



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

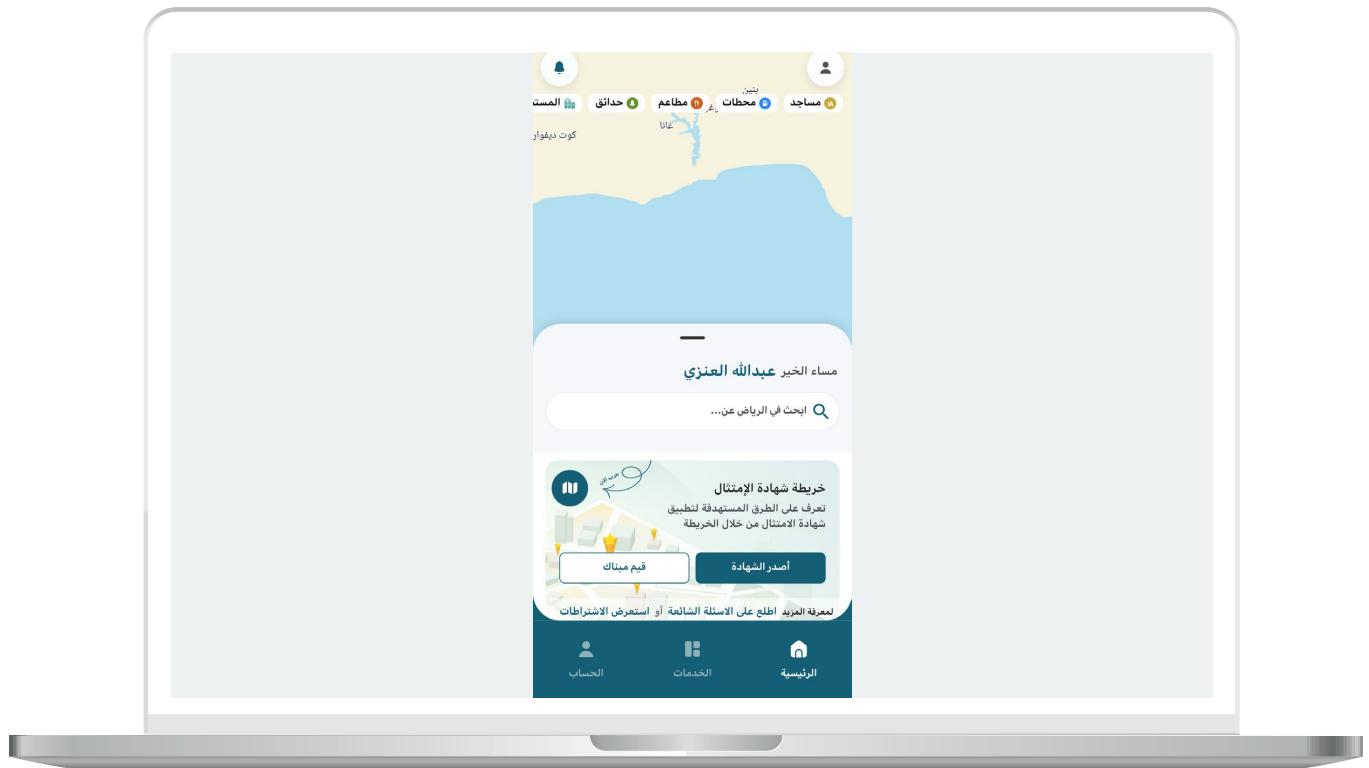
Balady Mobile Application

Temporary Advertising Permit

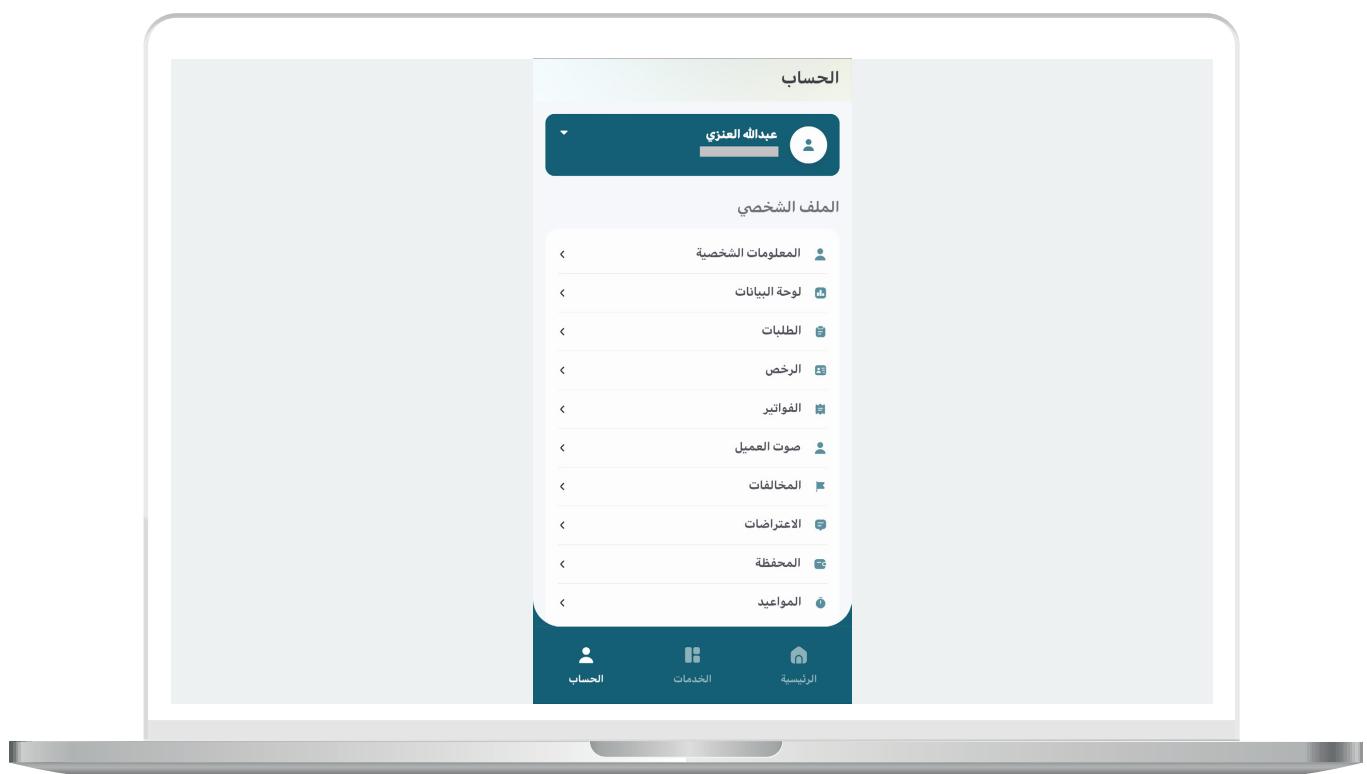
Beneficiary's
Copy

Temporary Advertising Permit – Standard

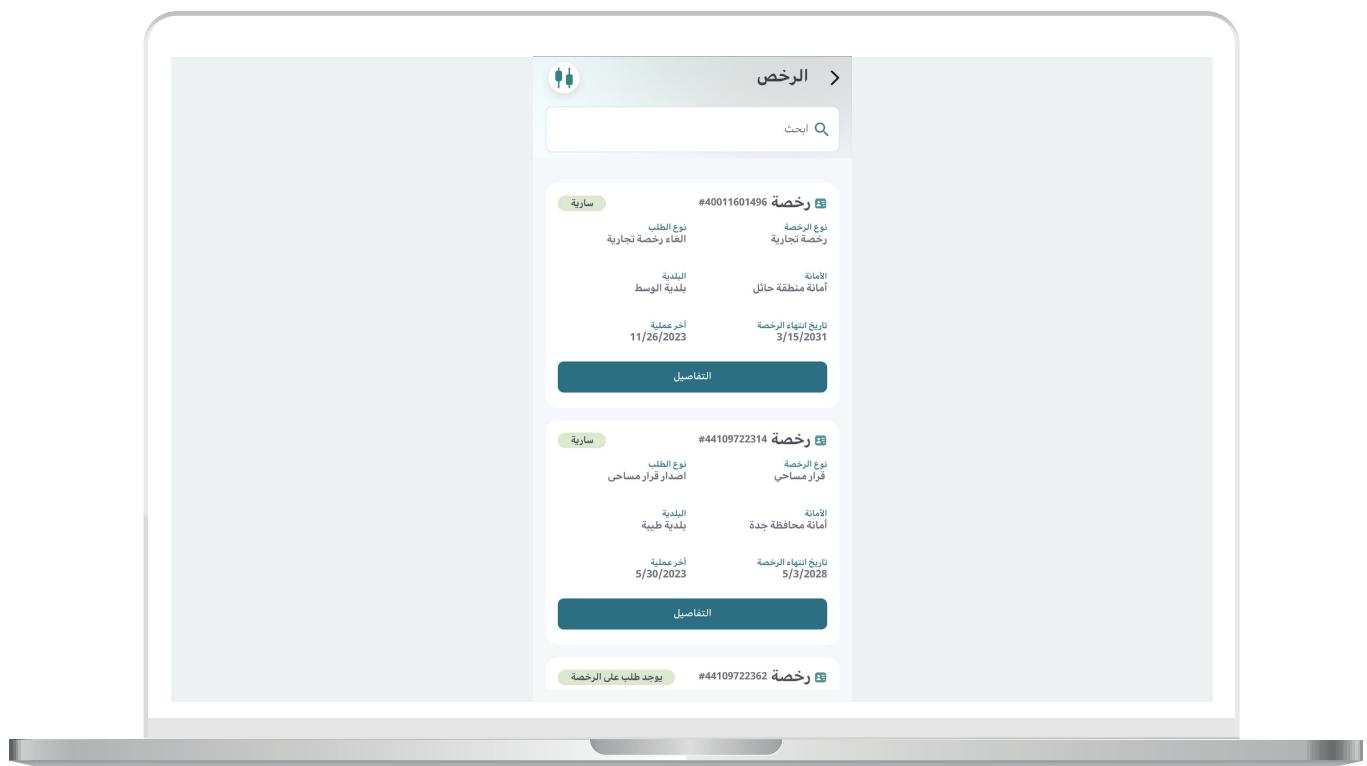
- 1) After opening the application, the Home Screen appears, as shown below. The user navigates to the (Account) section.



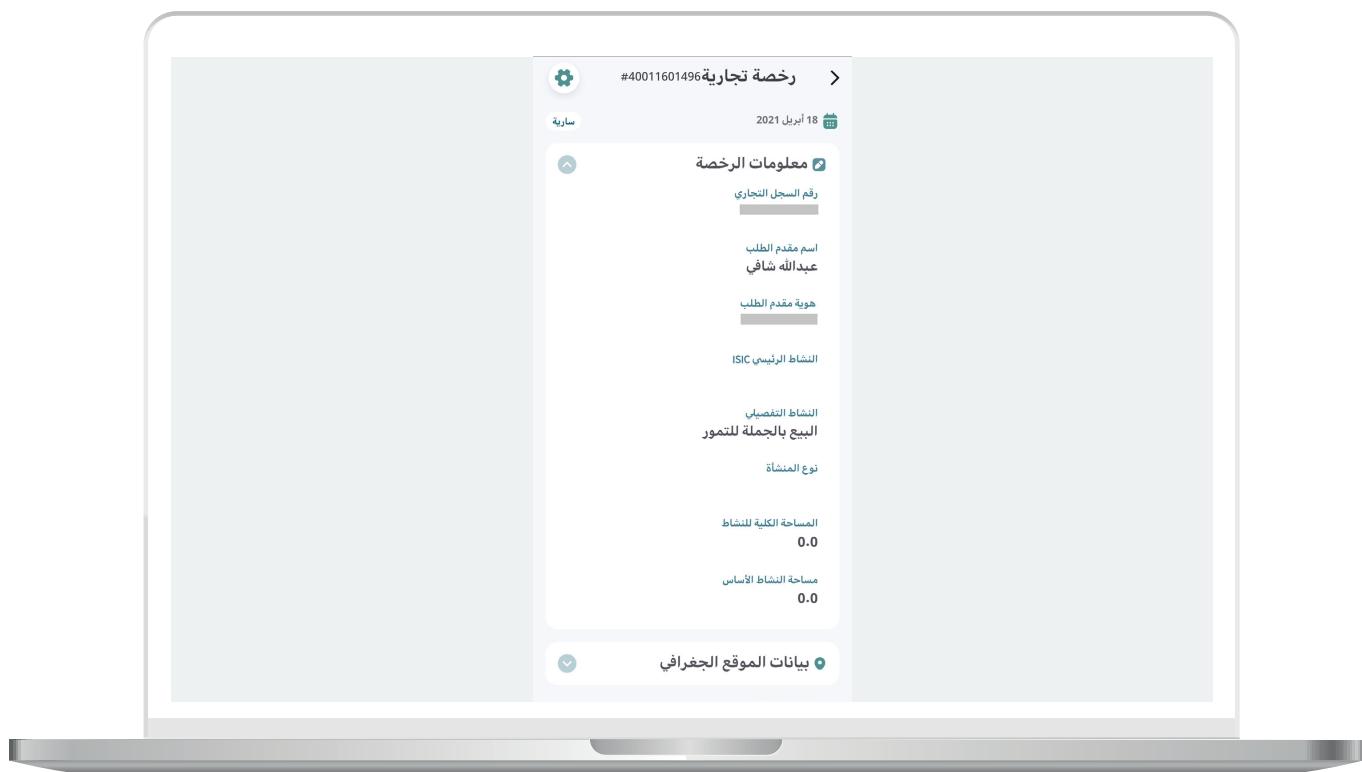
2) The user selects the (Licenses) section.



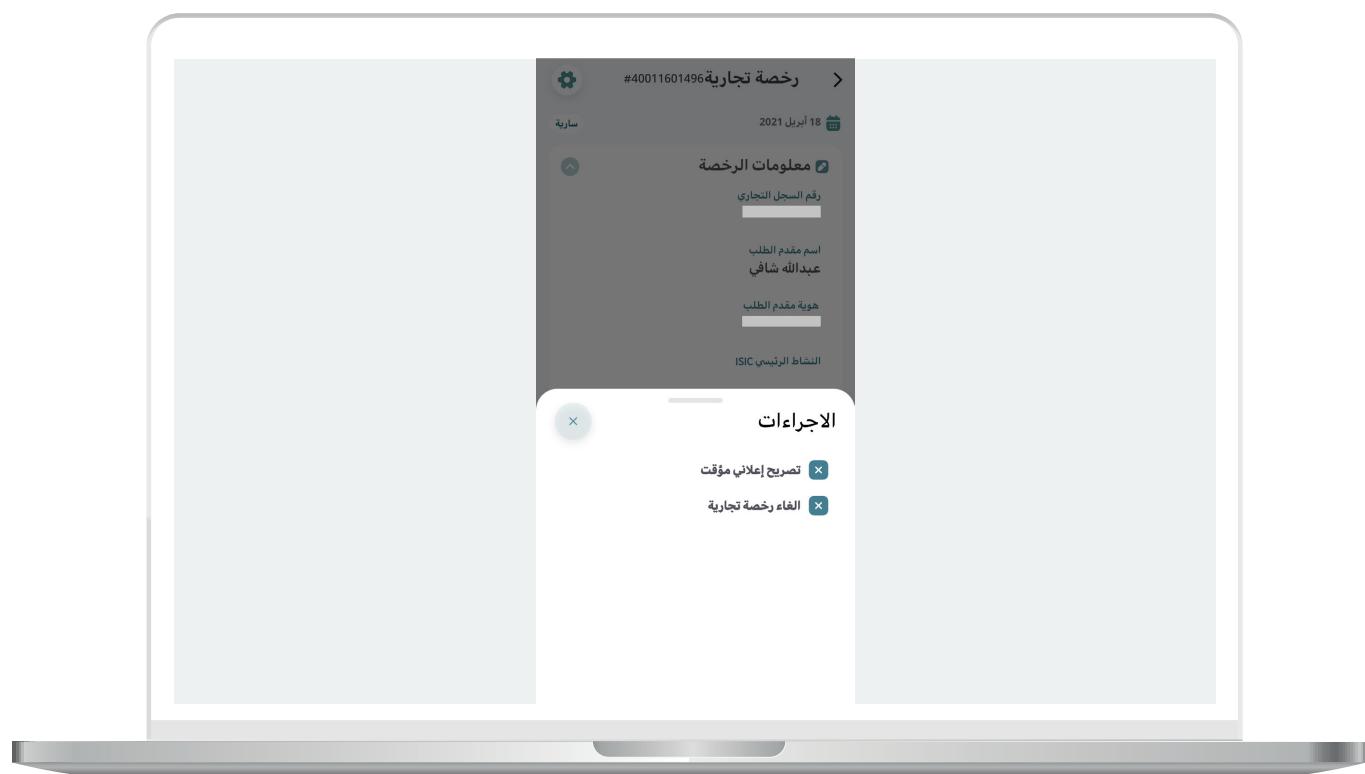
3) The licenses list appears. The user selects the license for which a Temporary Advertising Permit is required by tapping (Details).



