



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

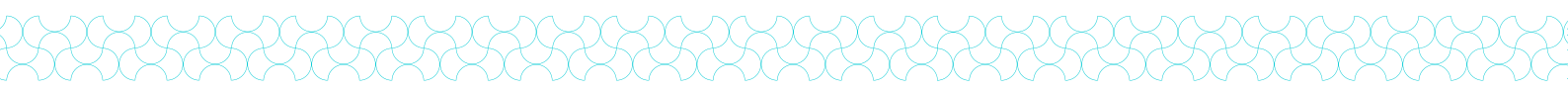
The Service of Submitting a Request  
to Delete Duplicate Licenses

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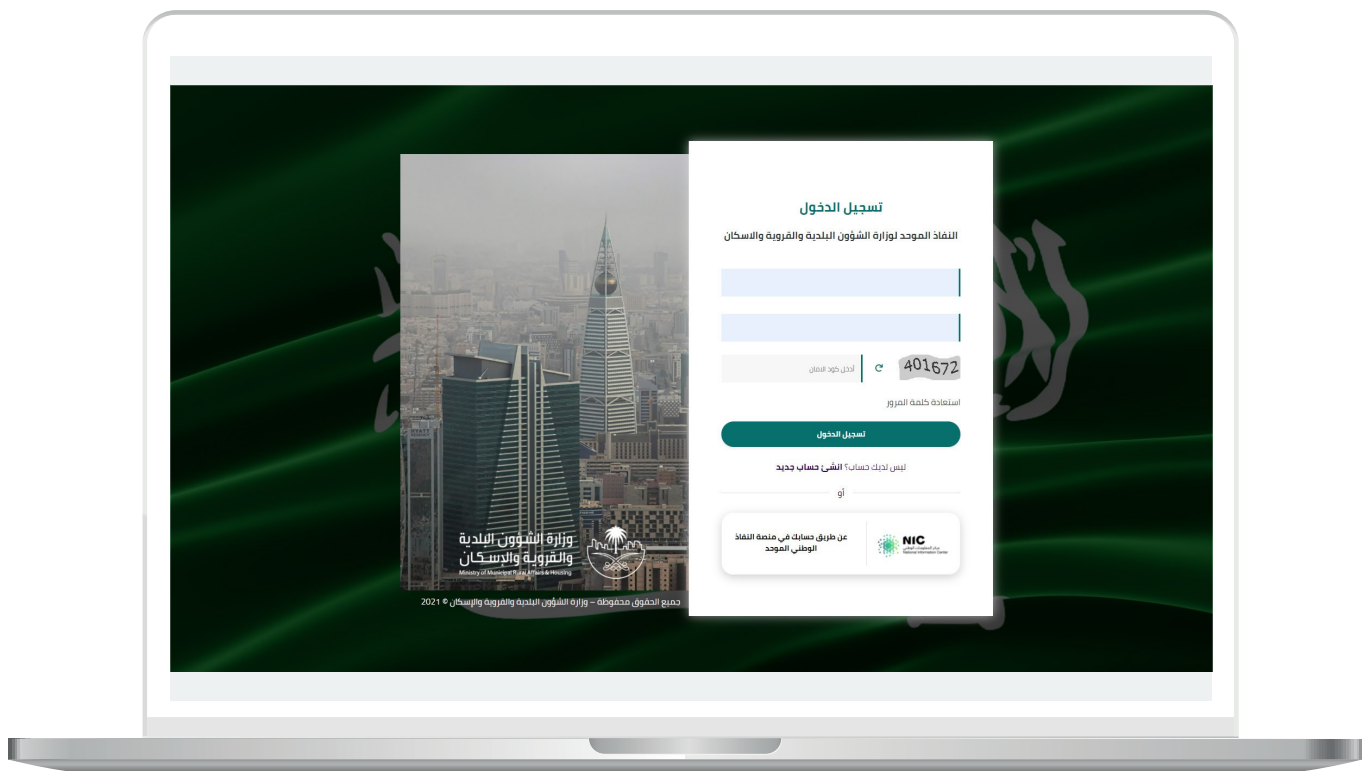
## Contents

