



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

The Service of

Updating a Commercial Activity License

Beneficiary's
Copy

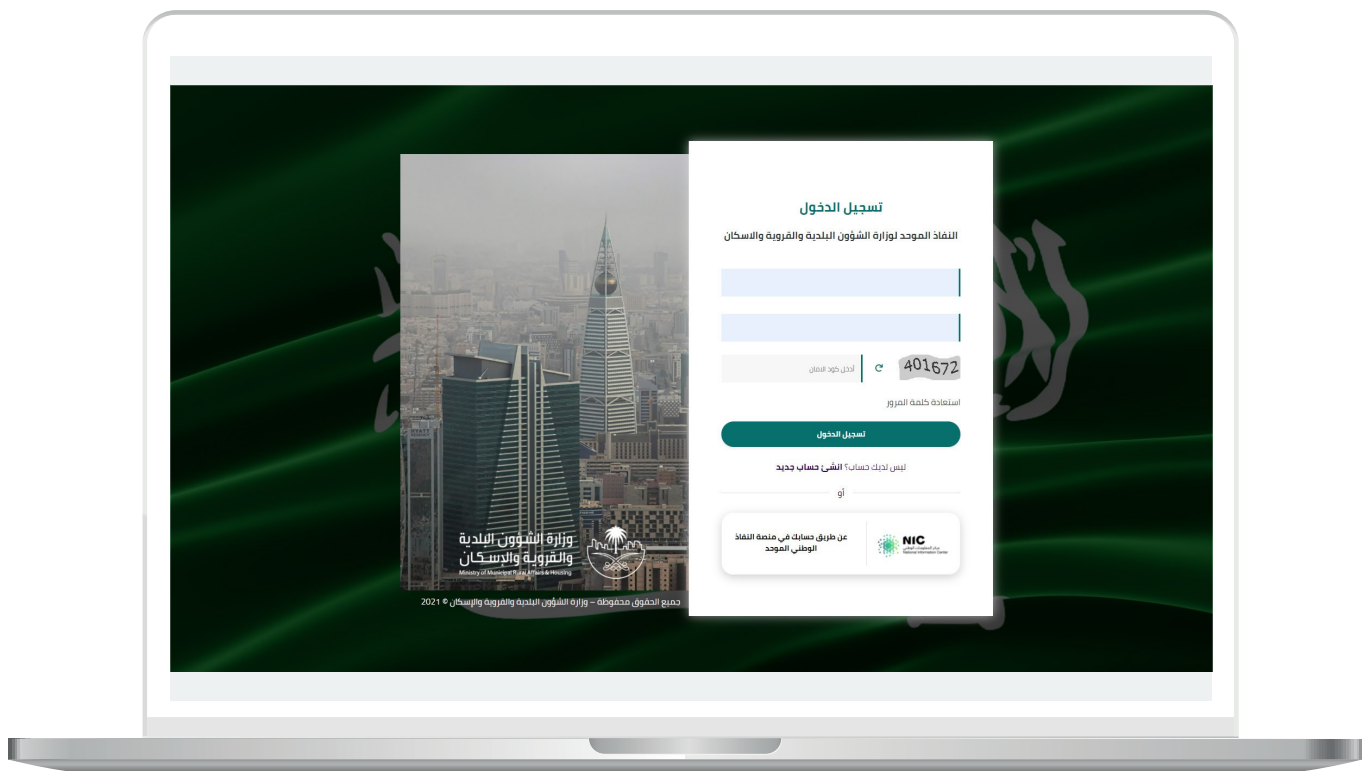
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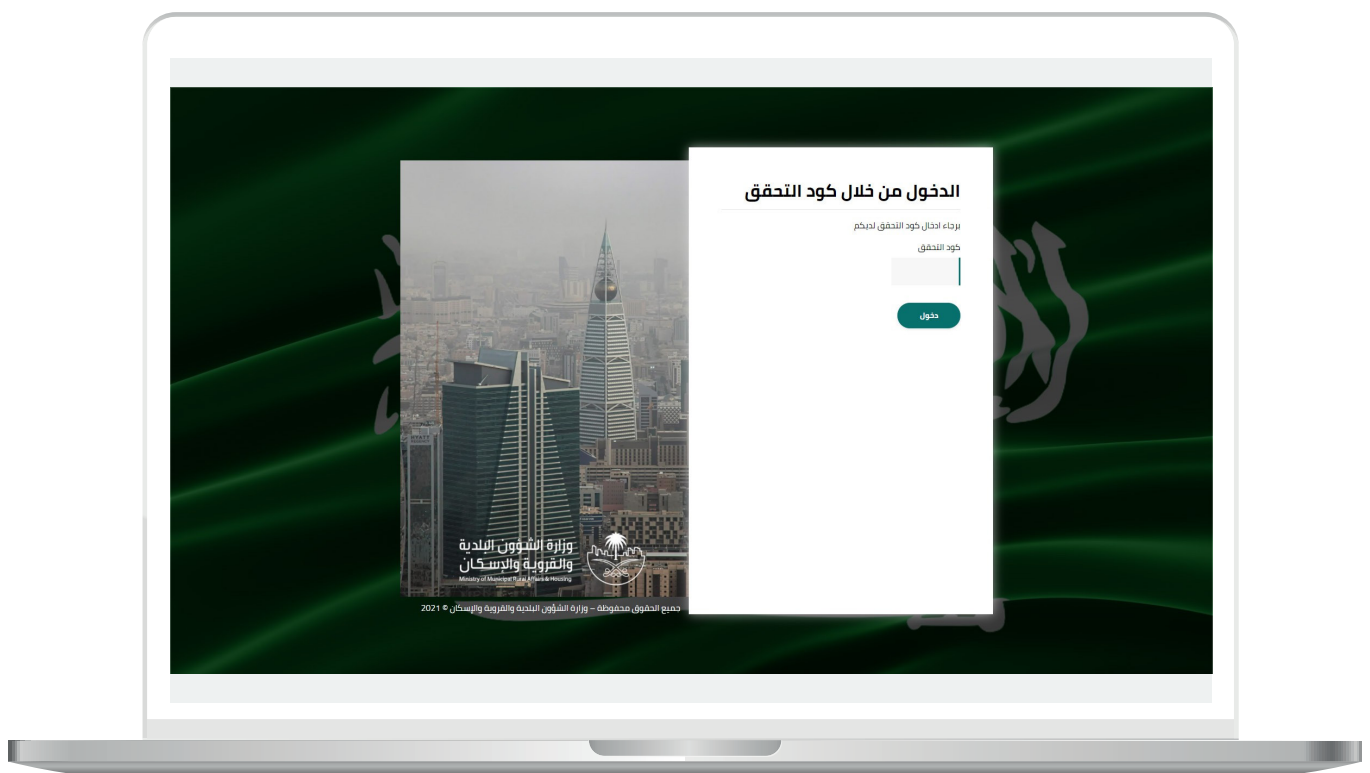


Log in to the System

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.