4) After the license details appear, the user taps the icon .

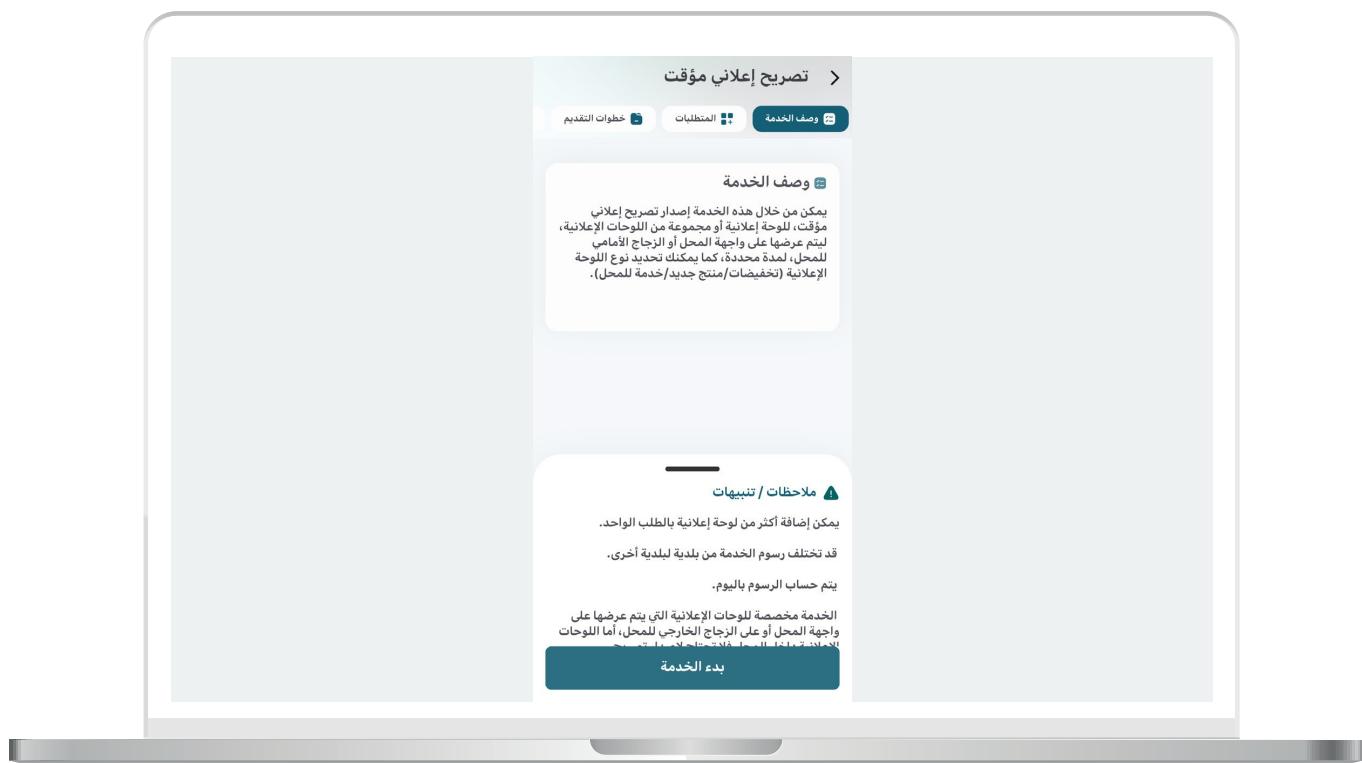


5) From the displayed options, the user selects (Temporary Advertising Permit).

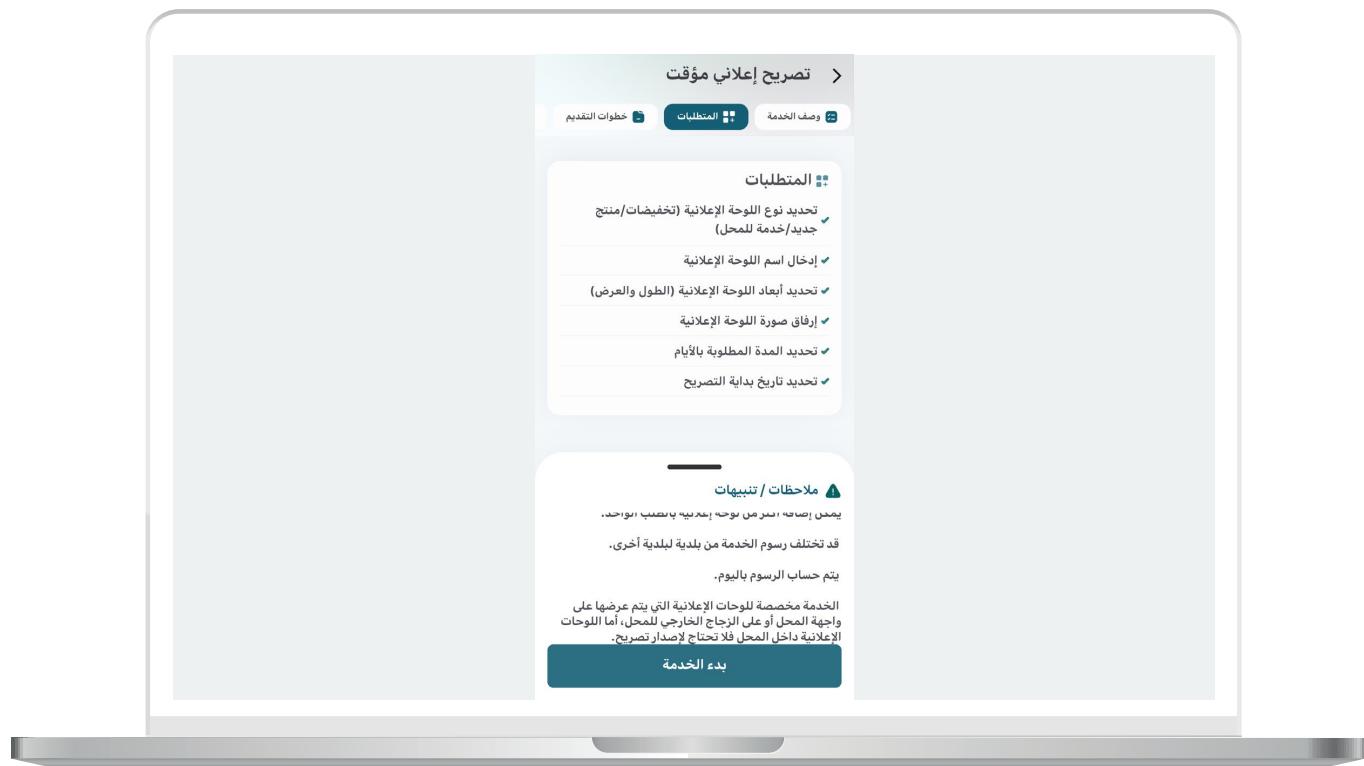


6) The service card screen appears, showing (Service Description).

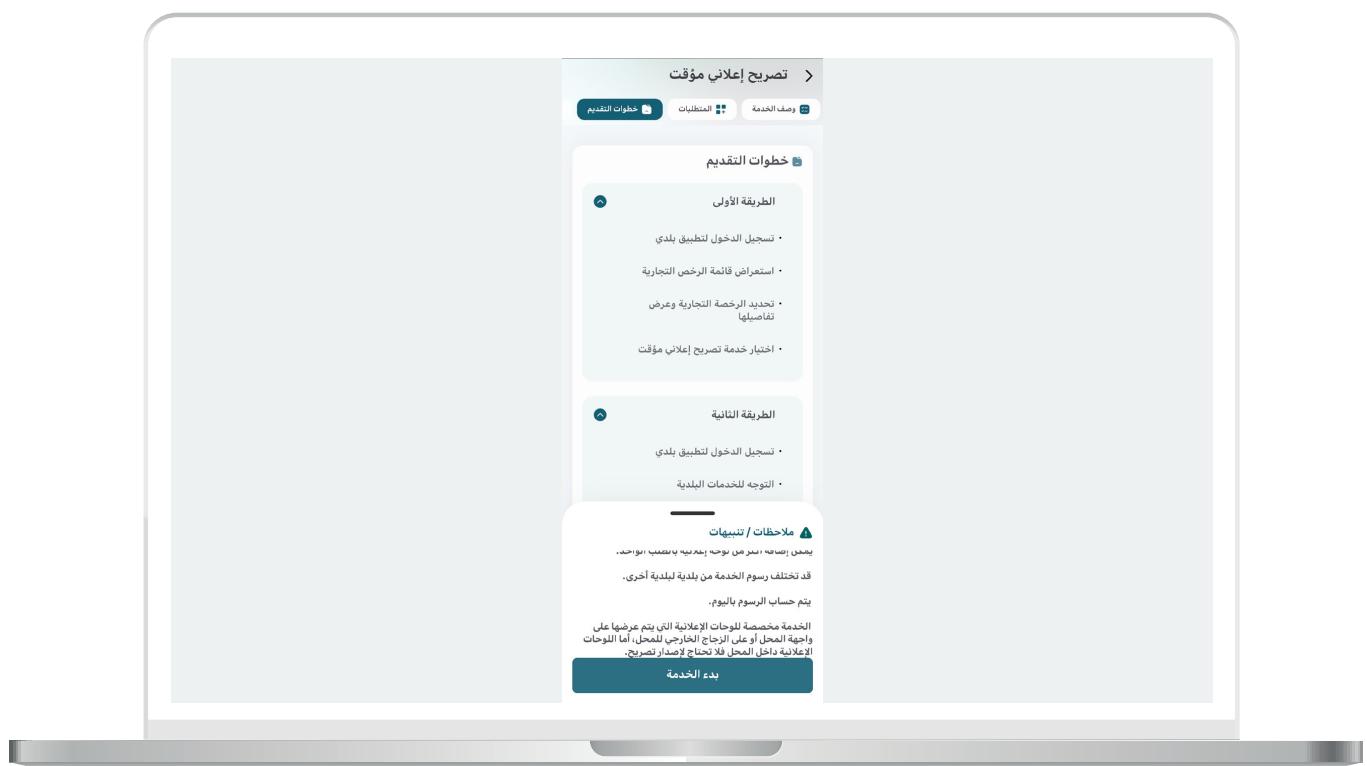
At the bottom of the screen, (Notes/Alerts) section is displayed.



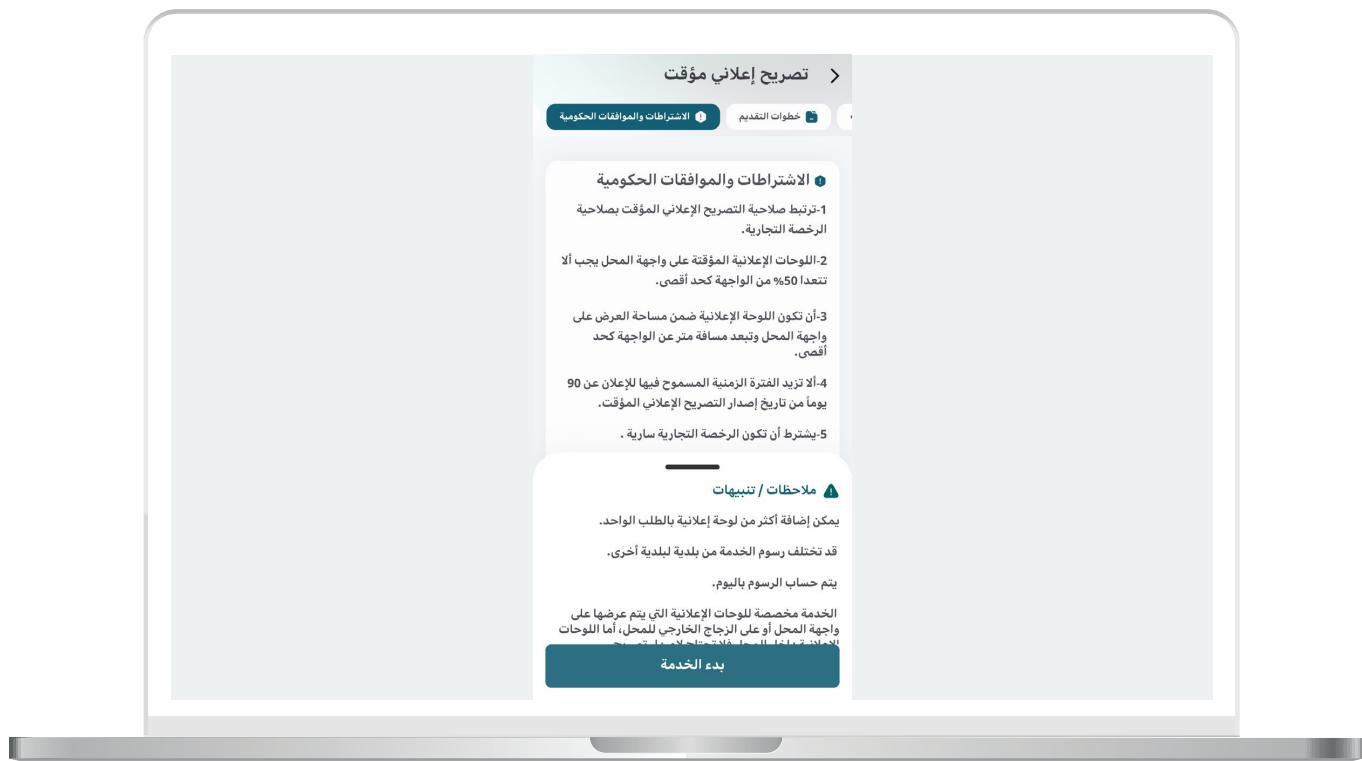
7) The following screenshot shows the (Requirements) screen.



8) The following screenshot shows the (How to Apply) screen.

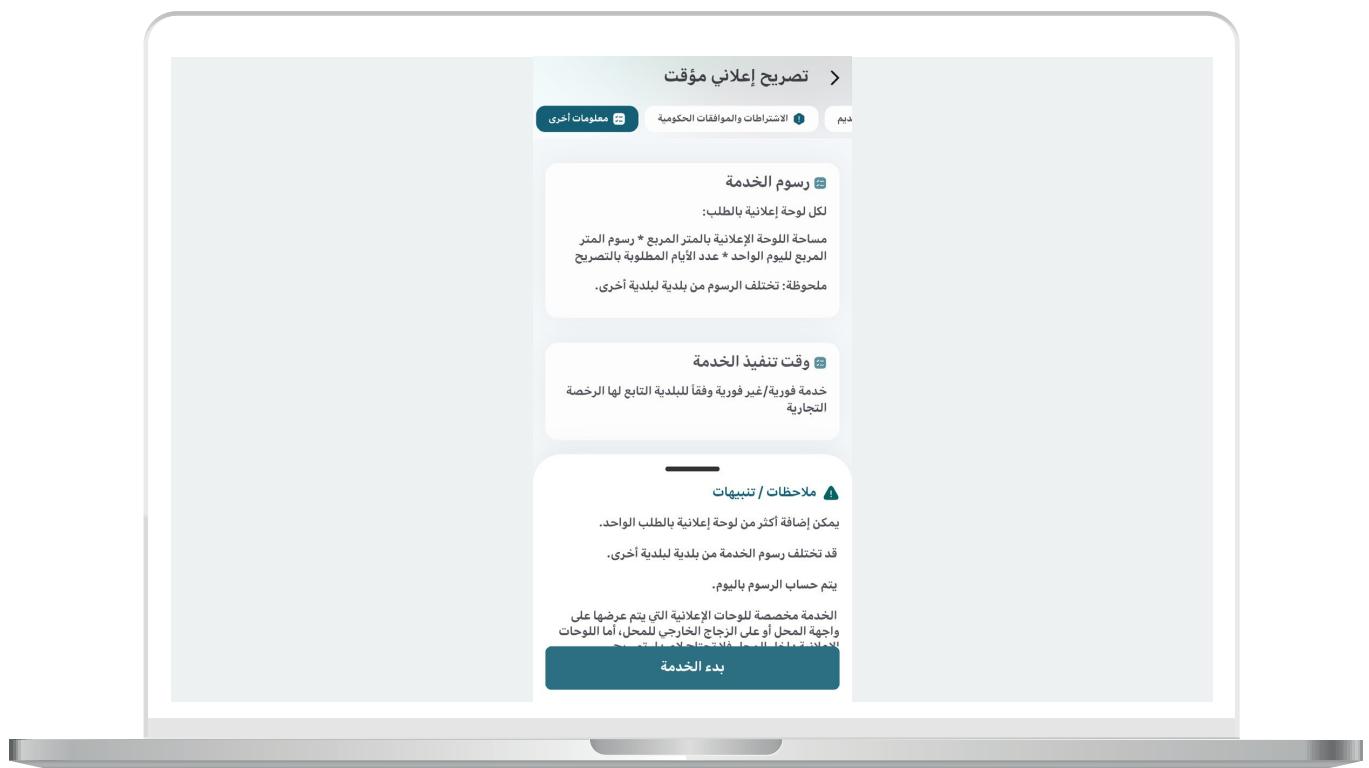


9) The following screenshot displays the **(Regulations and Government Approvals)** screen.