Log in to the System	03
Service Request Steps	05

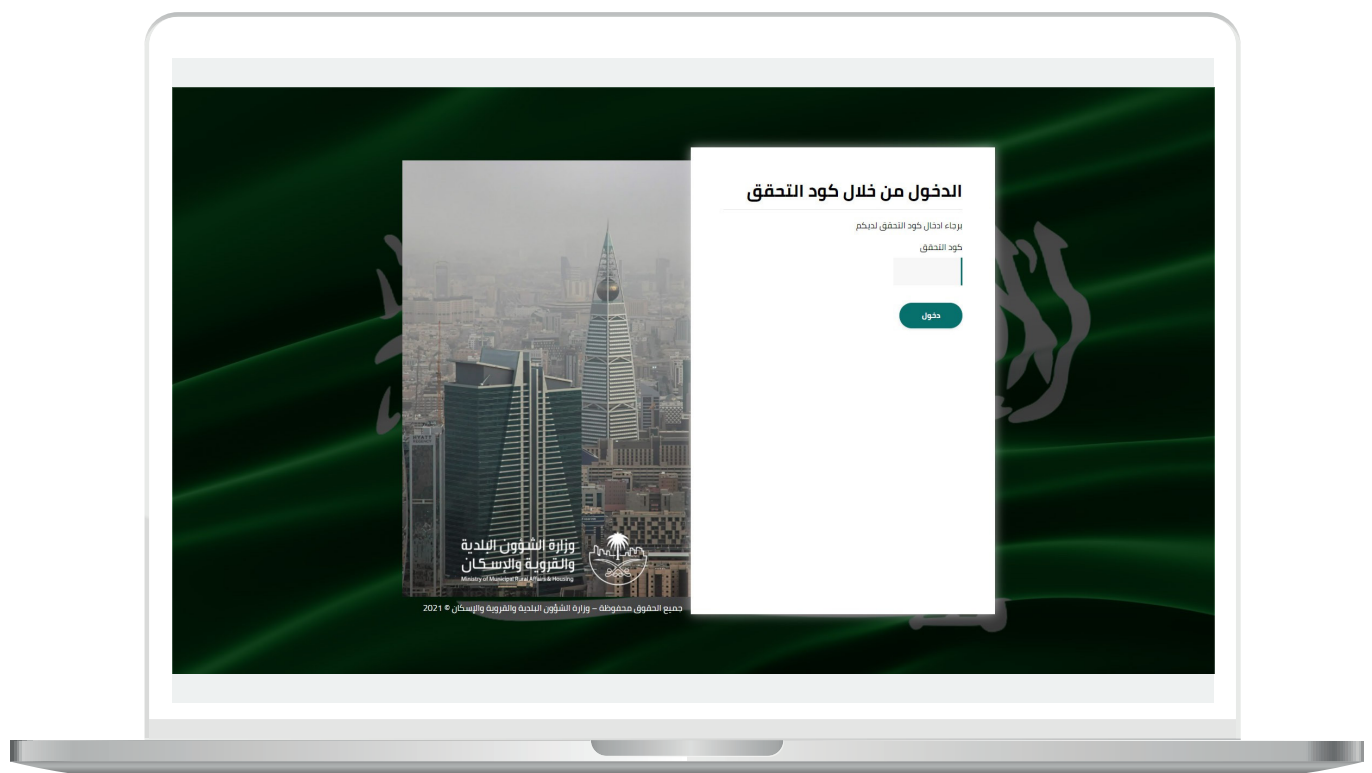


## Log in to the System

1) After accessing the system link, the following screen will appear, where the user enters their details (**National ID/Iqama Number, Password, Security Code**) and then clicks the (**Login**) button. The security code can be changed by clicking the circular arrow icon.



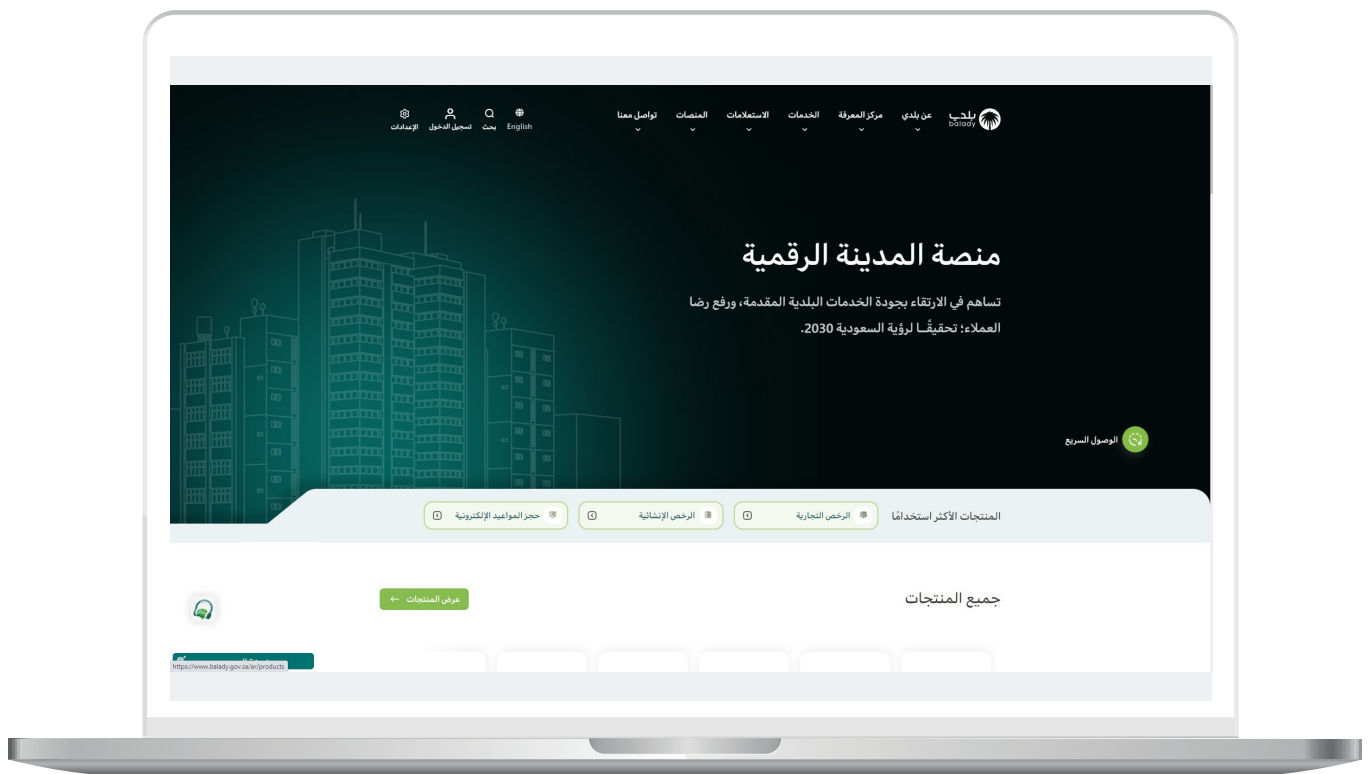
2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.