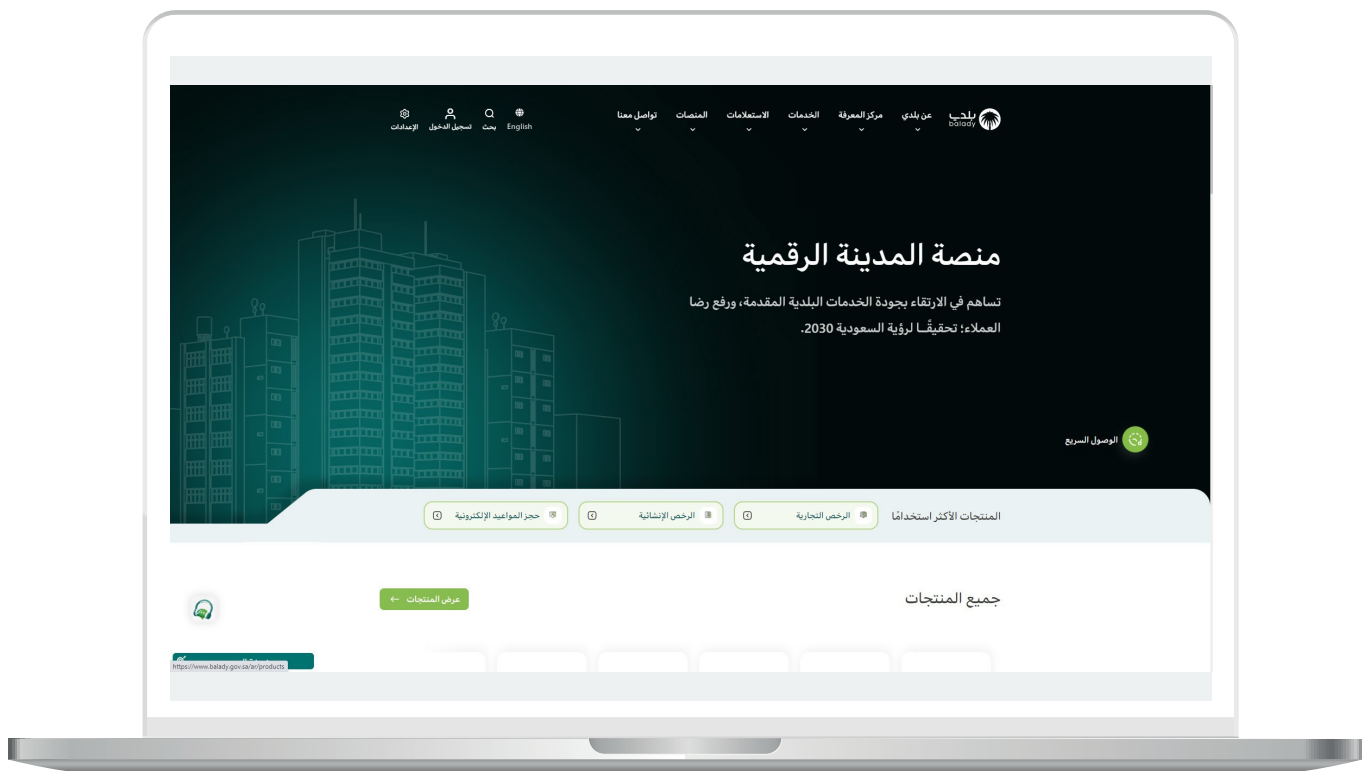
2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.



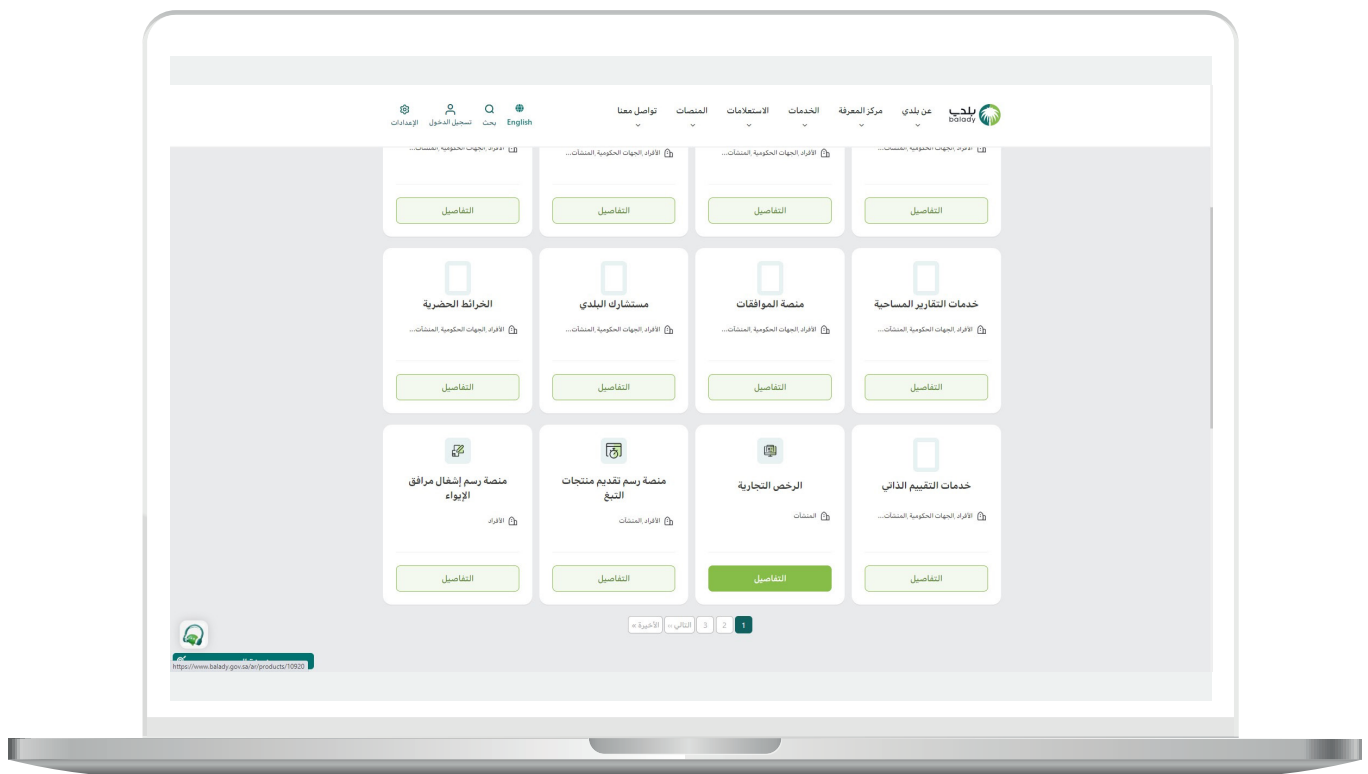
Steps to Request the Service

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

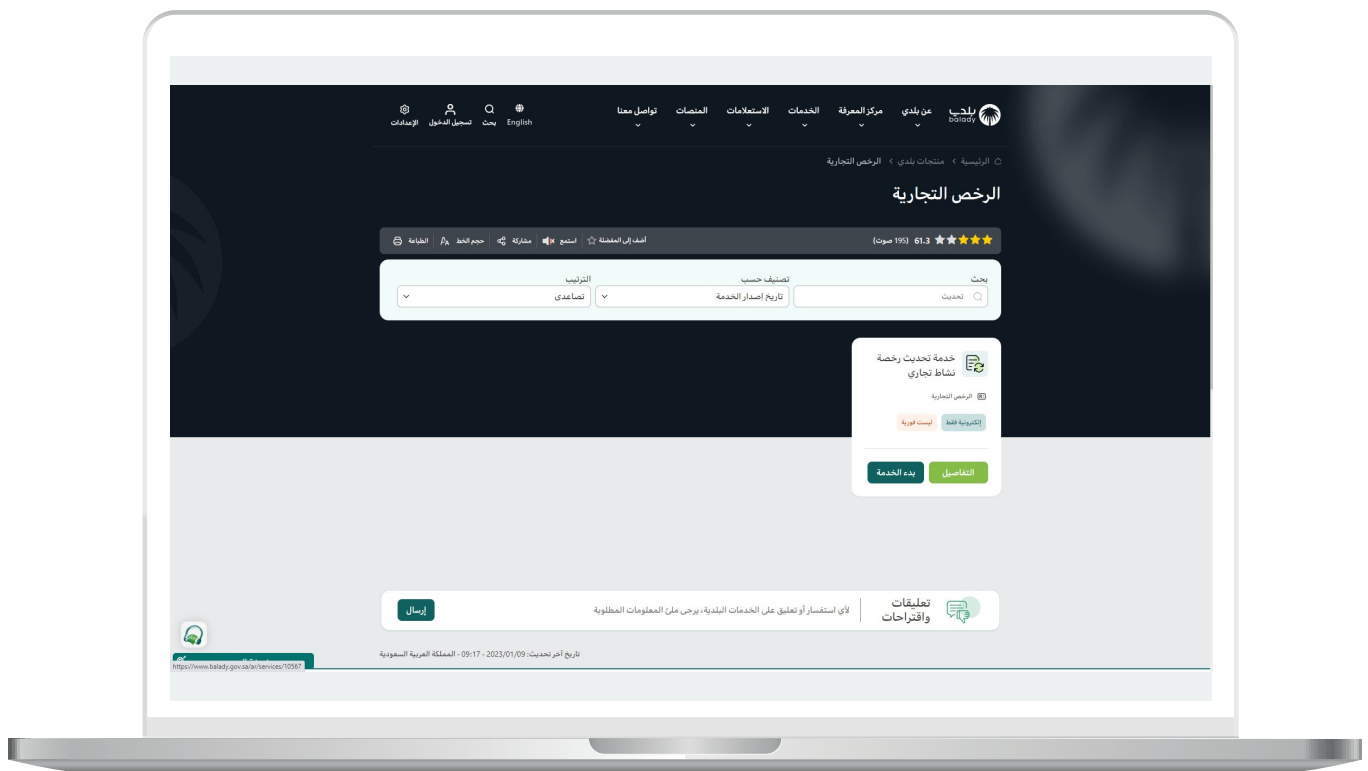
The user then clicks the **(View Products)** button.



