



وزارة البلديات والإسكان

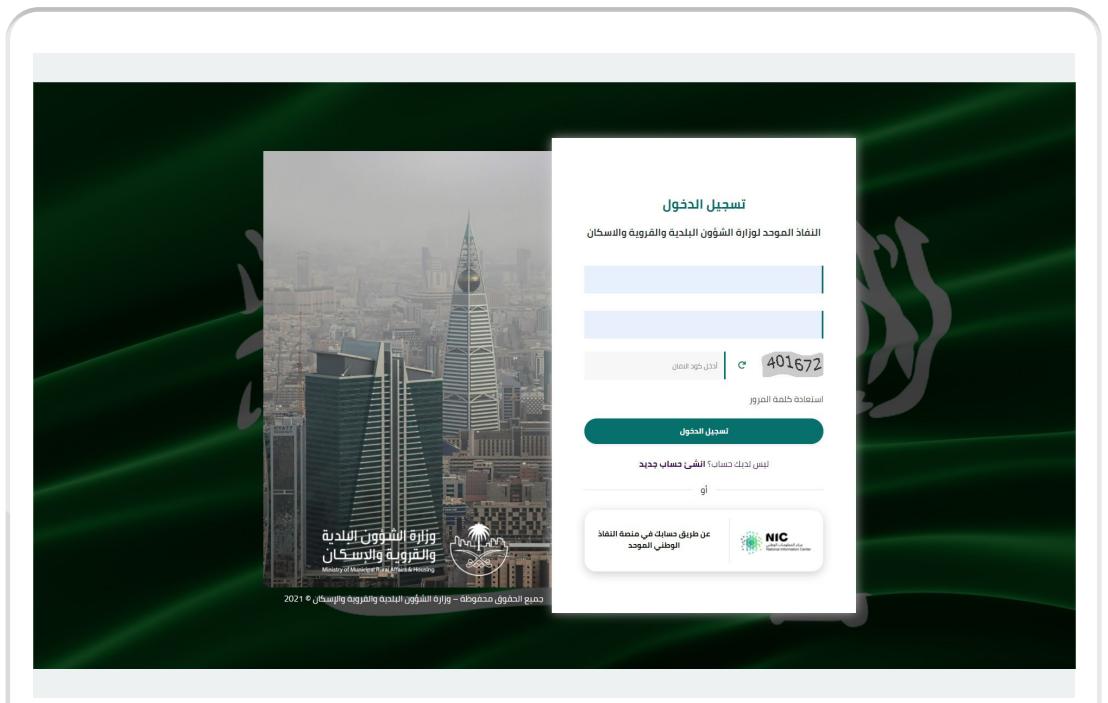
Ministry of Municipalities and Housing

User Guide for Adding
an Old Commercial License Service

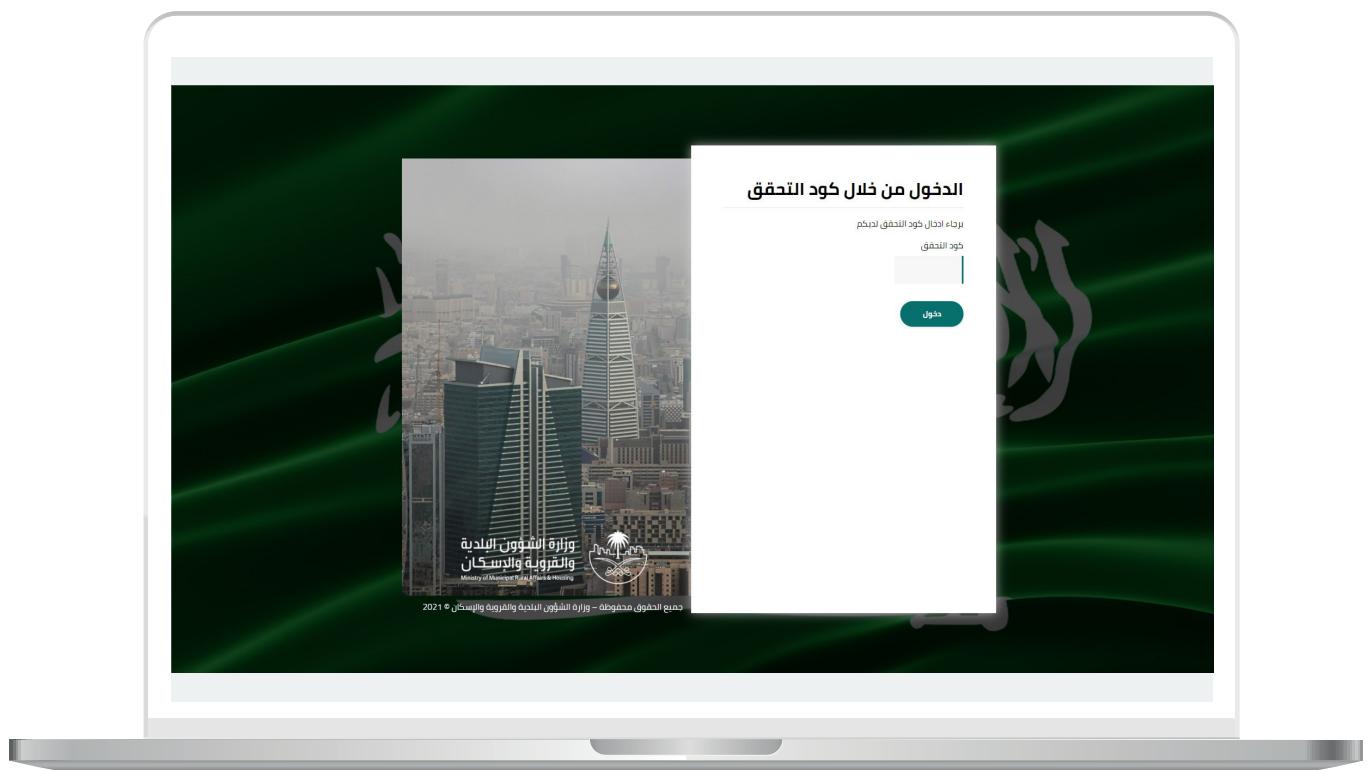
Beneficiary's
Copy

First: 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.

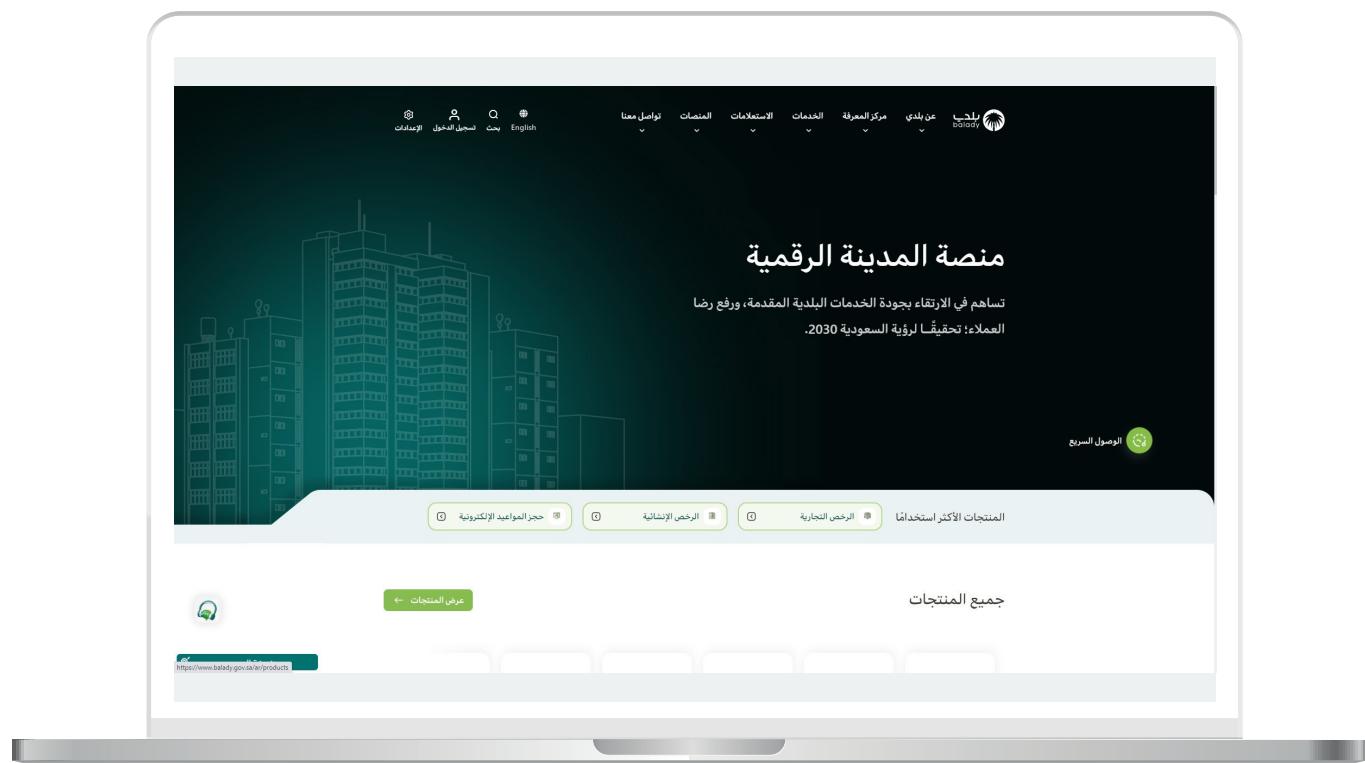


2) A verification code will then be sent to the user's mobile phone, which they need to enter in the **(Verification Code)** field and click the **(Login)** button, as shown in the following screenshot.



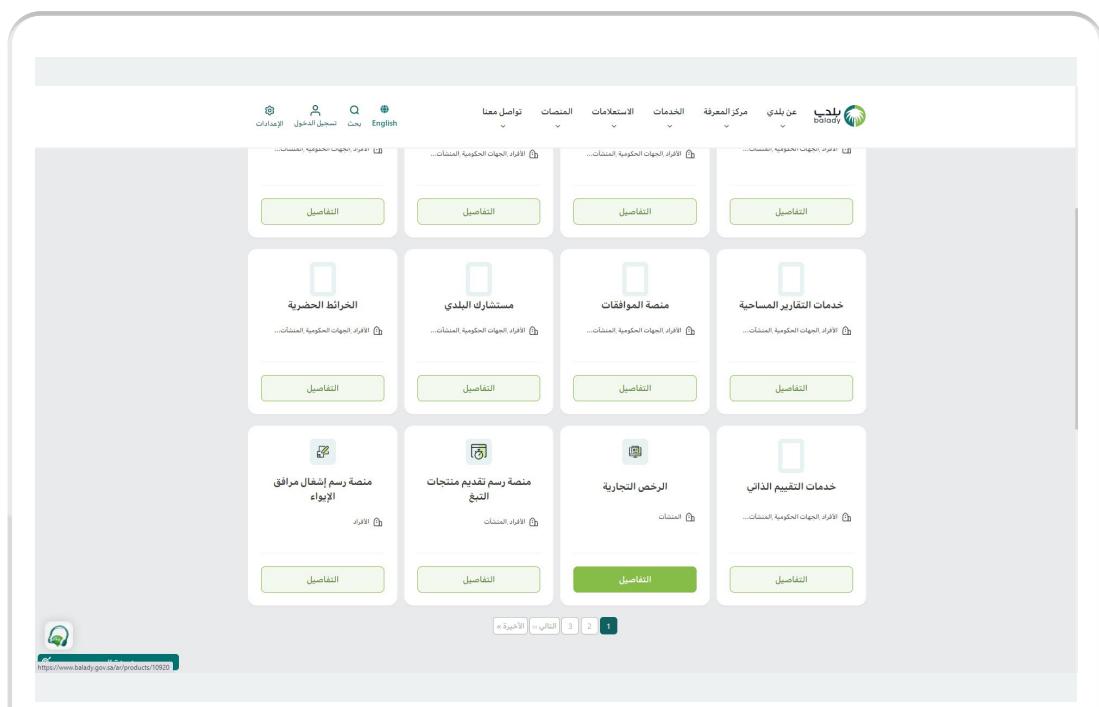
3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

The user then clicks the **(View Products)** button.

