



وزارة التغير المناخي  
والبيئة  
MINISTRY OF CLIMATE CHANGE  
& ENVIRONMENT

## Digital Services

**Request a To Whom It May Concern letter in  
accordance with the provisions of the CITES Law**

## User Guide


## Table of Contents

Introduction .....	1
Overview .....	1
Getting Started.....	2
Logging in MOCCAЕ Website .....	2
View/Update Customer Profile.....	5
Running the ‘Go Digital’ Services .....	6
Changing the Interface Language .....	8
The User Dashboard.....	8
Using the ‘Go Digital’ Services .....	11
Digital Services Overview .....	11
Starting a New Request.....	11
How to Pay for a Digital Service.....	12
Retrieve a Service Request .....	16
View or Download a Certificate .....	17

## Introduction

This guide is developed to help clients and business entities to use the MOCCA digital services. It will include an overview on how to use the portal, then detailed step-by-step instructions on how to use each service: a brief description about the service, what you need to know or to do before using the service, how to input the required information, how to upload documents, and what to expect upon completing the service.

## Overview

The digital services platform 'Go Digital ' single service interface, integrated internally within the Ministry portal and externally with other concerned government entities. It covers all 115 services that MOCCA offers to its customers.

It also features proactive communications, such as reminders, eligibility notifications, and informative messages that automatically anticipate the services customers need without receiving application requests. Moreover, it will include a comprehensive customer database and service history to facilitate service application and delivery.

The portal is very easy to use, and it can be accessed in Arabic or English. It is designed to improve customer experience and enhance customer happiness.

## Getting Started

### Logging in MOCCAЕ Website

First you need to log in to the MOCCAЕ website.

- 1- Open your browser then navigate to MOCCAЕ website <https://www.moccae.gov.ae/>
- 2- Click on the *Login* icon.

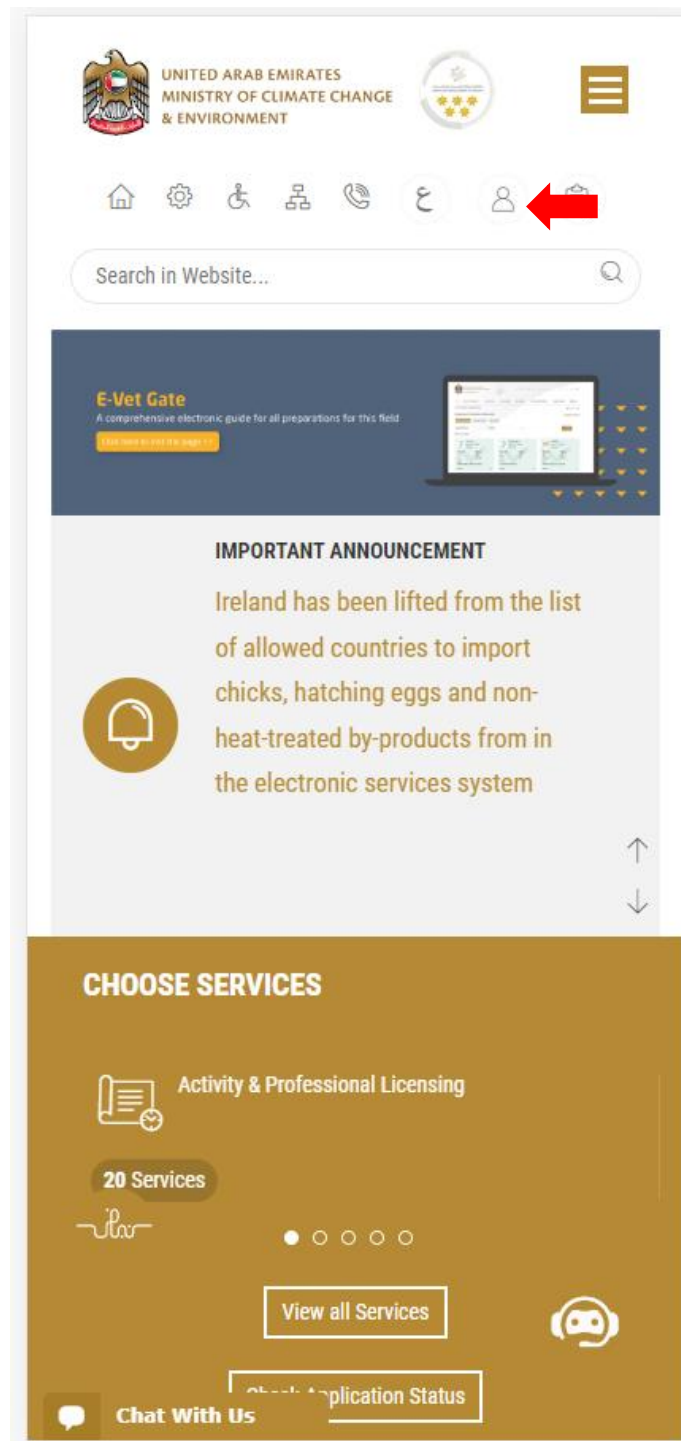


Figure 1 – MOCCAЕ Website Home Page

3- Enter valid company account credentials, then click on *Login*.

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En

### Login

User name \*

Forgot Username?  
Please enter User Name

Password \*

Forgot Password?  
Please enter your Password

Remember Me

Login Clear Fields

Sign in with UAE PASS

A single trusted digital identity for all citizens, residents and visitors

Call Us  
800 30 50

Chat

Figure 2 - Login Page

4- You will be logged in successfully and directed to MOCCAЕ survey page.

