



UNITED ARAB EMIRATES
MINISTRY OF CLIMATE CHANGE
& ENVIRONMENT

CITES Services

User Manual



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Overview

This document shows the mechanism of using CITES services by users of the system, in terms of adding the data, to be shared with the ministry staff.



Details

Account registration and login

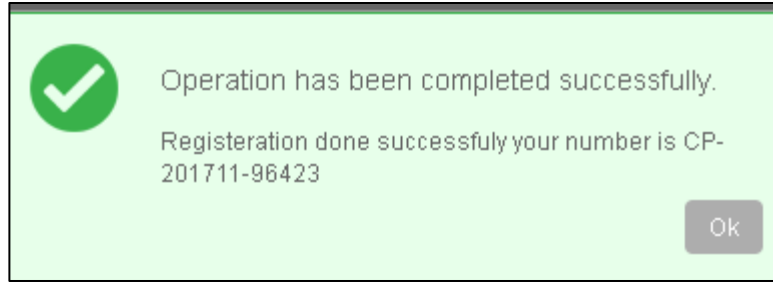
Before using any service, the user has to register in order to obtain username and password:

1. Go to the following URL: <https://eservices.moccae.gov.ae/>
2. Go to the Registration page

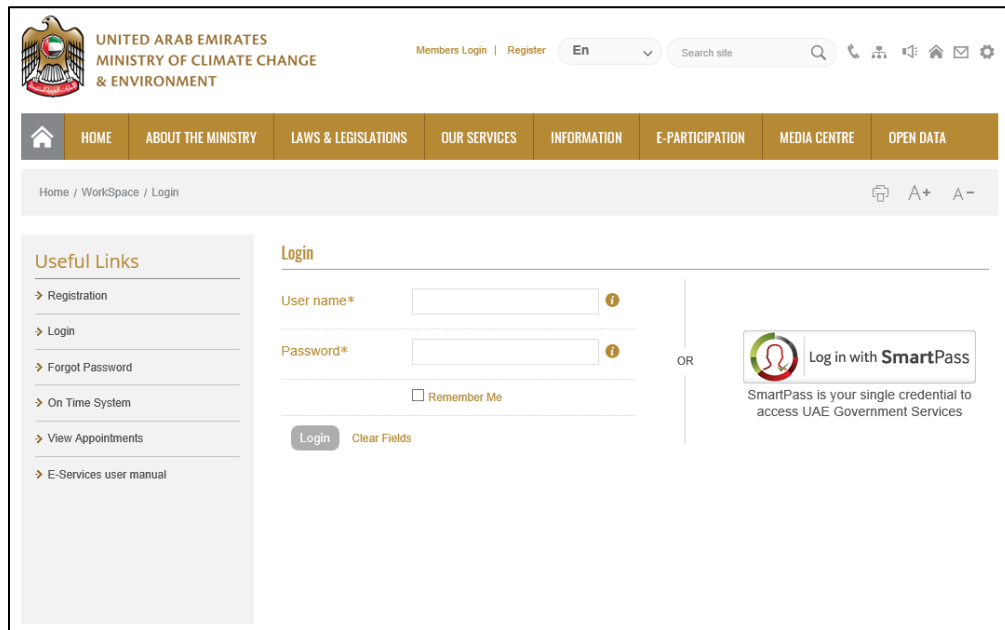
The screenshot shows the registration page of the United Arab Emirates Ministry of Climate Change & Environment. The page header includes the ministry's logo and name, along with navigation links for 'Members Login' and 'Register'. A search bar and utility icons are also present. The main navigation menu includes 'HOME', 'ABOUT THE MINISTRY', 'LAWS & LEGISLATIONS', 'OUR SERVICES', 'INFORMATION', 'E-PARTICIPATION', 'MEDIA CENTRE', and 'OPEN DATA'. The breadcrumb trail indicates the current location: 'Home / WorkSpace / Ministry Of Climate Change And Environment-Registration'. On the left, a 'Useful Links' sidebar highlights 'Registration' with a red box. The main content area is titled 'Registration' and contains the following fields and instructions:

- Registration type:** A dropdown menu with 'Individual' selected. A note states: 'Fields marked with (*) are mandatory.'
- Online account data:**
 - User name:** A text input field with an asterisk and an information icon.
 - Password:** A text input field with an asterisk and an information icon. A note below reads: 'Password should be 8 characters at least with alpha-numeric and special characters, example: abCD12!@'.
 - Confirm password:** A text input field with an asterisk and an information icon.
 - Email:** A text input field with an information icon.
 - Confirm Email:** A text input field with an information icon.
 - Enable 2 Step Authentication feature:** A checkbox with an information icon.
- Individual details:**
 - Full arabic name:** A text input field with an asterisk and an information icon. A note below reads: 'This field accepts English letters in case the client can't speak Arabic'.

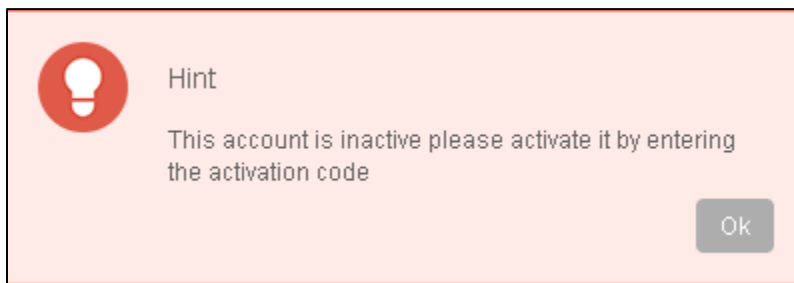
3. Fill out the registration information and click on the (submit) button
4. The user will receive a pop up confirming his/her registration is successful, in addition to receiving an activation code on his/her mobile number.