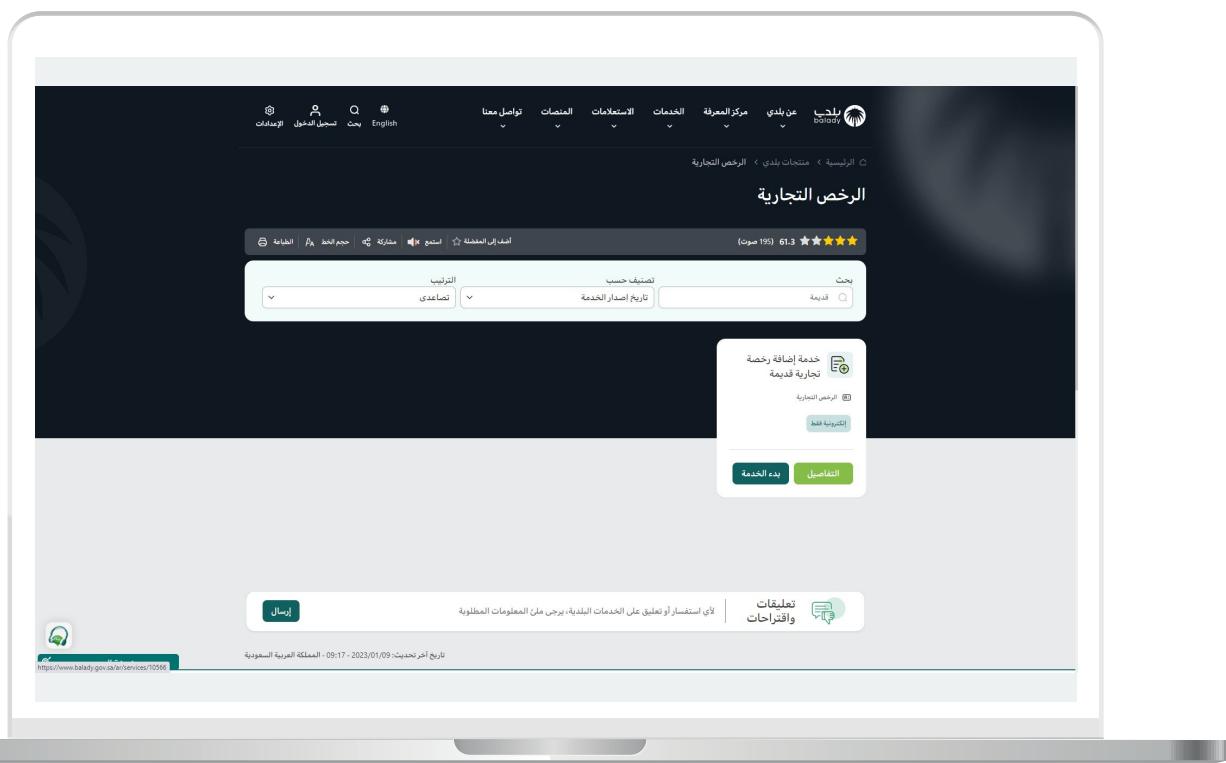


Second: Steps of Service Request

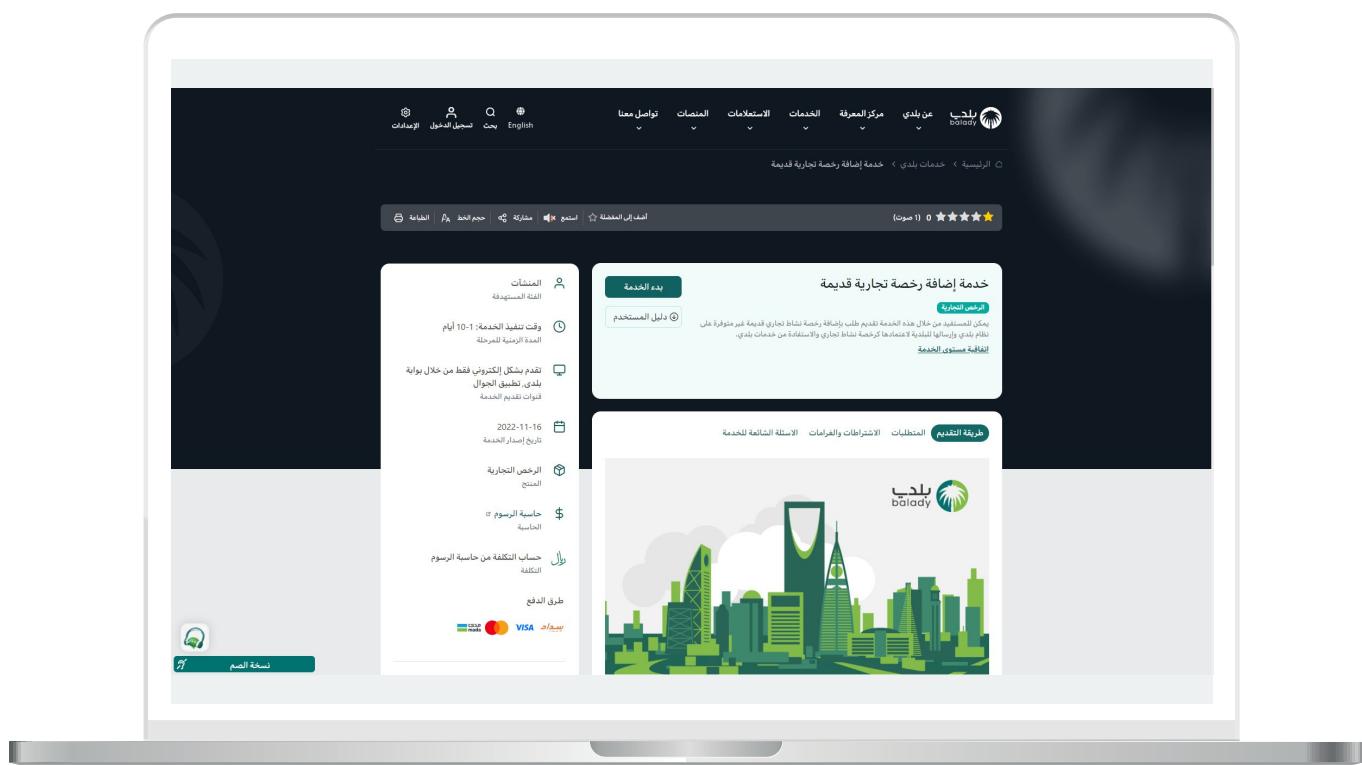
- 1) To begin the service application process, select the (Commercial Licenses) menu, as shown in the screenshot below.



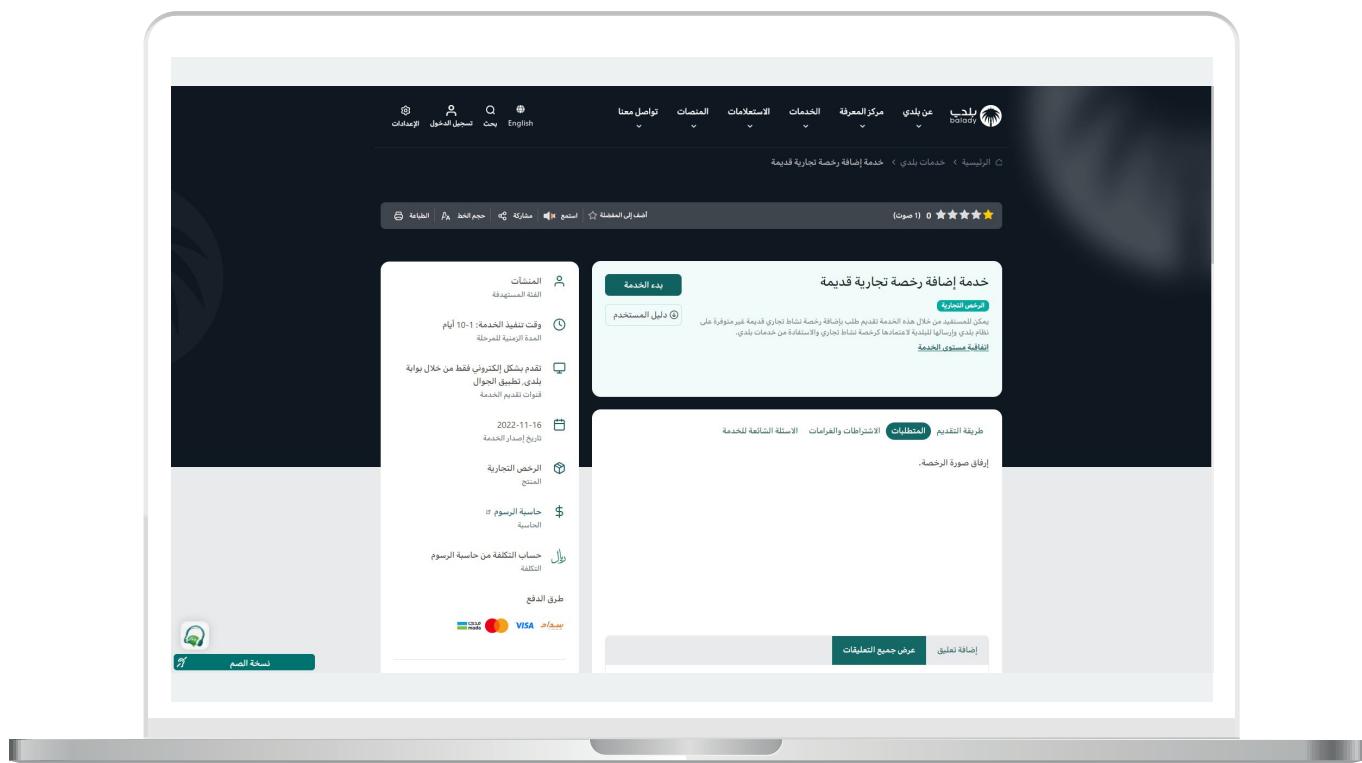
2) Search for (Adding an Old Commercial License Service).



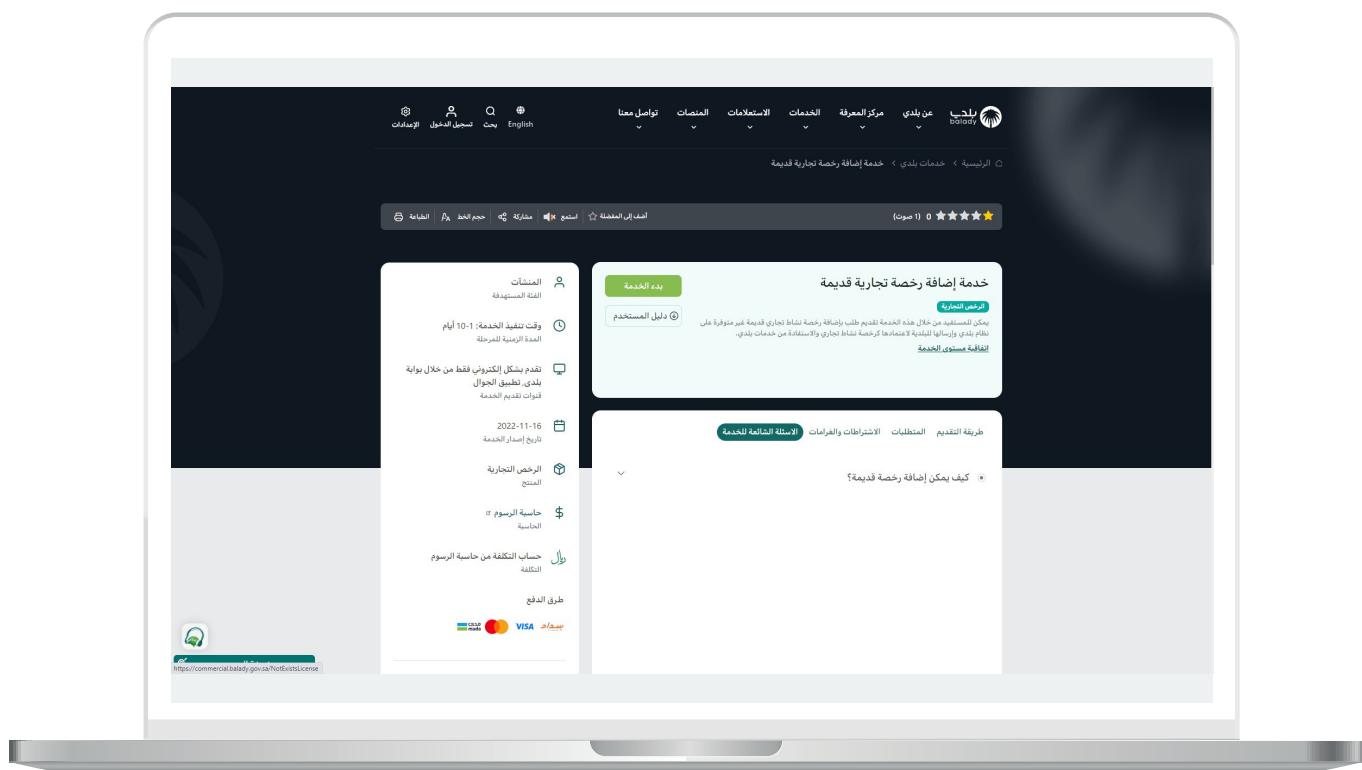
3) The service information page will appear, displaying details such as (How to Apply, Requirements, Conditions and Fines).