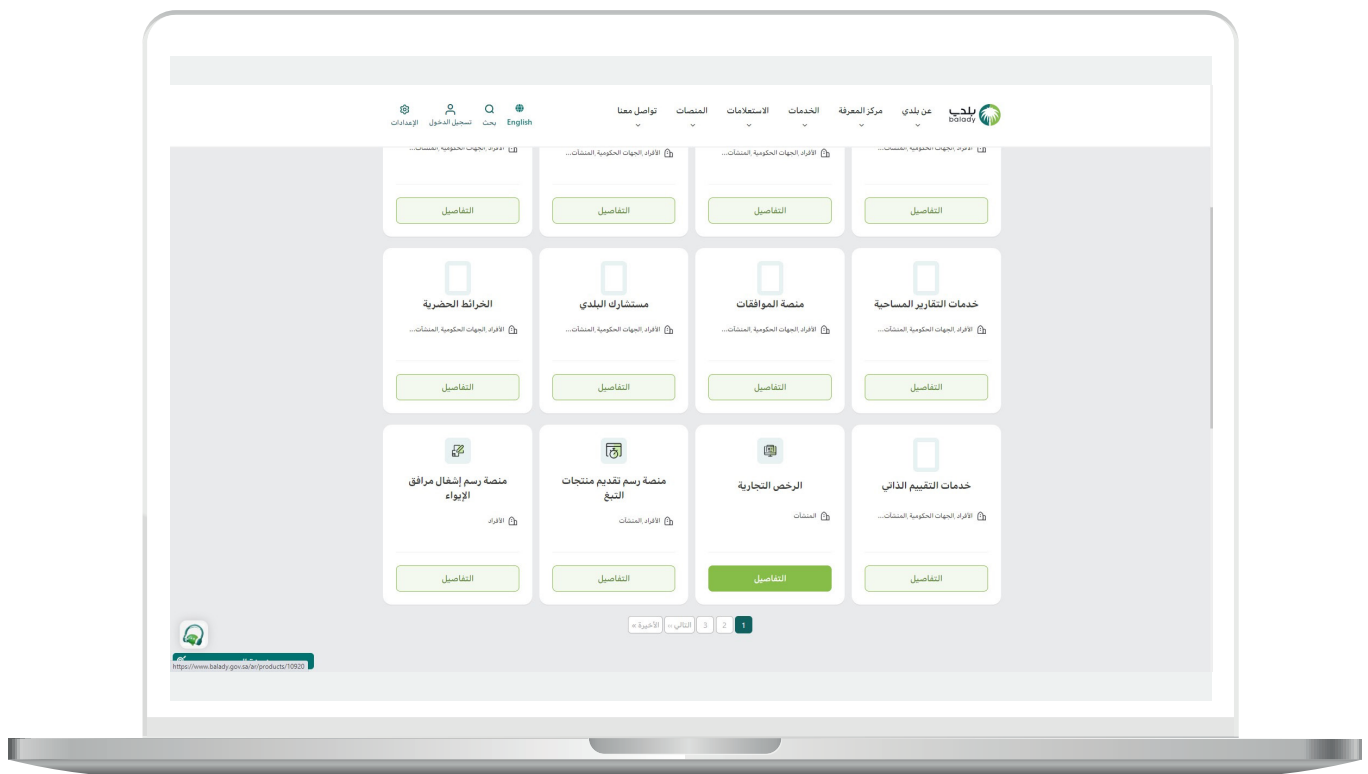
## Service Request Steps

1) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

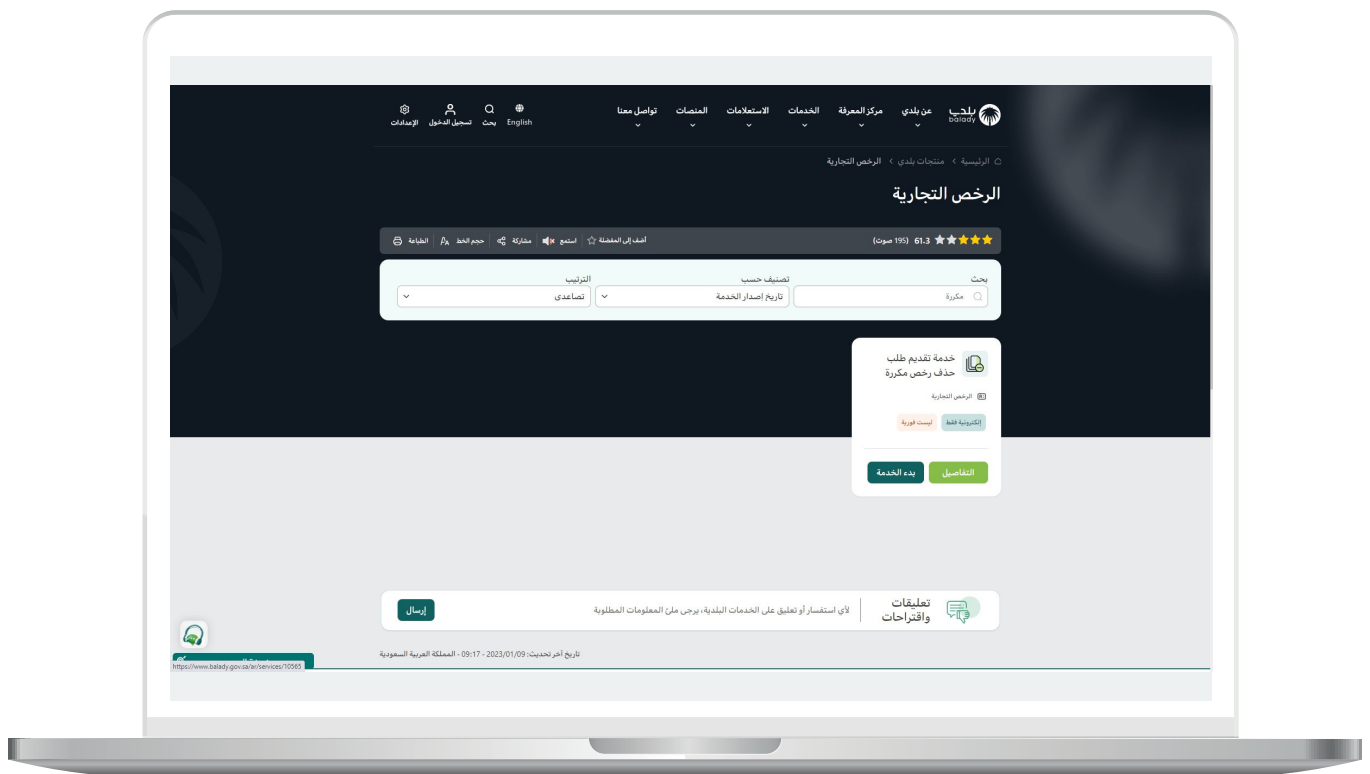
To start the service application, the user must click the **(View Products)** button.



