



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User Guide for

Issuance of a Cadastral Report

Beneficiary's
Copy

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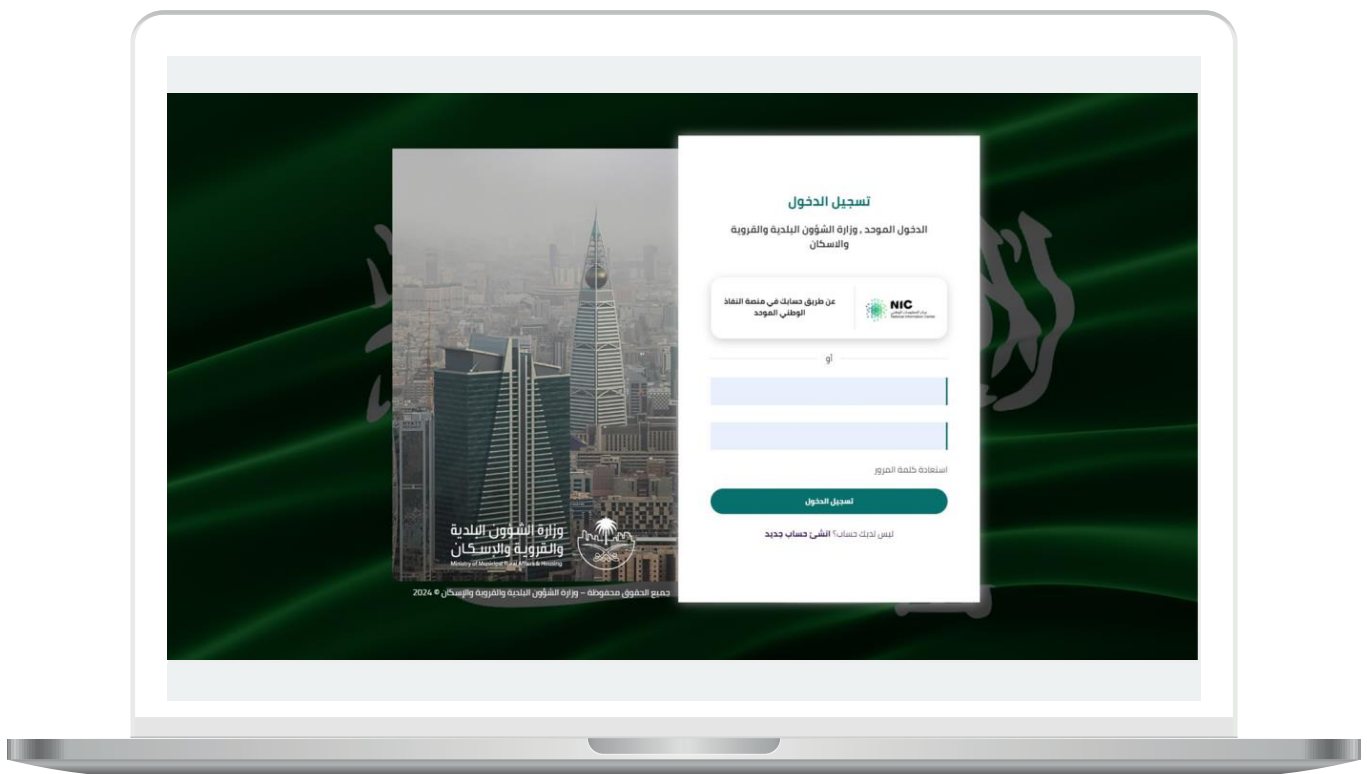
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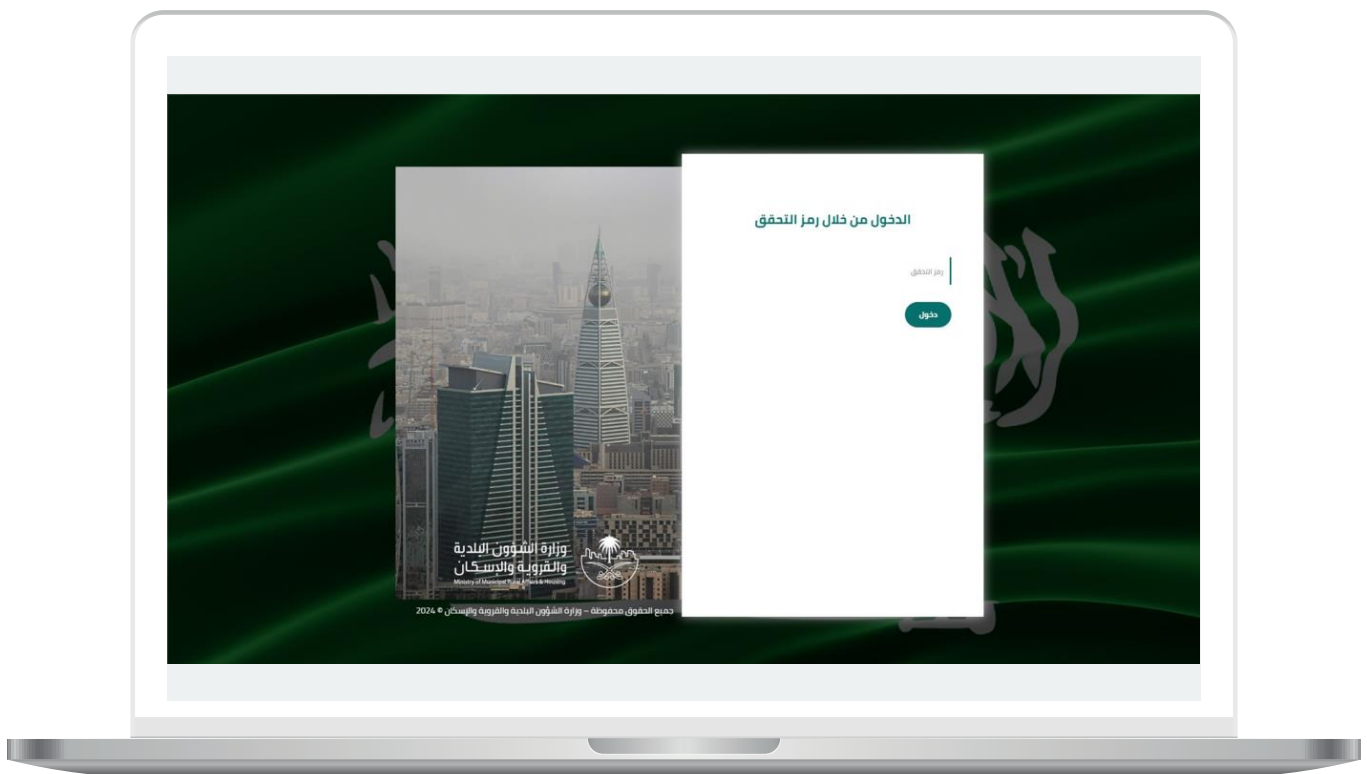


Login to the System

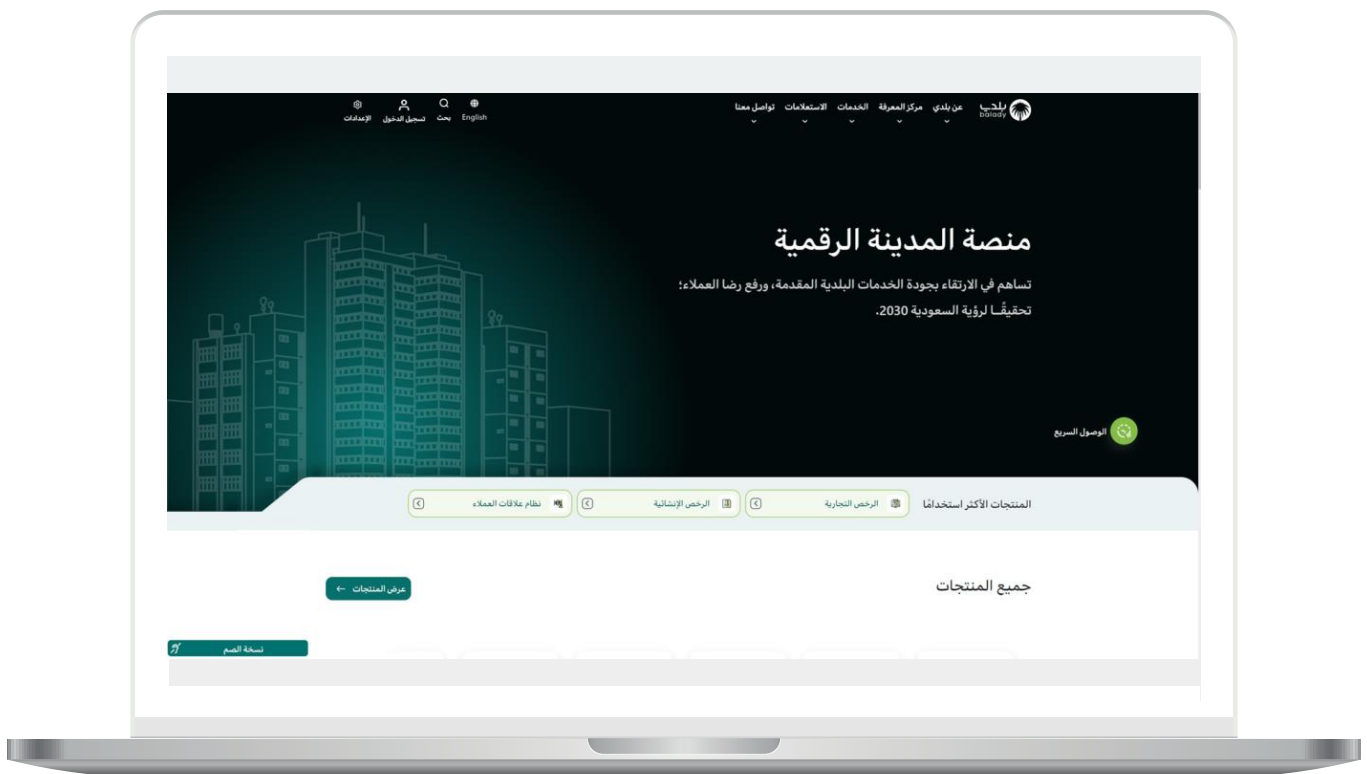
1) After accessing the system link, the following screen will appear, where the user enters their details (**National ID/Iqama Number, Password**) and then clicks the (**Login**) button.



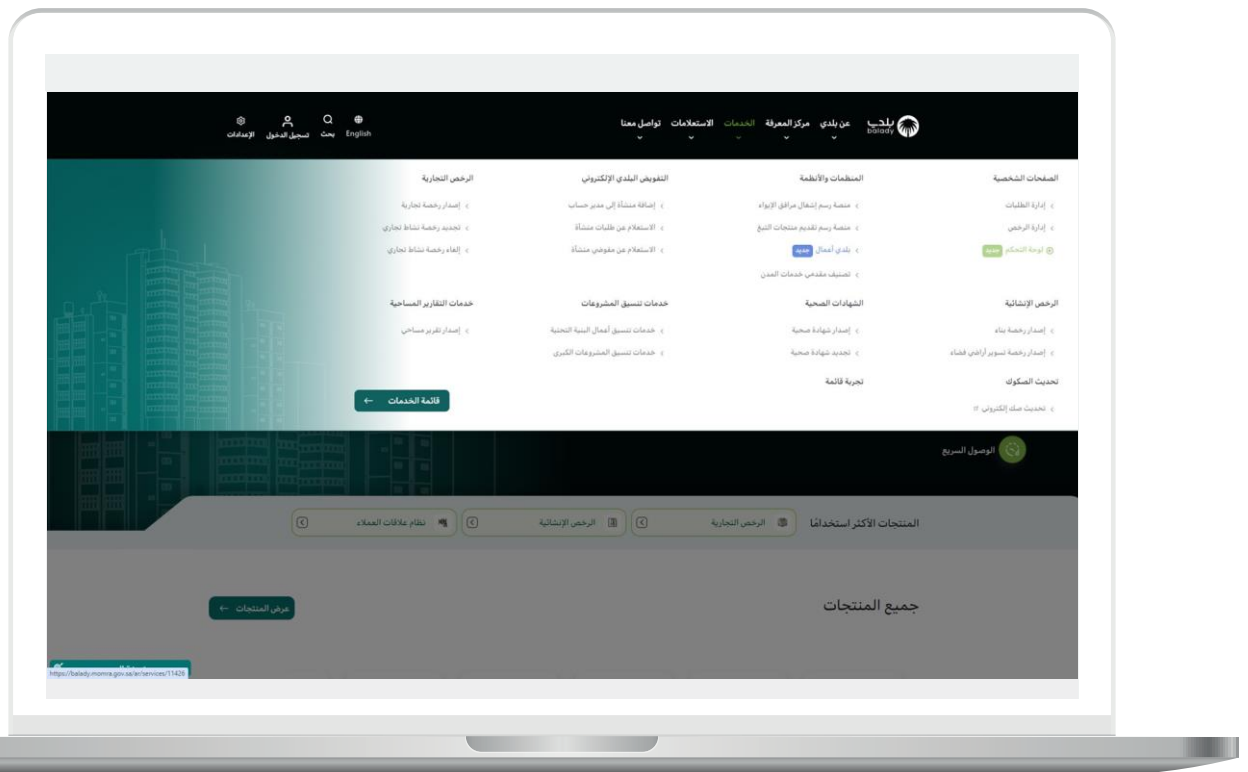
2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.



