



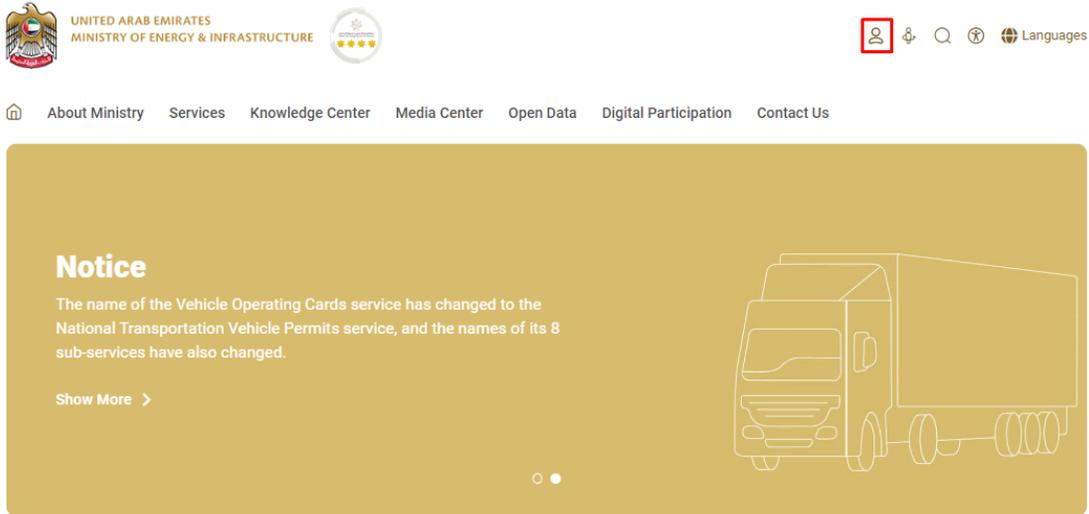
User Manual

Individual Housing Initial Handover Submission

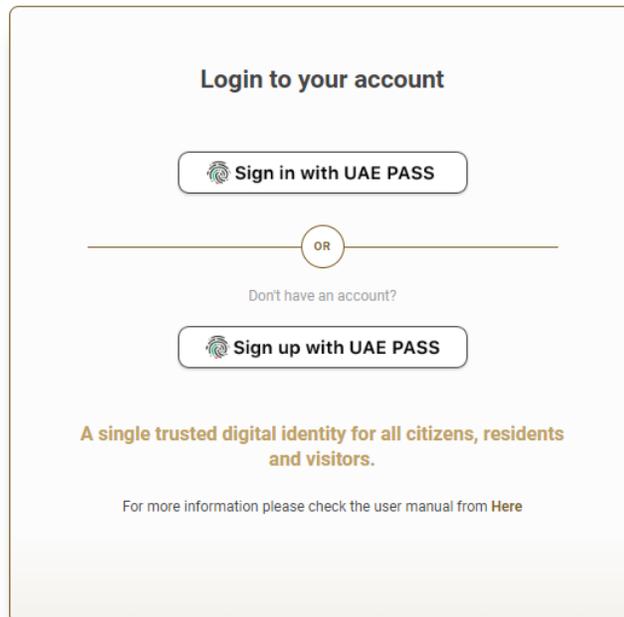
3.2 V

2025

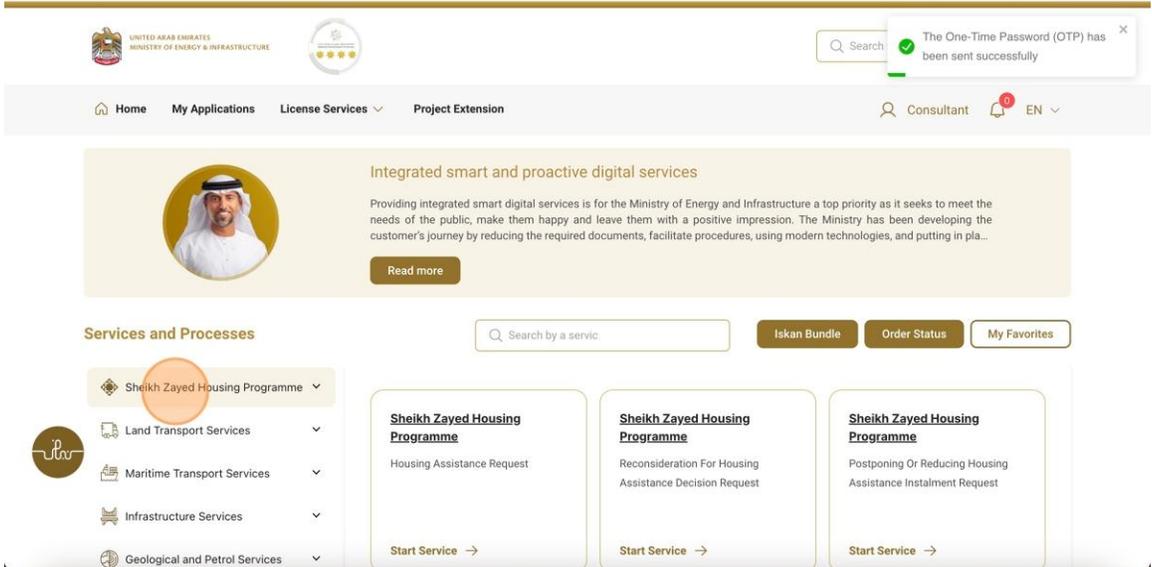
