



# Issuance of a Vehicle Registration Card

MOI Services Website

## User Manual

Version Number: 3.0



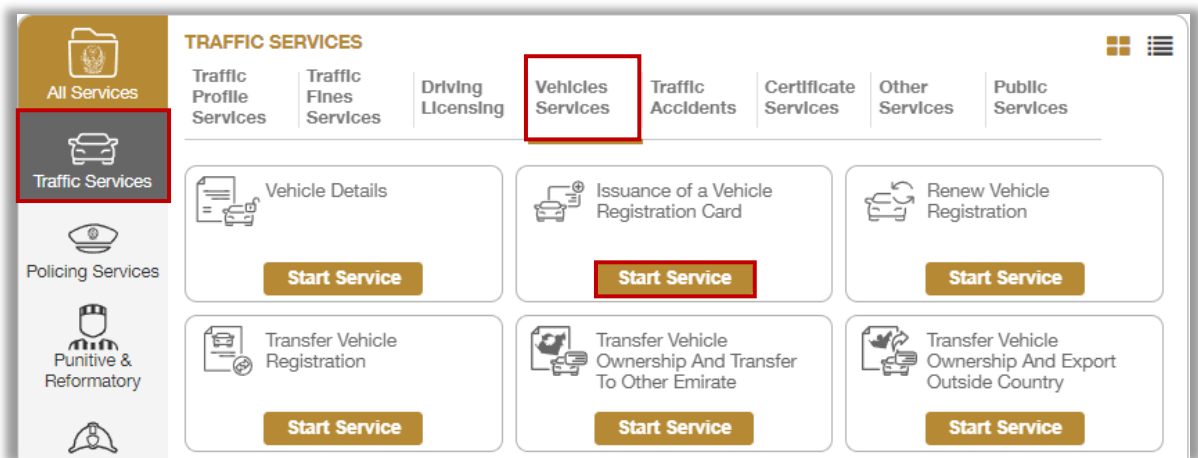
## 1. Access to the Service:

In this page, you can issue new vehicle registration card, and it will be delivered by a courier. Please be informed that you will not be able to proceed if you have restrictions

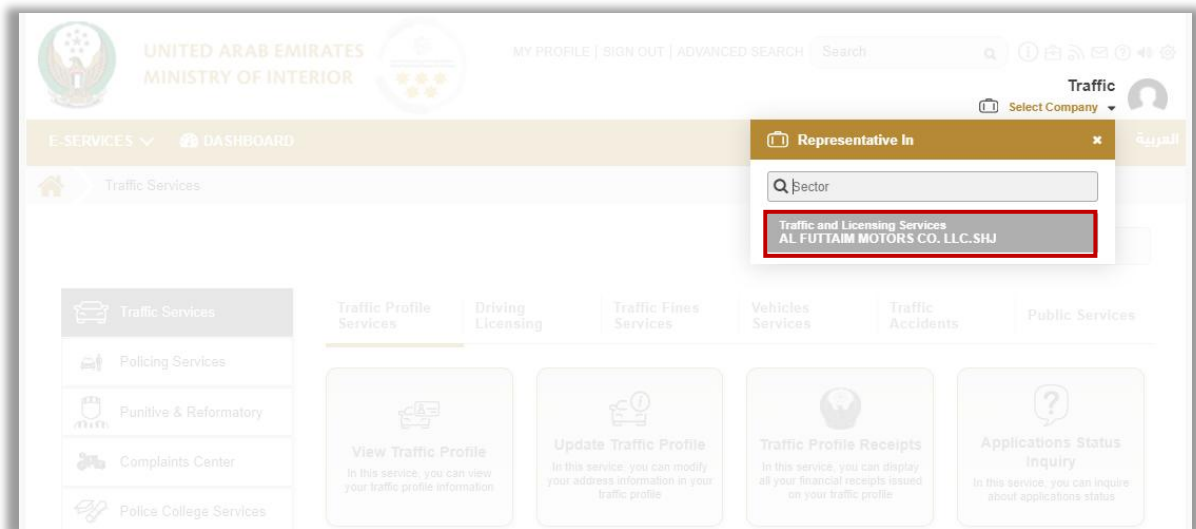
**The users of this service are divided into 2 main categories:**

1. Individuals
2. Companies Representatives

To apply for vehicle registration card, Choose the **issuance of a vehicle registration card** service from the list of **vehicles services** that fall under **traffic services**.