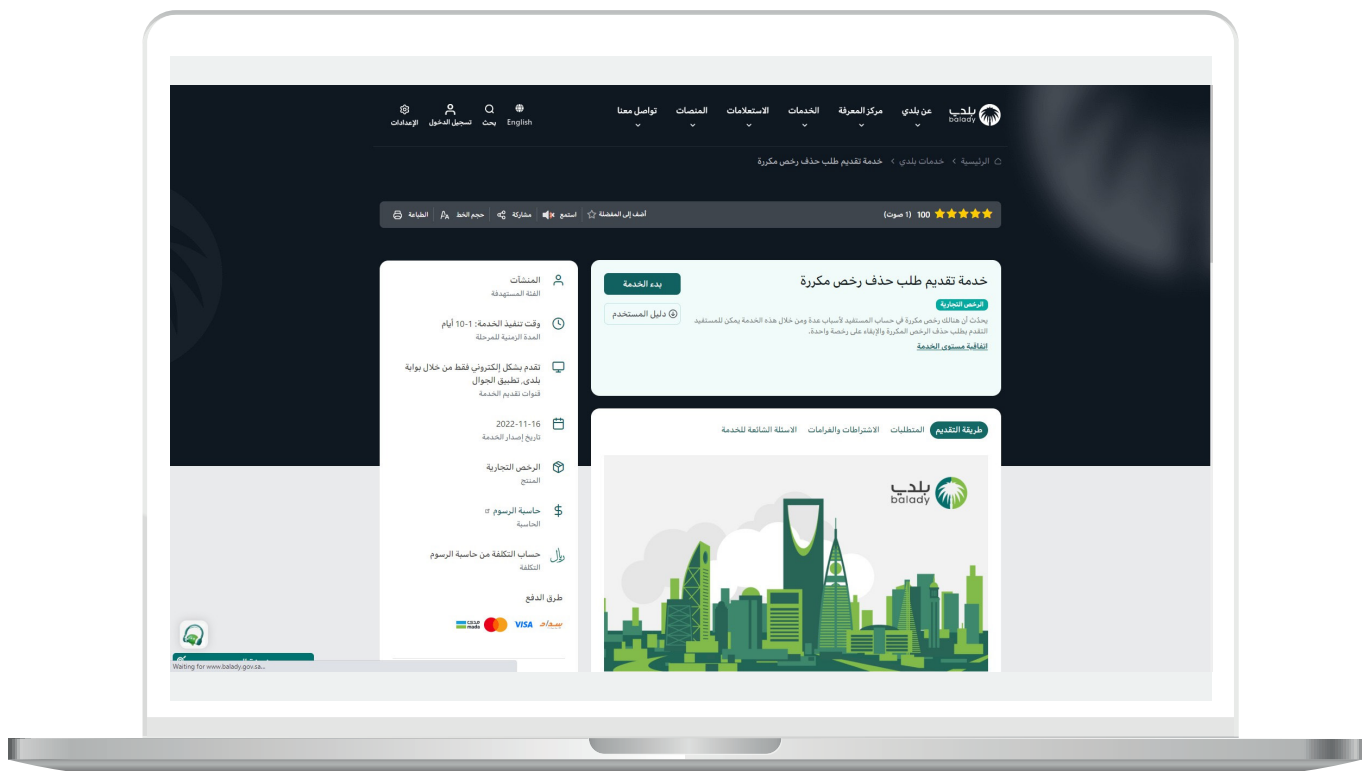
2) To begin the service application process, select the **(Commercial Licenses)** menu, as shown in the screenshot below.



3) The user searches for (Submitting a Request to Delete Duplicate Licenses Service) as shown in the following screen.