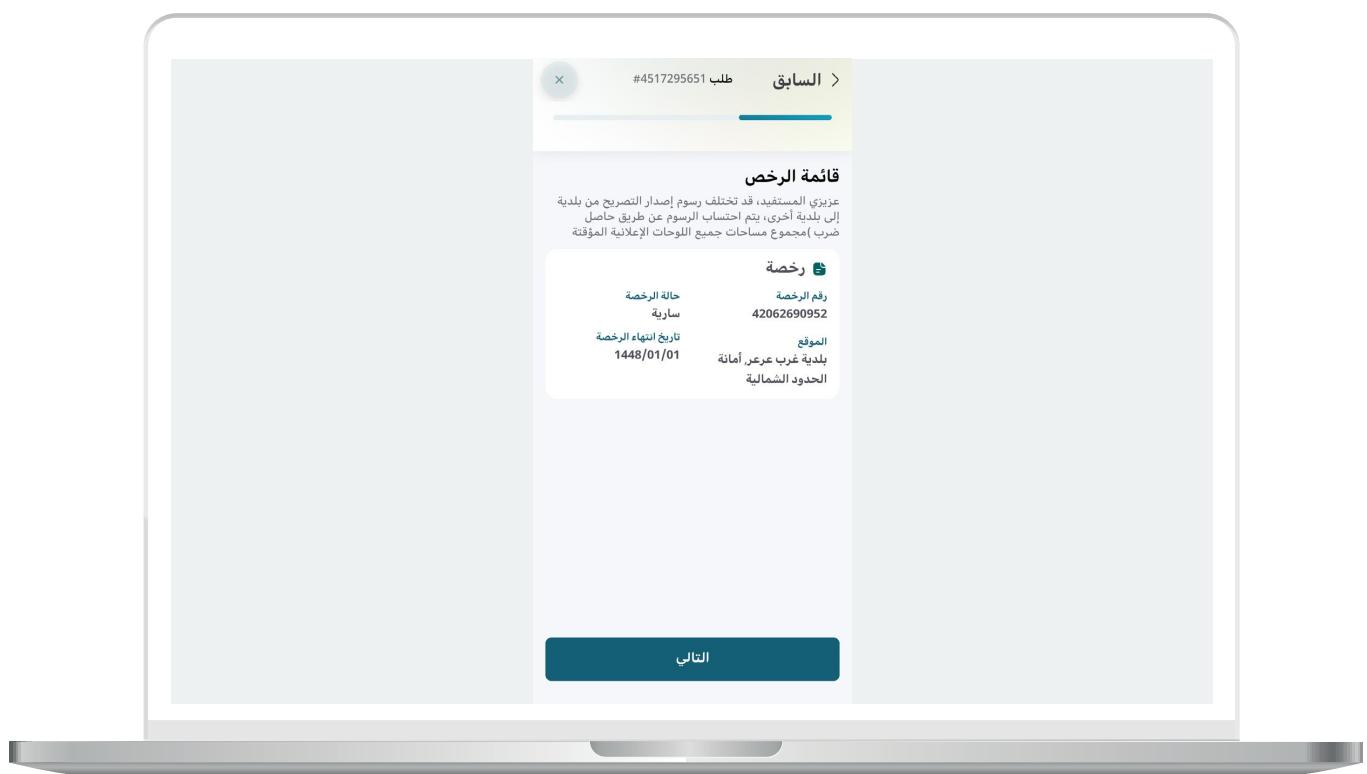


10) The following screenshot displays the (Other Information) screen.

The user then taps (Start Service).

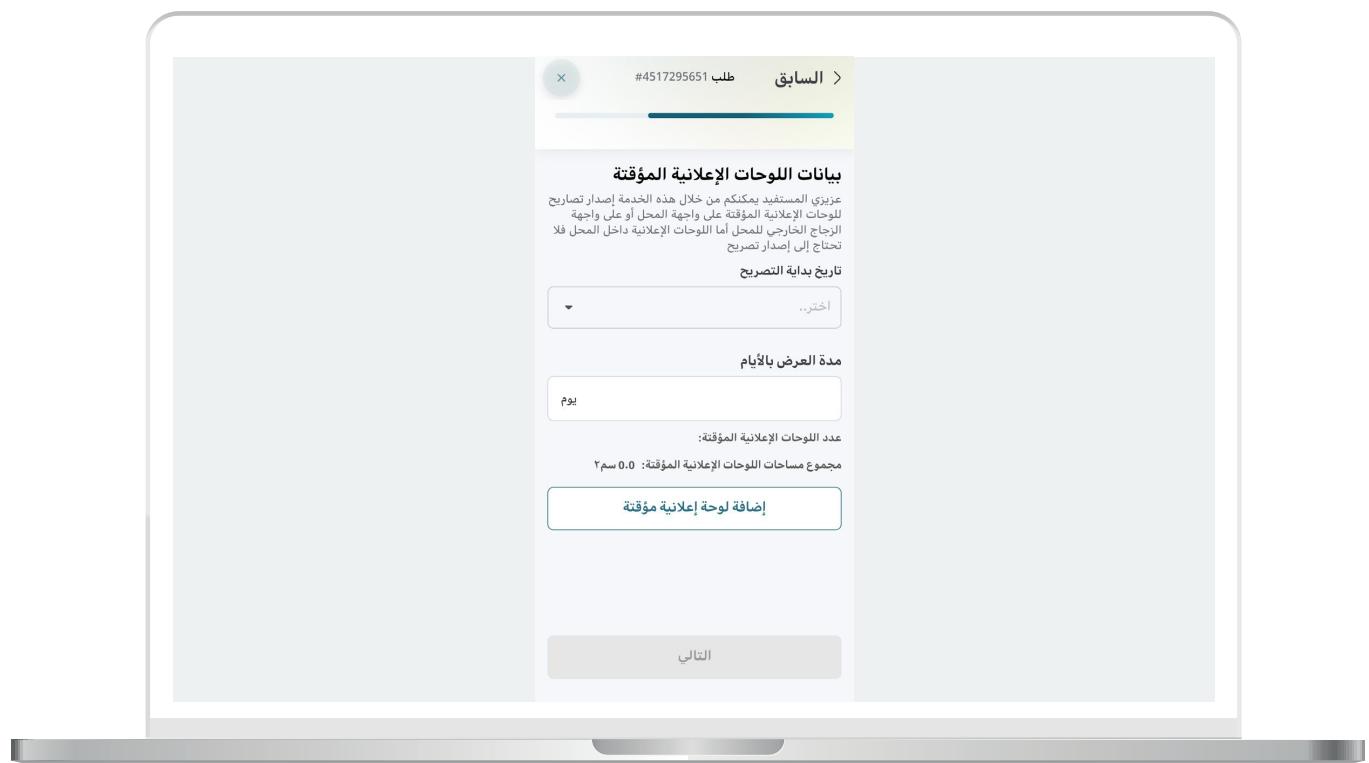


11) The user taps (Next).

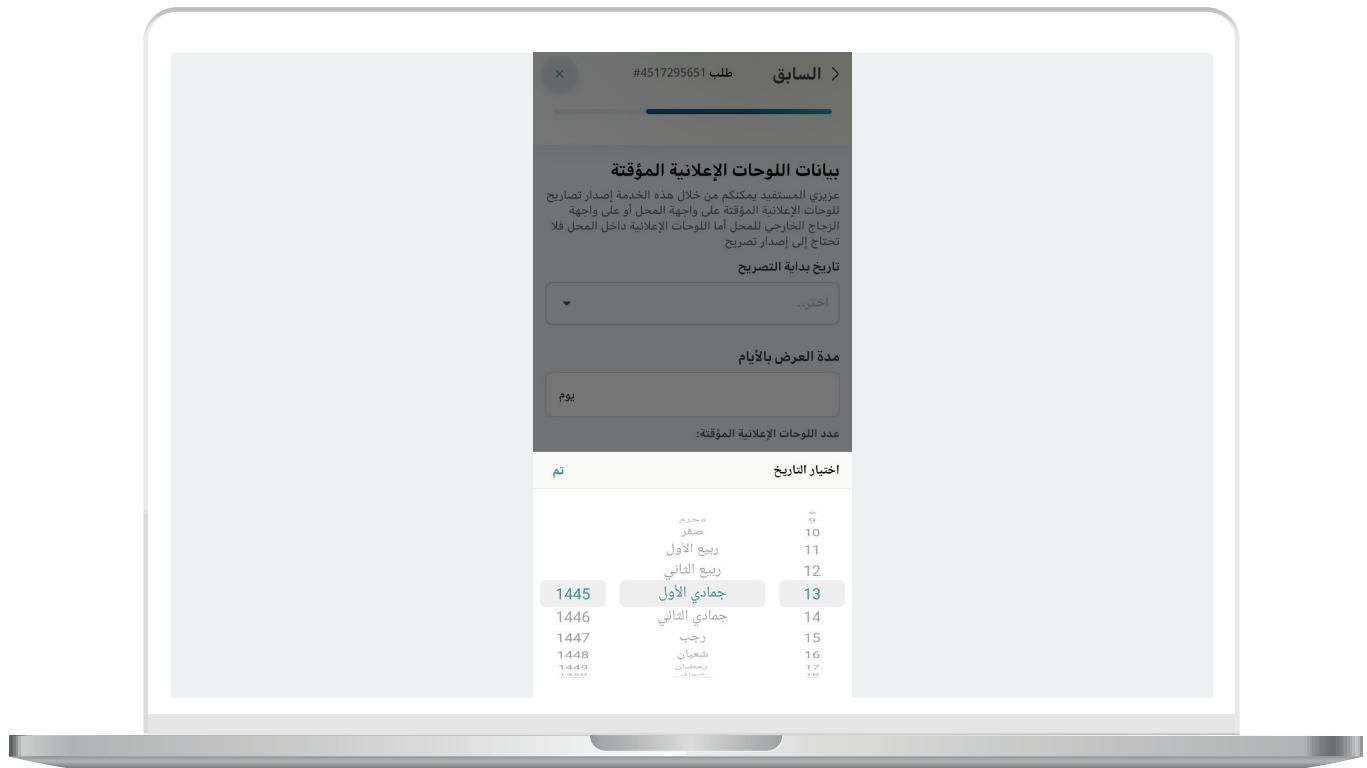


12) The user enters the required details for temporary advertising signs, including (Permit Start Date, Display Duration in Days).

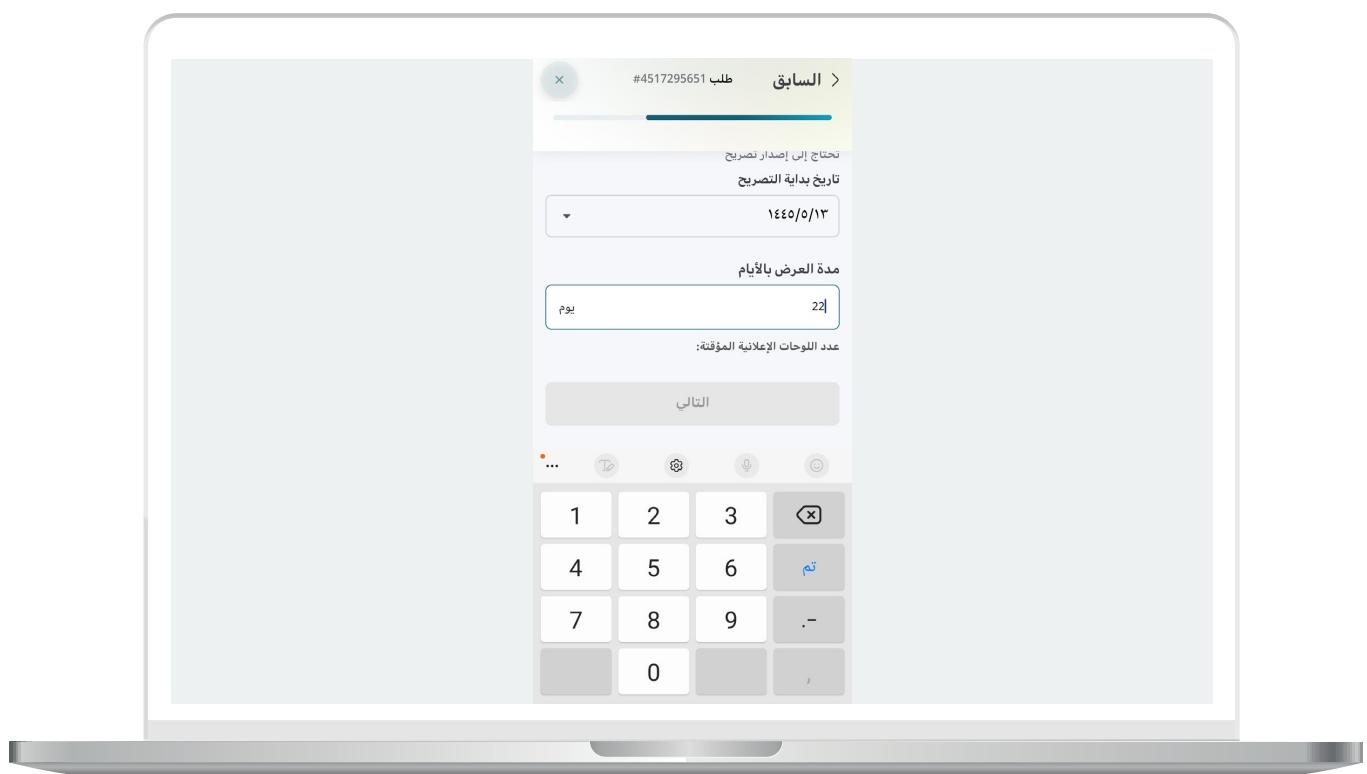
The user adds the signs by tapping (Add Temporary Sign).



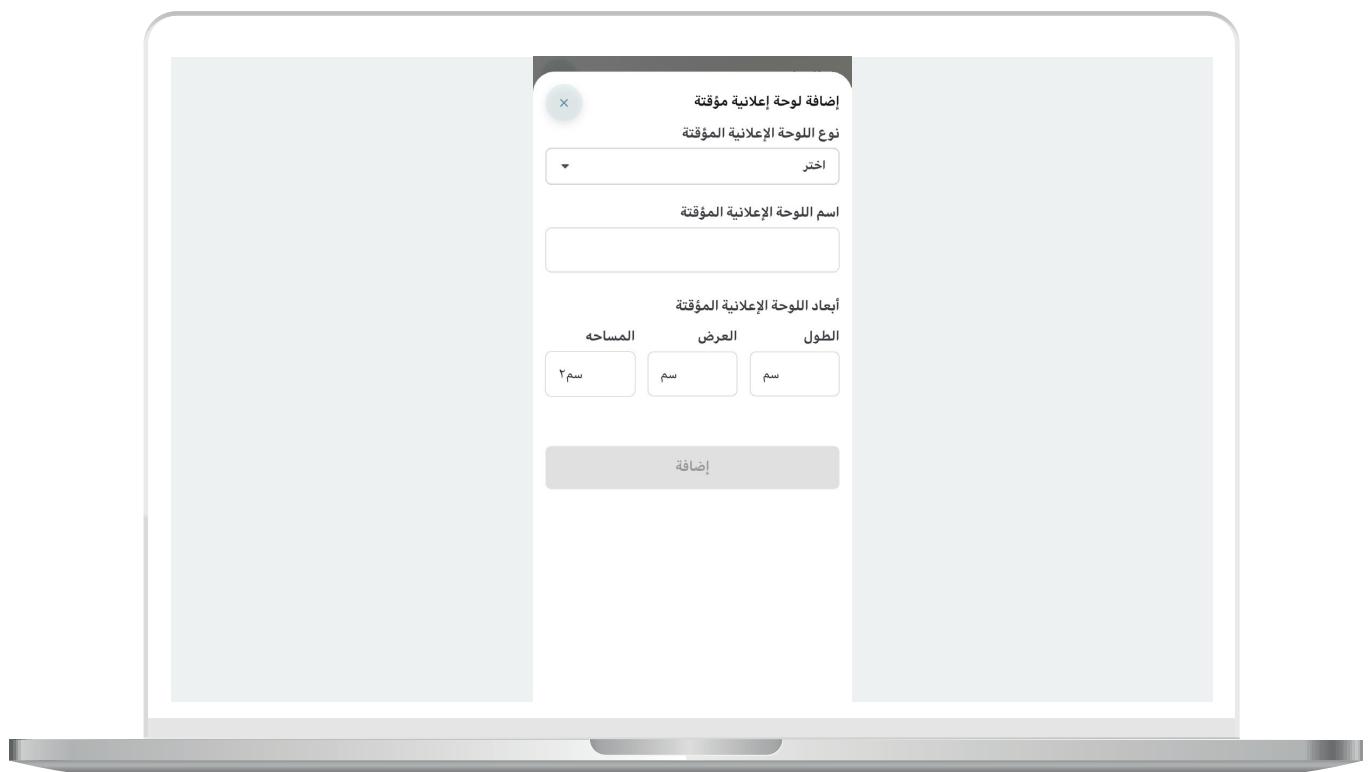
13) The user selects (Permit Start Date) from the electronic calendar.