1. Open MOEI website: <https://www.moei.gov.ae>
2. Click on “LOGIN” on the header



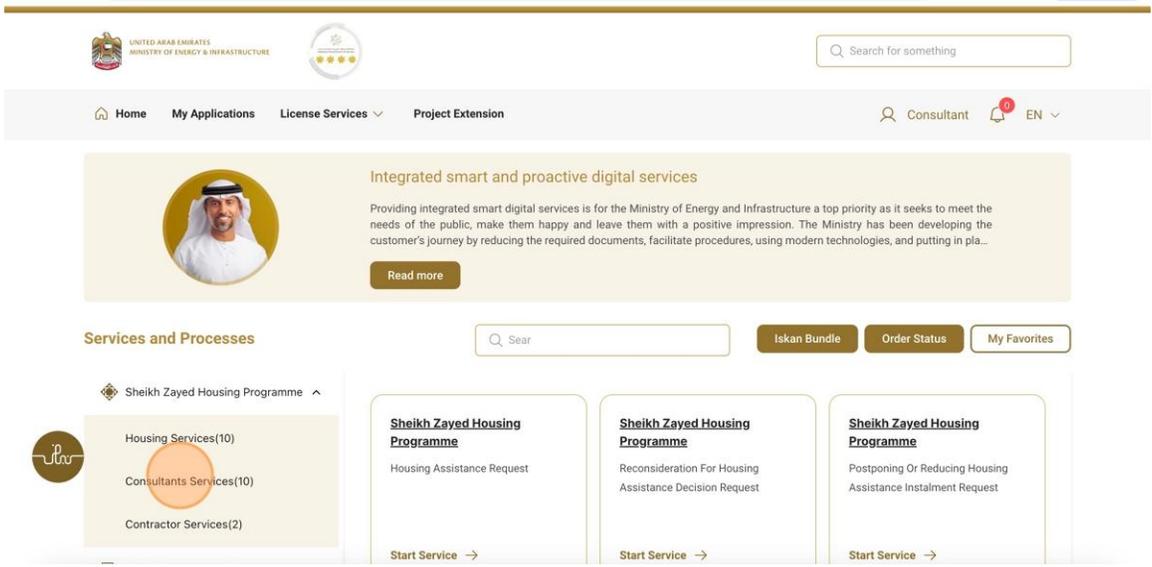
3. Then it will redirect you to the Login page, you can login using UAE PASS.