5. Go to the login page, write the username and password



6. The system will inform the user that he/she has to activate the account





7. The user has to enter the validation\activation code and click on activate.


Login

User name* ⓘ

Password* ⓘ

Remember Me

OR

 Log in with **SmartPass**

SmartPass is your single credential to access UAE Government Services

Validation Code

Send activation code again

Mobile number

Example: 00971123456789

8. Then the user can login normally to the system using the username and password

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Members Login | Register En Search site

HOME ABOUT THE MINISTRY LAWS & LEGISLATIONS OUR SERVICES INFORMATION E-PARTICIPATION MEDIA CENTRE OPEN DATA

Home / Workspace / Login

Useful Links

- Registration
- Login
- Forgot Password
- On Time System
- View Appointments
- E-Services user manual


Login

User name* ⓘ

Password* ⓘ

Remember Me

OR

 Log in with **SmartPass**

SmartPass is your single credential to access UAE Government Services



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Registration of CITES Item

1. Go Initiate Request and then search for the service name

The screenshot displays the website interface for the Ministry of Climate Change & Environment. The header includes the ministry's name, a user greeting 'Welcome: shayma', a language dropdown set to 'En', and a search bar. A navigation menu contains links for HOME, ABOUT THE MINISTRY, LAWS & LEGISLATIONS, OUR SERVICES, INFORMATION, E-PARTICIPATION, MEDIA CENTRE, and OPEN DATA. The breadcrumb trail reads 'Home / WorkSpace / Ministry Of Climate Change And Environment - Requests'. On the left sidebar, under 'Useful Links', the 'Initiate Request' link is highlighted with a red box. The main content area features a red-bordered box around the 'Initiate Request' section, which includes a search bar and tabs for 'Search Services', 'Packages', 'Service Classification', 'test', 'User Classification', and 'Alphabetical Order'. Below this is the 'Search Requests' section with filters for Status, Category, and Service Type, and input fields for Service, Request Number, and From.



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2. The User fills the required initial information in case it was the first time he/she uses the service. Or selects the applicants and the information appears automatically if it was not the first time he/she uses the service.

Registration of CITES Item

[Initial and Services Information](#) [Attachments](#)

Fields marked with (*) are mandatory.

- Initial Information [Request Owner Info](#)

Applicant Information

Applicants * [Read from ID Card](#)

Name *

Identity Type * ID Passport

Identity Number\ Passport Number *

Mobile Phone Number *
Example: 00971123456789

Email

Preferred language * Arabic English Urdu

Remarks

Characters Left 200



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3. Fill out the information under the Service Information tab

- Service Information	
Basic Information	
Request Type	* Breeding Center
Class	* Live Animals - Birds
Scientific Name	* Accipiter albogularis
Common Name	Pied Goshawk, Pied Sparrowhawk
Country of origin	* Algeria
Export / re-export certificate number	
Importing Certificate Number	
Specimen Accurate Description	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Characters Left 500</p>
Appendix	II
Source	F
Quantity	* 22
Unit	Head
<input type="button" value="Submit"/>	



4. Upload Attachments and click submit

Registration of CITES Item

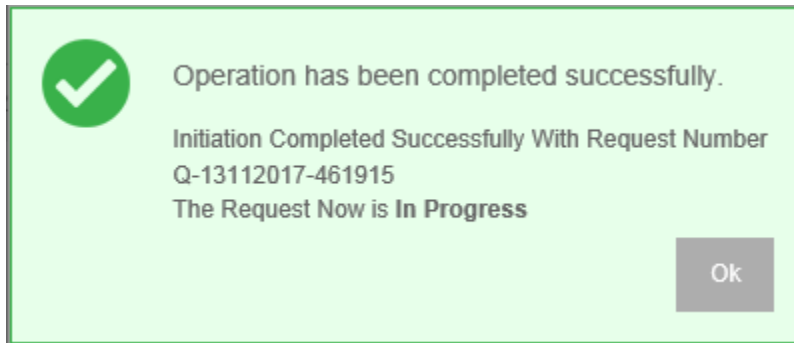
Initial and Services Information Attachments

Fields marked with (*) are mandatory.

Attachment	
Breeding Center Letter	Upload Display (0)
Certificate of Importation of CITES from the UAE of the species, indicating the means of defining the type to suit him	Upload Display (0)
Copy of ID card\ Passport Copy	Upload Display (0)
Others	Upload Display (0)
شهادة موافقة من السلطة المختصة	Upload Display (0)
نسخة من شهادة التصدير / إعادة التصدير سايز من البلد المصدر للنوع موضحاً بها وسيلة تعريف النوع التي تتناسب معه	Upload Display (0)

Submit

5. When the pop up appears to confirm that the user submitted the request successfully including the request number. The request is now in progress and pending on the approval of the ministry employee.





- After the request is approved by the employee, the user can view the Certificate opening the request from the workspace.

Initiate Request

Search Services Packages Service Classification test User Classification Alphabetical Order

Search

Search Requests

Status Category Service Type
--Select-- --Select-- --Select--

Service Request Number From
--Select--

To

Clear Filters Search

page 1 of 4 view 10 20 30 40

Request Number	Request Date	Service	Status	Open Request
Q-13112017-461015	13/11/2017 10:23:17 AM	Registration of CITES Item	Finished	
EA-11102017-461857	11/10/2017 11:20:46 PM	Pet Animals Import Permit	Canceled	
EA-10092017-461725	10/09/2017 11:20:18 AM	Pet Animals Import Permit	Pending On Payment	

- select "CITES Item Ownership/ Registration Certificate "

Registration of CITES Item

Initial and Services Information Attachments Request Execution

Fields marked with (*) are mandatory.

Request Outputs

CITES Item Ownership/Registration Certificate



8. CITIES Item Ownership/ Registration Certificate can be saved as Excel / PDF/ Word

1 of 1 Find | Next

Excel
PDF
Word

Date: 05-09-2017 التاريخ

شهادة تسجيل ملكية الأنواع المدرجة على ملاحق اتفاقية سايتس
Certificate of Ownership registration

Certificate Number:	AUD-Q-80-263641	رقم الشهادة:
Owner Information بيانات المالك		
Name of Owner:	test person	اسم المالك:
Address:	sharjah	العنوان:
Tel. (Office \ Home):	00971123456789 / 00971123456789	هاتف (مكتب / منزل):
Mobile:	00971123456789	هاتف محمول:
Fax:	00971123456789012	فكس:
P.O. Box:	234234	صندوق البريد:
City:	الشهامة	المدينة:

Specimen Information بيانات العينة

الكمية / الوحدة Quantity/ Unit	رقم شهادة الاستيراد Import Permit No.	رقم شهادة التصدير / إعادة التصدير Export/Relexport Permit No.	بلد المنشأ / آخر بلد التصدير Country of origin/ last re-export	الوصف ورموز التعرف Description and Markings	العلامة و المصدر App No & Source	الاسم الشائع Common Name	الاسم العلمي Scientific Name	الرقم
Head	2325	323	Algeria	XXXX/XXXX	II	Pied Goshawk, Pied Sparrowhawk	Accipiter albobularis	1