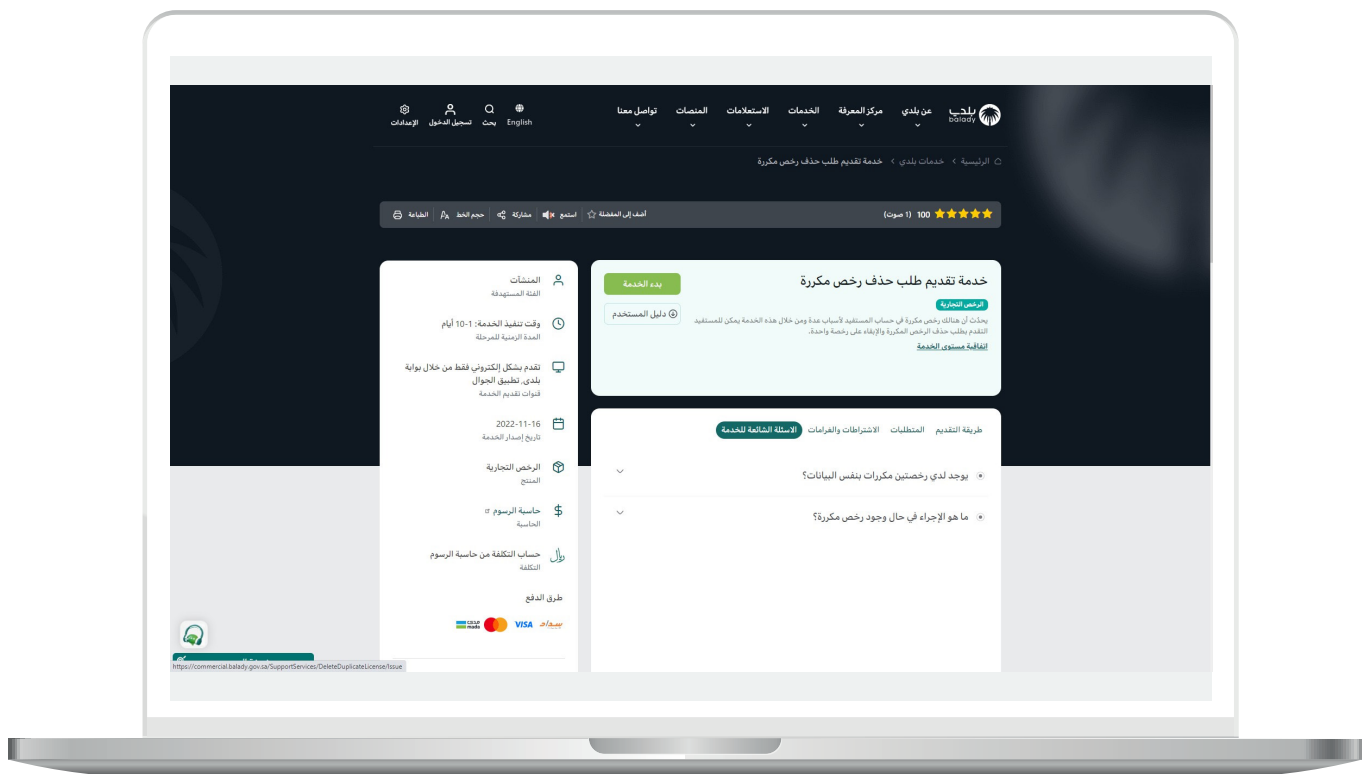


4) The next screen appears, allowing the user to view (How to Apply, Requirements, Conditions and Fines, etc.).





5) The below screen represents the (Frequently Asked Questions) section. To start the application process, the user clicks the (Start Service) button.



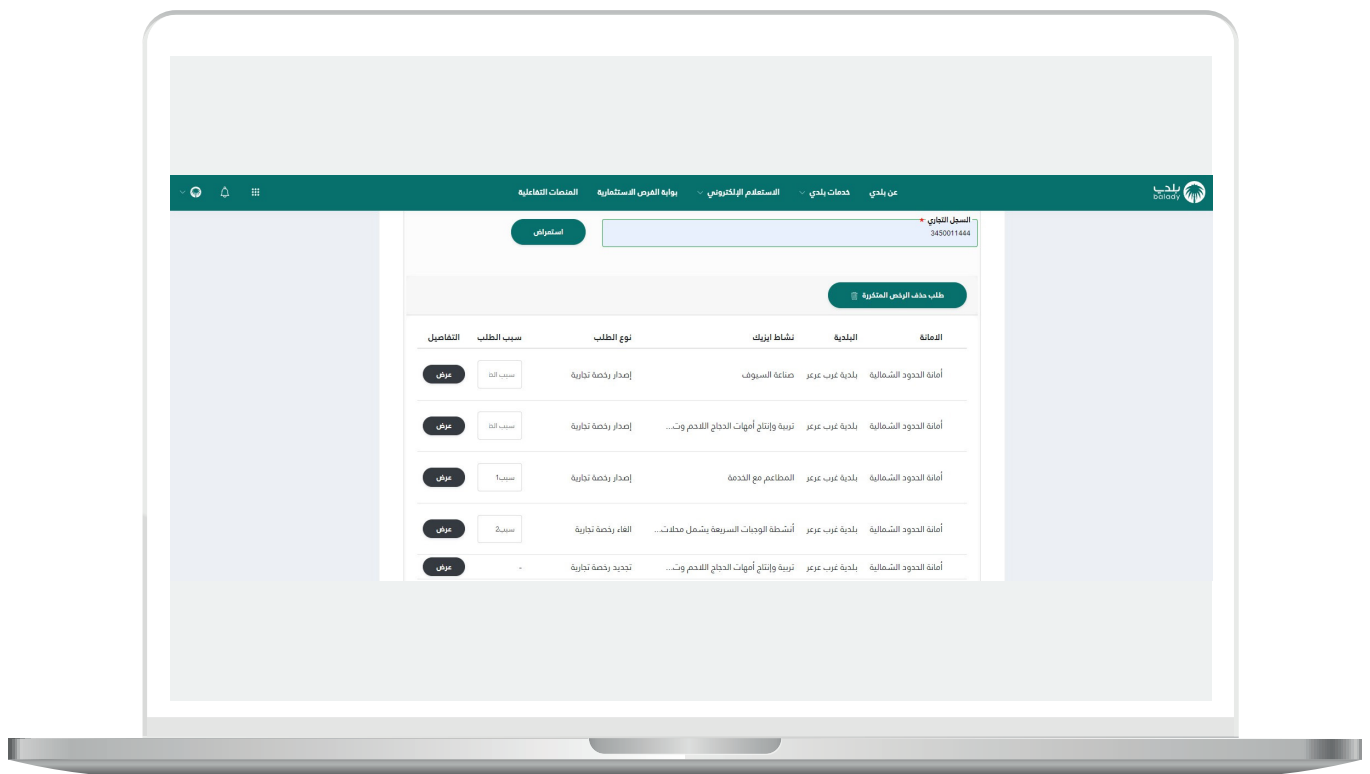
6) The next screen will appear, where the applicant's information is verified by entering the value in the field Mobile Number and clicking Verify.

