



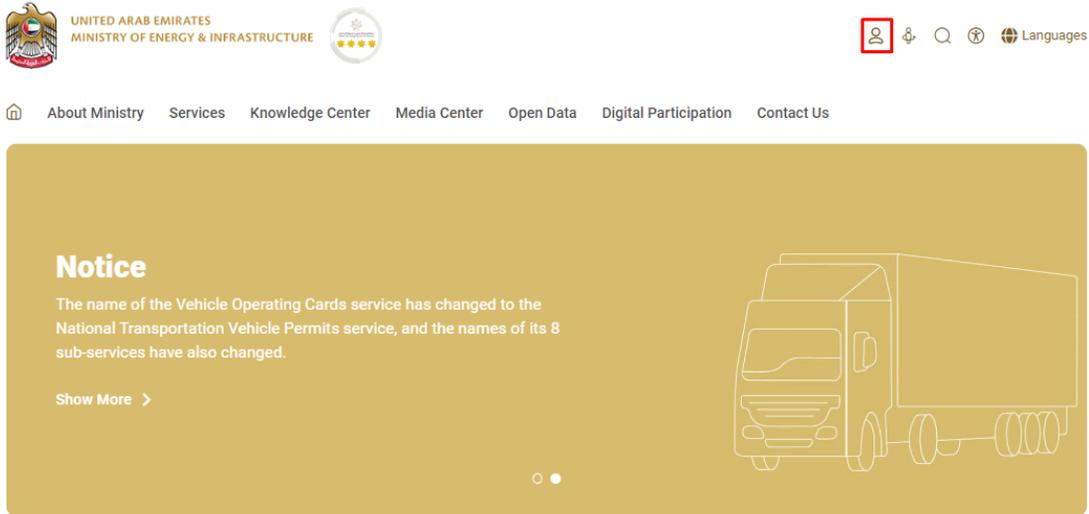
User Manual

Contract Value Change Request

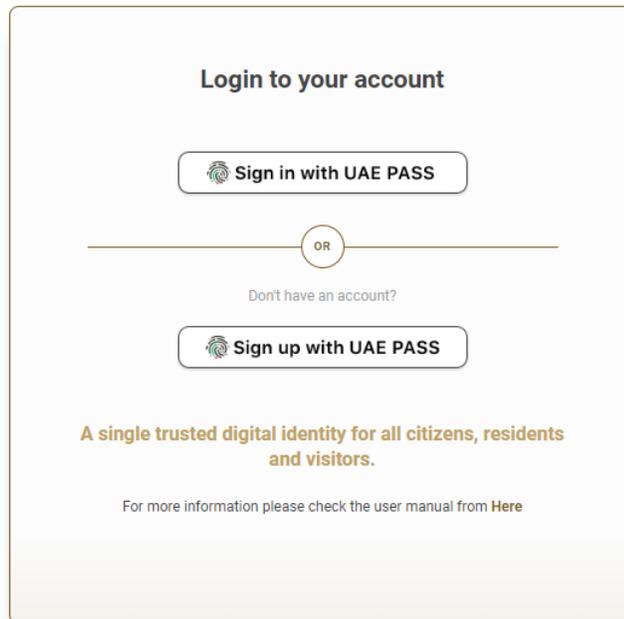
3.2 V

2025

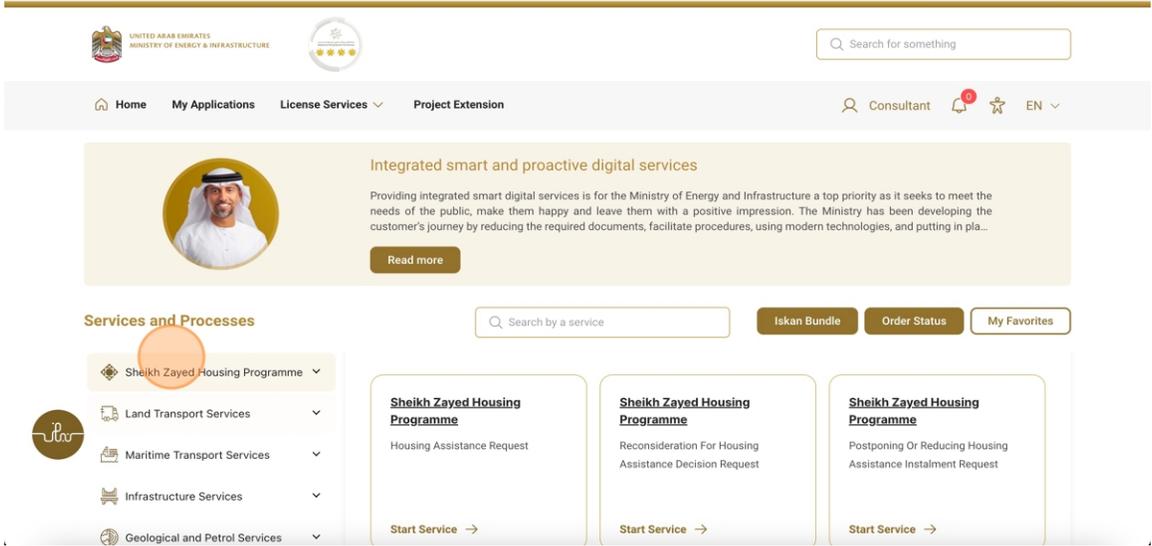
1. Open MOEI website: <https://www.moei.gov.ae>
2. Click on “LOGIN” on the header



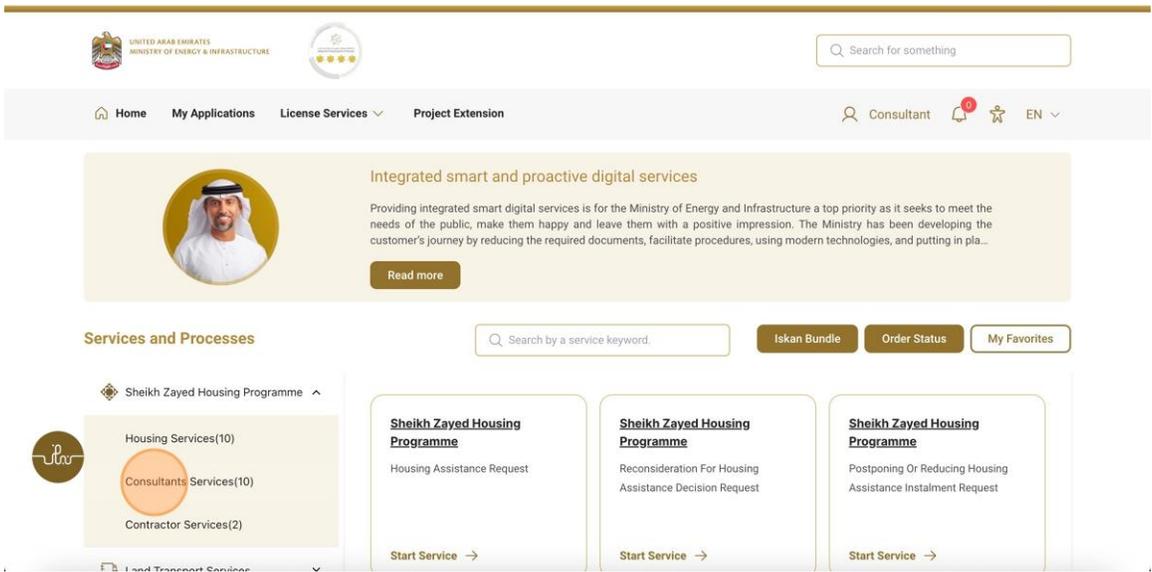
3. Then it will redirect you to the Login page, you can login using UAE PASS.



4. After entering the OTP, Beneficiary will be navigated to the page where they can view all the Services.



5. Click here to view the Service Cards



6. Click here to Start the Contract Value Change Request

The screenshot shows a dashboard with a header for 'Integrated smart and proactive digital services'. Below this is a 'Services and Processes' section with a search bar and buttons for 'Iskan Bundle', 'Order Status', and 'My Favorites'. A sidebar on the left lists various services under the 'Sheikh Zayed Housing Programme', including 'Housing Services(10)', 'Consultants Services(10)', and 'Contractor Services(2)'. The main content area displays a grid of service cards. The card for 'Contract Value Change Request' is highlighted with an orange circle and a 'Start Service' button.