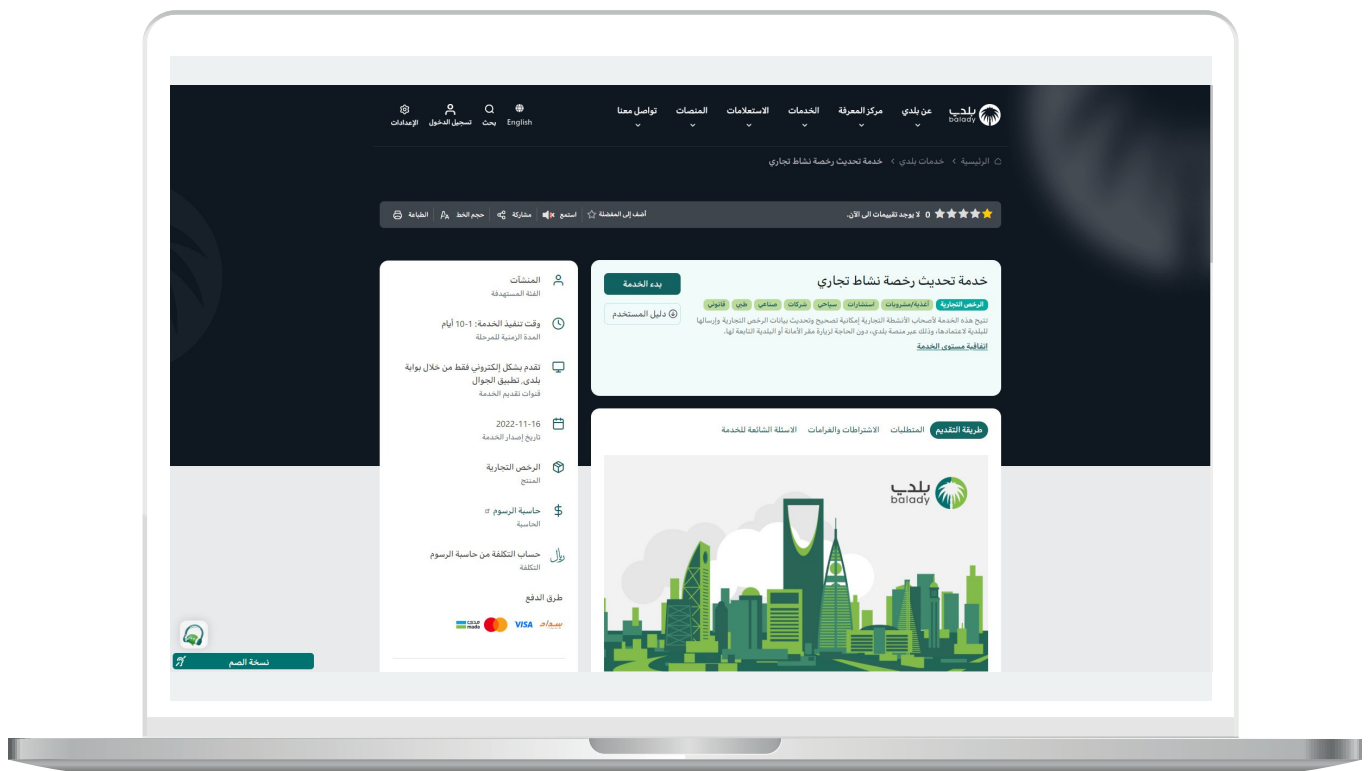
2) To begin the service application process, select the **(Commercial Licenses)** menu, as shown in the screenshot below.



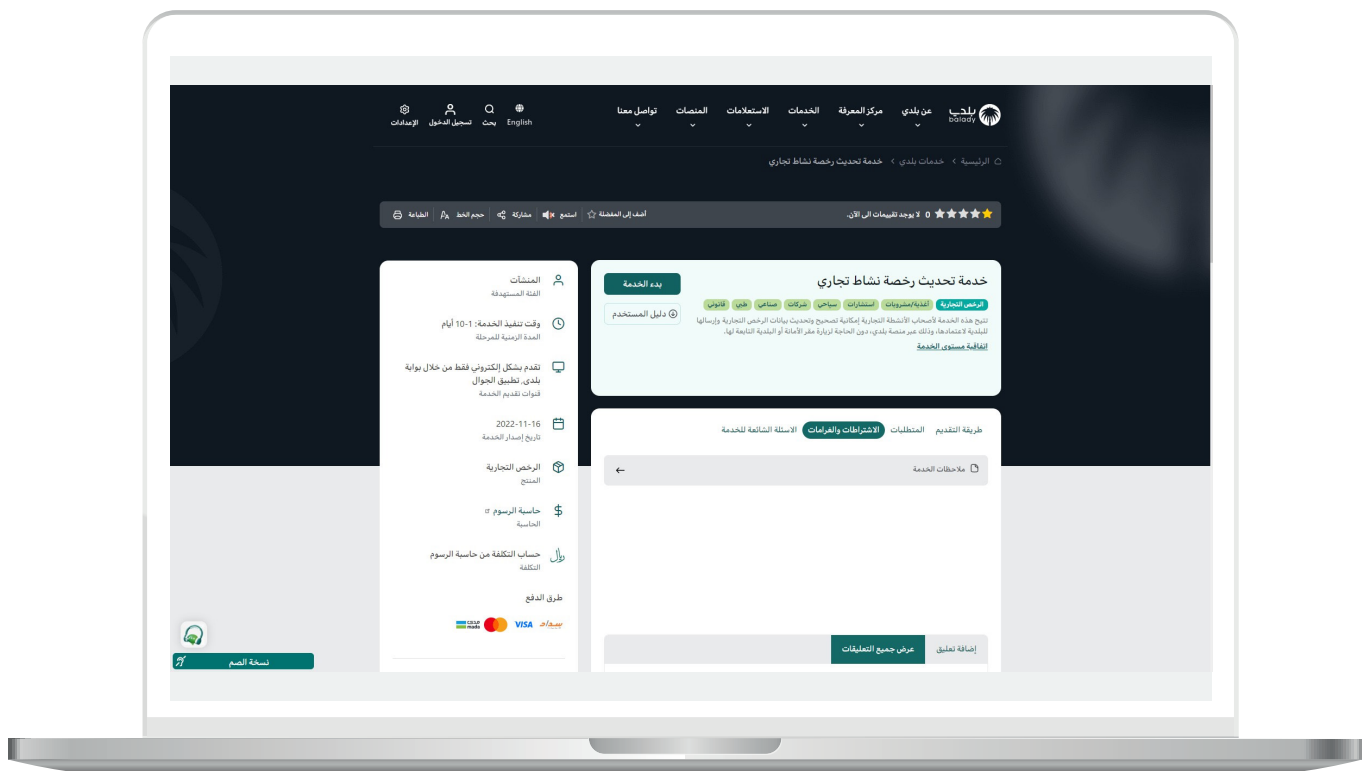
3) The user then selects **(Commercial License Update Service)** from the available options.



