



Issue Tour Certificate

Moi Services Website

User Manual

Version 2.0



1. Access to the Service:

Select **Issue Tour Certificate** service from the list of **vehicles services** that fall under **traffic services**, then click on **start service** button.

The screenshot displays the E-Services dashboard of the Ministry of Interior. The top navigation bar includes 'E-SERVICES', 'DASHBOARD', and 'العربية'. A search bar is located in the top right. The main content area is titled 'TRAFFIC SERVICES' and features a grid of service cards. The 'Vehicles Services' category is highlighted with a red box. Within this category, the 'Issue Tour Certificate' service card is also highlighted with a red box. The card includes an icon of a car and a document, the text 'Issue Tour Certificate', and a 'Start Service' button. Other services in the grid include 'Vehicle Details', 'Issuance of a Vehicle Registration Card', 'Vehicle Ownership Renewal', 'Vehicle Ownership Transfer', 'Transfer Vehicle Ownership And Transfer To Other Emirate', 'Transfer Vehicle Ownership And Export Outside Country', 'Lost Vehicle Registration Card Replacement', 'Damaged Vehicle Registration Card Replacement', 'Vehicle Details Modification in the Vehicle Registration Card', 'Vehicle Possession Certificate (Cancel)', 'Issuance of a Transfer Certificate for Vehicles inside UAE', 'Exporting Vehicles Outside UAE', and 'Change Vehicle Plate Number'. A sidebar on the left lists various service categories like Policing Services, Punitive & Reformatory, Civil Defence Services, Weapons & Explosives, Private Security Business Department Services, Other Services, and Public Services. At the bottom, there are pagination buttons for '1' and '2'.



2. Service Steps:

1. Select the plate number for the vehicle that you want to issue the certificate for.

Issue Tour Certificate


Service Description
In this service, you can apply for your selected vehicles trip ticket.

Progress Percentage
25%


Traffic No. 1010028697

Select one of the following plate numbers:

MASERATTI

11  97833

2. Enter service restrictions which includes the country, carbon copy and others then click on **Next** button.

11  97833

✓ Selected

Chassis No. ZAMSS57F0G1169574 Plate Number
ELEVENTH CATEGORY / ABU DHABI / 97833

Restrictions Service Fees Payment Gateway

Step: Restrictions

Country * x ▾

Carbon Copy * x ▾

Shipping Company TCF NO
Enter number ex. 11301967xx

Driver TCF NO
Enter number ex. 11301967xx

Next



3. Service fees will be displayed, click on **next** button to proceed.

Restrictions Service Fees Payment Gateway

Step: Service Fees

Search...

No.	Description	Amount (AED)
1	Recreational vehicle trip, light vehicle	100
Total Amount (AED)		100 AED

Showing 1 to 1 of 1 entries

Next

4. Confirm moving to payment gateway by clicking on **Yes** button.

CONFIRMATION

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

NO YES



5. You will be redirected to the Payment Gateway, Select the desired payment method (select registered card, or add a new payment card), then click on **Pay icon**.

سداد أبوظبي
Abu Dhabi Pay

Summary

Payment to	Ministry of Interior
Transaction Amount	AED
Service Fees	AED
Total Amount	AED

Choose Payment Method

Select Payment Method >

Cancel Pay

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 FAB VISA PCI DSS



6. Add your rating of the service through the customer pulse survey screens shown below.

United Arab Emirates

نبرس المتعامل
CUSTOMER PULSE

English

Customer Pulse Survey

Overall, how satisfied are you about the Website? *

Extremely Dissatisfied Extremely Satisfied

Next

7. Your request has been submitted successfully, receipt details will be displayed as well as the issued certificate download link.

Restrictions Service Fees Payment Gateway

Step: Payment Gateway

Payment Result

Payment has been done successfully

Vehicle Receipt Information:

Receipt No.	11111111111
Receipt Date.	18/11/2019
Receipt Time.	12:00 AM

View Receipt [Please click here](#)

To download and print the electronic certificate, please [click here](#)