



وزارة البلديات والإسكان

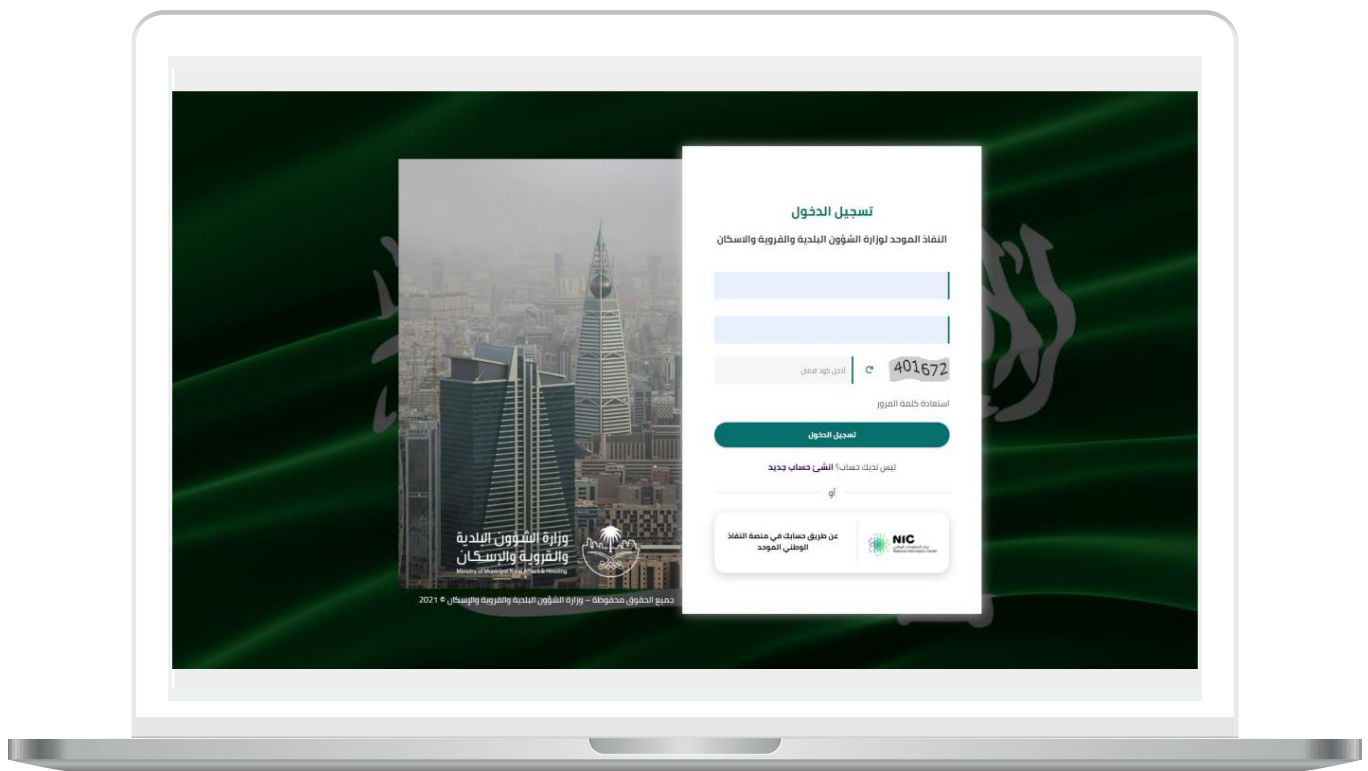
Ministry of Municipalities and Housing

User Guide for the Service to
Issuing a Temporary License
for a Mobile Store Outlet

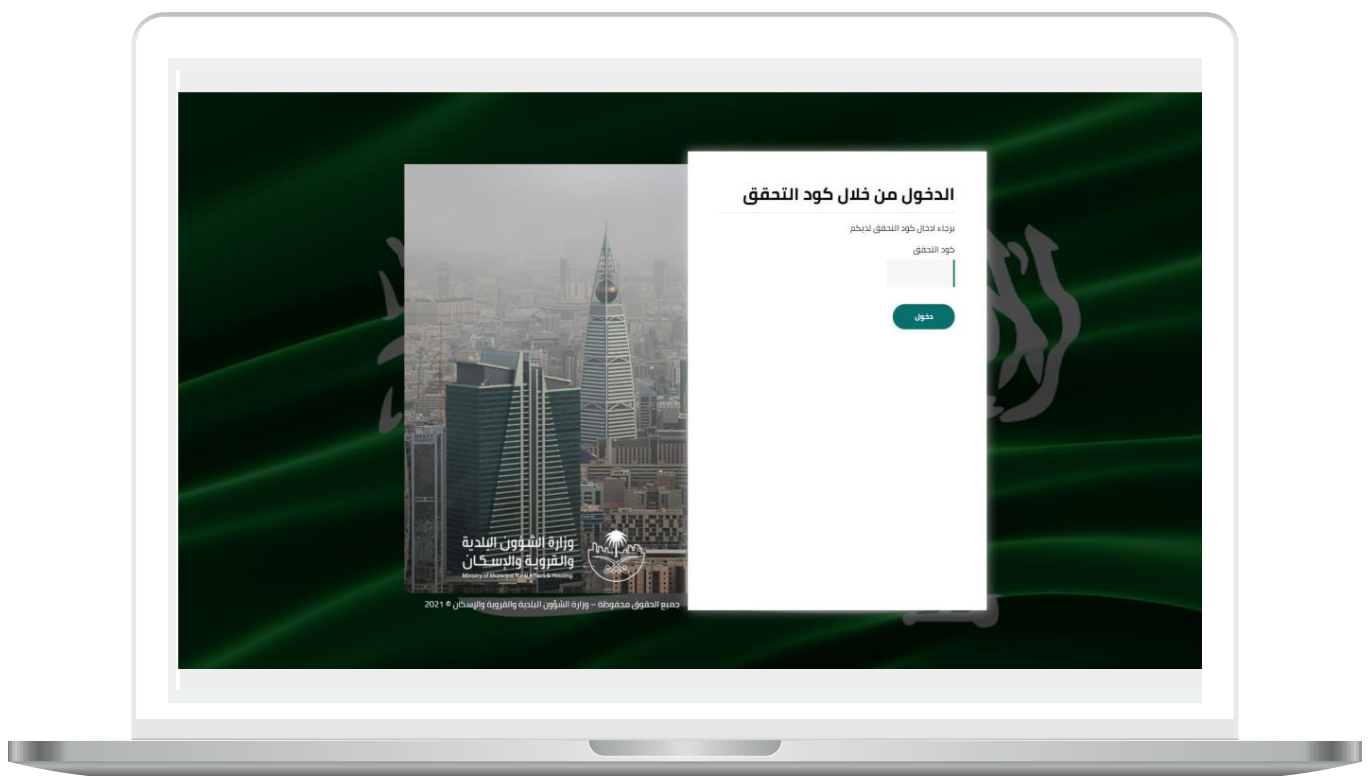
Beneficiary's
Copy

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, Security Code**) and then clicks the (**Login**) button. The security code can be changed by clicking the circular arrow icon.

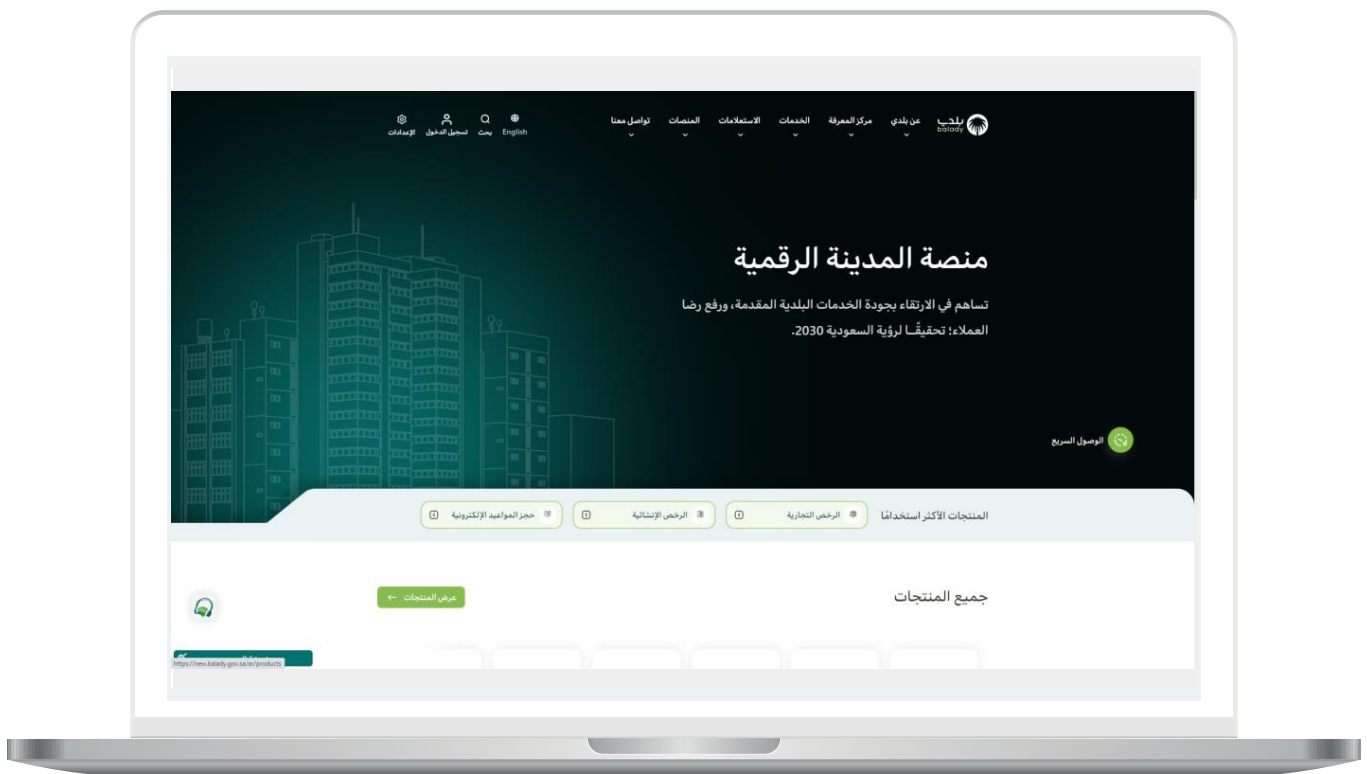


2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.