4) The following screen represents the (Requirements) list.

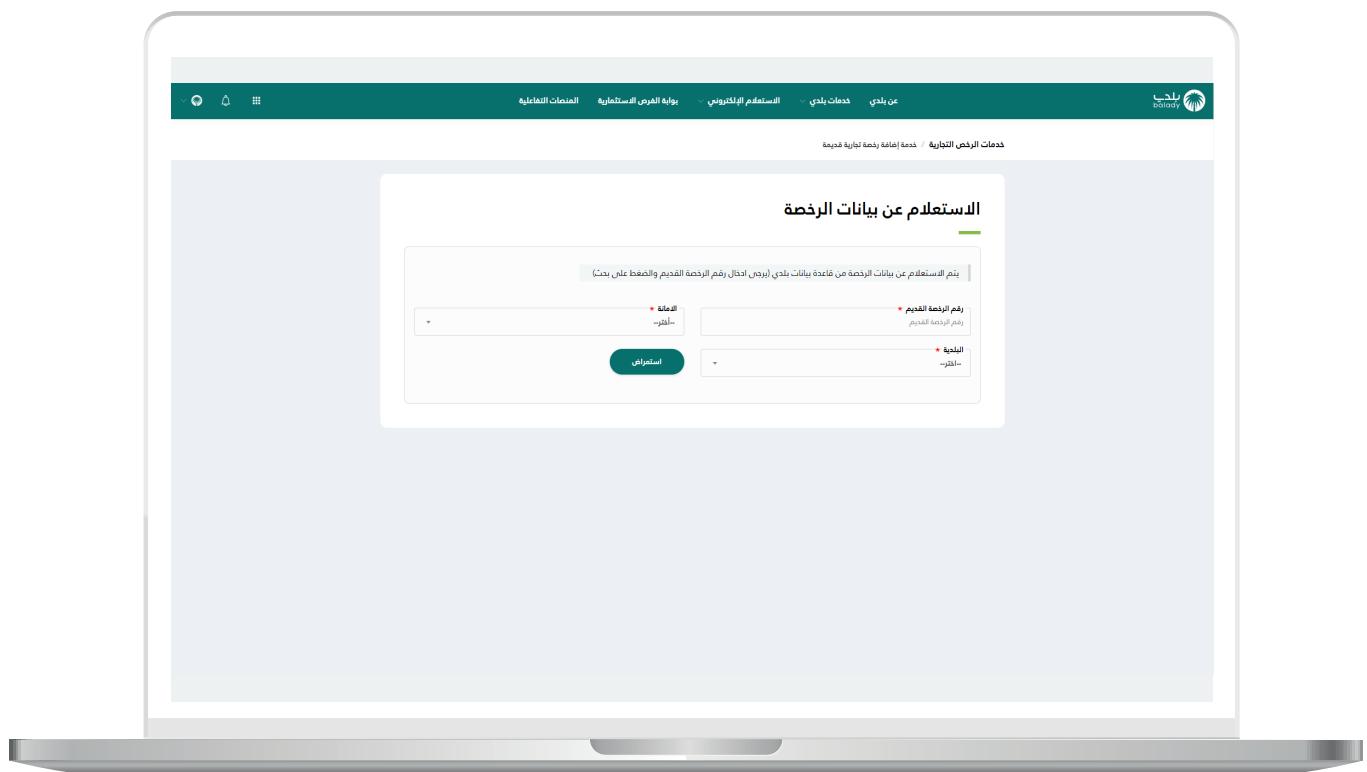


5) The following screen contains the (Frequently Asked Questions). Click (Start Service) to continue.

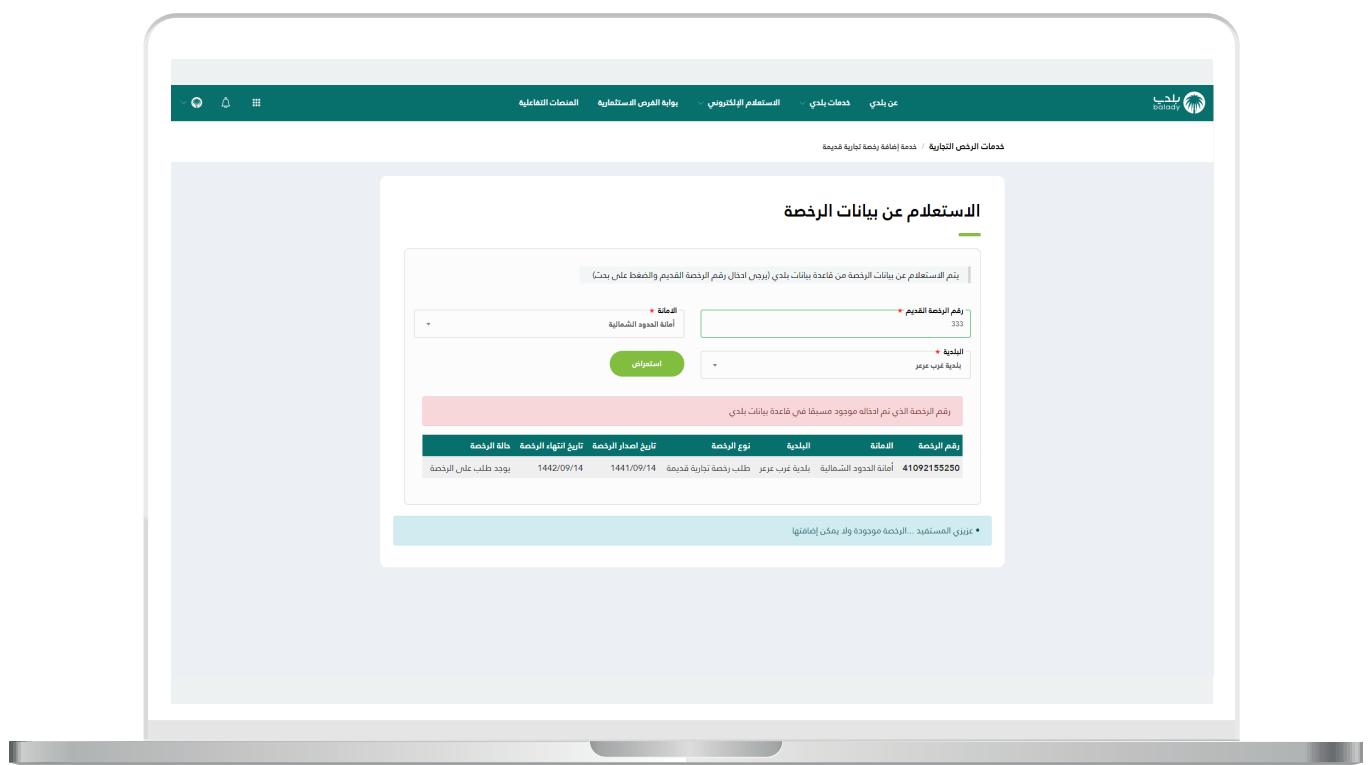


6) The next screen appears, prompting the user to retrieve the license details by filling in the drop-down fields (**Old License Number, Municipality, Secretariat**).

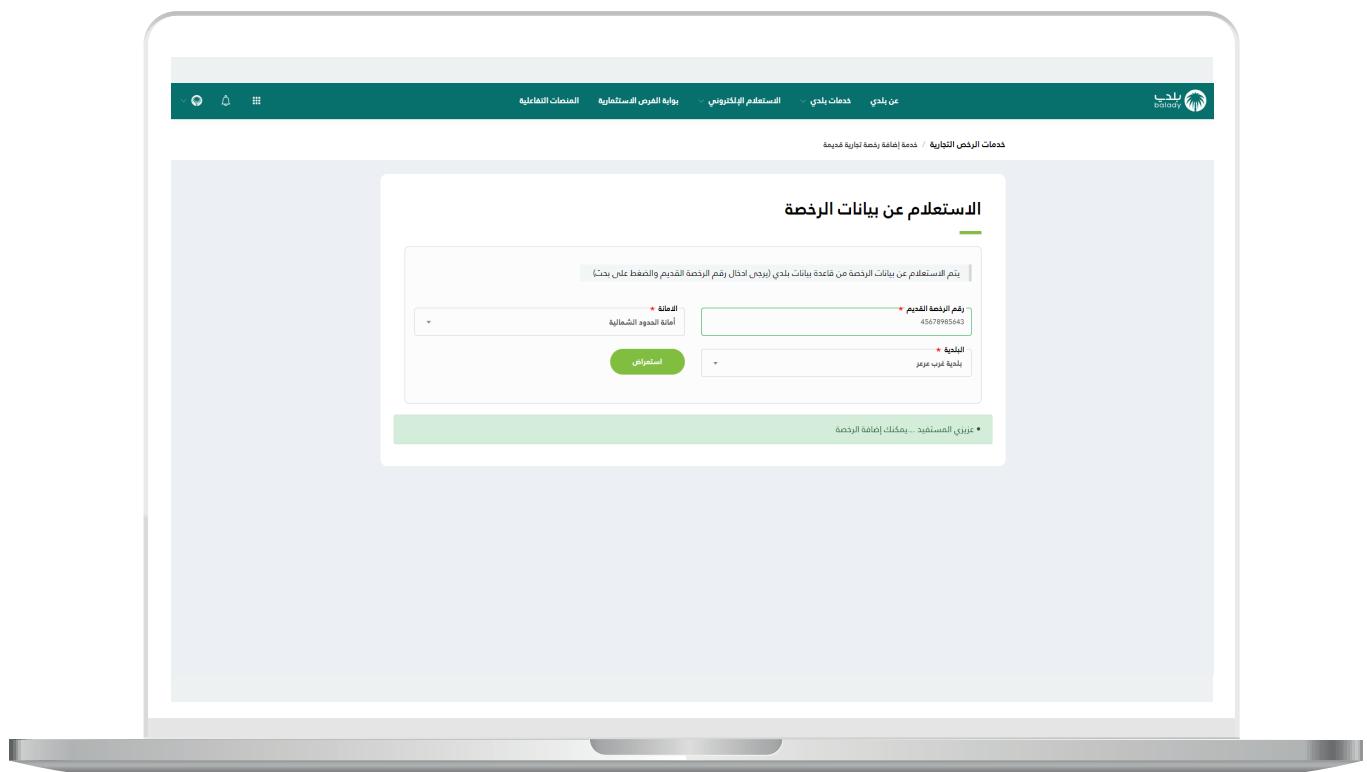
The user then clicks (**Search**) to check whether the license already exists or if it can be added.