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



5. Click here to open the Consultant services



6. Click here to go to Next Page

The screenshot shows a dashboard titled "Services and Processes". On the left is a navigation menu with categories: "Sheikh Zayed Housing Programme" (expanded to show "Housing Services(10)", "Consultants Services(10)", and "Contractor Services(2)"), "Land Transport Services", "Maritime Transport Services", "Infrastructure Services", and "Geological and Petrol Services". The main area contains a search bar and three buttons: "Iskan Bundle", "Order Status", and "My Favorites". Below these are six service cards, each titled "Sheikh Zayed Housing Programme" and containing a specific service name and a "Start Service" button with a right-pointing arrow. The services are: "Opening A File For Housing Assistance Implementation", "Period Extension", "Contract Value Change Request", "Contract End Request", "Maintenance Request", and "New Consultant Registration". A pagination indicator at the bottom right shows "1 2 Next >".

7. Click here to start the Individual Housing Initial Handover Service

This screenshot is similar to the previous one but highlights a specific service. Above the dashboard, there is a banner for "Integrated smart and proactive digital services" featuring a portrait of a man in a white thobe and ghutra, with a "Read more" button. The dashboard itself is the same as in step 6, but the "Request Of Individual Housing Initial Handover" card is highlighted with a large orange circle around its "Start Service" button. The navigation menu and search bar are also present.

8. Click here to Select the Application Number

The screenshot shows the 'Project Initial Delivery Request' form. On the left, a sidebar contains two steps: '1 Project Initial Delivery Request' and '2 Supporting Documents'. The main form area has a title 'Project Initial Delivery Request' and two buttons: 'Discard' and 'Submit'. Below the title, there are several fields: 'Select Application' (a dropdown menu with a search icon and a list of application numbers: \$Z24100850020, \$Z241015170041, and \$Z241026430063), 'Beneficiary Name' (a text field with the value 'Sowjanya Reddy'), 'Site Delivery Mahdar Date' (a text field with the value '25-Oct-2024'), 'Actual Initial Delivery Date' (a date picker field with the text 'Select Date'), and 'Remarks' (a large text area with the placeholder 'Enter Remarks Here'). A red circle highlights the application number \$Z241015170041 in the dropdown menu.

9. Click here to select the date

This screenshot shows the same 'Project Initial Delivery Request' form, but with the 'Actual Initial Delivery Date' field highlighted. The 'Select Application' dropdown now shows the selected application number \$Z241015170041. The 'Beneficiary Name' is 'Sowjanya Reddy' and the 'Site Delivery Mahdar Date' is '25-Oct-2024'. The 'Project Deadline Date' is '26-Mar-2026'. The 'Actual Initial Delivery Date' field is a date picker with the text 'Select Date' and a calendar icon. A red circle highlights the 'Select Date' text in the date picker. The 'Remarks' field remains empty with the placeholder 'Enter Remarks Here'.

10. Click here to Enter the Remarks

The screenshot shows the 'Project Initial Delivery Request' form. The left sidebar has two steps: '1 Project Initial Delivery Request' (active) and '2 Supporting Documents'. The main form area contains the following fields: 'Select Application' (SZ241015170041), 'Beneficiary Name' (Sowjanya Reddy), 'Site Delivery Mahdar Date' (25-Oct-2024), 'Project Deadline Date' (26-Mar-2026), and 'Actual Initial Delivery Date' (26 Oct, 2024). The 'Remarks' field is a large text area with the placeholder 'Enter Remarks Here', which is highlighted with an orange circle. Below the text area is a checkbox with the text: 'I, the Consulting Office, acknowledge that the project has been Completed according to the approved plans and specifications for the project. Please [Click here](#) to view the terms and conditions. *'. The 'Next Step >' button is at the bottom right.

11. Click here to tic the Check Box

This screenshot is identical to the previous one, but the checkbox in the acknowledgment section is now checked and highlighted with an orange circle. The 'Remarks' field now contains the text 'test'.