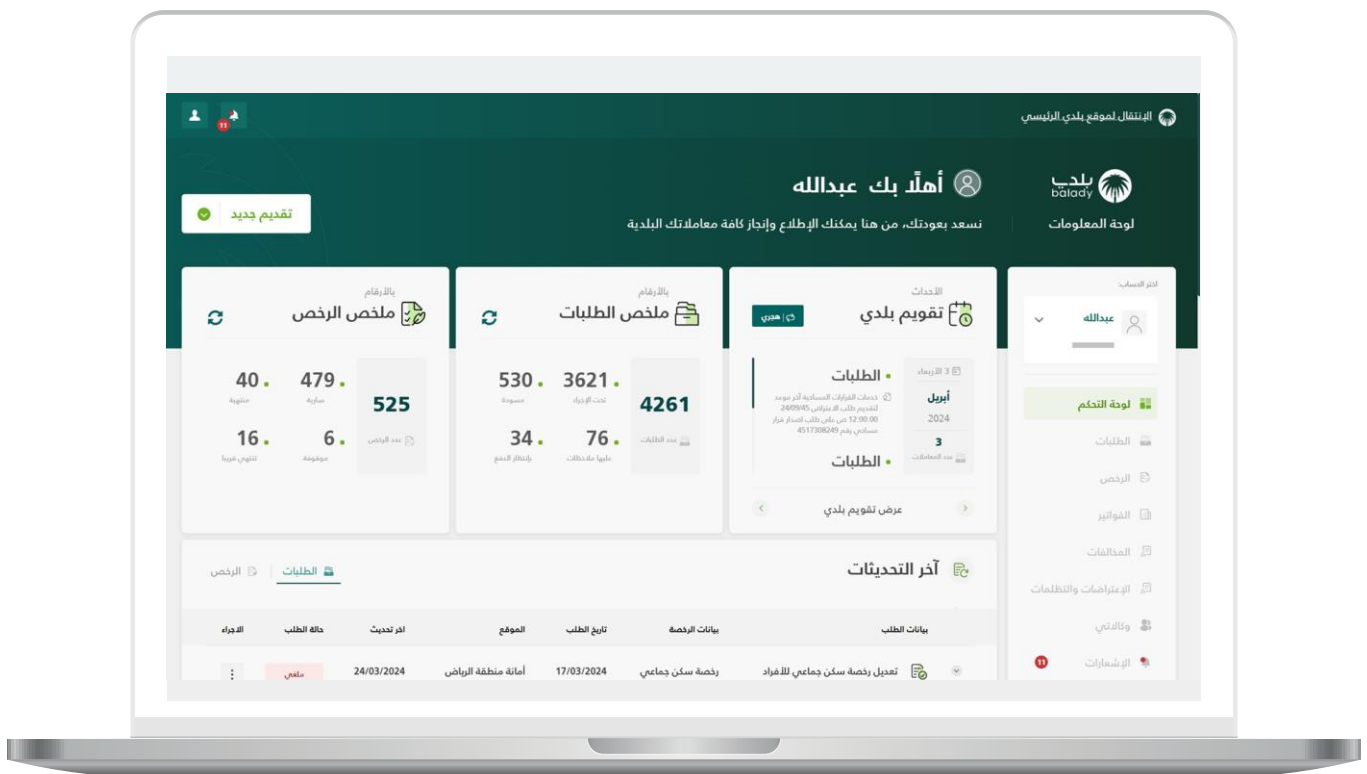
3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.



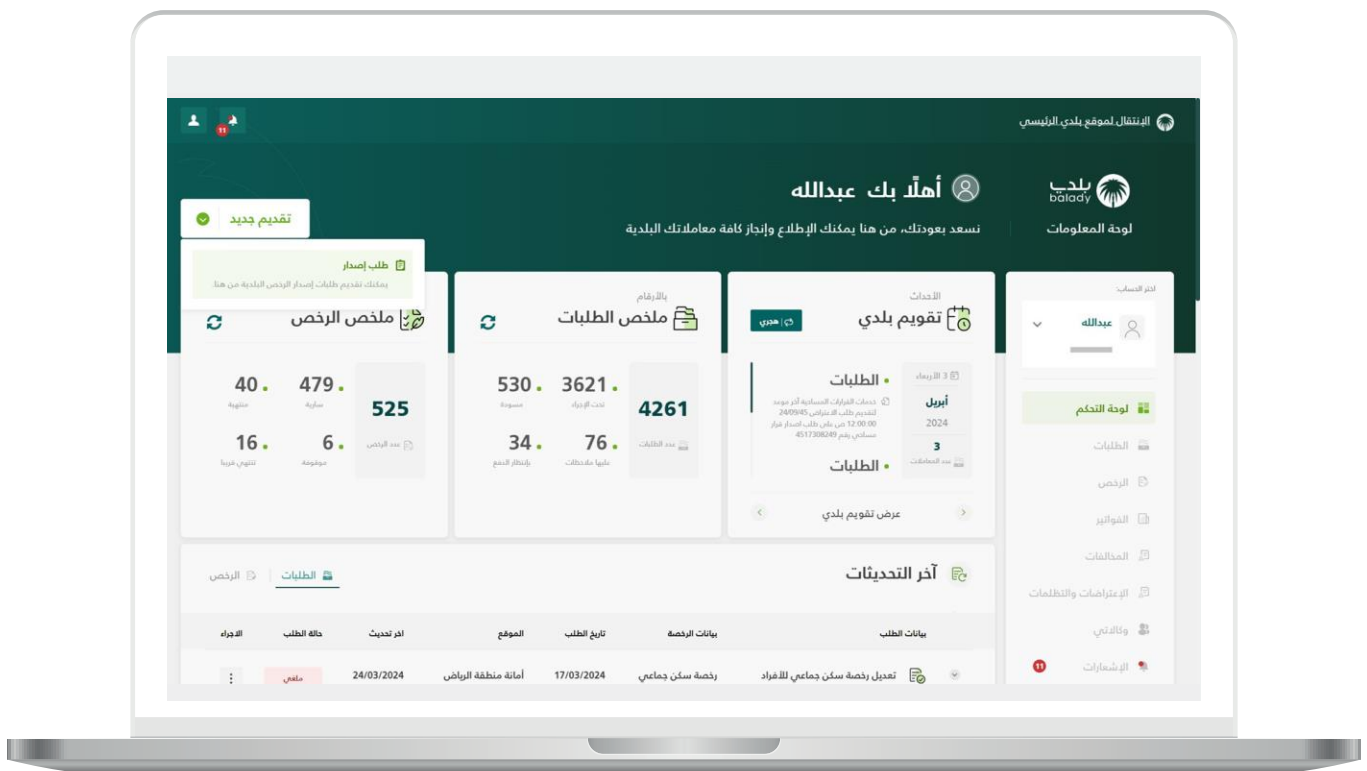
4) From the (Services) menu Select (Control Panel).



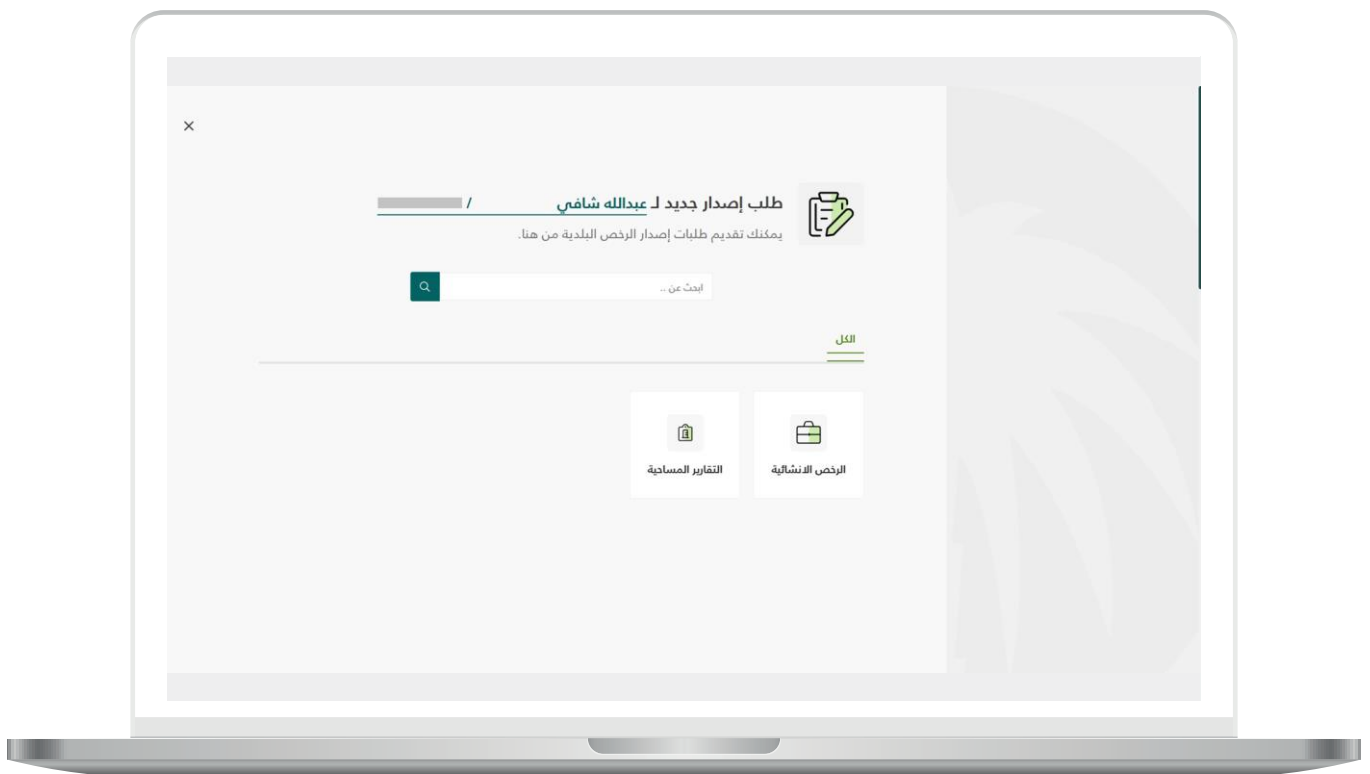
6) The beneficiary control panel then appears as in the following figure, where the user presses the button **(New application)**.



