



User Manual

Issuing “ To Whom it May Concern Letter” for Field Visit Permit to

Geological locations

V 1.2

2023

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



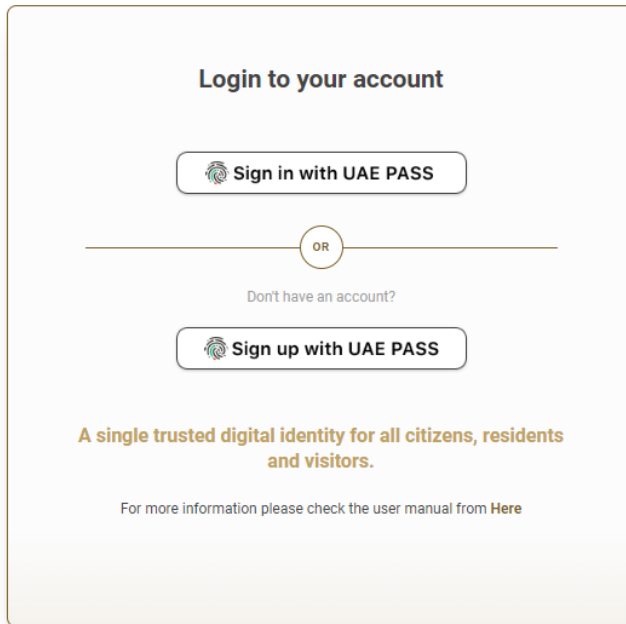
Notice

The name of the Vehicle Operating Cards service has changed to the National Transportation Vehicle Permits service, and the names of its 8 sub-services have also changed.

[Show More >](#)



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



4. From the home page, go to “Services” tab, then choose “Geological Services”.

Services

Search by a service keyword



Request Status

My Favourites

Most used services

All Services

Zayed Housing Program ▼

Land Transport ▼

Maritime Transport ▼

Infrastructure Services ▼

Geological Services ▲

Geological Services (5)

Spatial and Geographical Data (1)

Inquiry Services ▼

Geological Services

Geological Services

Geological Services

Geological Film Purchase Request

Geological Maps Purchase Request

Geological Studies Purchase Request

Geological Services

Geological Services

Geophysical Studies Purchase Request

Issuing “To Whom it May Concern Letter” for Field Visit Permit to Geological locations

All Services >

5. From Services Page, choose the category “Geological Services”. Then select the needed service “Issuing To Whom it May Concern Letter for Field Visit Permit to Geological Locations” , you can view the service Info or start the service immediately.

Services

Services

Search by a service keyword



Request Status

My Favourites

Iskan bundle

E-Services Help

Proactive services

Added value

Most used services

All Services

Zayed Housing Program

Land Transport

Maritime Transport

Infrastructure Services

Geological Services

Geological Services (5)

Spatial and Geographical Data (1)

Inquiry Services

Geological Services

Geological Film Purchase Request

Geophysical Studies Purchase Request

Geological Services

Geological Maps Purchase Request

Geological Services

Issuing “To Whom it May Concern Letter” for Field Visit Permit to Geological...

Geological Services

Geological Studies Purchase Request

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Total number of items : 5

6. Add the required information in Service’s Form fields and click “Submit”

Issuing "To Whom It May Concern Letter" For Field Visit Permit To Geological Locations

Required Information

Full Name *

PO Box Nationality

E-mail * Phone *
Enter a valid mobile number starting with 00 (e.g. 0097150000000)

Fax Country

Profession * Company Name *

Visit Date *

Number of Visits *
 One Time
 Repeated

Purpose of Field Visit *
 Capturing Photos
 Studying Specific Locations
 Collecting Samples

Please select the area you would like to visit *
 Abu Dhabi
 Dubai
 Sharjah
 Ajman
 Umm Al Quwain
 Ras Al Khaimah
 Fujairah

Needed Attachments

Passport Copy *

(jpg,jpeg,png,bmp,gif,pdf) extensions are allowed with maximum 1 file(s) and up to 5 MB of size.

Personal Photo *

(jpg,jpeg,png,bmp,gif,pdf) extensions are allowed with maximum 1 file(s) and up to 5 MB of size.

To whom it may concern certificate *

(jpg,jpeg,png,bmp,gif,pdf) extensions are allowed with maximum 1 file(s) and up to 5 MB of size.

25% Form Completion Submit Cancel

7. Reference number for the request will be displayed in the page and a confirmation email for the request will be sent to the customer’s email.
8. Fill the satisfaction survey about the eService, when the following pop-up shows up:

Customer Pulse Survey

Overall, how satisfied are you about the service? *

Extremely Dissatisfied Extremely Satisfied

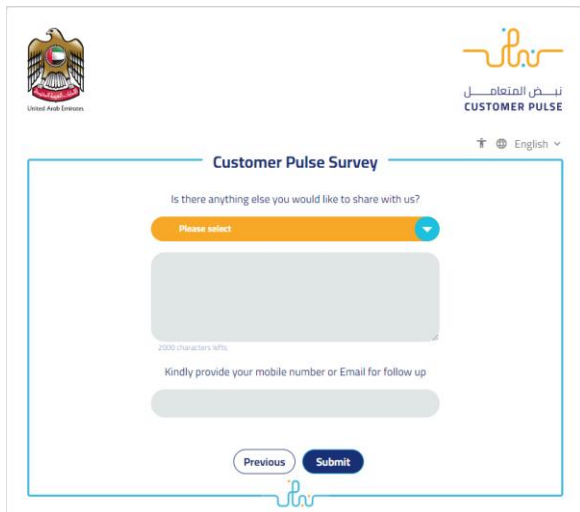
Next

Customer Pulse Survey

Based on your experience in getting the service. To what extent do you agree on the following statements?

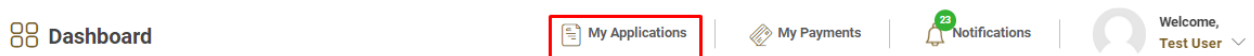
	Extremely Disagree	Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Agree	Extremely Agree
Availability & accuracy of Service information	☆	☆	☆	☆	☆	☆	☆
Ease of Service accessibility in the Smart Application	☆	☆	☆	☆	☆	☆	☆
Ease & Simplicity of Service Application Steps	☆	☆	☆	☆	☆	☆	☆
Ease and Variety of payment options	☆	☆	☆	☆	☆	☆	☆
Possibility of Service Status Tracking	☆	☆	☆	☆	☆	☆	☆
Service Completion time was reasonable & within my expectations	☆	☆	☆	☆	☆	☆	☆
Smart Application efficiency (no delays or errors in app)	☆	☆	☆	☆	☆	☆	☆
Availability of Online Support	☆	☆	☆	☆	☆	☆	☆

Previous **Next**



9. When the request is approved by the Ministry , the customer will receive an approval email.
10. you can also view and download the documents from the end user dashboard through Request Status boxes Or My Application:

- a. Click on the My Application as shown in the image below



- b. for searching/filtering the requests based on Reference Number/Request Date/Service Name/Request Status:

My Applications

Services by Category	Service
<input type="text" value="Maritime Transport Services"/>	<input type="text" value="Please Select"/>
My Company	Company PRO
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
Application Status	
<input type="text" value="Please Select"/>	
Keyword (Reference Number)	
<input type="text"/>	
<input type="checkbox"/> Use Date Range	
<input type="button" value="Search"/>	<input type="button" value="Reset Filters"/>