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

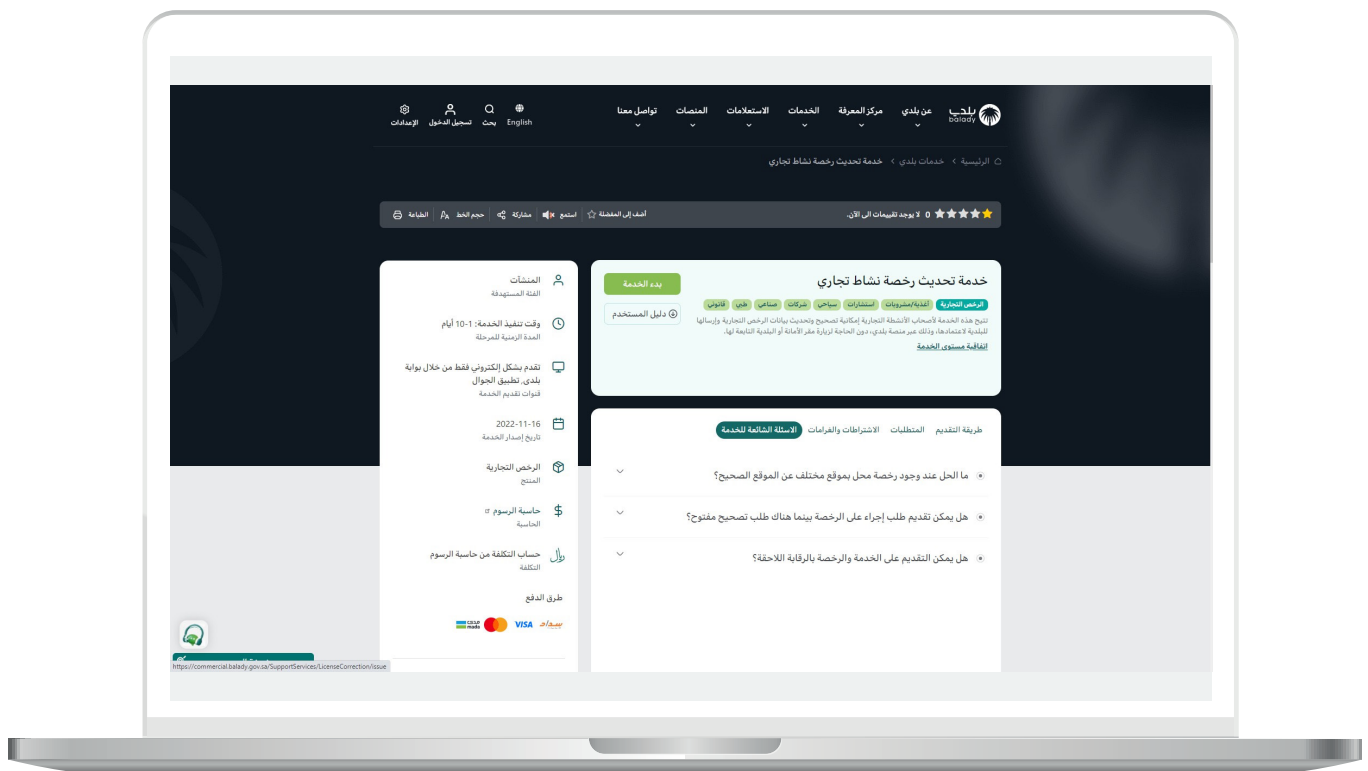


5) The following screen represents the **(Conditions and Fines)** section.

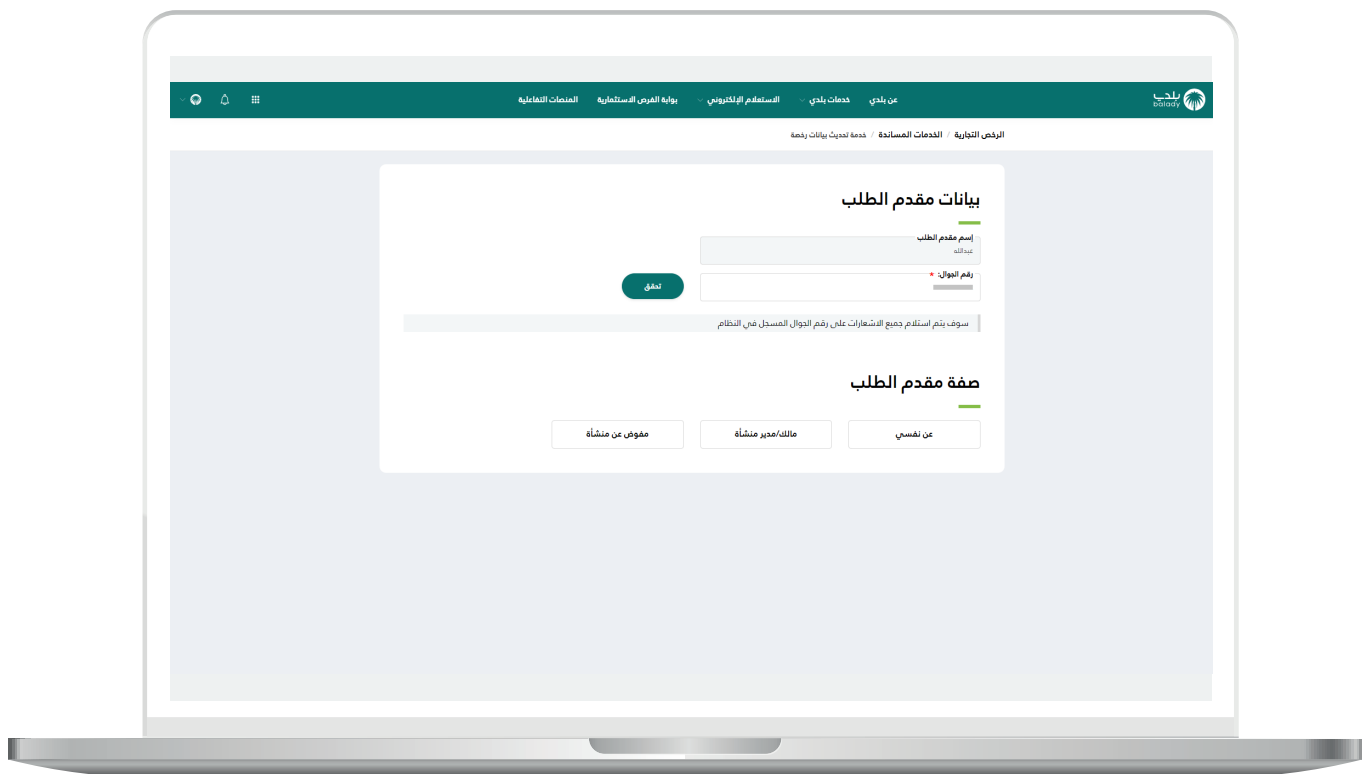


6) The below screen represents the (Frequently Asked Questions) section.

To start the application process, the user clicks the (Start Service) button.



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



- 8) The system sends a verification code to the user's mobile number. The user enters the **(Confirmation Code)** and clicks **(Confirm)**.

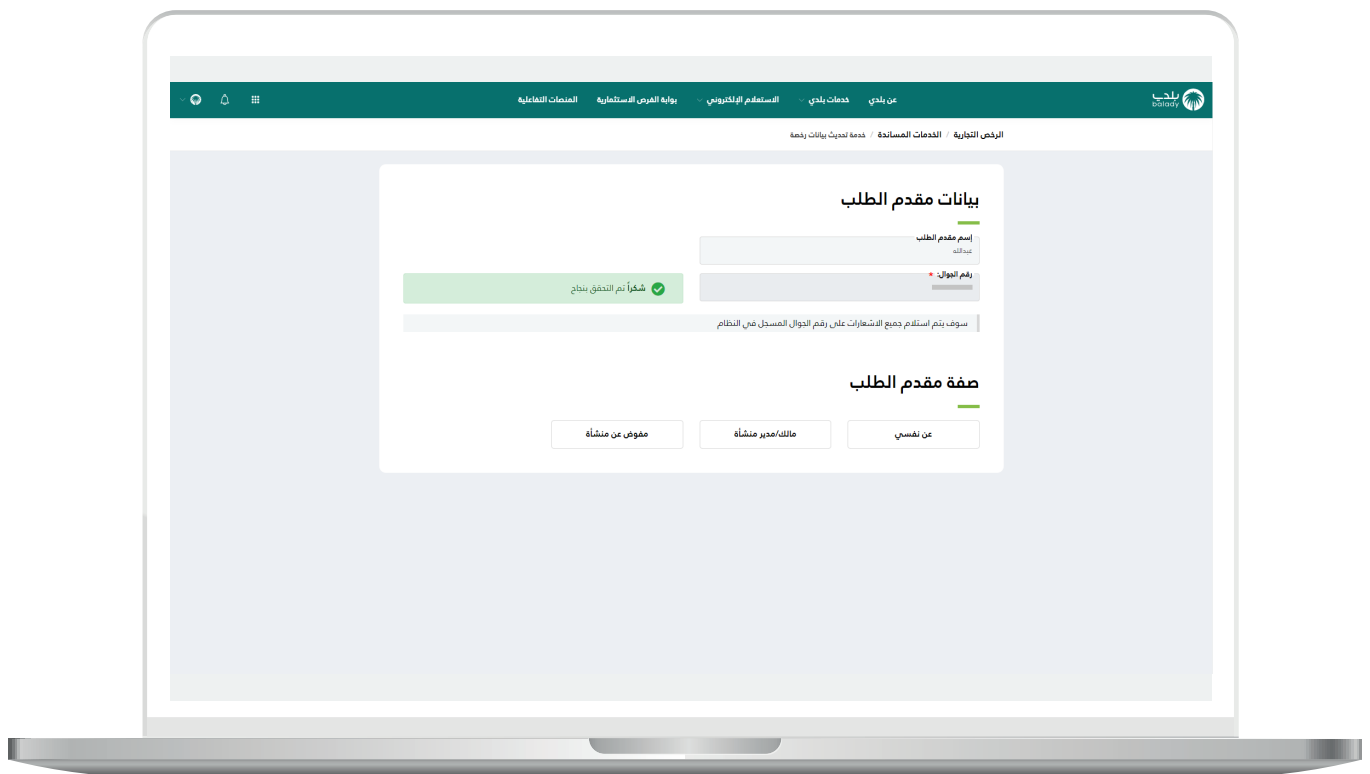
The screenshot displays a web application interface for updating a Commercial Activity License. The interface is in Arabic and features a dark green header with navigation links: "عن بلدي" (About My City), "خدمات بلدي" (My City Services), "الاستعلام الإلكتروني" (Electronic Inquiry), "رواية المرفق الاستثمارية" (Investment Portfolio Statement), and "المستندات التجارية" (Commercial Documents). The main content area is titled "بيانات مقدم الطلب" (Requester Data) and includes a form with the following fields:

- اسم مقدم الطلب** (Requester Name): A text input field.
- رقم الجوال** (Mobile Number): A text input field with a red asterisk indicating it is required.
- تأكيد** (Confirm): A green button.
- سوف يتم استلام جميع الإشعارات على رقم الجوال المسجل في النظام** (You will receive all notifications on the mobile number registered in the system): A checkbox.
- رمز التأكيد** (Confirmation Code): A text input field.
- تأكيد** (Confirm): A green button.
- أعد إرسال الرمز بعد : 01:00** (Resend the code after : 01:00): A text label.

Below the form, there is a section titled "صفة مقدم الطلب" (Requester Type) with three radio button options:

- مفوض عن منشأة** (Authorized by an establishment)
- مالك/مدير منشأة** (Owner/Manager of an establishment)
- عن نفسي** (On my own)

9) A message appears confirming the successful verification. The user then selects their applicant status from the following options: **(For Myself, Owner/Establishment Manager, Authorized Representative for an Establishment)**.

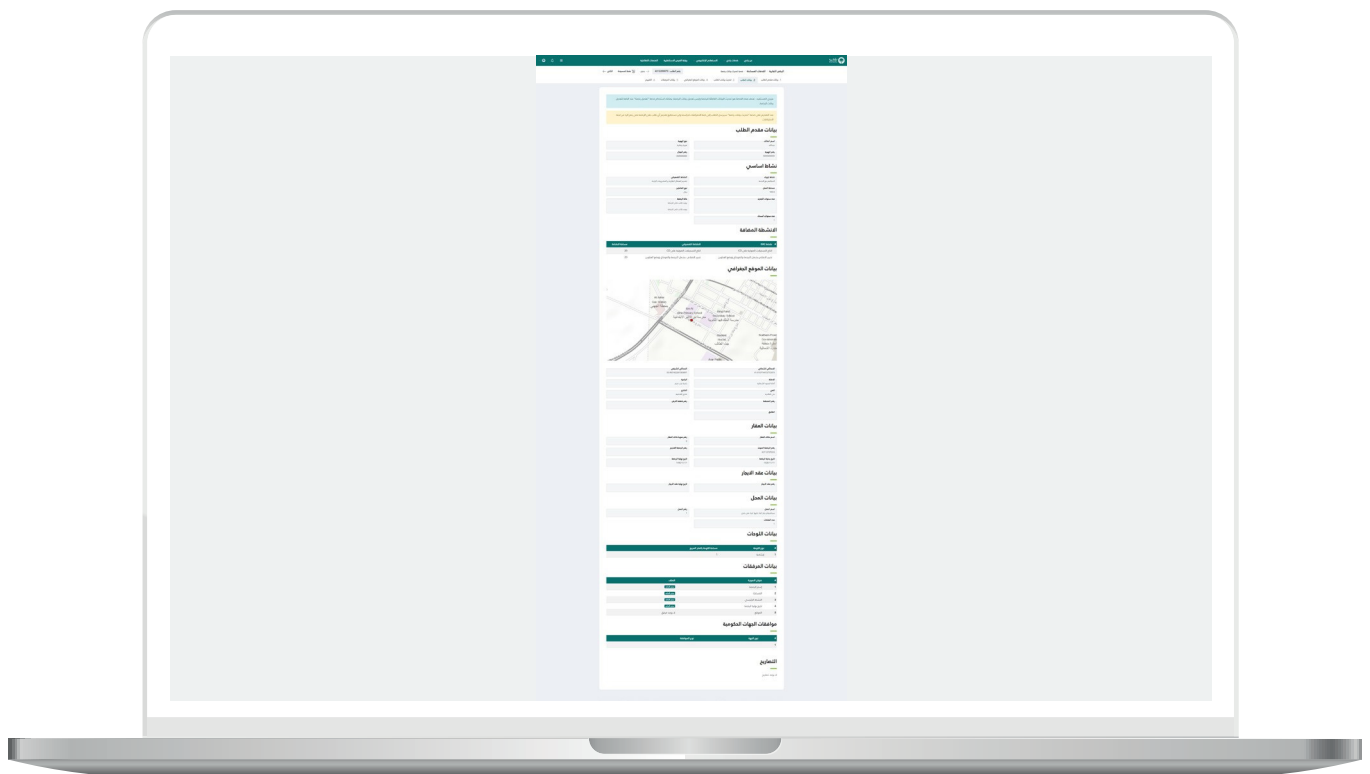


10) In the following example, the user selects **(Owner/Establishment Manager)**, which triggers an additional field for **(Commercial Register Number)**. The user enters the number and clicks **(Browse)**.

The screenshot shows a web application interface for updating a Commercial Activity License. The interface is displayed on a laptop screen. The top navigation bar is green with white text and icons. The main content area is white with a light gray border. The form is titled "بيانات مقدم الطلب" (Requester Data) and includes fields for "اسم مقدم الطلب" (Requester Name), "رقم الترخيص" (License Number), and "رقم السجل التجاري" (Commercial Register Number). There are buttons for "مفوض عن منشأة" (Authorized by Establishment), "مالك/مدير منشأة" (Owner/Manager of Establishment), and "عن نفسي" (On my own). A green button labeled "استعراض" (Browse) is at the bottom.

12) The system moves to the Request Information stage, where all details of the request are displayed.

The user then clicks the **(Next)** button to proceed to the next stage. The request can also be saved as a draft for later access using the **(Save as Draft)** button.



13) The Request Data Correction stage appears, allowing modifications for the following license types: **(Pending Stage Licenses, Licenses in Pending Stage with Changes Applied in Balady, Licenses Issued from Balady)**. The system permits users to correct or update the location and municipality details for these licenses.

Additionally, users can enter or modify the store name in Arabic or English. The user then clicks **(Next)** to continue, **(Save as Draft)** to store the request, or **(Back)** to return to the previous stage.

عن بلدي خدمات بلدي الاستعلام الإلكتروني بوابة المراسلة الاستثمارية المصناعات التجارية

الرخص التجارية / الخدمات المساندة / خدمة تحديث بيانات رخصة

رقم الطلب: 4312200073 رجع خدمة مسودة التالي

1. بيانات مقدم الطلب 2. بيانات الطلب 3. تحديث بيانات الطلب 4. بيانات الموقع الجغرافي 5. بيانات المرفقات 6. التقييم

تحديث بيانات الطلب

ملاحظة: عند تحديث أحد البنود يلزم المستفيد برفع مرفق مسوغ للتعديل لكل بند على حدة

اسم المحل: مرفق وثائق يتم إعادتها إليك في بلدي

النشاط الرئيسي: النشاط الفرعي: تقديم المصالحات التجارية والمشتريات الباردة

البلدية: بلدية غرب عزم

هل يقع المحل في مركز تجاري؟ نعم

بيانات اللوحة

نوع اللوحة: مساحة اللوحة بالمتر المربع: إضافة

نوع اللوحة	مساحة اللوحة بالمتر المربع
إرشادية	1

14) The Geographic Location Information stage appears, allowing the user to correct the location. The user selects different values from the drop-down lists and clicks on the new location on the map. After selecting the correct location, the user clicks (**Confirm**).