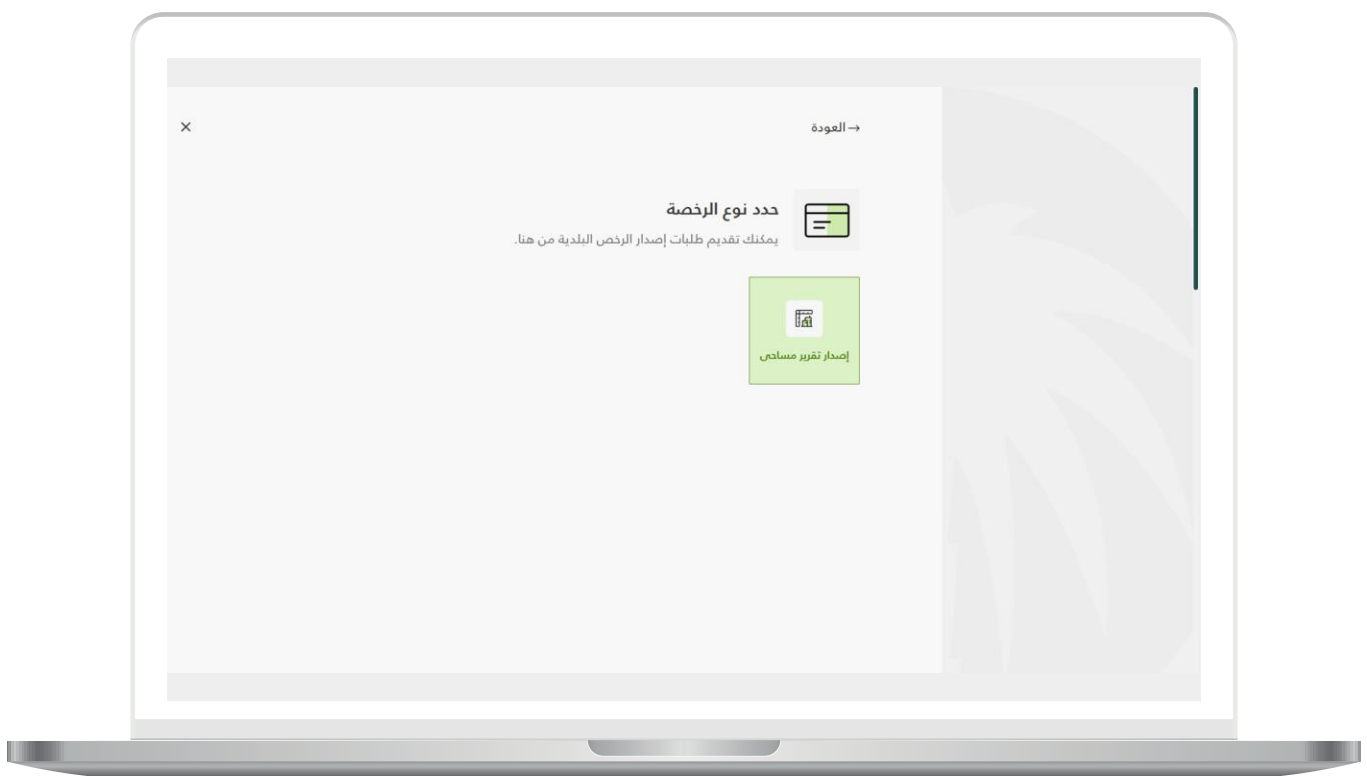
7) Then select **(Issuance Request)** from which an application for the issuance of municipal licenses may be submitted.



8) From which select (Cadastral Report).

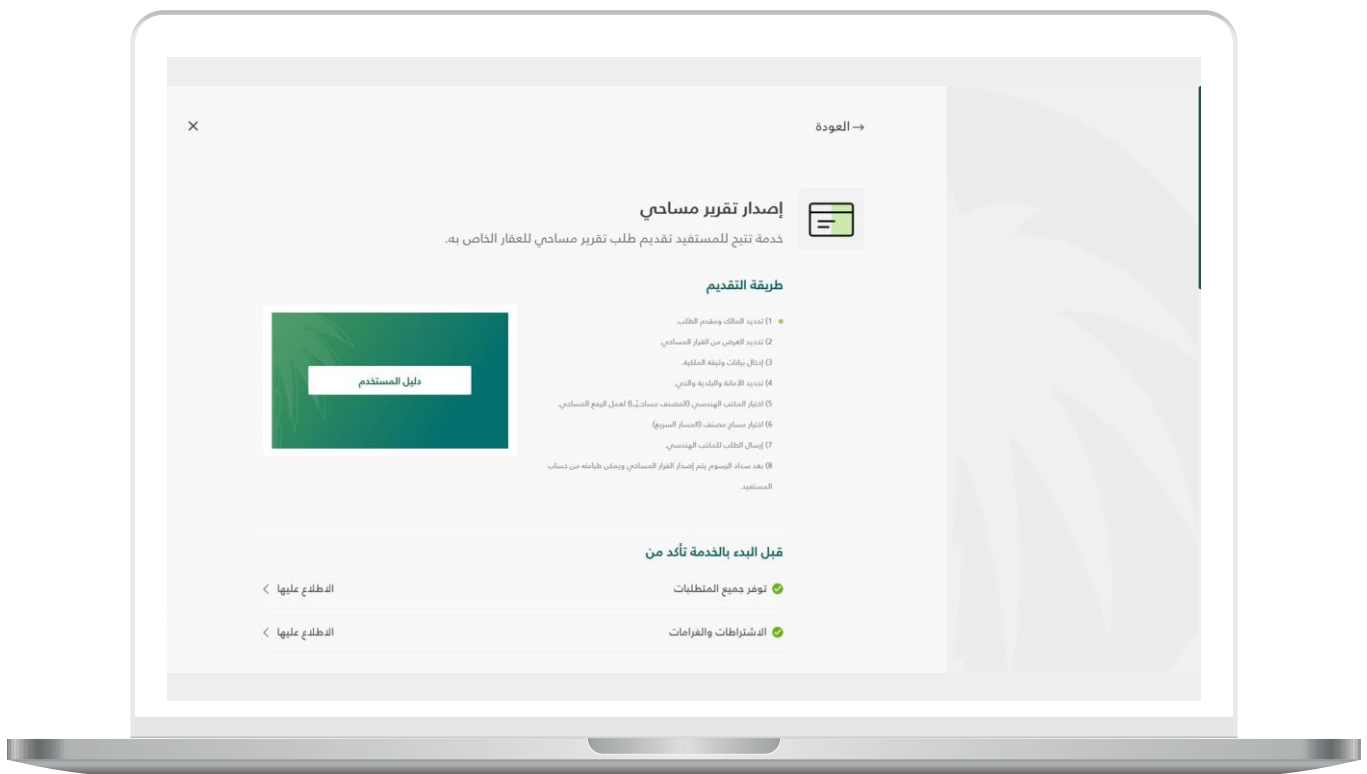


9) Then select (Issue a Cadastral Report).

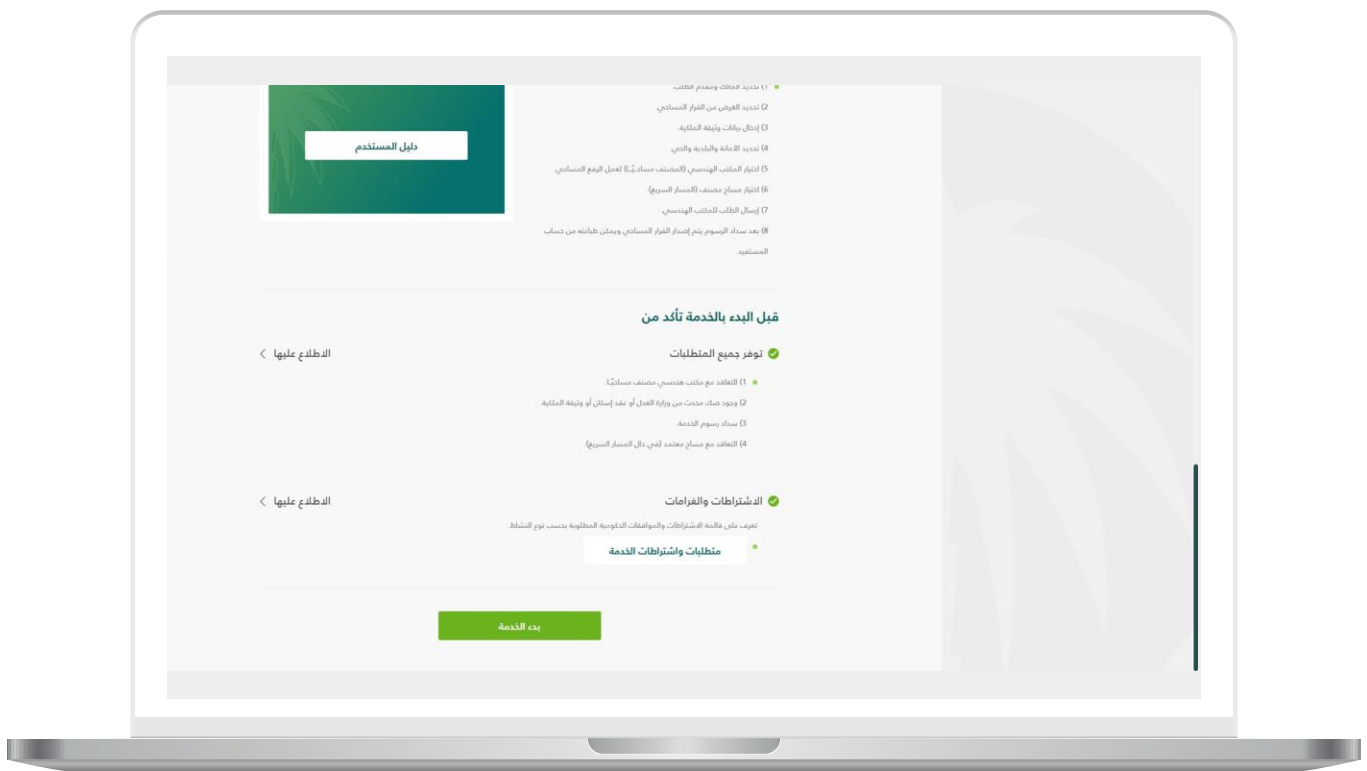


10) The following screen is then shown from which the user can find out (**How to Apply, Requirements, Conditions and Fines**).

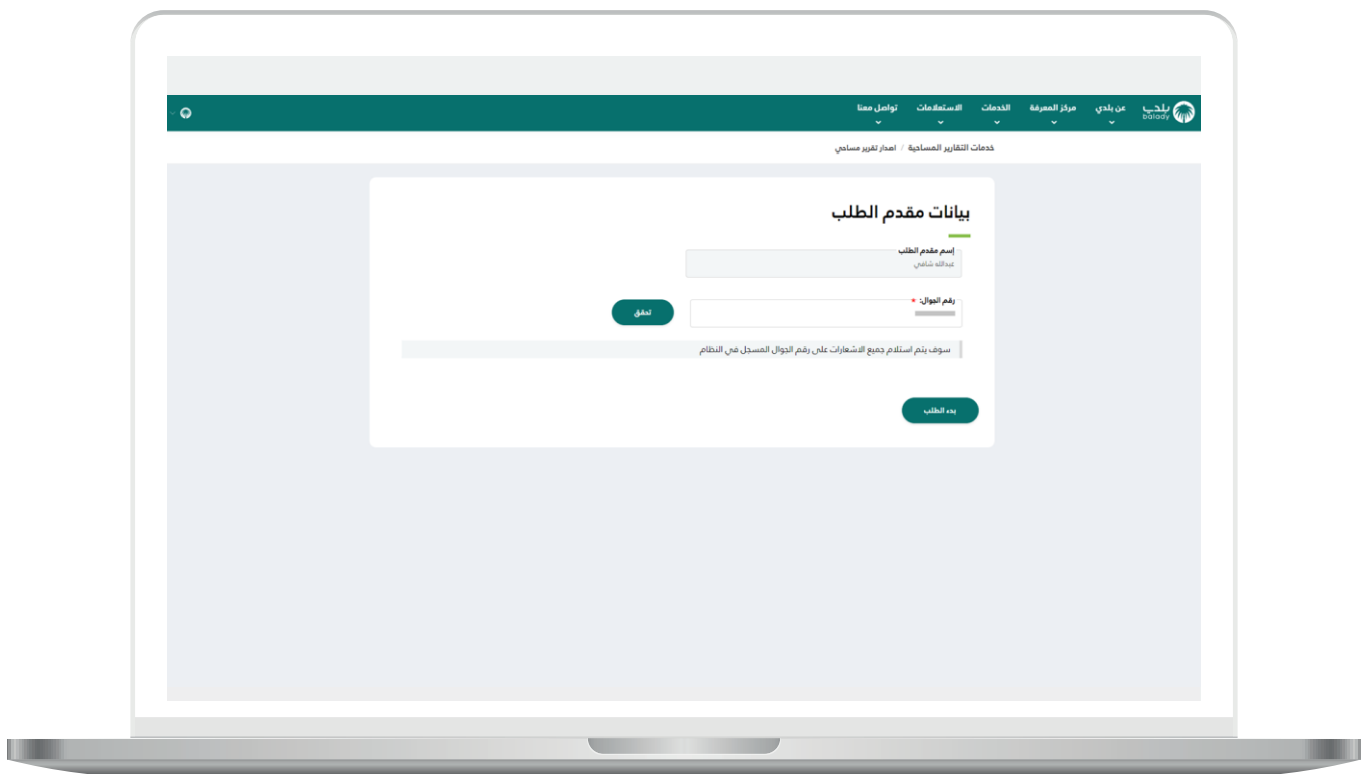
Users can also review the user guide.