CITES Ownership Transfer

1. Go Initiate Request and then search for the service name

The screenshot displays the website interface for the United Arab Emirates Ministry of Climate Change & Environment. The header includes the ministry's name, a user profile for 'shayma', a language dropdown set to 'En', and a search bar. A navigation menu contains links for Home, About the Ministry, Laws & Legislations, Our Services, Information, E-Participation, Media Centre, and Open Data. The breadcrumb trail shows the user is in the 'Requests' section. On the left sidebar, the 'Initiate Request' link is highlighted with a red box. The main content area features a red-bordered box around the 'Initiate Request' section, which includes a search bar and tabs for 'Search Services', 'Packages', 'Service Classification', 'test', 'User Classification', and 'Alphabetical Order'. Below this is a 'Search Requests' section with filters for Status, Category, Service Type, Service, Request Number, and From, along with a 'Search' button.



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2. The User fills the required initial information in case it was the first time he/she uses the service. Or selects the applicants and the information appears automatically if it was not the first time he/she uses the service.

CITES Ownership Transfer

Initial and Services Information

Fields marked with (*) are mandatory.

- Initial Information Request Owner Info

Applicant Information

Applicants *

Name *

Identity Type * ID Passport

Identity Number/
Passport Number *

Mobile Phone Number *
Example: 00971123456789

Email

Preferred language * Arabic English Urdu

Remarks

Characters Left: 200

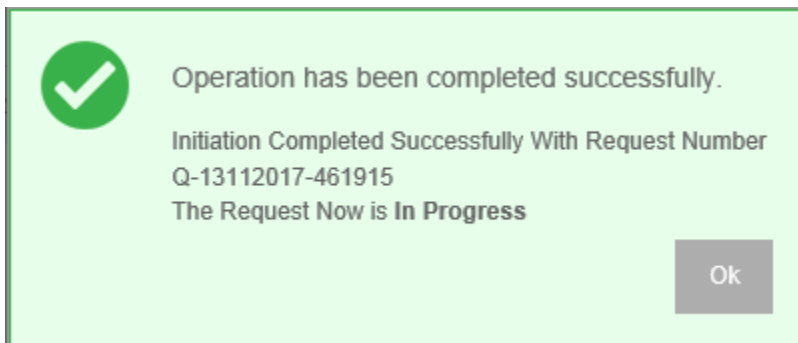


3. Fill out the information under the Service Information tab
When the User enters new Owners number the Individuals information will appear automatically then click submit.

- Service Information	
CITES Ownership Transfer Request	
Class *	Live Animals - Birds
Balance Type *	<input checked="" type="radio"/> Export <input type="radio"/> Re-export
Scientific Name - Country *	Accipiter albogularis - Algeria
Ownership Type	Reproduction Center
Common Name	Pied Goshawk, Pied Sparrowhawk
Description	
Registered Amount	22
Quantity Unit	Head
Amount to transfer *	20
Owner Name	test person Request Owner Info
New Owner Type *	<input checked="" type="radio"/> Existing User <input type="radio"/> New User
NewOwnerNumber	IN-20156-52768
New Owner Name	test fard
New Owner Address	234
New Owner Country	United Arab Emirates



- When the pop up appears to confirm that the user submitted the request successfully including the request number. The request is now in progress and pending on the approval of the ministry employee.



- After the request is approved by the employee, the user can view the Certificate opening the request from the workspace.

The screenshot shows the 'Initiate Request' web application interface. On the left is a sidebar with navigation options like 'Useful Links', 'Ongoing Requests', and 'Closed Requests'. The main content area has tabs for 'Initiate', 'Most used services', and 'Favorite services'. Below these are search filters for 'Search Services', 'Packages', 'Service Classification', 'test', 'User Classification', and 'Alphabetical Order'. A search input field is present. Below the filters are dropdown menus for 'Status', 'Category', and 'Service Type', and input fields for 'Service', 'Request Number', and 'From'. A 'To' field is also present. There are 'Clear Filters' and 'Search' buttons. At the bottom, a table displays a list of requests. The first row is highlighted with a red box.

Request Number	Request Date	Service	Status	Open Request
Q-13112017-461915	13/11/2017 10:23:17 AM	Registration of CITES Item	Finished	
EA-11102017-461857	11/10/2017 11:20:46 PM	Pet Animals Import Permit	Canceled	
EA-10092017-461725	10/09/2017 11:20:18 AM	Pet Animals Import Permit	Pending On Payment	
EA-22052014	22/05/2014 11:45:54 AM	Pet Animals Import Permit	Canceled	



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6. select "CITIES Item Ownership/ Registration Certificate "

CITES Ownership Transfer

Initial and Services Information Request Execution

Fields marked with (*) are mandatory.

Request Outputs

CITES Ownership Transfer Certificate



7. Certificate of Ownership Transfer for CITES can be saved as Excel / PDF/ Word

1 of 1 Find | Next

Excel
PDF
Word

Date: 05-09-2017 التاريخ

شهادة نقل ملكية الأنواع المدرجة على ملاحق اتفاقية سايتس
Certificate of Ownership Transfer for CITES Listed Species

Certificate Number:	AUD-Q-80-263643	رقم الشهادة:
Owner Information بيانات المالك		
Name of Owner:	test person	اسم المالك:
Address:	sharjah	العنوان:
Tel. (Office \ Home):	00971123456789 / 00971123456789	هاتف (مكتب / منزل):
Mobile:	00971123456789	هاتف محمول:
Fax:	00971123456789012	فاكس:
P.O. Box:	234234	صندوق البريد:
City:	الشهامة	المدينة:
New Owner Information بيانات المتنازل إليه		
Name of New Owner:	test fard	اسم المتنازل إليه:
Address:	234	العنوان:
Tel. (Office \ Home):	012 / 567567567567012	هاتف (مكتب / منزل):
Mobile:	234234234320971012	هاتف محمول:
Fax:	012	فاكس:
P.O. Box:	234	صندوق البريد:
City:	234	المدينة:

Specimen Information بيانات العينة

الكمية / الوحدة Quantity/ Unit	رقم جواز التصدير Import Permit No.	رقم جواز التصدير / إعادة التصدير Export/Re-export Permit No	بلد المنشأ / بلد إعادة التصدير Country of origin/ last re-export	الوصف ورموز التصنيف Description and Markings	الرقم App No & Source	الاسم العام Common Name	الاسم العلمي Scientific Name	الرقم
Head	2325	323	Algeria	XXXX/XXXX	II	Pied Goshawk, Pied	Accipiter albobularis	1



CITES Ownership Cancellation

1. Go Initiate Request and then search for the service name

The screenshot displays the website interface for the United Arab Emirates Ministry of Climate Change & Environment. The header includes the ministry's logo, name, and user information (Welcome: shayma). A navigation menu contains links for Home, About the Ministry, Laws & Legislations, Our Services, Information, E-Participation, Media Centre, and Open Data. The main content area is titled 'Home / WorkSpace / Ministry Of Climate Change And Environment - Requests'. A sidebar on the left lists 'Useful Links' and 'Ongoing Requests'. The 'Initiate Request' section is highlighted with a red box, showing a search bar and a 'Search' button. Below this, the 'Search Requests' section features filters for Status, Category, Service Type, Service, Request Number, and From, along with a 'Search' button.

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Welcome: shayma En Search site

HOME ABOUT THE MINISTRY LAWS & LEGISLATIONS OUR SERVICES INFORMATION E-PARTICIPATION MEDIA CENTRE OPEN DATA

Home / WorkSpace / Ministry Of Climate Change And Environment - Requests

Satisfaction Indicator

Useful Links

- Financial Transactions
- My Inbox
- Initiate Request**
- On Time System
- View Appointments
- Search in E-Services
- E-Services user manual

Ongoing Requests

- Draft (0)
- Pending On Payment (1)
- Pending on penalty payment (0)
- Pending On Initiator Action (0)
- Sent Back (0)

Initiate Most used services Favorite services

Initiate Request

Search Services Packages Service Classification test User Classification Alphabetical Order

Search

Search Requests

Status Category Service Type

--Select-- --Select-- --Select--

Service Request Number From

--Select--

To

Clear Filters Search



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2. The User fills the required initial information in case it was the first time he/she uses the service. Or selects the applicants and the information appears automatically if it was not the first time he/she uses the service.

CITES Ownership Cancellation

Initial and Services Information

Fields marked with (*) are mandatory.

- Initial Information Request Owner Info

Applicant Information

Applicants *

Name *

Identity Type * ID Passport

Identity Number/
Passport Number *

Mobile Phone Number *
Example: 00971123456789

Email

Preferred language * Arabic English Urdu

Remarks
Characters Left 200

+ Service Information



3. Fill out the information under the Service Information tab and select the class

After selecting the class the animals registered under the class will appear in the drop down list

- Service Information

CITES Ownership Cancellation

Request Reason *

Class *

Balance Type * Export
 Re-export

Scientific Name - Country *

Common Name

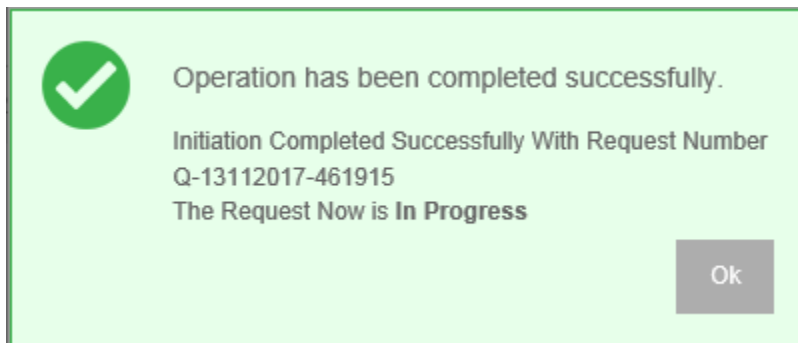
Description of specimens

Registered Amount

Amount to be deleted *

Unit

4. When the pop up appears to confirm that the user submitted the request successfully including the request number. The request is now in progress and pending on the approval of the ministry employee.





5. After the request is approved by the employee, the user can view the Certificate opening the request from the workspace.

Initiate Request

- On Time System
- View Appointments
- Search in E-Services
- E-Services user manual

Ongoing Requests

- Draft (0)
- Pending On Payment (1)
- Pending on penalty payment (0)
- Pending On Initiator Action (0)
- Sent Back (0)
- In Progress (0)

Closed Requests

- Rejected (0)
- Canceled (30)
- Finished (3)
- All (34)

Search Requests

Status: --Select-- Category: --Select-- Service Type: --Select--

Service: --Select-- Request Number: [] From: []

To: []

Clear Filters Search

page 1 of 4 view 10 20 30 40

Request Number	Request Date	Service	Status	Open Request
Q-13112017-461916	13/11/2017 11:37:51 AM	CITES Ownership Cancellation	Finished	
Q-13112017-461915	13/11/2017 10:23:17 AM	Registration of CITES Item	Finished	
EA-11102017-461857	11/10/2017 11:20:46 PM	Pet Animals Import Permit	Canceled	

6. select "CITIES Item Cancellation Certificate "

CITES Ownership Cancellation ☆

Initial and Services Information Request Follow Up

Fields marked with (*) are mandatory.

Request Outputs

- CITES Ownership Cancellation Certificate

Previous Messages



Apply for issuance of permit / re-export CITIES item

1. Go Initiate Request and then search for the service name

The screenshot displays the website interface for the United Arab Emirates Ministry of Climate Change & Environment. The header includes the ministry's name, a user welcome message 'Welcome: shayma', a language dropdown set to 'En', and a search bar. A navigation menu contains links for HOME, ABOUT THE MINISTRY, LAWS & LEGISLATIONS, OUR SERVICES, INFORMATION, E-PARTICIPATION, MEDIA CENTRE, and OPEN DATA. The breadcrumb trail shows 'Home / WorkSpace / Ministry Of Climate Change And Environment - Requests'. The main content area is divided into a left sidebar and a main panel. The sidebar includes a 'Satisfaction Indicator', 'Useful Links' (with 'Initiate Request' highlighted in a red box), and 'Ongoing Requests' (listing Draft, Pending On Payment, Pending on penalty payment, Pending On Initiator Action, and Sent Back). The main panel features a red-bordered 'Initiate Request' section with tabs for 'Search Services', 'Packages', 'Service Classification', 'test', 'User Classification', and 'Alphabetical Order'. Below this is a search input field. The 'Search Requests' section contains filters for Status, Category, Service Type, Service, Request Number, and From, with a 'Search' button at the bottom.



