

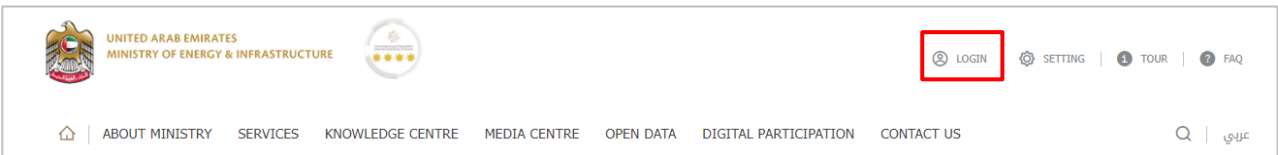


User Manual

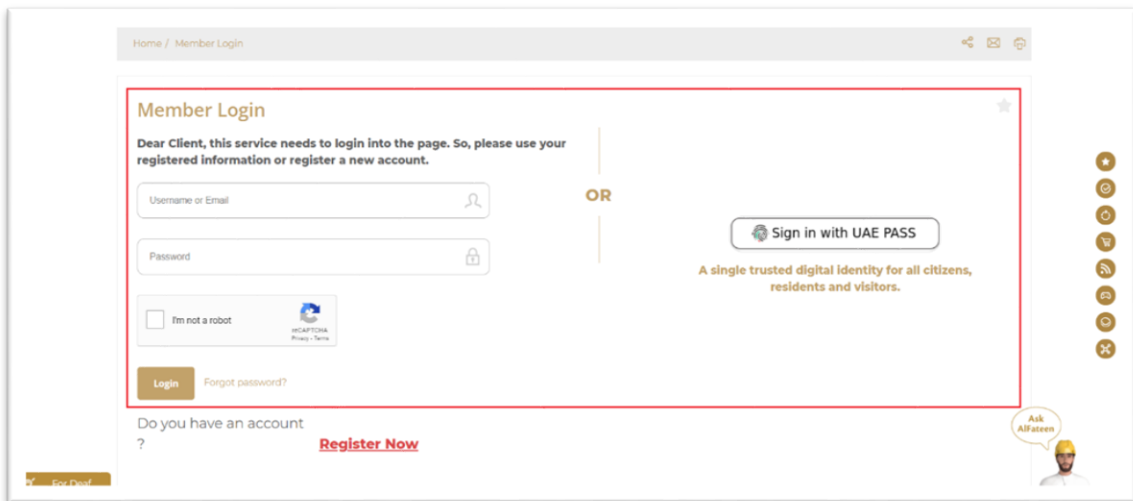
Request for registration for Consultants, Contractors, and suppliers for Engineering projects Service

V 3.0
2021

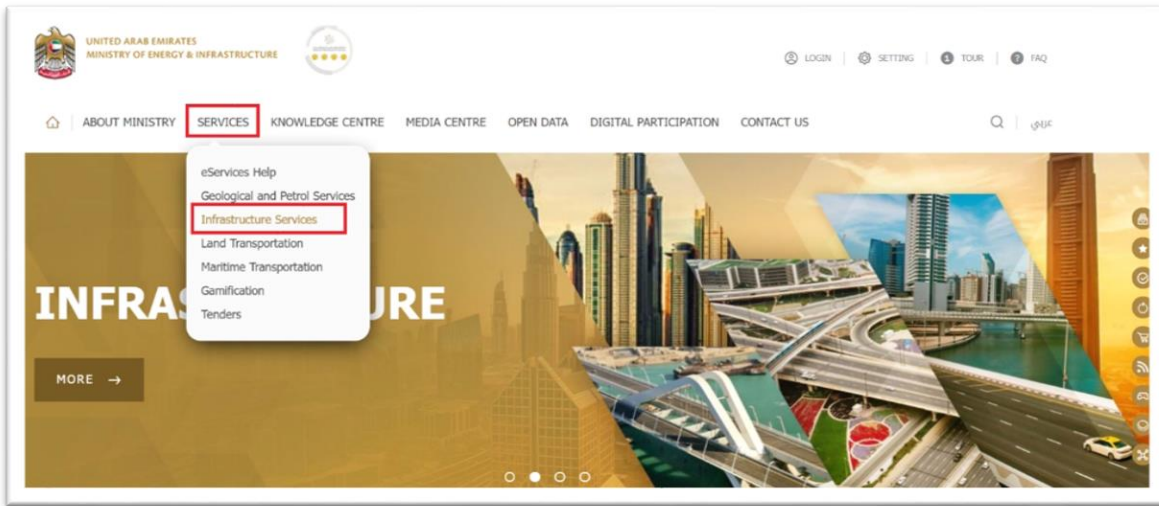
1. Open MOEI website: <https://www.moei.gov.ae>
2. Click on “LOGIN” on the header



