



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User Guide for the
Sacrificial Slaughter Permit Service

Beneficiary's
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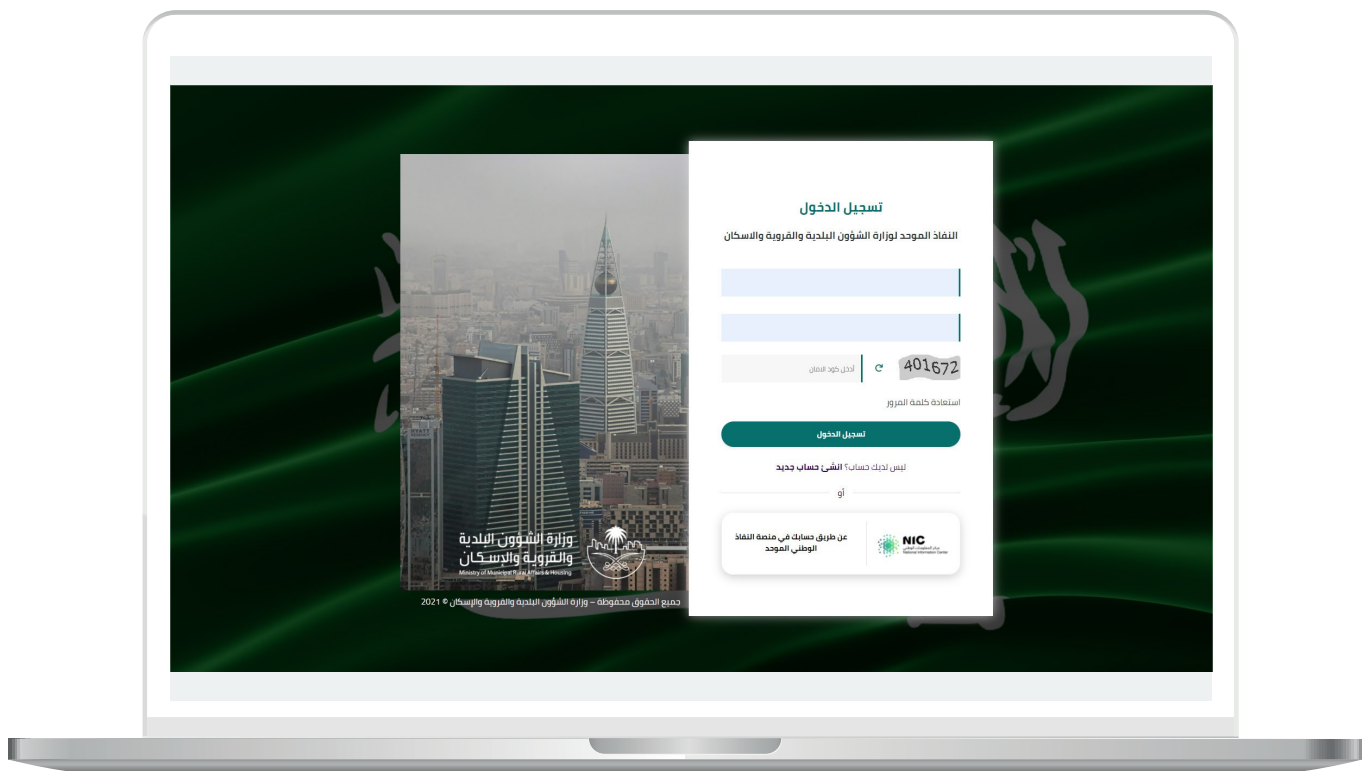
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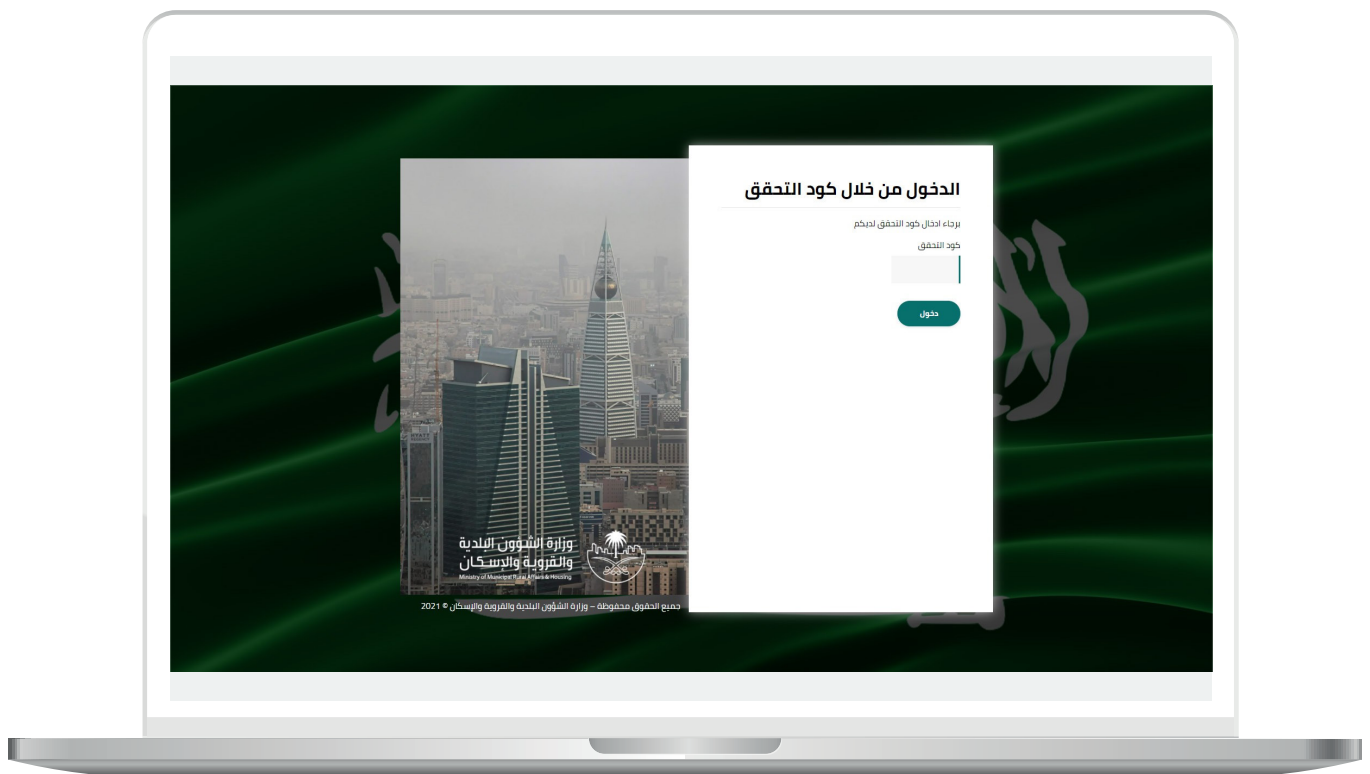