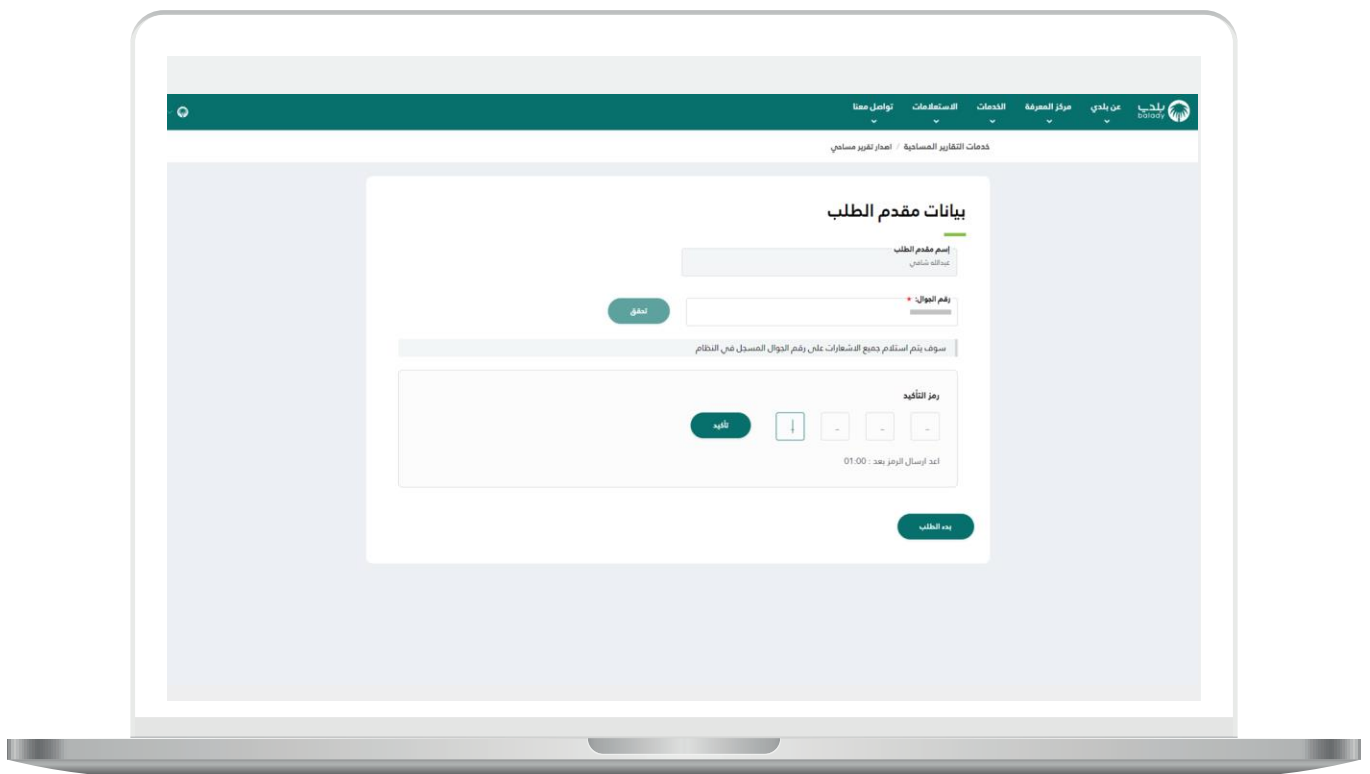
11) Then press the **(Start Service)** button.



12) The next screen appears, where the user's mobile number is verified, by entering the field value (**Mobile number**), and then pressing the button (**Verify**).

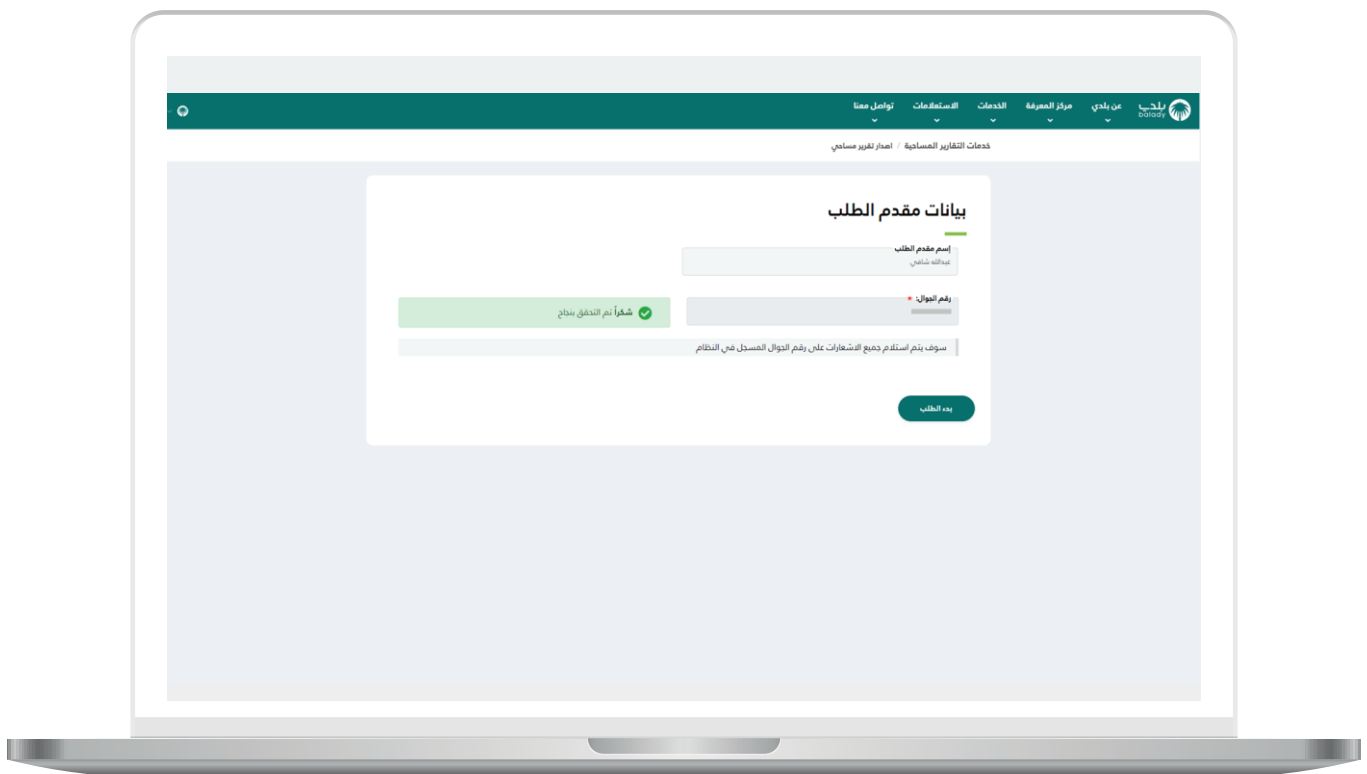


13) A code is then sent to the user's mobile, to be entered in the **(Verification Code)** field and press on **(Verify)**, as follows.



14) The message (**Thank you, verification successful**) is then shown as on the screen below.

Then press the (**Start Service**) button.

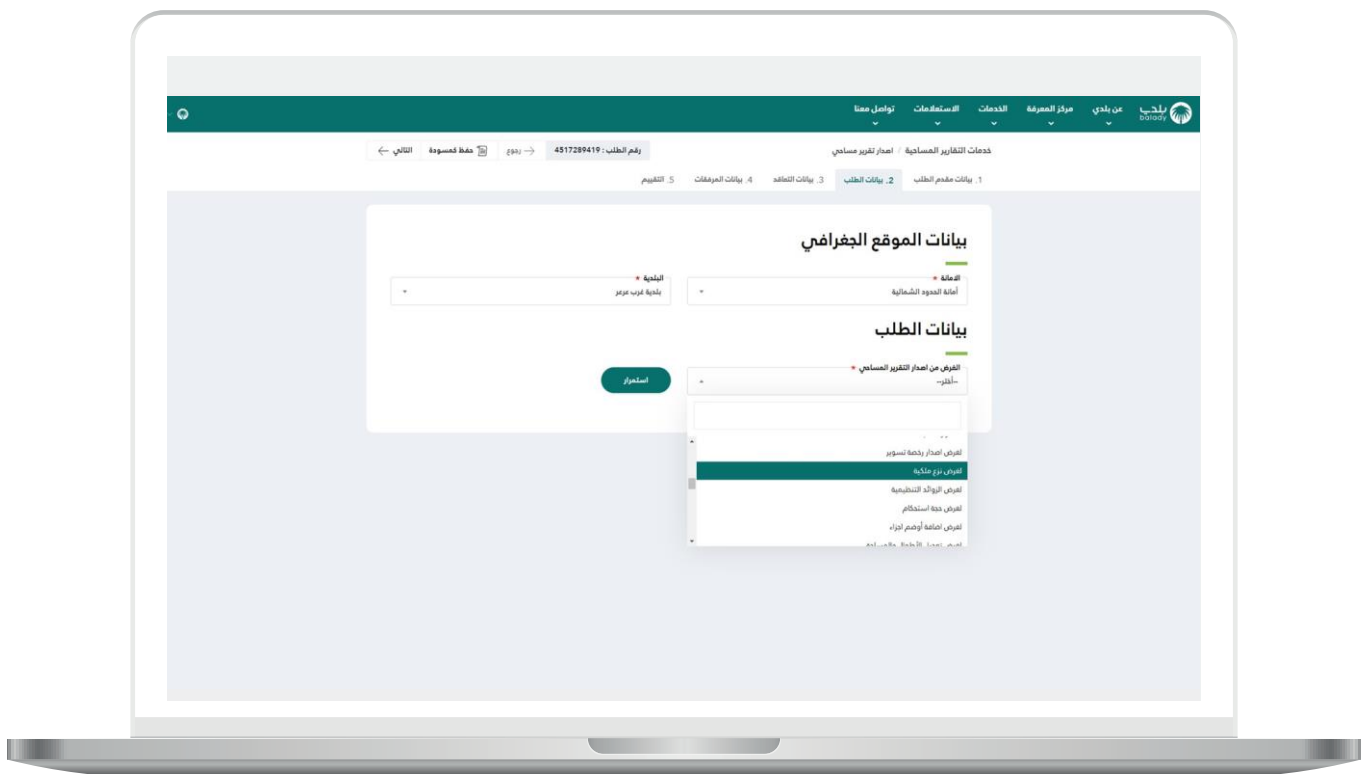


15) The user is then moved to the **(Request Information)** stage, where the geographical location is determined by selecting the values of the following drop-down lists **(Municipality, Secretariat)** respectively.

The value of the drop-down list is selected **(Purpose for Issuing a Cadastral Report)**, in the **(Request Information)** section, and then press the button **(Continue)** as in the figure below.

The screenshot shows a web application interface for requesting a cadastral report. The top navigation bar is dark green with white text and icons. Below it, a breadcrumb trail shows the user's path: 'الرئيسية' (Home) > 'الخدمات' (Services) > 'مركز المساعدة' (Help Center) > 'الاستعلامات' (Inquiries) > 'تواصل معنا' (Contact Us). The main content area has a light blue background. At the top of this area, there's a header with the text 'خدمات التقارير المساحية / إصدار تقرير مساحي' (Cadastral Reports Services / Issue a Cadastral Report). Below this, there's a list of steps: 1. بيانات مقدم الطلب (Requester Data), 2. بيانات الطلب (Request Data), 3. بيانات التكلفة (Cost Data), 4. بيانات المرفقات (Attachments), 5. التقييم (Evaluation). Step 2 is currently selected. The main form is titled 'بيانات الموقع الجغرافي' (Geographical Location Data). It contains two dropdown menus: 'البلدية' (Municipality) and 'الفرع' (Branch). Below these, there's a section titled 'بيانات الطلب' (Request Data) with a dropdown menu for 'الغرض من إصدار التقرير المساحي' (Purpose for issuing the cadastral report). A green 'استمرار' (Continue) button is located at the bottom of the form.

16) The following figure shows the values in the drop-down list (**Purpose for Issuing a Cadastral Report**).



18) If the option **(Title Deed)** is selected; a new field appears as **(Deed Number)** for the user to enter and then press the button **(Verify)** as in the following figure.