- The User fills the required initial information in case it was the first time he/she uses the service. Or selects the applicants and the information appears automatically if it was not the first time he/she uses the service.

Issuance of a permit to export / re-export CITES item

Initial and Services Information Attachments

Fields marked with (*) are mandatory.

- Initial Information Request Owner Info

Applicant Information

Applicants *

Name *

Identity Type * ID Passport

Identity Number\ Passport Number *

Mobile Phone Number *
Example: 00971123456789

Email

Preferred language * Arabic English Urdu

Remarks
Characters Left 200



3. Fill out the information under the Service Information tab

- Service Information

Basic Information

Exporter Data :

Exporter Name test person

Exporter Address * sharjah
Characters Left 500

Exporter Country United Arab Emirates

City الشهاة

PO Box 234234

Phone 00971123456789

Fax 00971123456789012

Email test.sss@ss.com

Request Type * Export
 Re-export

Importer Data :

Importer Name * Shaikha

Importer Address * SHarjah
Characters Left 493



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4. Click on (Add statement) to fill the consignment Data

Administrative Authority Name

**UNITED ARAB EMIRATES
MINISTRY OF CLIMATE CHANGE
& ENVIRONMENT**

**الإمارات العربية المتحدة
وزارة التغير المناخي
والبيئة**

Dubai – PO Box: 1509

TEL: +9714 2148444 , FAX +9714 2655822

Expected Export Date

Port Of Exit *

The Consignment Data :

A pop up will appear to fill the consignment information and then click (Add)

The Consignment Data :

Class *

Scientific Name *

Common Name

Appendix

Description of specimens *

Country Of Origin *

Quantity *



5. Upload Attachments and click submit

Issuance of a permit to export / re-export CITES item ▶ ☰

Initial and Services Information | **Attachments**

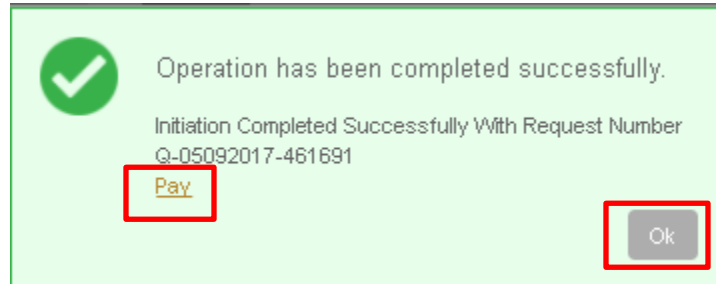
Fields marked with (*) are mandatory.

Attachment	
Breeding Center Letter* Please enter Breeding Center Letter	Upload Display (0)
Import Permit from Importing Country	Upload Display (0)

Submit



- A pop up appears to confirm that the request was submitted successfully. Click on pay in the pop up to go to the next step (payment) or click ok and then come back to the request later to pay.



- Please select the payment Type After selecting the payment Type click “pay”

Issuance of a permit to export / re-export CITES item ▶ ☰

Initial and Services Information Attachments **Payments**




Fields marked with (*) are mandatory.

Payments List

Fee ID	Fee Code	Fee Name	Quantity	Fee Value (Dirham)	Total
386	1451010140	Request for a procedure as per rules and regulations of law no. 11 of 2002	1	300	300

Total Amount 300 Dirham

Payment Type * EDerham ▼

Pay



- A pop up will appear to confirm that it is paid successfully. Then the request will be pending on the employee approval.
- After the request is approved by the employee, the user can view the Certificate opening the request from the workspace.

The screenshot displays the 'Initiate Request' web application. The interface is divided into a sidebar on the left and a main content area on the right. The sidebar contains sections for 'Useful Links', 'Ongoing Requests', and 'Closed Requests'. The main content area features a search bar, filter tabs, and a table of request records. A red box highlights the first row of the table, which shows a 'Finished' request for 'Registration of CITES Item'.

Request Number	Request Date	Service	Status	Open Request
Q-13112017-401915	13/11/2017 10:23:17 AM	Registration of CITES Item	Finished	
EA-11102017-401867	11/10/2017 11:20:46 PM	Pet Animals Import Permit	Cancelled	
EA-10092017-401725	10/09/2017 11:20:18 AM	Pet Animals Import Permit	Pending On Payment	
EA-11102017-401867	11/10/2017 11:20:46 PM	Pet Animals Import Permit	Cancelled	



10. To view the CITIES certificate click “CITIES item Export Permit”

Issuance of a permit to export / re-export CITES item ▶ ☰

Initial and Services Information	Attachments	Payments	Request Execution
----------------------------------	-------------	----------	-------------------

Fields marked with (*) are mandatory.