Logging into the System

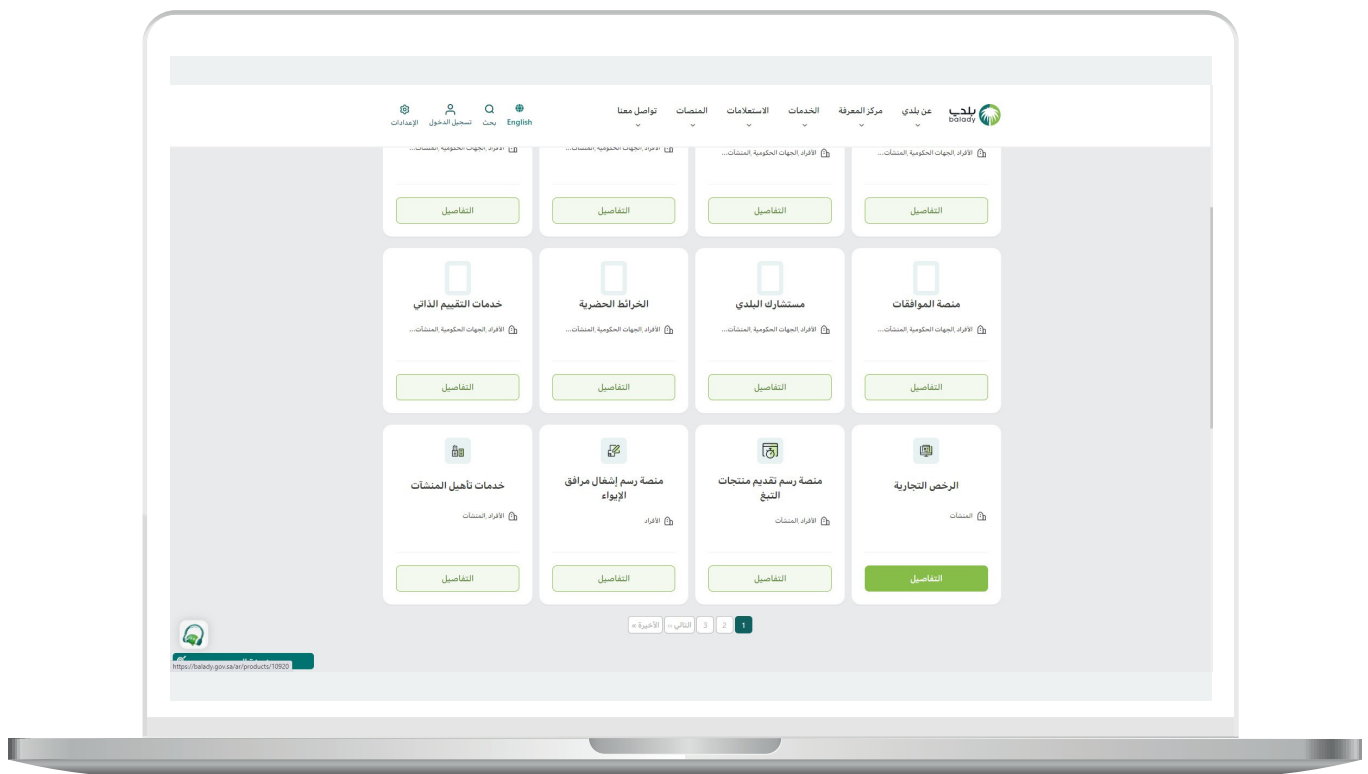
1) After accessing the system link, the following screen will appear, where the user enters their details (**National ID/Iqama Number, Password, Security Code**) and then clicks the (**Login**) button. The security code can be changed by clicking the circular arrow icon.



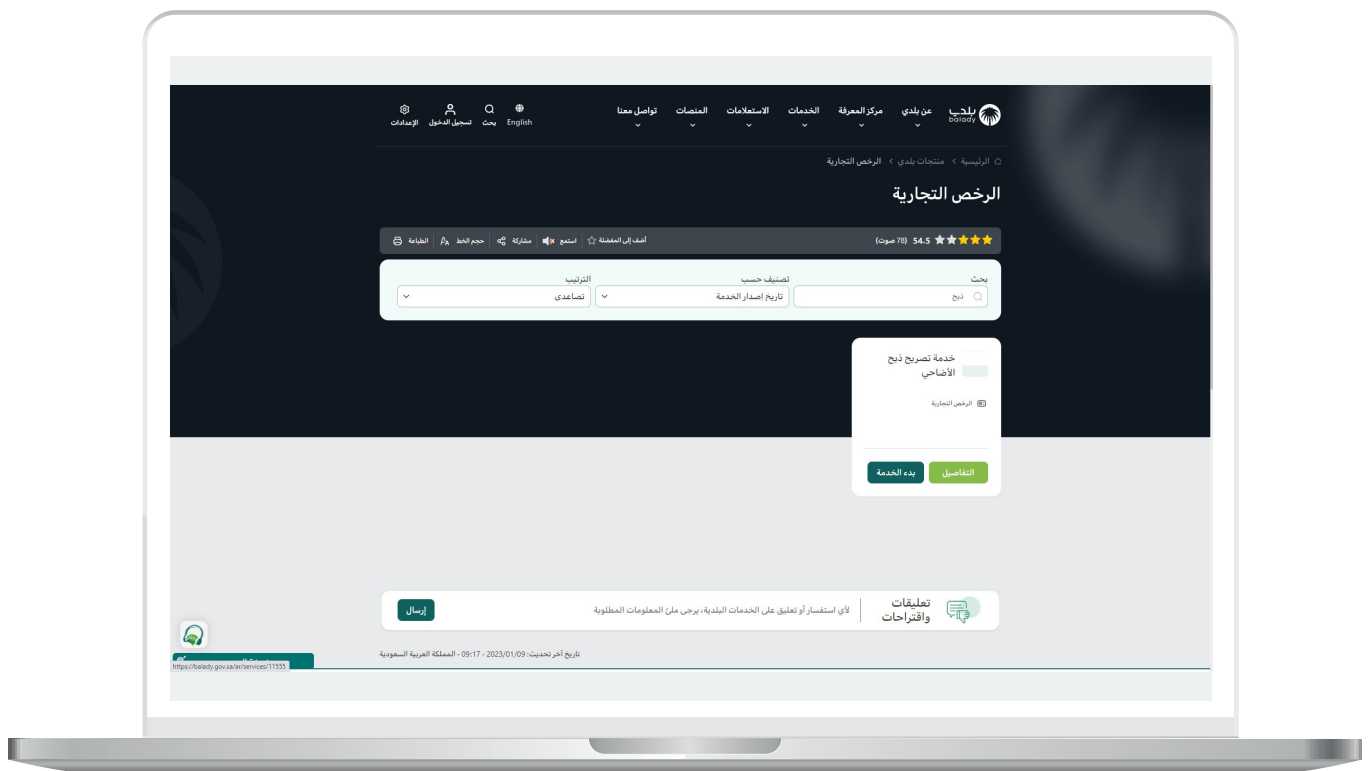
2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.



