UNITED ARAB EMIRATES
MINISTRY OF INTERIOR

الإمارات العربية المتحدة
وزارة الــــداخلــيــــة
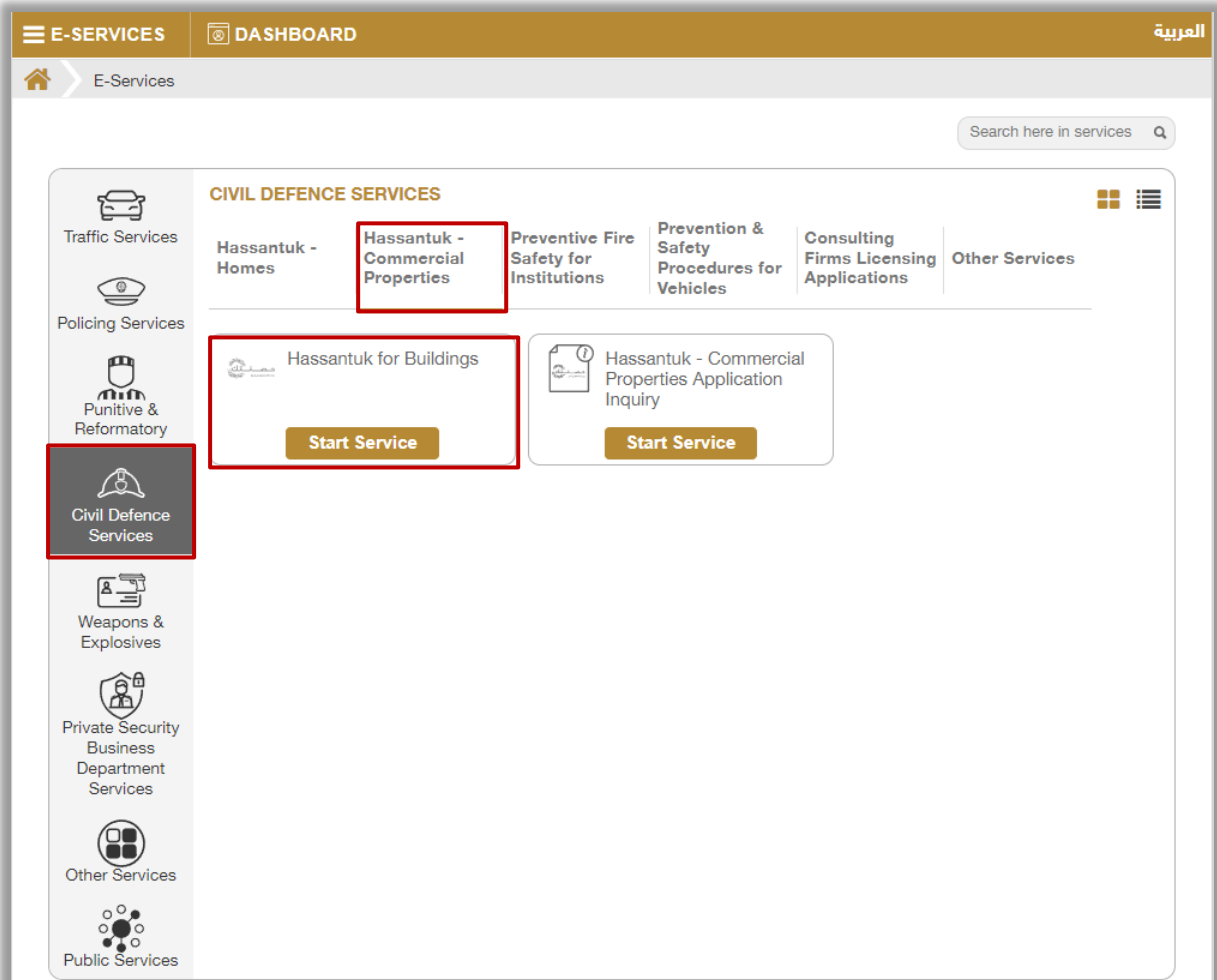
Hassantuk for Buildings

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 ✳

Building manager full name

Property Manager Emirate ID ✳

(Emirates ID Number 15 Digits without Sep.

Property Manager Email ✳

(e.g. email@address.com)

Property Manager Phone ✳

(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 ? ✳

Please Select ▼

Develop Fire Plan with Hassantuk ? ✳

Please Select ▼

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

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

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

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

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	edsgh
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   MasterCard   VISA

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.**

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

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