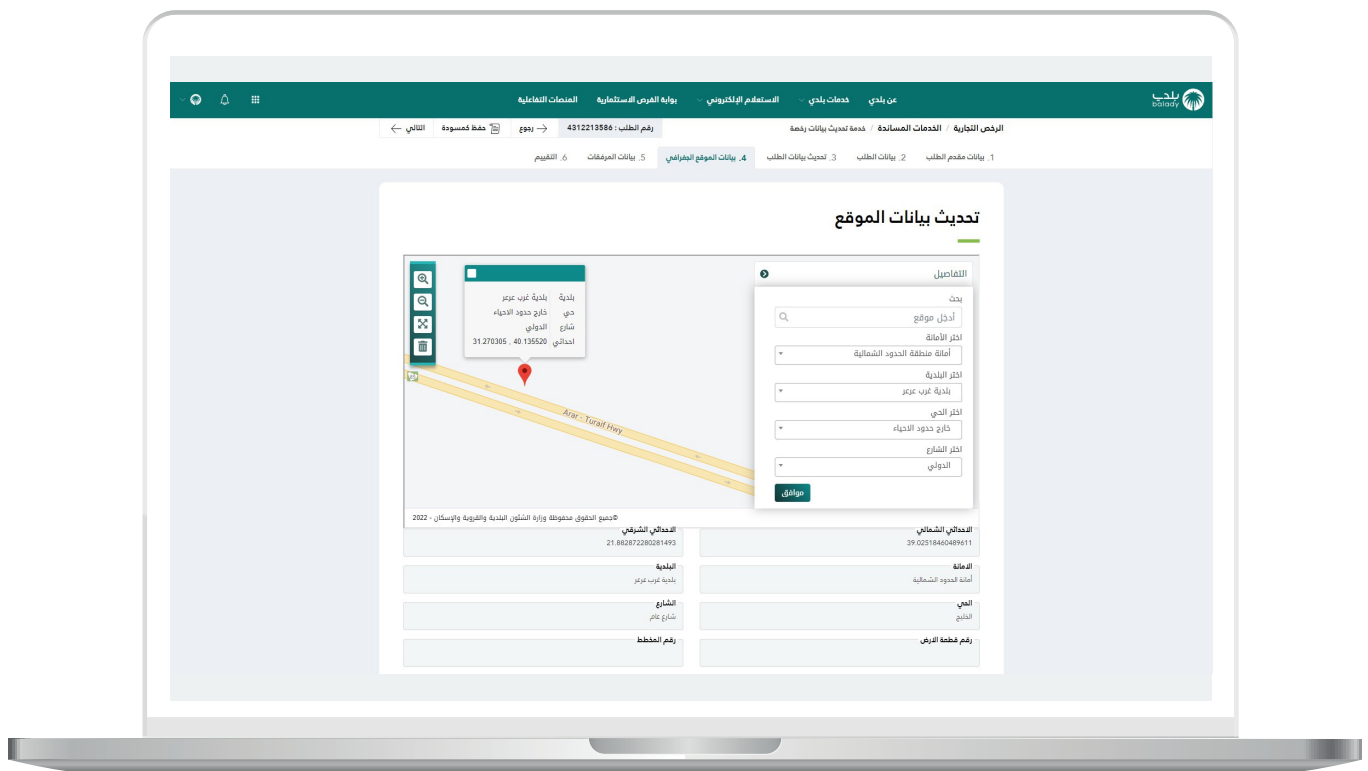
The screenshot displays the 'Tahreeh' (تحرير) website interface for updating location data. The header features the Ministry of Health logo and navigation links: 'عن بلدي' (About My City), 'خدمات بلدي' (My Services), 'الاستعلام الإلكتروني' (Electronic Inquiry), 'بوابة المرضى الاستشارية' (Patient Consultation Portal), and 'المنصات التفاعلية' (Interactive Platforms). A breadcrumb trail indicates the path: 'الرئيسية > التحرير > الخدمات المساندة > خدمة تحديث بيانات نقطة'.

The main content area is titled 'تحديث بيانات الموقع' (Update Location Data). It includes a map of a city area with various landmarks and roads. A form on the right side of the map allows users to input location details:

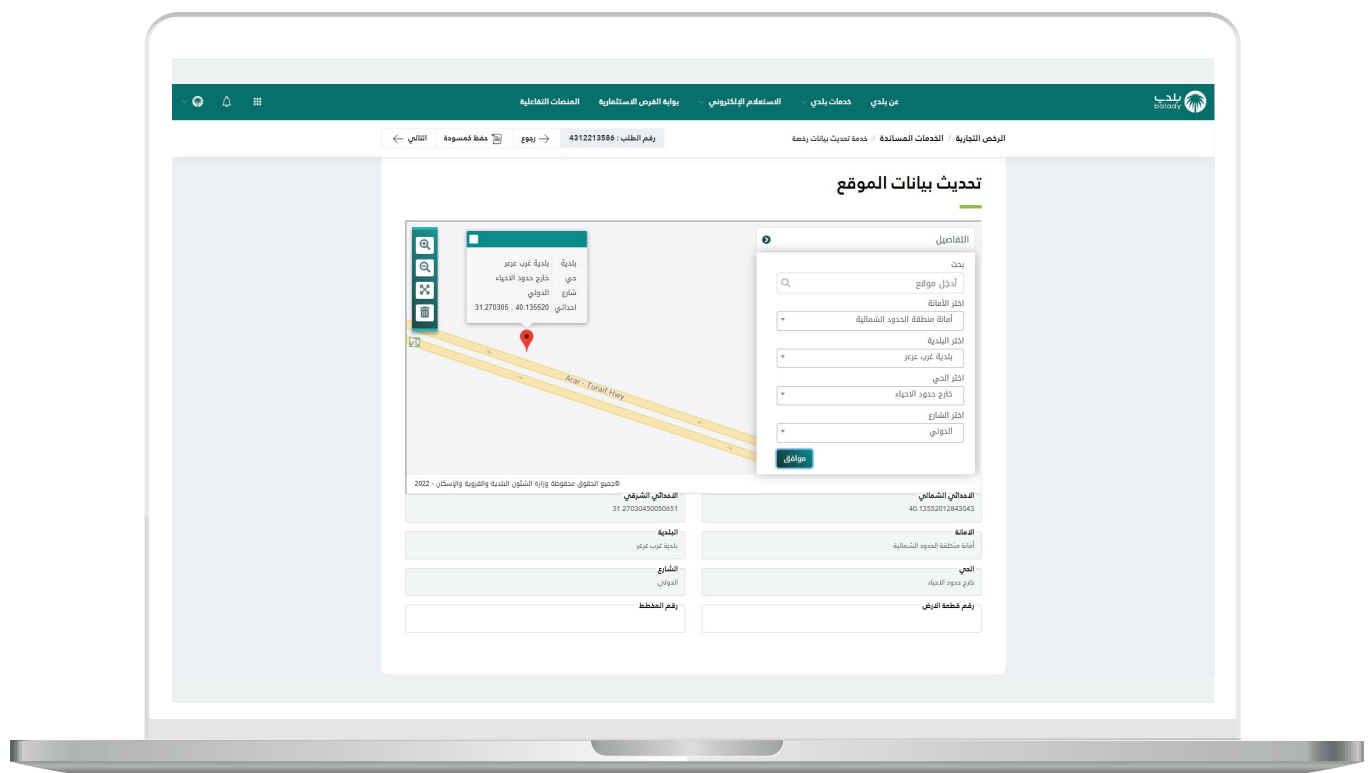
- الشارع** (Street): Input field for the street name.
- الشارع الذي** (Which Street): Input field for the street name.
- البلدية** (Municipality): Input field for the municipality name.
- أكثر الأمثلة** (More Examples): Input field for additional examples.
- أدخل موقع** (Enter Location): Input field for the location.
- يتم** (Done): Button to complete the update.

Below the map, there is a section for 'البيانات الشخصية' (Personal Data) and 'البيانات العامة' (Public Data). The 'البيانات الشخصية' section includes fields for 'الاسم' (Name), 'العنوان' (Address), 'البلدية' (Municipality), 'الشارع' (Street), and 'رقم المنطقة' (Area Number). The 'البيانات العامة' section includes fields for 'الاسم' (Name), 'العنوان' (Address), 'البلدية' (Municipality), 'الشارع' (Street), and 'رقم المنطقة' (Area Number).