12. Click here to go to next step

Project Initial Delivery Request

2 Supporting Documents

Project Initial Delivery Request ✕

Select Application	Beneficiary Name	Site Delivery Mahdar Date
<input type="text" value="SZ241015170041"/>	Sowjanya Reddy	25-Oct-2024
Project Deadline Date	Actual Initial Delivery Date	
26-Mar-2026	<input type="text" value="26 Oct, 2024"/>	

Remarks

test

I, the Consulting Office, acknowledge that the project has been Completed according to the approved plans and specifications for the project. Please [Click here](#) to view the terms and conditions. *

Next Step >

Supporting Documents +

13. Click here to Upload the File

2 Supporting Documents

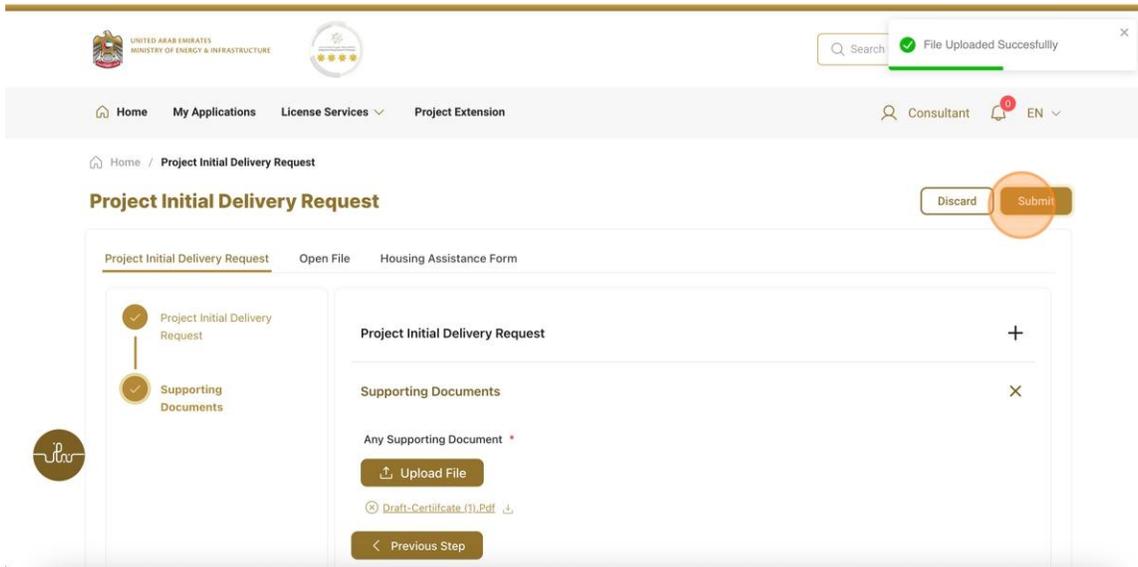
Supporting Documents ✕

Any Supporting Document *

Upload File

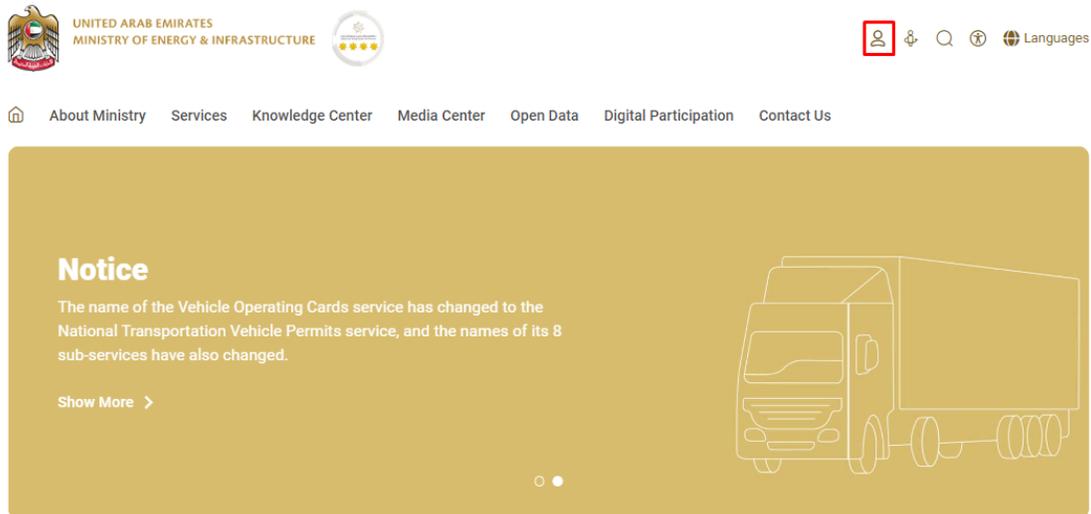
Previous Step

14. Click here to Submit the Application ...once the application submitted for both Beneficiary and Contractor for Contract Sign task will assign

