CONTRACTOR	INNOVATECHS CONSULTANT
			Ro	wsperpage 10 👻 1-1 of 1 < 🗦

9. Click here to Upload the File

Contractor Change R						
Request Form	Request Form			×		
2 Payment Request Details	Beneficiary Name	Project Start Date	Project End Date	Initial Delivery Date		
	Sowjanya Reddy	26-Oct-2024	26-Mar-2026	26-Mar-2025		
	Delivery Date	Contract Amount	Benificiary Share	Aid Amount		
Payment Request Summary	26-Mar-2023	3142340 AED	2,342,340.0 AED	800,000.0 AED		
	Attachments					
	New Building Licence	With new Contractor *				
	🖞 Upload File					
	Official Letter From Mi	nister of Change Contractor				
	1 Upload File					
	Letter from Contractor	to not withdraw Retention and Ba	nk Guarantee *			
	🗘 Upload File					
	La opidad File					
				Next Step >		

### 10. Click here to go to Next Step

Payment Request	26-Mar-2023	3142340 AED	2,342,340.0 AED	800,000.0 AED	
Summary	Attachments New Building Licence	With new Contractor *		<ul> <li>File Uploaded Succesfully</li> <li>File Uploaded Succesfully</li> </ul>	
	Upload File     Draft-Certificate (4),     Letter from Contractor     Lypload File	Pdf 는 r to not withdraw Retention and Ba	nk Guarantee *		
.itr-	Oraft-Certificate (4)     Payment Request D			Next Step >	
	Payment Request Si			+	

#### 11. Click here to Enter the Claimed Updated Work Progress by Contractor

		File Uploaded Succesfully
Claimed Updated Work Progress by Contractor	Work Claimed as per MOEI AED 0% - 0 AED	
Claimed Updated Work Progress by Consultant		
0 AED		
Bank Guarantee Transfer to new Contractor Yes	Reserved Bank Guarntee Amount 0 AED	Bank Guarntee Amount 40,000.0 AED
Retention Amount Transfer to new Contractor Yes	Reserved Retention Amount 0 AED	Total Retention Amount 40,000.0 AED
< Previous Step		Next Step >
Payment Request Summary		+
	Claimed Updated Work Progress by Consultant  Claimed Updated Work Progress by Consultant  Defective Work Amount  Perevised Prevised Previse	0       %       0.00       AED       0% - 0 AED         Claimed Updated Work Progress by Consultant

12. Click here to Enter the Claimed U	pdated Work Progress by	y Consultant
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	2 Payment Request Details	Payment Request Details	×	C
	Payment Request	Claimed Updated Work Progress by Contractor         Work Claimed as per MOEI           10         %         314234.00         AED         0% - 0 AED		
	Summary	Claimed-Updated Work Progress by Consultant  Claimed-Updated Work Amount  Defective Work Amount  AED  Bank Guarantee Transfer to new Contractor  Yes  0 AED  Bank Guarntee Amount  40,000.0 AED		
		Retention Amount Transfer to new Contractor     Reserved Retention Amount     Total Retention Amount       Yes     0 AED     40,000.0 AED		
-ila-		< Previous Step Next S	itep >	
		Payment Request Summary	+	

13. Click here to enter the Defective Work Amount

Payment Request Details	Payment Request Details	×
Payment Request Summary	Claimed Updated Work Progress by Contractor           10         %         314234.00         AED         0% - 0 AED	
	Claimed Updated Work Progress by Consultant	
	Yes 0 AED Amount Transfer to new Contractor Reserved Retention Amount	Bank Guarritee Amount 40,000.0 AED Total Retention Amount
riter	Yes 0 AED	40,000.0 AED Next Step > +

## 14. Click here Tic the check box

	Payment Request Details	Payment Reques	t Details				×
		Claimed Updated Work Progress by Contractor Work Claimed as per			Work Claimed as per MOEI		
	Payment Request Summary	10 %	314234.00		0% - 0 AED		
		Claimed Updated Wor	k Progress by Consultant				
		10 %	314234.00				
		Defective Work Amou 1000p Bank Guarantee Trans ys Retention Amount Tra Yes	\$ AED	0 AED	ank Guarntee Amount etention Amount	Bank Guarntee Amount 40,000.0 AED Total Retention Amount 40,000.0 AED	
ilw-		< Previous Ste				I	Next Step >
		Payment Reques	t Summary				+