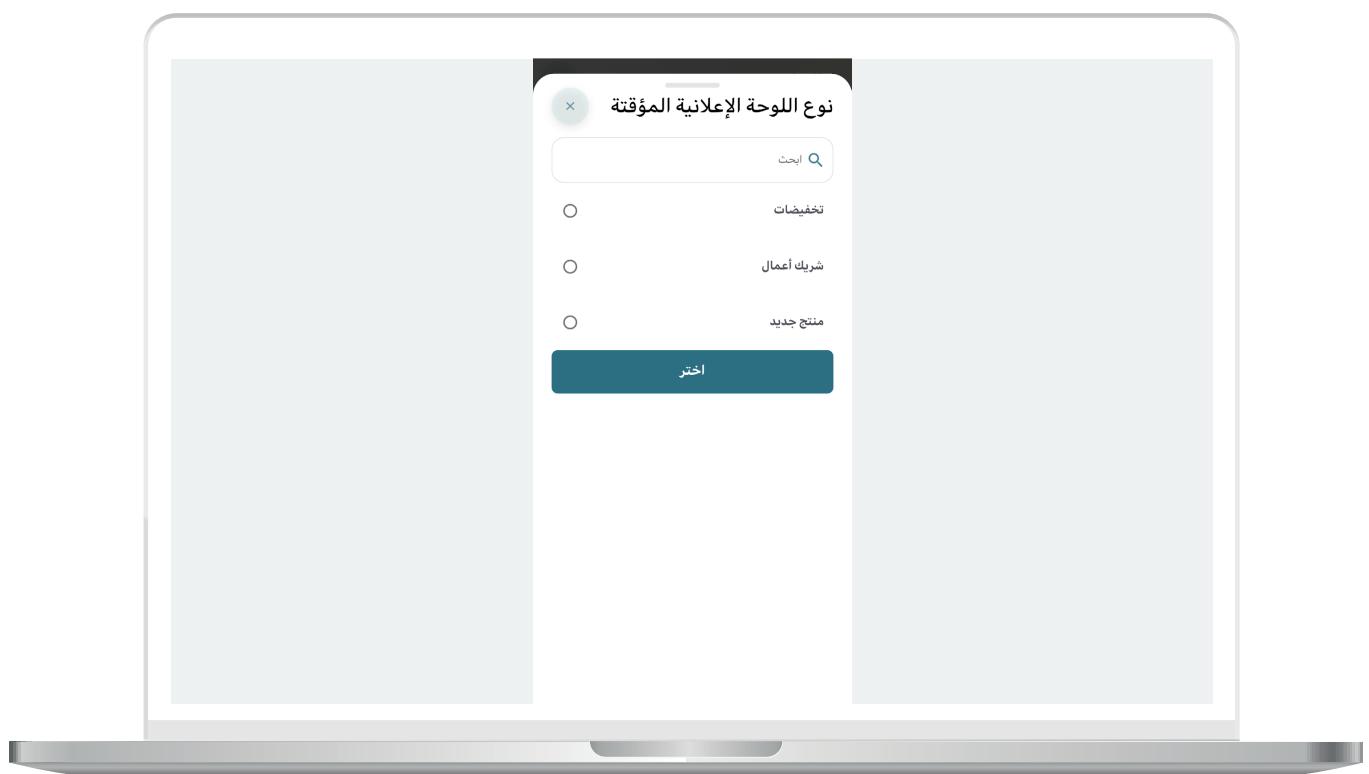
14) The user then enters the value for (Display Duration (in days)).



15) After tapping (Add Temporary Sign), the next screen appears, where the user fills in the required fields.



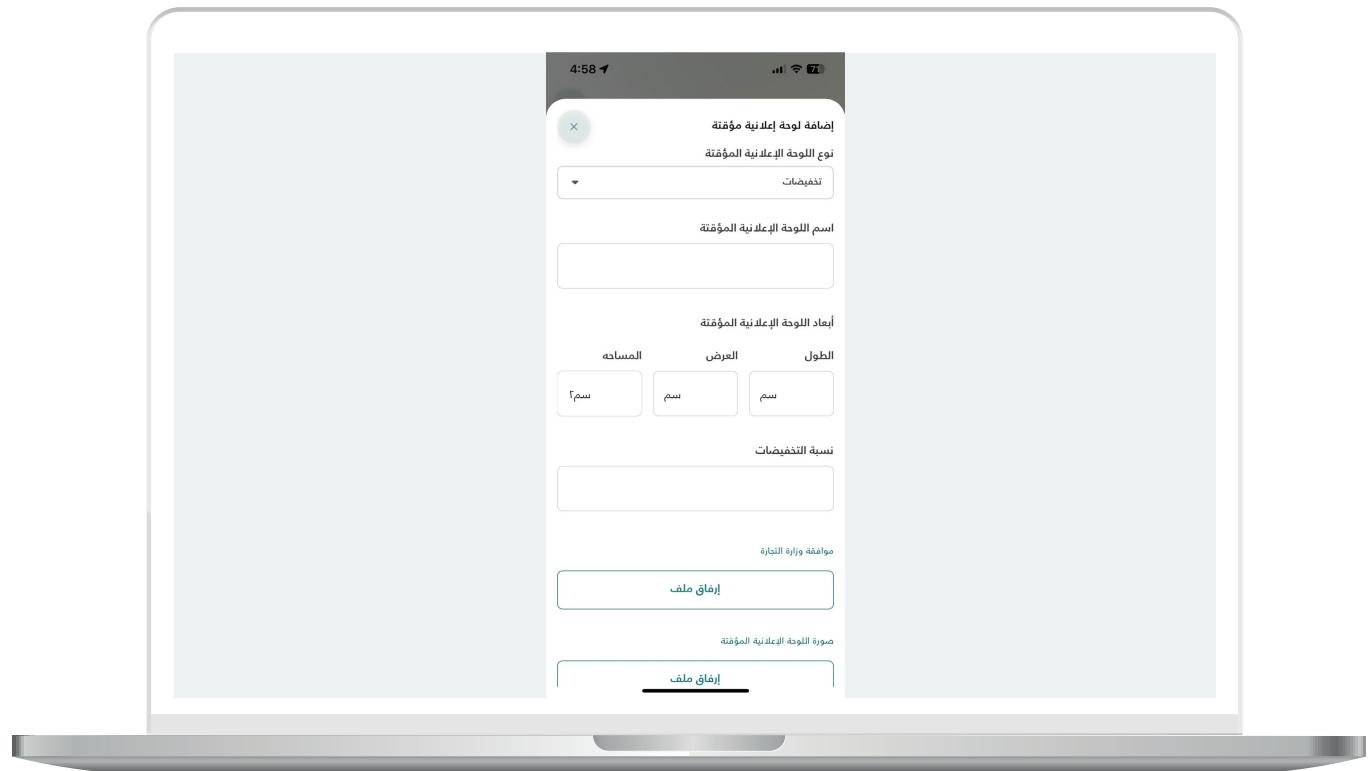
16) The user selects the value for (Temporary Sign Type) from the electronic calendar. The next screen appears, allowing the user to select the type of sign and then tap (Select).



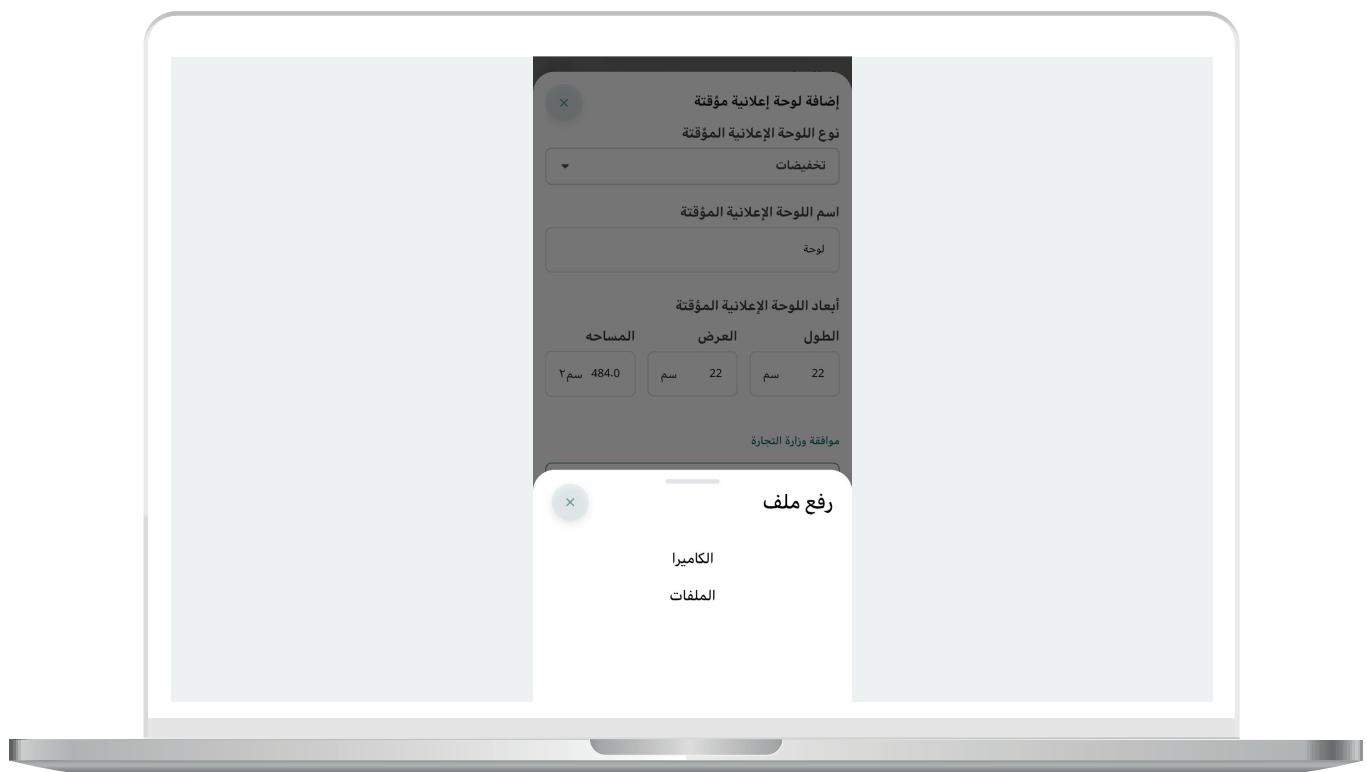
17) The user then enters the following field values: (**Temporary Sign Name, Temporary Sign Dimensions**).

If the selected sign type is (**Discounts**), a new field appears named (**Discount Percentage**).

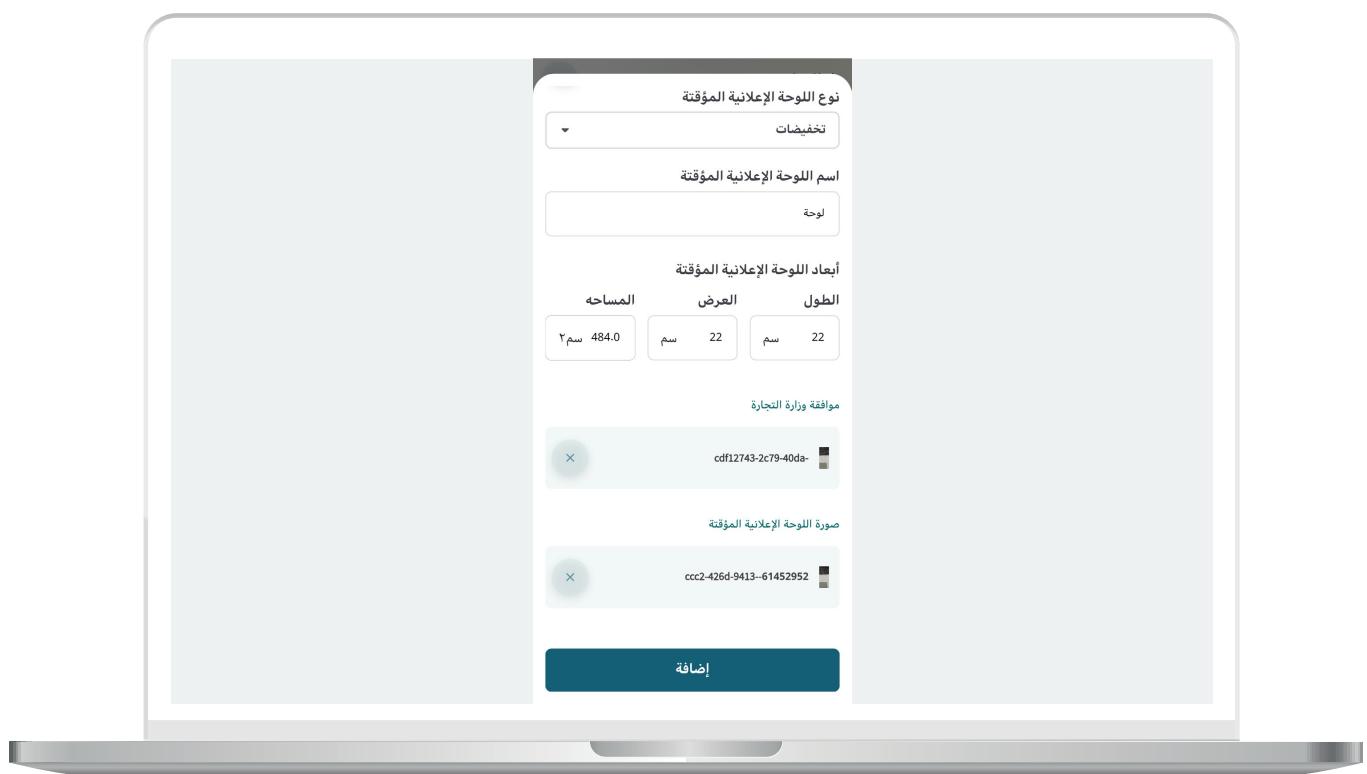
The user also needs to upload the following attachments: (**Ministry of Commerce Approval, Temporary Sign Image**) by tapping (**Attach File**) and then selecting the file from the device or taking a picture of the attachment using the camera.