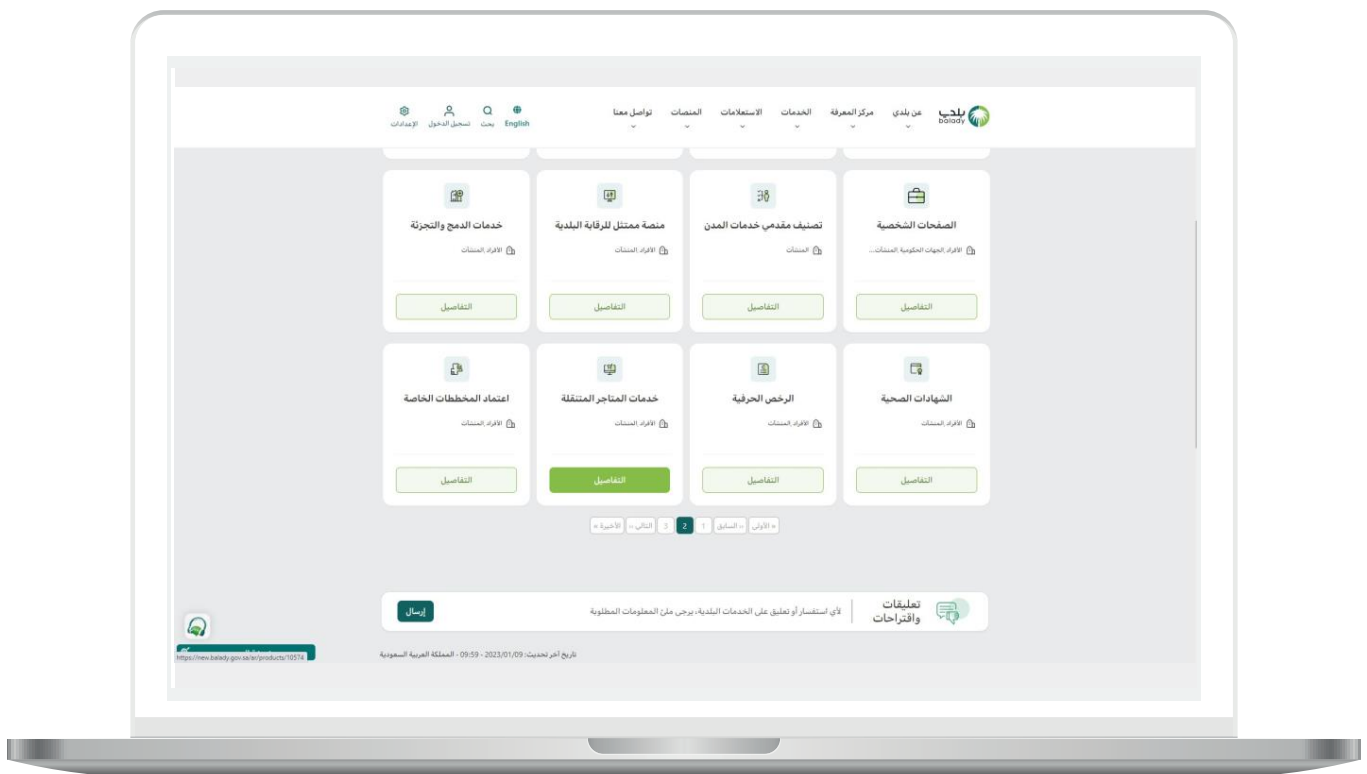


3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

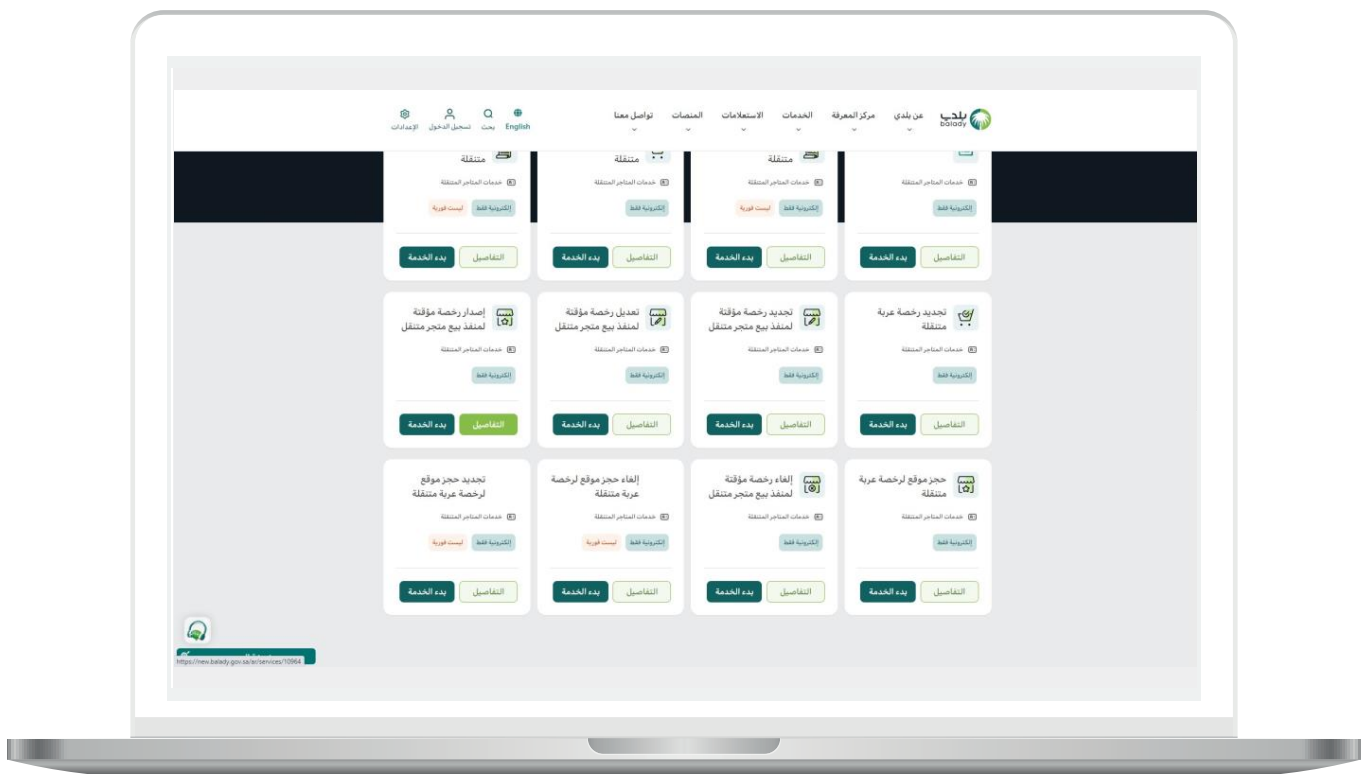
To start the service application, the user must click the **(View Products)** button.



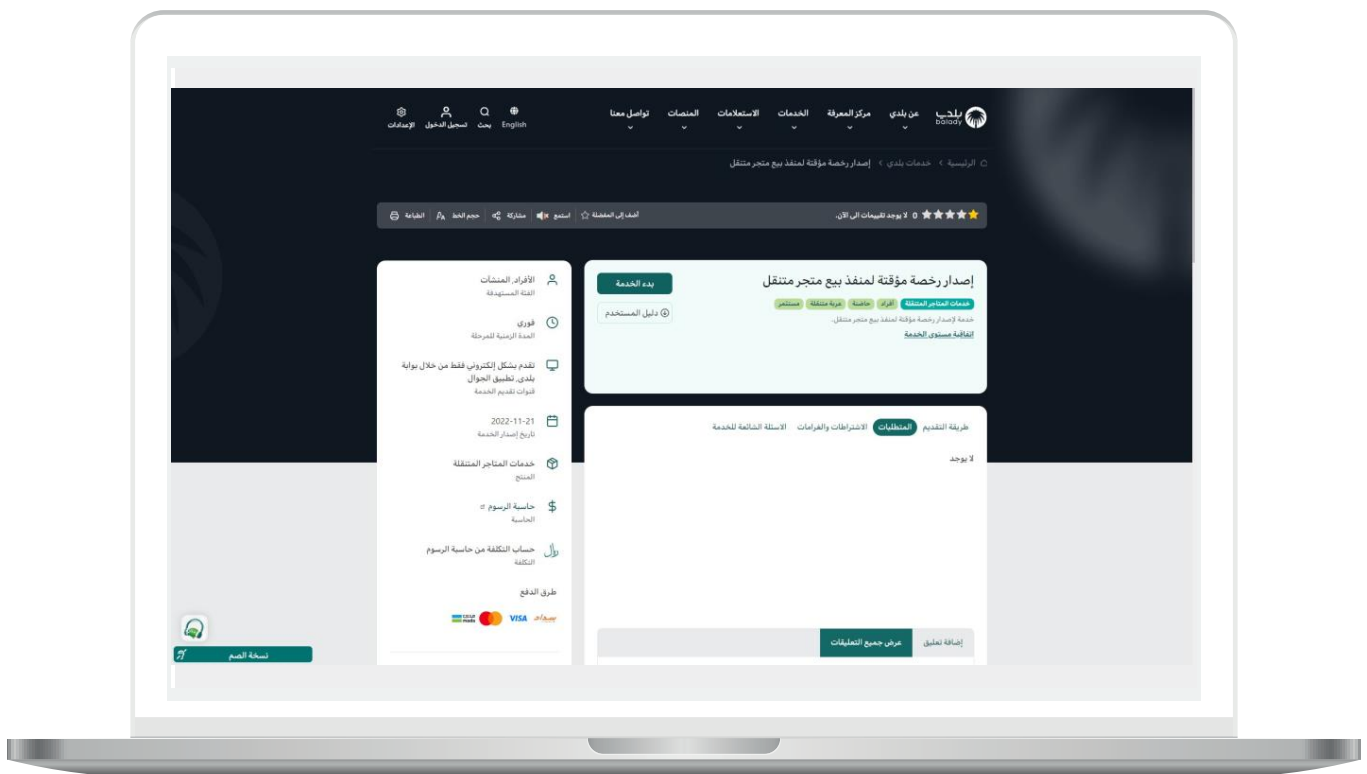
4) The following screen appears, displaying Balady's services, where the user selects **(Mobile Cart Services)**.



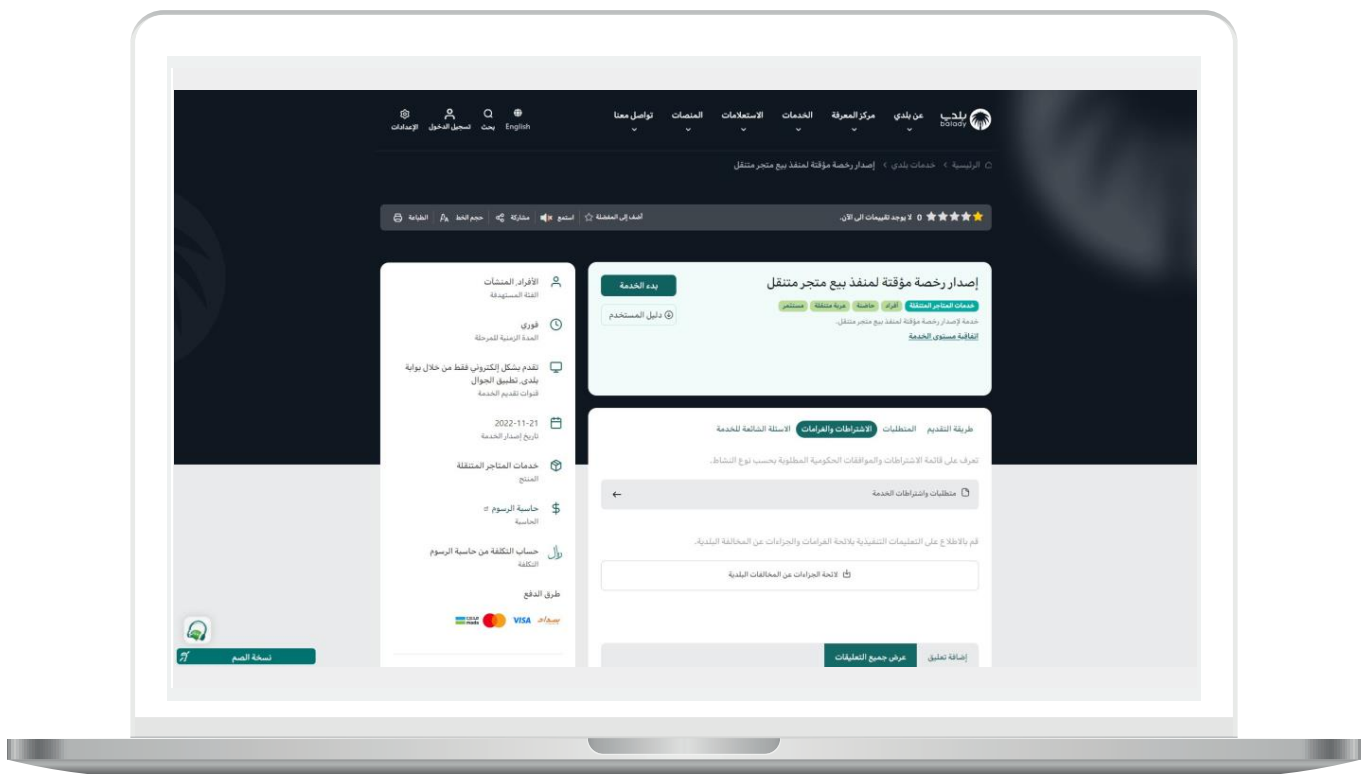
5) The next screen appears, where the user chooses (Issuance of a Temporary License for a Mobile Store Outlet) as shown below.



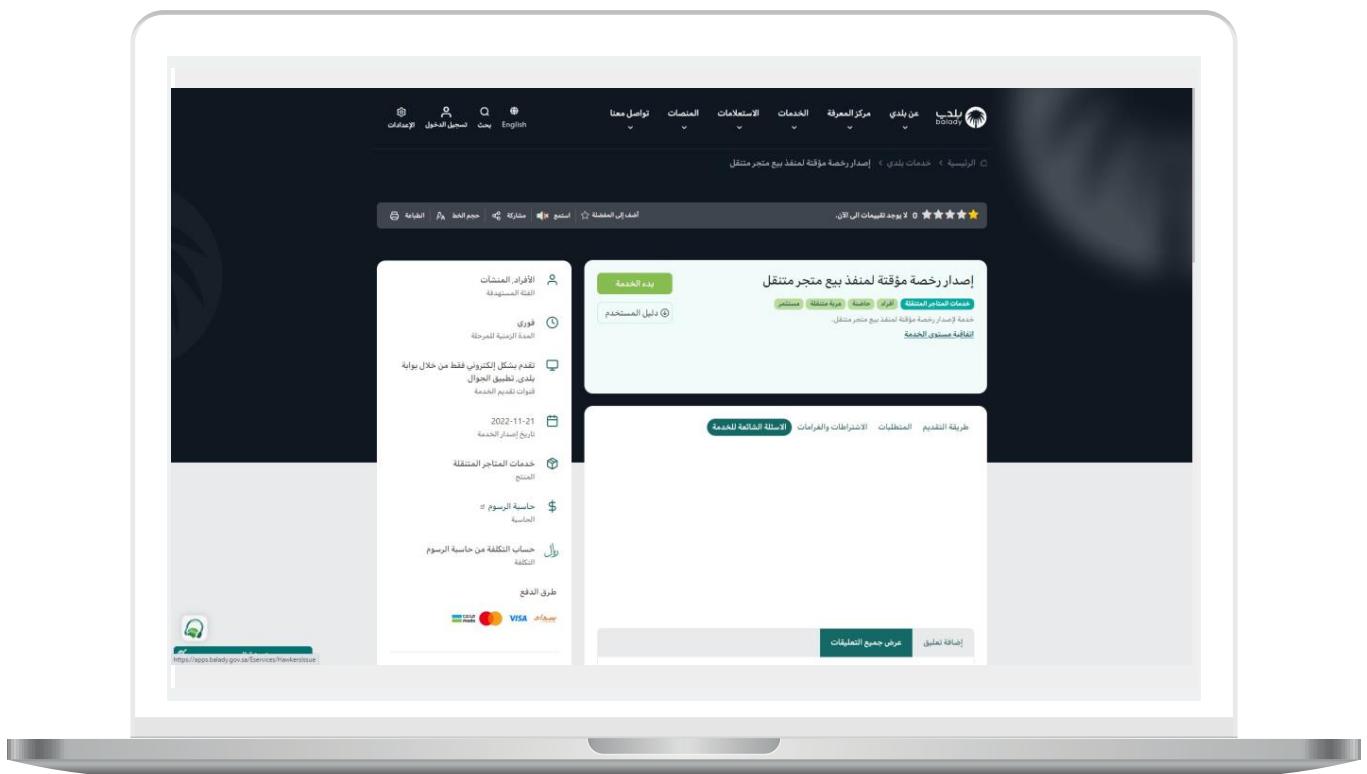
6) The following screen appears, displaying the (Service Card), which includes details such as (How to Apply, Requirements, Conditions and Fines, etc.).