If the applicant is a **company representative**, the company must be selected from the list at the top of the screen first to be able to apply for the service successfully.





## 2. Service Steps:

1. Determine who will register the vehicle:
  - A. 1.MySelf
  - B. 2.An individual
  - C. 3.A company

The screenshot shows a web form with three steps: 'Vehicle Info.', 'Service Restrictions', and 'Payment Gateway'. The 'Vehicle Info.' step is active. Below the step indicator, the text reads 'I will register the vehicle for \*'. A dropdown menu is open, showing three options: 'Myself' (highlighted in blue), 'An individual', and 'A company'. A 'Next' button is located at the bottom right of the form.

- 1.1 If you will register this vehicle for yourself, select **Myself** from the list, select plate source then click on **Next** button.

The screenshot shows the same web form as above. In the 'I will register the vehicle for \*' dropdown, 'Myself' is selected. Below it, the 'Plate Source \*' dropdown is open, showing 'ABU DHABI' selected. The 'Next' button is highlighted with a red border.



1.2. If you will register this vehicle for another person, select **An individual** option from the list, enter the new owner's traffic profile number and plate source then click on **Next** button.

The screenshot shows a web form with three tabs: "Vehicle Info." (active), "Service Restrictions", and "Payment Gateway". Under "Vehicle Info.", there are three fields: a dropdown menu for "I will register the vehicle for \*" with "An individual" selected; a text input field for "New owner's traffic profile number \*" with a placeholder "Please Enter New owner's traffic profile number" and an information icon; and a dropdown menu for "Plate Source \*" with "ABU DHABI" selected. A "Next" button is located at the bottom right.

1.3 If you are a company representative and want to register this vehicle for the company, select **A company** from the list, enter the company and the company's representative traffic numbers and plate source then click on **Next** button.

The screenshot shows a web form with three tabs: "Vehicle Info." (active), "Service Restrictions", and "Payment Gateway". Under "Vehicle Info.", there are four fields: a dropdown menu for "I will register the vehicle for \*" with "A company" selected; a text input field for "Company's traffic profile number \*" with a placeholder "Please Enter New owner's traffic profile number" and an information icon; a text input field for "Company's representative traffic profile number \*" with a placeholder "Please Enter Company's representative traffic" and an information icon; and a dropdown menu for "Plate Source \*" with "ABU DHABI" selected. A "Next" button is located at the bottom right.



2. If you are registering this vehicle for someone else or for the company, the below confirmation message will be displayed before moving to the next step, click **YES** button to confirm the details of the new owner.

### Confirmation X

Are you sure the following new owner's details are correct?

-----

New owner's name                      **Rafat xxxx**

-----

New owner's mobile number      **xxxxxxx6209**

-----

**i** Note: In case the mobile number of the new owner is incorrect/updated, please log in to our electronic channels to update his phone number - Update Traffic Profile service.

3. Select the vehicle certificate to be registered then click on **proceed** button.

**Vehicle Info.**      Service Restrictions      Payment Gateway

To continue, please select vehicle certificate. **i**

Search...

No. ^	Certificate Number ^	Issue Date ^	Certificate Kind ^	Action
1	1234512345			<b>Proceed</b>

Showing 1 to 1 of 1 entries



4. Selected certificate data is displayed, determine whether the vehicle plate is **reserved** or **new**.

Vehicle Info. Service Restrictions Payment Gateway

Selected certificate Information. i

Certificate Number 1234512345 ↻ Another Certificate

Certificate Date 02/05/2019

Certificate Kind

Plate Information.

Plate Configuration \* Please Select ▼

- Please Select
- Using Reserved Plate
- New Plate

Next

5. Enter the required plate data then select **plate** to be used by clicking on **Select** button.

Vehicle Info. Service Restrictions Payment Gateway

Selected certificate Information. i

Certificate Number 1234512345 ↻ Another Certificate

Certificate Date 02/05/2019

Certificate Kind

Plate Information.