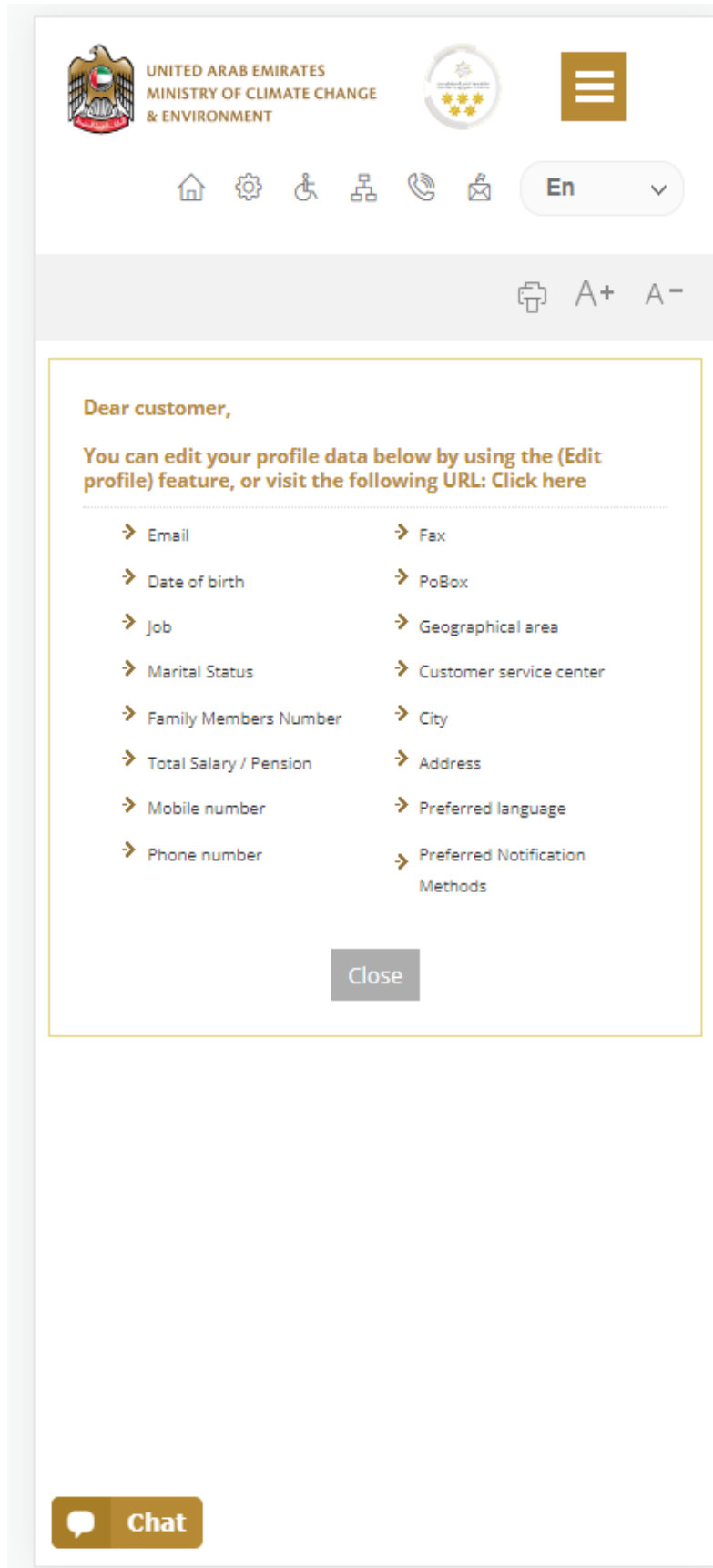



Figure 3 - MOCCAЕ Survey Page

## View/Update Customer Profile

- 1- Click on the top right icon 
- 2- Click on *Edit Profile*.

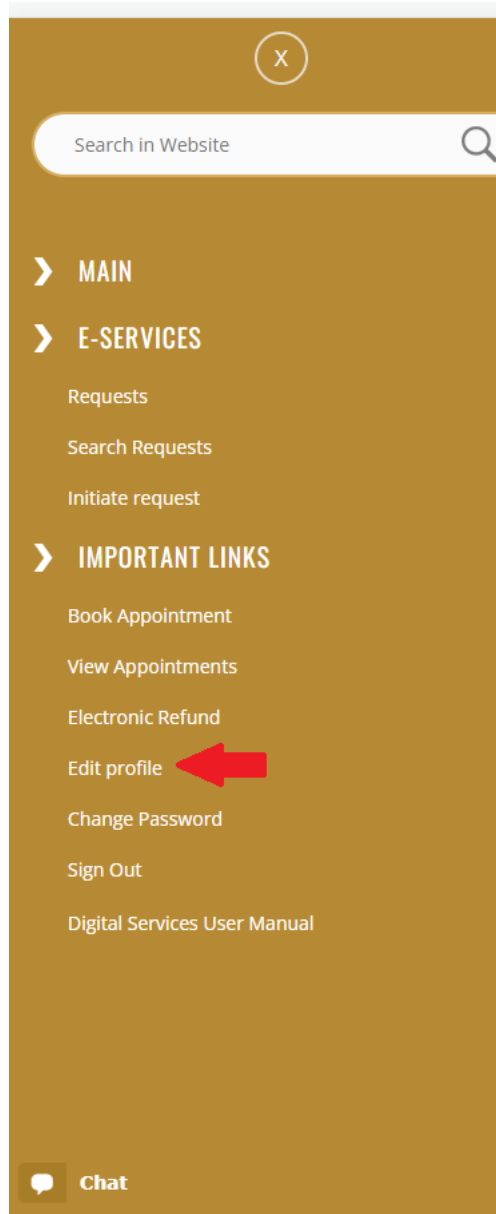



Figure 4 - Update Company Profile

You will be directed to *Edit Profile* view to modify account details.