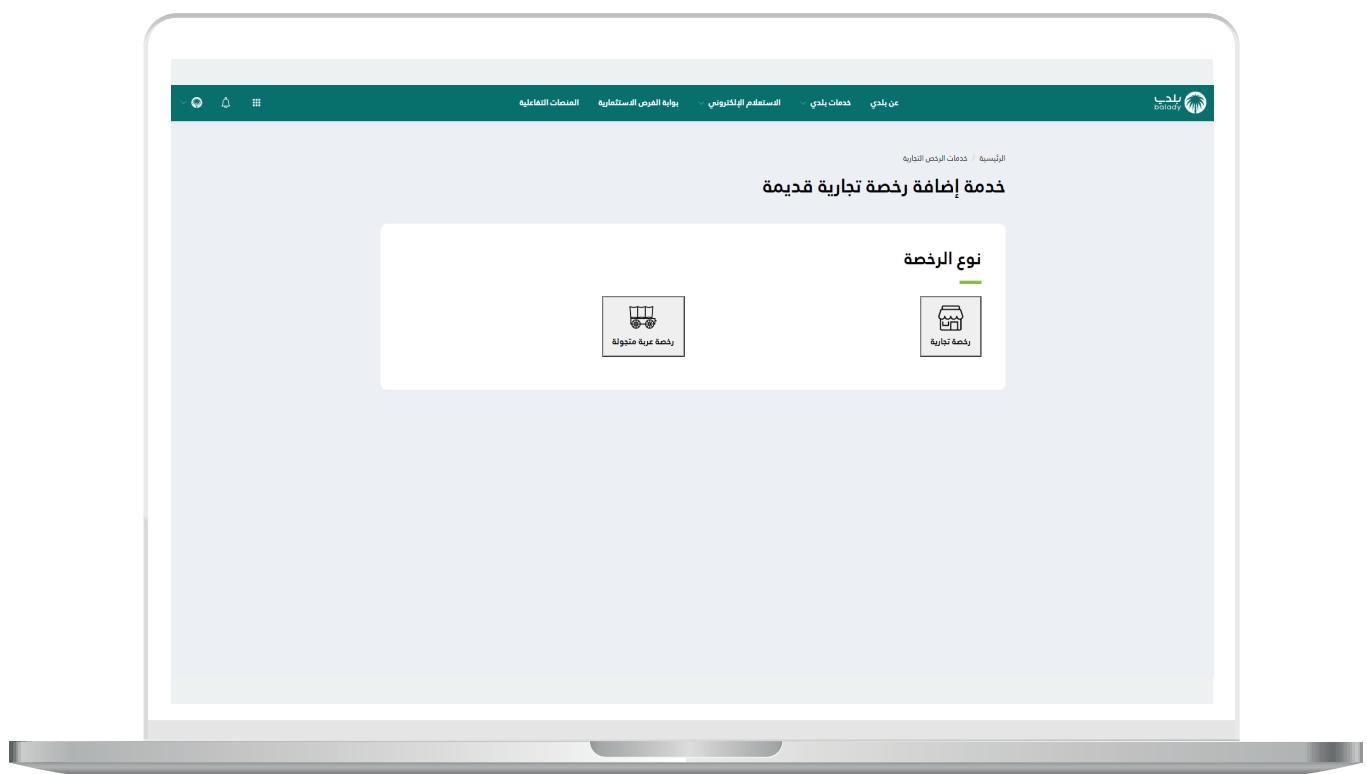
7) If the license is already registered, the system will display its details along with a message stating that (The license exists and cannot be added).



8) If the license is not found, the system will display a message stating (Dear Beneficiary, you can add the license), as shown in the next screen.



9) The next screen appears, allowing the user to select the type of license to be added. There are two options: (**Commercial License or Mobile Cart License**).



Commercial License

1) If the user selects (Commercial License), the system displays the (Request Information) stage. The user enters the (Mobile Number) and clicks (Verify).

The screenshot shows a web-based application for requesting a commercial license. The top navigation bar includes links for 'الخدمات المتعاملة' (Services), 'بوابة العروس الاستثمارية' (Investment Bride Portal), 'المستخدم الإلكتروني' (Electronic User), 'خدمات يدوي' (Manual Services), and 'عن بلدي' (About Balady). The logo for 'بلدي' (Balady) is in the top right corner.

The main content area is titled 'خدمات الرخص التجارية' (Commercial License Services) and 'خدمة إضافة رخصة تجارية قديمة' (Old Commercial License Addition Service). The steps are numbered 1 to 5: 1. بيانات الطالب (Student Information), 2. بيانات الشاطئ (Beach Information), 3. بيانات الموقع الجغرافي (Geographic Location Information), 4. بيانات العمل واللوحات (Business Information and Plates), and 5. بيانات المرفقات (Attachments).

The current step is 'بيانات مقدم الطلب' (Information of the Requester). It contains fields for 'اسم مقدم الطلب' (Requester Name) with a placeholder 'عبدالله', 'رقم التوكيل' (Proxy Number) with a placeholder '1234567890', and a 'تحقق' (Check) button. A note below states: 'سوف يتم استلام جميع الشعاراتات على رقم الدواوين المسجل في النظام' (All emblems will be received on the registered number of the offices).

The next section is 'بيانات مقدم الطلب' (Information of the Requester), which includes fields for 'شكل' (Shape) and 'مدل' (Model).

The final section is 'بيانات مالك الرخصة' (Information of the License Holder), which includes a dropdown for 'نوع الوحدة' (Unit Type) with 'محل' (Shop) selected, and a note: 'رقم الوهبة / التسجيل التجاري / منشأة يدوي 700' (Business Registration Number / Commercial Registration Number / Handmade Business 700).

2) The system sends a verification code to the registered mobile number. The user enters this code in the **(Confirmation Code)** field and clicks **(Confirm)**.

الخدمات المعاشرة
بوابة الفرض الاستهلاكية
الاستهلاك الإلكتروني
خدمات بلدي
عن بلدي

خدمات الرخص التجارية
خدمة إنشاء رخصة تجارية قديمة

مقدمة تجارية
رقم الطلب
رجوع
السابق
التالي

بيانات الموقعة المخواطي
بيانات الشاشة
بيانات المعلمات
بيانات العمل والوحدات
بيانات العمل

بيانات الطلاق

صفحة مقدم الطلب

اسم مقدم الطلب *

رقم الجواز *

سوف يتم استلام جميع الاشعارات على رقم الجواز المسجل في النظام

رمز التأكيد

تأكيد

إعادة إرسال الرمز بعد : 00:59

بيانات مقدم الطلب

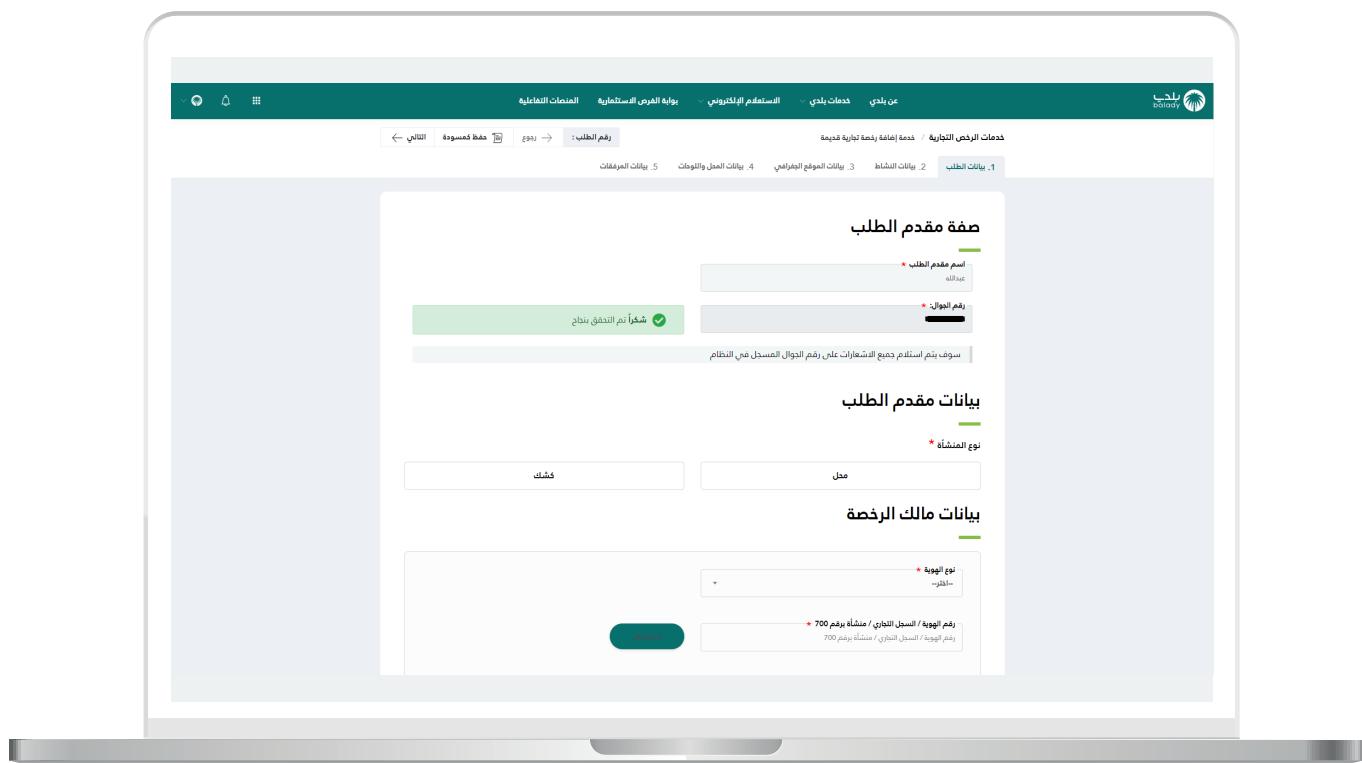
نوع المنشأة *

كشك

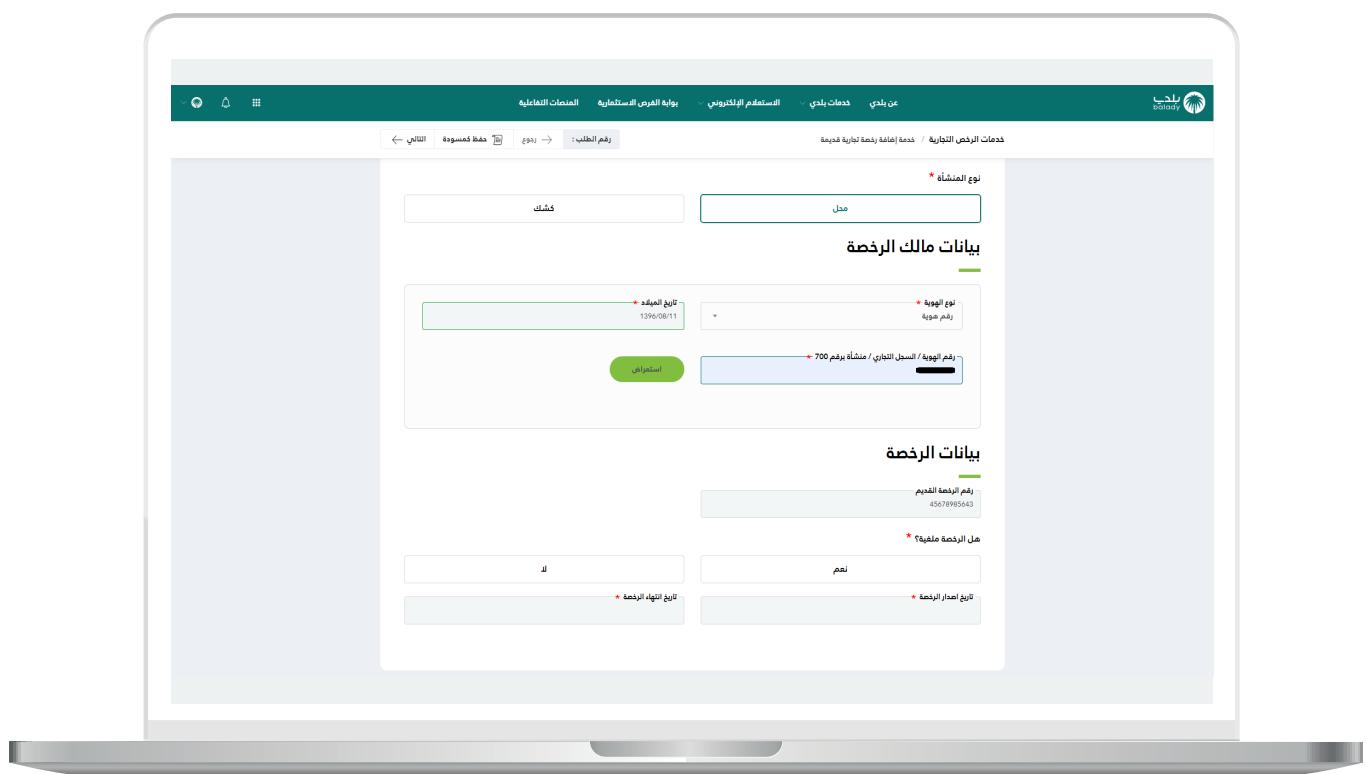
محل

بيانات مالك الرخصة

3) Once the message (**Thank you, verification was successful**) appears, the user selects the establishment type (**Store, Kiosk**) and chooses (**ID Type**) from the drop-down menu.



4) The user fills in the required fields and clicks (Browse).