15. Click here Tic the check box

Payment Request Details	Payment Request Details				×	
	Claimed Updated Work Progress by	Contractor	Work Claimed as per MOEI			
Payment Request Summary	10 % 314234.0	0 AED	0% - 0 AED			
	Claimed Updated Work Progress by	Consultant				
	10 % 314234.0	0 AED				
	Defective Work Amount					
	10000 AED					
	Bank Guarantee Transfer to new Con		nk Guarntee Amount	Bank Guarntee Amount		
	Ves Yes	0 AED		40,000.0 AED		
	Retention Amount Transfer to new C		ention Amount	Total Retention Amount		
	Yes	0 AED		40,000.0 AED		
-ih-	< Previous Step				Next Step >	
	Payment Request Summary				+	

# Contractor Change Request Submission

### 16. Click here to go to Next Step

Payment Request Details	Payment Request Deta	ils				×
	Claimed Updated Work Progre	ess by Contractor		Work Claimed as per MOEI		
Payment Request Summary	10 % 314	4234.00		0% - 0 AED		
	Claimed Updated Work Progre	ess by Consultant				
	10 % 314	4234.00				
	Defective Work Amount					
	10000	AED				
	Bank Guarantee Transfer to ne	ew Contractor		nk Guarntee Amount	Bank Guarntee Amount	
	Ves Yes		0 AED		40,000.0 AED	
	Retention Amount Transfer to	new Contractor		tention Amount	Total Retention Amount	
	Ves Yes		0 AED		40,000.0 AED	
	< Previous Step					Next Step >
-ihr-						
_	Payment Request Sum	mary				+

17. Click here to Submit the Application

UNITED ARAB EMIRATES MINISTRY OF EMIRGY & INFRASTRUCTURE		Q	Search for something
Home My Applications Licen	se Services 💛 Project Extension		🔉 Consultant 🧔 EN 🗸
Home / Contractor Change Request     Contractor Change Req	uest		Back
Request Form	Request Form		+
Payment Request Details	Payment Request Details		+
Payment Request Summary	Payment Request Summary		×
		Payment Details	
		Work Claimed Amount         314,234.0 AED (10.0%)           Beneficiary Share         - 2,342,340.0 AED	
		MOEI Contribution Till Date - 0.0 AED	

Contractor Change Request Submission

18. Fill the satisfaction survey about the eService, when the following pop-up shows up:

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Cu	ustom	er Pul	lse Sur	vey –		ſ	F 🕀 English י
Based on your experien you agree						at ex	tent do
	xtremely Disagree	Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Agree	Extremely Agree
vailability & accuracy of envice information	☆	$\overleftrightarrow$	☆	☆	$\overleftrightarrow$	☆	☆
ase of Service accessibility in e Smart Application	☆	☆		$\hat{\Box}$	☆	$\overleftrightarrow$	☆
ase & Simplicity of Service oplication Steps	☆	$\overleftrightarrow$	$\hat{\mathbf{x}}$	$\hat{\boldsymbol{\Sigma}}$	$\overleftrightarrow$	☆	☆
ise and Variety of payment tions	☆	☆	☆	☆	$\overleftrightarrow$	☆	☆
ssibility of Service Status acking	$\overleftrightarrow$	☆	$\hat{\Sigma}$	$\hat{\Sigma}$	$\overleftrightarrow$	$\stackrel{\frown}{\simeq}$	☆
rvice Completion time was sonable & within my pectations	☆	☆	$\hat{\mathbf{x}}$	$\hat{\boldsymbol{\Sigma}}$	☆	$\stackrel{\frown}{\simeq}$	公
nart Application efficiency o delays or errors in app)		☆	$\stackrel{\frown}{\simeq}$			$\hat{\Sigma}$	
vailability of Online Support			$\hat{\mathbf{x}}$				
anability of Offine Support	$\mathcal{M}$	W	W	W	V	W	W
	Previ	ious	Next				