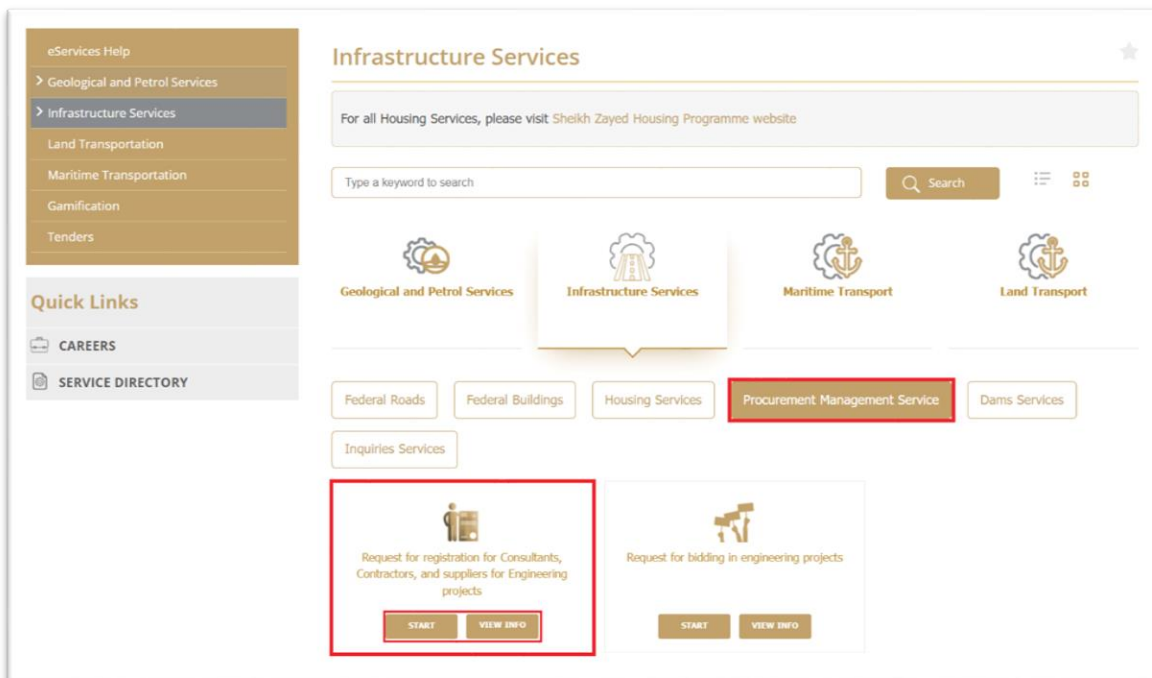
3. Then it will redirect you to the Login page, you can login by email registered and password or using UAE PASS.



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



5. From Services Directory, choose the category “Procurement Management Service”.
6. Then select the needed service “Request for registration for Consultants, Contractors, and suppliers for Engineering projects” , you can view the service Info or start the service immediately.



7. Enter the company’s establishment number and trade license number to automatically retrieve the company data from the Ministry of Human Resources & Emiratization and the Ministry of Economy.

Completion Status: 14%

Save as Draft

Cancel Application

THIS SERVICE IS INTEGRATED WITH MOHRE & MOE. YOU CAN NOW ENTER THE ESTABLISHMENT NO. & LICENSE NO. AND YOUR COMPANY INFORMATION WILL BE RETRIEVED AUTOMATICALLY.

ACTIVITY TYPE

Establishment Number *

163890

Main Activity *

Contractor

Sub Activity *

Building contractor

Next >

NOTE

To be processed in a simple form fill, please make sure your data is available:

- The Convention on the establishment of the company
- Upload Trade License
- Upload the Financial Statement for the past 2 years
- Upload License
- Revealed the technical and administrative device is registered
- Project Completion Certificate
- Project Contract
- Agency Contract
- Catalog File

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1.9 MB (1sec)

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Ask Alfateen

Completion Status: 0%

Save as Draft

Cancel Application

THIS SERVICE IS INTEGRATED WITH MOHRE & MOE. YOU CAN NOW ENTER THE ESTABLISHMENT NO. & LICENSE NO. AND YOUR COMPANY INFORMATION WILL BE RETRIEVED AUTOMATICALLY.