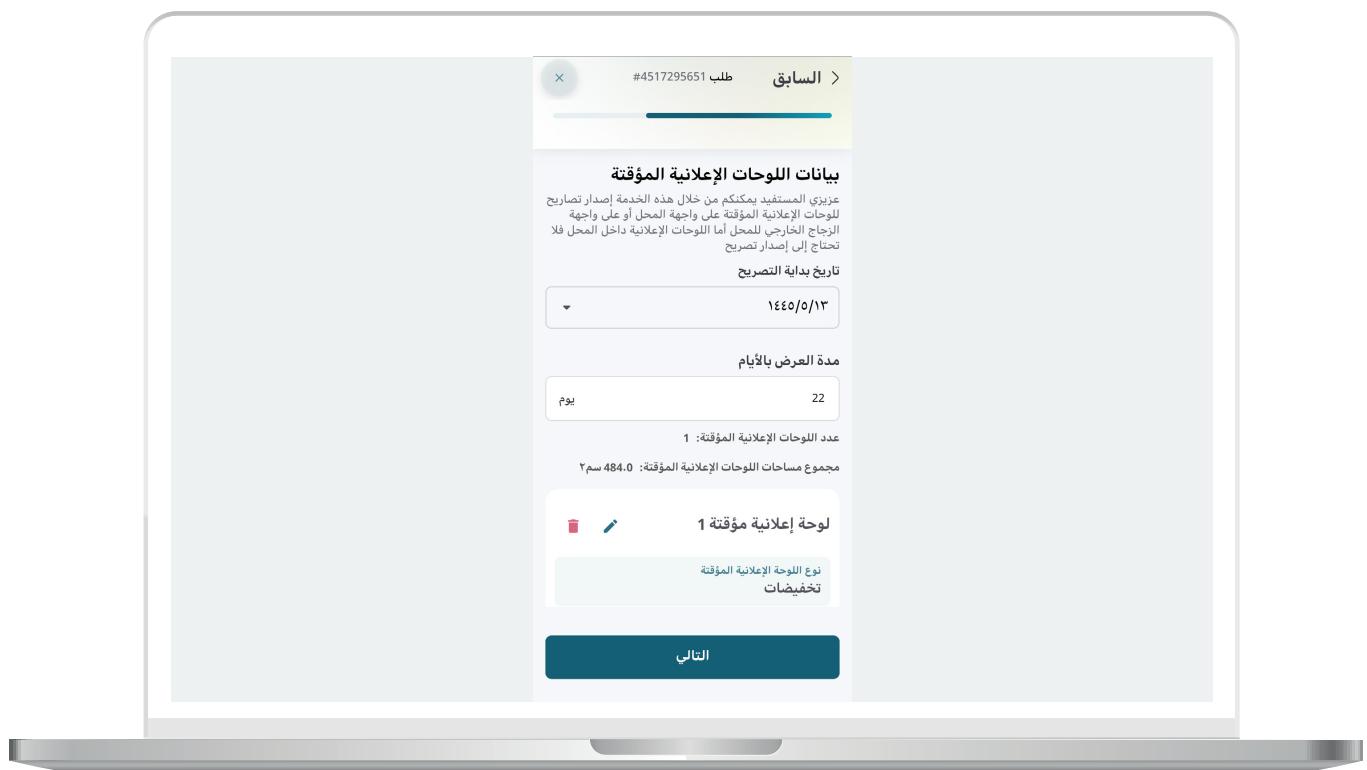
18) The options for uploading the attachment are either (Camera) or (Files).



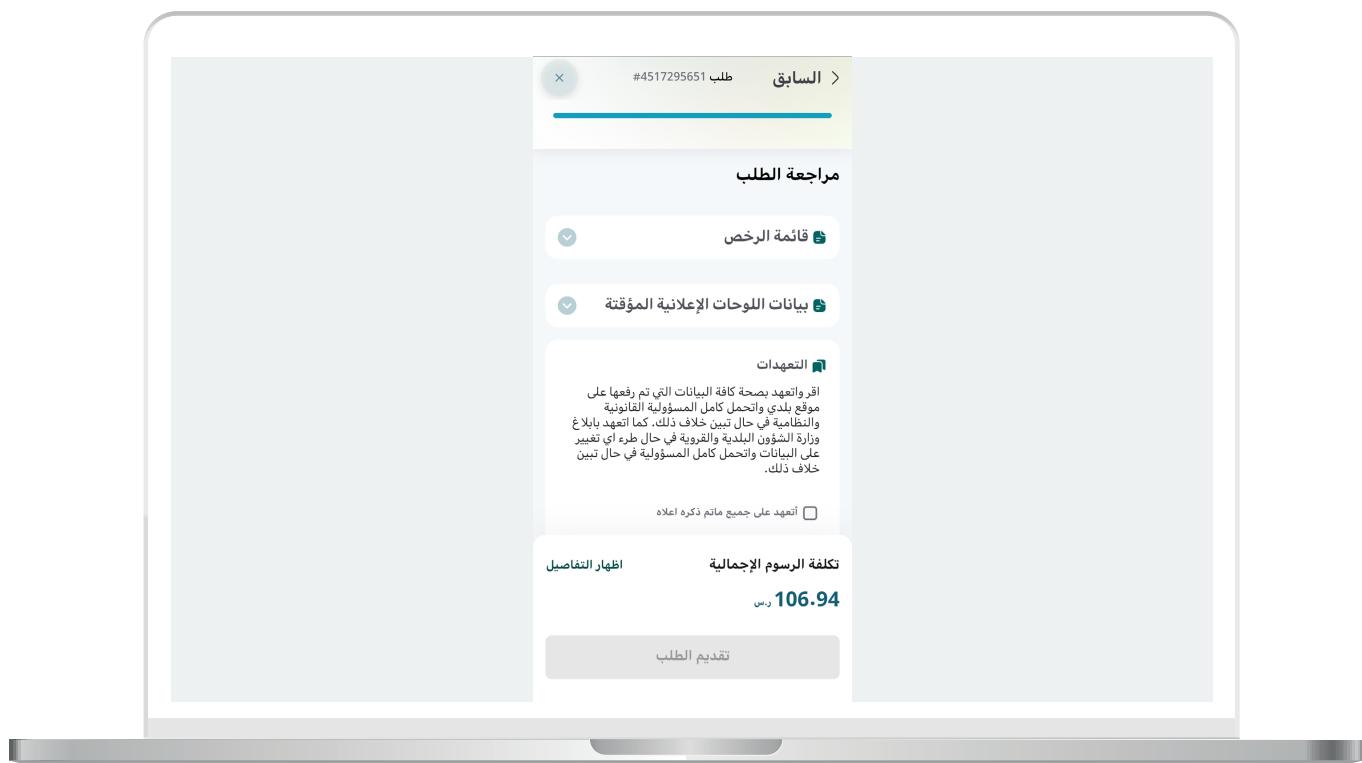
19) The user then taps (Add).



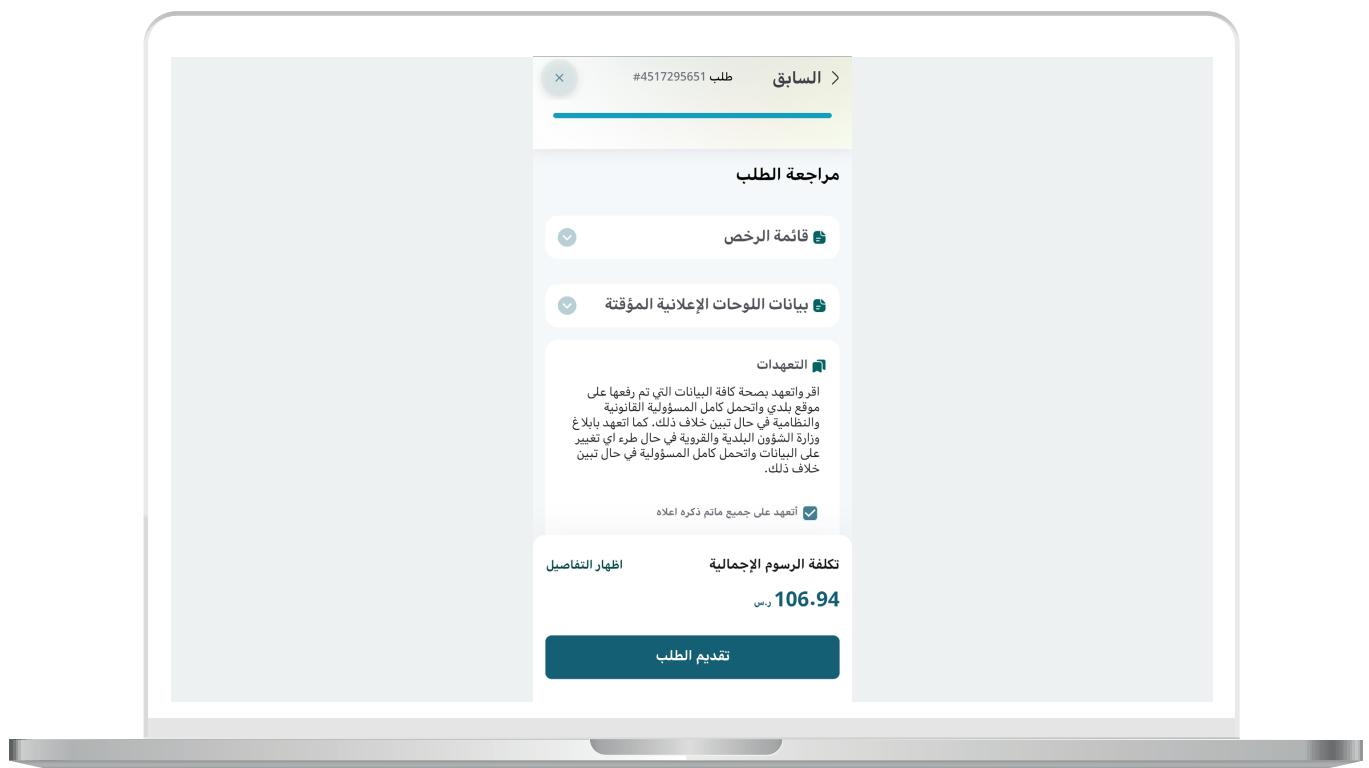
20) The user is then directed to the next screen and taps (Next).



21) The user agrees to the declaration by selecting the acknowledgement checkbox.



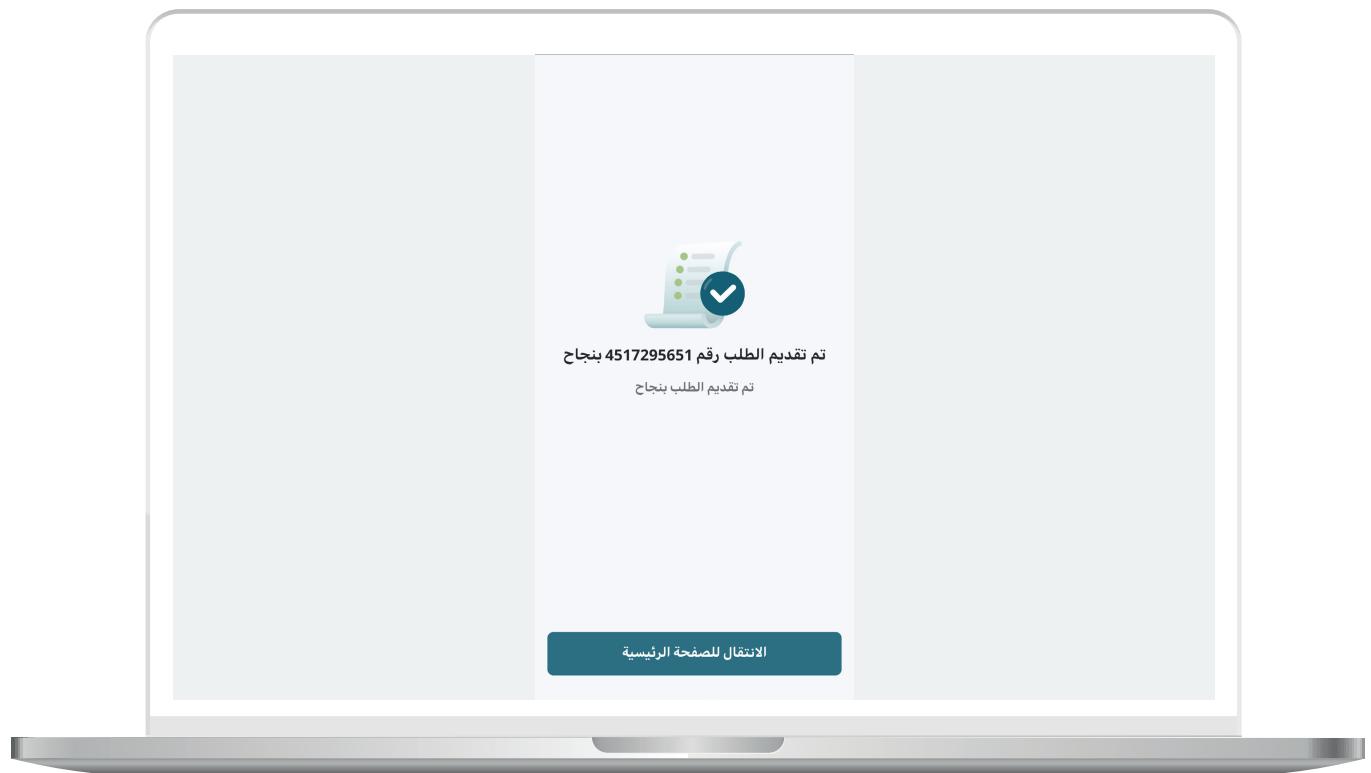
22) The app then activates the (Submit Request) button to the user to tap it.



23) The request is then submitted successfully, displaying the request number.

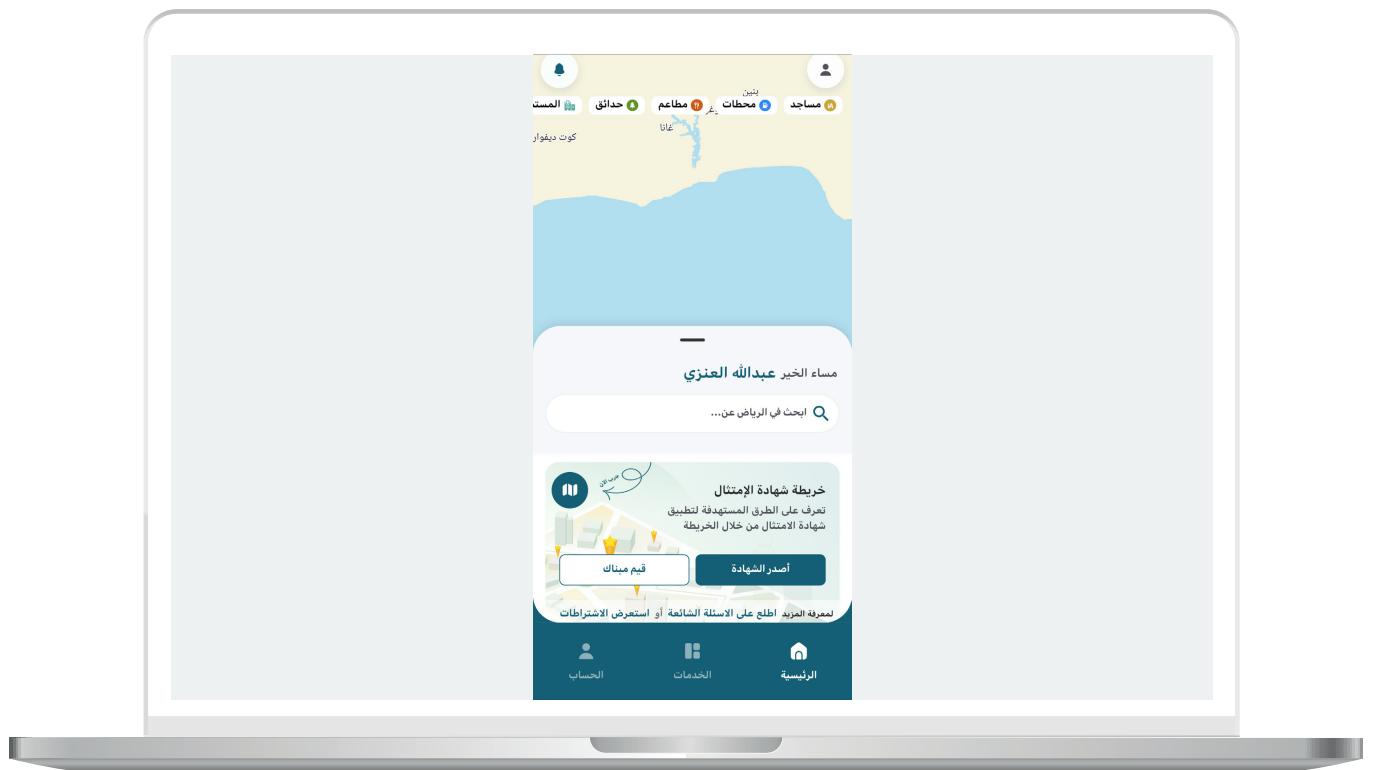
Note:

If the (Request to Cancel a Commercial License) is approved, the (Temporary Sign Permit) will be proactively canceled.