7. Click here to enter the application number

The screenshot shows the 'Contract Value Change Request' form. The form has a 'Request Details' sidebar on the left. The main form area contains several input fields: 'Select Application' (with a dropdown menu showing 'SZ241015170041' highlighted), 'Beneficiary Name', 'Contract Amount', 'Initial House Delivery Date', 'Updated House Delivery Date', 'Project End Date', 'Beneficiary Share', 'New Beneficiary Share *', 'Project Extension Date', 'Number of Months', and 'Number of Days'. The 'Select Application' field is highlighted with an orange circle.

8. Click here to enter the beneficiary share value

Contract Value Change Request Discard Submit

1 Request Details

Contract Value Change Request

Select Application SZ241015170041	Beneficiary Name Sowjanya Reddy	Contract Amount 3.1 M AED
Aid Amount 800,000 AED	Initial House Delivery Date 26-Mar-2025	Updated House Delivery Date 26-Mar-2025
Project End Date 26-Mar-2026	Beneficiary Share 2.3 M AED	New Beneficiary Share * Enter Here AED
Project Extension Date Select Date	Number of Months Enter Here	Number of Days Enter Here

Remarks *
Enter Remarks Here

9. Click here to enter the date

Contract Value Change Request Discard Submit

1 Request Details

Contract Value Change Request

Beneficiary Name Sowjanya Reddy	Contract Amount 3.1 M AED
Initial House Delivery Date 26-Mar-2025	Updated House Delivery Date 26-Mar-2025
Beneficiary Share 2.3 M AED	New Beneficiary Share * 10000 AED
Number of Months Enter Here	Number of Days Enter Here

Remarks *
Enter Remarks Here

10. Click here to enter number of months

Contract Value Change Request Discard Submit

1 Request Details

Contract Value Change Request

Select Application SZ241015170041	Beneficiary Name Sowjanya Reddy	Contract Amount 3.1 M AED
Aid Amount 800,000 AED	Initial House Delivery Date 26-Mar-2025	Updated House Delivery Date 26-Mar-2025
Project End Date 26-Mar-2026	Beneficiary Share 2.3 M AED	New Beneficiary Share * 10000 AED
Project Extension Date 26 Mar, 2025	Number of Months 0	Number of Days 0

Remarks *
Enter Remarks Here

11. Click here to enter number of days

Contract Value Change Request Discard Submit

1 Request Details

Contract Value Change Request

Select Application SZ241015170041	Beneficiary Name Sowjanya Reddy	Contract Amount 3.1 M AED
Aid Amount 800,000 AED	Initial House Delivery Date 26-Mar-2025	Updated House Delivery Date 26-Mar-2025
Project End Date 26-Mar-2026	Beneficiary Share 2.3 M AED	New Beneficiary Share * 10000 AED
Project Extension Date 26 Jan, 2026	Number of Months 10	Number of Days 0

Remarks *
Enter Remarks Here

12. Click here to enter the remarks

Select Application SZ241015170041	Beneficiary Name Sowjanya Reddy	Contract Amount 3.1 M AED
Aid Amount 800,000 AED	Initial House Delivery Date 26-Mar-2025	Updated House Delivery Date 26-Mar-2025
Project End Date 26-Mar-2026	Beneficiary Share 2.3 M AED	New Beneficiary Share * 10000 AED
Project Extension Date 08 Mar, 2027	Number of Months 23	Number of Days 10
Remarks * Enter Remarks Here		

The Ministry | Using the website | Information and support | References

About the ministry | Sitemap | Regulations

13. Click here to Submit the Application

Home / My Applications / License Services / Project Extension

Contract Value Change Request

Request Details

Select Application SZ241015170041	Beneficiary Name Sowjanya Reddy	Contract Amount 3.1 M AED
Aid Amount 800,000 AED	Initial House Delivery Date 26-Mar-2025	Updated House Delivery Date 26-Mar-2025
Project End Date 26-Mar-2026	Beneficiary Share 2.3 M AED	New Beneficiary Share * 10000 AED
Project Extension Date 08 Mar, 2027	Number of Months 23	Number of Days 10
Remarks * test		

