



وزارة البلديات والإسكان

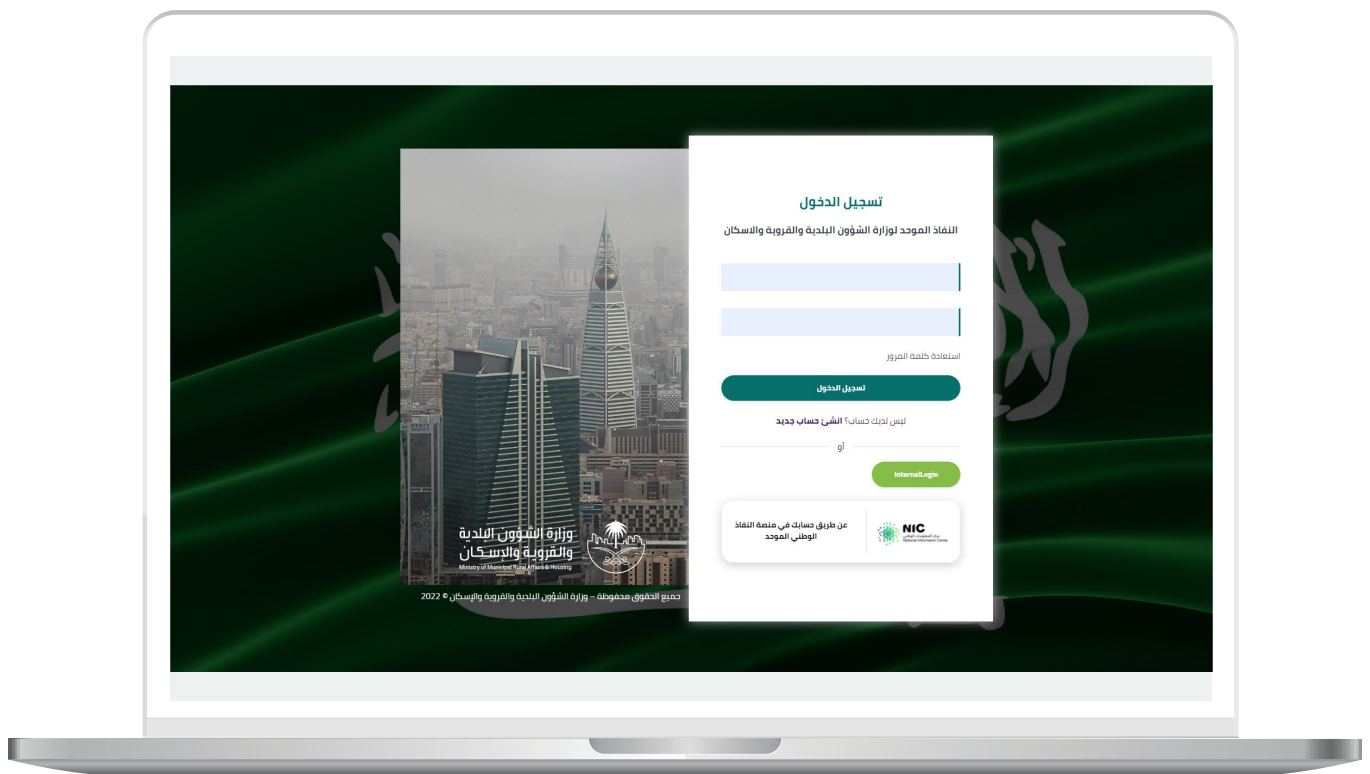
Ministry of Municipalities and Housing

User Guide for the
Commercial Activity License Inquiry Service

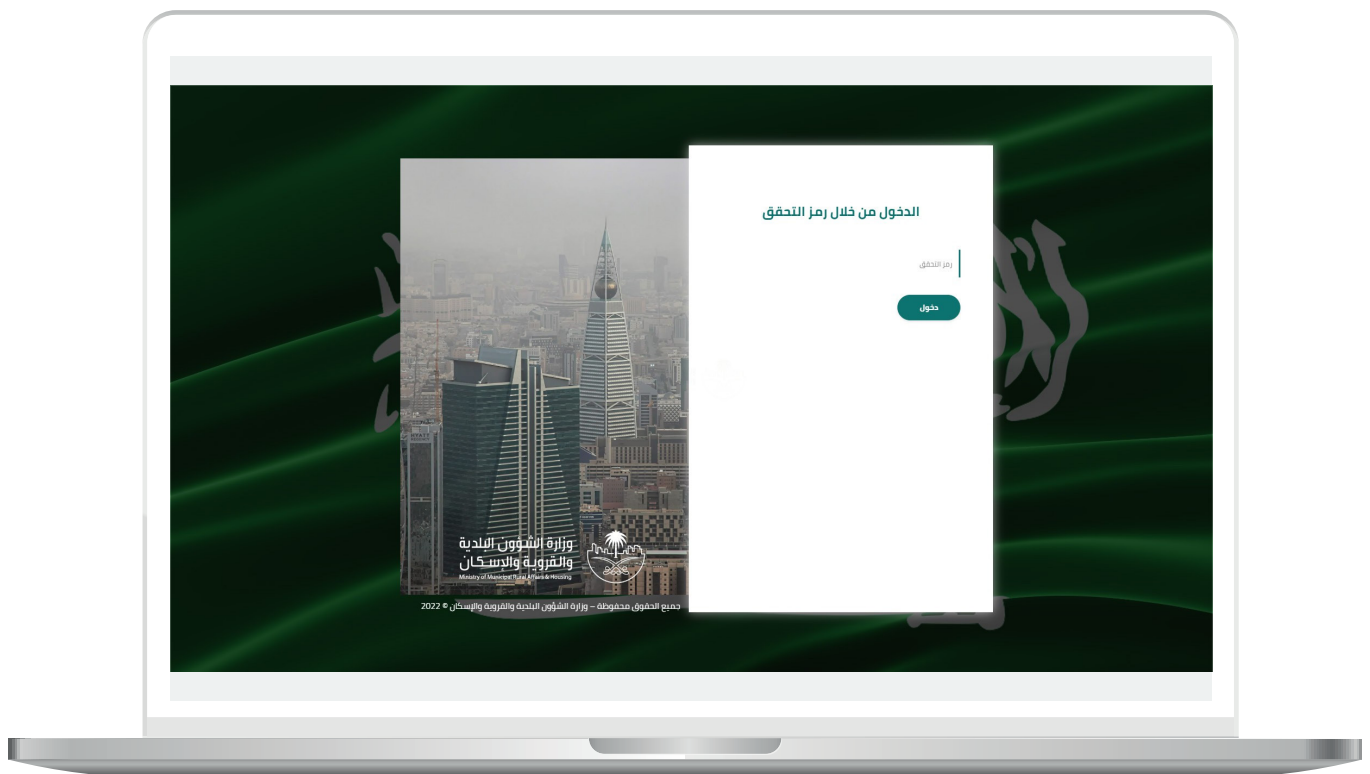
Beneficiary's