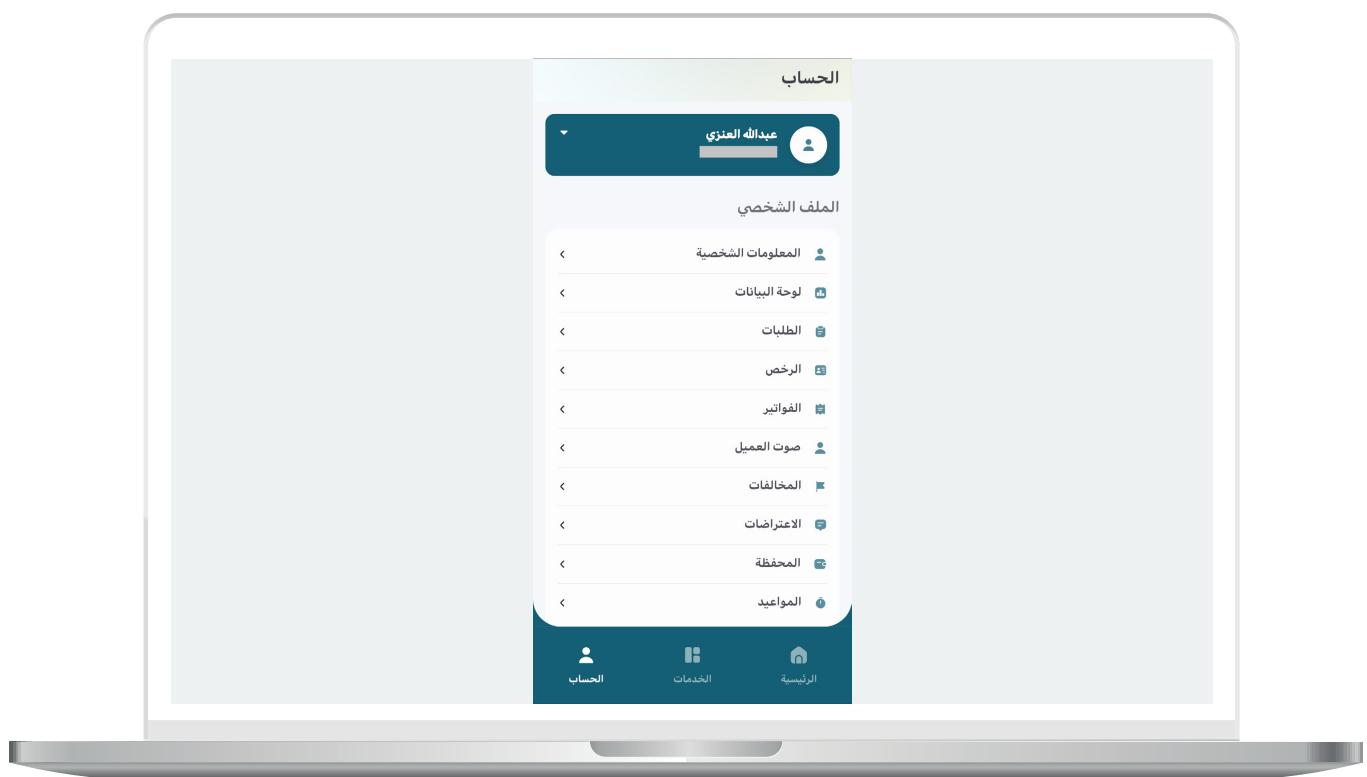


Temporary Sign Permit – Complex

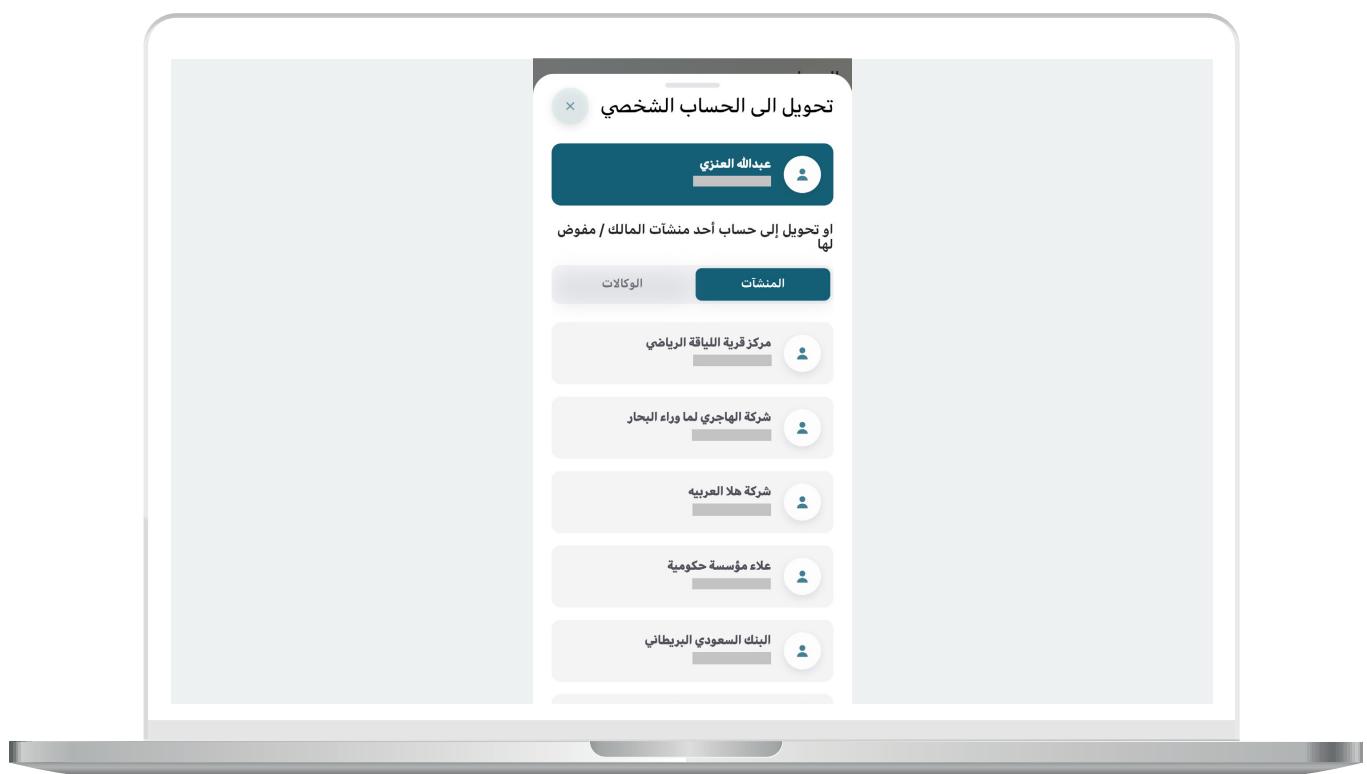
- 1) After opening the application, the Home Screen appears, as shown below. The user navigates to the (Account) section.



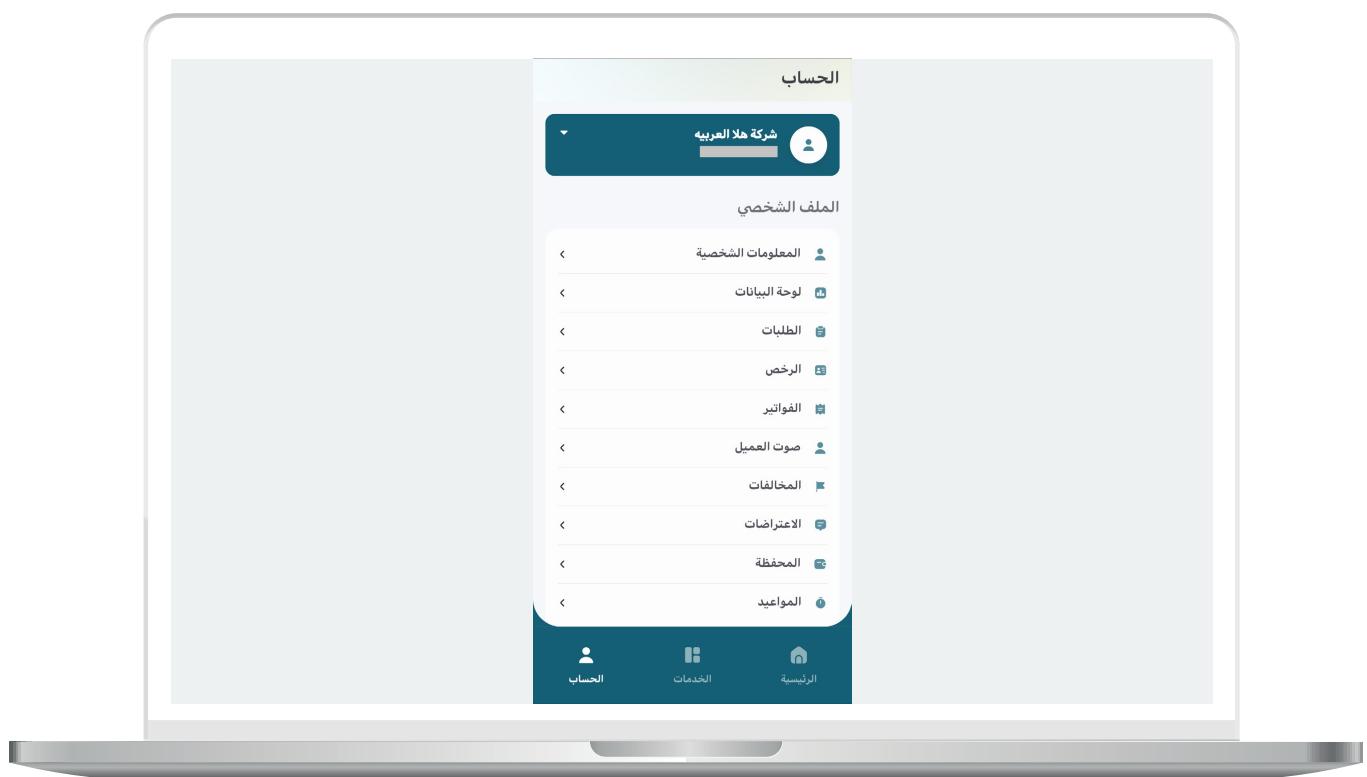
2) The user then taps on the username.



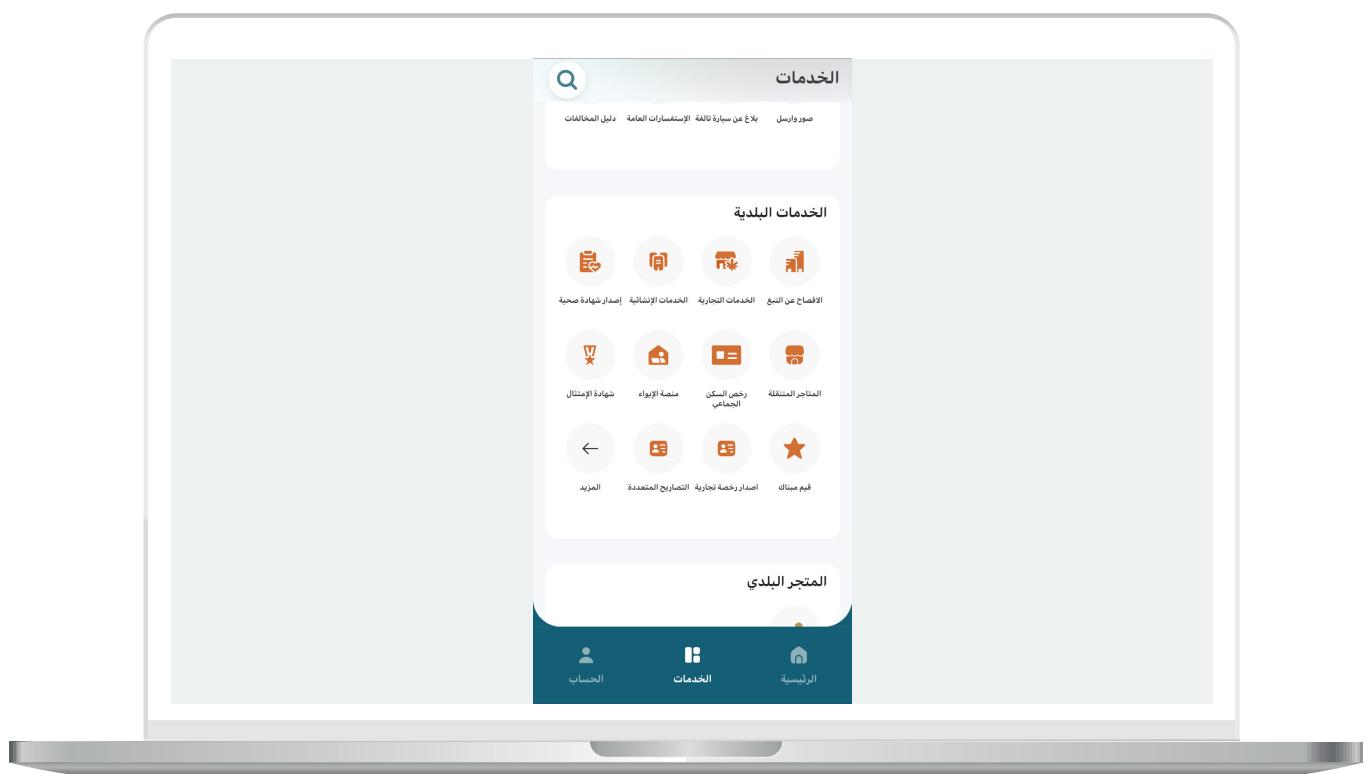
3) The user selects the establishment.



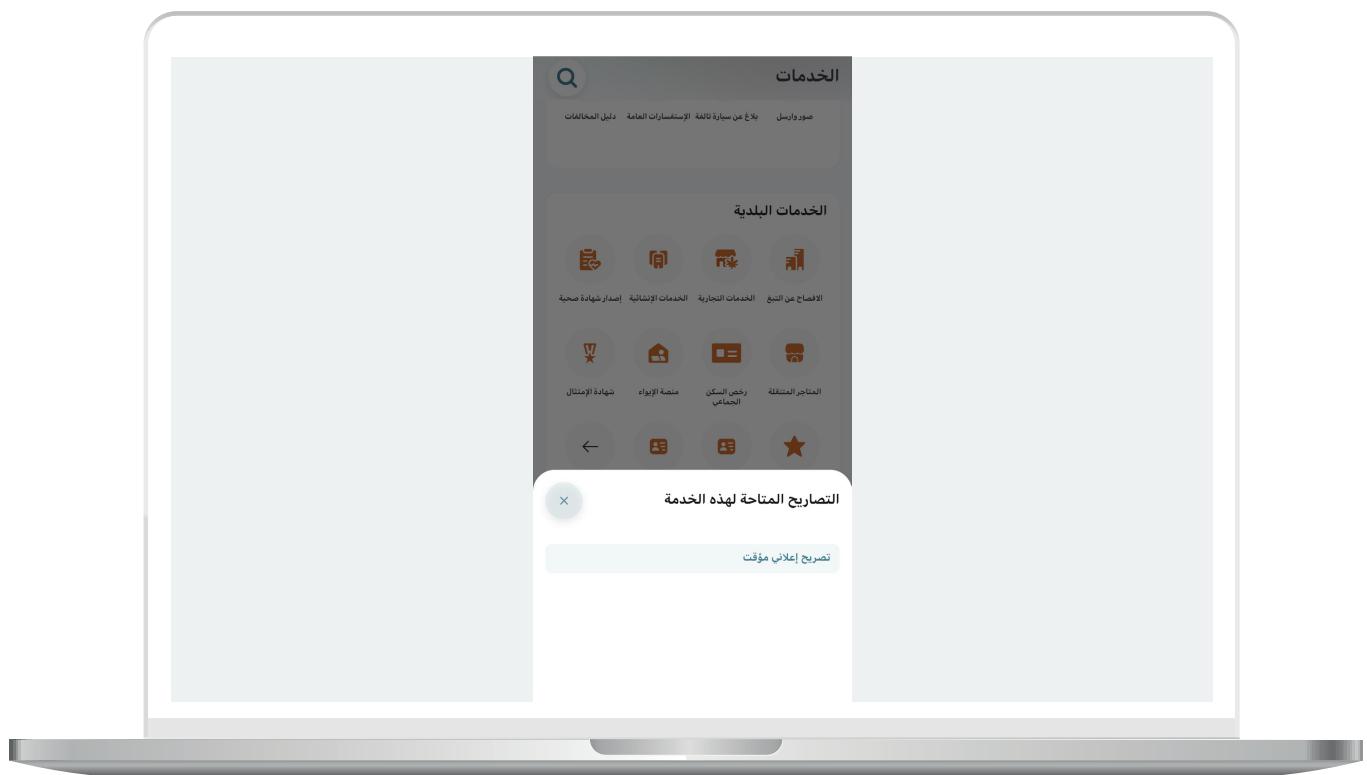
4) The user then taps on the (Services) section.