Discard Submit

14. Click on My Applications to view the applications

15. Here the user can view the status of the applications

Application Number	Request Type	Requested Date	Requested By	Status	Work Flow
CONCR_283	Contract Value Change Application	25-Oct-2024	Sowjanya	Requested Contract Signing	
AGREE_3035	Open File Application	25-Oct-2024	Samara Simha Reddy	Draft	
AGREE_3030	Open File Application	25-Oct-2024	Sowjanya Reddy	Approved	
HNDOVER_723	Individual Housing Initial Handover	23-Oct-2024	Sai Rohit	Submitted	
PAY_REQ_1070	Final Payment request	22-Oct-2024	Shubham Rathi	Approved	
INFRA_482	Infrastructure License Application	21-Oct-2024	Consultant	Under Review	
PAY_REQ_1060	Payment Request	10-Oct-2024	Sai Rohit	Submitted	

16. Logout as Consultant and login as both Beneficiary and Contractor to approve the Contract Value Change Request

The screenshot shows the 'My Applications' page with a table of records. A dropdown menu is open over the user profile, showing options: My Profile, Switch Profile, My Companies, and Logout. The 'Logout' option is highlighted with a red circle.

Application Number	Request Type	Requested Date	Requested By	Status	Work Flow
CONCR_283	Contract Value Change Application	25-Oct-2024	Sowjanya	Requested Contract Signing	
AGREE_3035	Open File Application	25-Oct-2024	Samara Simha Reddy	Draft	
AGREE_3030	Open File Application	25-Oct-2024	Sowjanya Reddy	Approved	
HNDOVER_723	Individual Housing Initial Handover	23-Oct-2024	Sai Rohit	Submitted	
PAY_REQ_1070	Final Payment request	22-Oct-2024	Shubham Rathi	Approved	
INFRA_482	Infrastructure License Application	21-Oct-2024	Consultant	Under Review	
PAY_REQ_1060	Payment Request	10-Oct-2024	Sai Rohit	Submitted	

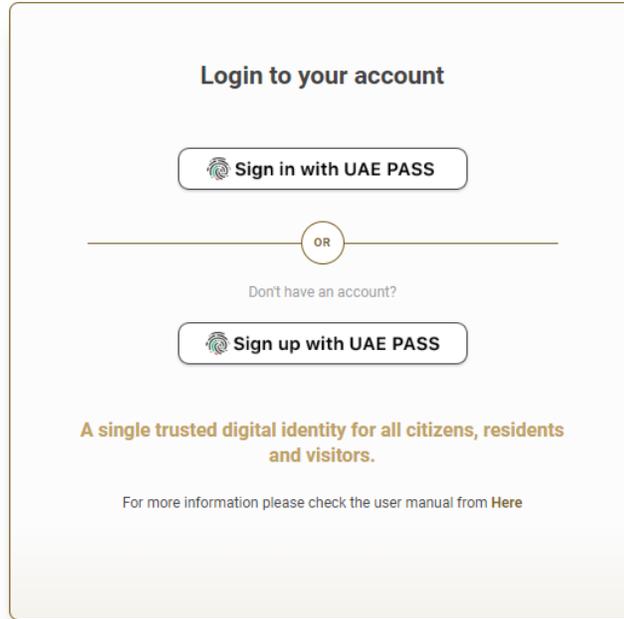
17. Open MOEI website: <https://www.moei.gov.ae>

18. Click on “LOGIN” on the header

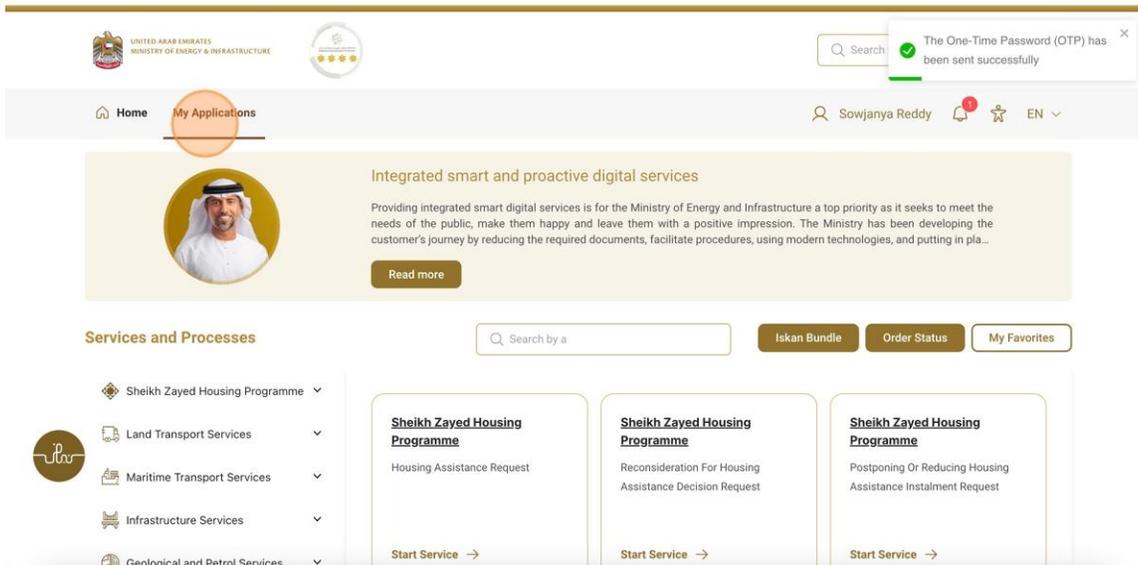
The screenshot shows the MOEI website header. The 'LOGIN' button in the top right corner is highlighted with a red box. Below the header is a navigation menu and a notice section.