Figure 5 - Edit Profile

- 3- You can modify the following details:
- **Online account data** including company email address
  - **Organization details** including company name, license and authority details
  - **Company Geographical Data** including company location details
  - **Communication Data** including primary contact number, email and address details

### Running the 'Go Digital' Services

The digital services platform can be accessed internally from the MOCCA homepage by clicking on the *Go Digital* icon  to the left of the homepage.



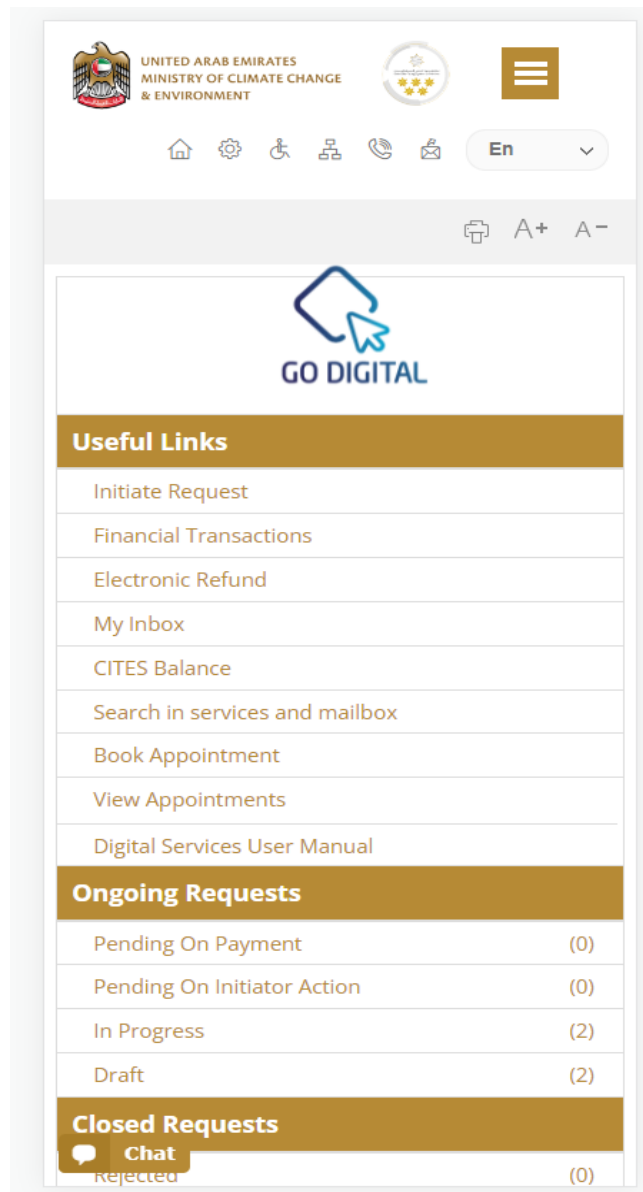


Figure 6 - 'Go Digital' Icon

The user dashboard will then be displayed.

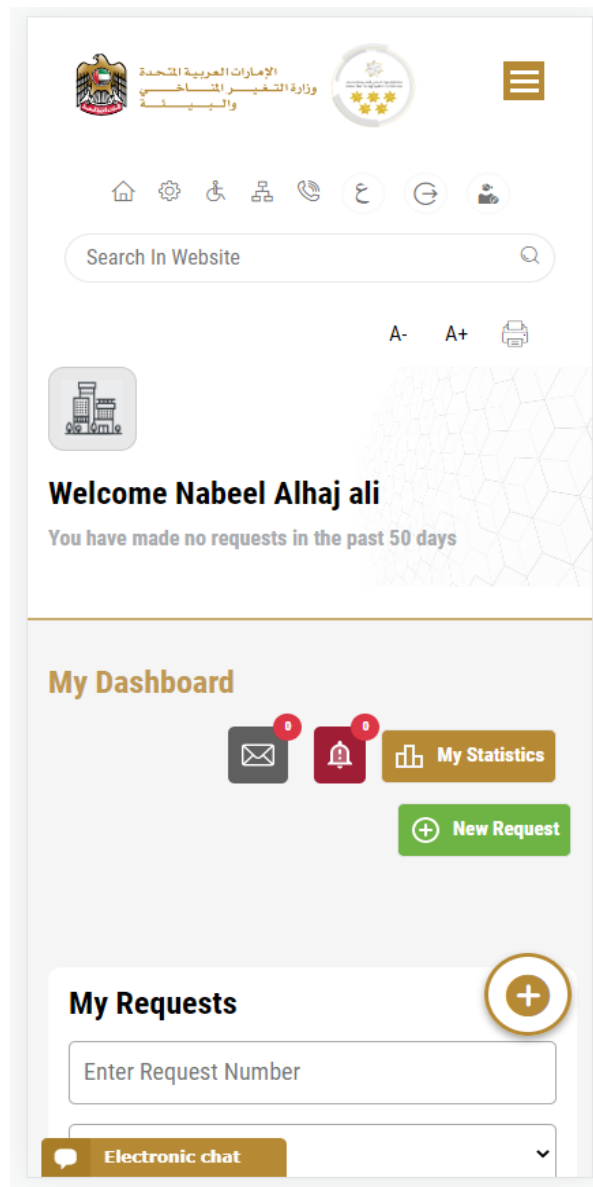
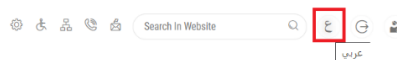