Request Outputs

CITES Item Export Permit

11. CITIES EXPORT / RE-EXPORT Certificate can be saved as Excel / PDF/ Word



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<p>اتفاقية الإتجار الدولي بالحيوانات والنباتات المهددة بالإنقراض Convention on International Trade in Endangered Species of Wild Fauna and Flora</p>		رقم التصريح / الشهادة PERMIT / CERTIFICATE No. 17AE5		Original	
		<input checked="" type="checkbox"/> EXPORT <input type="checkbox"/> RE-EXPORT <input type="checkbox"/> IMPORT <input type="checkbox"/> OTHERS		2. Valid Until 04-09-2018	
3.Importer (Name & Address) shaikha test		4.Exporter / Re-exporter (name, address & country) maryam mohammed test Address United Arab Emirates			
3a.Country of Import Algeria		6. Name, address, national seal/stamp and country of Management Authority اسم وعنوان وخط السلطة الإدارية المختصة UNITED ARAB EMIRATES MINISTRY OF CLIMATE CHANGE & ENVIRONMENT الإمارات العربية المتحدة وزارة التغير المناخي والبيئة Dubai – PO Box: 1509 TEL: +9714 2148444 , FAX +9714 2655822			
5. Special Conditions حالات خاصة test		If for live animals, this permit or certificate is valid only if the transport conditions comply with the IATA Live Animals Regulations, if for live plants, with the IATA Perishable Cargo Regulations; or in the case of non-air transport, with the CITES Guidelines for the Non-Air Transport of Live Wild Animals and Plants.			
5a. Purpose of the trade (see reverse) P		رقم الختم الأمني Sb. Security stamp no. 211			
7k. Scientific Name (genus and species) and common name of animal or plant		9. Description of specimens, including identifying marks or numbers (signature if true)		11a. Total Exported/Quota	
7k. X X		9. X, X, X, X, X		11a. X/X	
12. Country of Origin* X		Permit no. X		12b.No of the operation ** or date of acquisition*** X/X	
7k. X X		9. X, X, X, X, X		11a. X/X	
12. Country of Origin* X		Permit no. X		12b.No of the operation ** or date of acquisition*** X/X	
7k. X X		9. X, X, X, X, X		11a. X/X	
12. Country of Origin* X		Permit no. X		12b.No of the operation ** or date of acquisition*** X/X	
7k. X X		9. X, X, X, X, X		11a. X/X	
12. Country of Origin* X		Permit no. X		12b.No of the operation ** or date of acquisition*** X/X	

* Country in which the specimens were taken from the wild, bred in captivity or artificially propagated (only in case of re-export)
 ** Only of specimens of Appendix - 1 species bred in captivity or artificially propagated for commercial purposes
 *** For pre-convention specimens

13. This permit / certificate is issued by: Ministry of Climate Change & Environment : جهة الإصدار

Sharjah 05-09-2017
 Place المكان Date التاريخ Security stamp, signature and official seal التوقيع والختم الرسمي والختم الأمني

14. Export endorsement: شهادة على التصدير 15. Bill of Landing / Airway bill number: رقم بكرة الشحن X

Block	Quantity	Port of Export موانئ التصدير	Date التاريخ	Signature التوقيع	Official stamp and title الختم الرسمي
A		Abu Dhabi Airport			
B					
C					
D					

Payment Receipt No. : 000

رقم التصريح / الشهادة :
 CITES PERMIT/CERTIFICATE NO. 17AE5





Issuance of a permit to import CITES item

1. Go Initiate Request and then search for the service name

The screenshot displays the website interface for the Ministry of Climate Change & Environment. The header includes the ministry's name, a user welcome message 'Welcome: shayma', a language dropdown set to 'En', and a search bar. A navigation menu contains links for HOME, ABOUT THE MINISTRY, LAWS & LEGISLATIONS, OUR SERVICES, INFORMATION, E-PARTICIPATION, MEDIA CENTRE, and OPEN DATA. The breadcrumb trail shows 'Home / WorkSpace / Ministry Of Climate Change And Environment - Requests'. On the left sidebar, under 'Useful Links', the 'Initiate Request' link is highlighted with a red box. The main content area features a red-bordered box around the 'Initiate Request' section, which includes tabs for 'Search Services', 'Packages', 'Service Classification', 'test', 'User Classification', and 'Alphabetical Order'. Below these tabs is a search input field. The 'Search Requests' section below contains filters for Status, Category, and Service Type, each with a dropdown menu. It also includes fields for Service, Request Number, and From, along with a 'To' field and a 'Search' button.



- The User fills the required initial information in case it was the first time he/she uses the service. Or selects the applicants and the information appears automatically if it was not the first time he/she uses the service.

Issuance of a permit to import CITES item

Initial and Services Information

Fields marked with (*) are mandatory.

- Initial Information Request Owner Info

Applicant Information

Applicants	*	Shaikha	<input type="button" value="Read from ID Card"/>
Name	*	Shaikha	
Identity Type	*	<input checked="" type="radio"/> ID <input type="radio"/> Passport	
Identity Number\ Passport Number	*	784-1999-5555555-8	
Mobile Phone Number	*	0097145555555 Example: 00971123456789	
Email		<input type="text"/>	
Preferred language	*	<input checked="" type="radio"/> Arabic <input type="radio"/> English <input type="radio"/> Urdu	
Remarks		<input type="text"/> Characters Left 200	



3. Fill out the information under the Service Information tab

Issuance of a permit to import CITES item

Initial and Services Information

Fields marked with (*) are mandatory.

+ Initial Information

- Service Information

All consignments should be in one shipment

Basic Information

Importer Data :

Importer Name	test person
Importer Address	* sharjah
Country of Import	United Arab Emirates
City	الشارقة
PO Box	234234
Phone	00971123456789
Fax	00971123456789012
Email	test.sss@ss.com



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& ENVIRONMENT

4. Click on (Add statement) to fill the consignment Data

Administrative Authority Name

UNITED ARAB EMIRATES
MINISTRY OF CLIMATE CHANGE
& ENVIRONMENT

الإمارات العربية المتحدة
وزارة التغير المناخي
والبيئة

Dubai – PO Box: 1509
TEL: +9714 2148444 , FAX +9714 2655822

Expected arrival date

Entry Port *

The Consignment Data :

 There is no search results available



A pop up will appear to fill the consignment information and then click (Add)

The Consignment Data :

Class * Live Animals -Non Counted Marine Species ▼

Appendix * II ▼

Scientific Name * Abyssopathes lyriformis ▼


Description * baleen ▼

Specimen Accurate Description
blue

Characters Left 496

Close

5. A pop up appears to confirm that the request was submitted successfully. Click on pay in the pop up to go to the next step (payment) or click ok and then come back to the request later to pay.

 Operation has been completed successfully.

Initiation Completed Successfully With Request Number
Q-05092017-461691

[Pay](#)

Ok



6. Please select the payment Type After selecting the payment Type click “pay”

Issuance of a permit to export / re-export CITES item ▶ ☰

Initial and Services Information Attachments **Payments**




Fields marked with (*) are mandatory.

Payments List

Fee ID	Fee Code	Fee Name	Quantity	Fee Value (Dirham)	Total
386	1451010140	Request for a procedure as per rules and regulations of law no. 11 of 2002	1	300	300

Total Amount 300 Dirham

Payment Type * EDerham ▼

7. A pop up will appear to confirm that it is paid successfully. Then the request will be pending on the employee approval.



- After the request is approved by the employee, the user can view the Certificate opening the request from the workspace.