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 >](#)

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



20. Click on My Applications to view the applications



21. Click on the Contract Value Change Request application

My Applications

Total Records : 7

Application Number	Request Type	Requested Date	Requested By	Status	Work Flow
CONCR_283	Contract Value Change Application	25-Oct-2024	Sowjanya	Requested Contract Signing	
AGREE_3030	Open File Application	25-Oct-2024	Sowjanya Reddy	Approved	
SZ241015170041	Housing Application	15-Oct-2024	Sowjanya Reddy	Approved	
CANCEL_BEO_721	Cancel Application	04-Oct-2024	Sowjanya Reddy	Approved	
SZHP_2517	Housing Application	04-Oct-2024	Sowjanya Reddy	Approved	
INFRA_378	Infrastructure License Application	16-Sep-2024	Sowjanya Reddy	Approved	
INFRA_377	Infrastructure License Application	16-Sep-2024	Sowjanya Reddy	INACTIVE	

22. Click here to Approve the Contract Value Change Request

Contract Value Change Request

Back Approve

Sowjanya Reddy
784-1989-XXXXXXX-X
40 Years (F) Fujairah

File No. CONCR_283

Application Type Contract Change Request

Submitted On 25-Oct-2024

Requested Contract Signing

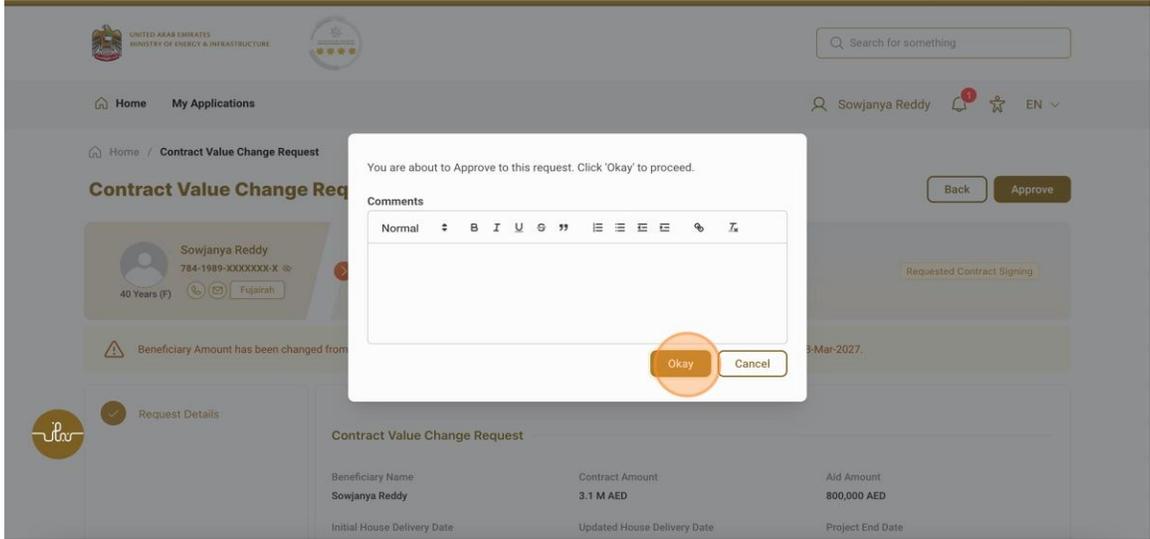
Beneficiary Amount has been changed from 2.3 M AED to 10,000 AED and Project Extension Date has been changed from 26-Mar-2025 to 08-Mar-2027.

