UNITED ARAB EMIRATES
MINISTRY OF ENERGY & INFRASTRUCTURE

الإمارات العربية المتحدة
وزارة الطاقة والبنية التحتية

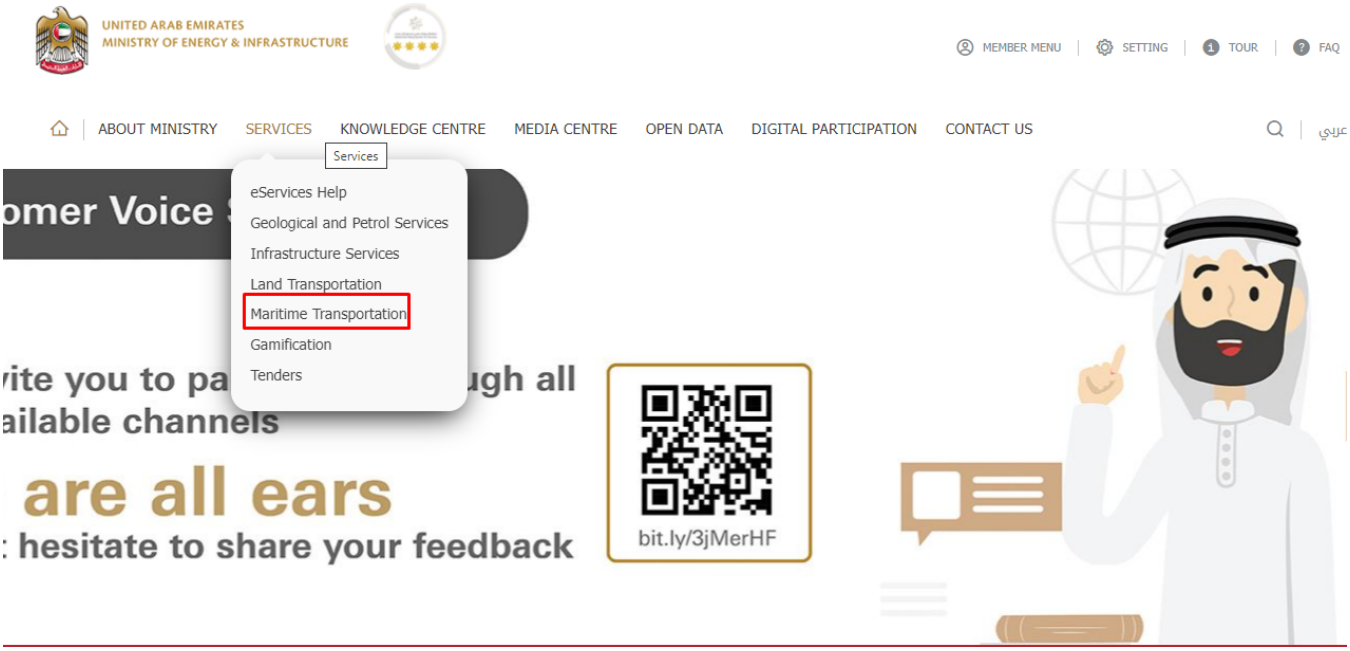
User Manual

Request to Seamen Affairs Services

V 1.0

2021

1. **Open MOEI website: https://www.moei.gov.ae**
2. **From the home page, go to “Services” tab, then choose “Maritime Transportation”.**



3. **From Services Directory, choose the category “Maritime Transportation”.**
4. **Then select the Sub category “Seamen Affairs Services” ,thin choice the service you need.**

