UNITED ARAB EMIRATES MINISTRY OF ENERGY & INFRASTRUCTURE



User Manual

Individual Housing Initial Handover Submission

3.2 V 2025

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

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â	About Ministry	Services	Knowledge Center	Media Center	Open Data	Digital Participation	Contact Us			
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3. Then it will redirect you to the Login page, you can login using UAE PASS.

	🖗 Sign in with UAE PASS
	Don't have an account?
	🔞 Sign up with UAE PASS
A single	trusted digital identity for all citizens, residents and visitors.
Form	ners information places should be user manual from Here

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

Services.

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Geological and Petrol Services	Start Service \rightarrow	Start Service →	Start Service \rightarrow

5. Click here to open the Consultant services

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6. Click here to go to Next Page

Sheikh Zayed Housing Programme			
Housing Services(10)	Sheikh Zayed Housing Programme	Sheikh Zayed Housing Programme	Sheikh Zayed Housing Programme
Consultants Services(10)	Opening A File For Housing Assistance Implementation	Period Extension	Contract Value Change Request
Contractor Services(2)			
Land Transport Services	Start Service \rightarrow	Start Service →	Start Service →
Maritime Transport Services V	Sheikh Zayed Housing	Sheikh Zayed Housing	Sheikh Zayed Housing
Infrastructure Services 🗸	Contract End Request	Maintenance Request	New Consultant Registration
Geological and Petrol Services			
	Start Service \rightarrow	Start Service \rightarrow	Start Service →

7. Click here to start the Individual Housing Initial Handover Service

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Infrastructure Services V	Payment Request		

Individual Housing Initial Handover Submission

8. Click here to Select the Application Number

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roject Initial Delivery Request				
Project Initial Delivery Request	Project Initial Delivery Request			×
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2 Supporting Documents	Select Application Q		51 21	
	SZ24100850020	Actual Initial Delivery Date		
	SZ241015170041	Select Date		
	SZ241026430063 Remarks			
	Enter Remarks Here			

9. Click here to select the date

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10. Click here to Enter the Remarks

Project Initial Delivery Request Ope	en File Housing Assistance Form			
Project Initial Delivery Request Supporting Documents	Project Initial Delivery Request Select Application S2241015170041 V Project Deadline Date 26-Mar-2026 Bemarks	Beneficiary Name Sowjanya Reddy Actual Initial Delivery Date 26 Oct, 2024	Site Delivery Mahdar Date 25-Oct-2024	×
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11. Click here to tic the Check Box

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12. Click here to go to next step

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13. Click here to Upload the File

2 Supporting Documents	Supporting Documents	×
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	The Ministry	Using the website	Information and	References	STATISTICS OF THE OWNER OWNER OF THE OWNER
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	About the minister	Disclaimer	Services catalogue	Media kit	TAWASUL
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00.0	Services	Terms and conditions	Contact us		
	Customer happiness charter	Accessibility	FAQ's		C Toll Free 800 6634
	Awards	Digital participation policy	Feedback and complaints		
	Careers				

14. Click here to Submit the Application ...once the application submitted for both Beneficiary and Contractor for Contract Sign task will assign

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- 15. Open MOEI website: https://www.moei.gov.ae
- 16. Click on "LOGIN" on the header



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

	Login to your account
	Sign in with UAE PASS
	(OR)
	Don't have an account?
	Sign up with UAE PASS
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18. Click on My applications to view the applications

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Infrastructure Services	Ŷ		

19. Click here to open the application

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	AGREE_3038	Open File Application	26-0ct-2024	Tarunendra Sappa	Approved	or?
	CONCR_284	Contract Value Change Application	25-Oct-2024	Sowjanya	Application Under Review	o/*
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	AGREE_3030	Open File Application	25-Oct-2024	Sowjanya Reddy	Approved	0/*)
	HNDOVER_723	Individual Housing Initial Handover	23-0ct-2024	Sai Rohit	Submitted	0/*

20. Click here to Approve

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- 22. Open MOEI website: https://www.moei.gov.ae
- 23. Click on "LOGIN" on the header



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	🔞 Sign in with UAE PASS
	OR
	Don't have an account?
	Sign up with UAE PASS
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For	more information please check the user manual from Here

25. Click on My applications to view the applications

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26. Click here to open the application

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Individual Housing Initial Handover Submission

28. Click here

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

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