Request Details

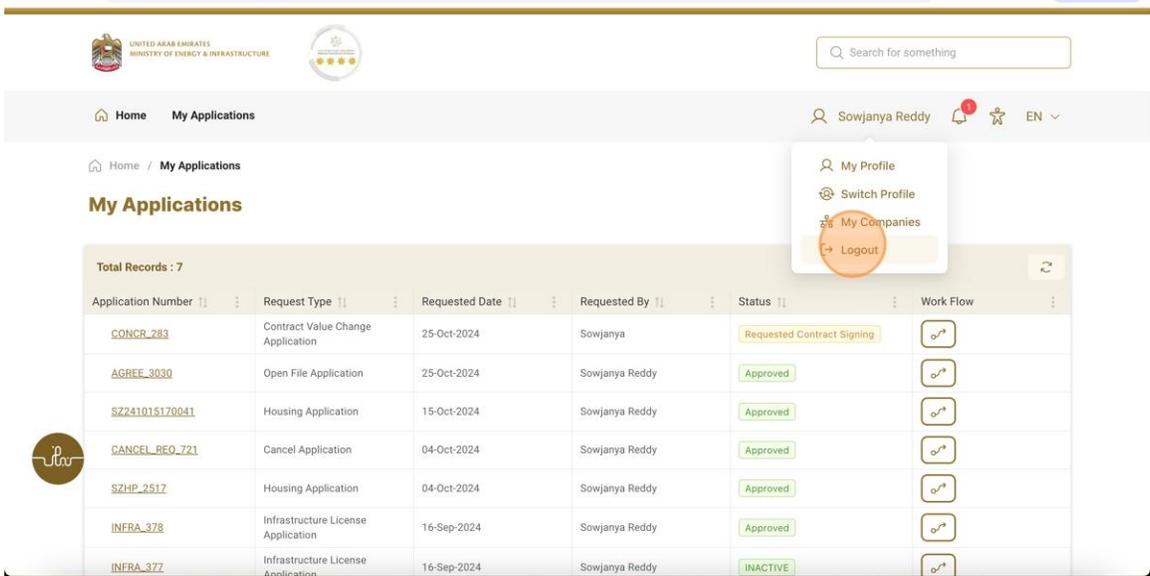
Contract Value Change Request

Beneficiary Name	Contract Amount	Aid Amount
Sowjanya Reddy	3.1 M AED	800,000 AED
Initial House Delivery Date	Updated House Delivery Date	Project End Date