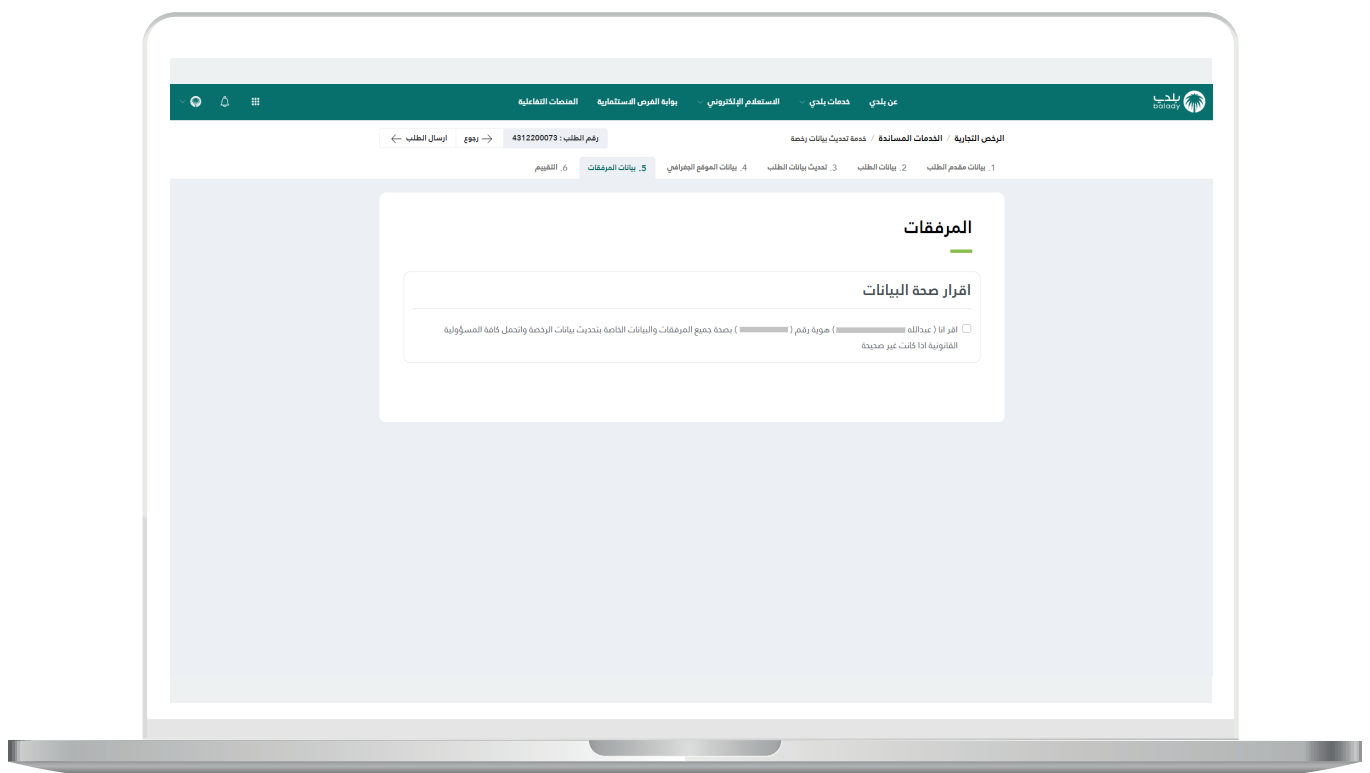
15) The user clicks **(Next)** to proceed, with the option to **(Save as Draft)** or return to the previous step using **(Back)**.



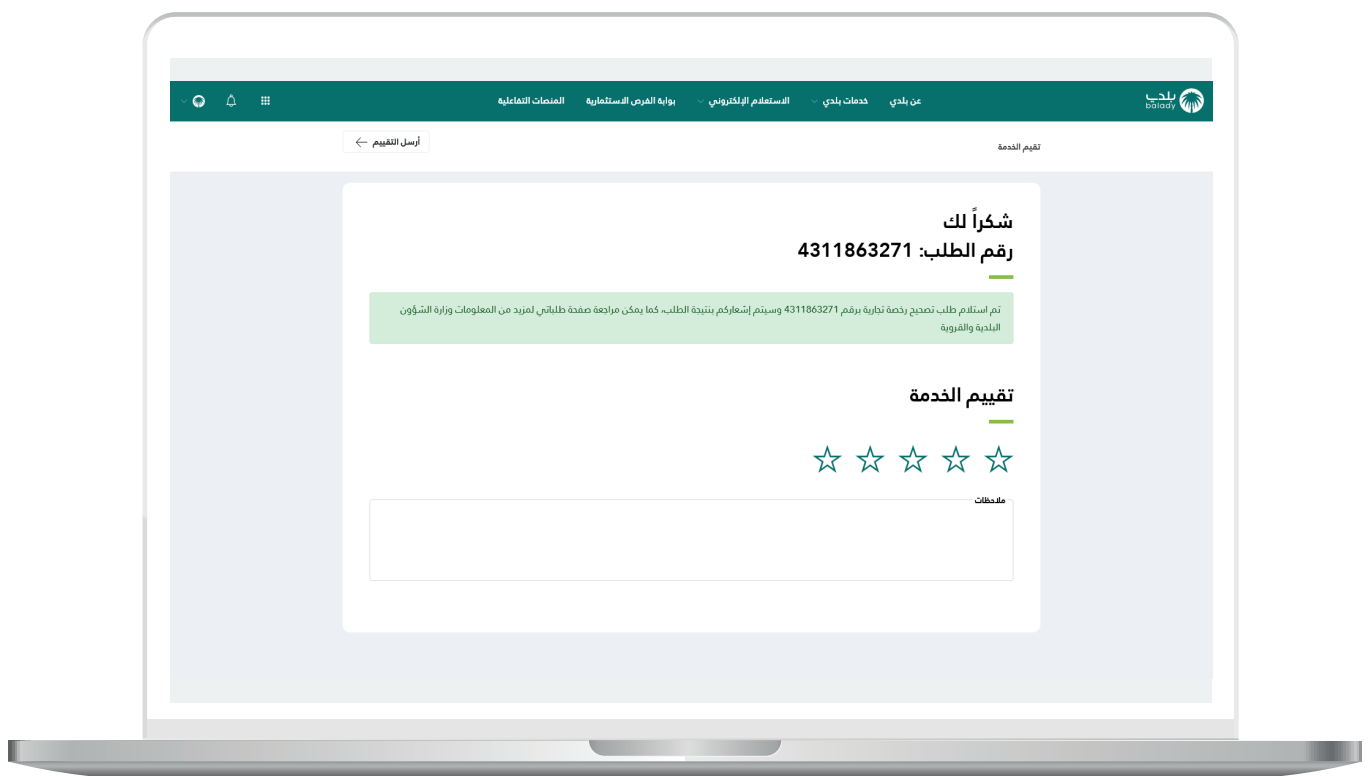
16) Note: If the fields (**Plan Number**) or (**Land Parcel Number**) contain (-1) or no value, they become editable and must be filled before proceeding.



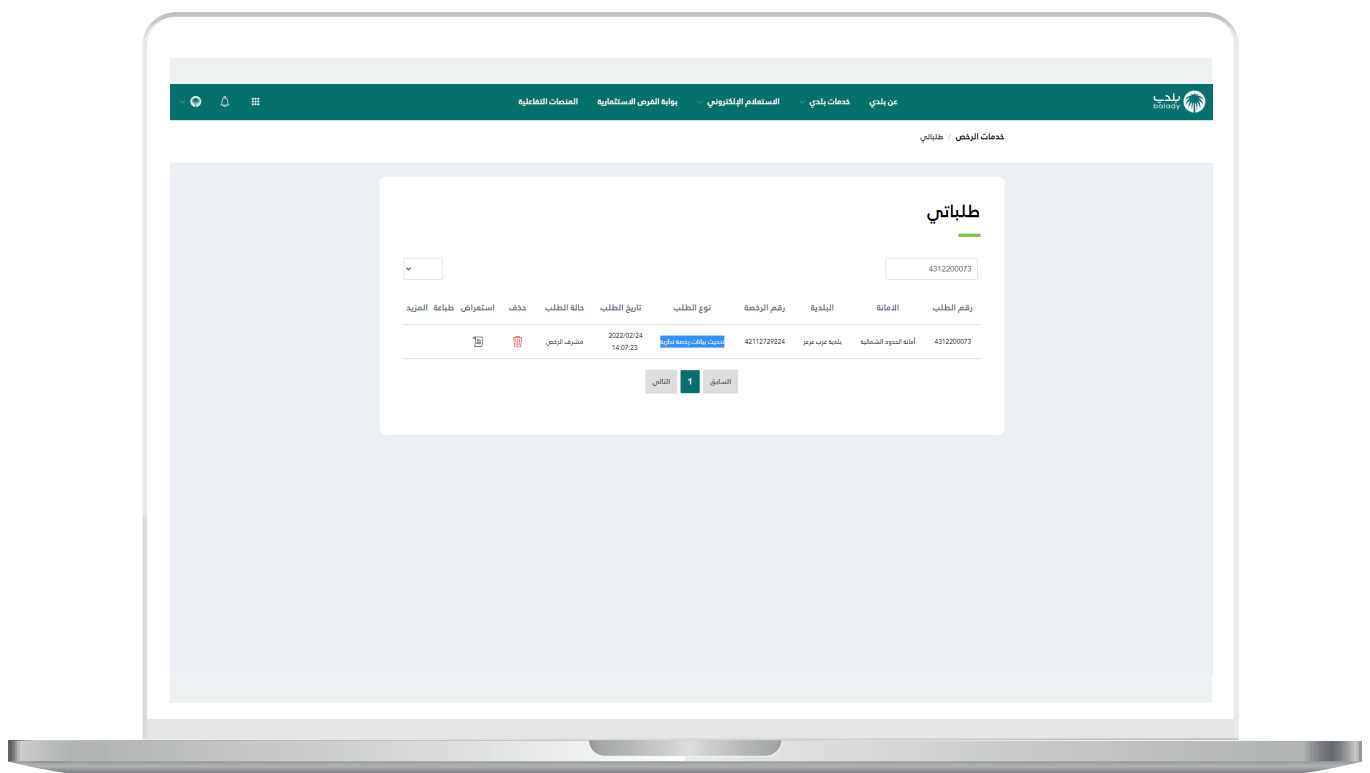
17) The Attachments stage appears, where any required documents can be uploaded. The user must agree to the declaration before clicking **(Submit Request)** and can return to the previous stage by clicking **(Back)**.