Satisfaction Indicator

Useful Links

- Financial Transactions
- My Inbox
- Initiate Request**
- On Time System
- View Appointments
- Search in E-Services
- E-Services user manual

Ongoing Requests

- Draft (0)
- Pending On Payment (1)
- Pending on penalty payment (0)
- Pending On Initiator Action (0)
- Sent Back (0)
- In Progress (0)

Closed Requests

- Rejected (0)
- Canceled (30)
- Finished (2)
- All (33)

Initiate Most used services Favorite services

Initiate Request

Search Services Packages Service Classification test User Classification Alphabetical Order

Search

Search Requests

Status Category Service Type

--Select-- --Select-- --Select--

Service Request Number From

--Select--

To

Clear Filters Search

page 1 of 4 view 10 20 30 40

Request Number	Request Date	Service	Status	Open Request
Q-13112017-461015	13/11/2017 10:23:17 AM	Registration of CITES Item	Finished	
EA-11102017-461857	11/10/2017 11:20:46 PM	Pet Animals Import Permit	Canceled	
EA-10092017-461725	10/09/2017 11:20:18 AM	Pet Animals Import Permit	Pending On Payment	
EA-22052014-4614504	27/05/2014 11:45:04 AM	Pet Animals Import Permit	Canceled	



9. To view the CITIES certificate click “CITIES Item import Permit”

Issuance of a permit to import CITES item

Initial and Services Information Payments **Request Execution**

Fields marked with (*) are mandatory.

Request Outputs

CITES Item Import Permit

10. CITIES IMPORT Certificate can be saved as Excel / PDF/ Word



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 اتفاقية الإتجار الدولي بالحيوانات والنباتات المهددة بالانقراض Convention on International Trade in Endangered Species of Wild Fauna and Flora		رقم التصريح / الشهادة PERMIT / CERTIFICATE No. 17AE50		Original	
		<input type="checkbox"/> EXPORT <input type="checkbox"/> RE-EXPORT <input checked="" type="checkbox"/> IMPORT <input type="checkbox"/> OTHERS		2. Valid Until 04-09-2018	
3. Importer (Name & Address) test person sharjah		4. Exporter / Re-exporter (name, address & country) shaikha test Bahrain			
3a. Country of Import United Arab Emirates		3b. Country of Origin United Arab Emirates			
5. Special Conditions test		6. Name, address, national seal/stamp and country of Management Authority اسم وطول وعلم السلطة الإدارية المختصة UNITED ARAB EMIRATES الإمارات العربية المتحدة MINISTRY OF CLIMATE CHANGE وزارة التغير المناخي & ENVIRONMENT والبيئة Dubai – PO Box: 1509 TEL: +9714 2148444 , FAX +9714 2655822			
5a. Purpose of the trade (see reverse) E		5b. Security stamp no. 5454		11a. Total Exported/Quota N/A	
7a. Scientific Name (genus and species) and common name of animal or plant Abyssopathes lyra Lyre Coral		7b. Description of specimens, including identifying marks or numbers (applies if live) blue , X , X , ,		10. Appendix no. and source (see reverse) (II) X	
12. Country of Origin* X		Permit no. X		Date X	
12a. Country of Last Re-export X		Certificate no. X		Date X	
12b. No of the operation** or date of acquisition*** N/A					
7a. X		7b. X , X , X , X , X		10. (X) X	
12. Country of Origin* X		Permit no. X		Date X	
12a. Country of Last Re-export X		Certificate no. X		Date X	
12b. No of the operation** or date of acquisition*** N/A					
7a. X		7b. X , X , X , X , X		10. (X) X	
12. Country of Origin* X		Permit no. X		Date X	
12a. Country of Last Re-export X		Certificate no. X		Date X	
12b. No of the operation** or date of acquisition*** N/A					
7a. X		7b. X , X , X , X , X		10. (X) X	
12. Country of Origin* X		Permit no. X		Date X	
12a. Country of Last Re-export X		Certificate no. X		Date X	
12b. No of the operation** or date of acquisition*** N/A					

* Country in which the specimens were taken from the wild, bred in captivity or artificially propagated (only in case of re-export)
 ** Only of specimens of Appendix I - 1 specimen bred in captivity or artificially propagated for commercial purposes
 *** For pre-convention specimens

13. This permit / certificate is issued by: **Ministry of Climate Change & Environment** : جهة الإصدار

Default Manager
 Sharjah 05-09-2017
 Place المكان Date التاريخ Security stamp, signature and official seal التوقيع و الختم الرسمي و الختم الأثني

14. Export endorsement: **الخروج على التصدير** 15. Bill of Lading / Airway bill number: **رقم بطلون الشحن X**

Block	Quantity	Port of Import	Date	Signature	Official stamp and title
A		Dubai airport			
B					
C					
D					

Payment Receipt No. : 000 رقم التصريح / الشهادة : 17AE50



Initiate of a Release request

1. To initiate the release request, the user has to access the (import request). The user can do that by searching for the import request number of accessing all his/her requests and look for the import request.

The screenshot displays the website interface for the Ministry of Climate Change & Environment. The header includes the ministry's name, a user greeting 'Welcome: shayma', a language dropdown set to 'En', and a search bar. The main navigation menu contains links for HOME, ABOUT THE MINISTRY, LAWS & LEGISLATIONS, OUR SERVICES, INFORMATION, E-PARTICIPATION, MEDIA CENTRE, and OPEN DATA. The current page is 'Home / Workspace / Ministry Of Climate Change And Environment - Requests'. The left sidebar features a 'Satisfaction Indicator', 'Useful Links' (including Financial Transactions, My Inbox, and Initiate Request), and 'Ongoing Requests' (including Draft, Pending On Payment, Pending on penalty payment, Pending On Initiator Action, and Sent Back). The main content area is titled 'Initiate Request' and includes tabs for 'Initiate', 'Most used services', and 'Favorite services'. Below these are filters for 'Search Services', 'Packages', 'Service Classification', 'test', 'User Classification', and 'Alphabetical Order'. A search input field is present. The 'Search Requests' section contains filters for Status, Category, and Service Type, each with a dropdown menu. The 'Request Number' field is highlighted with a red box, and the 'From' field is also visible. A 'To' field and a 'Search' button are at the bottom of the search filters.