23. Click on Okay

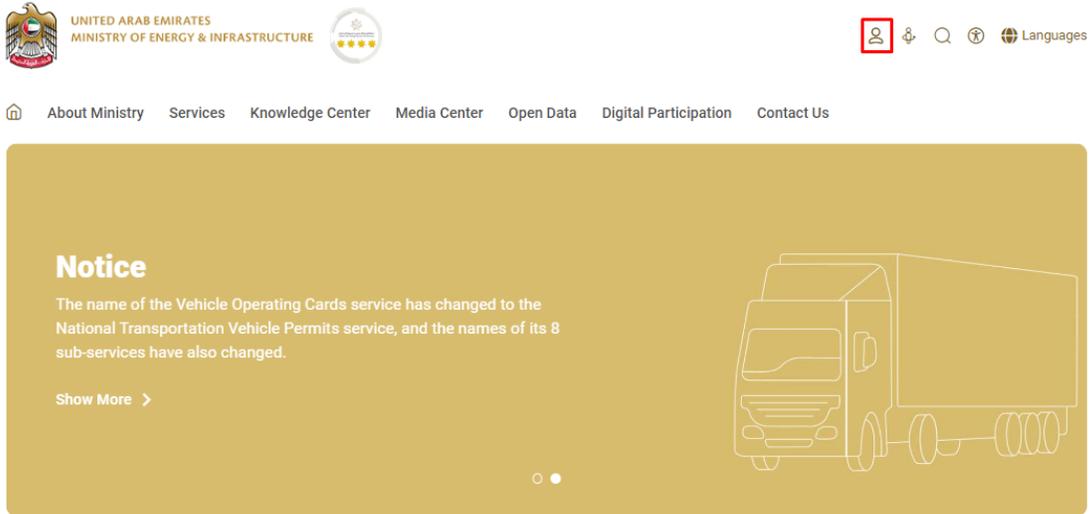


24. Logout as Beneficiary and login as Contractor to approve the Contract Value Change Request

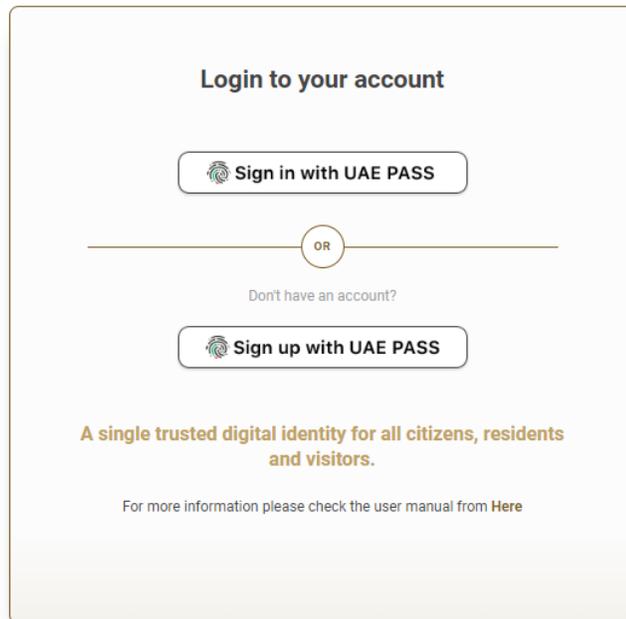


25. Open MOEI website: <https://www.moei.gov.ae>

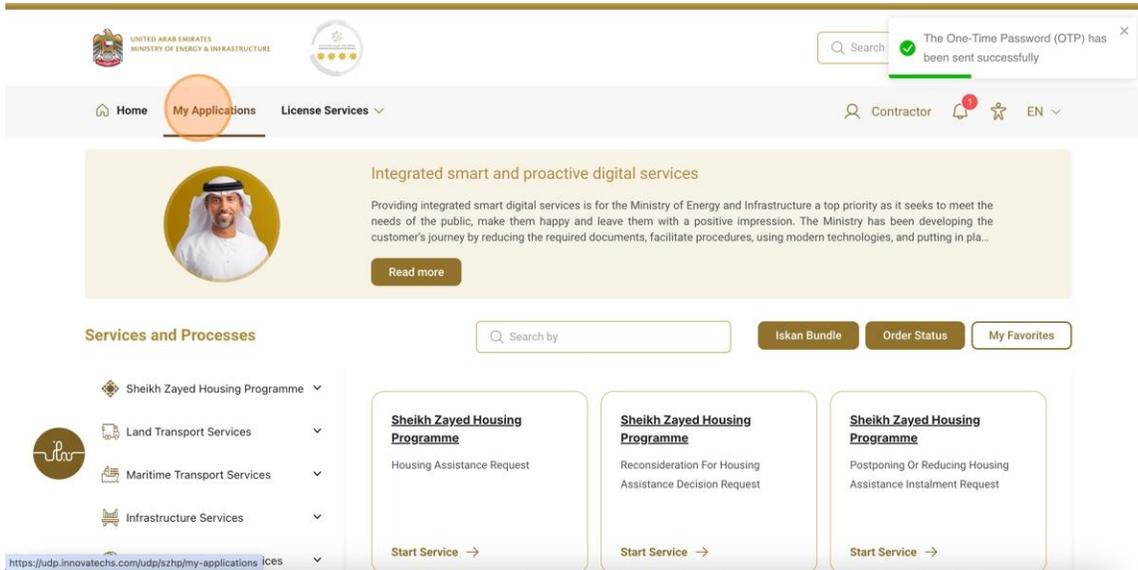
26. Click on “LOGIN” on the header



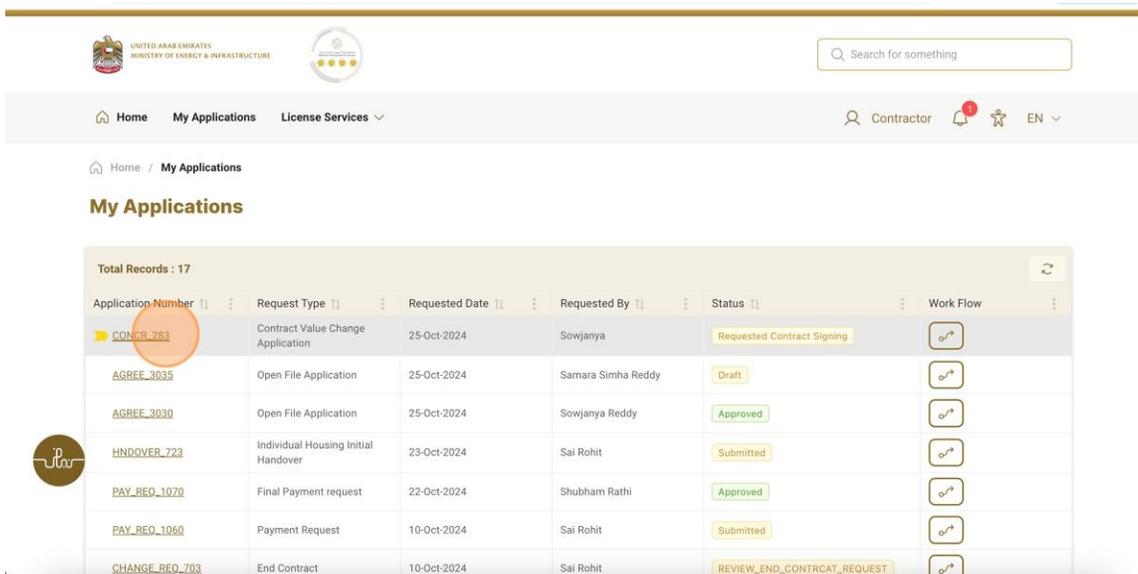