5) The system prompts the user to specify whether the license is canceled. If (Yes) is selected, additional fields appear: **(License Cancellation Date, License Issue Date, License Expiry Date)**. The user selects the appropriate values using the electronic calendar.

The user then clicks **(Next)** to proceed to the next stage. The user can also click **(Save as Draft)** to store the request and return to it later.

بيانات الرخصة

رقم الرخصة القديم: 45078985643

هل الرخصة ملغية؟

نعم

لا

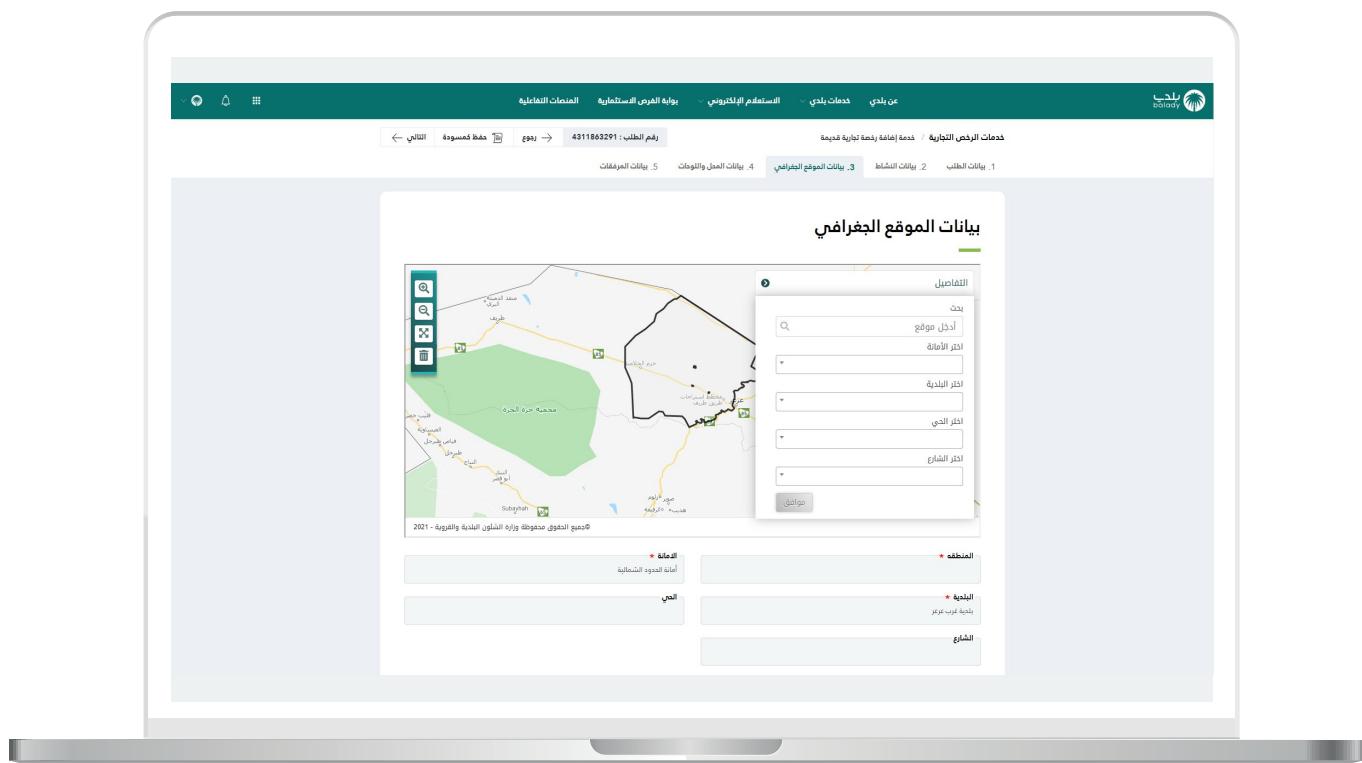
تاريخ إصدار الرخصة: 1443/04/01

تاريخ انتهاء الرخصة: 1443/04/13

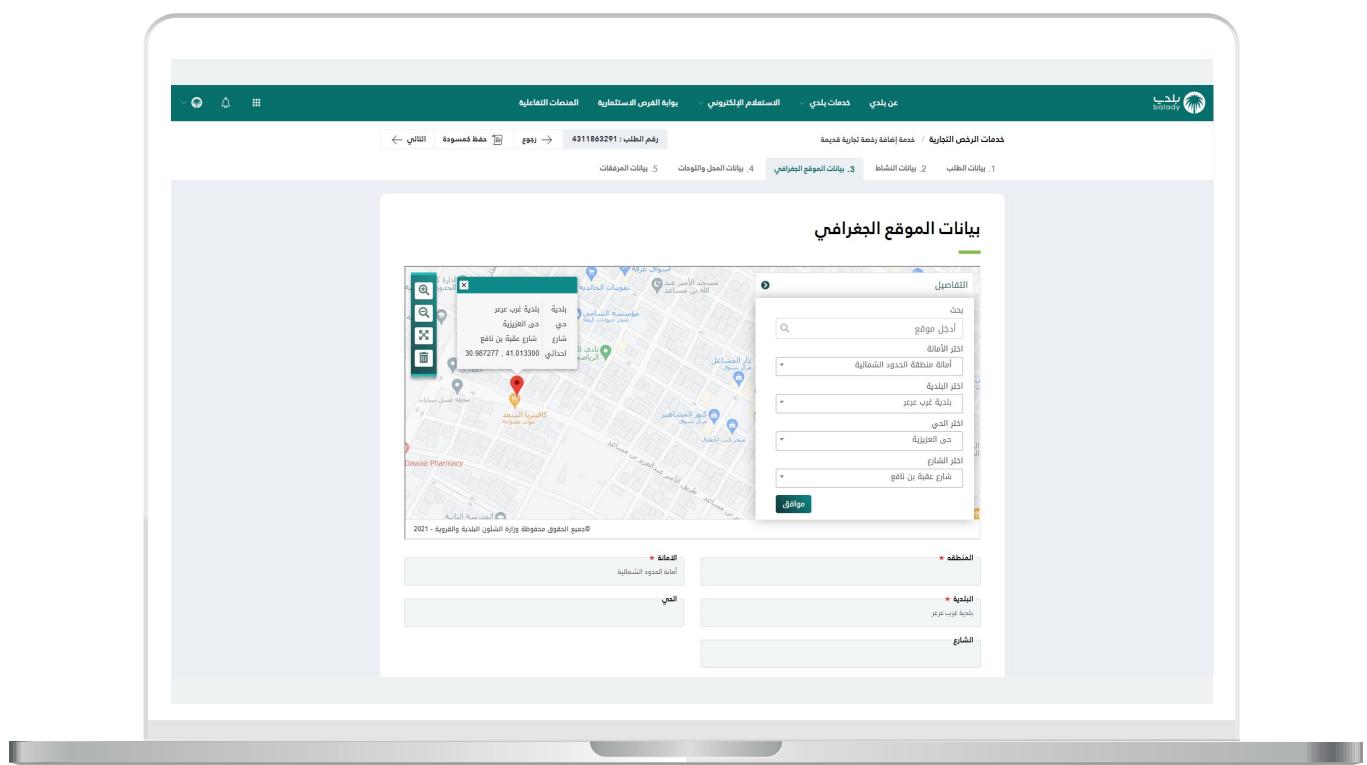
6) The user proceeds to the **(Activity Information)** stage. The user selects values from the drop-down lists (**ISIC Activity**, **Detailed Activity**), enters the **(Total Store Area)**, and selects the type of workers (**Men**, **Women**, **Both Men & Women**).

Once completed, the user clicks **(Next)** to proceed to the next stage. The user can also click **(Back)** to return to the previous step or **(Save as Draft)** to continue later.

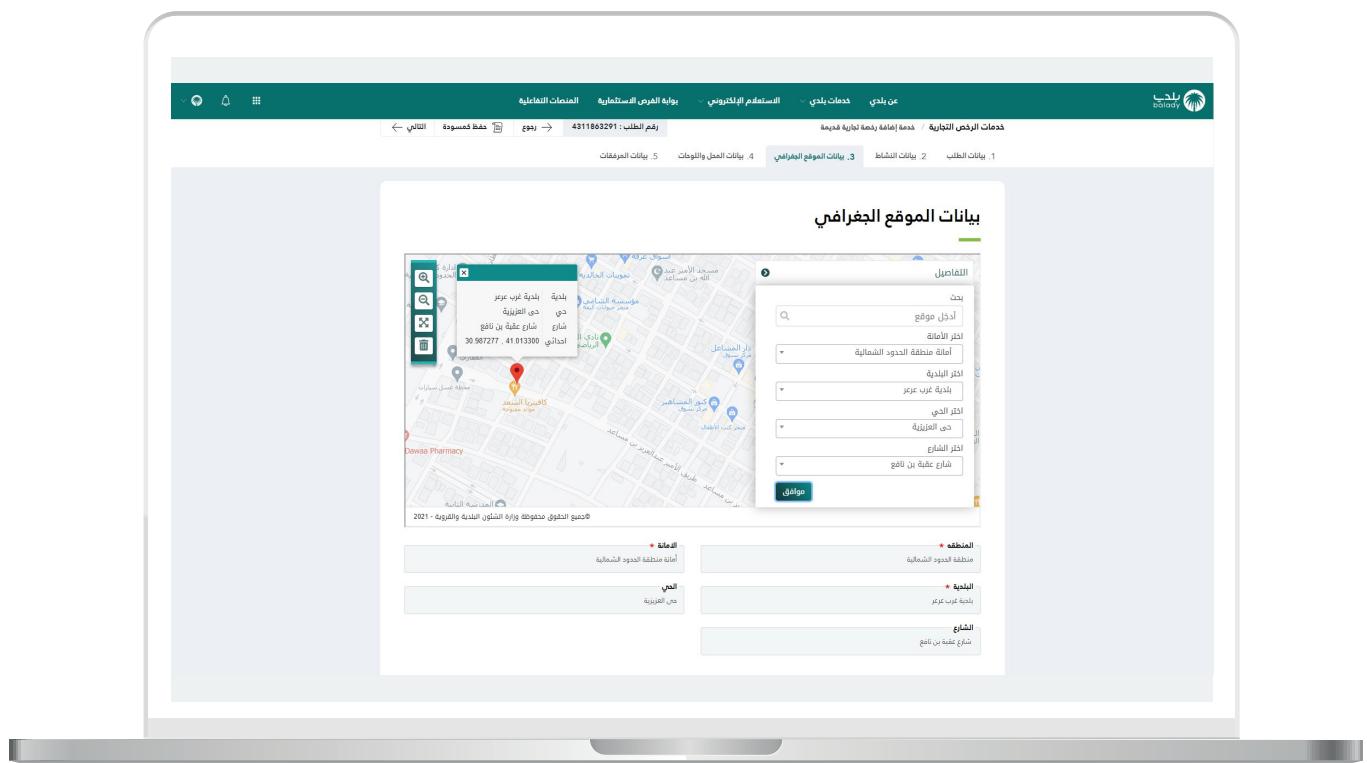
7) The user proceeds to the third stage, (**Geographic Location Information**). The user selects values from the drop-down lists (**Municipality, Secretariat, District, Street**) or clicks on the map, allowing the system to auto-fill the fields.



8) Click the (Confirm) button.



9) The system displays the required fields based on the selected location. The user fills them in and clicks (Next) to proceed. The user can also click (Back) to return to the previous step or (Save as Draft) to store the request and complete it later.