البلدي
عن بلدي
مركز المعرفة
الخدمات
الاستعلامات
تواصل معنا

← التالي | رقم الطلب: 4517289419 | →

أمانة الحدود الشمالية

بيانات الطلب

القرص من اعداد التقرير المساسي
العداد رابعة رند

استكمال

نوع العقد

نوع وثيقة الملكية
عقد

بيانات وثيقة الملكية

رقم العقد

التحقق

19) If the option (**Housing Contract**) is selected; a new field appears as (**National ID number**) for the user to enter and then press the button (**Verify**) as in the following figure.

The screenshot shows a web application interface for issuing a cadastral report. The form is titled 'بيانات المبيع العقاري' (Real Estate Sale Data). It contains several sections with input fields and buttons:

- البلدية** (Municipality): A dropdown menu with 'بلدية غرب غزة' (West Gaza Municipality) selected.
- العمالة** (Employment): A dropdown menu with 'أمانة الحدود الشمالية' (North Border Municipality) selected.
- بيانات الطلب** (Request Data): A section with a 'الغرض من إصدار التقرير المساحي' (Purpose of the cadastral report) field and an 'استمرار' (Continue) button.
- نوع العقد** (Contract Type): A dropdown menu with 'نوع وثيقة الملكية' (Type of ownership document) selected.
- رقم الهوية** (National ID Number): A text input field with a 'تحقق' (Verify) button next to it.

The interface is in Arabic and includes a navigation bar at the top with links like 'الرئيسية' (Home), 'الخدمات' (Services), and 'تواصل معنا' (Contact Us).

20) If the option (**Investment Contract - Government allocation**) is selected; new fields appear as (**Contract number, Contract Date**) to be filled out by the user as shown in the following figure.

The primary owner's information is displayed in a table below, with the option to add more than one owner through the (**Add Owner**) button.

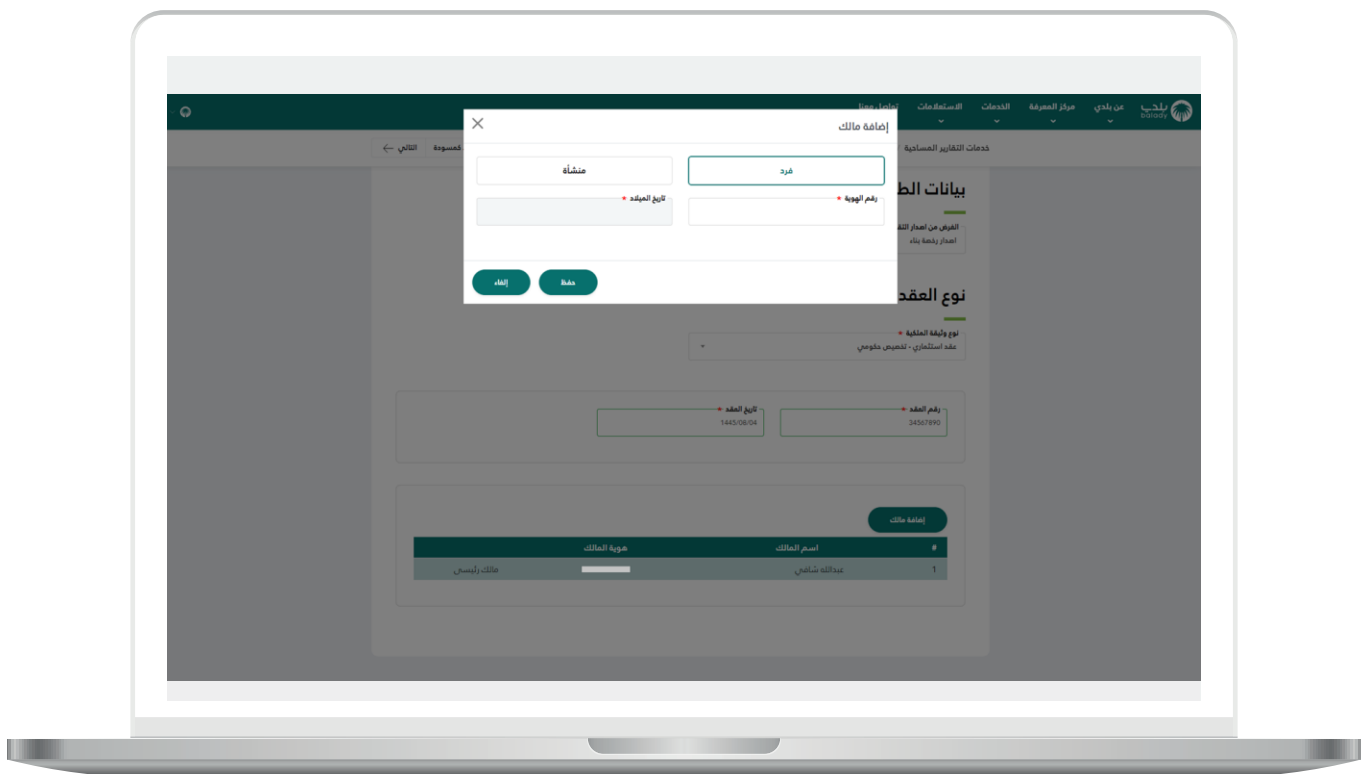
The screenshot shows a web application interface for requesting a cadastral report. The form is titled 'بيانات الطلب' (Request Data) and includes the following sections:

- نوع العقد** (Contract Type): A dropdown menu with the selected option being 'عقد استثماري - تخصيص حكومي' (Investment Contract - Government Allocation).
- رقم العقد** (Contract Number): A text input field.
- تاريخ العقد** (Contract Date): A date picker field.
- إضافة مالك** (Add Owner): A green button to add more owners.
- Table of Owners:** A table with the following columns:

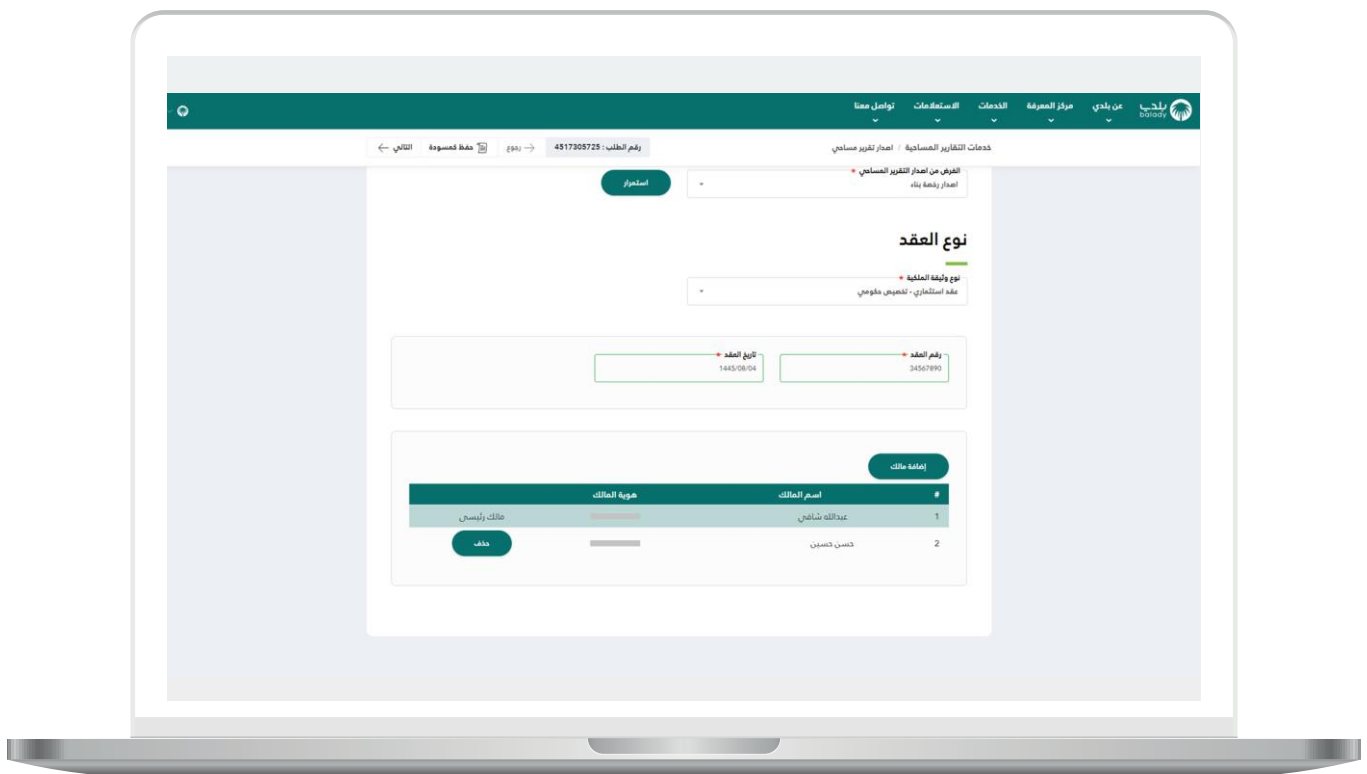
#	اسم المالك	هوية المالك
1	عبدالله شافعي	مالك رئيسي

21) After pressing the **(Add Owner)** button a small sub-screen is displayed as in the following figure to select the owner type, **(Individual, Establishment)**.

If you select **(Individual)** the following fields appear **(National ID number, Date of Birth)** to be filled out and then press the button **(Save)**



22) The added owner then appears in the table, with the possibility of deleting them by pressing the **(Delete)** button.



23) If title (**Deed**) is selected a new field appears as (**Deed Number**) for the user to enter and then press the button (**Verify**) as in the following figure.

This applies to all field values in the drop-down list the (**Purpose of Issuing the Cadastral Report**), except for the following field values (**Issuing a vacant land fencing license, for the purpose of modifying, Updating the title deed information**).

بيانات الطلب

الغرض من إصدار التقرير المساحي

نوع العقد

بيانات وثيقة الملكية

رقم المالك

تأكيد

في حال أن المالك الذي يتبعه شطرين أو أكثر يتم وصف كل قطعة على حدة (مبنى الشقة رقم 1 حدودها وأبعادها ومساحتها، والقطعة الأخرى حدودها وأبعادها ومساحتها) يجب إعداد قرار مساحي لكل قطعة بشكل مستقل

24) If one of the following values is selected (Issuing a vacant land fencing license, for the purpose of modifying, Updating the title deed information) an option appears as (paper-based) in the (Ownership Document Details) section.

Then fill in the following field values (Title Deed Number, Title Deed Date).