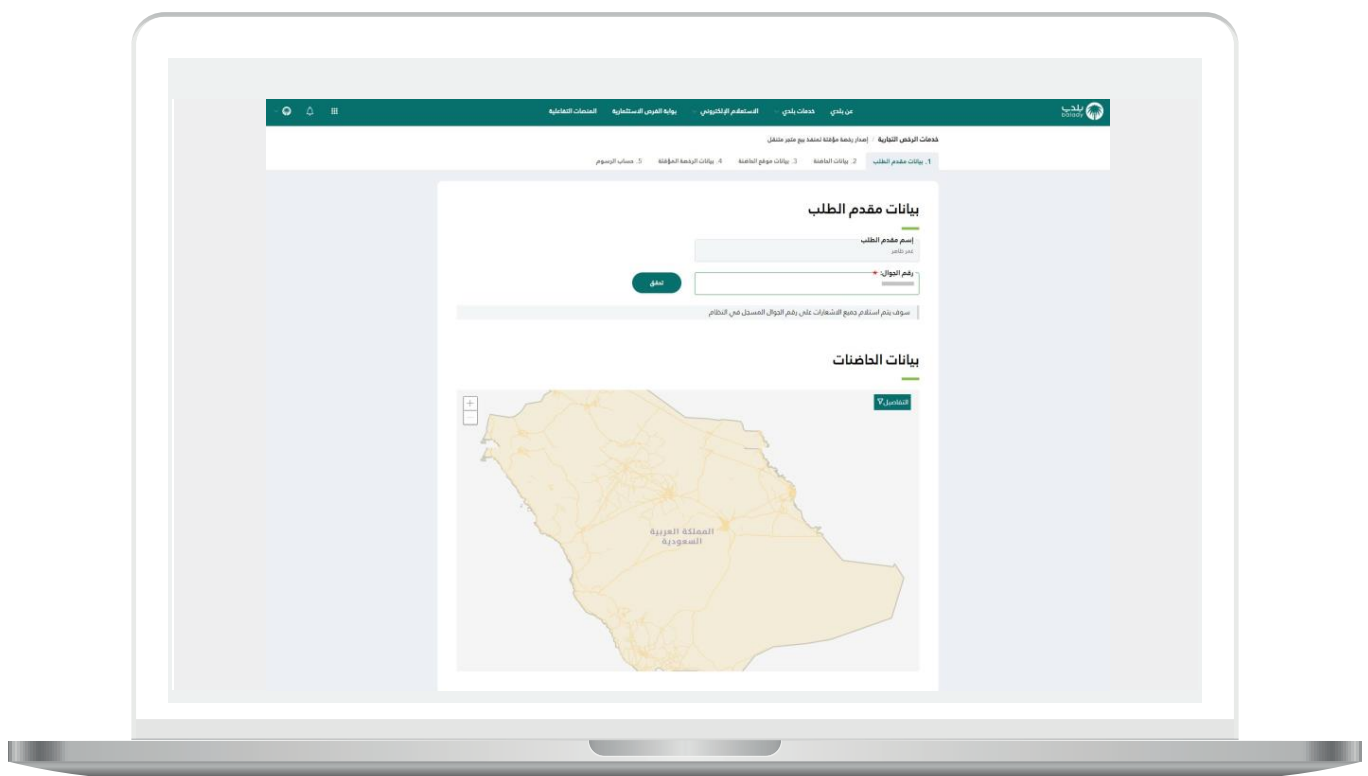
7) The following screen represents the **(Terms and Penalties)** section.



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



9) The following screen appears, representing the first stage of license issuance, which is (**Applicant Information**), where the user enters the mobile number and clicks on (**Verify**) to confirm the number.

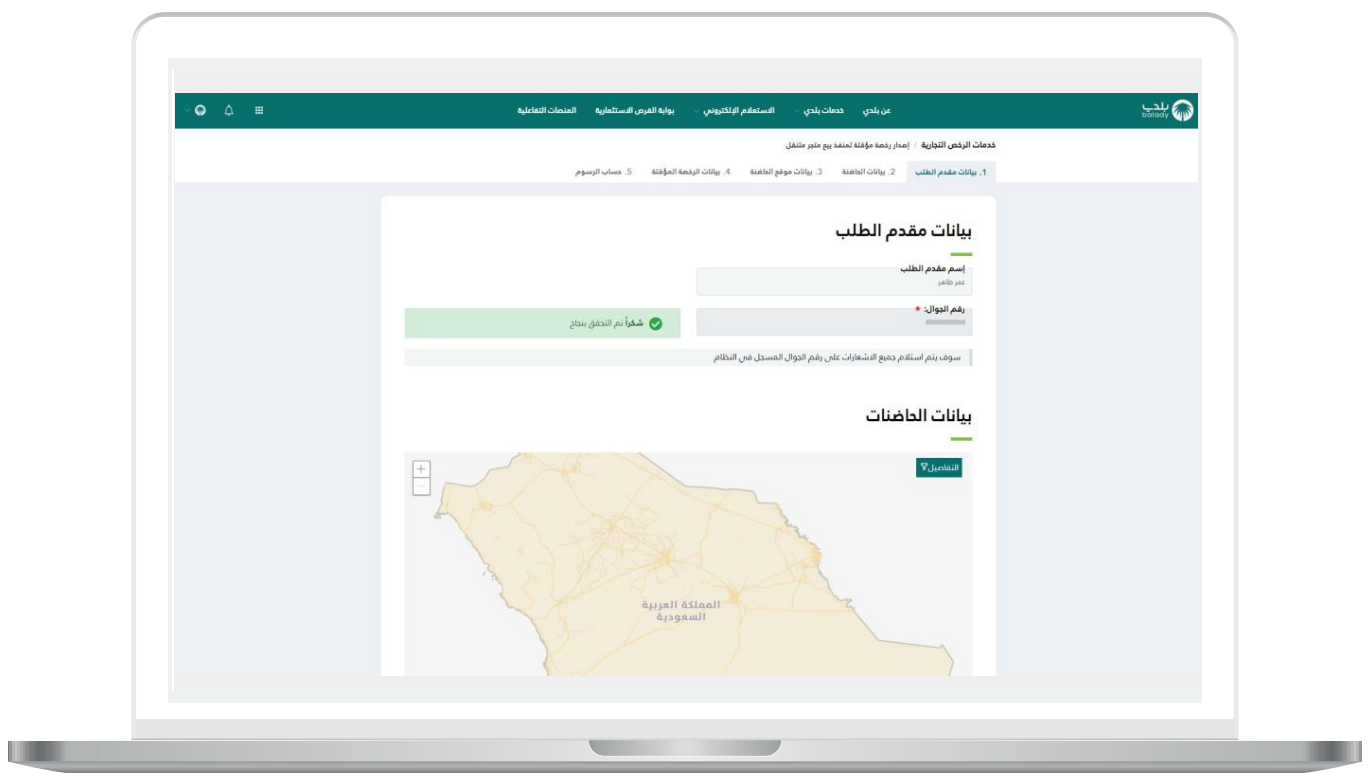


10) A verification code is sent via SMS. The user enters the code in the **(Confirmation Code)** field and clicks **(Confirm)**.

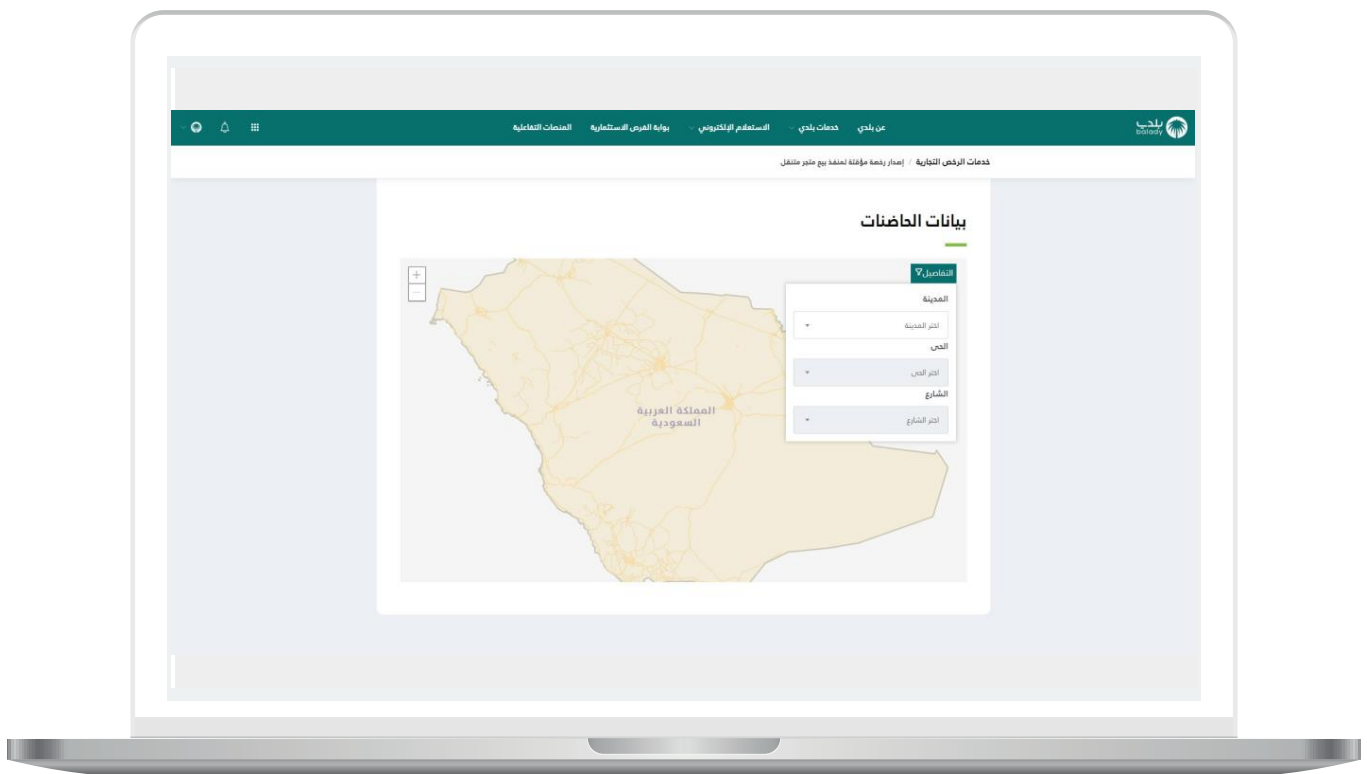
The screenshot shows a web application interface on a laptop screen. The header is green with white text and a logo. The main content area is white with a green border. The title 'بيانات مقدم الطلب' (Requester Data) is in green. Below it, there are two input fields: 'اسم مقدم الطلب' (Requester Name) and 'رقم الجوال' (Mobile Number). A green button labeled 'تحقق' (Check) is next to the mobile number field. Below these fields, there is a section for 'رمز التأكيد' (Confirmation Code) with four input boxes and a green button labeled 'تأكيد' (Confirm). A message below the confirmation code section says 'سوف يتم إرسال الرمز بعد: 00:59' (The code will be sent after: 00:59). At the bottom, there is a map of Saudi Arabia and a green button labeled 'التسجيل' (Register).

11) A message appears stating (**Thank you, verification was successful**) as shown below.