After receiving a confirmation message indicating successful verification, the user selects values from the drop-down lists for **(Municipality)** and **(Secretariat)** in sequence. Then, the user selects the Applicant Status from the available options: **(For Myself, Owner/Establishment Manager, Authorized Representative for an Establishment)**. In the example below, the user selects **(Owner/Establishment Manager)**, enters the value in the **(Commercial Register)** field, and clicks **(Browse)**.

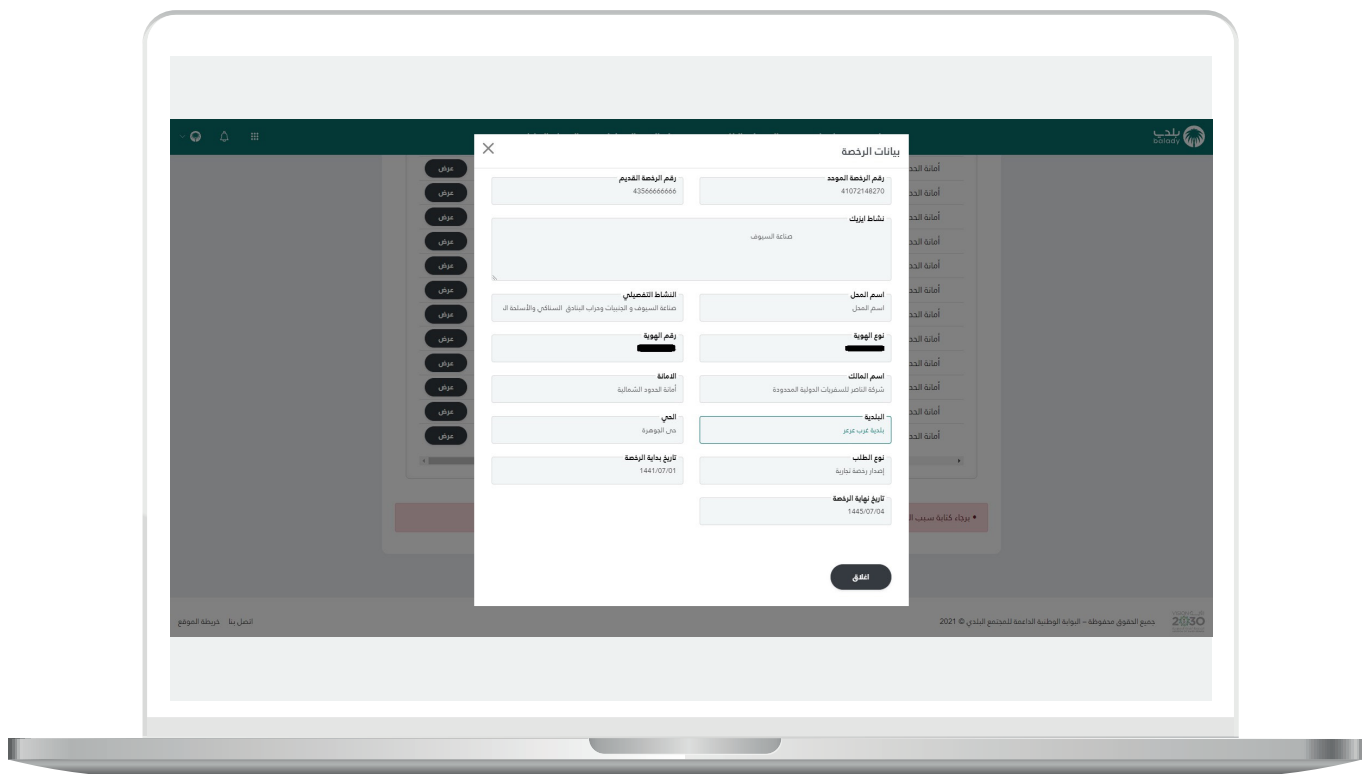
After that, all licenses associated with the entered Commercial Register are displayed. Duplicate licenses can be deleted by clicking the **(Request to Delete Duplicate Licenses)** button.

[illegible]