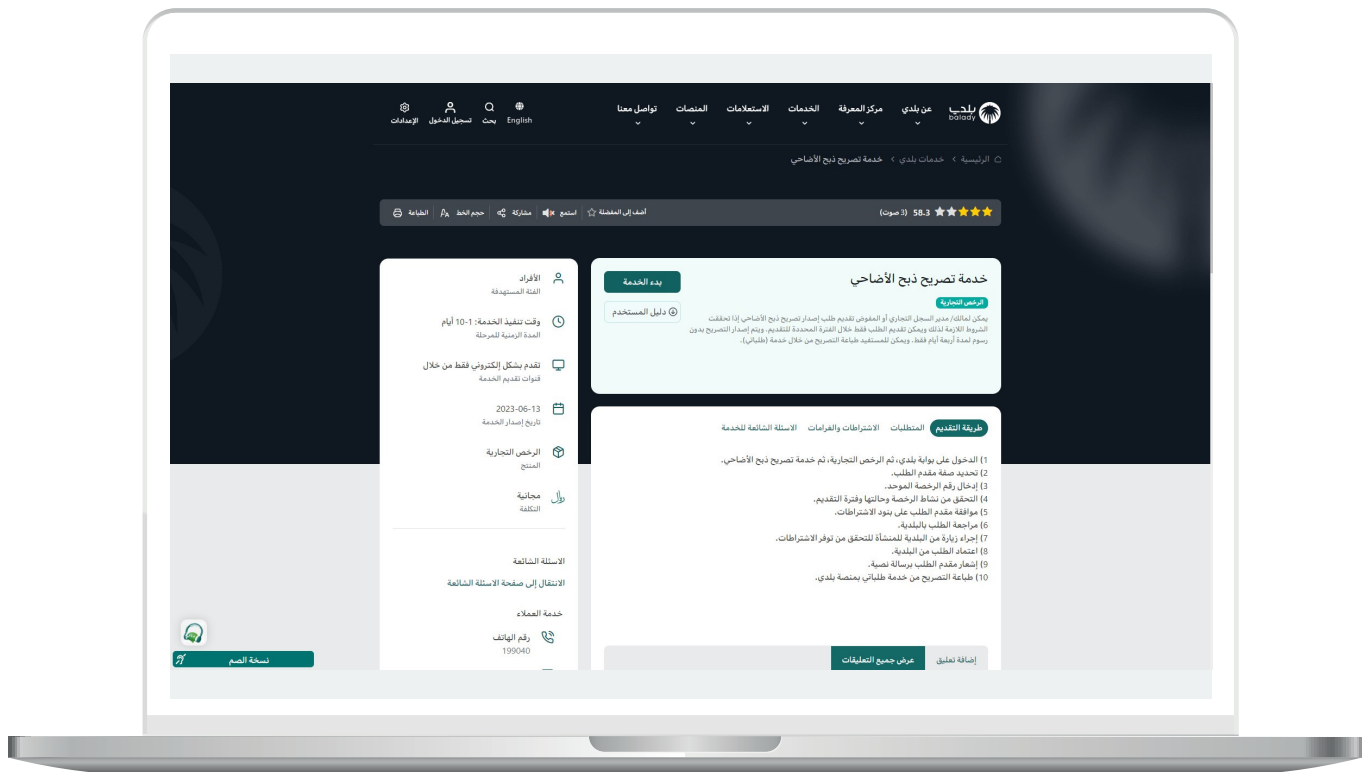
2) To start the application process, the user selects (**Commercial Licenses**) as shown in the image below.



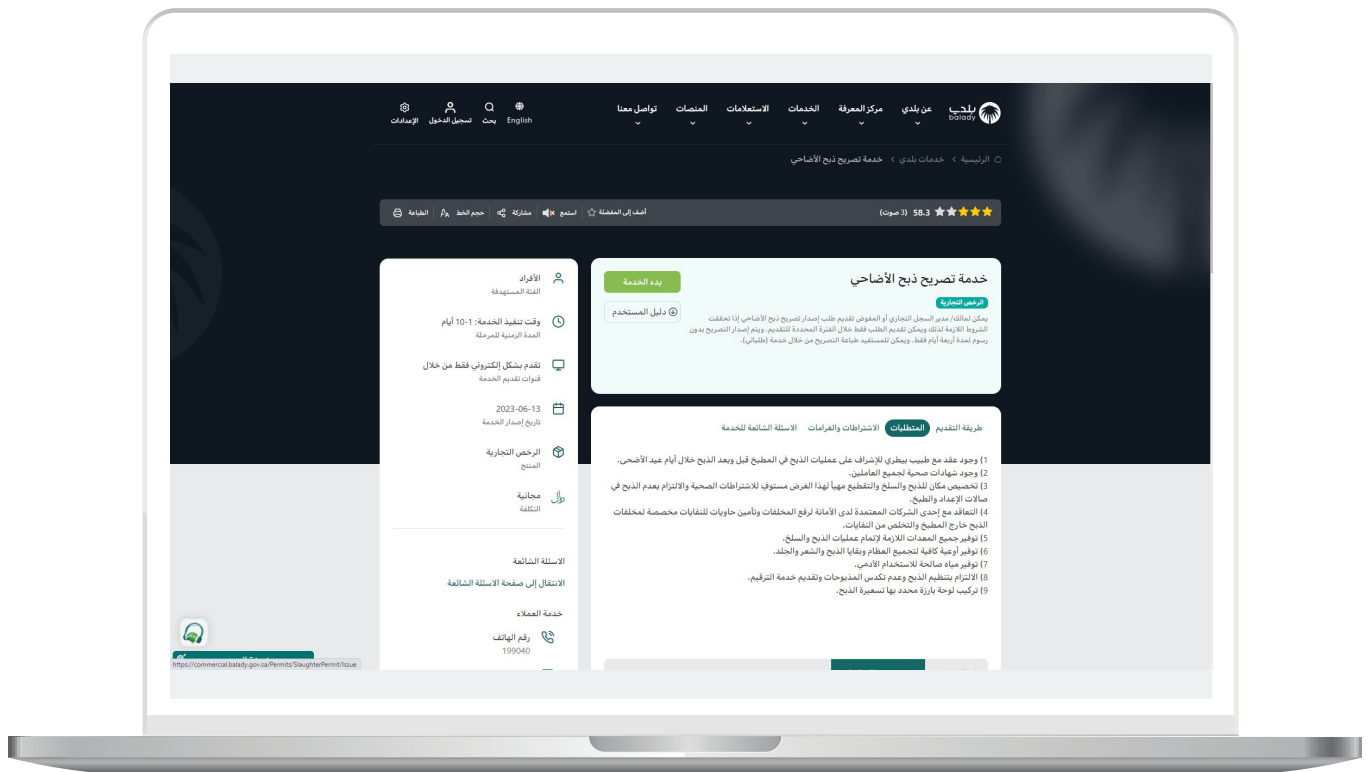
3) The user searches for the (Sacrificial Slaughter Permit Service) as shown on the screen below.