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& ENVIRONMENT**

2. After opening the import request, go to the service information tab and click on the (initiate release request) button

Expected arrival date	14-09-2017		
Entry Port	Dubai airport		
<u>The Consignment Data :</u>			
Index	Category	Category Type	Show
A	Live Animals -Non Counted Marine Species	Lyre Coral	
Initiate Release Request			



3. The User fills the required initial information or selects the applicants and the information appears automatically

Release of CITES item ▶ ☰

Initial and Services Information

Fields marked with (*) are mandatory.

- Initial Information Request Owner Info

Applicant Information

Applicants * Read from ID Card

Name *

Identity Type * ID Passport

Identity Number\ Passport Number *

Mobile Phone Number * Example: 00971123456789

Email

Preferred language * Arabic English Urdu

Remarks

Characters Left 200



4. Fill out the information under the Service Information tab


Issuance of a permit to import CITES item

Initial and Services Information

Fields marked with (*) are mandatory.

+ Initial Information

- Service Information

 All consignments should be in one shipment

Basic Information

Importer Data :

Importer Name	test person
Importer Address	* sharjah <small>Characters Left 500</small>
Country of Import	United Arab Emirates
City	الشهامة
PO Box	234234
Phone	00971123456789
Fax	00971123456789012
Email	test.sss@ss.com



UNITED ARAB EMIRATES
MINISTRY OF CLIMATE CHANGE
& ENVIRONMENT

5. Click on (Add statement) to fill the consignment Data

Administrative Authority Name

UNITED ARAB EMIRATES
MINISTRY OF CLIMATE CHANGE
& ENVIRONMENT



الإمارات العربية المتحدة
وزارة التغير المناخي
والبيئة

Dubai – PO Box: 1509
TEL: +9714 2148444 , FAX +9714 2655822

Expected arrival date

Entry Port *

The Consignment Data :

 There is no search results available



UNITED ARAB EMIRATES
MINISTRY OF CLIMATE CHANGE
& ENVIRONMENT

A pop up will appear to fill the consignment information and then click (Add)

Close

The Consignment Data:

Class * Live Animals -Non Counted Marine Species ▼

Appendix * II ▼

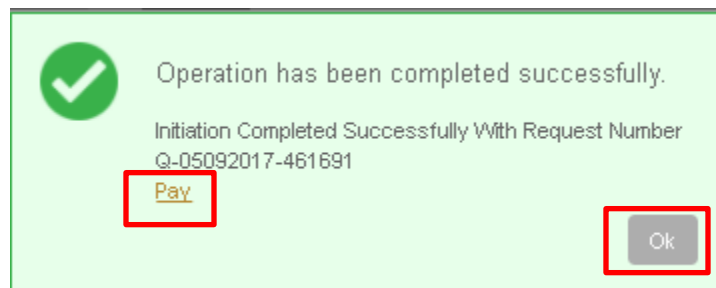
Scientific Name * Abyssopathes lyriformis ▼

Description * baleen ▼

Specimen Accurate Description
blue

Characters Left 496

6. A pop up appears to confirm that the request was submitted successfully. Click on pay in the pop up to go to the next step (payment) or click ok and then come back to the request later to pay.





7. Please select the payment Type After selecting the payment Type click “pay”

Release of CITES item

Initial and Services Information | **Payments**




Fields marked with (*) are mandatory.

Payments List

Fee ID	Fee Code	Fee Name	Quantity	Fee Value (Dirham)	Total
389	1457012648	request for the release of other animals and reptiles listed and not included under the CITES Agreement	1	100	100

Total Amount 100 Dirham

Payment Type * EDerham

Pay



- After the request is approved by the employee, the user can view the Certificate opening the request from the workspace.

The screenshot displays the 'Initiate Request' web application. The interface is divided into a sidebar on the left and a main content area on the right. The sidebar contains sections for 'Useful Links', 'Ongoing Requests', and 'Closed Requests'. The main content area features a search bar and a table of search results. A red box highlights the first row of the table, which shows a 'Finished' request for 'Registration of CITES Item'.

Request Number	Request Date	Service	Status	Open Request
Q-13112017-461015	13/11/2017 10:23:17 AM	Registration of CITES Item	Finished	
EA-11102017-461857	11/10/2017 11:20:46 PM	Pet Animals Import Permit	Canceled	
EA-10092017-461725	10/09/2017 11:20:18 AM	Pet Animals Import Permit	Pending On Payment	
EA-27052017-461725	27/05/2017 11:45:04 AM	Pet Animals Import Permit	Canceled	



9. To view the CITIES certificate click “CITIES item Release Permit”

Issuance of a permit to import CITES item ▶ ☰

Initial and Services Information	Payments	Request Execution
----------------------------------	----------	-------------------

Fields marked with (*) are mandatory.

Request Outputs

[CITES Item Import Permit](#)
[CITES Item Release Permit](#)



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10. CITES Release Certificate can be saved as Excel / PDF/ Word

Date	05-09-2017	التاريخ
------	------------	---------

شهادة افراج عينة تقع تحت اتفاقية السائيس

CITES Specimen Release Certificate

Certificate Number:	AUD-Q-80-263653	رقم الشهادة:	
Owner Information		بيانات المالك	
Name of Owner:	test person	اسم المالك:	
Address:	sharjah	العنوان:	
Tel. (Office \ Home):	00971123456789	هاتف (مكتب / منزل):	
Bahrain	البلد المصدر Country of Dispatch	Dubai airport	منفذ الدخول Port of Entry
06-09-2017	تاريخ الوصول Date of Arrival	5458	ميناء التصدير Port of Export
17AE50	رقم شهادة السائيس CITES Permit/Certificate No	541	ارقم فاتورة الشحن Bill of Lading /Air Waybill No

العدد / الكمية No./ Quantity	رقم الحلقة / التريجة Ring / Microship Number	بلد المنشأ Country of Origin	الوصف التفصيلي للعينات Description of specimens	المصدر Source	الملحق Appendix	الاسم العلمي Scientific Name	م SL.
1			blue		II	Abyssopathes Iyra	1
X	X /X	X	X	X	X	X	X
X	X /X	X	X	X	X	X	X
X	X /X	X	X	X	X	X	X

Tech-Attest		الإعتماد الفني
Name		الاسم
Date		التاريخ



AUD-Q-80-263653

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