VALIDATING INFORMATION

LICENSE NUMBER YOU ENTERED MATCHES WITH THE RECORD IN MOHRE & MOE AND THE COMPANY INFORMATION IS RETRIEVED SUCCESSFULLY.

Company Name

LI

Emirate

Dubai

License number

2

License number you entered matches with the record in MOHRE & MOE and the company information is retrieved successfully.

Submit Back

Next >

NOTE

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INTRODUCTORY TOUR

8. Select the main and sub activity types.

COMPLETION STATUS 14%

ACTIVITY TYPE

Establishment Number *
163890

Main Activity *
Contractor

Sub Activity *
Building contractor

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9. Fill the Basic Information.

COMPLETION STATUS 14%

COMPANY BASIC INFORMATION

Company Name *
LE

Mobile *
05

PO Box *
9

Emirate *
Dubai

Address *

Email *

Fax *
Fax

Phone Number *
04

NOTE
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Start tour

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10. Fill the Company Ownership.

The screenshot shows the 'COMPANY OWNERSHIP' form. On the left, a sidebar indicates a completion status of 28% and lists 'MAIN ACTIVITY' and 'BASIC INFORMATION' as completed steps. The main form area includes:

- COMPANY ESTABLISHMENT DATES:** Fields for 'Company Establishment Date' and 'Outside UAE'.
- OWNERSHIP:** A table with columns for 'Full Name', 'Nationality', and '% of Ownership'. It lists two owners: HISHAM A. (United Arab Emirates, 0%) and KHALID (United Arab Emirates, 0%). A summary row shows 'Total % of Ownership' as 0% and 'Total Should be 100%'. Below the table is a field for 'Company Establishment Agreement' with a file upload button and instructions.
- NOTE:** A section on the right with a list of requirements: 'Upload Trade License', 'Upload the Financial Statement for the past 2 years', 'Upload License', 'Revealed the technical and administrative device is registered', 'Project Completion Certificate', 'Agency Contract', and 'Calling File'.
- Download SERVICE DIRECTORY:** A link to download a 1.9 MB PDF file.
- INTRODUCTORY TOUR:** A 'Start Tour' button.

Navigation buttons for 'Previous' and 'Next' are at the bottom.

11. Fill the Licenses & Documents.

The screenshot shows the 'LICENSES & DOCUMENTS' form. The sidebar on the left shows a completion status of 42% and lists 'COMPANY OWNERSHIP' as the completed step. The main form area includes:

- LICENSES & DOCUMENTS:** Fields for 'The license' (Dubai Department of Economic Development), 'License Number' (226143), 'Registration Date' (15 - October - 1991), and 'Expiry Date' (15 - October - 2022). There is a 'Trade License' field with a file upload button and instructions.
- OTHER NEEDED DOCUMENTS:** A field for 'Financial Status for the past 2 years' with a file upload button and instructions.
- NOTE:** The same list of requirements as in the previous screenshot.
- Download SERVICE DIRECTORY:** A link to download a 1.9 MB PDF file.
- INTRODUCTORY TOUR:** A 'Start Tour' button with an 'All Approved' badge.

Navigation buttons for 'Previous' and 'Next' are at the bottom.

12. Fill the Key Staff.

COMPLETION STATUS 57%

KEY STAFF

Employee Name *
Employee Name

Nationality *
Nationality

Job Title *
Job Title

Passport Number *
Passport Number

Emirates ID *
100-0000-0000000-0

Qualification *
Qualification

Registration number at the UAE Society of Engineers: (Engineers Only)
Registration number at the UAE Society of Engineers: (Engineers C)

Registration end date at the UAE Society of Engineers(Engineers Only)
Registration end date at the UAE Society of Engineers(Engineers C)

OTHER INFORMATION

Name of Authorized Signatory *
Name of Authorized Signatory

Job Title *
Job Title

Authorization Book
CLICK OR DROP A FILE
File size should be 5 MB
Allowed File Types are: DOC, DOCX, PDF, XLS, XLSX, CAD, JPG, JPEG, GIF, PNG, VSD, PPT, PPTX, MP3, MP4

Establishment Number *
1

Number of Engineers *
49

Number of Employees in Labor Sheet *
407

Company technical and administrative Report registered with MOHRE *
SR_M0-00000001.PDF

We declare that we don't have any of the military staff working for us.