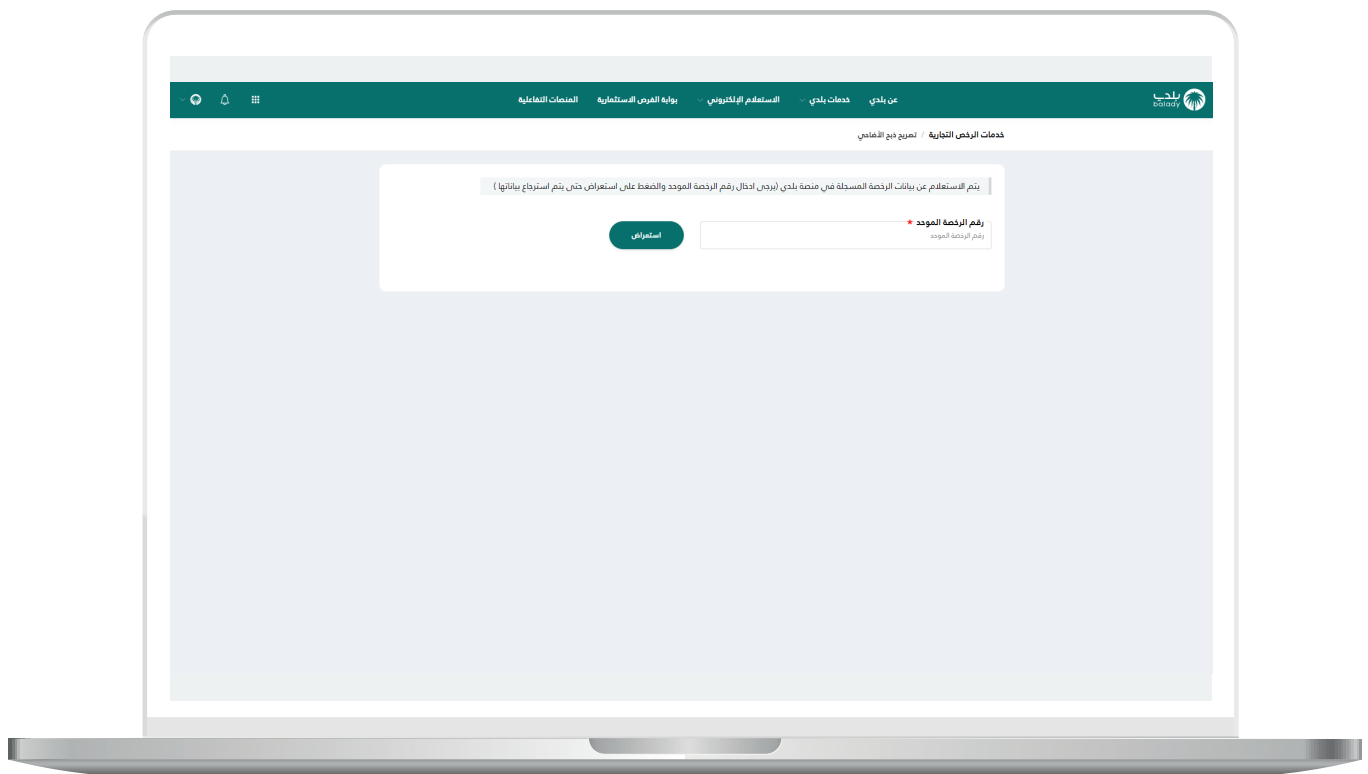
4) The next screen appears, where the user can view service requirements through the green menu on the right, including (Application Process, Requirements, Conditions & Penalties, etc.).



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



6) The following screen appears, where the **(Unified License Number)** is entered, followed by clicking **(Browse)**.



7) If the entered (**Unified License Number**) is correct, the system retrieves the primary license data and main owner details, as shown below. The user then clicks (**Proceed with Request**).

The screenshot displays a web application interface for the Sacrificial Slaughter Permit Service. The page is titled "بيانات الرخصة التجارية / تصحيح نوع المالك" (Commercial License Data / Correct Owner Type). It features a search bar for the "رقم الرخصة الموحد" (Unified License Number) with the value 43115120582. Below the search bar, there are two sections: "بيانات الرخصة الاساسية" (Basic License Data) and "بيانات المالك الرئيسية" (Main Owner Data). The "بيانات الرخصة الاساسية" section includes fields for "المنطقة" (Area) with value "المنطقة التجارية", "البلدية" (Municipality) with value "بلدية القوسية", "رقم الرخصة" (License Number) with value 43115120582, "تاريخ انتهاء الرخصة" (License Expiry Date) with value 1443/11/14, and "اللائحة" (Regulation) with value "لائحة الحدود الشمالية". The "بيانات المالك الرئيسية" section includes fields for "اسم المالك / المنشأة" (Owner Name / Establishment) with value "مؤسسة احمد عبدالغفر بن علي القوسية للتجارة والمقاولات" and "هوية المالك" (Owner ID). A green button labeled "التقدم للطلب" (Proceed with Request) is located at the bottom right of the form.