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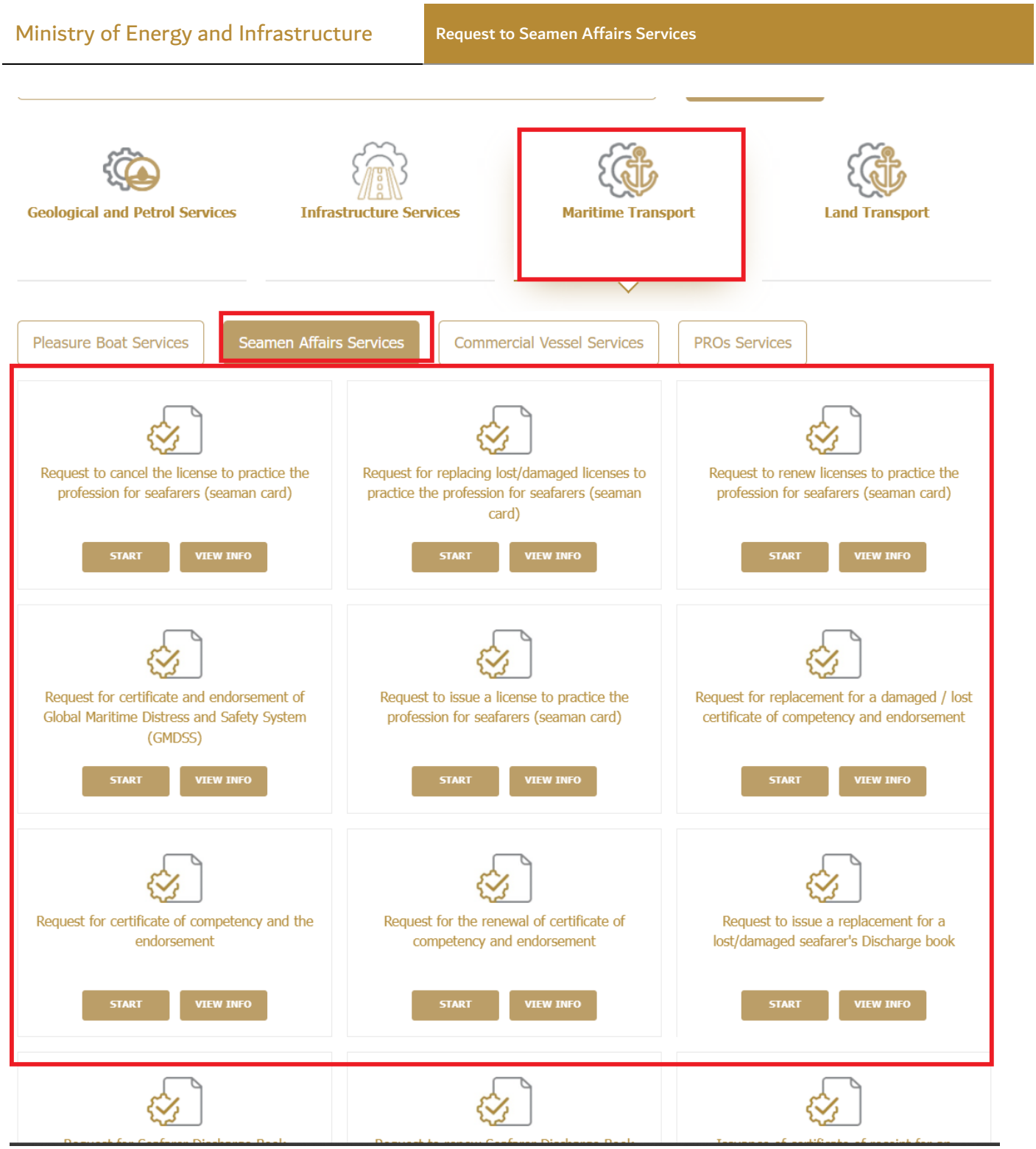

5. **you can view the service Info or start the service immediately by clicking on Start Button**