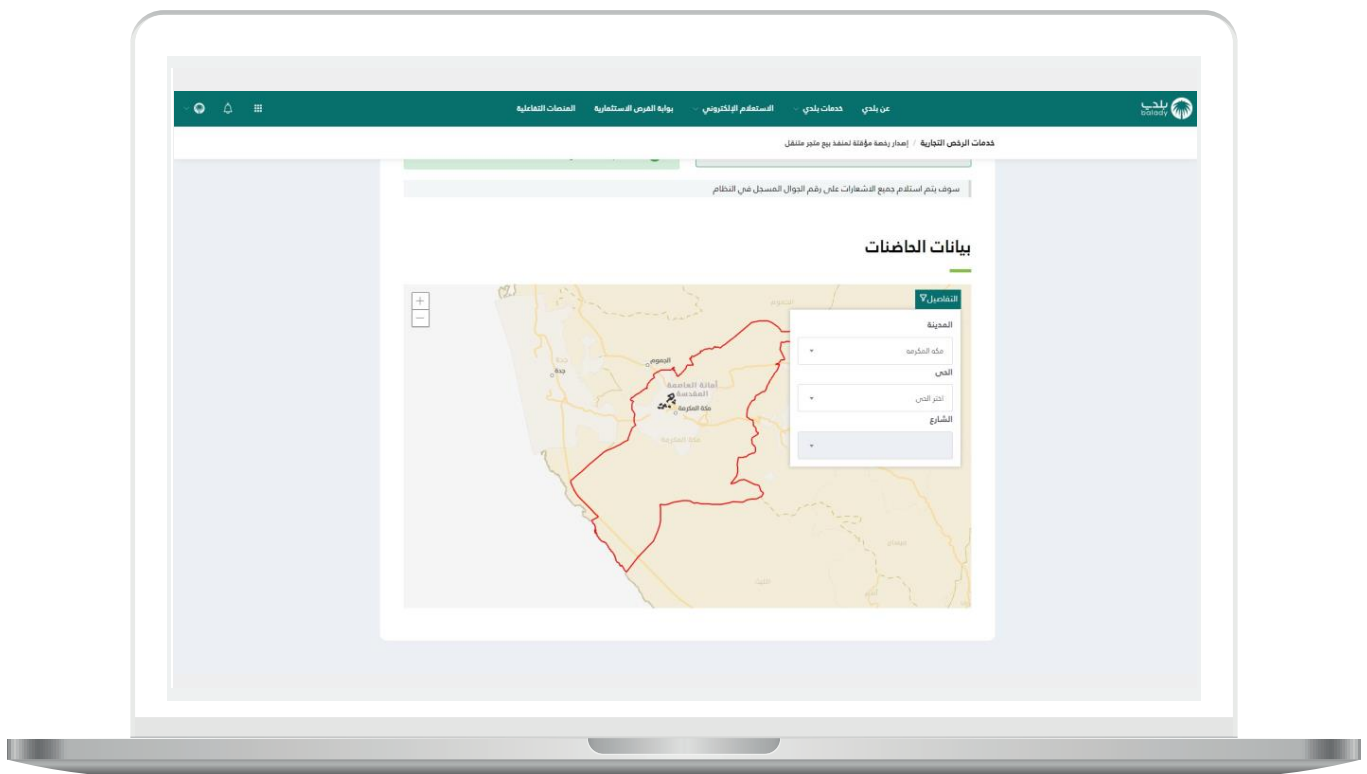
The user then selects the geographic location of the incubator in the (**Incubator Information**) section by clicking on (**Details**).



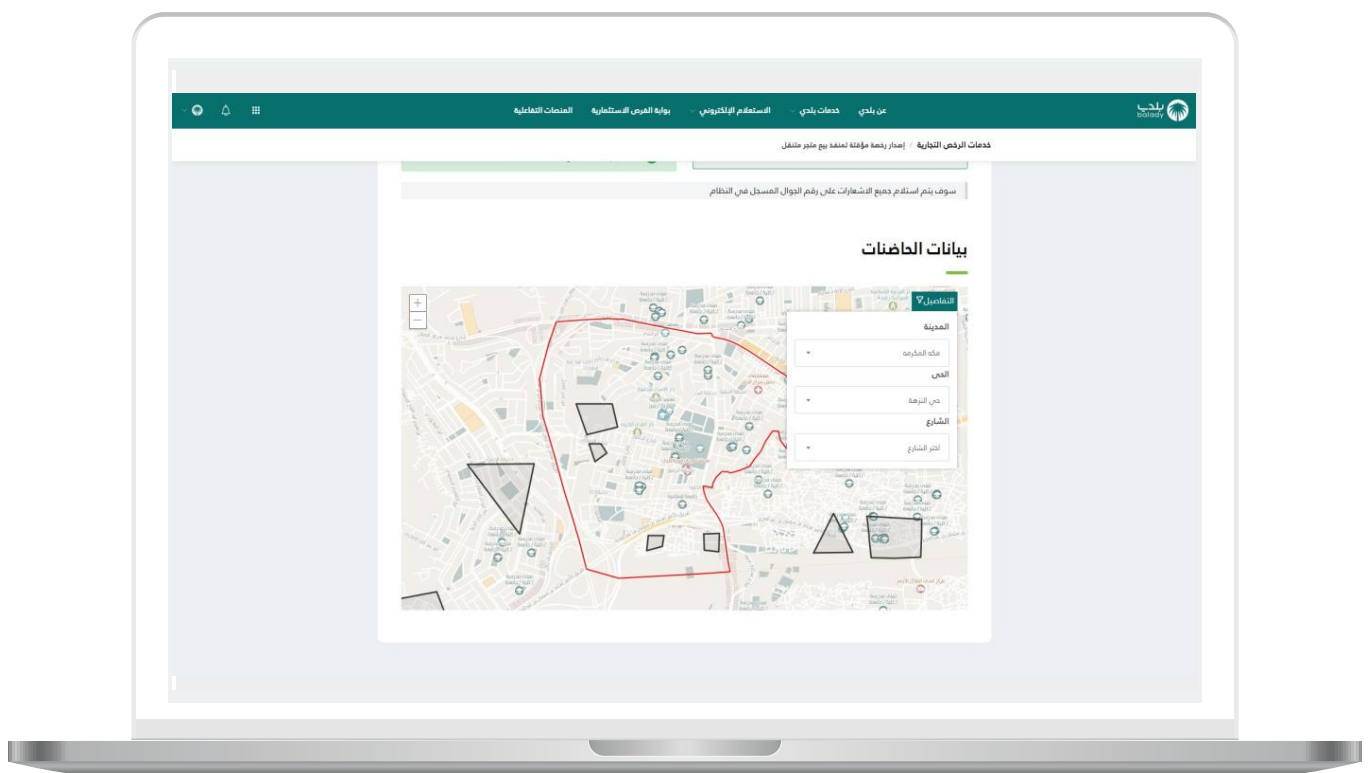
12) The user selects values from the dropdown lists (City, District, Street) consecutively.



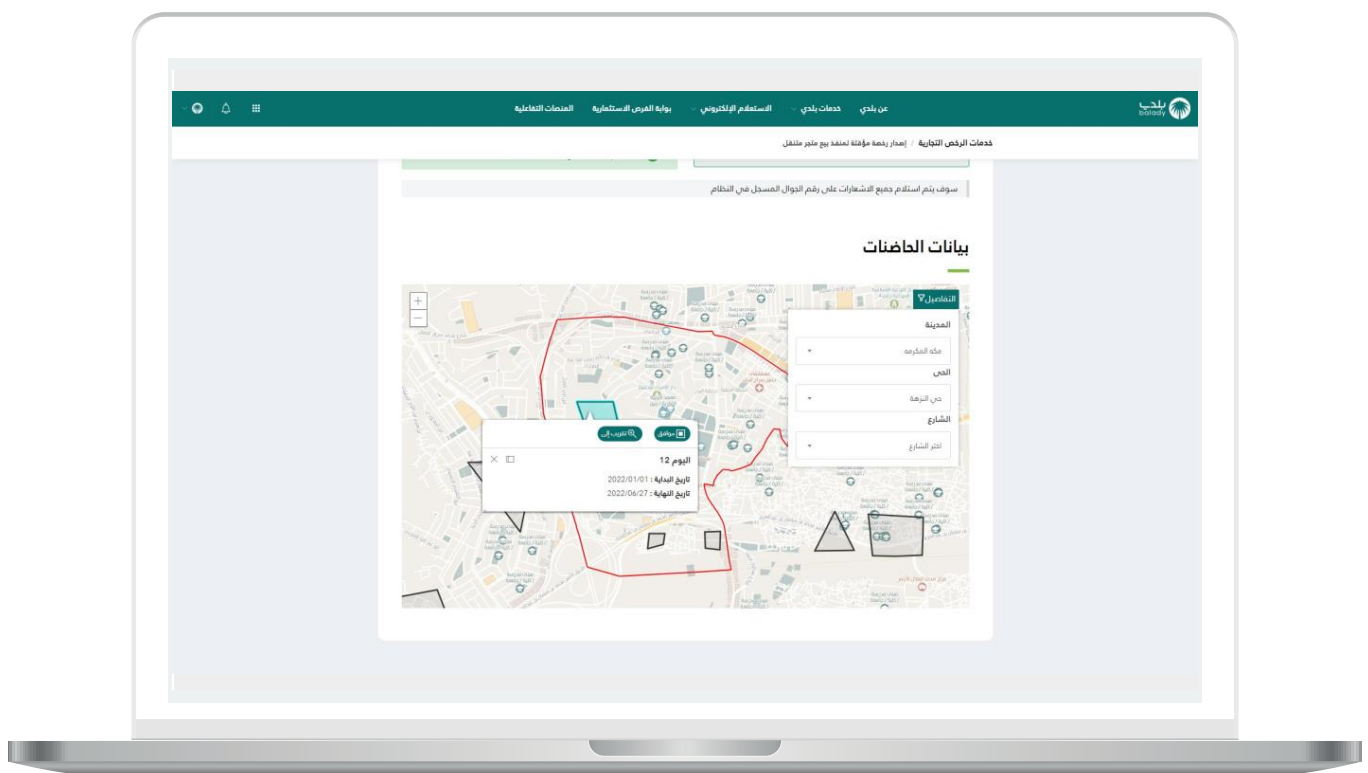
13) After selecting (City), it is marked on the map as shown below.



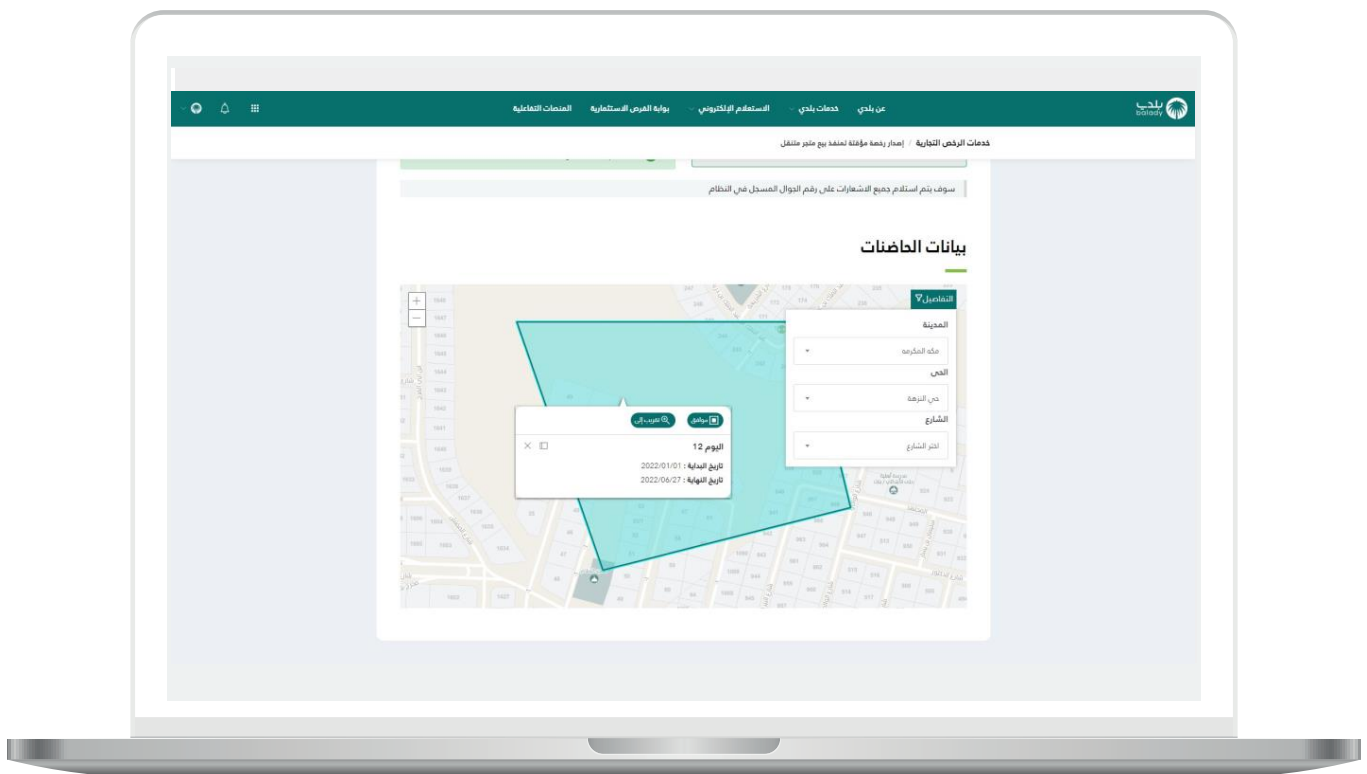
14) After selecting the district from the dropdown list, it is marked in red on the map. The incubators available in the selected geographic location appear, allowing the user to choose the incubator for which they wish to issue a temporary license.



15) After selecting the incubator on the map, an explanatory message appears, as shown below. The user can zoom in on the location by clicking (**Zoom In**) or confirm the location by clicking (**Confirm**).