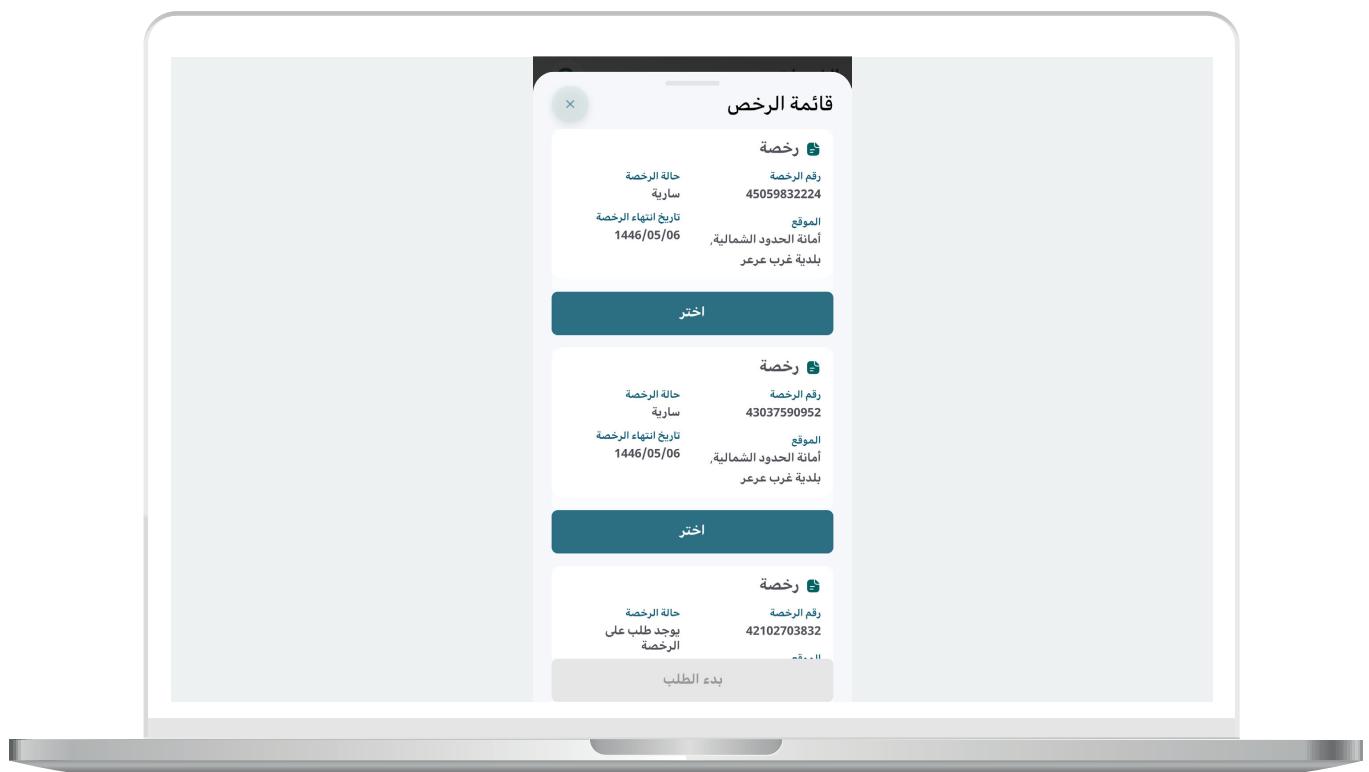
5) The user selects (Multiple Permits) service.



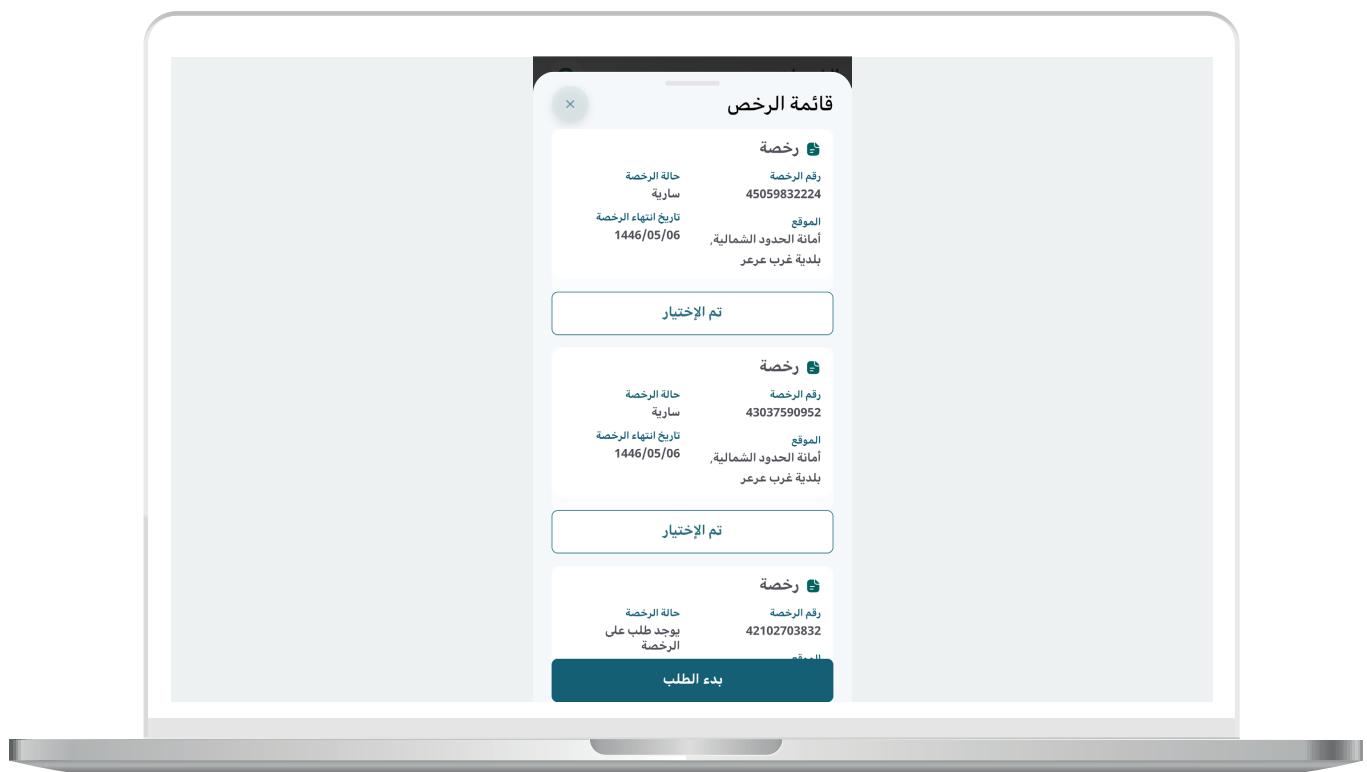
6) The user then selects (Temporary Sign Permit).



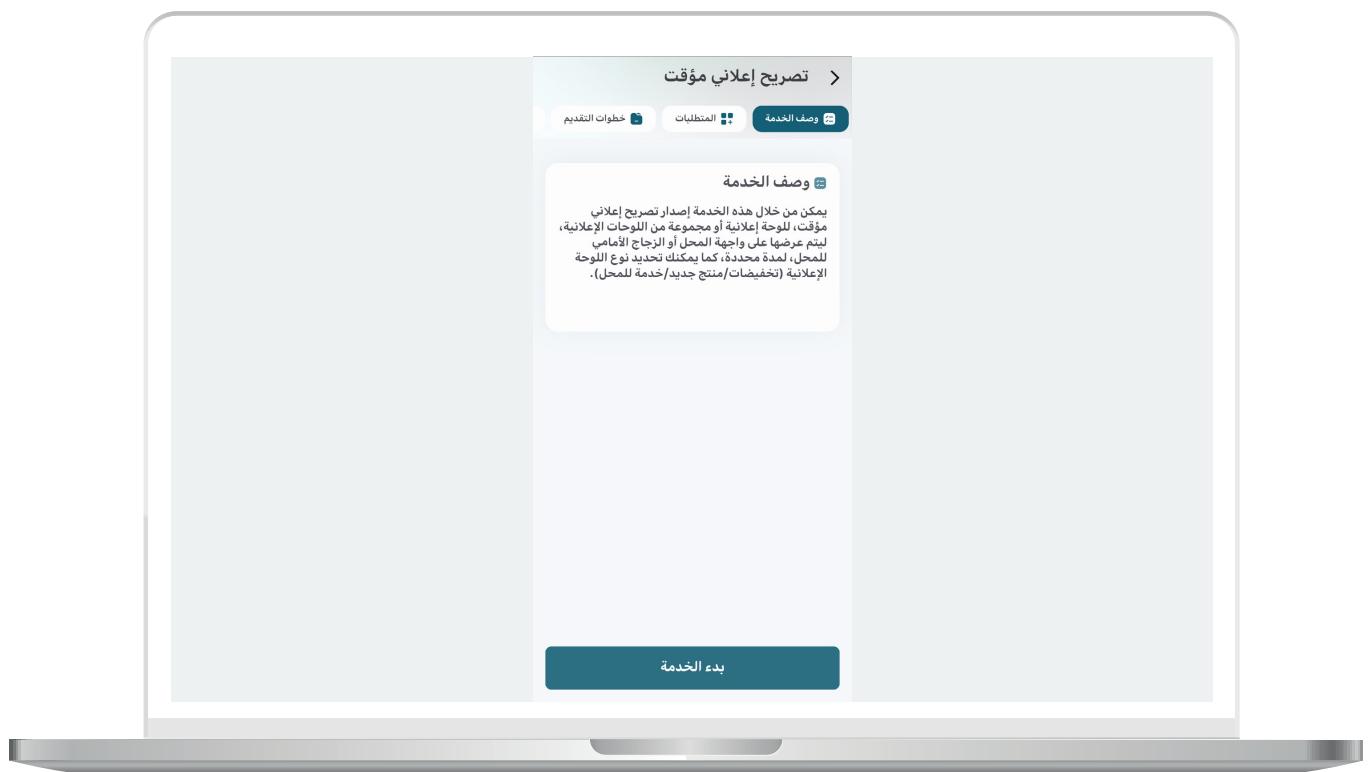
7) The user selects the license, with the option to select more than one license, by tapping (Select).



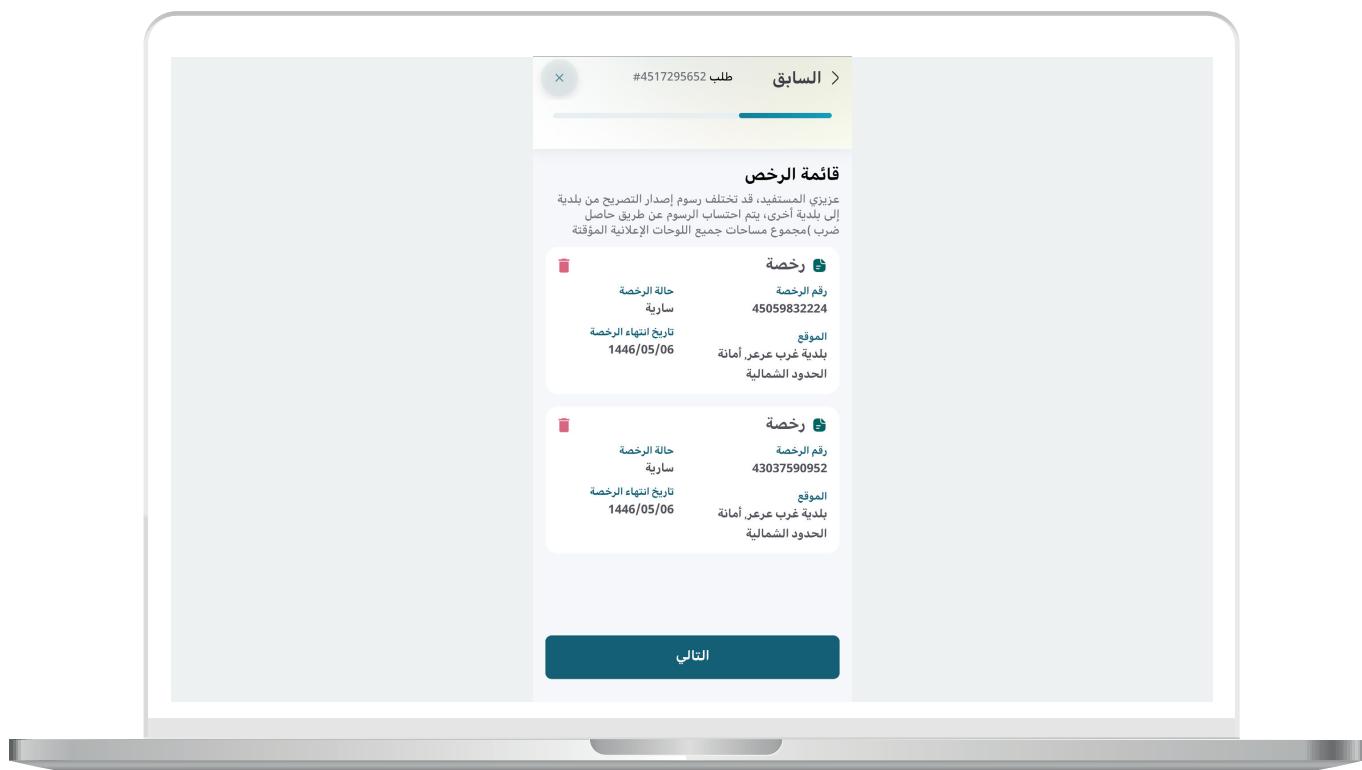
8) The user then taps (Start Request).



9) The user then taps (Start Service).

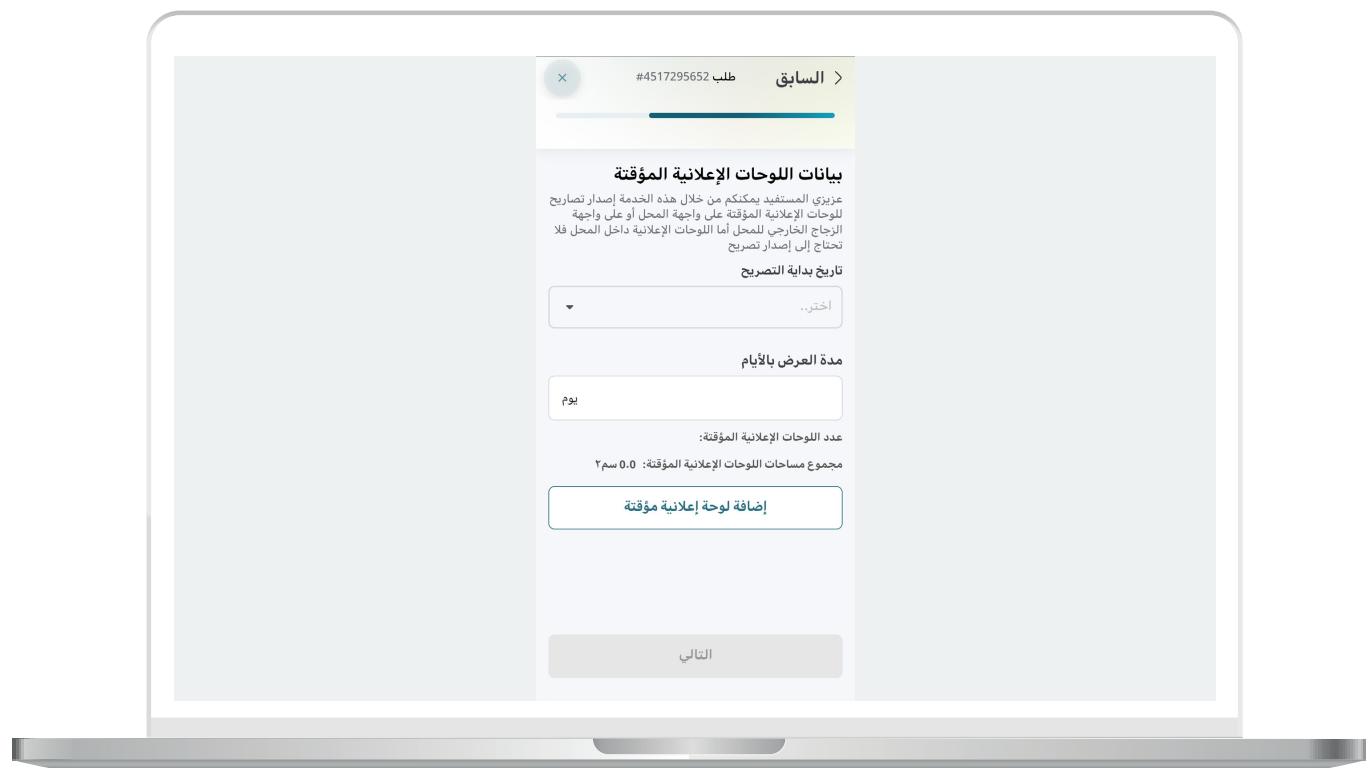


10) The user taps (Next).