8) The following screen will then appear, representing the first stage of the application process, which is (**Application Data**). Here, the applicant's details are verified by entering the value in the (**Mobile Number**) field and clicking the (**Verify**) button.

عن بلدي / خدمات بلدي / الاستعلام الإلكتروني / رواية المرمى الاستثمارية / المستندات التفصيلية

رقم الطلب: 4312245135 | رجع | التالي

خدمات الرخص التجارية / تصديق دمج الاعمال / بيانات النشاط والموقع الجغرافي

1. بيانات الطلب

بيانات الرخصة الاساسية

المنطقة الحدود الشمالية	البلدية بلدية القويعية
رقم الرخصة 43115720982	تاريخ بداية الرخصة 1443/11/14
تاريخ انتهاء الرخصة 1446/11/14	

بيانات المالك الرئيسية

اسم المالك / المنشأة مؤسسة أحمد عبد العزيز بن علي القوسى للتجارة والمعاملات	هوية المالك
رقم الجوال *	

تحقق

سوف يتم استلام جميع الاشعارات على رقم الجوال المسجل في النظام

9) A verification code is sent to the user's mobile phone, which must be entered in the **(Verification Code)** field, then click **(Confirm)**, as shown in the next screen.

The screenshot shows a web application interface for the 'بيانات المالك الرئيسية' (Main Owner Data) form. The form is displayed on a laptop screen. The interface includes a header with navigation links and a sidebar with a menu. The main content area contains the following fields:

- تاريخ انتهاء الرخصة** (License Expiry Date): 1440/11/14
- تاريخ بداية الرخصة** (License Start Date): 1440/11/14
- اسم المالك / المنشأة** (Owner Name / Establishment): مؤسسة أحمد عبدالعزيز بن علي القوسبي للتجارة والمقاولات
- هوية المالك** (Owner ID): [Redacted]
- رقم الدوال *** (License Number): [Redacted]
- رقم التأكيد** (Confirmation Code): [Redacted]

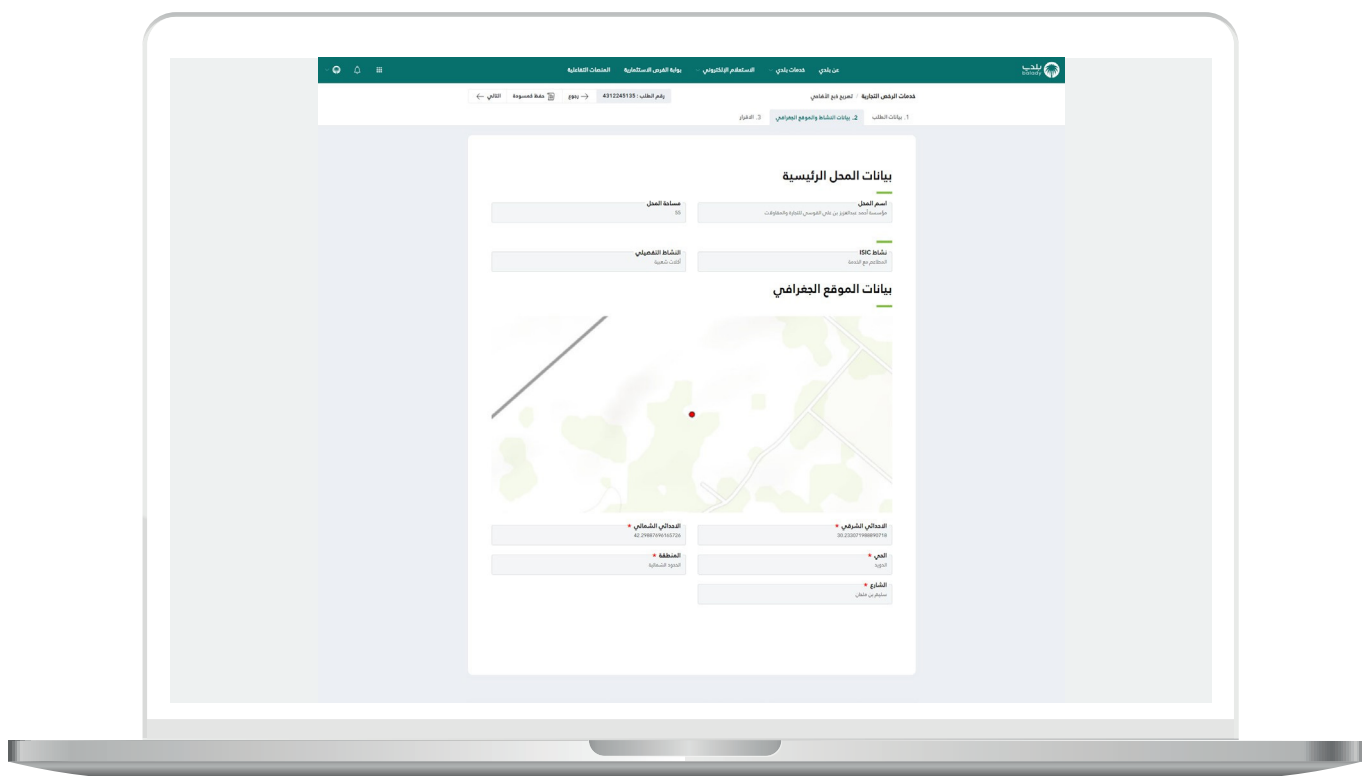
A green button labeled **تأكيد** (Confirm) is located below the license number field. At the bottom of the form, there is a note: **سوف يتم استلام جميع الإشعارات على رقم الدوال المسجل في النظام** (All notifications will be received on the license number registered in the system). Below this, there is a section for the confirmation code with a **تأكيد** button and a timer: **اعد ارسال الرمز بعد : 00:53** (Resend the code after: 00:53).

10) A message appears stating (Thank you, verification was successful) as shown below. The user then clicks the (Next) button to proceed to the second stage.