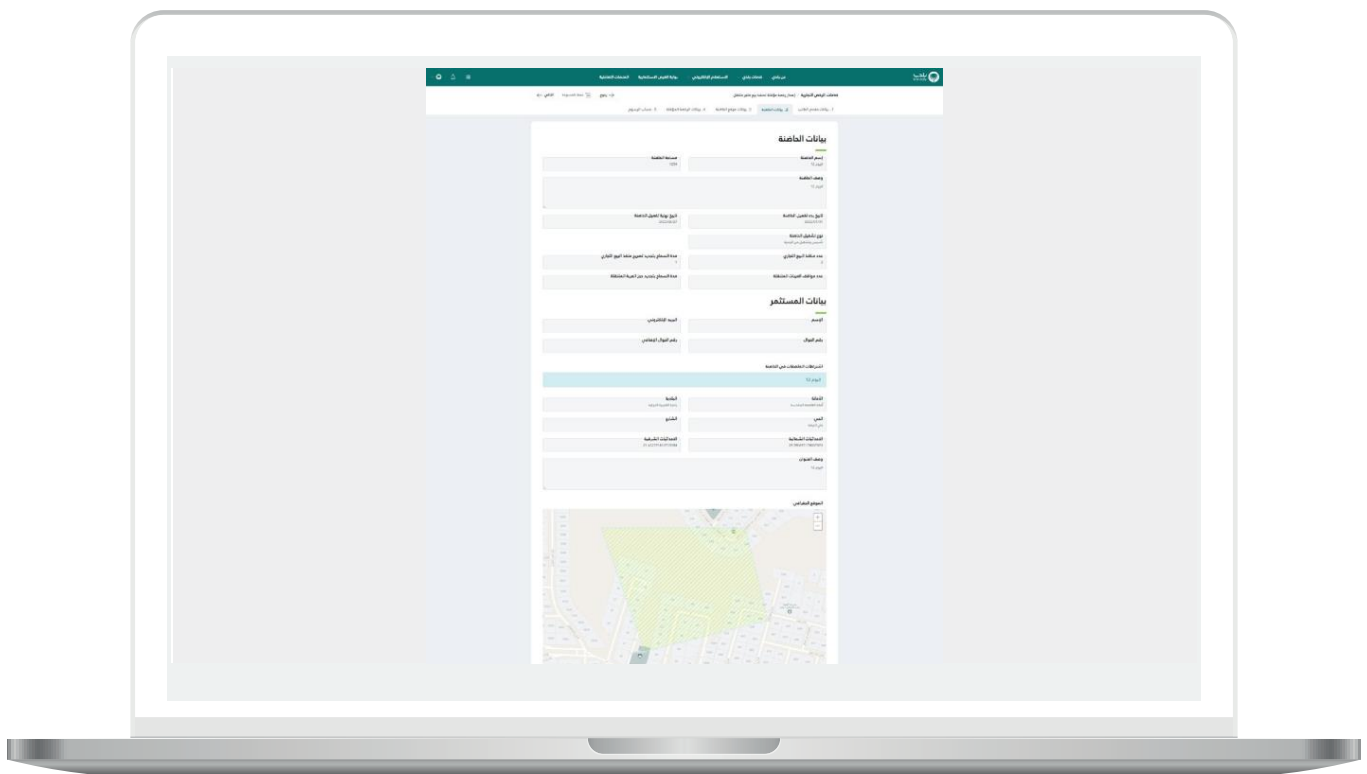


16) After clicking (**Zoom In**), the image zooms in, as shown below.



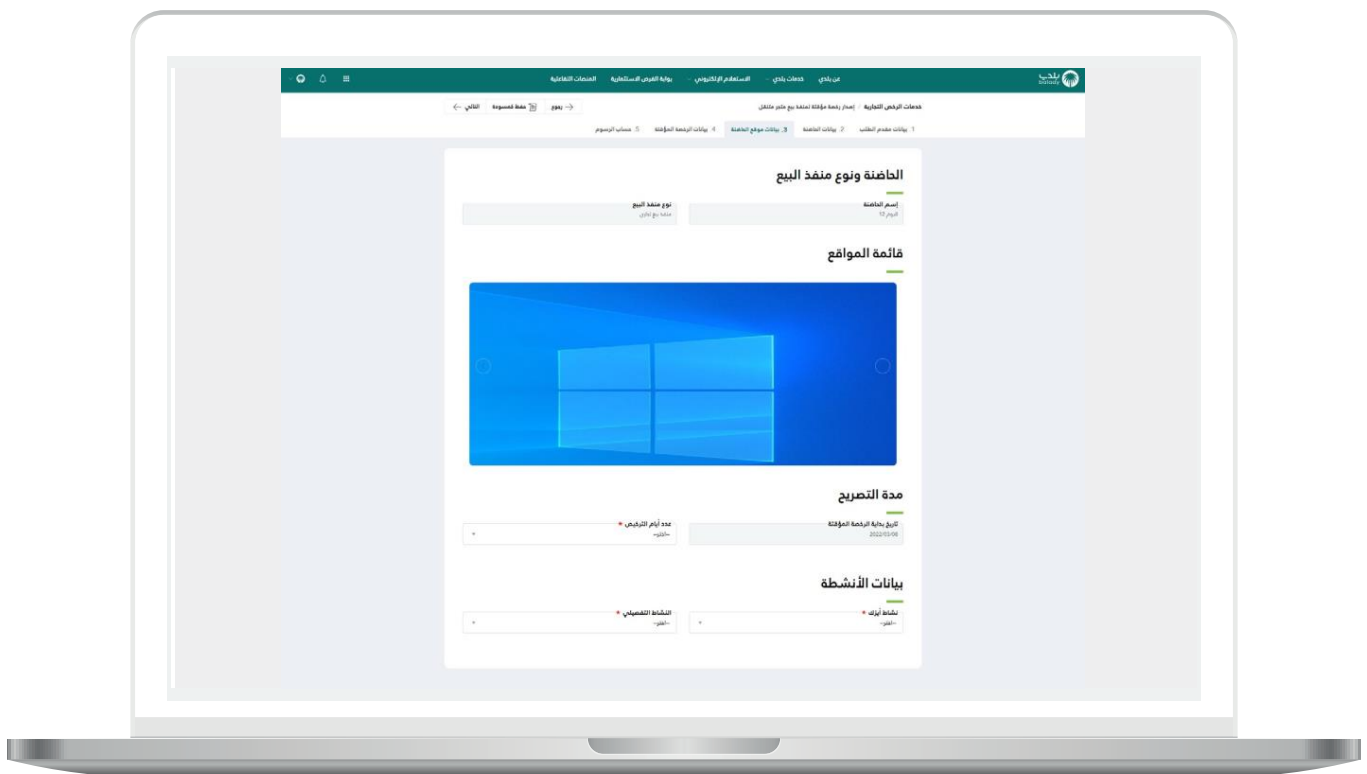
17) After clicking (**Confirm**), the user proceeds to the (**Incubator Information**) stage, as shown below.

The user then clicks (**Next**) to proceed to the third stage, with the option to return to the previous stage by clicking (**Back**).

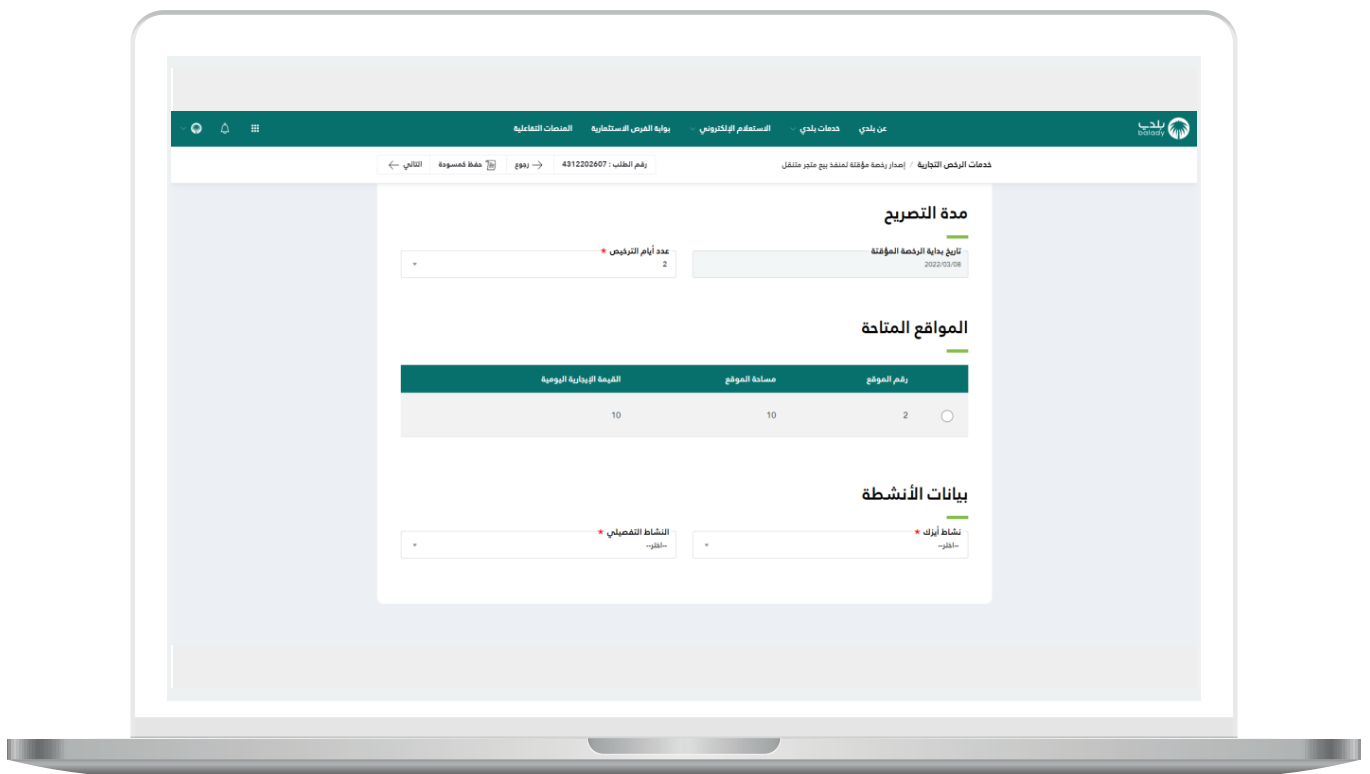


18) The (Incubator Site Information) stage appears, as shown below.

The user selects the value from the dropdown list (**Number of License Days**) and activity details from the following dropdown lists (**ISIC Activity, Detailed Activity**).



19) After selecting the value from the **(Number of License Days)** dropdown list, the available incubator sites appear, displaying the site area and daily rental value for each location, allowing the user to choose.



20) After selecting the site from the table and choosing activity details from the dropdown lists, the user clicks **(Next)** to proceed to the next stage, with the option to save the request as a draft for later review by clicking **(Save as Draft)** and to return to the previous stage by clicking **(Back)**.

إصدار رخصة مؤقتة لمتجر محمول

رقم الطلب: 4312202607 | رجع | حفظ كمسودة | التالي

خدمات الرخص التجارية | إصدار رخصة مؤقتة لمتجر محمول | رجع | حفظ كمسودة | التالي

مدة التصريح

تاريخ بداية الرخصة المؤقتة: 2022/03/08

عدد أيام الترخيص: 2

المواقع المتاحة

رقم الموقع	مساحة الموقع	القيمة الإيجارية اليومية
2	10	10

بيانات الأنشطة

نشاط آخر:

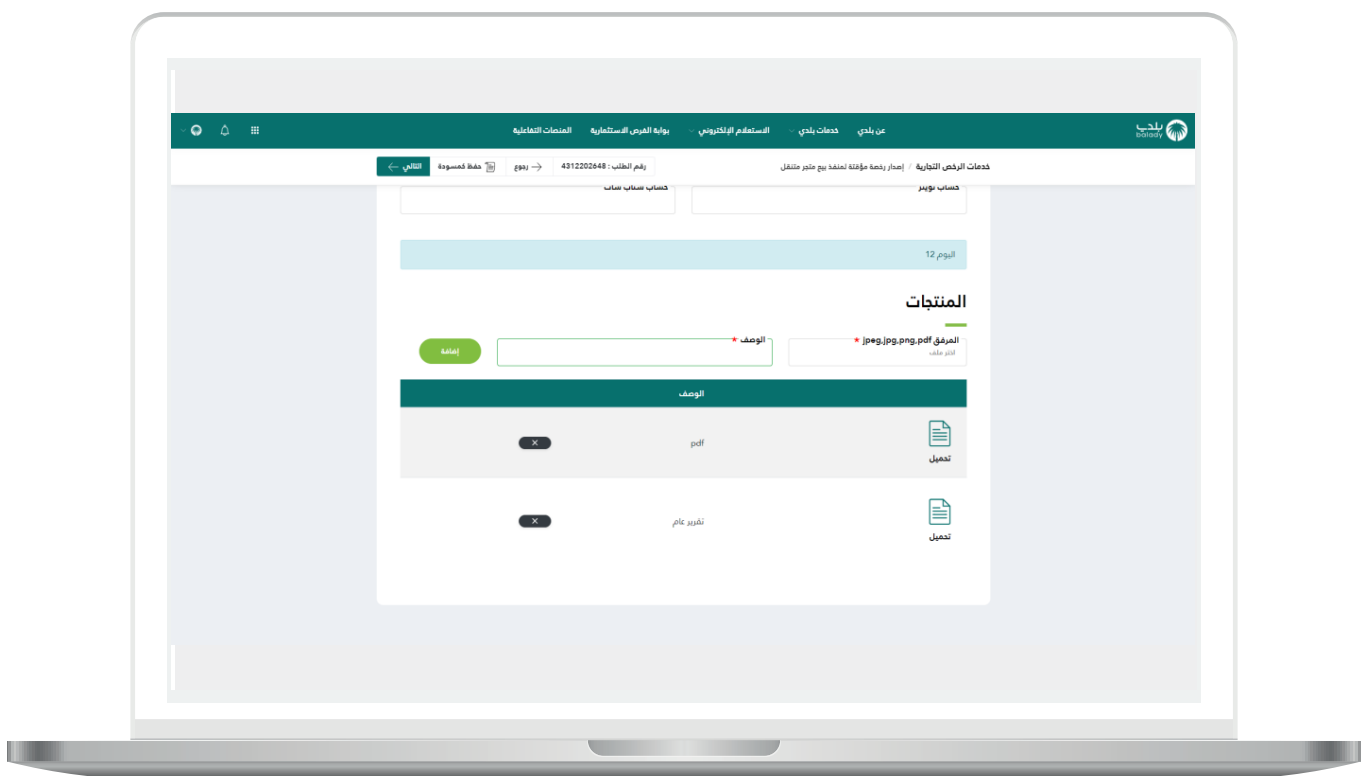
النشاط التجاري:

21) The user is then taken to the **(Temporary License Information)** stage, as shown below, where they fill in the following optional fields: **(Marketing Description, Website, Instagram Account, Twitter Account, Snapchat Account)**.