الغرض من إصدار التقرير المساحي: إصدار

نوع وثيقة الملكية: مكتوب

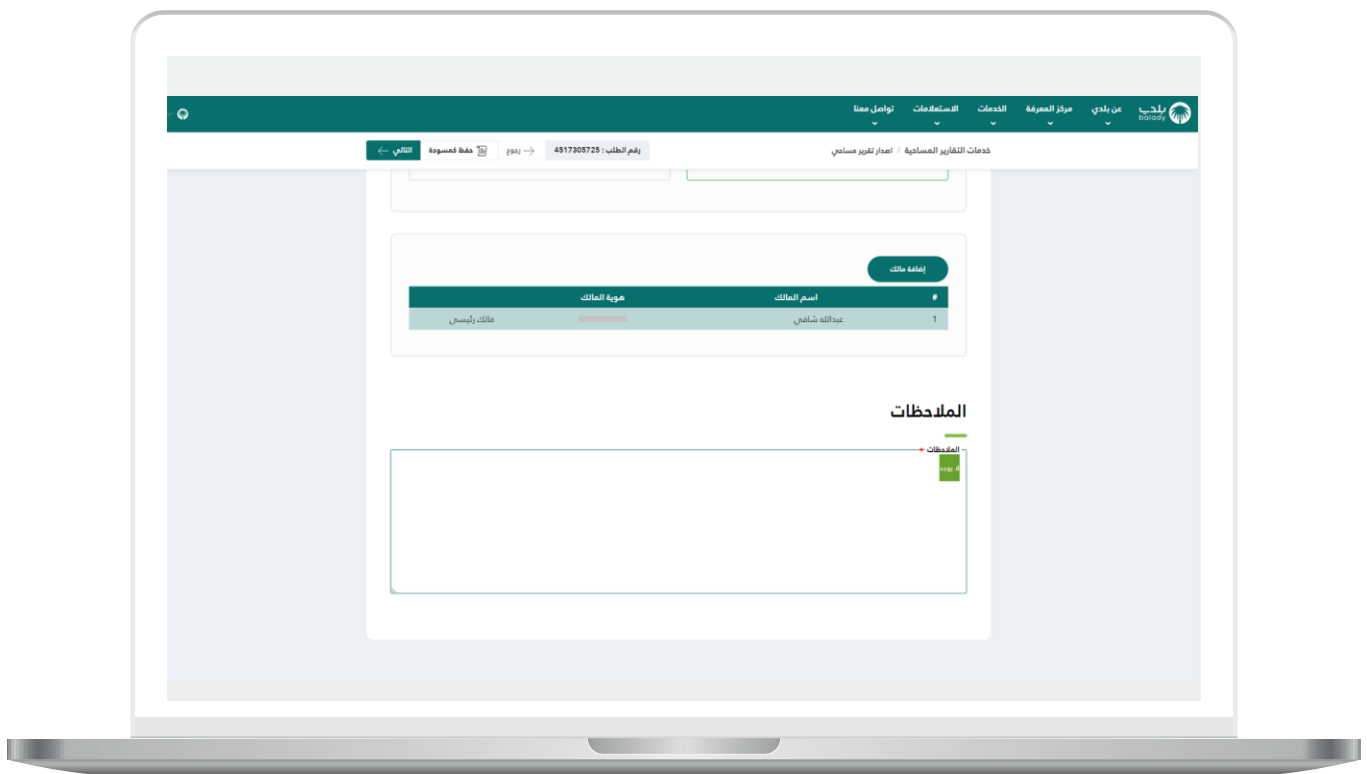
نوع الوثيقة: ورقي

رقم العقد: 1443/06/04

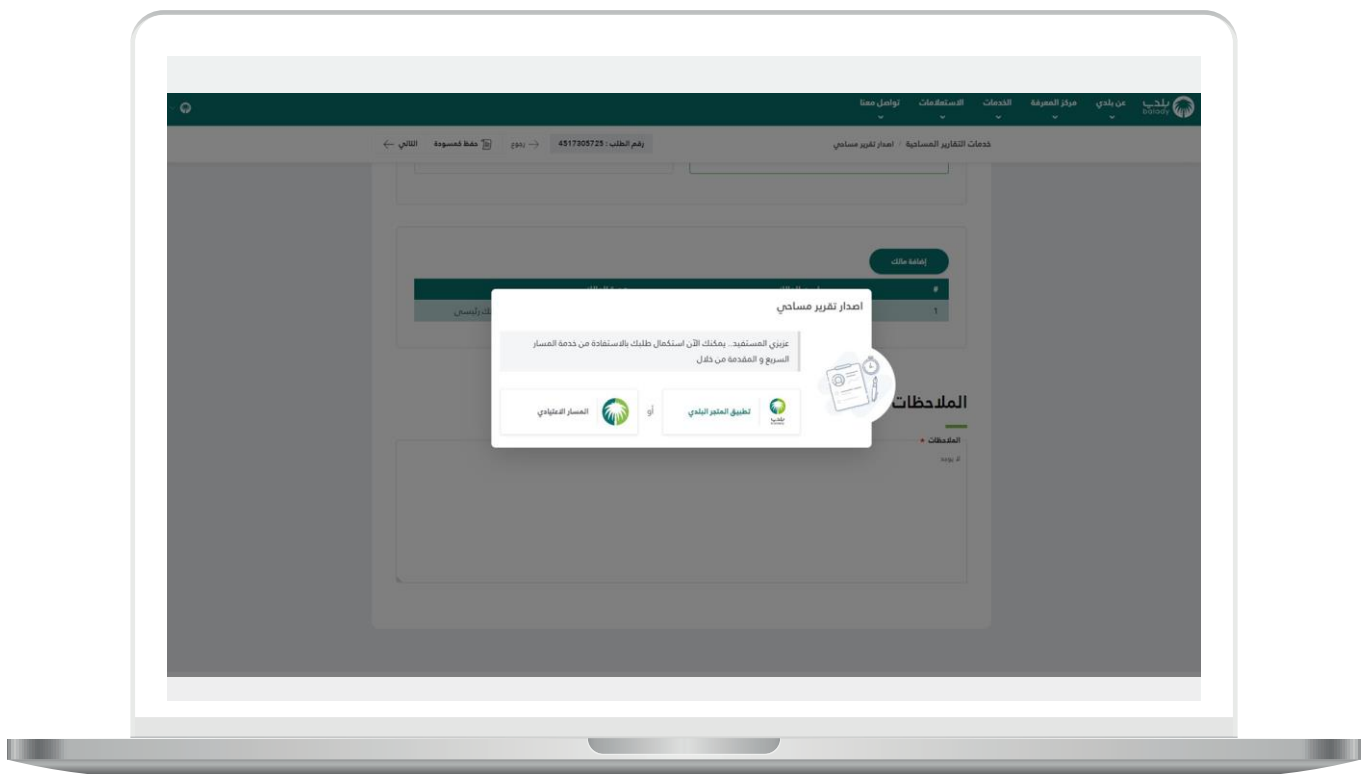
تاريخ العقد: 1443/06/04

في حال أي العقد الذي يتضمن شطرين أو أكثر يتم وصف كل قطعة على حدة (بمسمى القطعة رقم 1 حدودها وأبعادها ومساحتها، والقطعة الأخرى حدودها وأبعادها ومساحتها) يجب إصدار قرار مساحي لكل قطعة بشكل مستقل

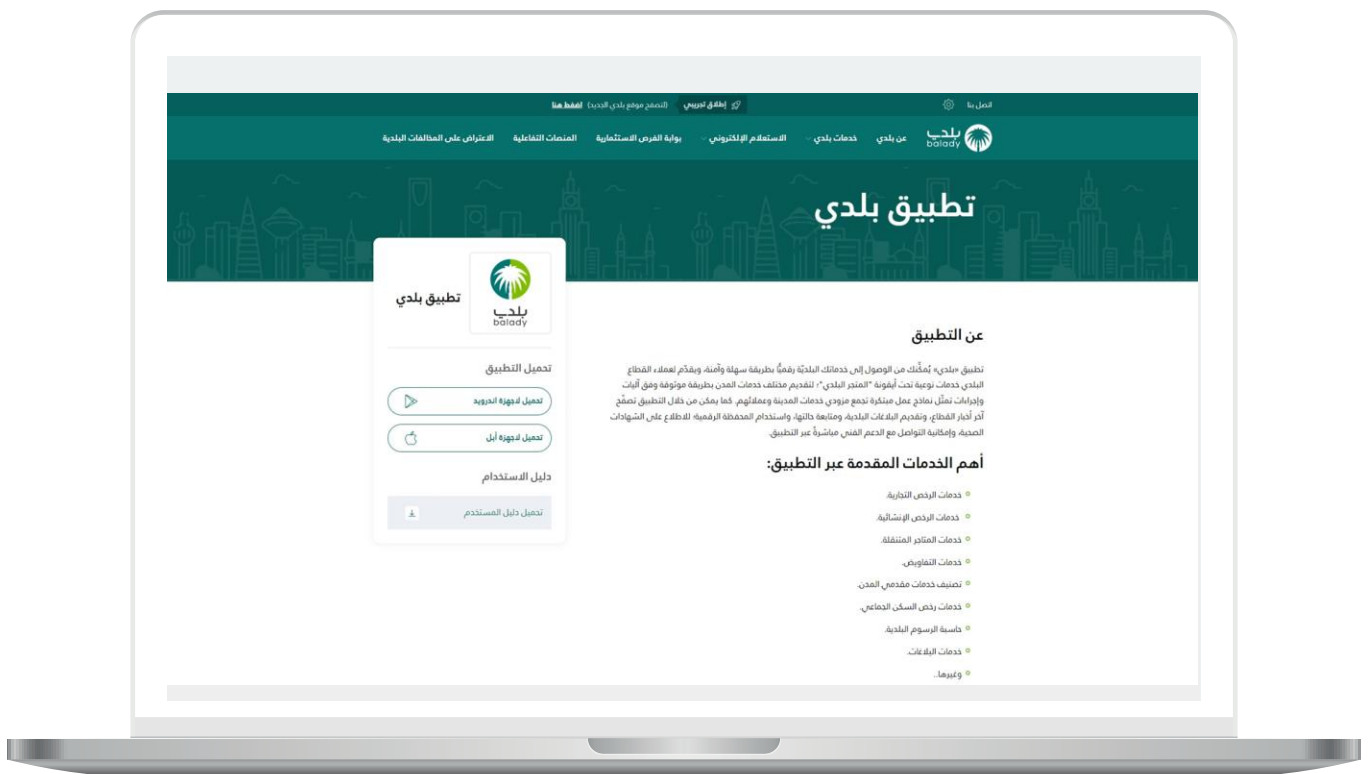
25) At the bottom of the screen, the value of the **(Notes)** field is entered then press the **(Next)** button.



26) A small sub-screen will then be shown to select the method of issuing the Cadastral report (**Balady store app**) or (**Standard Process**) as shown in the figure below.



27) If (Balady store app) is selected the user is then transferred to the Balady App screen to download the app based on the type of device and then complete the procedures.



28) If **(Standard Process)** is selected **(the contracting information)** phase then appears as in the figure below, where the value of the drop-down list is selected **(City)**.

The user then chooses the application review mechanism, either **(review the request through an approved surveyor (fast track))** or **(review the application through the Principality/Municipality (Standard track))**.

29) If the application review mechanism selected is **(Review the application through the approved surveyor (fast track))**; the user must fill in the field values in the following sections **(Certified Surveyor information, Engineering Office information)**.

The screenshot displays a web application interface for a cadastral report. The interface is in Arabic and shows a form with several sections: 'بيانات التعاقد' (Contract Data), 'آلية مراجعة الطلب' (Request Review Mechanism), 'بيانات المساح المعتمد' (Certified Surveyor Data), and 'بيانات المكتب الهندسي' (Engineering Office Data). The form includes input fields for names, IDs, and addresses, as well as dropdown menus for selection. The top navigation bar includes links for 'الرئيسية' (Home), 'عن مكتبنا' (About Us), 'الخدمات الإلكترونية' (Electronic Services), 'بدء العمل المساحية' (Start Surveying Work), 'الخدمات المساحية' (Surveying Services), and 'الخدمات الهندسية' (Engineering Services). The breadcrumb trail shows the user is in 'الخدمات المساحية' > 'بدء العمل المساحية' > 'الخدمات المساحية' > 'الخدمات المساحية'.

30) If the application review mechanism selected is **(review the application through the Municipality/Secretariat (Standard track))**; the user must fill in the field values in the following sections **(the Engineering Office information)** only.

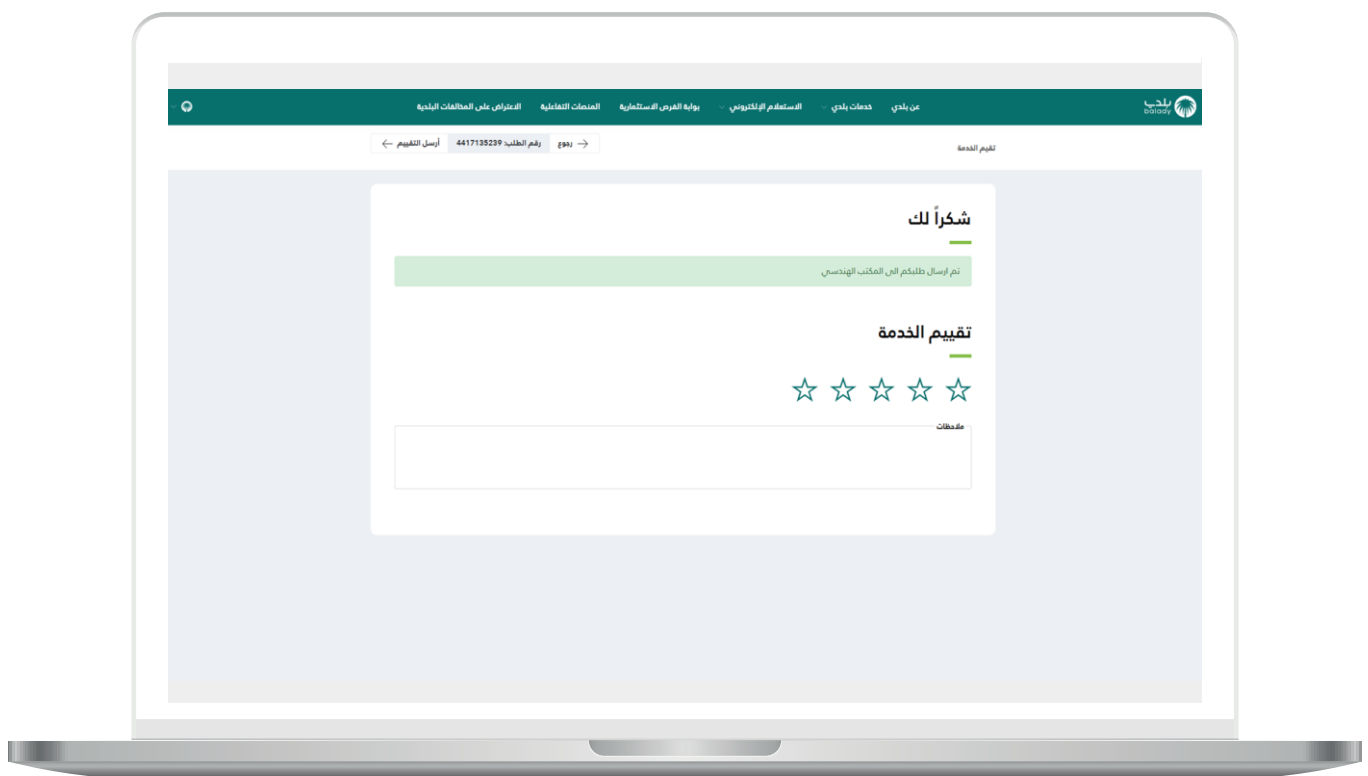
Press the **(next)** button to move to the next stage, with the possibility of saving the request as a draft to complete later, through the button **(Save As Draft)**, and the possibility to return to the previous stage through the **(Back)** button.