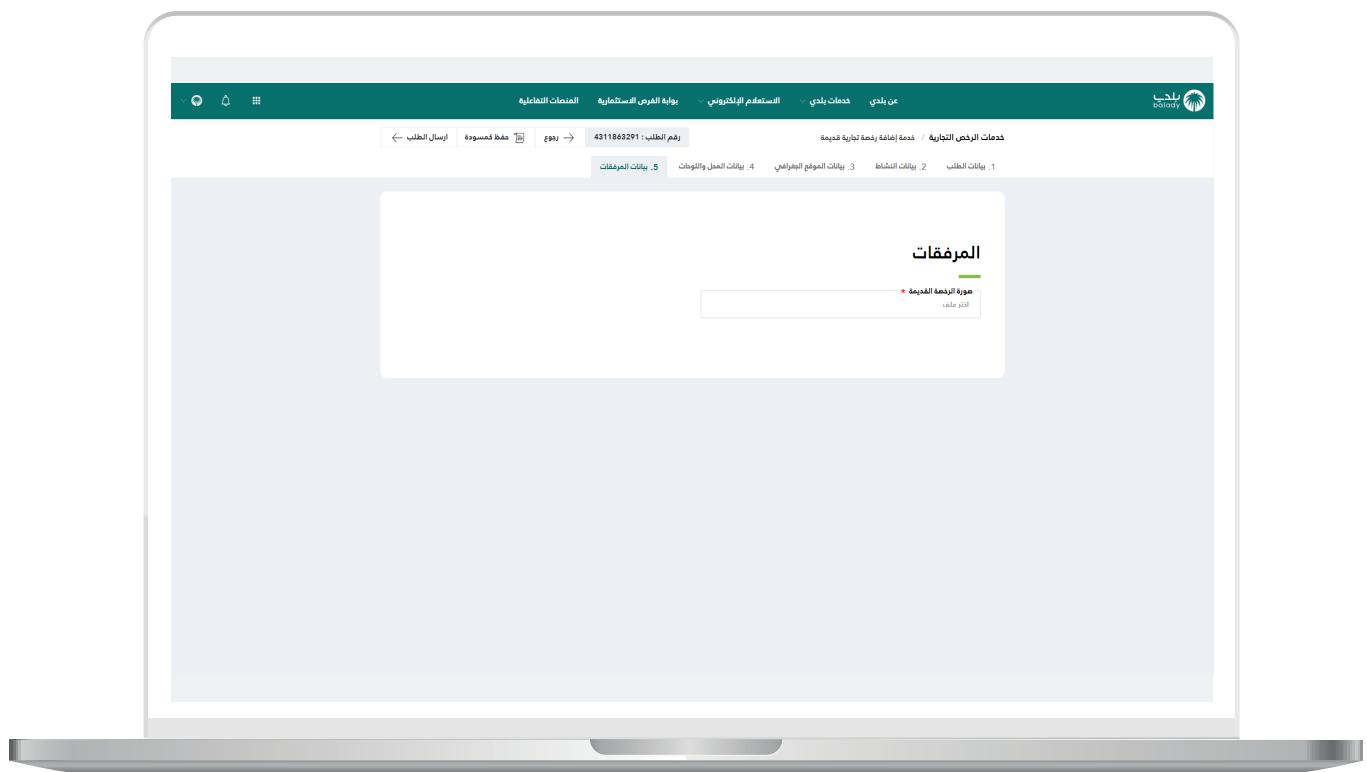


10) The user proceeds to the **(Store and Signboard Information)** stage. The user enters details such as **(Store Name, Store Number, Store Address, Title Deed Number)**. The user selects **(Signboard Type)** from the drop-down list, enters **(Signboard Area in Square Meters)**, and clicks **(Add)**.

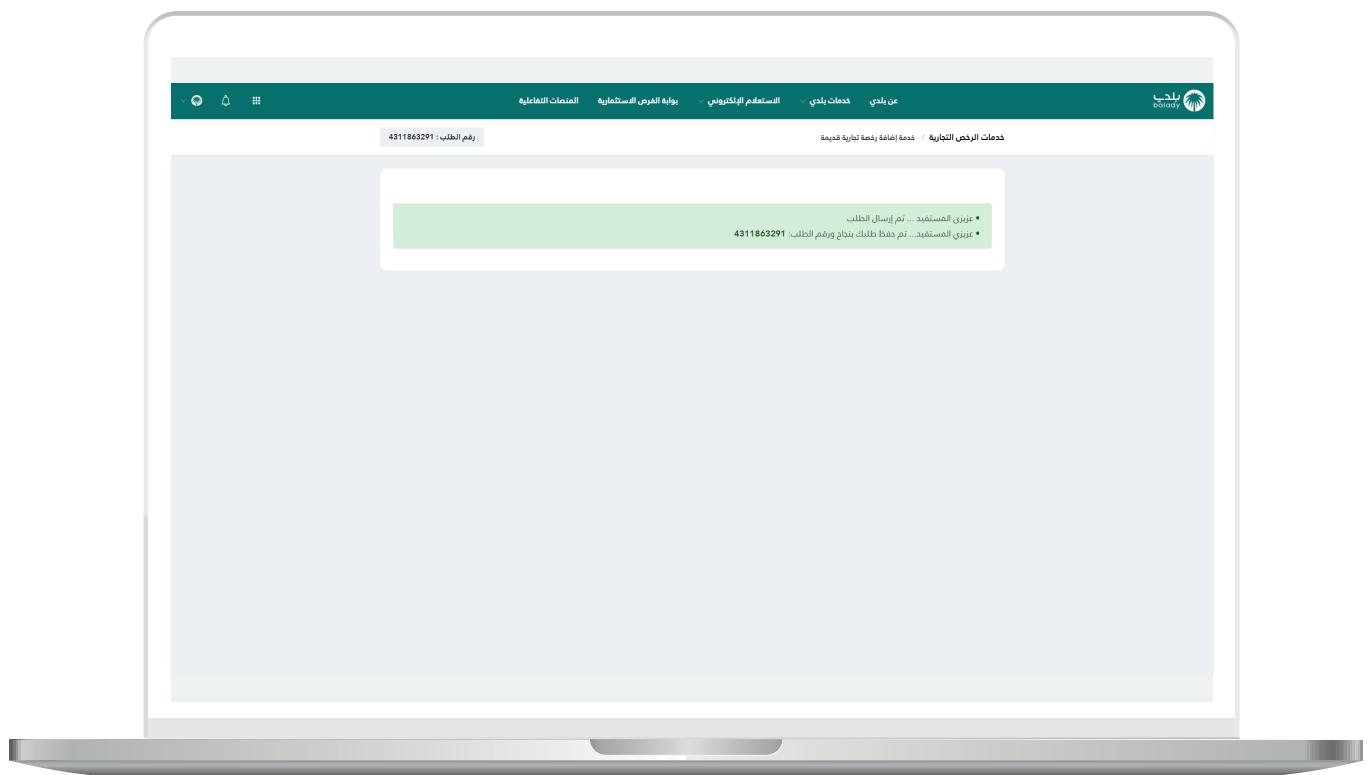
11) The user clicks (**Next**) to proceed. The user can also click (**Save as Draft**) to store the request and return later or (**Back**) to go to the previous step.

12) The user proceeds to the fifth stage, (**Attachments**). The user uploads the required file by clicking the field and selecting the file from the device.

Once completed, the user clicks (**Submit Request**) to send the application to the municipality. The user can also click (**Back**) to return to the previous step or (**Save as Draft**) to store the request and complete it later.

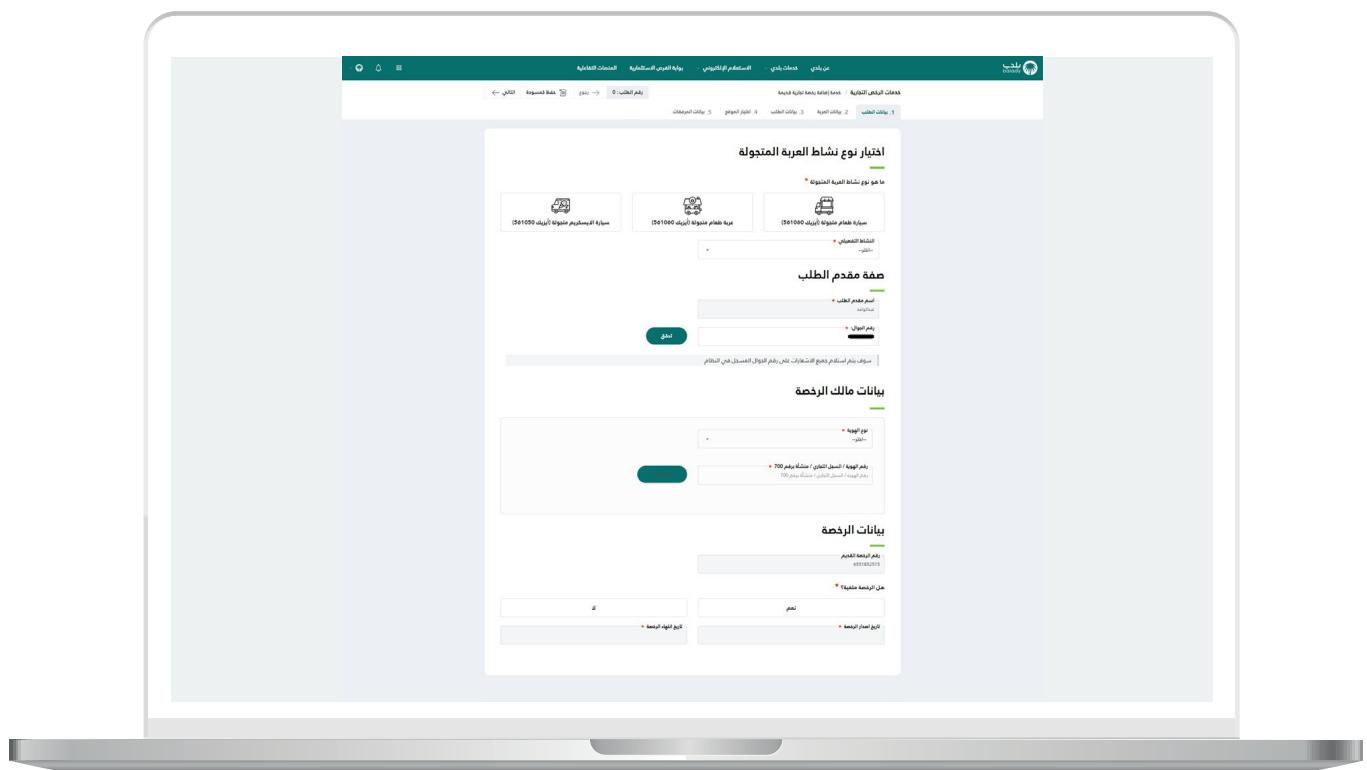


13) A confirmation message appears, indicating that the request has been successfully submitted.



Mobile Cart License

1) If the user selects (Mobile Cart License), the system displays the (Request Information) stage. The user selects (Mobile Cart Activity Type).



اختبار نوع نشاط العربة المتنقلة

ما هو نوع نشاط العربة المتنقلة

سيارة ميكروباص مجنونة (أيوب) (501000)
سيارة ميكروباص مجنونة (أيوب) (501000)
سيارة ميكروباص مجنونة (أيوب) (501000)
النشاط المنشئ
النوع

صفة مقدم الطلب

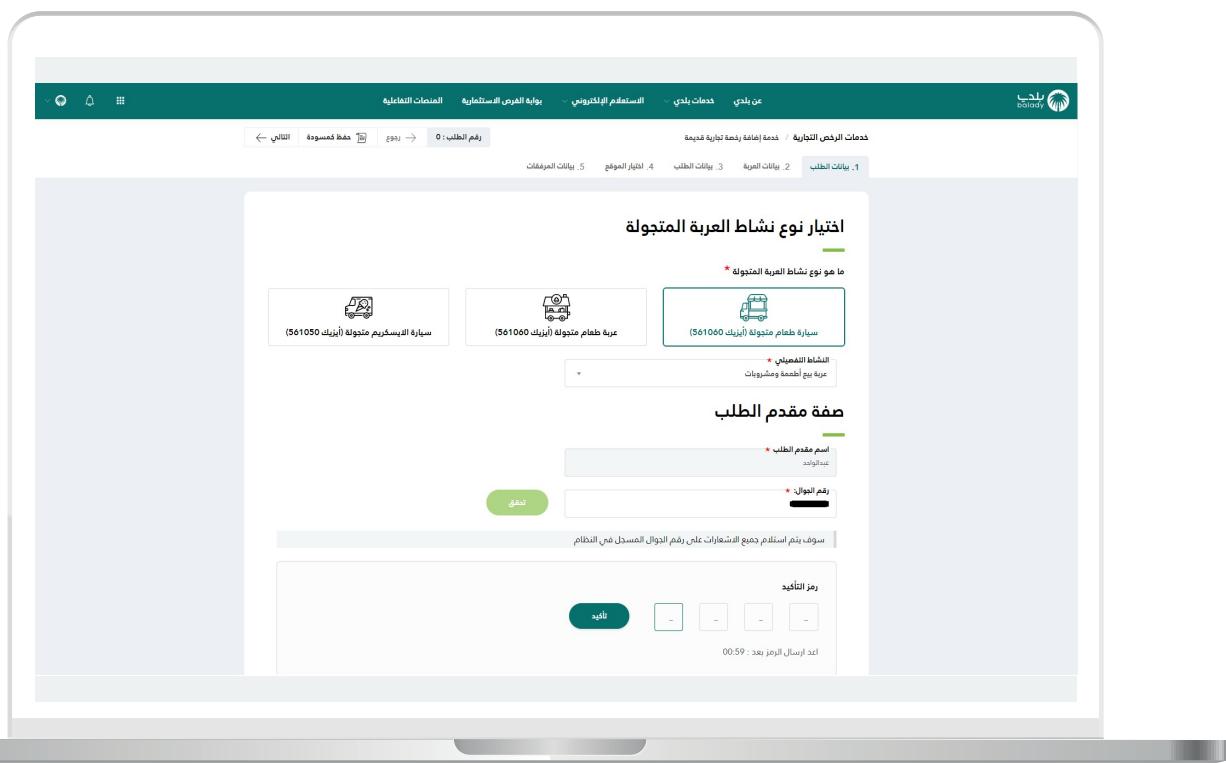
نوع الوظيفة
نوع الوظيفة

بيانات مالك الرخصة

نوع الرخصة
نوع الرخصة
نوع الرخصة

2) The user selects a value from the drop-down list (**Detailed Activity**) and verifies their identity by entering their (**Mobile Number**) and clicking (**Verify**).