They can also add products by attaching a file in the **(Attachment)** field, entering a value in the **(Description)** field, and clicking **(Add)**.

The screenshot shows a web application interface for issuing a temporary license. The header includes navigation links and a user profile section. The main content area is titled 'بيانات الرخصة المؤقتة' (Temporary License Information). It contains several input fields for personal and business details, including a warning message at the bottom: 'ملاحظة: الرخصة المؤقتة لا تمنح صلاحية ممارسة النشاط التجاري لمدة 30 يومًا فقط من تاريخ إصدارها.'

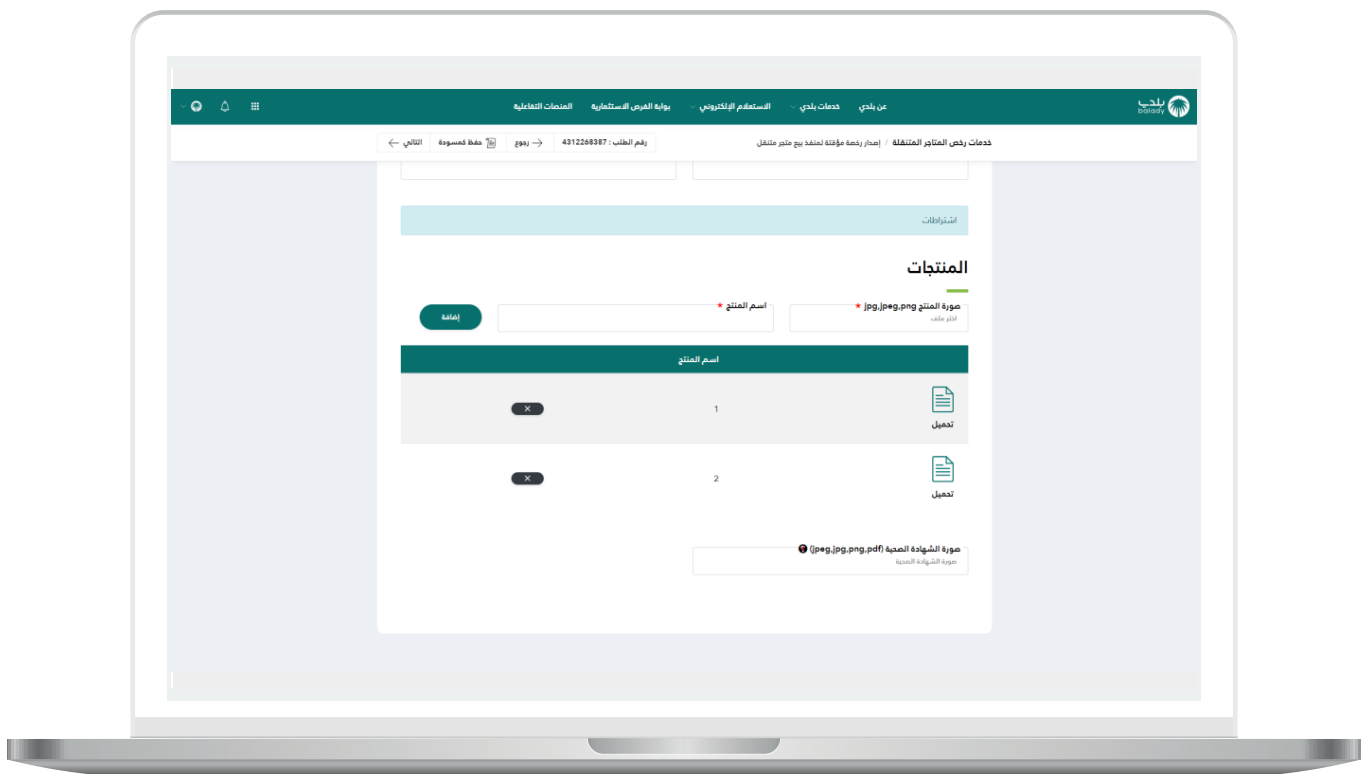
22) After adding products, the user clicks (**Next**) to proceed to the next stage, with the option to save the request as a draft for later review by clicking (**Save as Draft**) and to return to the previous stage by clicking (**Back**).



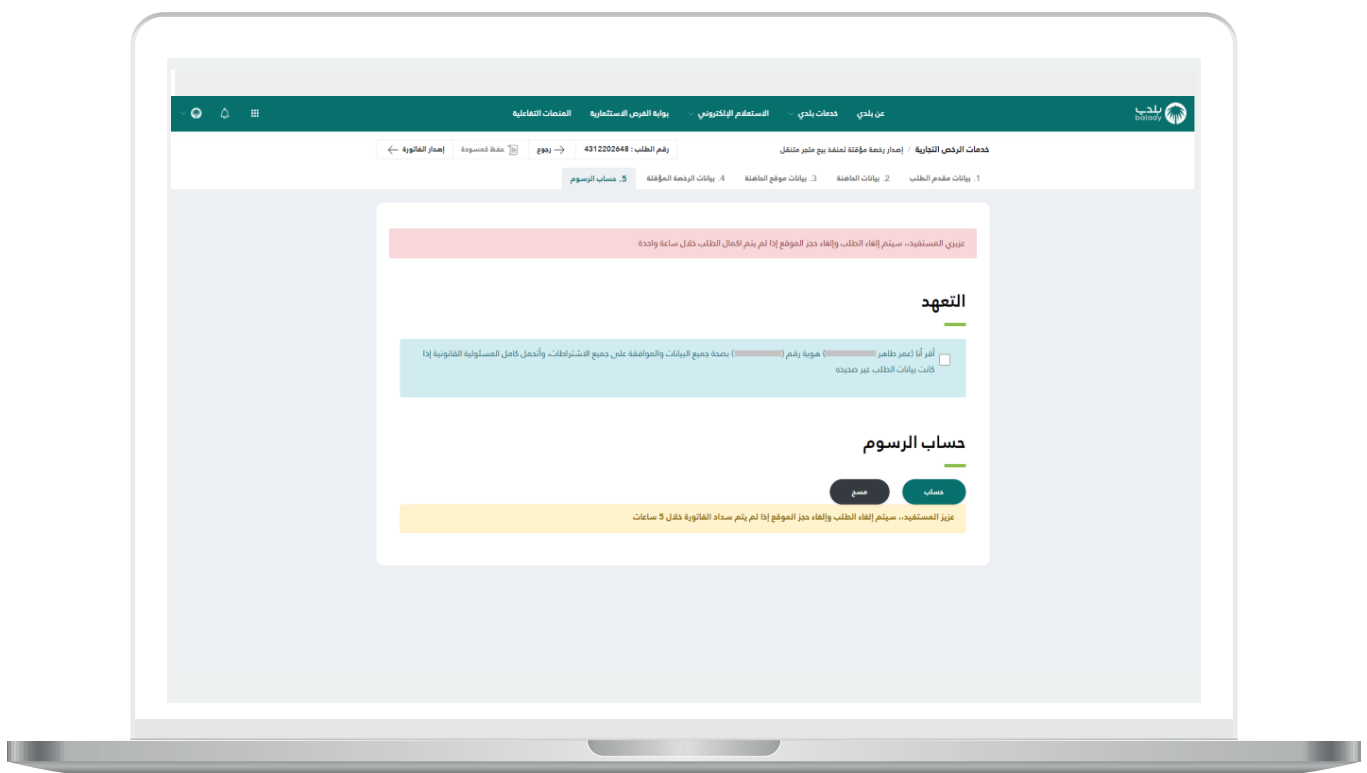
23) Important Note:

If the activity requires a health certificate and the municipality has activated the health certificates system, the system will verify the existence of a valid health certificate for the beneficiary through integration with the health certificates system on the Balady platform using the beneficiary's ID.

If the activity requires a health certificate but the municipality has not activated the health certificates system, the user must attach a copy of the health certificate as a mandatory requirement in image format or PDF.



24) The user then proceeds to the **(Fee Calculation)** stage, where they agree to the declaration and click **(Calculate)** to determine the total fee cost. If the operator is the **(Municipality)**, the declaration appears as follows: "I, **(Name)**, ID Number **(ID Number)**, confirm the accuracy of all data, agree to all requirements, and take full legal responsibility if the request data is incorrect." If the operator is an **(Investor)**, the declaration appears as follows: "I, **(Name)**, ID Number **(ID Number)**, confirm the accuracy of all data, agree to all requirements, and commit to completing the contracting procedures with the investor or municipality to reserve the location. I take full legal responsibility if the request data is incorrect or if the contracting procedures are not completed."

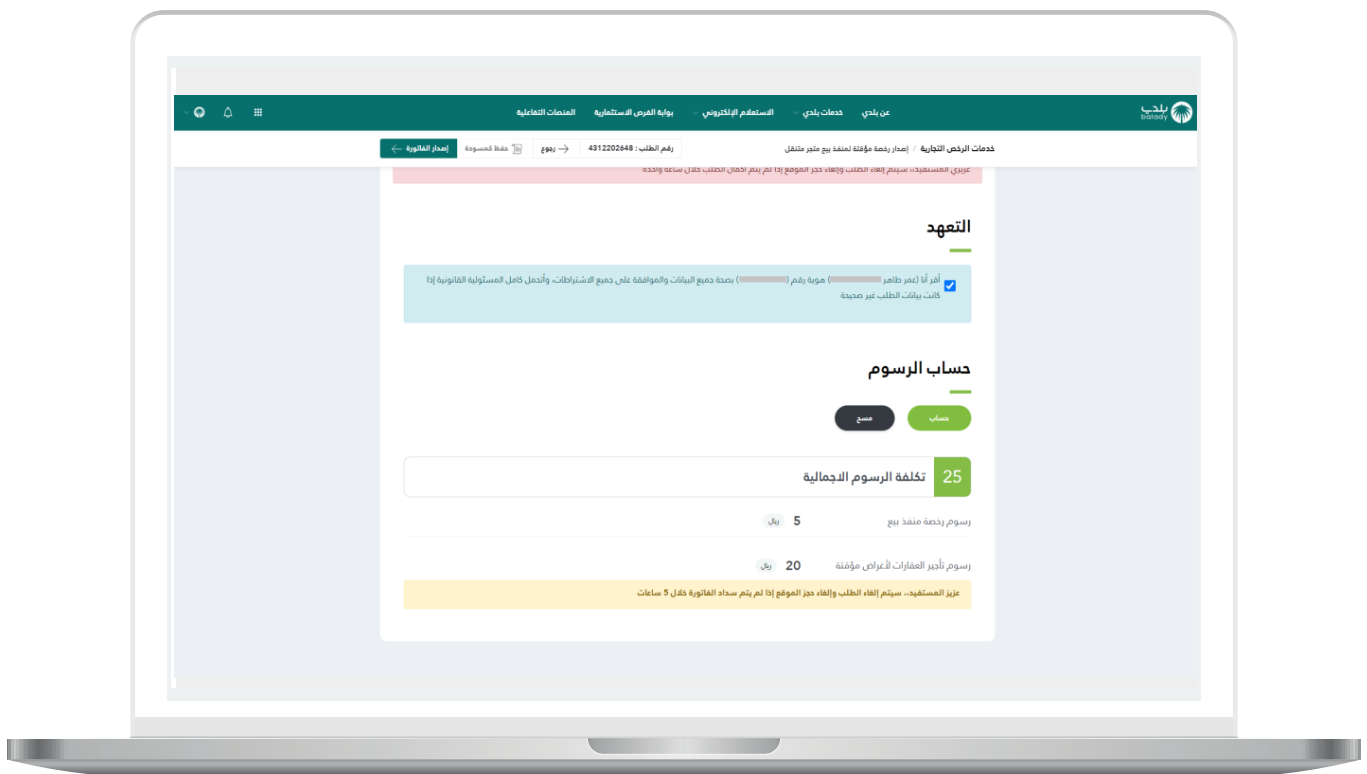


25) After calculating the fees and displaying the total cost for the beneficiary, the user clicks (**Issue Invoice**), with the option to return to the previous stage by clicking (**Back**).

Note: If the request is submitted for an incubator operated by an investor, the user must wait for the investor's approval before the invoice is issued.

