

UNITED ARAB EMIRATES  
MINISTRY OF INTERIOR



الإمارات العربية المتحدة  
وزارة الداخلية

# Hassantuk for Buildings

Moi Services Website

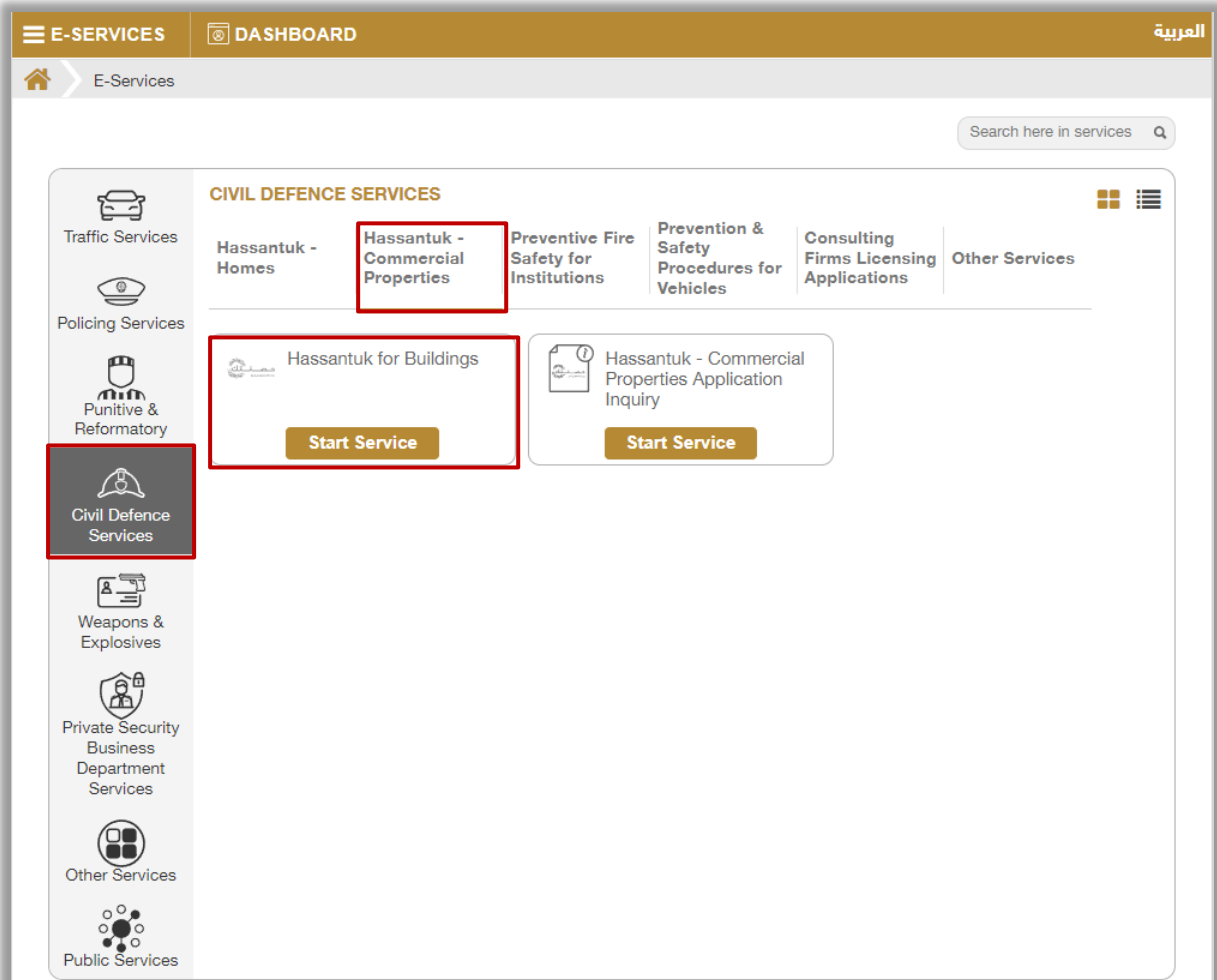
## User Manual

Version 2.0



## 1. Access to the Service:

Go to **Civil Defense** services and choose **Hassantuk for buildings** service below **Hassantuk - Commercial Properties** sub-menu as shown below, then click on **start service** button.





## 2. Service Steps:

1. Enter application information which include the following:

1.1. Fill in the Property / Company data that you want to add to complete your new Hassantuk request.

Application Info.
Attachments
Online Payment

Step: Application Info.

Based on the property category, the related fees shall be calculated. After successfully paying the fees, you will be able to schedule service requests to install the Alarm Equipment.