Figure 7- My Dashboard

### Changing the Interface Language

The 'Go Digital' is a bilingual platform. It can be displayed in English or Arabic interface.

To switch to the other interface language, click on the language icon on the top right corner of the main screen.



### The User Dashboard

The 'Go Digital' user dashboard displays information related to customer's requests and licenses, allows the user to create a new request and take actions.

The dashboard displays the following buttons:





	To notify the customer about any messages related to his request to take the proper actions
	To inform the customer with any notifications
 My Statistics	To display statistics about the customer's requests
 New Request	To start a new request

Table 1 - Dashboard Buttons

The dashboard also displays information related to customer's licenses, registrations and certificates, and material balances and cites classified into four categories (see below figure). Click the expand arrow on each service card to display more details about the specific service category.

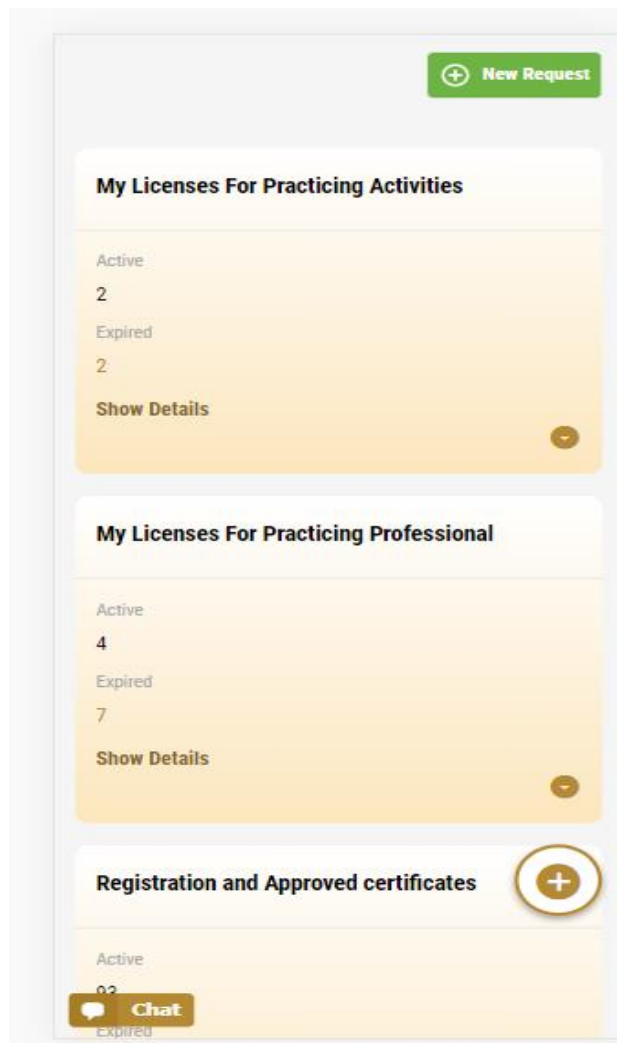


Figure 8 - Dashboard Digital Service Categories

The last section of the dashboard lists all customer’s requests along with their current status.