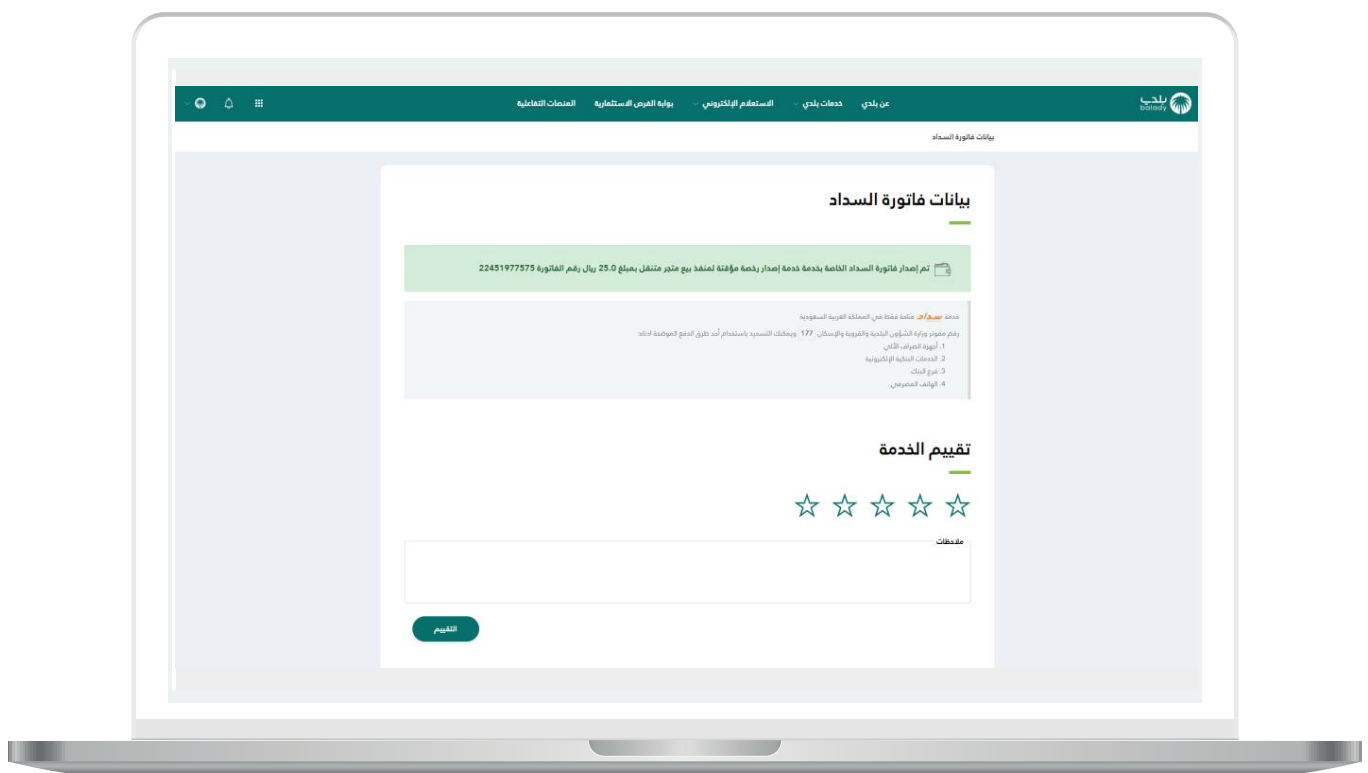
Fee Calculation Method for License Issuance:

- If the operator is the Municipality, and the rental value is greater than zero, the fees are calculated based on both the rental value and the activity fees for the remaining days. If the rental value is zero, the fees are calculated only based on the activity fees for the remaining days.
- If the operator is an Investor, whether the rental value is zero or greater than zero, the activity fees are calculated based on the number of remaining days.

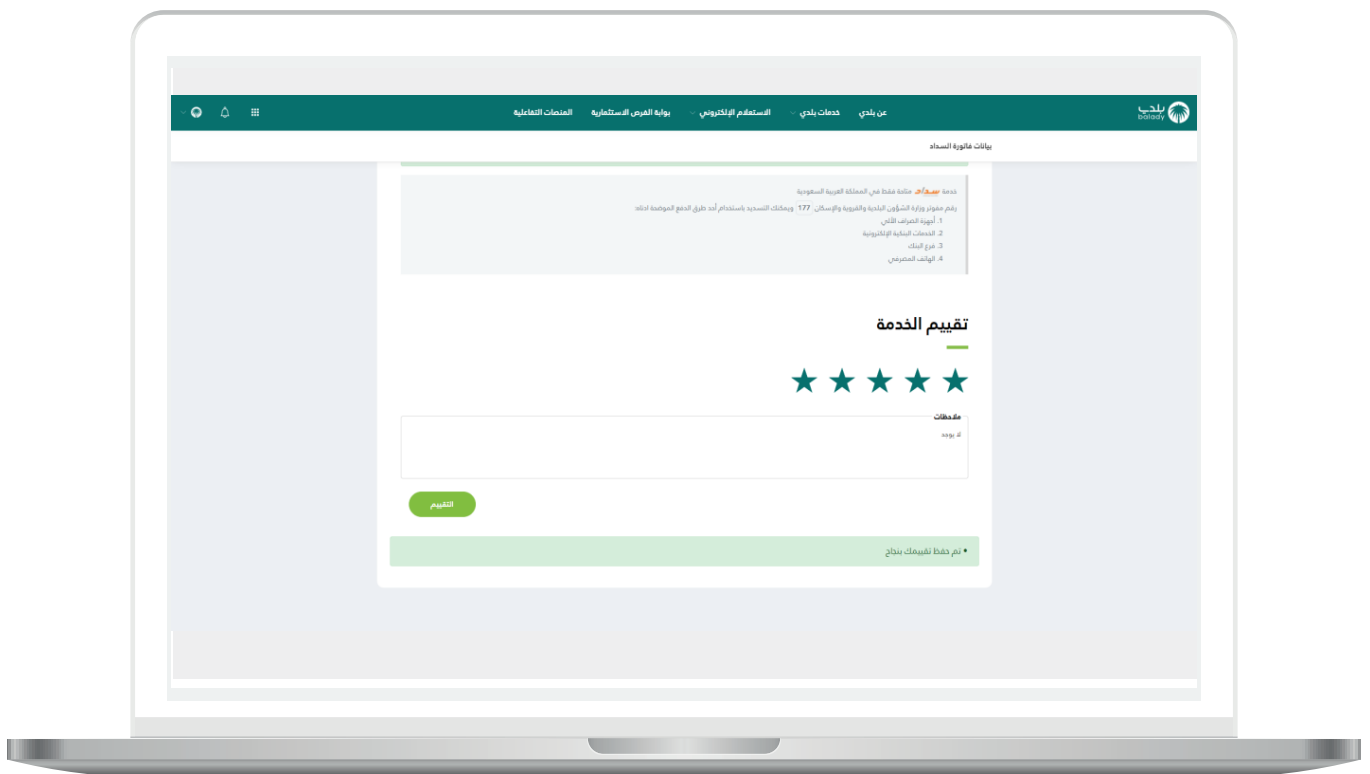


26) The system then issues the license request, displaying the invoice number as shown below.

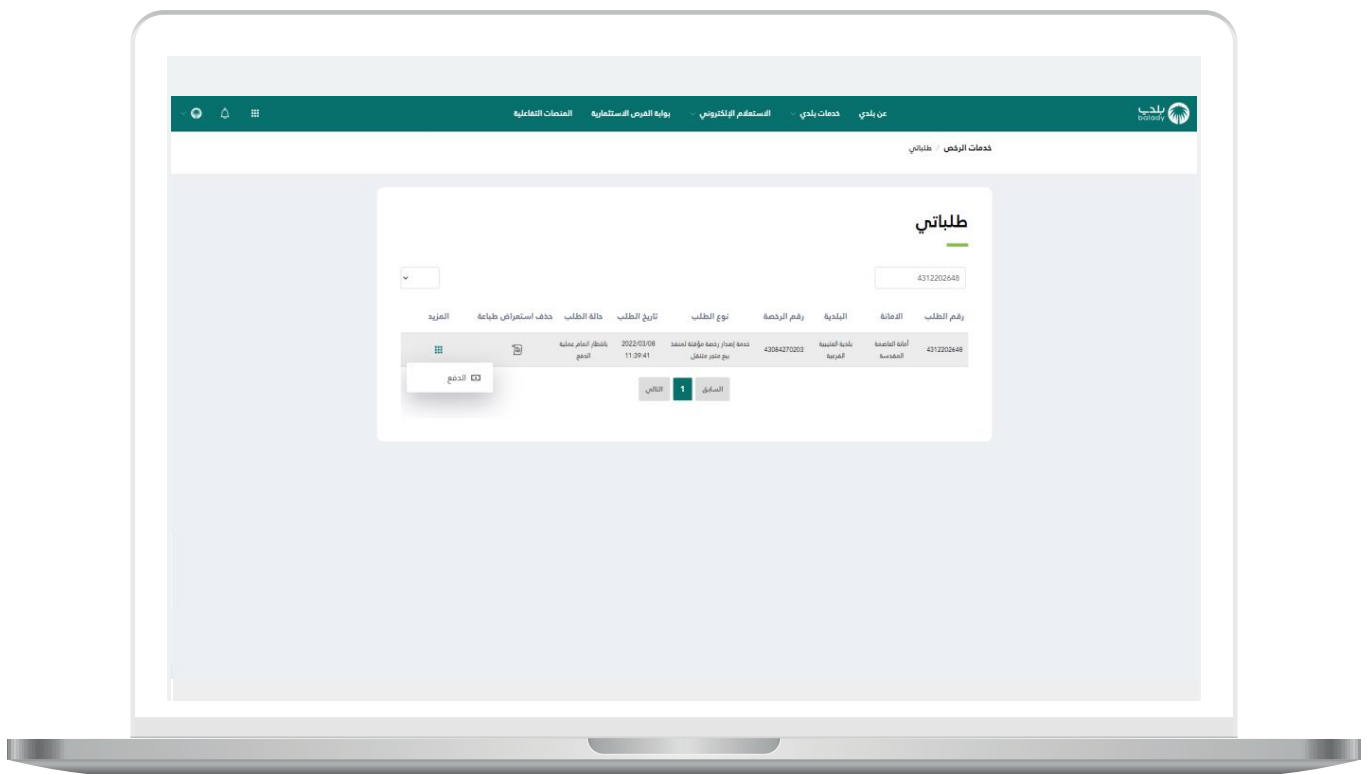
The system also allows the user to evaluate the service by selecting the number of stars displayed and entering their comments in the **(Comments)** field before clicking **(Submit Evaluation)**.



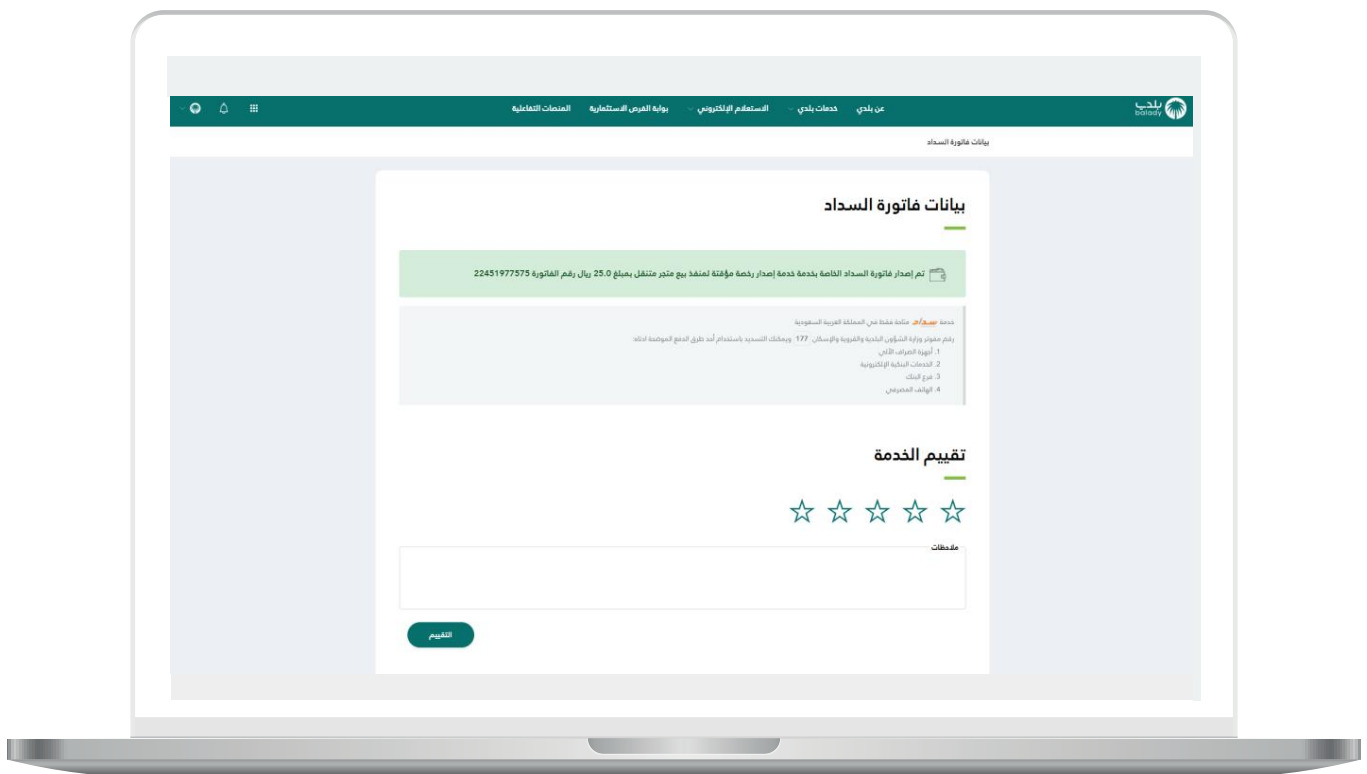
27) The evaluation is successfully saved, and a confirmation message is displayed.