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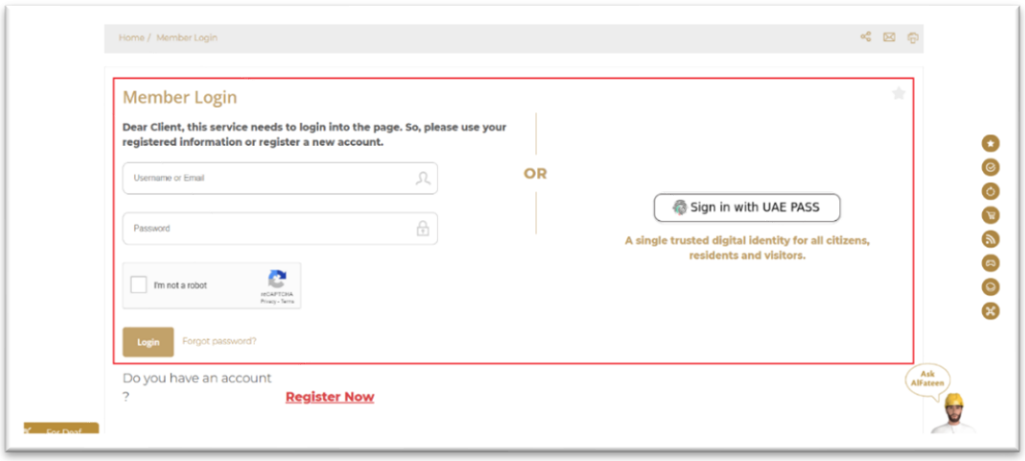
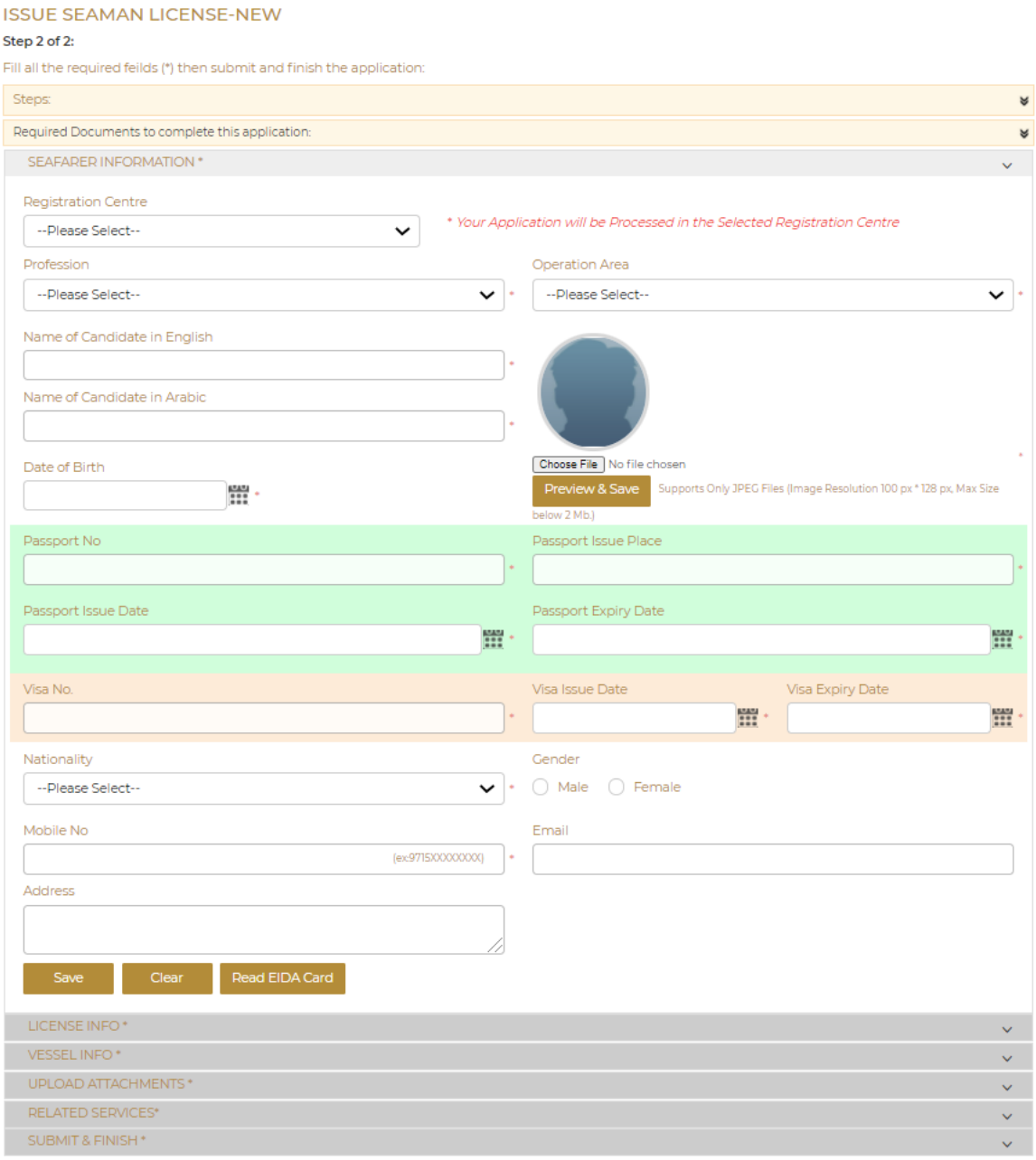
6. **Then it will redirect you to the Login page, you can login by email registered and password or using UAE PASS.**



7. **Fill the applicantion Information.**



8. **Upload the needed documents.**
9. **Submit the request by click on "Submit".**
10. **Fill the satisfaction survey about the eService, when the following pop-up shows up:**

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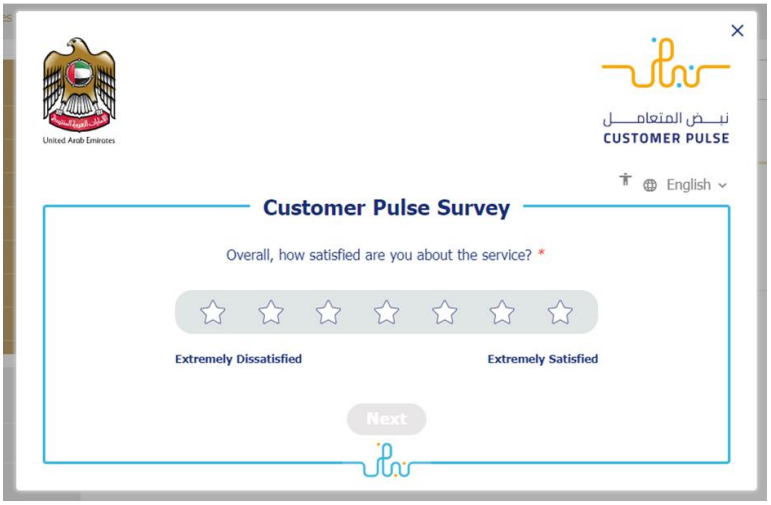