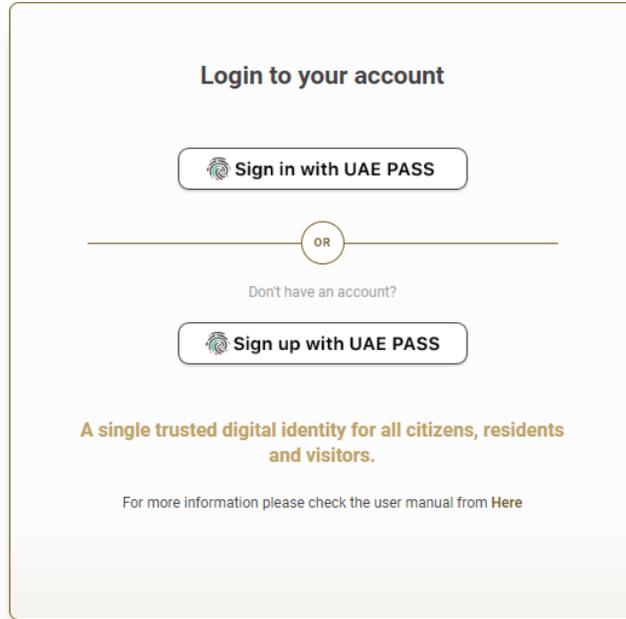


15. Open MOEI website: <https://www.moei.gov.ae>

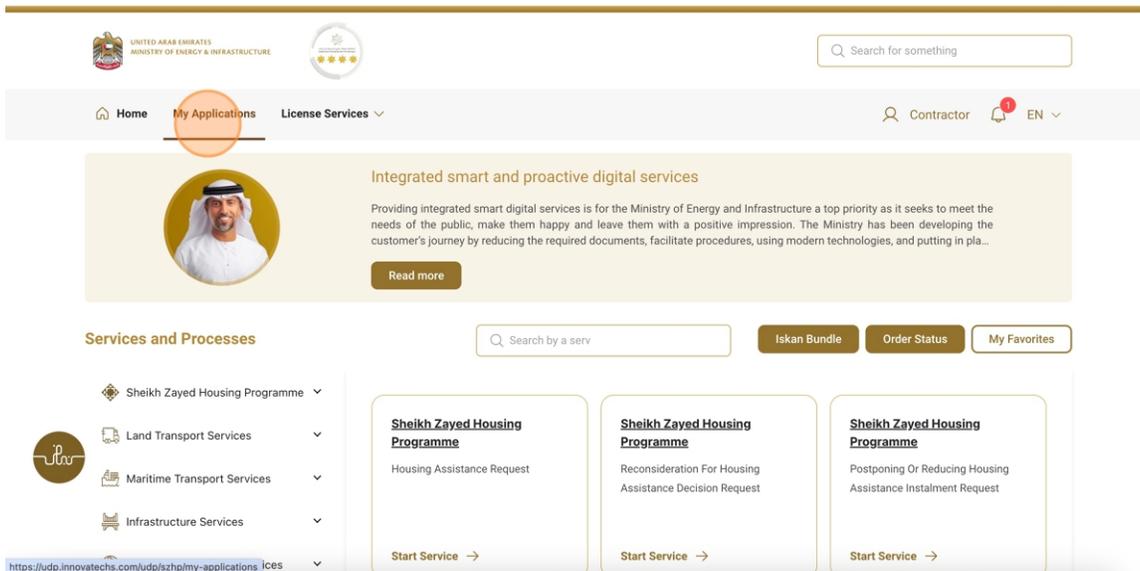
16. Click on “LOGIN” on the header



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



18. Click on My applications to view the applications



19. Click here to open the application

My Applications

Total Records : 19

Application Number	Request Type	Requested Date	Requested By	Status	Work Flow
HNDOVER_724	Individual Housing Initial Handover	26-Oct-2024	Sowjanya Reddy	Requested Contract Signing	
AGREE_3038	Open File Application	26-Oct-2024	Tarunendra Sappa	Approved	
CONCR_284	Contract Value Change Application	25-Oct-2024	Sowjanya	Application Under Review	
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	