The system sends a confirmation code to the user's registered mobile number. The user enters this code in the (**Confirmation Code**) field and clicks (**Confirm**).



3) Once the message (Thank you, verification was successful) appears, the user selects a value from the drop-down list (ID Type).

اللائحة
الخدمات التفاعلية
بيانات الفحوصات
الخدمات الاستشارية
بيانات الفحوصات
الخدمات الاستشارية
عن بلدي
خدمات بلدي

بلدي
biology

الرقم المطلوب:
رقم المطلوب:
رجوع
حذف
حذف مسمودة
اللائحة

بيانات المطلوب
بيانات المطلوب
بيانات المطلوب
بيانات المطلوب
بيانات المطلوب
بيانات المطلوب

اختبار نوع نشاط العربية المتجولة

ما هو نوع نشاط العربية المتجولة *



سيارة البيكاري متجولة (أيزون 561050)



عربة طعام متجولة (أيزون 561060)



سيارة طعام متجولة (أيزون 561060)

النشاط التقليدي *

عربة بيع أطعمة ومشروبات

صفة مقدم الطلب

اسم مقدم الطلب *

عبدالواحد

رقم الموبايل *

شفرة أتم التحقق يرجى إدخال

سوف يتم أرسلتم جميع الاشعارات على رقم الموبايل المسجل في النظام

بيانات مالك الرخصة

نوع الورقة *

الورقة

4) If the user selects (Commercial Register) as the identity type, they enter the (National ID, Commercial Registration Number, or Establishment Number (700)) and click (Browse).

5) The system retrieves and displays the establishment's information in the (Establishment Name) field. The user specifies whether the license is canceled. If (No) is selected, the system displays additional fields (License Issue Date, License Expiry Date). The user selects values using the electronic calendar.

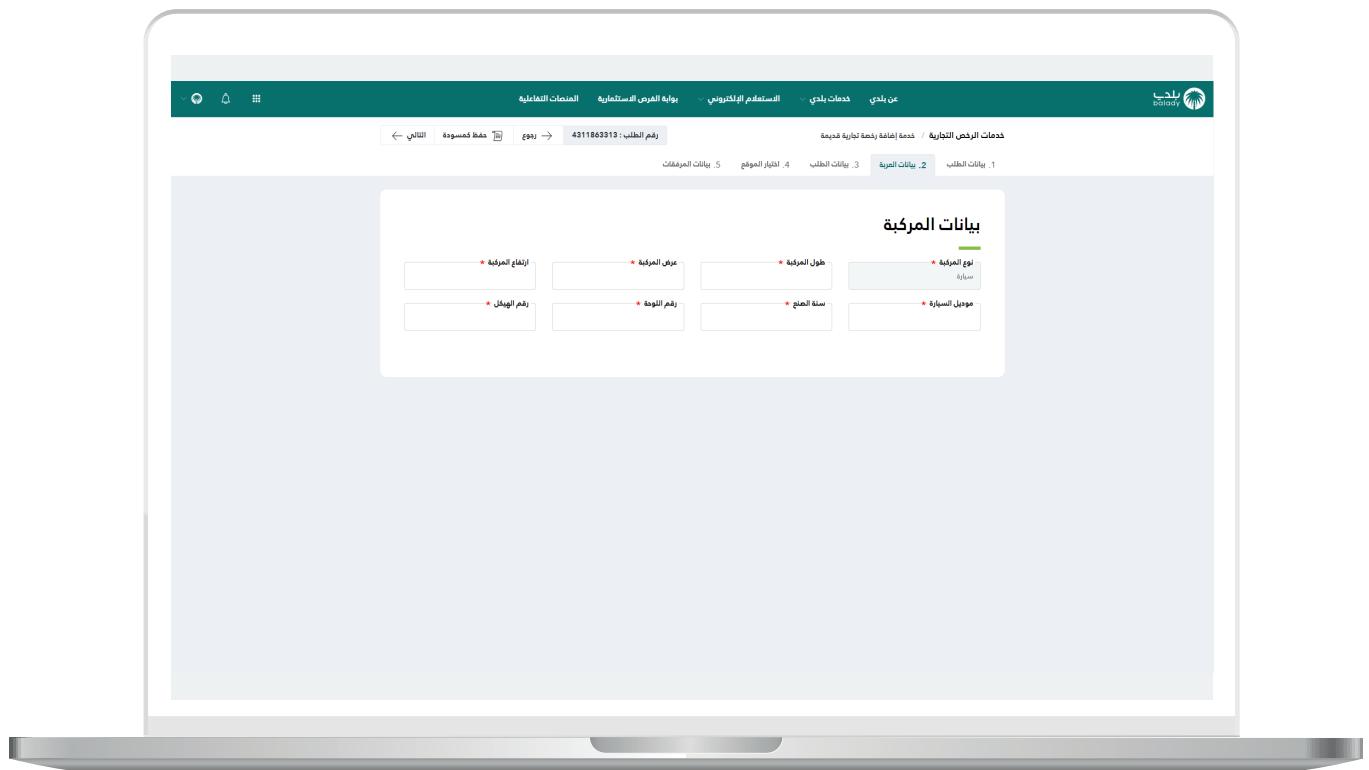
The user then clicks (Save as Draft) to store the request and return to it later or (Next) to proceed to the next stage.

بيانات مالك الرخصة

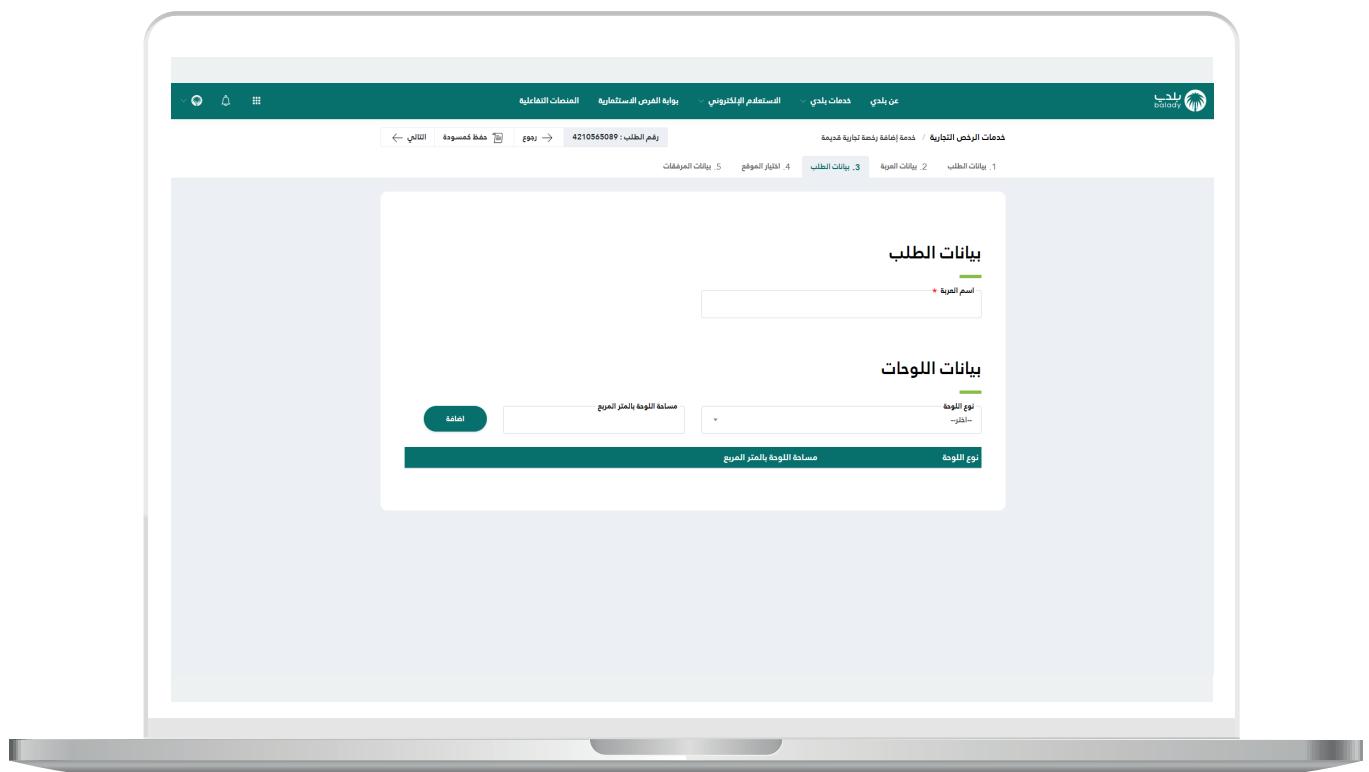
بيانات الرخصة

6) The user proceeds to the second stage, (Cart Information). They enter the required details (Vehicle Length, Width, Height, Model, Year of Manufacture, Plate Number, Chassis Number).

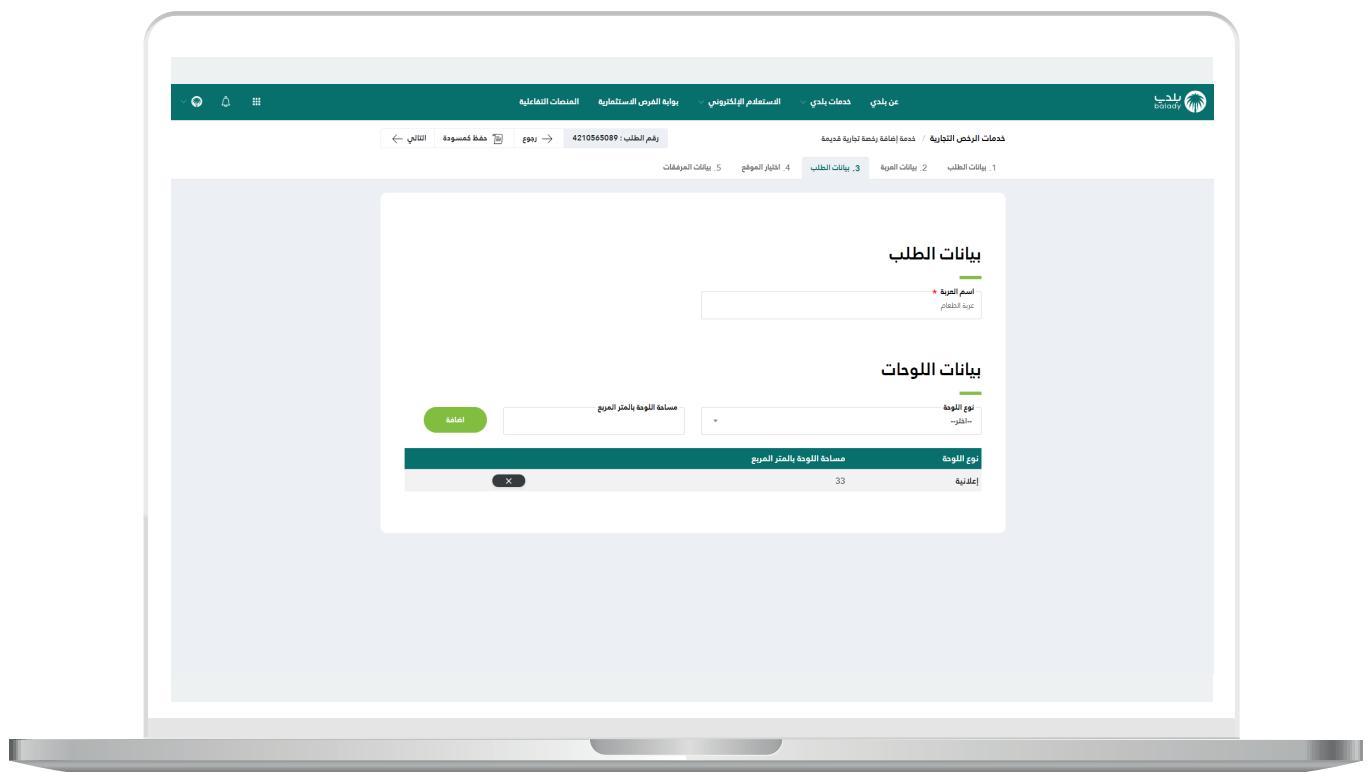
The user then clicks **(Next)** to proceed to the next stage. They can also click **(Save as Draft)** to store the request or **(Back)** to return to the previous step.