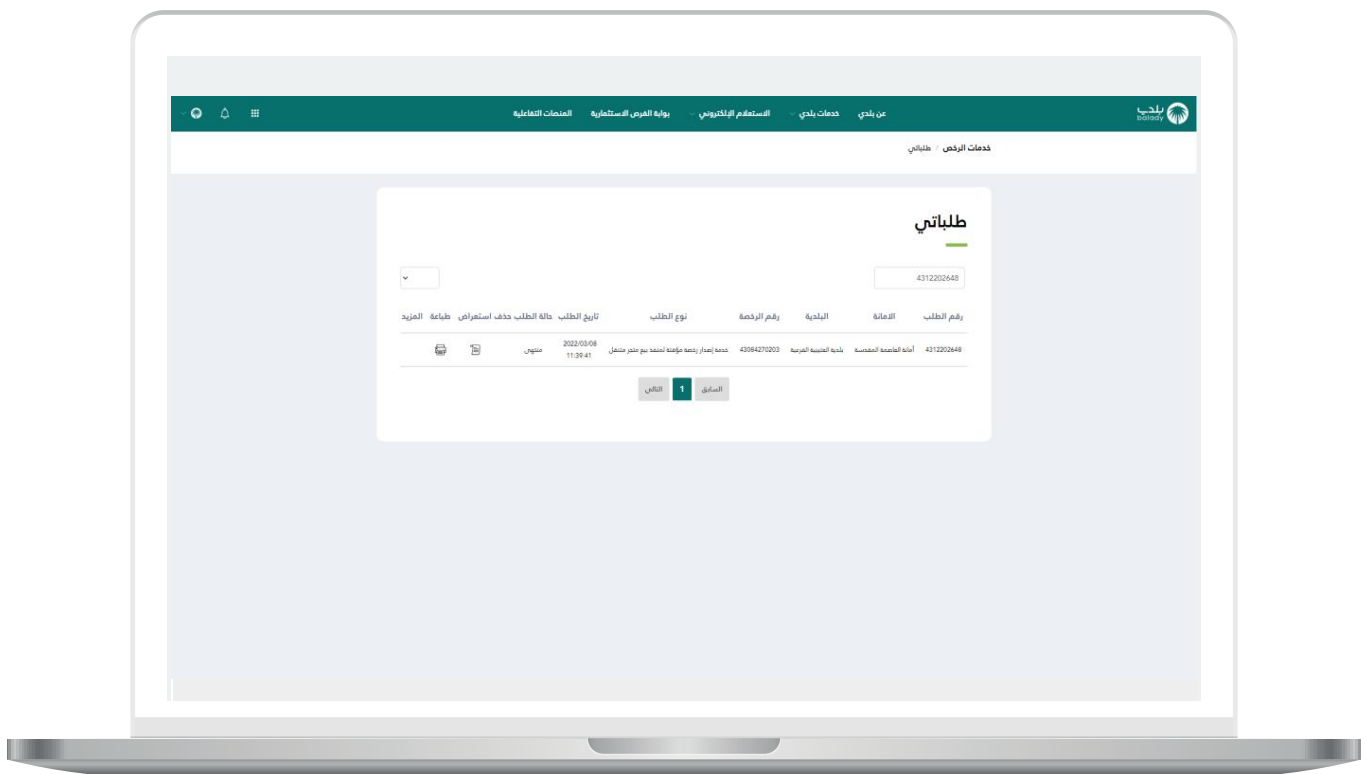
29) To pay the license fees, the user clicks the green box in the **(More)** column, as shown below. After the **(Pay)** button appears, the user clicks on it.



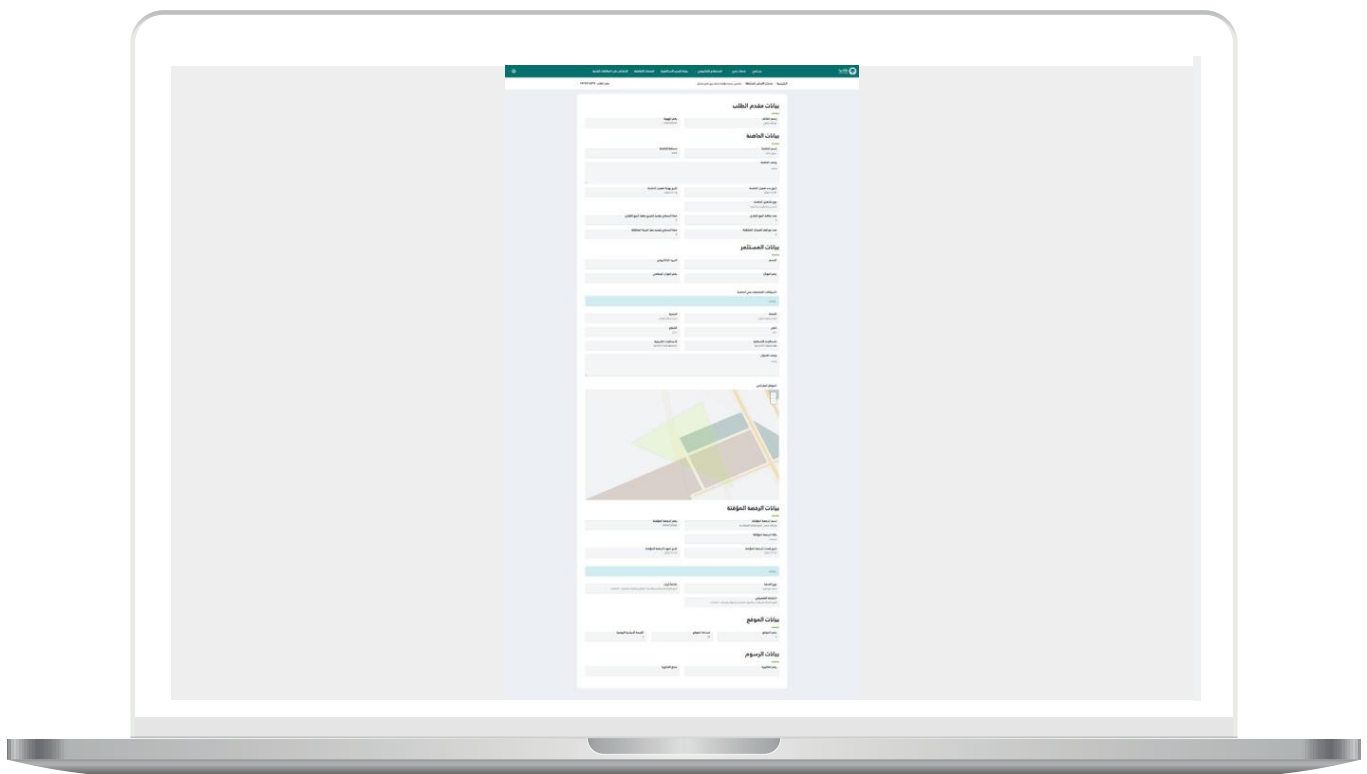
30) The screen below appears, where the user can view the invoice number and proceed with the payment using available payment methods.



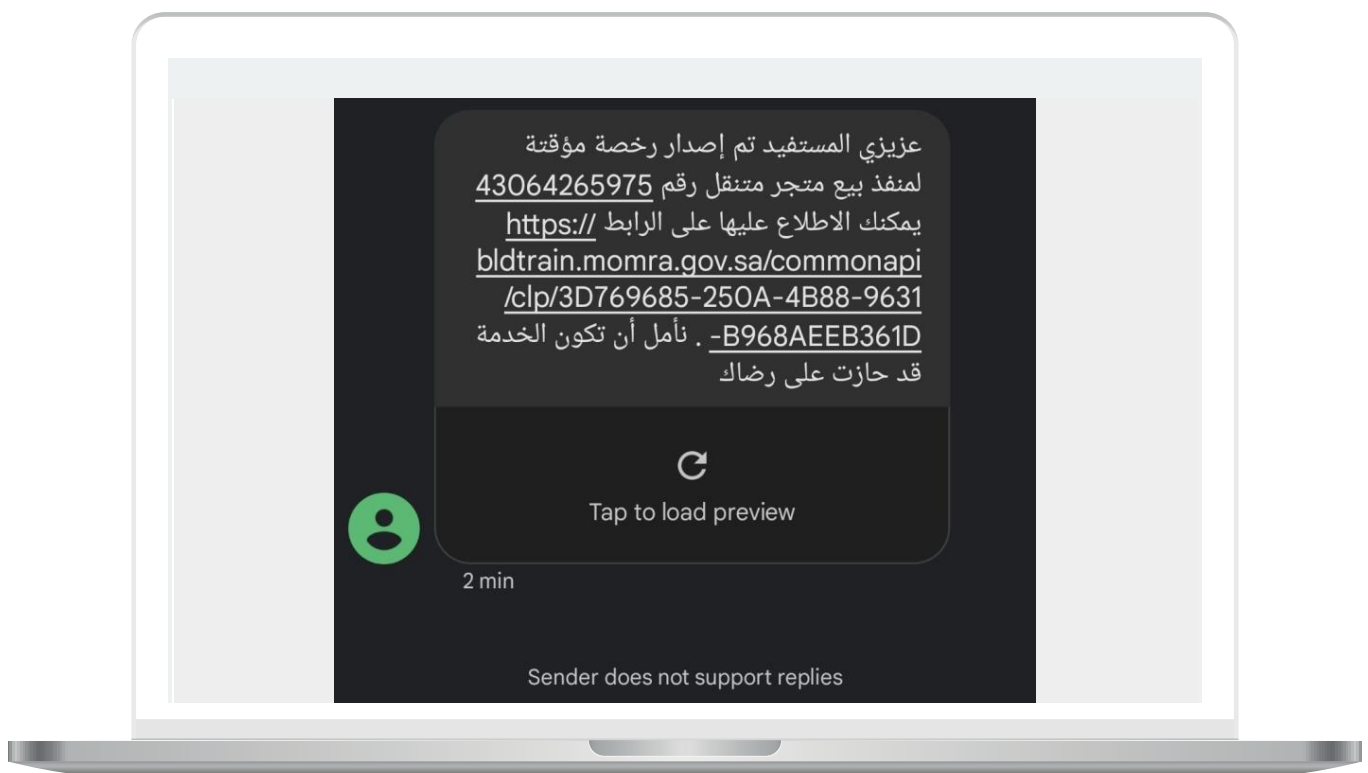
31) After the license fees are paid, the request status changes to **(Completed)** in the **(My Requests)** screen, as shown below.



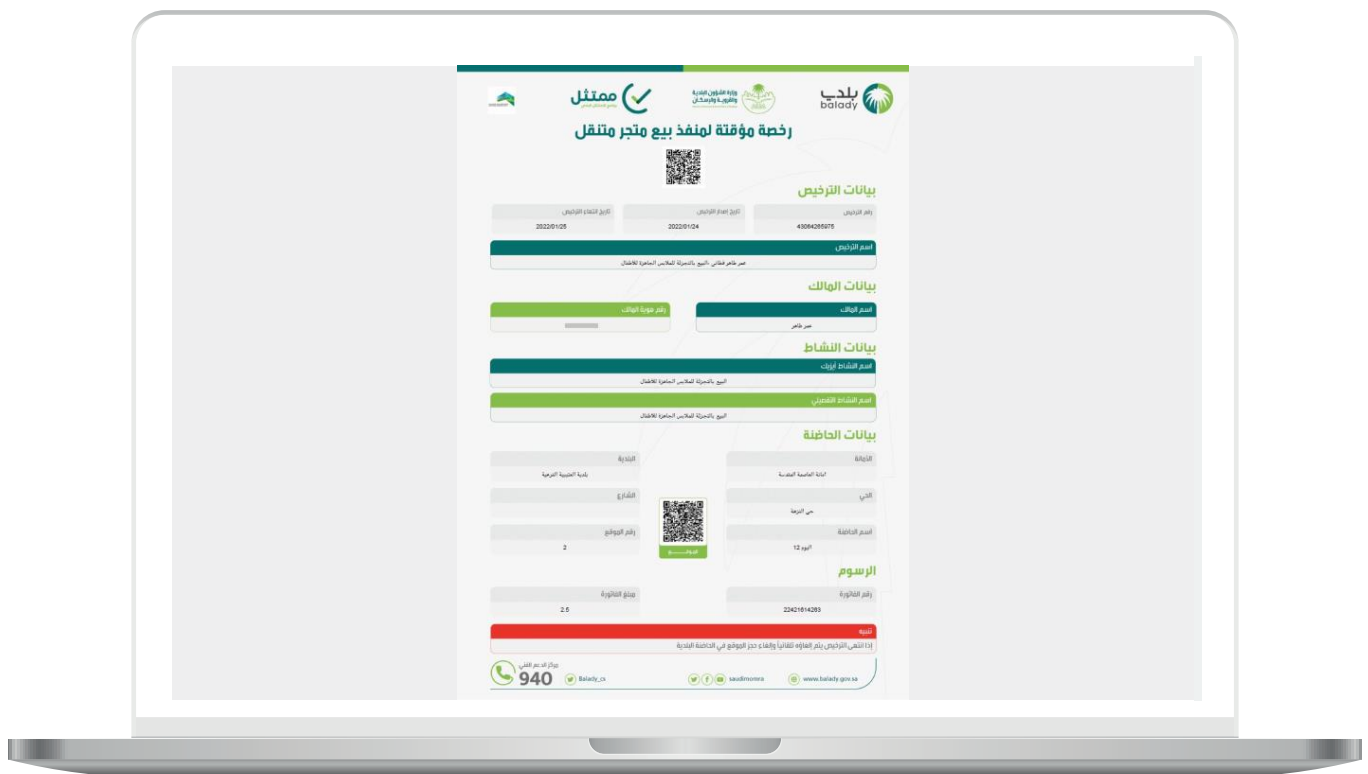
32) By clicking on the paper icon in the (**Browse**) column, the user can see the details of the request.



33) An SMS notification is sent to the user's mobile phone, as shown below.



34) After printing the license, it appears as shown below.



 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