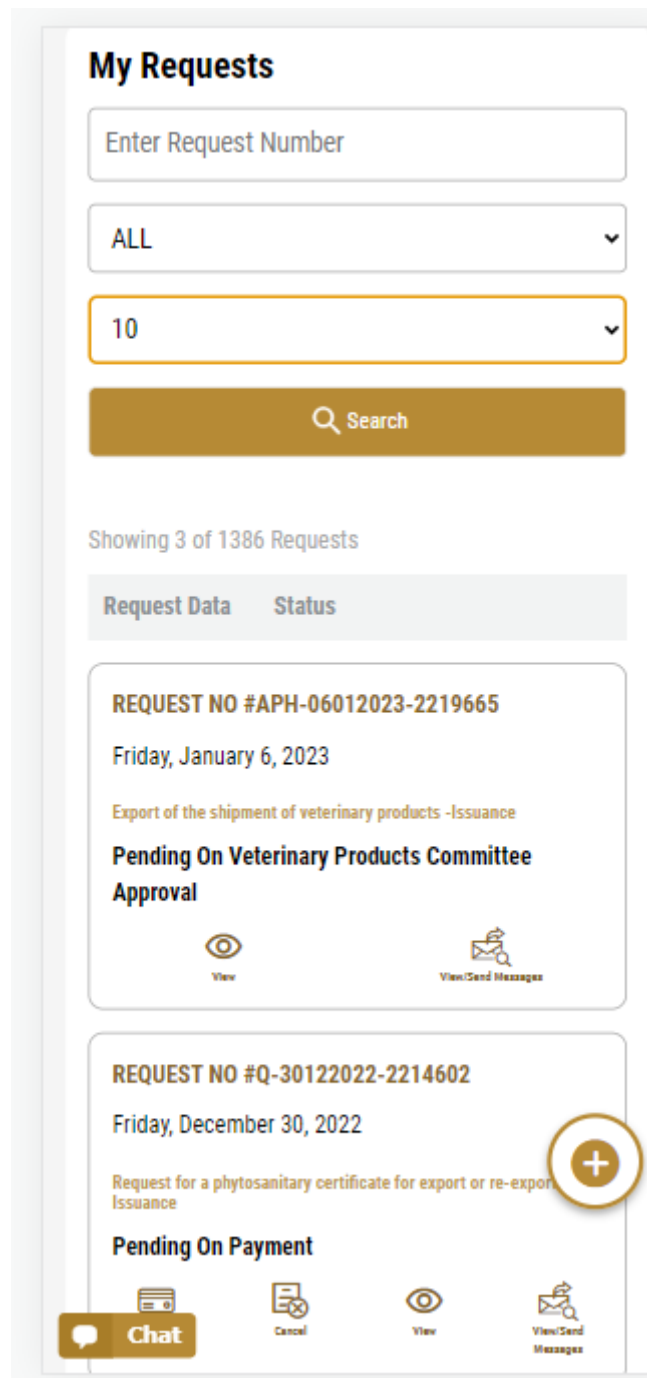


Figure 9 - Customer's Requests List


## Using the ‘Go Digital’ Services

### Digital Services Overview

The ‘Go digital’ portal provides digital services for customers to complete their required transactions with MOCCAE.

The offered digital services are classified into main categories. Each category includes a number of services.

### Starting a New Request

- 1- To request a new digital service, click on *New Request*  on the dashboard. The following screen will display:

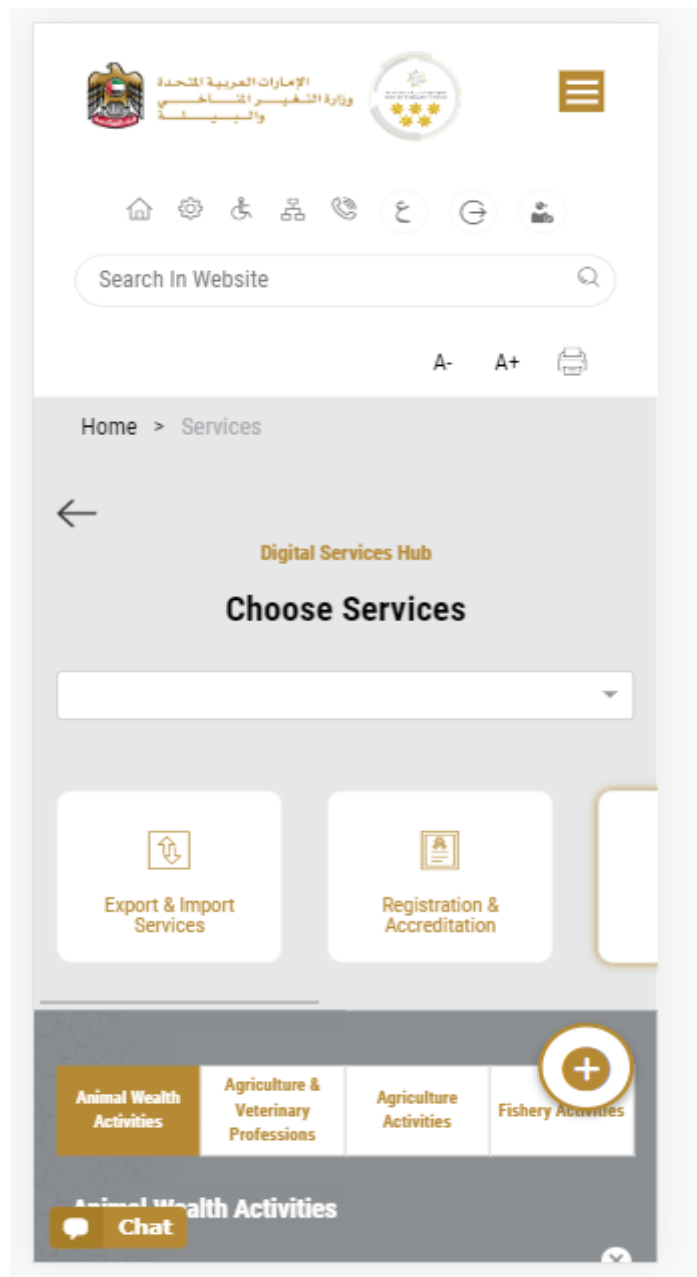


Figure 10 – Service New Request

- 2- Choose the required service either by:
- Selecting the required service from the dropdown list to display the required service card, or
  - Selecting the service category, then the service subcategory to display all available services catalogue.

Each service card shows the service category and name, as well as the time needed to complete the request.

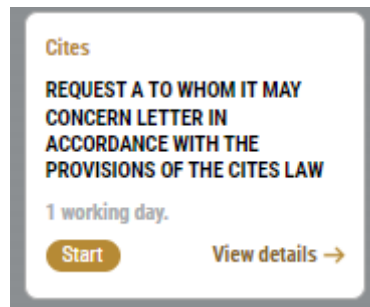


Figure 11 - Service Card

- 3- Click on *Start*  to start the new request.