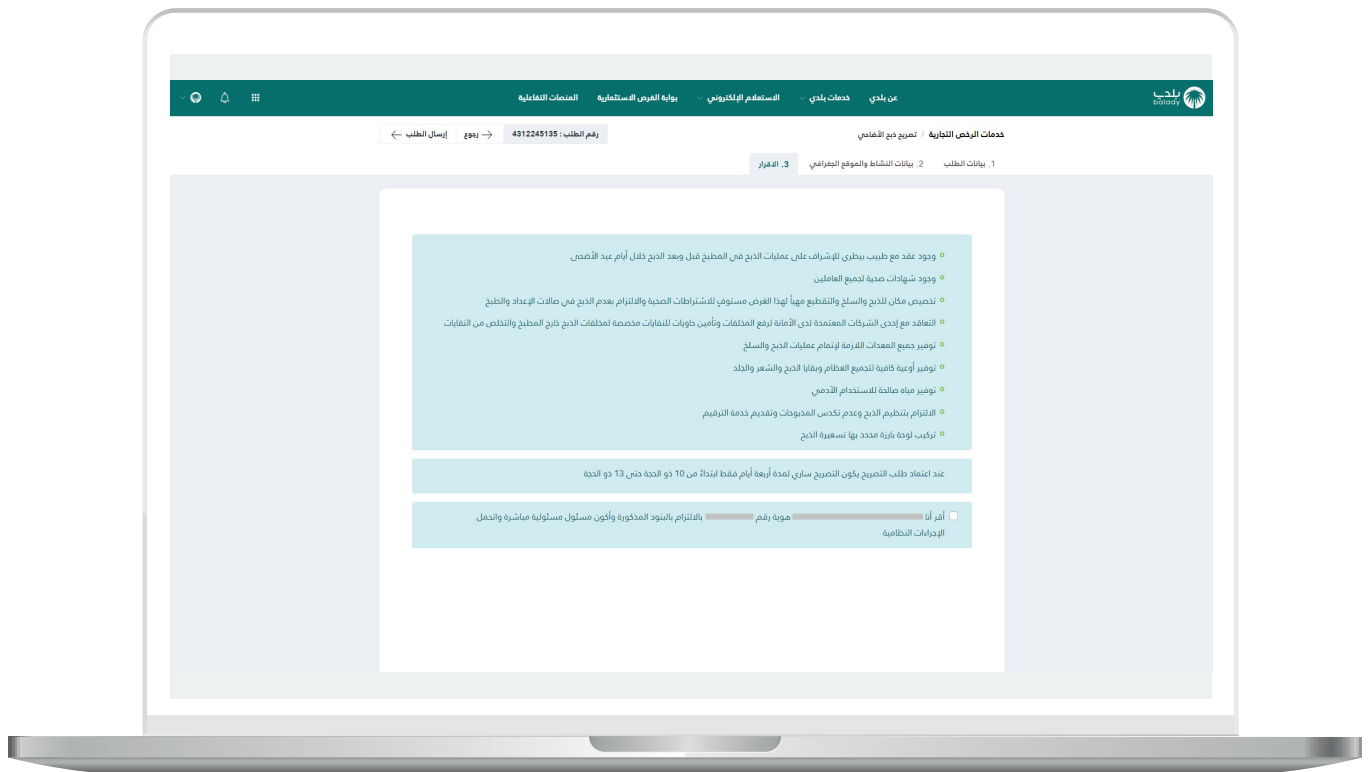
The screenshot displays the user interface of the Sacrificial Slaughter Permit Service. The top navigation bar includes the Ministry of Agriculture and Forestry logo and the text 'وزارة الزراعة والري'. The main content area shows a confirmation message: 'تم التحقق بنجاح' (Verification successful) with a green checkmark icon. Below the message, there is a 'التالي' (Next) button. The interface also displays various fields for the permit application, including 'المنطقة' (Region), 'البلدية' (Municipality), 'رقم الرخصة' (Permit Number), and 'تاريخ انتهاء الرخصة' (Expiry Date). The bottom section shows the 'بيانات المالك الرئيسية' (Main Owner Data) with fields for 'اسم المالك / المنشأة' (Owner Name / Establishment) and 'هوية المالك' (Owner ID).

11) The system navigates the user to the next step: **(Activity and Geographic Location Information)** as shown below. This screen displays the main business details and the geographic location on the map.

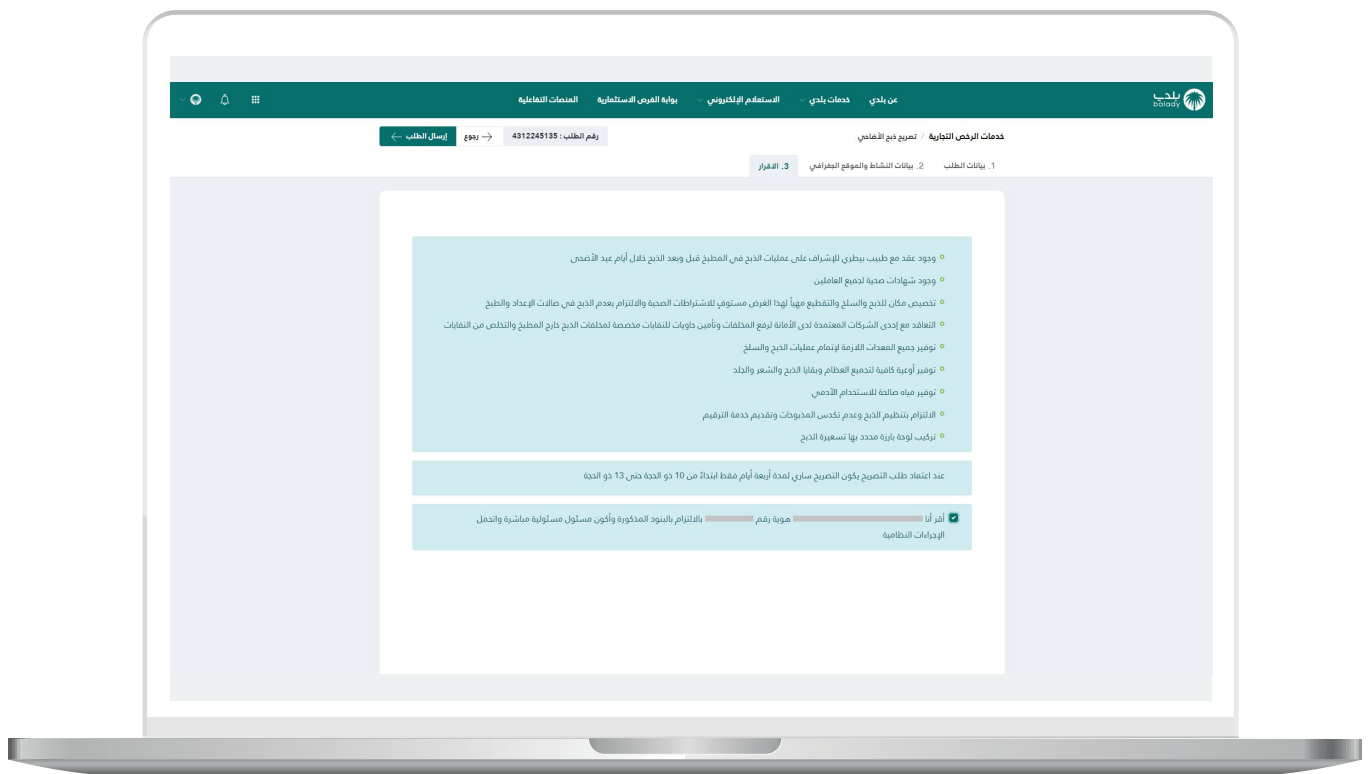
The user clicks **(Next)** to continue, with options to save the request as a draft by clicking **(Save as Draft)** or go back by clicking **(Back)**.