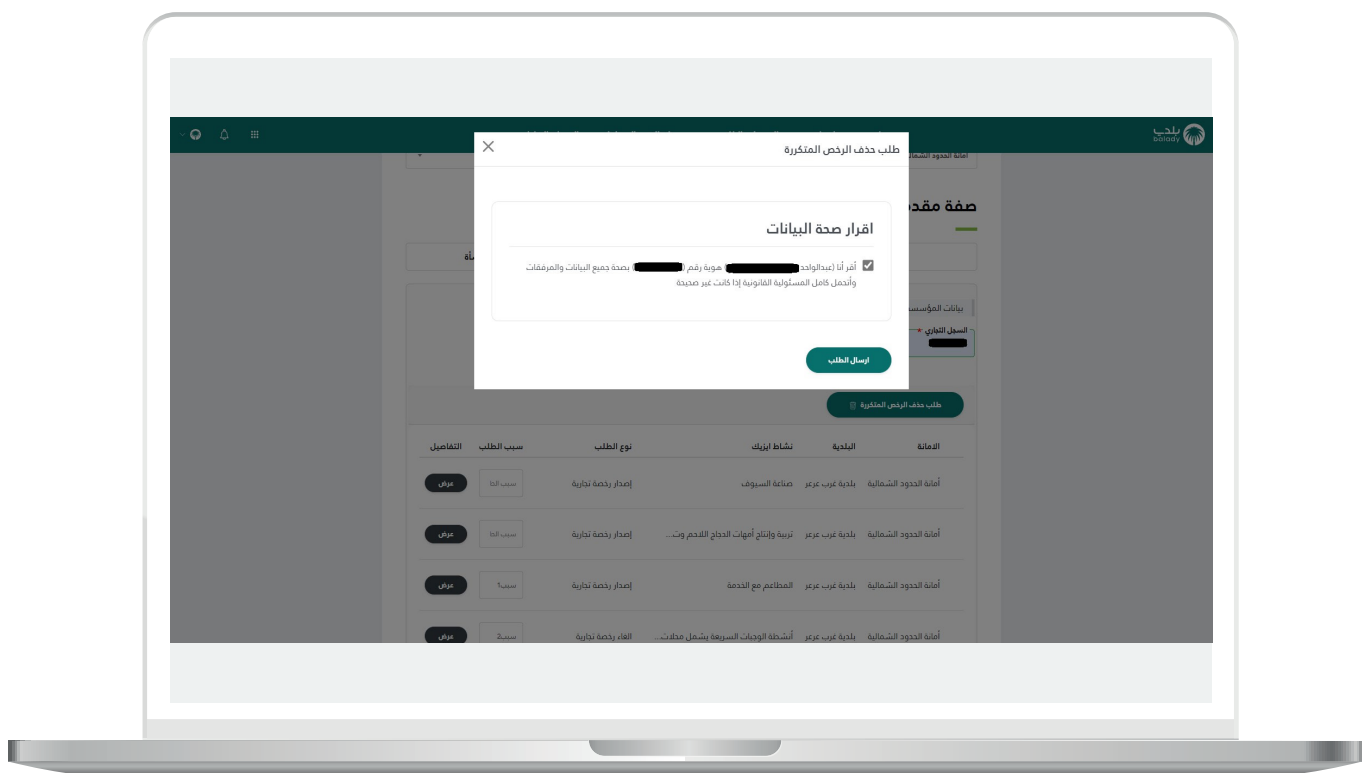
7) The user can view the license details by clicking (**Browse**) as shown below.



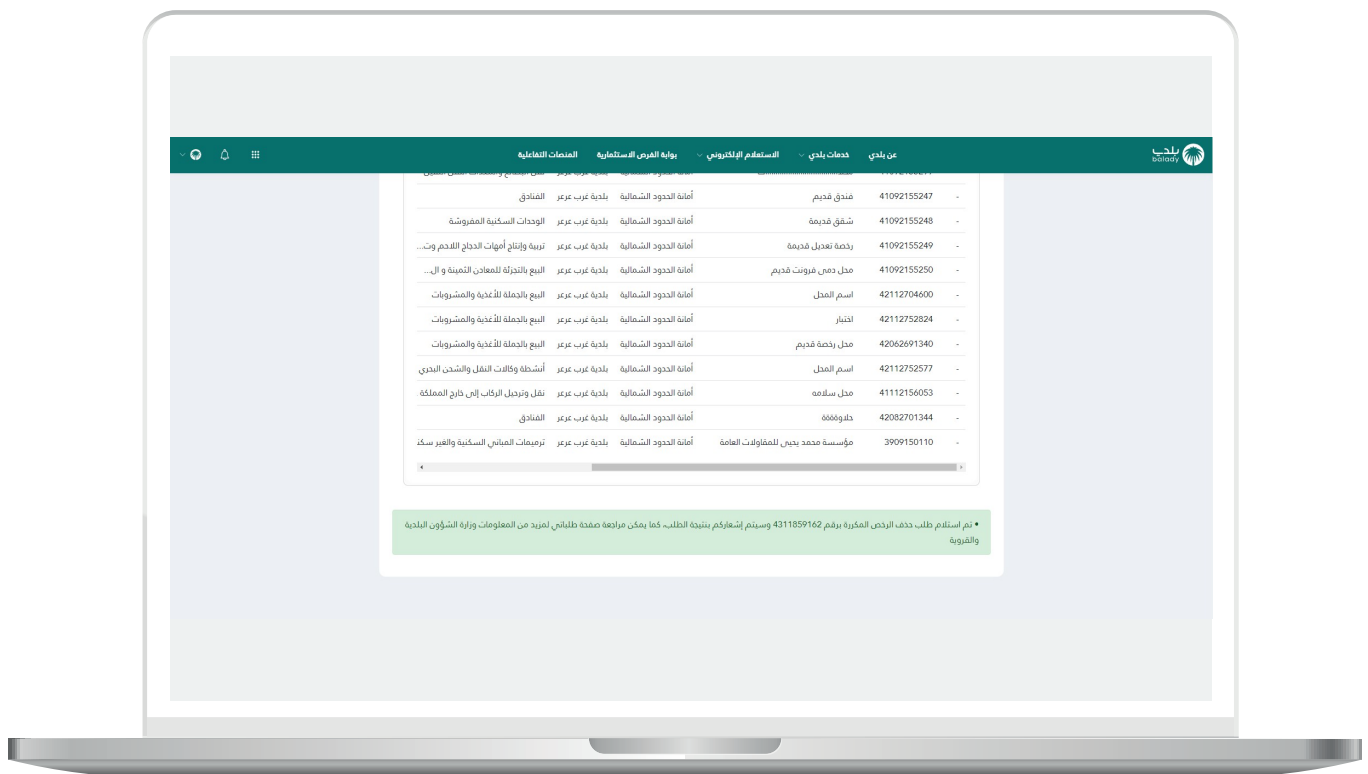
8) After clicking **(Browse)**, the system displays the license information as shown in the following screen.