20. Click here to Approve

Project Initial Delivery Request

Back Approve

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

File No. HNDOVER_724

Application Type Individual Housing Initial Handover

Submitted On 26-Oct-2024

Requested Contract Signing

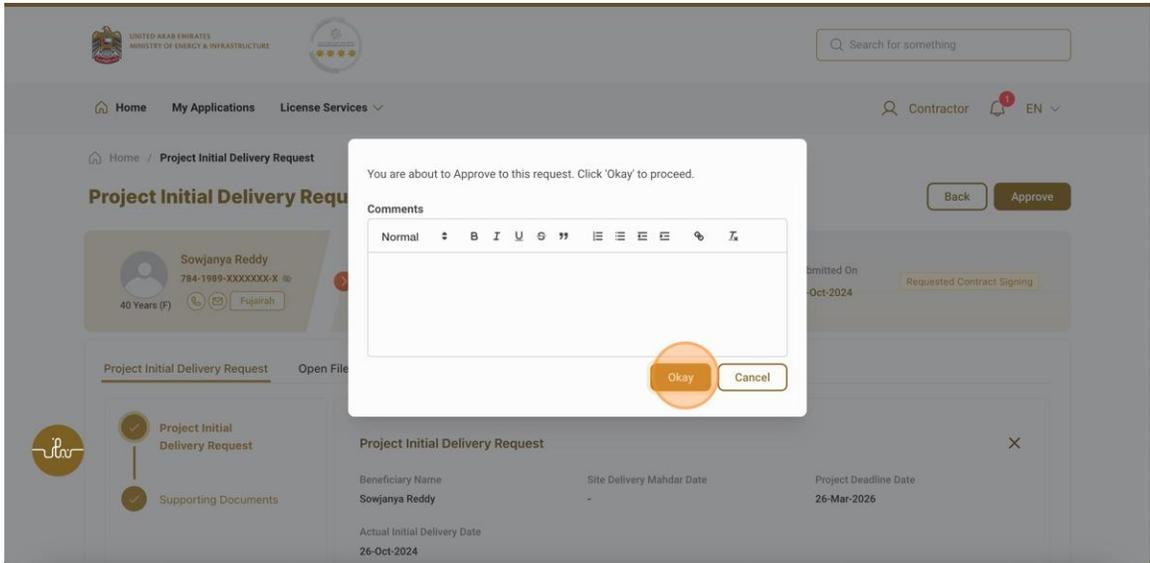
Project Initial Delivery Request Open File Housing Assistance Form

- Project Initial Delivery Request
- Supporting Documents

Project Initial Delivery Request

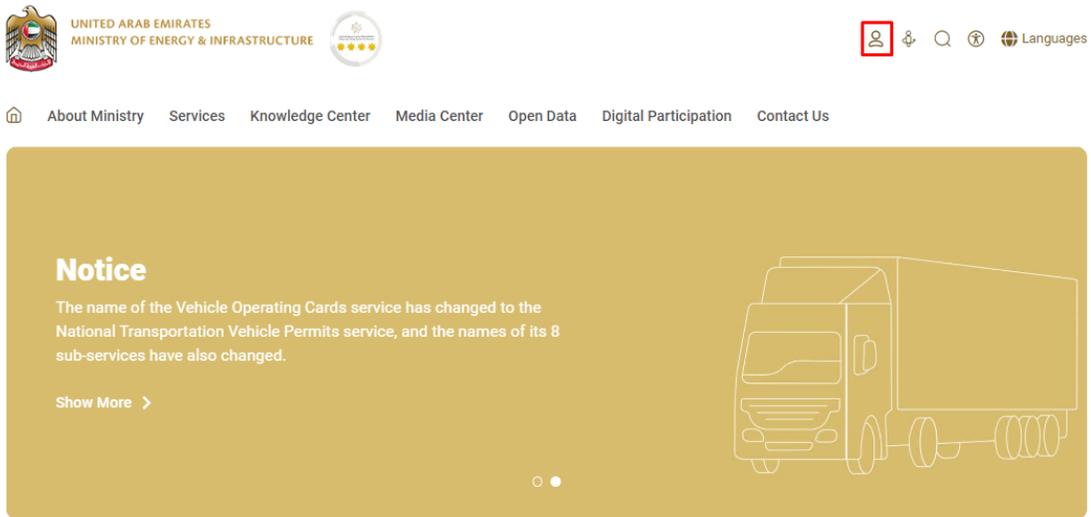
Beneficiary Name Sowjanya Reddy	Site Delivery Mahdar Date -	Project Deadline Date 26-Mar-2026
Actual Initial Delivery Date 26-Oct-2024		