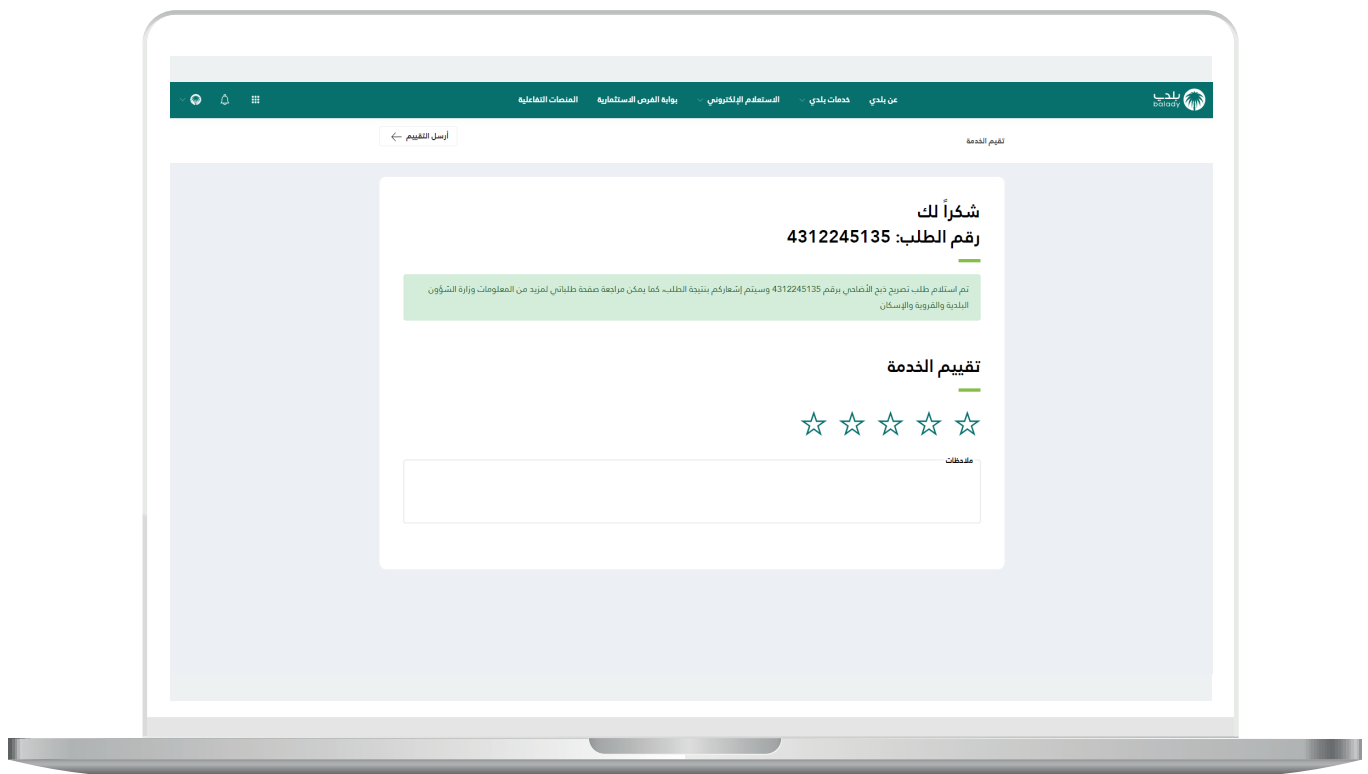
12) The user proceeds to the **(Declaration)** stage, where they agree to the terms and conditions.