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Log in to the System

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



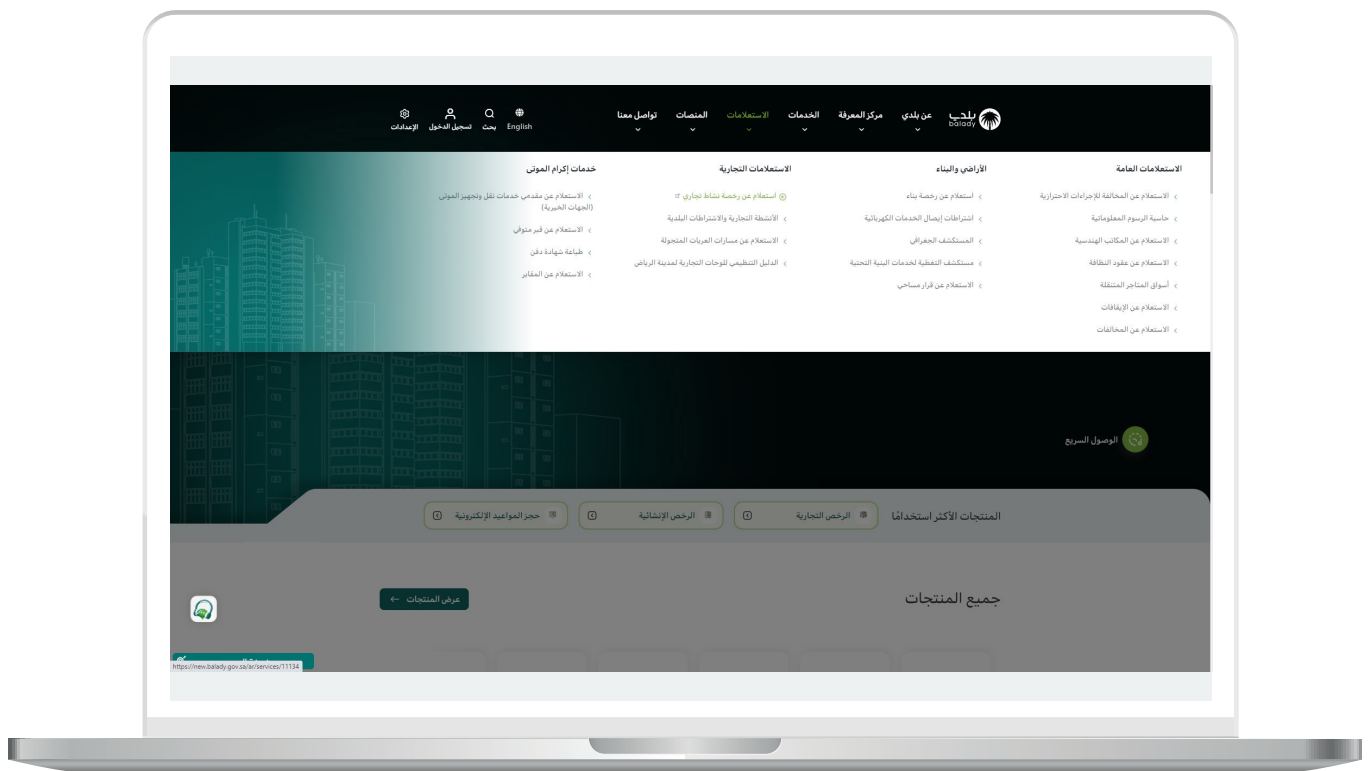
2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.