The screenshot shows a web application interface for filling out a form. The top navigation bar is green with white text and icons. The main content area is white with a light blue border. The form is titled 'بيانات التعاقد' (Contract Data) and includes several sections:

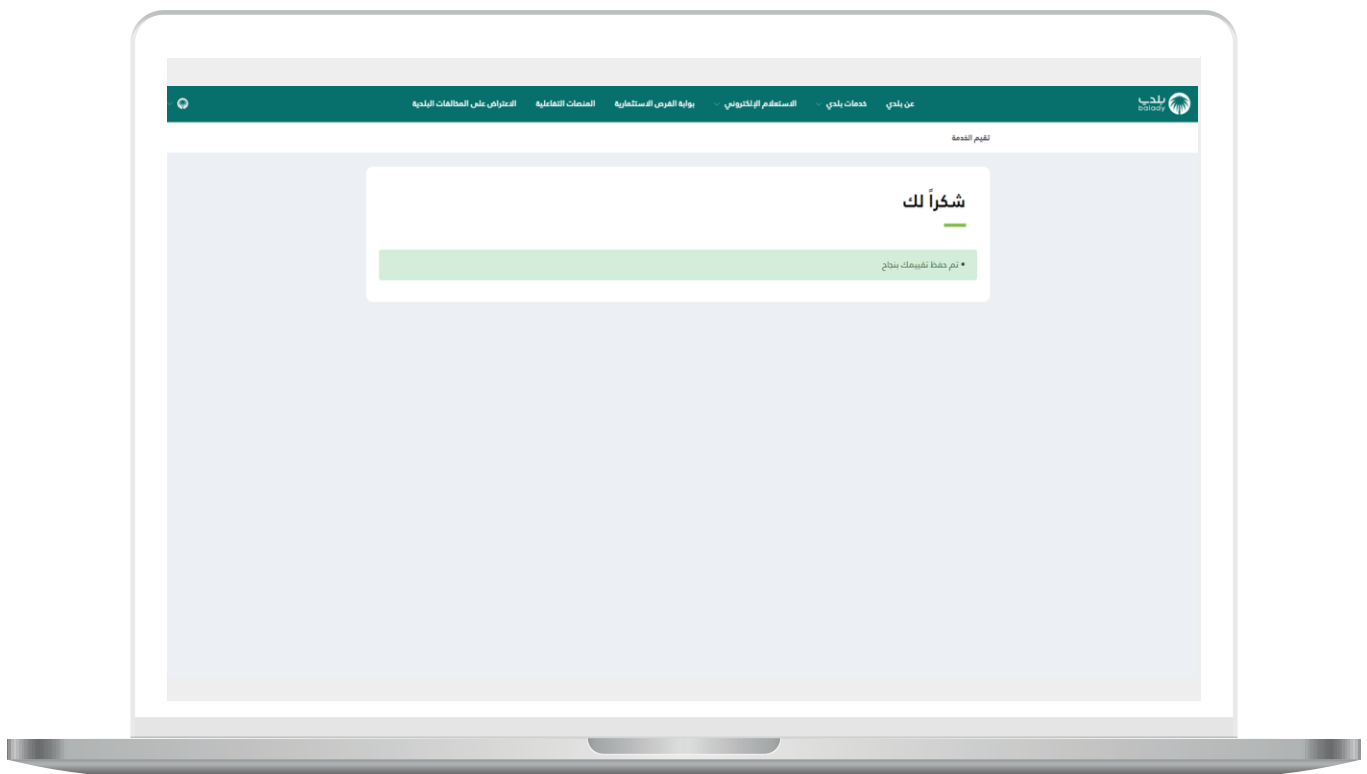
- البيانات العامة** (General Data): Includes fields for 'الرقم' (Number) and 'التاريخ' (Date).
- بيانات التعاقد** (Contract Data): Includes a dropdown for 'نوع التعاقد' (Type of Contract) and a text area for 'ملاحظات' (Remarks).
- بيانات المراجعة** (Review Data): Includes a dropdown for 'نوع المراجعة' (Type of Review) and a text area for 'ملاحظات' (Remarks).
- بيانات المكتب الهندسي** (Engineering Office Data): Includes a dropdown for 'نوع المكتب' (Type of Office) and a text area for 'ملاحظات' (Remarks).

At the bottom of the form, there is a red button labeled 'التالي' (Next) and a green button labeled 'حفظ المسودة' (Save Draft).

32) The application is then sent to the Engineering Office showing a message to that effect, as in the figure below. The service can be evaluated by selecting the number of stars, and entering the value of the field (**Comments**), then pressing the (**Submit Evaluation**) button.

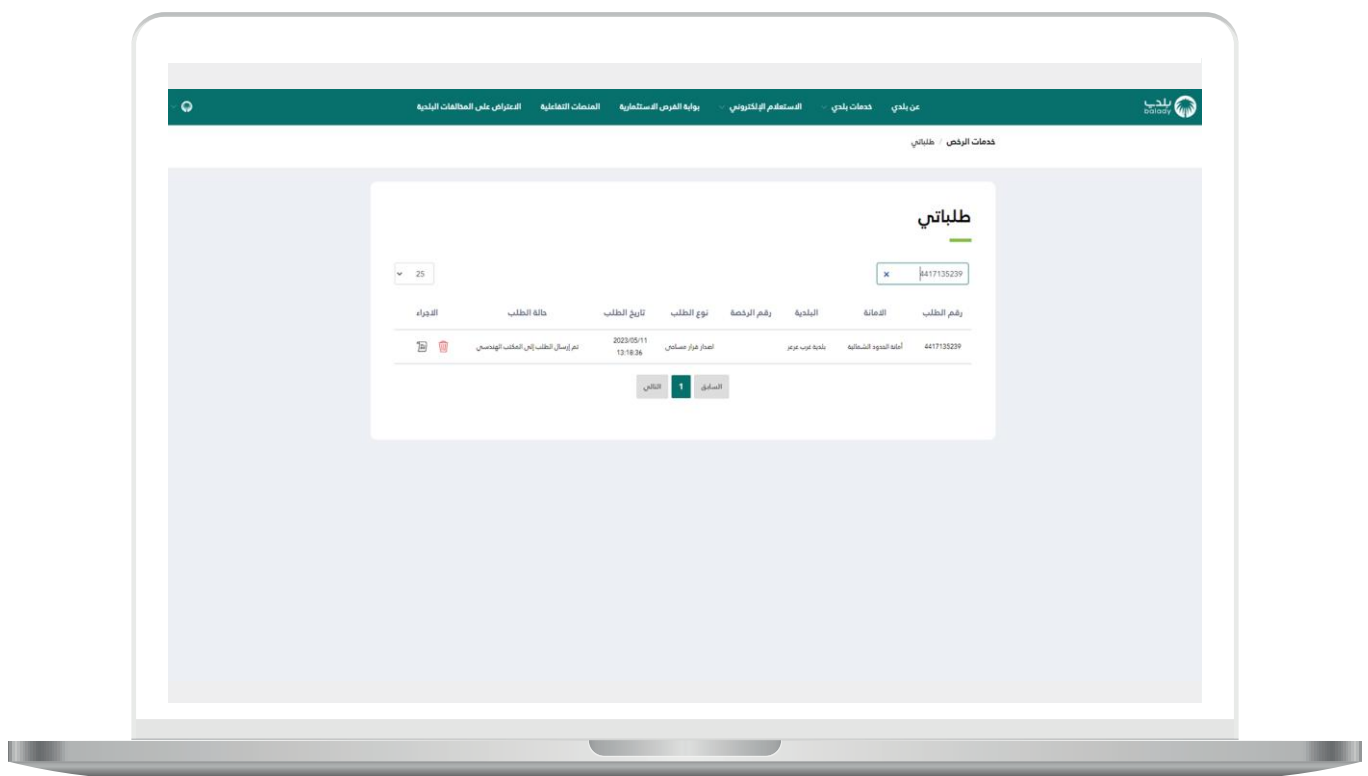


33) After pressing the (**Send Evaluation**) button, the evaluation is saved with a message to that effect, as follows.



Follow-up on the request

- 1) The user can follow up on the request through the **(My Requests)** screen as in the following figure.



2) After pressing the paper icon, the request details are displayed as shown in the following figure.

If the purpose of the Cadastral report is for **(Merging Residential Land Plots within a Land Scheme)** there are three cases when printing the form:

- A housing contract,
- One or two title deeds,
- More than two title deeds.

The image shows a laptop screen displaying a web form for requesting a cadastral report. The form is titled "بيانات مقدم الطلب" (Requester Data) and contains several sections for inputting personal and identification details. The form is in Arabic and includes fields for name, ID number, and other personal information.

The form is divided into several sections:

- بيانات مقدم الطلب** (Requester Data): This section includes fields for the requester's name, ID number, and other personal information.
- بيانات المالك الرئيسية** (Main Owner Data): This section includes fields for the main owner's name, ID number, and other personal information.
- بيانات الطلب** (Request Data): This section includes fields for the request number, date, and other details related to the request.
- بيانات التعاقد** (Contract Data): This section includes fields for the contract number, date, and other details related to the contract.

The form is displayed on a laptop screen, and the background of the laptop is a light blue color.

In the case of a **(Housing Contract)**, the form appears as follows.

The screenshot displays the 'balady' app interface for a 'تقرير مساحي' (Cadastral Report) form. The form is titled 'تقرير مساحي' and includes a QR code and the 'balady' logo. The form is divided into several sections:

- Header Section:** Contains the 'balady' logo and the title 'تقرير مساحي'.
- User Information Section:** Includes fields for 'الاسم' (Name), 'الهاتف' (Phone), and 'البريد الإلكتروني' (Email).
- Report Details Section:** Includes fields for 'رقم التقرير' (Report Number), 'تاريخ التقرير' (Report Date), and 'نوع التقرير' (Report Type).
- Table of Land Parcels:** A table with columns for 'الرقع' (Parcel), 'المساحة' (Area), 'حالة الملكية' (Ownership Status), and 'ملاحظات' (Remarks). The table contains data for several parcels, including their areas and ownership status.
- Footer Section:** Includes the 'balady' logo, the phone number '199040', and the website 'www.balady.gov.eg'.

In the case of (One or two title deeds), the form appears as follows.