You can click on *Save as Draft*  at any view to save all the task information you entered for later viewing or editing.

The following sections will guide you in using the available digital services. Each section will describe the service, list the service terms and conditions, and will guide you to create the service request and what to expect when the service is completed.

### How to Pay for a Digital Service

Once you complete filling in the service request form, in the request review page and after checking in the *I agree to the Terms and Conditions* box, click on *Pay Now* . You will be then directed to the payment gateway.

1. Choose your payment method (Card or Bank Transfer) then click *Calculate Prices*.

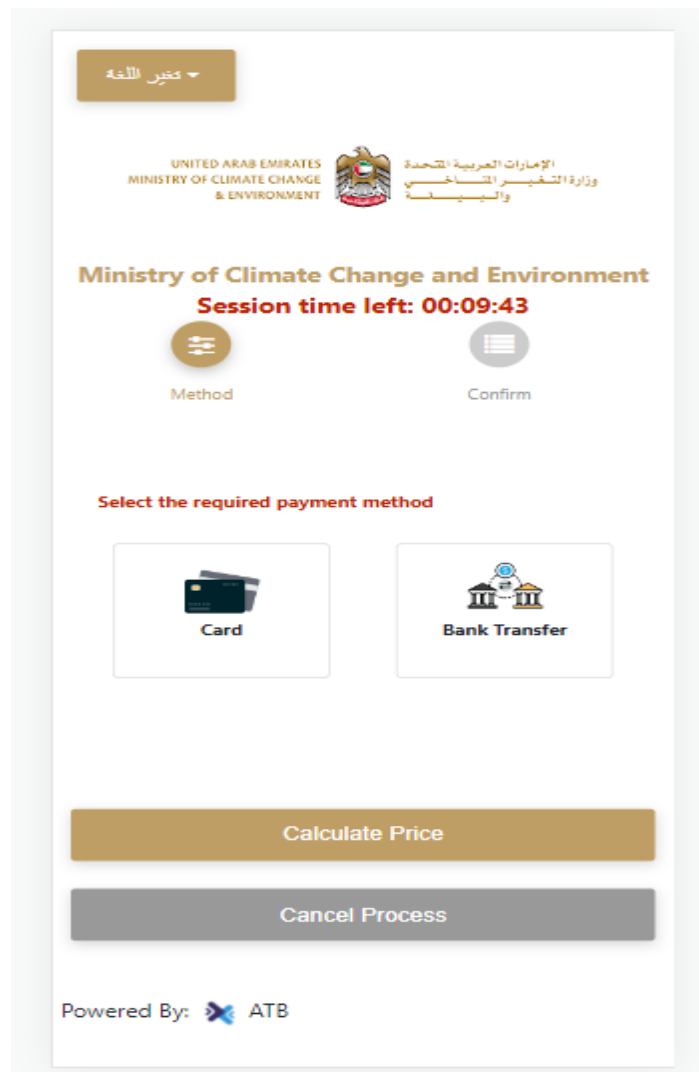


Figure 12 - Payment Gateway

2. The fees details will be calculated and displayed. Click on *Proceed with Payment*.

The screenshot displays the Ministry of Climate Change and Environment's digital services interface. It is divided into two main sections: a service selection area on the left and a fee summary area on the right.

**Service Selection Area (Left):**

- Header: "Ministry of Climate Change and Environment" with a session timer showing "00:04:02" left.
- Buttons: "Method" and "Confirm".
- Placeholder: "service name will appear here".
- Service Details Card:
  - Description: Service
  - Amount: AED
  - Tax Amount (AED): 0 AED
  - Quantity: 1
  - Total With Tax Amount: AED
- Total: AED

**Request Fees Area (Right):**

- Section: "Request Fees" with a "Request Fees" button.
- Card Charges:
  - Description: Card Charges
  - Amount: 2.04 AED
  - Tax Amount (AED): 0.1 AED
- Total With Tax Amount: 2.14 AED
- Total: 2.14 AED
- Summary Table:
 

Total Tax	AED
Total Amount	AED
- Buttons: "Proceed With Payment", "Change Payment Method", "Cancel Process".
- Powered By: ATB

Figure 13 - Service Fees Details



3. Enter your Credit Card details then click on *Pay Now*.

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**Ministry of Climate Change and Environment**  
**Total Payment: 302.14 AED**  
**Session time left: 00:09:02**

**Cardholder Name**  
 abcd

**Card Number**  
 5123 4500 0000 0008

**Month**  
 December

**Year**  
 23

**CVV**  
 ...

I agree to [Terms&Conditions](#)

Figure 14 - Credit Card Details

4. Once the payment is complete and successful, you will receive a confirmation message, the service request status will turn to *Initial Review*.

**Payment Successfully**

Payment Status	:	Paid
Date & Time	:	16/04/2022 11:52:19 AM
Payment Reference Number	:	0584056-862-4244-8487- ac80a877968
Receipt Reference Number	:	00637951882313050499
Total Amount	:	2533.06 AED
E-Diskum Fees	:	53.06 AED
Payment Method	:	Non E-Diskum Card

Service Name	Service Code	Amount	Quantity
Request for the issuance or annual renewal of a license to export or re-export aquatic products	1224122178	2000	1
Request for the issuance or annual renewal of licenses for approvals to engage in activities related to the aquaculture sector	1224122177	500	1

Figure 15 - Payment Confirmation

## Retrieve a Service Request

You can retrieve a previously created request to review the request information only or to take further actions.