7) The user proceeds to the third stage, (Request Information). They enter the (Cart Name) and add signboard details by selecting (Signboard Type) from the drop-down list and entering the (Signboard Area in Square Meters). The user then clicks (Add).

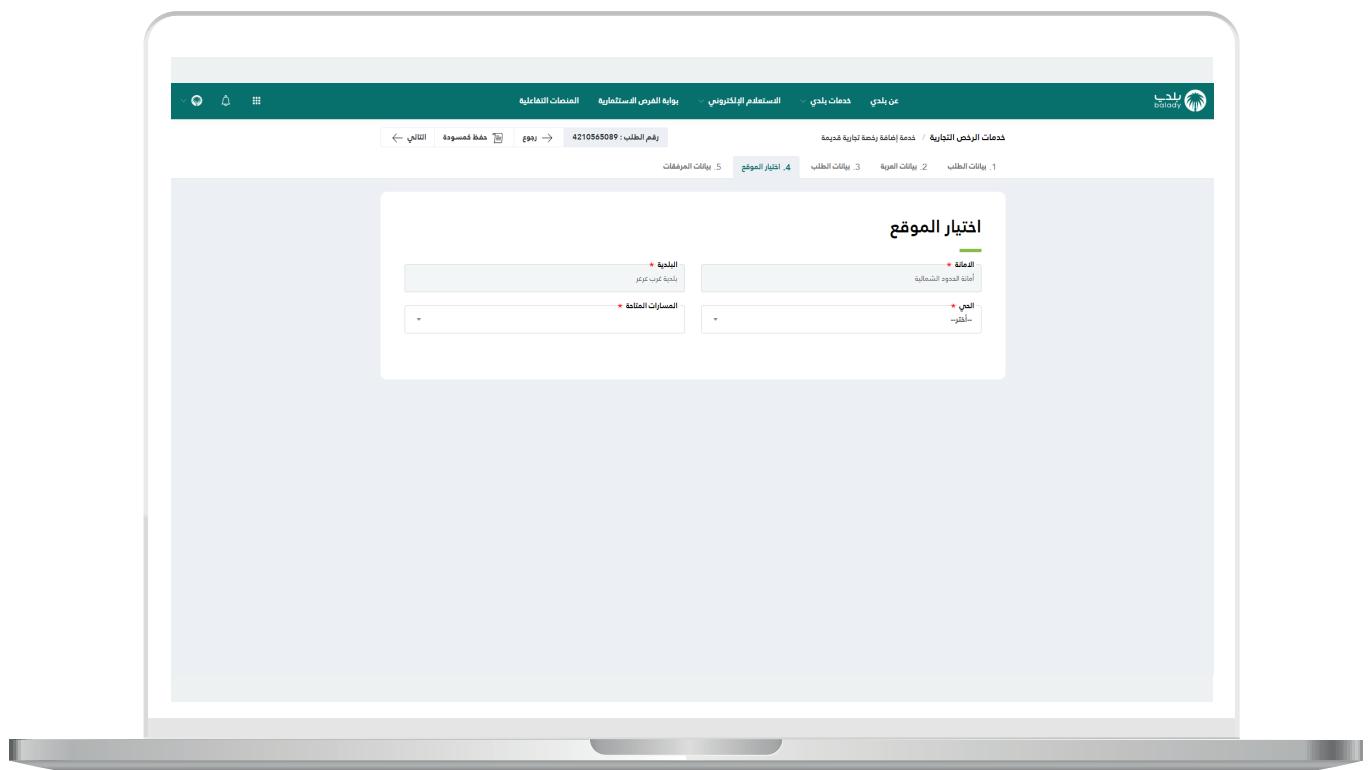


8) The user clicks (Next) to proceed. They can also click (Save as Draft) to store the request or (Back) to return to the previous step.



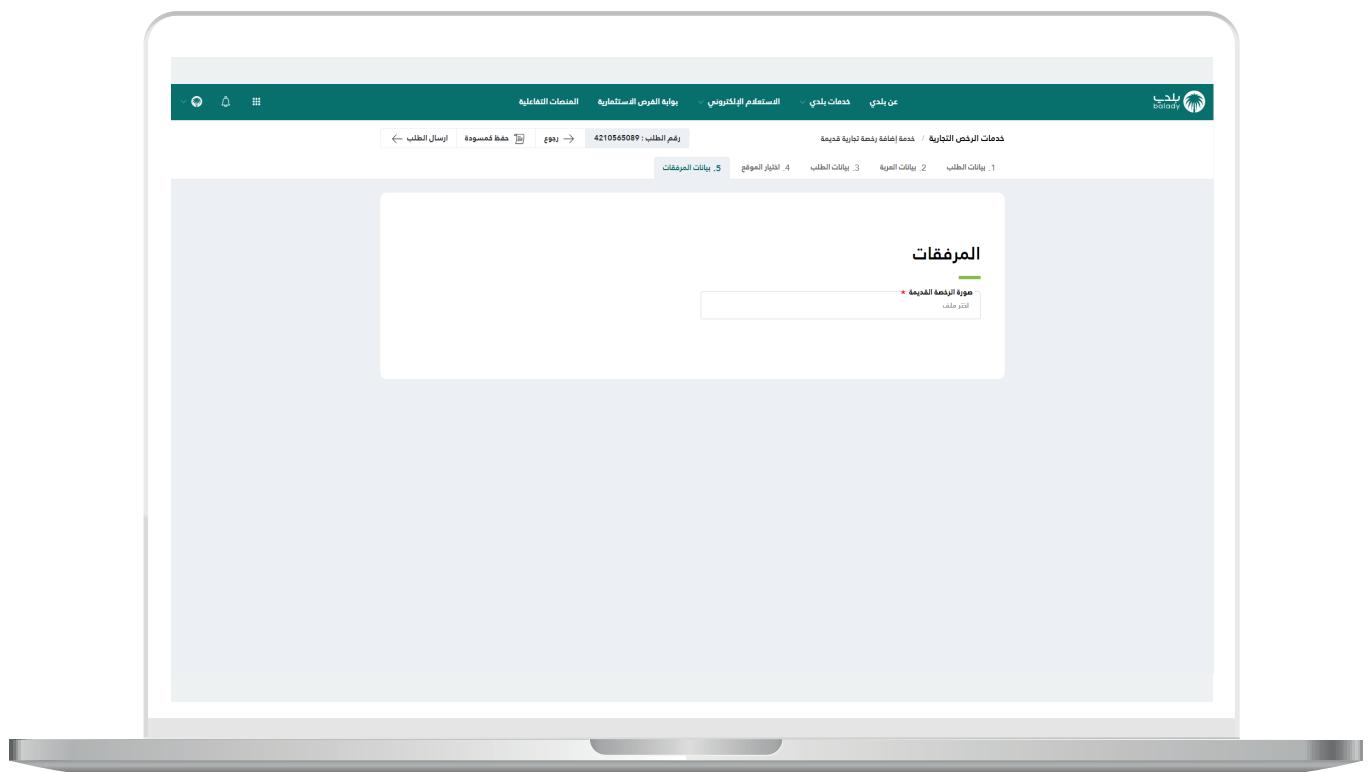
9) The user proceeds to the fourth stage, (**Location Selection**). They choose the mobile cart's geographic location by selecting values from the drop-down lists (**District, Available Routes**).

The user then clicks (**Next**) to proceed to the next stage. They can also click (**Save as Draft**) to store the request or (**Back**) to return to the previous step.

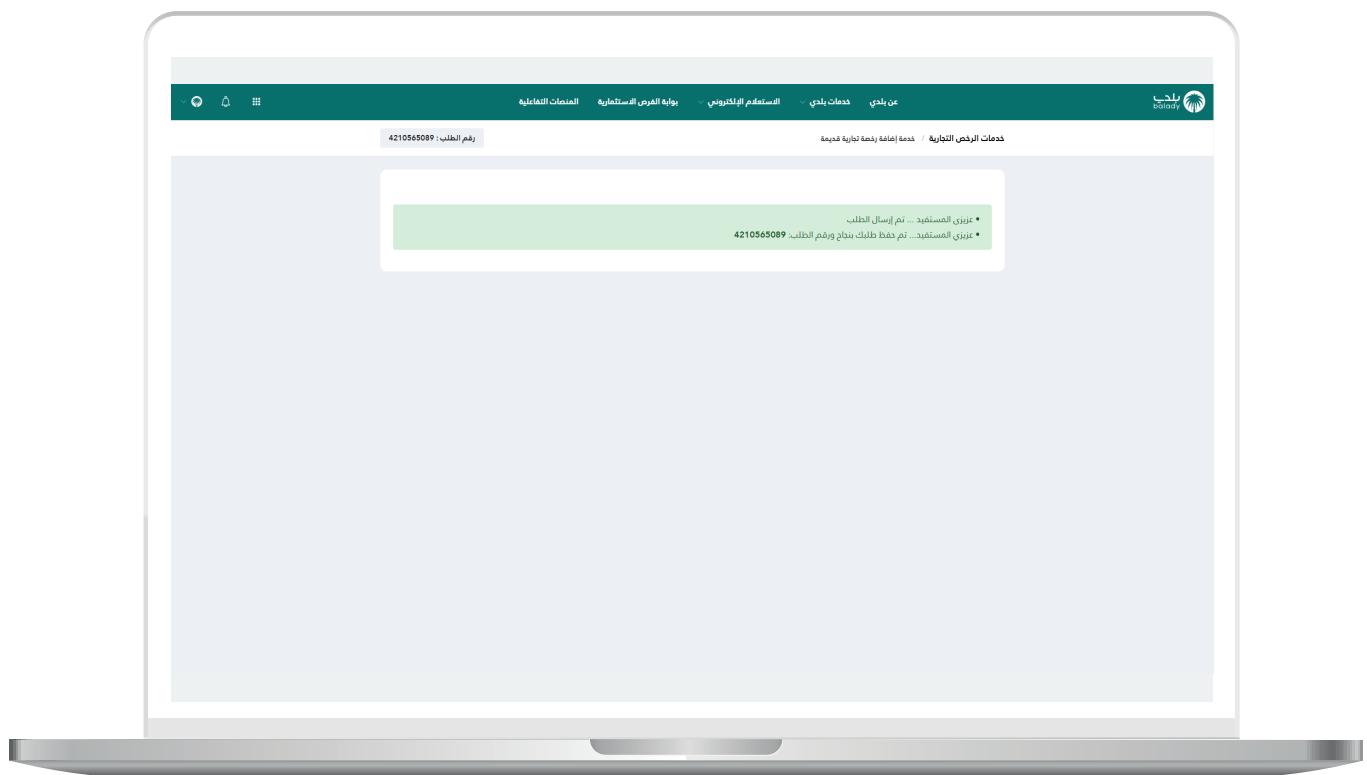


10) The user proceeds to the fifth stage, (**Attachments**). They upload the required file (**Photocopy of the Old License**) by clicking the field and selecting the file from the device.

The user clicks (**Submit Request**) to send the application to the municipality. They can also click (**Save as Draft**) to store the request or (**Back**) to return to the previous step.



11) The system submits the request and displays a confirmation message indicating that the application has been successfully sent.



📞|199040 Direct Contact Number
🐦|@Balady_CS Customer Service