27. Then it will redirect you to the Login page, you can login using UAE PASS. As Contractor



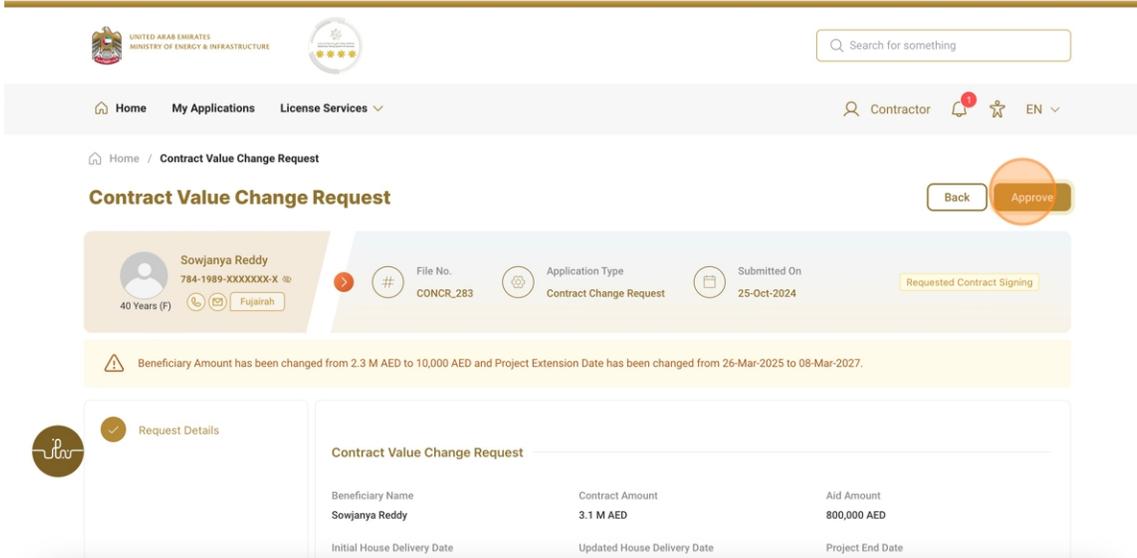
28. Click on My Applications to view the applications



29. Click on the Contract Value Change Request application



30. Click here to Approve the Contract Value Change Request



31. Click on Okay