Plate Configuration \* New Plate ▼

Take it from \* Safety Building - Mezyad ▼

Plate Make \* (2) LONG PRIVATE PLATES AD ID ▼

To continue, please select a plate to be used. i

No.	Plate Source	Plate Color	Plate Kind	Actions
1	ABU DHABI	NINTH CATEGORY	PRIVATE	<span>Select</span>

Next



6. The selected plate data will be displayed as shown below and then click on **Next** button.

**Vehicle Info.** Service Restrictions Payment Gateway

Selected certificate Information. i

Certificate Number 1234512345 ↻ Another Certificate

Certificate Date 02/05/2019

Certificate Kind

**Plate Information.**

Plate Configuration \* New Plate ▼

Take it from \* Safety Building - Mezyad ▼

Plate Make \* (2) LONG PRIVATE PLATES AD ID ▼

**Selected Plate's Information.** ↻ Re-select Plate

Plate Color NINTH CATEGORY

Plate Kind PRIVATE

Plate Source ABU DHABI

**Next**



7. Service and delivery fees will be displayed as shown below, enter OTP that was sent by text message to the new owner then click on **Next** button.

No.	Description	Amount (AED)
1	DELIVERY SERVICE FEES	15
2	Light vehicle registration, private	400
3	ONE LONG ONE SHORT PRIVATE PLATE AD ID	400
<b>Total Amount (AED)</b>		<b>815 AED</b>

Showing 1 to 3 of 3 entries

To continue, please enter the OTP code sent to the new owner via SMS.

OTP\*

Enter number ex. 2020

**Next**

8. Fill in the delivery address and mobile number then click on **Next** button.

No.	Description	Amount (AED)
1	DELIVERY SERVICE FEES	15
2	Light vehicle registration, private	400
3	ONE LONG ONE SHORT PRIVATE PLATE AD ID	400
<b>Total Amount (AED)</b>		<b>815 AED</b>

Showing 1 to 3 of 3 entries

**To continue, Please fill your address :**

**Note: Will be delivered within 72 hours (Addresses inside the UAE only).**

Emirate/Region\*

Address\*

Enter text: your delivery address.

Mobile No.\*

ex. 05xxxxxxxx, +9715xxxxxxxx, 009715xxxxxxxx

**Next**






9. Click on **Yes** button to confirm the transition to the payment gateway

**Confirmation** X

You are going to be redirected to the payment gateway.  
Would you like to continue ?

10. You will be redirected to the payment gateway, select the desired payment method, then click on **Pay** button.

 سداد أبوظبي  
Abu Dhabi Pay





## Summary

Payment to	Ministry of Interior
Transaction Amount	AED 815.00
Service Fees	AED 3.00
<b>Total Amount</b>	<b>AED 818.00</b>

### Choose Payment Method

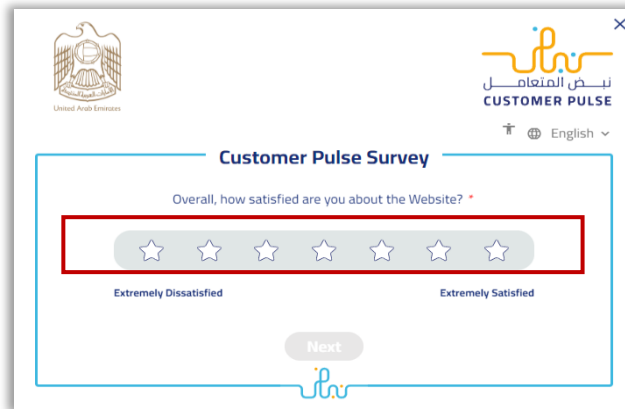
Select Payment Method >

Please do not click the back button or refresh the page or close the window while the transaction is processing. This is a secure payment gateway using 128-bit SSL encryption.

Powered by    



11. You can evaluate your experience in obtaining the service through the **Customer Pulse Survey** screens shown below.



12. After payment is done, you can view and download the receipt and the Registration card

### Issuance of a Vehicle Registration Card

**Service Description**  
In this page, you can issue new vehicle registration card, and it will be delivered by a courier. Please be informed that you will not be able to proceed if you have restrictions.

**Progress Percentage**  
100%

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**Payment Gateway Result** 24/12/2024

Payment has been done successfully ✓

**Download Receipt**  
File Size: 1 MB  
11111111111  
815 AED

Traffic Number	Application Number	Total Amount
5040000374	1613	815 AED

Payment ID  
100202435991059460



### 13. Service Outputs.



UNITED ARAB EMIRATES  
MINISTRY OF INTERIOR

الإمارات العربية المتحدة  
وزارة الداخلية



**Registration Card**  
ملكية مركبة







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هاتف : 8005000 - ص.ب. : 389 - فاكس : 024415780 ,024022762 - أبو ظبي - الإمارات العربية المتحدة  
Tel : 8005000 - P.O. Box : 389 - Fax : 024022762, 024415780 - Abu Dhabi - United Arab Emirates