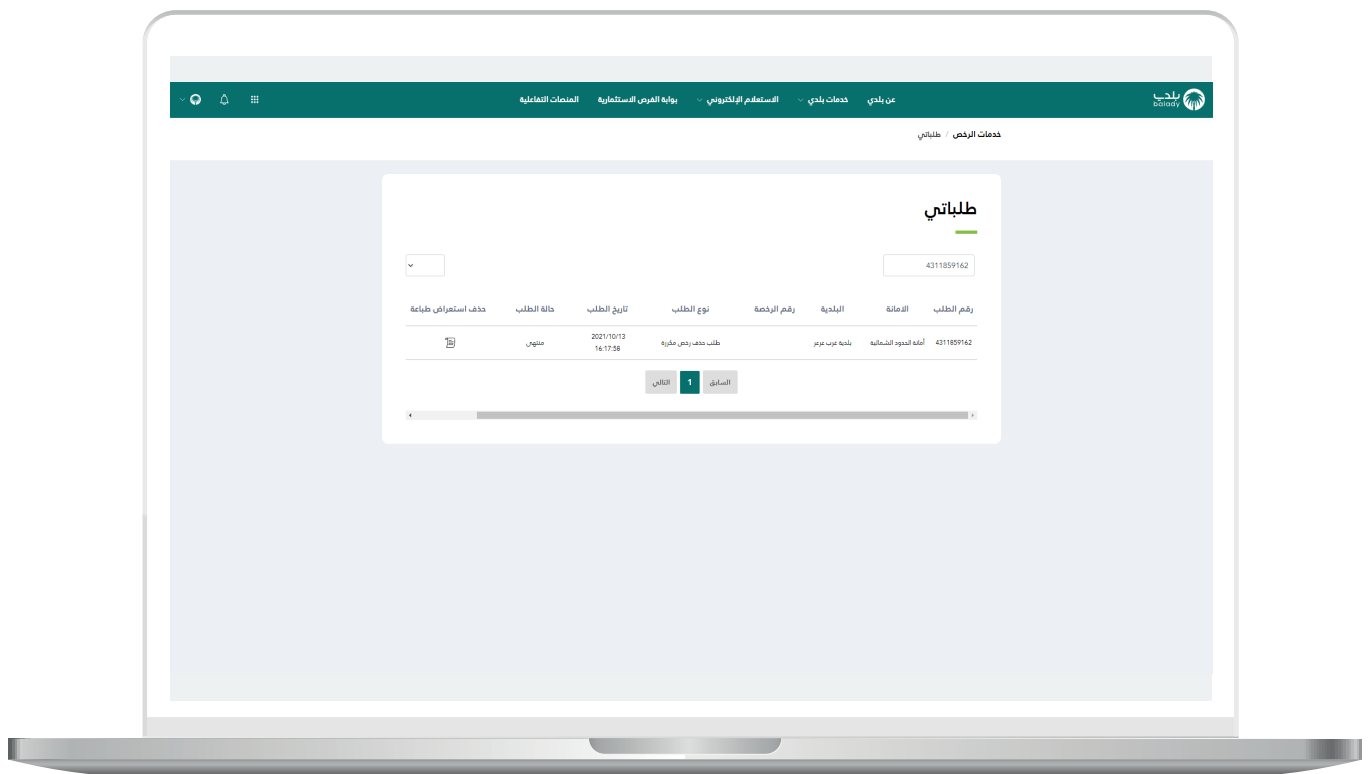
9) When the user clicks **(Request to Delete Duplicate Licenses)**, a small confirmation window appears, requiring the user to agree to the declaration before clicking **(Submit Request)** to proceed.



10) After clicking (**Submit Request**), a confirmation message appears, as shown in the following screen.



11) The user can track the request status from the **(My Requests)** screen as shown below.



12) After clicking the document icon, the application details will be displayed, as shown in the following screenshot.

The screenshot displays a web application interface for managing license requests. The top navigation bar includes links for 'عن يادى', 'خدمات يادى', 'الاستعلام الإلكتروني', 'بوابة العرض التقديمي', 'الخدمات التفاعلية', and 'الاعتراض على المحادثات الباندية'. The main content area is titled 'بيانات مقدم الطلب' (Requester Data) and contains several input fields for personal and identification details. Below this, there is a section for 'بيانات الطلب' (Request Data) with fields for the request type and number. A table titled 'الرخص' (Licenses) lists the details of the licenses being requested for deletion, including the license number, type, and status. The table has columns for 'رقم الرخصة المودع', 'اسم المودع', 'المنطقة', 'البلدية', 'نشاط المودع', 'نوع الطلب', and 'التفاصيل'. The bottom section, 'موافقات الجهات الحكومية' (Government Approvals), shows the status of the request and the date of submission. The interface is clean and professional, with a green header and a white background.

رقم الرخصة المودع	اسم المودع	المنطقة	البلدية	نشاط المودع	نوع الطلب	التفاصيل
41082148753	تجارية	أمانة الحدود الشمالية	بلدية غرب عرعر	صناعة السجوف	تحديد رخصة تجارية	عربي
42082701521	فني	أمانة الحدود الشمالية	بلدية غرب عرعر	المطبخ مع الخدمة	تحديد رخصة تجارية	عربي



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