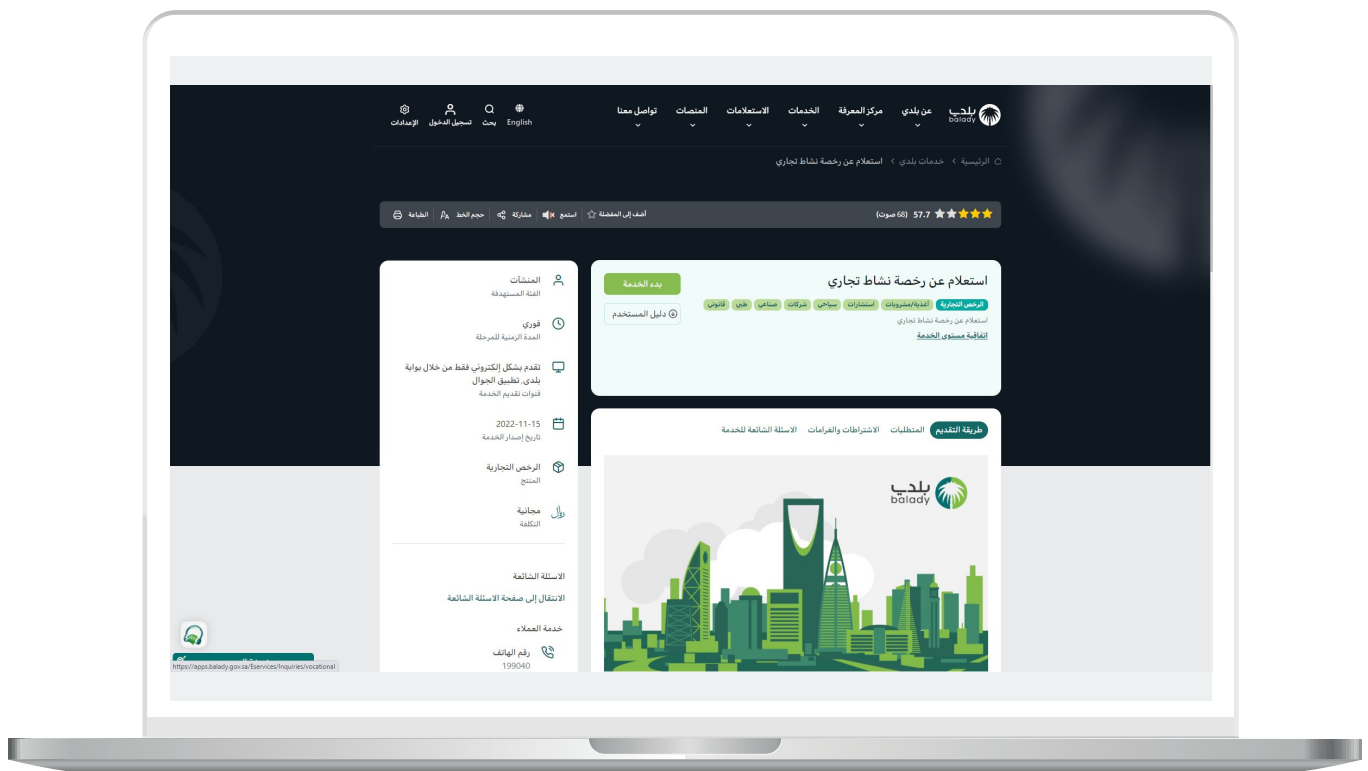
Service Request Steps

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

From the **(Inquiries)** menu, select **(Commercial Activity License Inquiry)**.



2) On the main screen, click **(Start Service)**, as shown below.



3) The following screen appears, allowing the user to inquire about any commercial license. The user enters the search criteria, including (Owner's ID Number, ID Type, Municipality, Secretariat, License Number), then clicks (Search).

Header: [عن بلدي](#) [خدمات بلدي](#) [الاستعلام الإلكتروني](#) [وزارة العرض الاستشارية](#) [المصحات التجارية](#)

خدمات الرخص / استعلام عن رخصة نشاط تجاري

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نوع الهوية رقم هوية مالك الرخصة