- 1- From the dashboard, enter the search by the request number. You can also select the request status to limit the search results.

Or, you can directly locate the request in the list of requests.

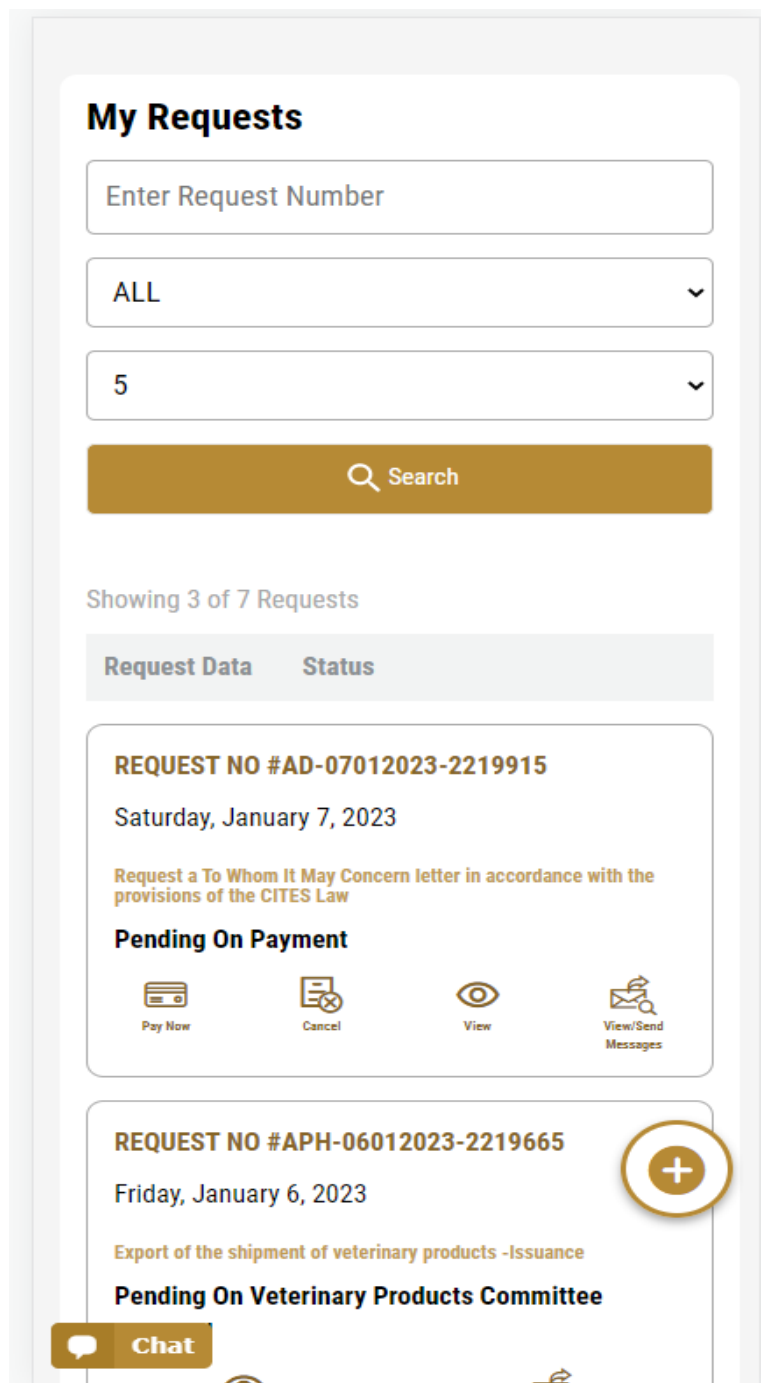


Figure 16 - Select Request to Retrieve

2- You can take any of the following actions on the selected request:






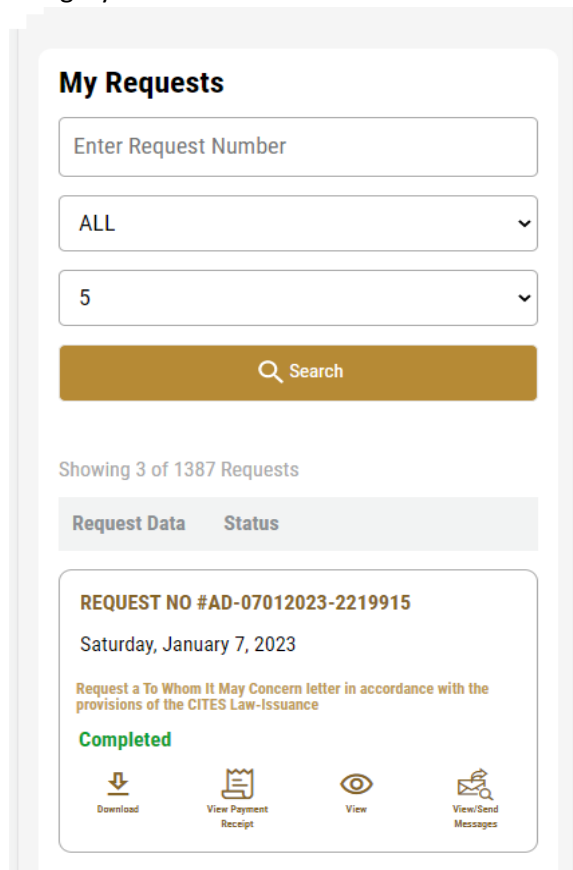
Button	Description
Cancel 	To cancel and delete the request whether it is saved as draft or pending payment
Pay Now 	To pay for a previously created request but you opted to pay the fees at a later time using the Pay Later option
View 	To view request details and make changes if required
View/Send Message 	To communicate directly with MOCCAIE employee by sending and receiving messages regarding your request
View Payment Receipt 	To view the request payment receipt if it has been already paid

Table 2 – Service Request Actions

### View or Download a Certificate

1- Select the service category. The list of available certificates will be displayed.