21. Click here

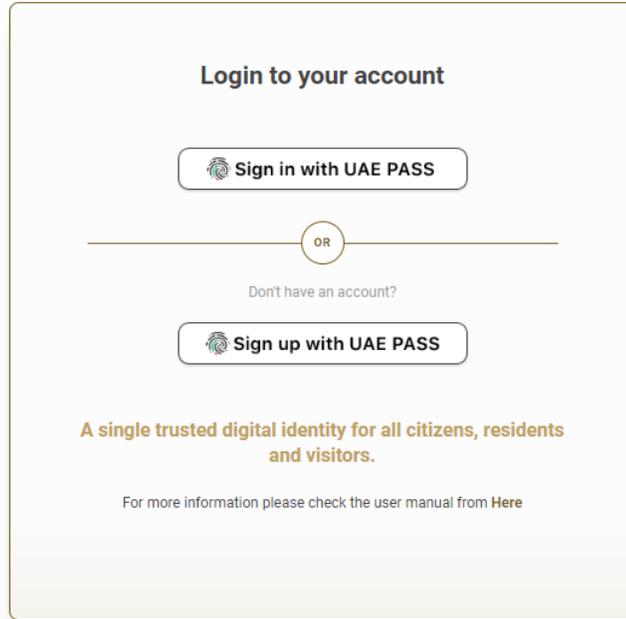


22. Open MOEI website: <https://www.moei.gov.ae>

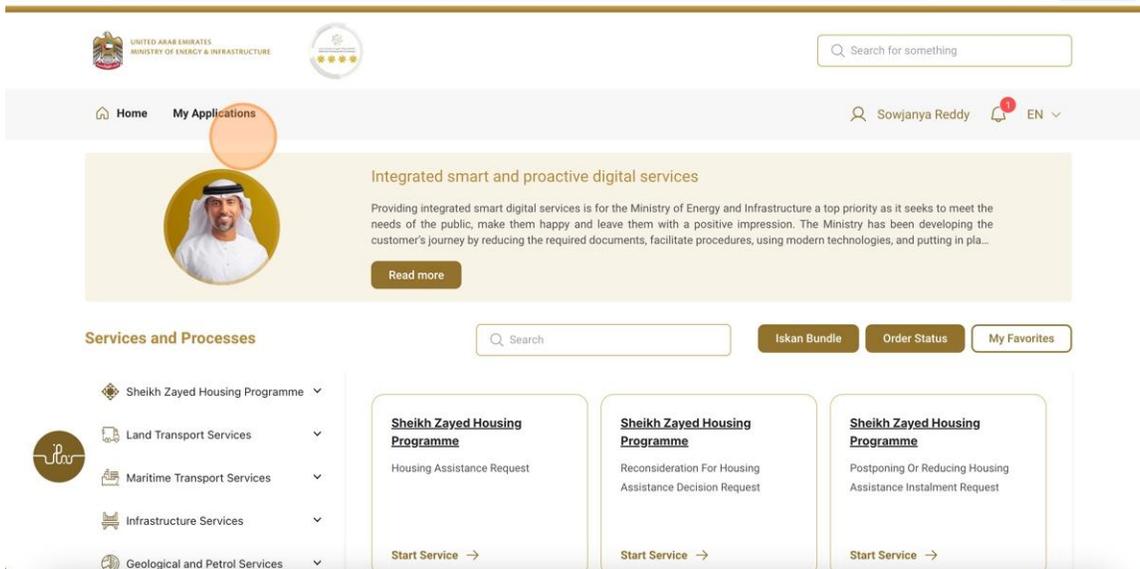
23. Click on “LOGIN” on the header



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



25. Click on My applications to view the applications



26. Click here to open the application

UNITED ARAB EMIRATES
MINISTRY OF ENERGY & INFRASTRUCTURE

Search for something

Home My Applications Sowjanya Reddy EN

Home / My Applications

My Applications

Total Records : 4

Application Number	Request Type	Requested Date	Requested By	Status	Work Flow
HNDOVER_724	Individual Housing Initial Handover	26-Oct-2024	Sowjanya Reddy	Requested Contract Signing	
CONCR_284	Contract Value Change Application	25-Oct-2024	Sowjanya	Application Under Review	
AGREF_3030	Open File Application	25-Oct-2024	Sowjanya Reddy	Approved	
SZ241015170041	Housing Application	15-Oct-2024	Sowjanya Reddy	Approved	

Rows per page 0-0 of 0

27. Click here to Approve