NOTE
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Upload the Financial Statement for the past 2 years
Upload License
Revised the technical and administrative device is registered
Project Completion Certificate
Project Contract
Agency Contract
Catalog File

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Navigation: Save as Draft, Cancel Application, Add, Previous, Next

13. Fill the Projects & Certification (In case of contractor/ consultant/ sub contractor, you need to add the completed and running projects. However, in case of supplier, you need to add the products and experience in importing materials).

COMPLETION STATUS 71%

PROJECTS & CERTIFICATIONS

COMPLETED PROJECTS

KINDLY ADD THE MAJOR PROJECTS THAT WERE EXECUTED IN THE UAE AND ABROAD WITHIN THE PAST 4 YEARS IN ORDER TO GET THE BEST APPROVED RATING BY THE MINISTRY.

Project Name & Location * Inside UAE Outside UAE

Project Owner * **Contractor / Consultant ***

Project Value AED * **Duration ***

Start Date * **End Date ***

Project Completion Certificate * **Project Contract ***

ONGOING PROJECTS

KINDLY ADD THE MAJOR PROJECTS THAT ARE CURRENTLY BEING CARRIED OUT IN THE UAE AND ABROAD TO GET THE BEST APPROVED RATING BY THE MINISTRY.

Project Name & Location * Inside UAE Outside UAE

Project Owner * **Contractor / Consultant ***

Project Value AED * **Duration ***

Start Date * **Scheduled Percent Complete ***

Actual Percent Complete * **Project Contract ***

I agree to all [Terms](#)

NOTE

To be processed in a simple form fill, please make sure your data is available:

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- Upload License
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Save as Draft **Cancel Application**

Previous **Next**

14. Submit the request by click on “Submit“, or click on “Save as Draft” to save the request and modify it later before sending it to the Ministry.

The screenshot shows a web application interface for registration. On the left, a 'COMPLETION STATUS' bar shows progress through steps: MAIN ACTIVITY, BASIC INFORMATION, COMPANY OWNERSHIP, LICENSES & DOCUMENTS, KEY STAFF, and PROJECTS & CERTIFICATIONS. The 'LICENSES & DOCUMENTS' step is currently active. The main area is titled 'SUMMARY' and contains several sections: 'COMPLETE FORM' with application details, 'COMPANY BASIC INFORMATION' with company name and address, 'COMPANY ESTABLISHMENT DATES', 'OWNERSHIP' with a table of employees, 'OTHER INFORMATION' with authorized signatory details, and 'COMPLETED PROJECTS' with a table of past projects. A 'NOTE' section on the right provides instructions. At the bottom, there are 'Previous' and 'Submit' buttons.

15. Pay the service fees (Note: an email will be sent to the customer including the payment receipt as an attachment).

The screenshot displays the 'ELECTRONIC PAYMENT' screen. It begins with a thank you message and states the total application fees are 500 AED. Below this, there are logos for VISA, e-dirham (الدراهم الإلكتروني), and MasterCard. A note indicates that all cards are accepted but Dubai Islamic Bank is not. At the bottom, there are two green buttons: 'Save as Draft' and 'Pay Now'.

16. When the request is approved by the ministry, the Qualification Certificate will be automatically issued and sent to the customer by email. Also, you can find, view and download all your reports, certificates and receipts from the end user dashboard.

User Dashboard

Apply for new service

- User Dashboard
- Applications available for renewal
- My Services
- My Certificates & Documents
- Participation Requests
- My Tenders

0 SUBMITTED OR UNDER REVIEW SERVICES

0 REJECTED SERVICES

1 APPROVED SERVICES

0 TASKS

APPLICATIONS AVAILABLE FOR RENEW

QUALIFICATION (0) NOC (0)

#	APPLICATION NUMBER	EXPIRY DATE	ACTIVITY TYPE	RENEW
No Items To Display				

MY SERVICES

ALL (1) SAVED (0) **COMPLETED (1)** REJECTED/ CANCELLED (0) IN PROGRESS (0)

#	SERVICE NAME	APPLICATION #	COMPLETED DATE	CERTIFICATES	RECEIPTS
1	eQualification	EQ_36819	21/07/2019		

MOST USED SERVICES

FEDERAL ROADS

REQUEST VALUE ESTIMATE OF ACCIDENT DAMAGE

Provide a report to those who cause accidents for the damage of traffic accidents on the federal roads

CERTIFICATES

EQ_36819

NEWQUALIFICATIONCERT...

187.3 KB (1sec)

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RECEIPTS

EQ_36819

RECEIPT.PDF

121.7 KB (1sec)

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