

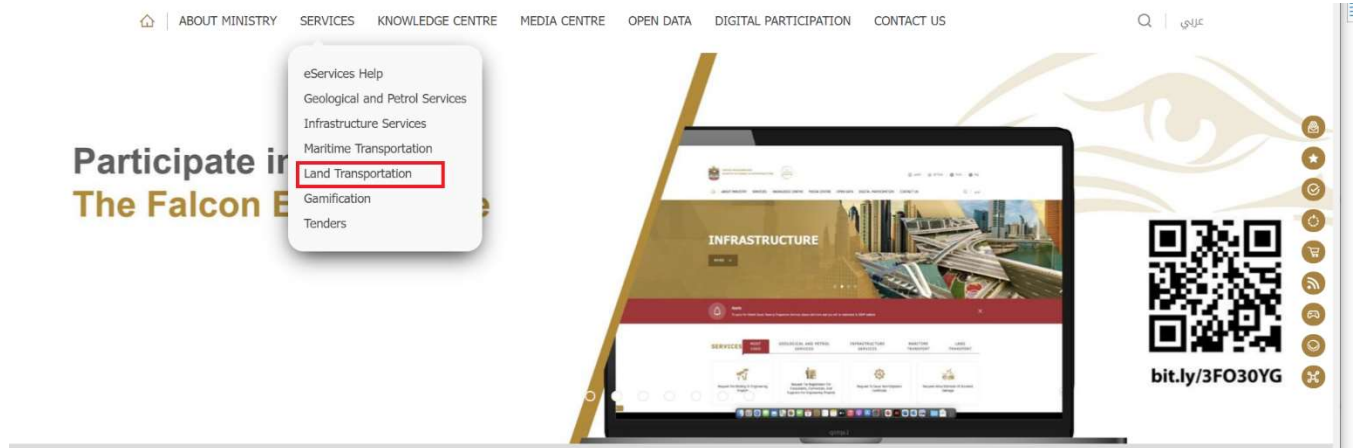


# User Manual

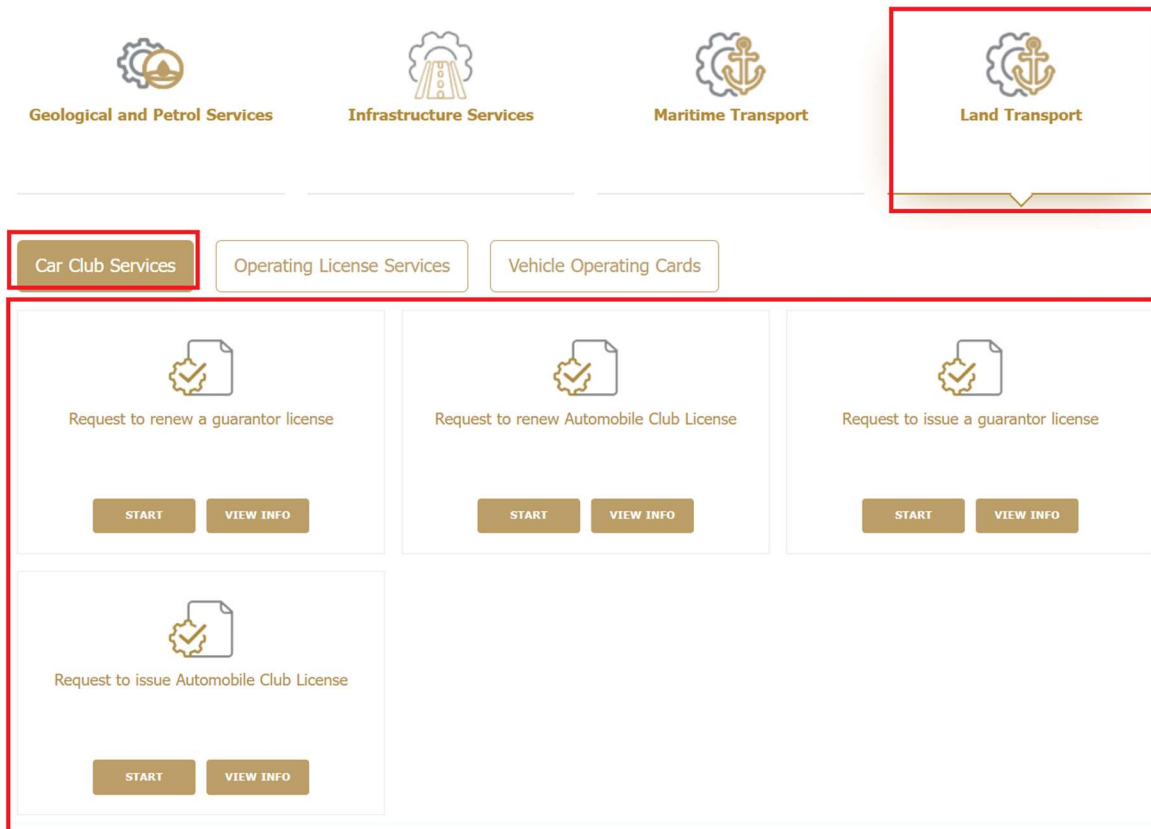
## Request to Car Club Services

V 1.0  
2021

1. Open MOEI website: <https://www.moei.gov.ae>
2. From the home page, go to “Services” tab, then choose “Infrastructure Services”.



3. From Services Directory, choose the category “Land Transportation”.
4. Then select the Sub category “Car Club Services” ,thin choice the service you need.



5. you can view the service Info or start the service immediately by clicking on Start Button

6. Then it will redirect you to the Login page, you can login by email registered and password or using UAE PASS.

7. Fill the application Information.

#### ISSUE LICENSE FOR AUTOMOBILE CLUBS - NEW

Step 2 of 2:

Fill all the required feilds (\*) then submit and finish the application:

Required Documents to complete this application:

**AUTOMOBILE CLUB INFO \***

Location  