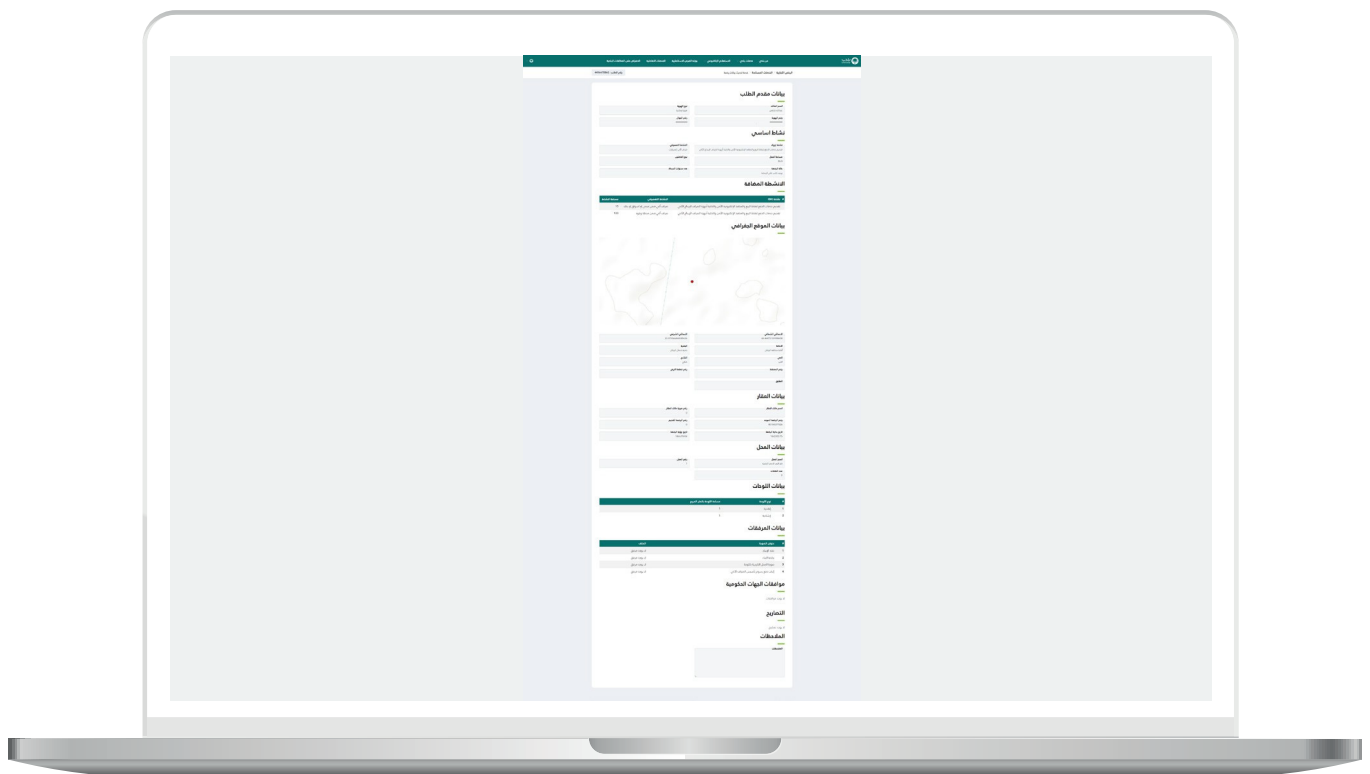
18) After submission, the system allows the user to evaluate the service by selecting a number of stars and entering feedback in the **(Comments)** field, then clicking **(Submit Evaluation)**.



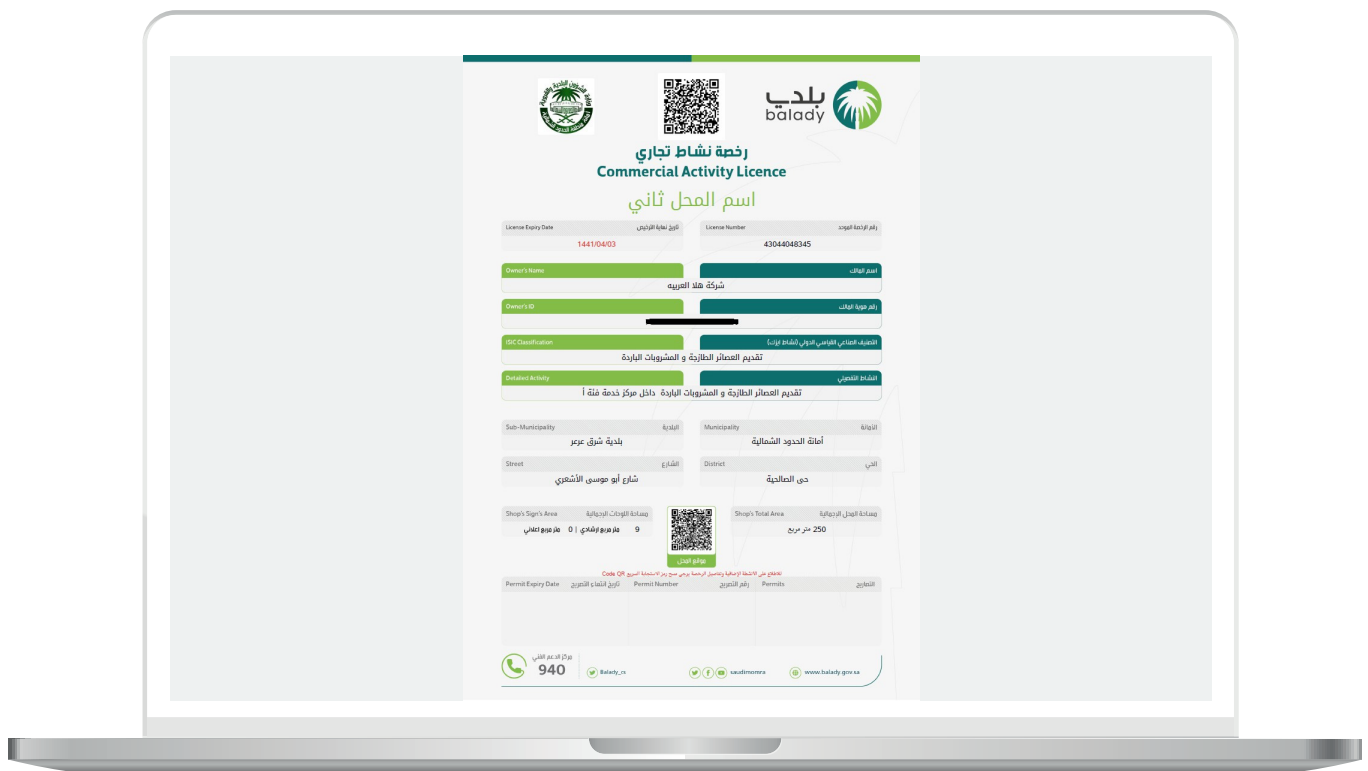
19) The request status can be tracked through the My Requests screen.



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



21) Once the license is printed, the final document appears as follows.



 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

