UNITED ARAB EMIRATES
MINISTRY OF ENERGY & INFRASTRUCTURE

الإمــارات العربيـة المتحـدة
وزارة الطاقــــــة والبنيــــــة التحتيــــة

User Manual

Request to issue permanent operating licenses for national

establishments - Branch.

V 1.1

2024

1. **Open MOEI website:** <u>https://www.moei.gov.ae</u>

2. **From From the home page, go to Services Directory, choose the category "Land Transportion"**

   Then select the Sub category "Operating License Services".

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

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

4. Fill the application Information.

Request to issue permanent operating licenses for national establishments - Branch

ⓘ

Select Classification Type

Trade License No *

Emirates *

Abu Dhabi

Application Type *

Individual Foundation(own not more than ten transportation vehicles)

66.67%
Form Completion

🖫 Save and Continue Later   ✓ Next   ↩ Back

Request to issue permanent operating licenses for national establishments - Branch

ⓘ

Company Details

Notes

The system was unable to retrieve the trade licese details , please make sure you have typed the right details , or you can manually complete the information below.

Company Arabic Name *

Company Arabic Name

Company English Name *

Company English Name

Trading Type *

Trading Type

Trade License No *

Trade License No

Trade License Year *

Please Select

Address in arabic *

Address in Arabic

Address in English *

Address in English

Email Address *

e.g email@gmail.com

e.g email@gmail.com

Company Phone No *

Please add the Company Phone No with the following format 0xxxxxxxx

0%
Form Completion

💾 Save and Continue Later | ↩ Previous | ✓ Next | ↩ Back

Request to issue permanent operating licenses for national establishments - Branch

ⓘ

Operations License Info

Emirate Where the Operatorwill be located *

Abu Dhabi

Destination *

Please Select

Parking Space Available *

Yes

Width

0

Capital

0

Parking Space Type *

Please Select

Length

0

Unit *

Please Select

No of administrative

0

40%
Form Completion

💾 Save and Continue Later | ↩ Previous | ✓ Next | ↩ Back

Request to issue permanent operating licenses for national establishments - Branch

ⓘ

Activities

Activities * ⊕ Add New

Transport Activity *

Please Select ▾

Sub Transport Activity *

Please Select ▾

✓ Save ✕ Delete

0%

Form Completion

▢ Save and Continue Later ↩ Previous ✓ Next ↩ Back

Request to issue permanent operating licenses for national establishments - Branch

ⓘ

Owners Details

Owner Details

[+ Add New]

Owner English Name *

Owner Arabic Name *

Nationality *
Please Select ▾

Gender *
Please Select ▾

Ownership Share % *

Residence Type *
Please Select ▾

MobileNo *
Please add the mobile number with the following format 9715xxxxxxxx

Email Address *
e.g email@gmail.com

✓ Save

✗ Delete

Ownership Share %
0.00

0%
Form Completion

[📷 Save and Continue Later] [↩ Previous] [✓ Next] [↩ Back]

Request to issue permanent operating licenses for national establishments - Branch

ⓘ

Upload Attachments

A copy of the trade license or the initial approval of the trade name in case he is applying for a trade license for the first time ⁎

Select or drag and drop files here
(jpg,jpeg,png,bmp,gif,pdf) extensions are allowed with maximum 4 file(s) and up to 4 MB of size.

Copy of Owner's EID (2 sides) ⁎

Select or drag and drop files here
(jpg,jpeg,png,bmp,gif,pdf) extensions are allowed with maximum 4 file(s) and up to 4 MB of size.

0%

Form Completion

🖬 Save and Continue Later   ↩ Previous   ✓ Next   ↩ Back

5. **Submit the request by click on "Submit".**

Request to issue permanent operating licenses for national establishments - Branch

ⓘ
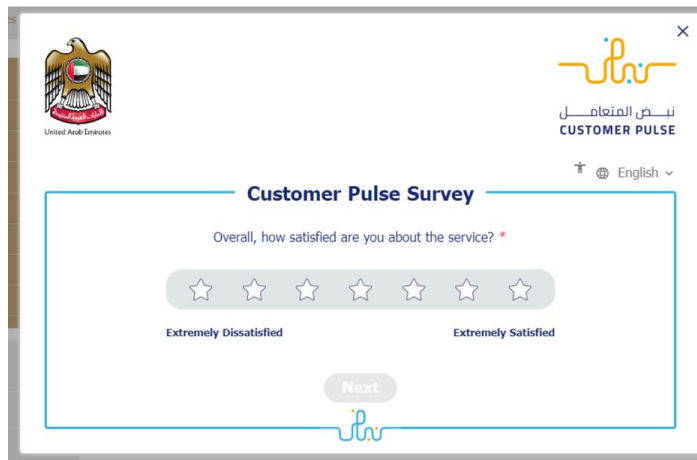
Comments

Comments

please add your Comments

☐ I, the applicant, hereby declare that all the information and documents provided for this transaction are correct; and if they are proven incorrect or there is any tampering or forgery in them, the Ministry has the right to take the necessary legal measures regarding this ⁎

100%

Form Completion

🖬 Save and Continue Later   ↩ Previous   ✓ Submit   ↩ Back

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

United Arab Emirates

CUSTOMER PULSE

⬢ English ⌄

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

United Arab Emirates

CUSTOMER PULSE

⬢ English ⌄

Customer Pulse Survey

Is there anything else you would like to share with us?

Please select ▼

2000 characters lefts

Kindly provide your mobile number or Email for follow up

Previous   Submit

7. After the application is approved by the ministry, you will receive the Certificate automatically via email. However, you can also view and download the certificate from the end user dashboard through Request Status boxes Or My Application:

    a. **Click on the arrow as shown in the image below**

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