Property Name \*

Your Property Name

Building ID ( Municipality ) \*

Building municipality number

Building ID ( Civil Defense )

Building civil defense number

Property Type \*

Please Select

Property Sub Type \*

Landline \*

(e.g. 02xxxxxxx)

Area (Square Feet) \*

Please Select

Height (Meter) \*

Please Select

Property Email \*

(e.g. email@address.com)

Emirate \*

Please Select

City \*

Territory \*

Do you store/use any hazardous material ? \*

Please Select

Do you have Fire pump ? \*

Please Select

Do you have Kitchen Hood Suppress System ? \*

Please Select

Address Line1 \*

Building main address

Address Line2

Additional address details



1.2. Fill in the property / company manager information.

### Property Manager / Company Information

☐ Owner, Manager is the same

Property Manager Name / Company Name *	Property Manager Emirate ID *
<input type="text" value="Building manager full name"/>	<input type="text" value="(Emirates ID Number 15 Digits without Sep."/>
Property Manager Email *	Property Manager Phone *
<input type="text" value="(e.g. email@address.com)"/>	<input type="text" value="(e.g. 05xxxxxxxx)"/>

1.3. Determine whether or not a Fire plan exists (Note: if there is a plan you will have attached in the attachment step).

### Emergency Fire Plan System

Fire Plan Available ? *	Develop Fire Plan with Hassantuk ? *
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>



1.4. Enter emergency contacts details (according to priority).

In case of Fire/Emergency

Primary Contact

Name \*

Primary contact full name

Phone \*

(e.g. 05xxxxxxxx)

Secondary Contact

Name \*

Secondary contact full name

Phone \*

(e.g. 05xxxxxxxx)

Tertiary Contact

Name

Tertiary contact name

Phone

(e.g. 05xxxxxxxx)

1.5. Add maintenance / BMS companies by clicking on **Add company** button, to complete your application.

General Maintenance/BMS Companies

Please add General Maintenance and BMS Companies.

Add Company

Next



1.5.1. After clicking on add company button the below form will appear, enter required data then click on **Ok** button.

*i*
**Company**
x

Company Type \*  
Please Select ▼

Primary Contact Name \*  
Primary Contact Name

Primary Contact Email \*  
Primary Contact Email

Secondary Contact Phone \*  
Secondary Contact Phone

Company Name \*  
Company Name

Primary Contact Phone \*  
Primary Contact Phone

Secondary Contact Name \*  
Secondary Contact Name

Secondary Contact Email \*  
Secondary Contact Email

OK

Cancel

2. Upload Required attachments then click on **Next** Button.

Application Info.

Attachments

Online Payment

Step: Attachments

Based on the property category, the related fees shall be calculated. After successfully paying the fees, you will be able to schedule service requests to install the Alarm Equipment.

Document file should be less than 5120 KB (5 MB) in size and of pdf,ppt,doc,docx type only.

Image should be less than 5120 KB (5 MB) in size and of JPG/JPEG types only.

Upload Photo

\*
Upload

Upload Document

\*
Upload

Next



3. Hassantuk Installation fee and first year MOI annual registration fees will be displayed as shown below click on **Pay Now** button to be redirected to the payment gateway.

Application Info.
Attachments
Online Payment

Step: Online Payment

Based on the property category, the related fees shall be calculated. After successfully paying the fees, you will be able to schedule service requests to install the Alarm Equipment.

This includes Hassantuk Installation fee and first year MOI Annual Registration fee.

Property Name

edsg

Property Number

PROP-AUH-1002-000658

Invoice Type

Registration

Invoice Number

INV-00724-J4F5C3

Payment Status

Not Paid

Due Date

07/11/2019 06:29 AM

filter...

No.	Serial	Description	Quantity	Amount (AED)
1	000000-0001	Moi Annual Charges for HASSANTUK - Buildings Category 5	1	8000
2	000000-0001	One Time Installation Fee - Hassantuk for Buildings Category 5	1	23750
Total Amount				31750 AED

Showing 1 to 2 of 2 entries

الدرهم الإلكتروني  
e-dirham

Pay Now



4. You will be redirected to the payment gateway of the Ministry of Interior, to pay the service fees follow these steps:

4.1. Select the required payment method then click on **calculate price**.

4.2. Review the details of the amount due for payment then click on **proceed with payment** button to continue the payment process.

You can also change payment method by clicking on **change payment method** button or cancel payment by clicking on **cancel process**.

Description	Amount	Tax Amount (AED)	Quantity	Total With Tax Amount
MOI test service 1	150 AED	0.00 AED	1	150 AED
<b>Total</b>				<b>150 AED</b>

Description	Amount	Tax Amount (AED)	Total With Tax Amount
Card Charges	1.02 AED	0.05 AED	1.07 AED
<b>Total</b>			<b>1.07 AED</b>


  

Total Tax	0.05 AED
Total Amount	151.07 AED





4.3. If you confirm to proceed with payment, add card details then click on **Pay Now** icon.

  
وزارة الداخلية  
MINISTRY OF INTERIOR

Ministry of Interior

Total Payment: 151.07 AED

Session time left: 00:08:56

Cardholder Name

Cardholder Name

Card Number

XXXX XXXX XXXX XXXX

Month

Month

Year

Year

CVV

\*\*\*

☐ I agree to [Terms&Conditions](#)

Pay Now

Cancel Process

Change Payment Method

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

  
United Arab Emirates

  
نبض المتعامل  
CUSTOMER PULSE

English

Customer Pulse Survey

Overall, how satisfied are you about the Website? \*

☆ ☆ ☆ ☆ ☆ ☆ ☆

Extremely Dissatisfied

Extremely Satisfied

Next