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MINISTRY OF ENERGY & INFRASTRUCTURE

Search for something

Home My Applications Sowjanya Reddy EN

Home / Project Initial Delivery Request

Project Initial Delivery Request

Back Approve

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

File No. HNDOVER_724
Application Type Individual Housing Initial Handover
Submitted On 26-Oct-2024
Requested Contract Signing

Project Initial Delivery Request Open File Housing Assistance Form

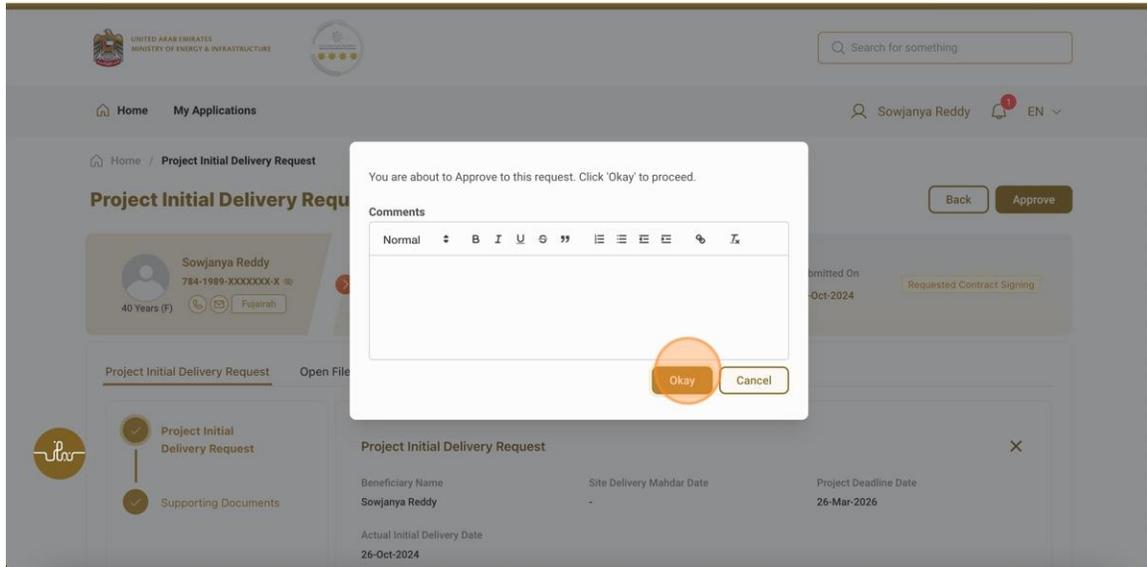
Project Initial Delivery Request

Supporting Documents

Project Initial Delivery Request

Beneficiary Name Sowjanya Reddy
Site Delivery Mahdar Date -
Project Deadline Date 26-Mar-2026
Actual Initial Delivery Date 26-Oct-2024

28. Click here



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

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

Customer Pulse Survey

Overall, how satisfied are you about the service? *

☆ ☆ ☆ ☆ ☆ ☆ ☆

Extremely Dissatisfied Extremely Satisfied

Next