 *Your Application will be Processed in the Selected Registration Centre*

English Name  \* Arabic Name  \*

Automobile Club Activities  Issuing of Carnet du Passage (Trip ticket)  
 Issuing of TIR Carnets  
 Issuing International Driving Permits

Emirate Where the Operator will be located  
 \*

Join Date In Club  \* Join Date In Tourist  \*

Tick if Branches Available

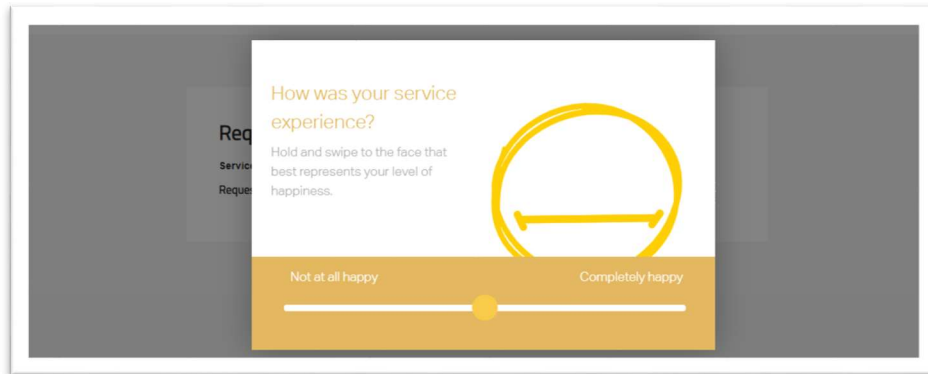
**COMPANY DETAILS\***

**OWNERS DETAILS\***

**UPLOAD ATTACHMENTS \***

**SUBMIT & FINISH \***

8. Upload the needed documents.
9. Submit the request by click on "Submit".
10. Fill the satisfaction survey about the eService, when the following pop-up shows up:



- 11. When the request is approved by the ministry, then an email notification will be sent automatically to the customer in order to pay the fees through the electronic service
- 12. Also, you can find, view and download all your reports, certificates and receipts from the end user dashboard.