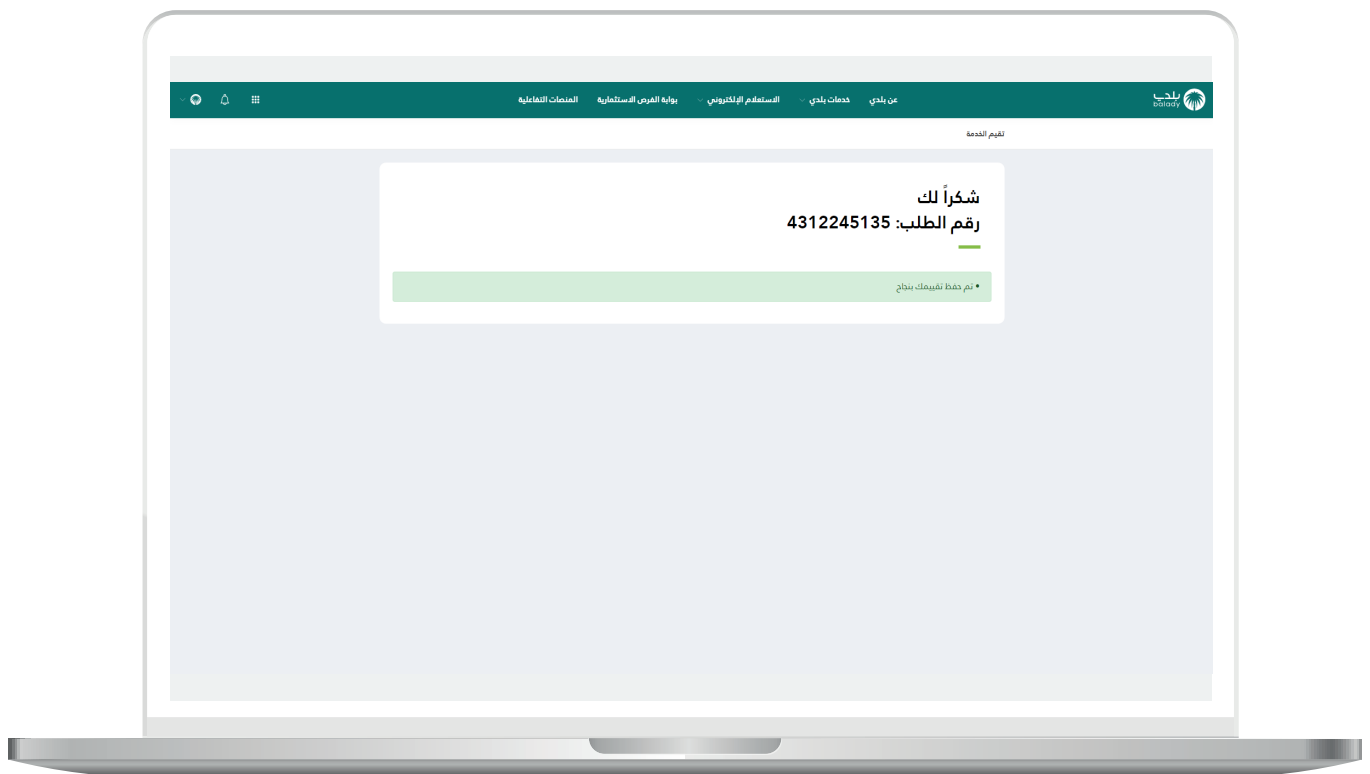
13) The user clicks (**Submit Request**), with the option to return to the previous stage using (**Back**).



14) The system processes the request and displays a confirmation message indicating that the submission was successful. The user is also given the option to evaluate the service by selecting a star rating and entering comments in the Comments field, then clicking (**Submit Evaluation**).



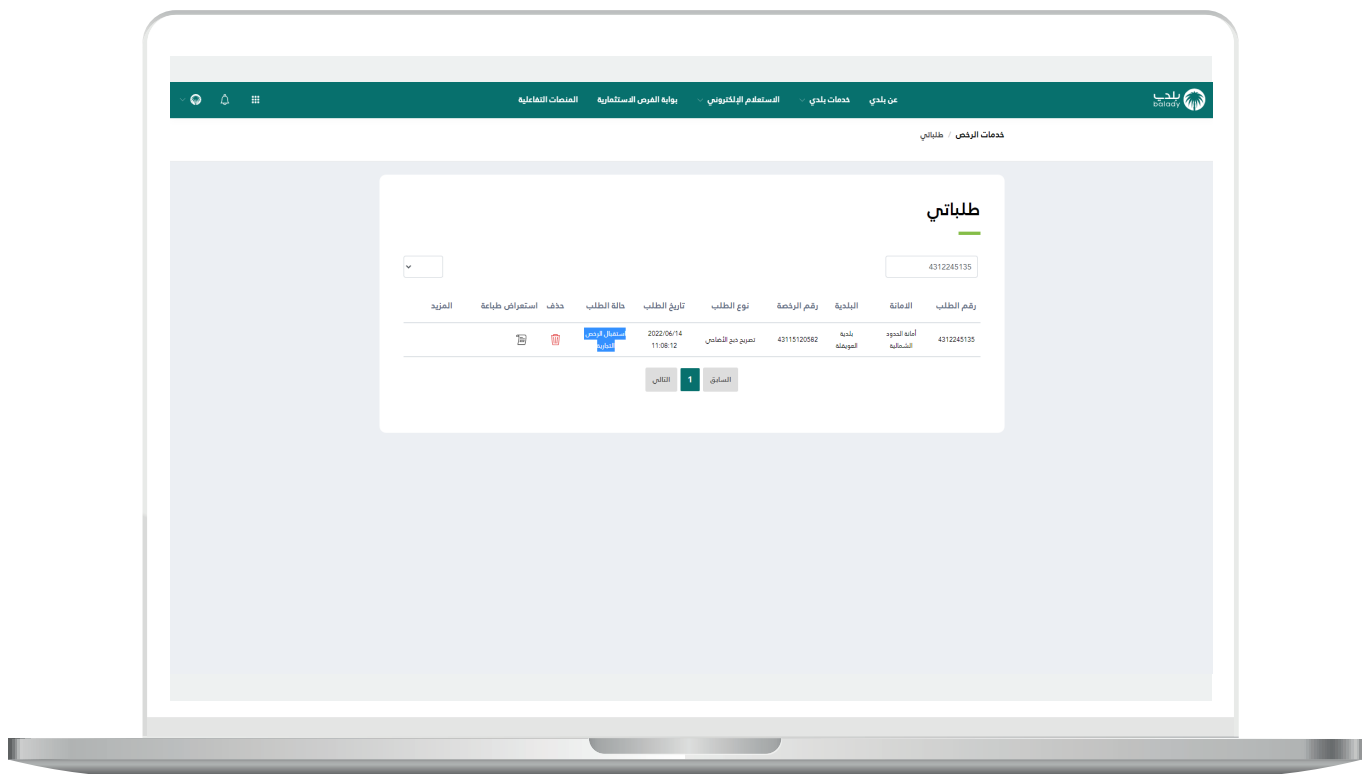
15) The evaluation is successfully saved, and a confirmation message is displayed.



16) The system redirects the user to the **(My Requests)** screen.

Note:

If a **(Commercial License Cancellation Request)** is approved, the **(Sacrificial Slaughter Permit)** will be automatically canceled.



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

The screenshot shows a web application interface on a laptop screen. The interface is in Arabic and displays the details of a sacrificial slaughter permit application. The form is organized into several sections:

- بيانات مقدم الطلب (Applicant Data):** This section includes fields for the applicant's name, ID number, and contact information.
- بيانات الطلب (Request Data):** This section includes fields for the type of request, the date of submission, and the status of the request.
- بيانات الرخصة التجارية (Commercial License Data):** This section includes fields for the license number, the date of issuance, and the expiration date.
- بيانات الشروط (Conditions Data):** This section includes a table with columns for the condition number, the condition description, and the status of the condition.
- ملاحظات على الطلب (Comments on Request):** This section includes a text area for providing additional information or comments.

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

 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