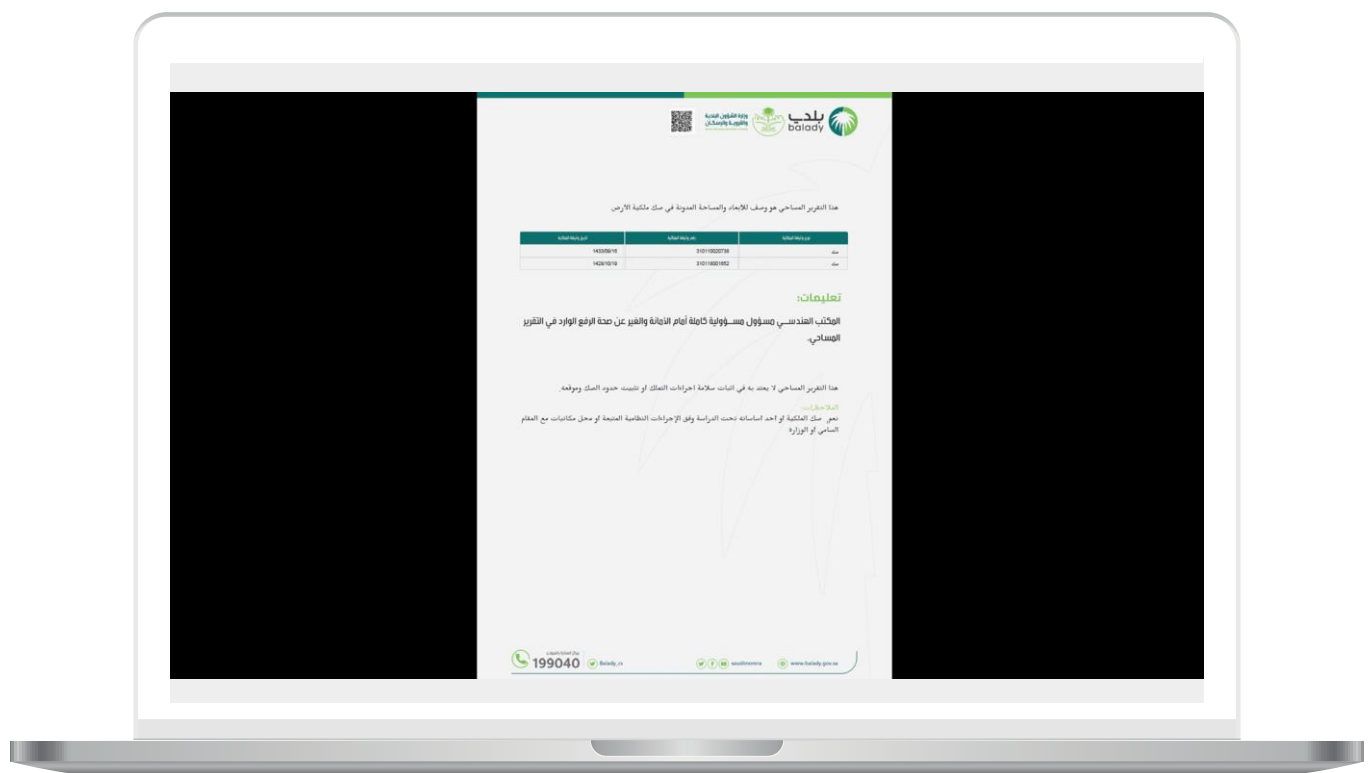
The image shows a laptop screen displaying the 'baidy' web application. The application is titled 'تقرير مساحي' (Cadastral Report) and features a header with the 'baidy' logo and a QR code. The main content area contains several data entry fields and tables. The first table lists land parcels with columns for parcel number, area, and owner. The second table shows a summary of the report, including the total area and the number of parcels. The third table lists the names of the landowners. The interface also includes a sidebar with navigation options and a footer with contact information.

رقم الأرض	المساحة	المالك
143300719	310110000718	م.م
143310719	310110001002	م.م

الرقم	المساحة	المساحة الكلية	عدد الأقسام
143300719	310110000718	31.01	1
143310719	310110001002	31.01	1
المجموع	620220000000	62.02	2

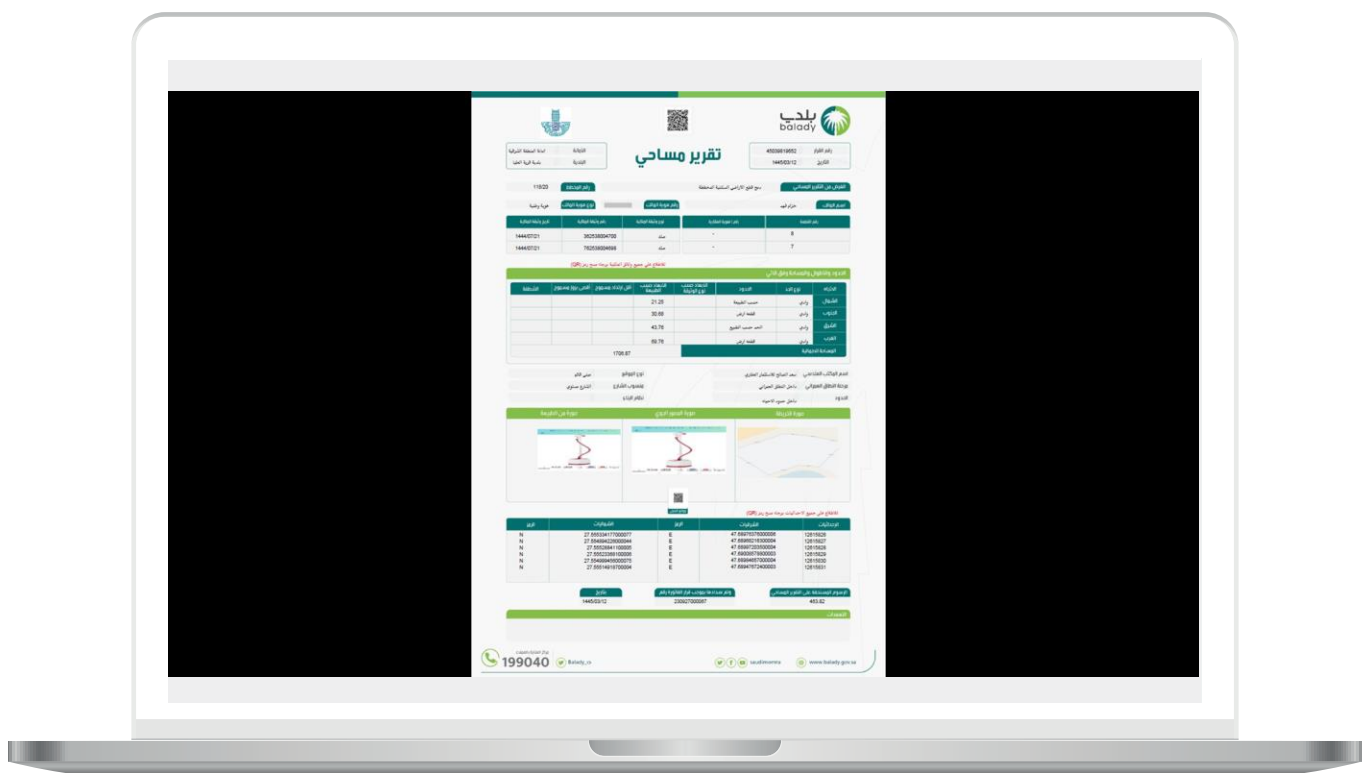
الاسم	الرقم	المساحة	المساحة الكلية
م.م	310110000718	31.01	31.01
م.م	310110001002	31.01	31.01

The Second page.

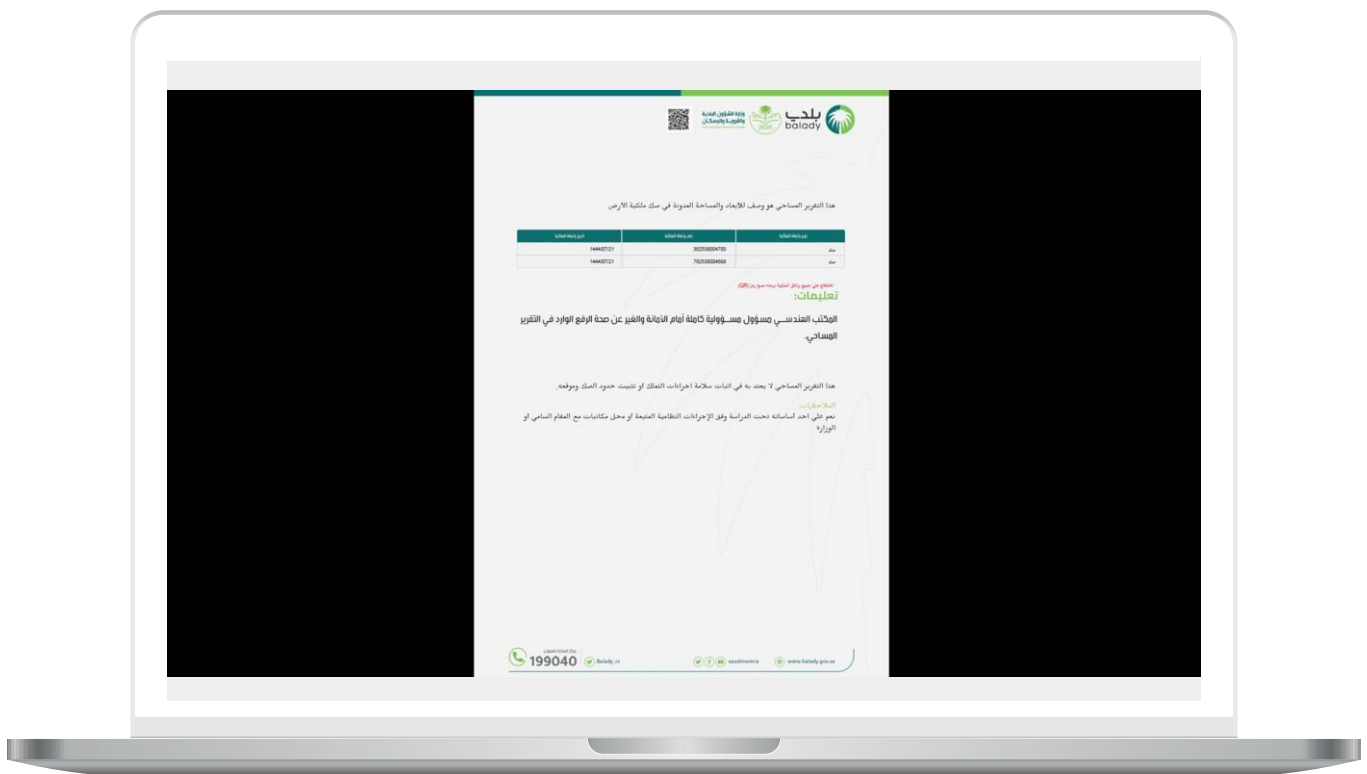


In the case of (**More Than Two Title Deeds**), the form appears as follows.

It is possible to see all the documents of ownership, and all the coordinates by scanning the (QR) code.



The Second page.



In case the purpose of the Cadastral report is **(Merging Residential Land Plots within a Land Scheme)**, it is required to add more than one title deed.

The screenshot shows the 'بيانات الطلب' (Request Data) form. The form is titled 'بيانات الطلب' and includes a section for 'نوع العقد' (Type of Contract) with a dropdown menu. Below this is a section for 'بيانات وثيقة الملكية' (Property Document Data) with a dropdown menu. The form also includes a table for 'المسوكات المضافة' (Added Deeds) and a section for 'بيانات الملاك' (Owner Data).

رقم المسكوك	الرجوع المسكوك	رقم المسكوك	رقم المسكوك
310110020728	1433/09/16	1637	2 / 1618

بيانات الملاك

رقم المسكوك	اسم المالك	رقم الهوية
310110020728	شماره من عملاء	

عدد المسكوكات التي من هذه الوثيقة تعدد المسكوكات القديمة لهذا الغرض: 8170720462373

SMS messages to the beneficiary

Below are the messages sent to the beneficiary after the completion of the application:

- Dear beneficiary, Ibrahim, the payment invoice number (**59052932332**) was issued for the issuance of a commercial license for application No. (**7448137144**) in the amount of 0.062 riyals. SADAD Biller Code for the Ministry of Municipal and Rural Affairs and Housing is 771. You can evaluate the service via this link: (<http://qcap.somra.gov.sa/EServices/Survey/#A768A282F37611-A-2D7412-DA-57D82DD1>).

- Dear beneficiary Cadastral Report No. (**613162016044**) has been issued, you can review it through my requests and licenses on Balady platform: (<https://balady.gov.sa/Eservices/Inquiries/Request>).



Contact us

You can contact the **(Balady)** portal through the following communication channels:

- Phone: 199040
- X Account: @Balady_CS
- Working Hours: Daily, from 8:00 AM to 10:00 PM



 | **199040 Direct Contact Number**

 | **@Balady_CS Customer Service**