2- Locate the required certificate, then click on  to view and download the certificate, or click on  to view the service request.

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### Service Description

Through this service, a certificate will be generated valid for one month from the date of issuance as for the following purposes: The shipment is not under CITES species / The facility is equipped to host the species that listed in CITES Convention Appendices.

### Service Time

1 Working day

### Terms and Conditions

Clarify the details of the shipments, scientific name, quantities and consignee.

0% progress

← [User] [Settings] [Document] [Refresh]

### Request a To Whom It May Concern letter in accordance with the provisions of the CITES Law

#### Applicant Information

Applicant Name \*

Edit Applicant Information
New Applicant

+

Figure 17 - Select Applicant Name

- 1- If necessary, you can update the applicant's Mobile Number and Email ID where the applicant will receive all service-related messages.

### Request a To Whom It May Concern letter in accordance with the provisions of the CITES Law

#### Applicant Information

**Applicant Name \***

Cancel Adding

---

ID

Passport

**ID No. \***

784-

Emirates ID format 784-XXXX-XXXXXXXX-X

Verify ID No.

---

**Name \***

+

**Mobile No. \***

Example: 00971123456789

Electronic chat

Figure 18 - Applicant's Information Page

2- Click *Next*, then the service details view will be displayed, to Fill the required information

### Request a To Whom It May Concern letter in accordance with the provisions of the CITES Law

**Service Information** (i)

The Purpose of the certificate \*

Subject \*

Invoice Number \*

Importer name \*

Importer address \*

Importing Country \*

Exporter Address \*

The Addressee Authority \* +

Exporter Name \*

Chat

Figure 19 Service Information

3- Click *Next*, then the Attachments view will be displayed.

The screenshot displays a web form titled "Request a To Whom It May Concern letter in accordance with the provisions of the CITES Law". It contains three distinct sections, each with a text description, a red asterisk indicating a mandatory field, and an "Upload a File" button:

- Section 1:** "A letter of authorization from the producing and exporting company not to object to the circulation of the product in the State".
- Section 2:** "Certificate of material composition including active substances, their proportions and ratios of other inert materials from a government laboratory affiliated with the registration authority or from a laboratory accredited by the registration authority that applies good standards for laboratories (GLP)".
- Section 3:** "Technical brochure issued by the producing company stating the composition of the material, its specifications, how it is used and pests used to control it (Chemical Safety Card MSDS)".

At the bottom of the form, there is an "Electronic chat" button and a circular icon with a plus sign (+).

Figure 203 - Attachments Page

- 4- Upload the following documents to be attached. These documents are mandatory and you cannot proceed before attaching them.
  - None
- 5- Click *Next* to review your request.

Figure 21 – Service Request Review

- 6- Check the *I Agree to the Terms and Conditions* box. You can pay for the service immediately or at a later time.
  - a. To pay the service fees later click on *Pay Later* Pay Later, then your request will be saved in your dashboard waiting for payment to be processed.
  - b. Click on *Pay Now* Pay Now to pay for the service immediately. See [How to Pay for a Digital Service](#)



### Request a To Whom It May Concern letter in accordance with the provisions of the CITES Law

Product Type  
Attractants

Trade Name  
fdsf

Composition  
dfdsf

Manufacturing Company/Factory Name  
Alcochem Hygiene

Origin Country  
Algeria

---

Fees (AED)

Fee Name	Quantity	Total
approve pheromone attractant or repellant additive or substance	1	300
<b>Total</b>		<b>300</b>



Accept Terms & Conditions \*

+

Back
Pay fees
Pay Later

Electronic chat

Once the payment is done, the request will be sent to the authorized MOCCA E employee for processing. You will be then notified by Email and SMS by the request status. It can either be:

- **Approved:** Request is complete, and license is issued
  - **Rejected:** The service is not provided, and you will be notified by the reason
  - **Returned:** The request will be returned, and you will be notified with return reason for correction. You still need to resubmit the request for final decision
- 7- Once your request gets approved, the request status will change to *Completed*. You can then view or download your certificate.
- 8- Locate the completed request then click on  to download your certificate, or  to view the request.

### My Requests

Enter Request Number

ALL

5

Search

Showing 3 of 1387 Requests

Request Data	Status
<b>REQUEST NO #AD-07012023-2219915</b> Saturday, January 7, 2023 Request a To Whom It May Concern letter in accordance with the provisions of the CITES Law-Issuance	<b>Completed</b> <a href="#">Download</a> <a href="#">View Payment Receipt</a> <a href="#">View</a> <a href="#">View/Send Messages</a>

Figure 22 - Download or View Certificate