المدينة البلدية

رقم الرخصة

عدد بحث

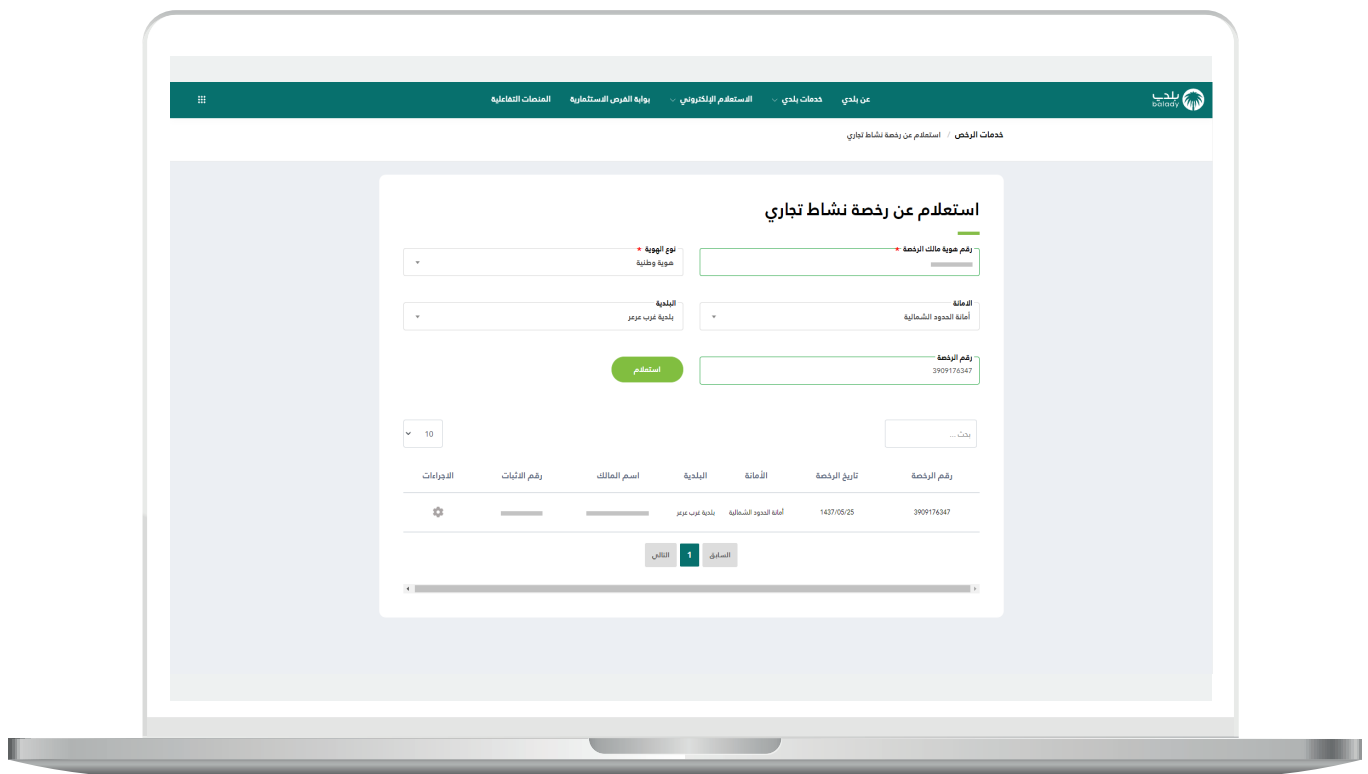
استعلام

رقم الرخصة	تاريخ الرخصة	البلدية	اسم المالك	رقم الوثائق	الاجراءات
عزري المسعودي... لا توجد سجلات					

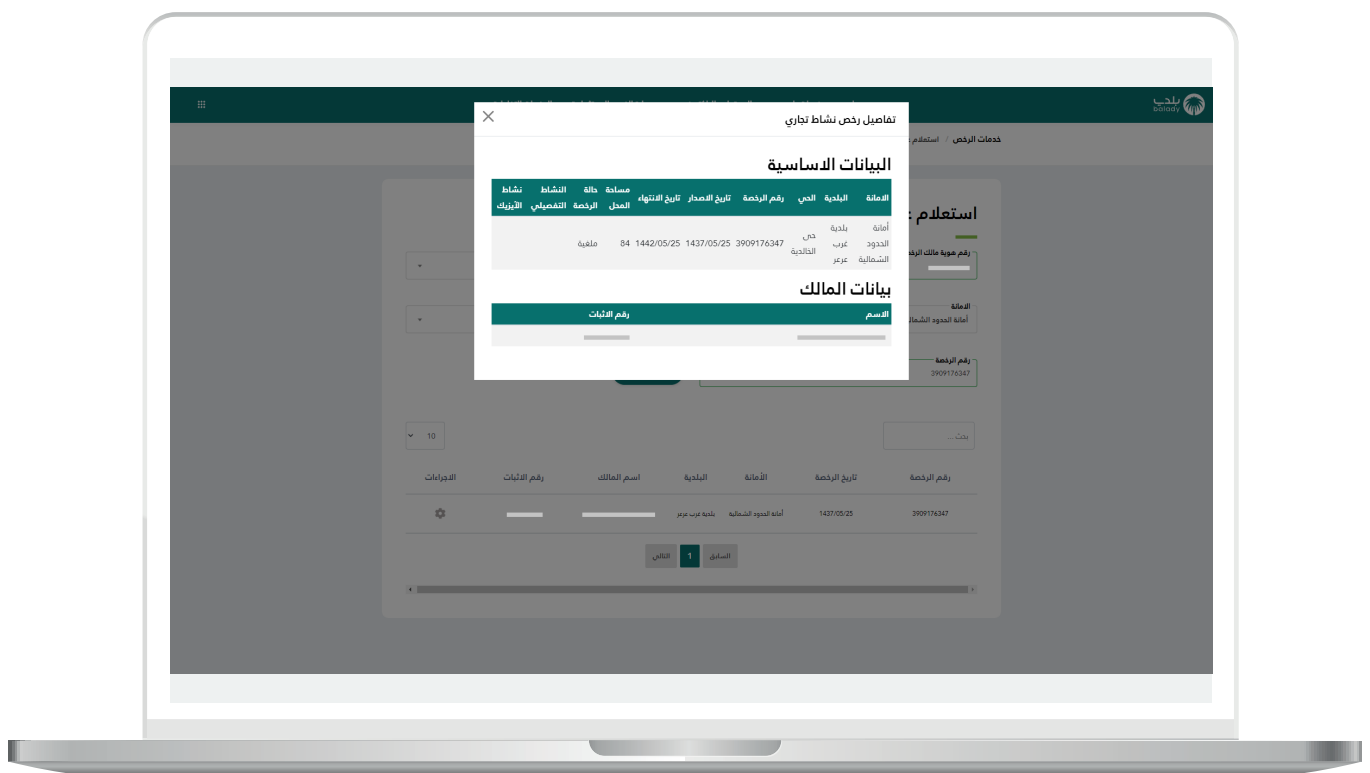
السابق التالي

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4) The search results are then displayed as shown below.



5) To view the details of a commercial license, the user clicks on the icon in the **(Actions)** column, as shown in the next screen. The system then displays a page containing the **(Basic Information)** and **(Owner Details)**.



 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

