

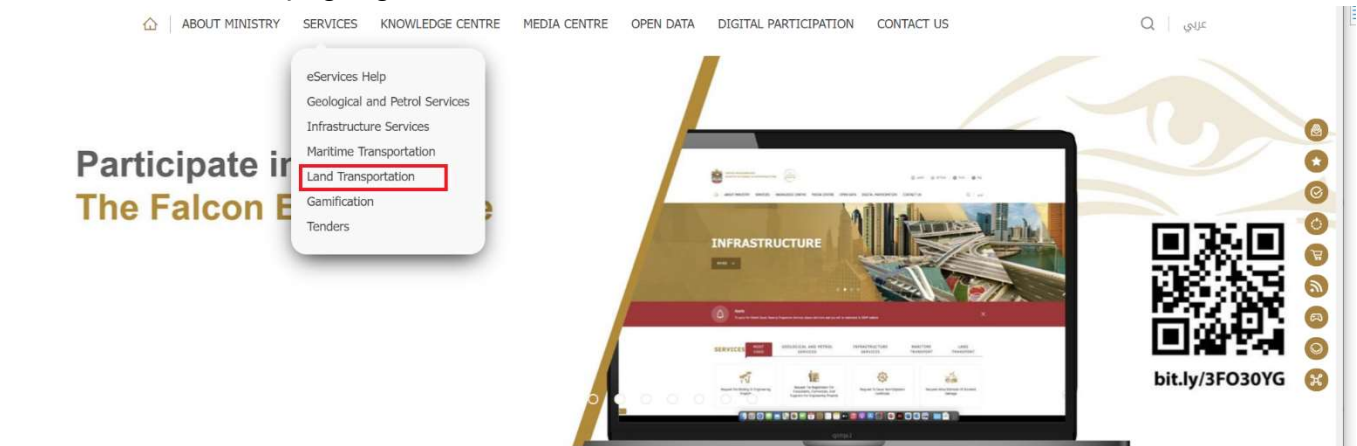


User Manual

Request to Vehicle Operating Cards

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”.

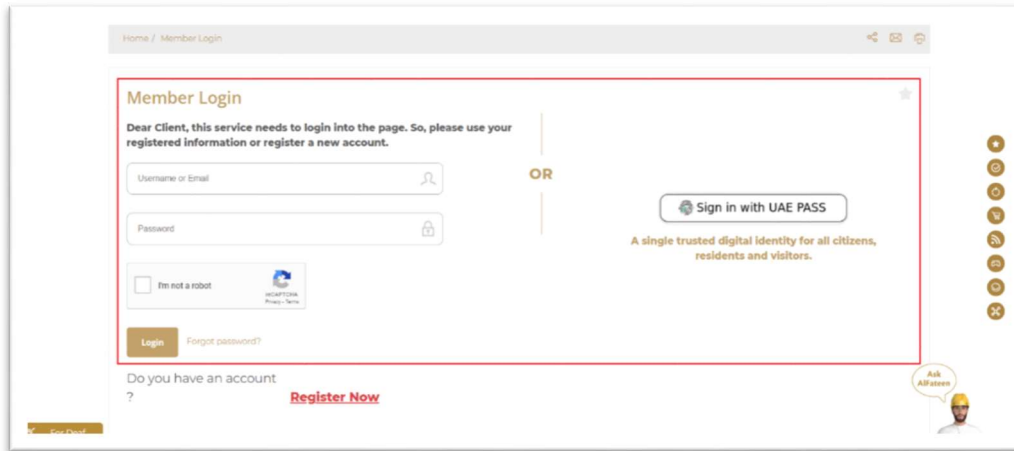


3. From Services Directory, choose the category “Land Transportation”.
4. Then select the Sub category “Vehicle Operating Cards” ,thin choice the service you need.

The screenshot displays the Ministry of Energy and Infrastructure website interface. At the top, there are four service categories: Geological and Petrol Services, Infrastructure Services, Maritime Transport, and Land Transport. The 'Land Transport' category is highlighted with a red border. Below this, there are three sub-sections: Car Club Services, Operating License Services, and Vehicle Operating Cards. The 'Vehicle Operating Cards' section is also highlighted with a red border and contains seven service cards, each with a 'START' and 'VIEW INFO' button.

Service Description	Start Button	View Info Button
Request to issue an operating card for national vehicles	START	VIEW INFO
Request to modify data and information for the national vehicle operating card	START	VIEW INFO
Request to suspend the operating card for national vehicles	START	VIEW INFO
Request to renew an operating card for national vehicles	START	VIEW INFO
Request to issue a replacement for a lost/damaged operating card for national vehicles	START	VIEW INFO
Request to cancel / cross off the operating card for national vehicles	START	VIEW INFO
Request to remove the suspension for an operating card for national vehicles	START	VIEW INFO

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 VEHICLE OPERATING CARD FOR NATIONAL- NEW

Step 3 of 3:

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

Steps: ⌵

Required Documents to complete this application: ⌵

User Guidance ⌵

BASIC DETAILS * ⌵

VEHICLE OPERATING CARD DETAILS ⌵

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

Operating Card Category (Options will be according to selected Vehicle Main Activity)
 *

Traffic Symbol <input type="text"/>	Unladen weight <input type="text"/>	Units <input type="text" value="--"/>
Chassis No <input type="text"/>	Origin <input type="text" value="United Arab Emirates"/>	Area <input type="text" value="--Please Select--"/>
Vehicle Plate Category <input type="text" value="--Please Select--"/>	Vehicle Plate Number <input type="text"/>	Vehicle Type <input type="text" value="--Please Select--"/>
Manufacturer <input type="text"/>	Manufacture Year <input type="text"/>	No. of Axles <input type="text"/>
Color <input type="text" value="--Please Select--"/>	Engine Capacity (cc) <input type="text"/>	

INSURANCE DETAILS* ⌵

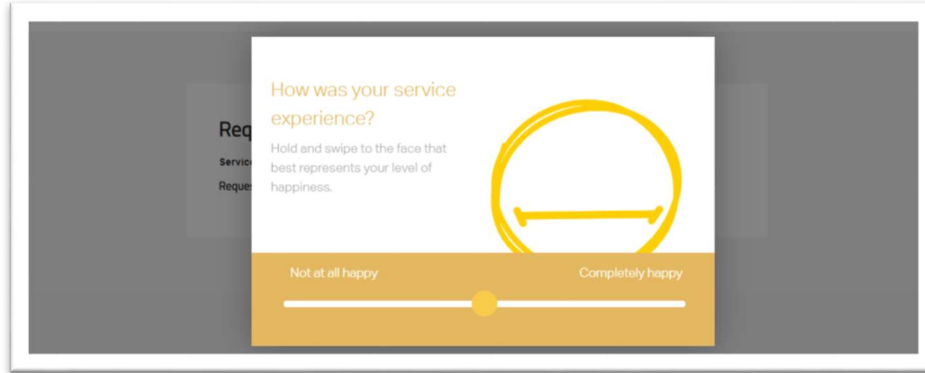
UPLOAD ATTACHMENTS * ⌵

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.