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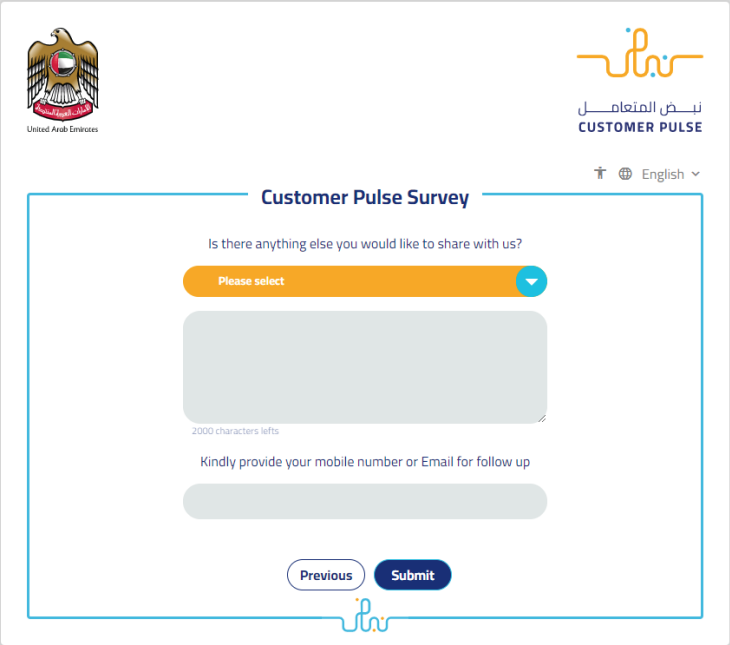

11. When the request is approved by the ministry, then an email notification will be sent automatically to the customer in order to pay the fees through the electronic service
12. Also, you can find, view and download all your reports, certificates and receipts from the end user dashboard.

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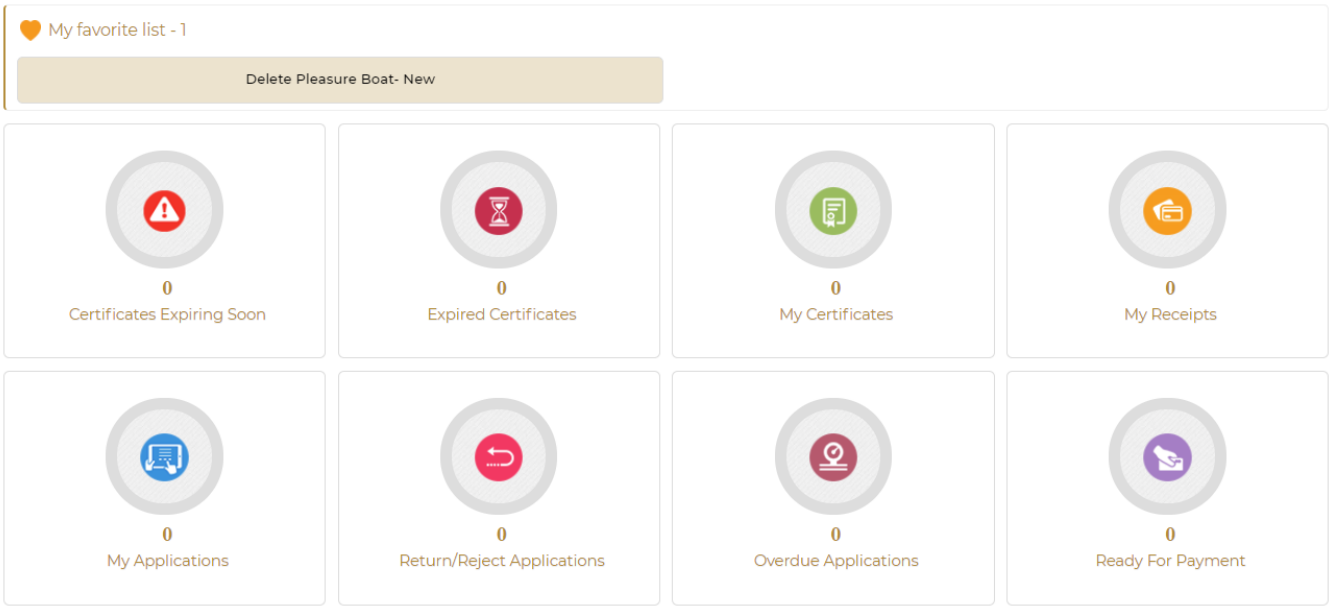

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