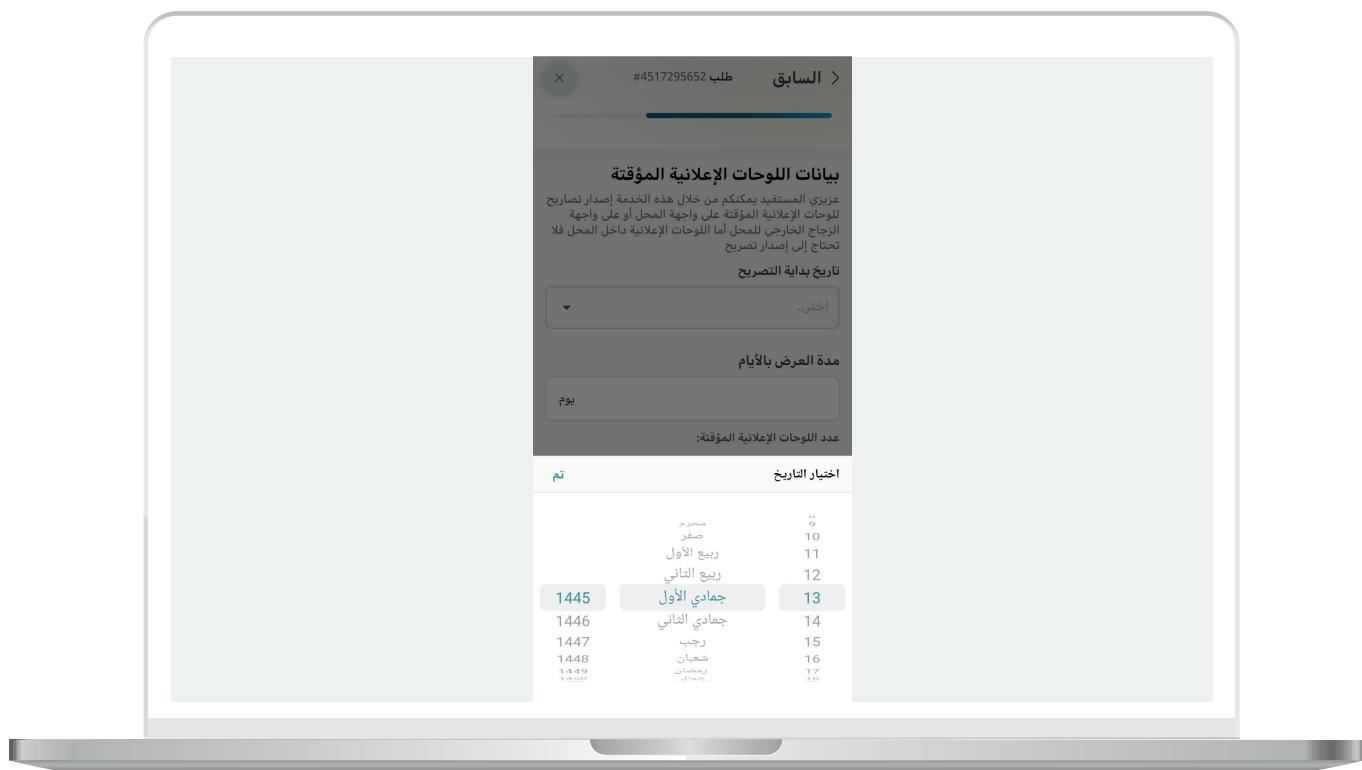


11) The user enters the required details for temporary advertising signs, including (Permit Start Date, Display Duration in Days).

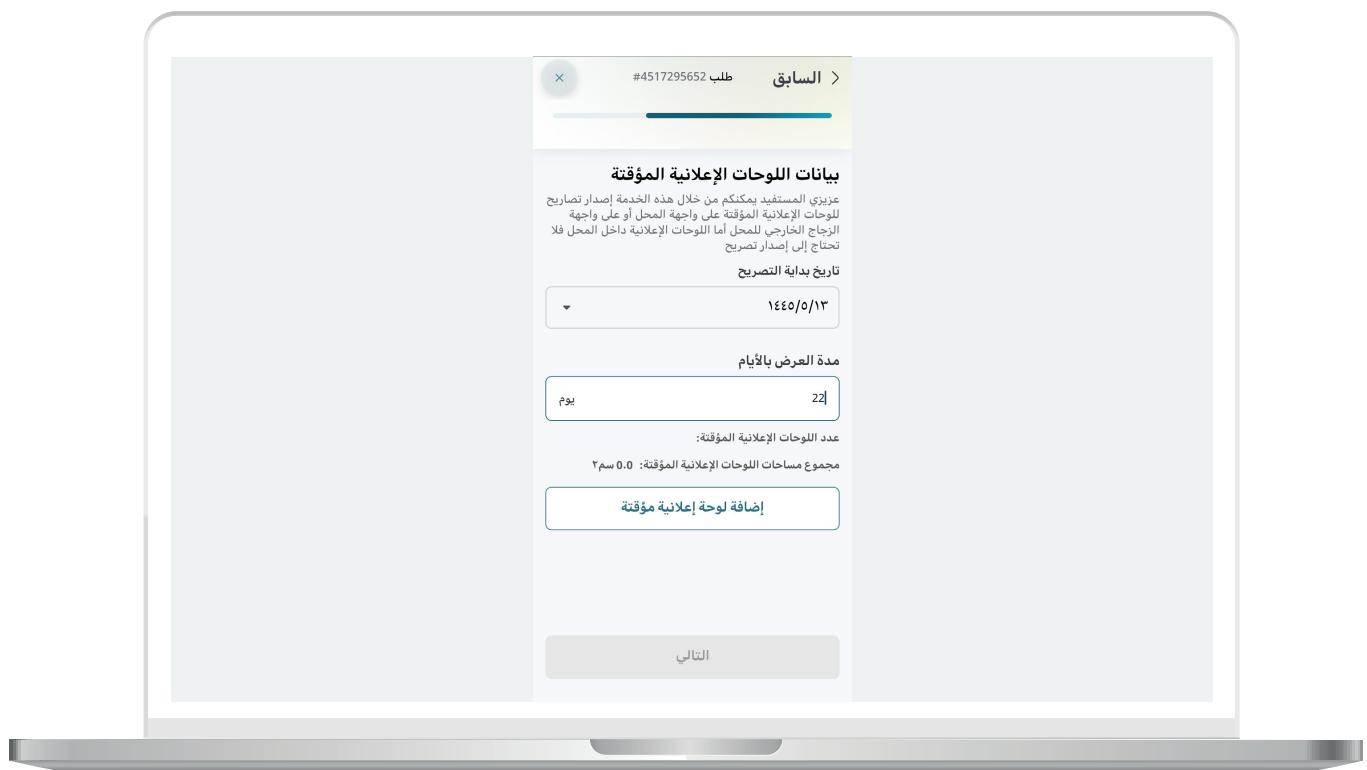
The user adds the signs by tapping (Add Temporary Sign).



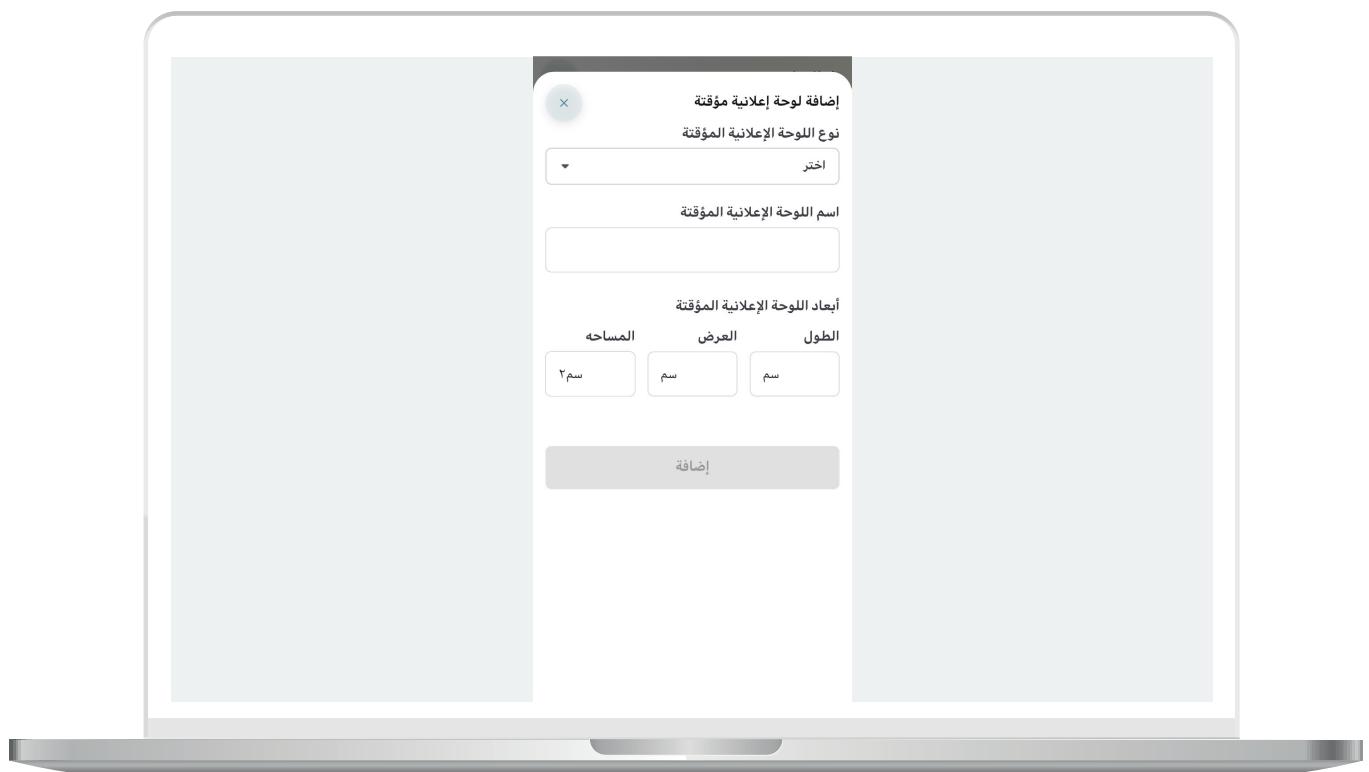
12) The user selects (Permit Start Date) from the electronic calendar.



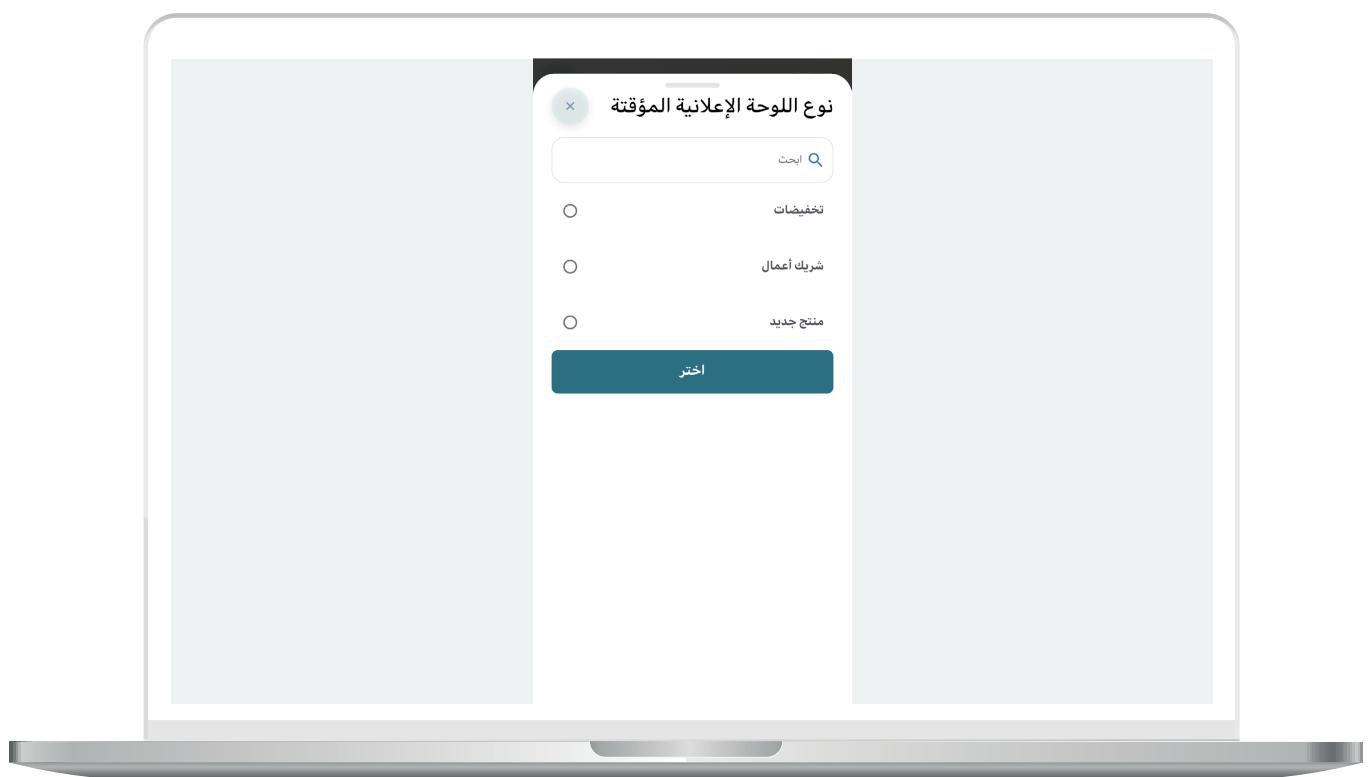
13) The user then enters the value for (Display Duration (in days)).



14) After tapping (Add Temporary Sign), the next screen appears, where the user fills in the required fields.

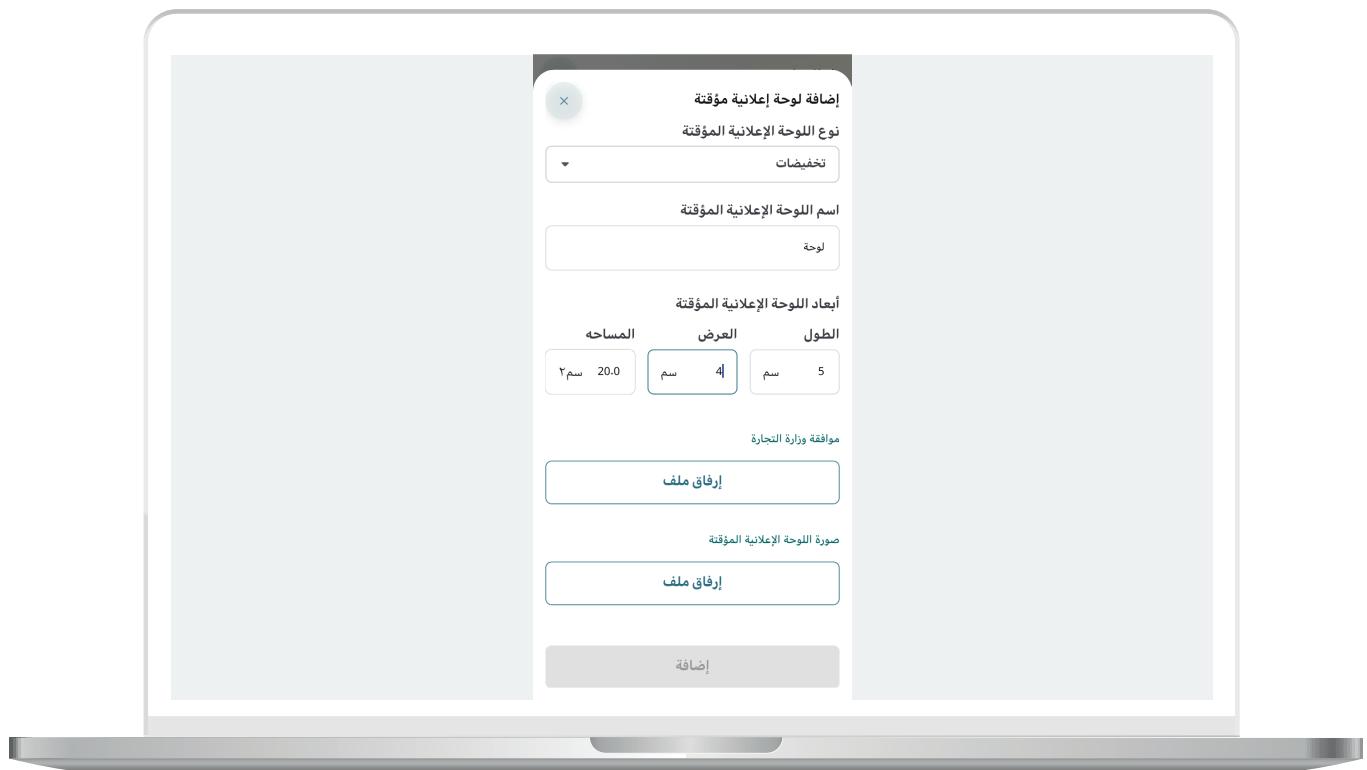


15) The user selects the value for (Temporary Sign Type) from the electronic calendar. The next screen appears, allowing the user to select the type of sign and then tap (Select).

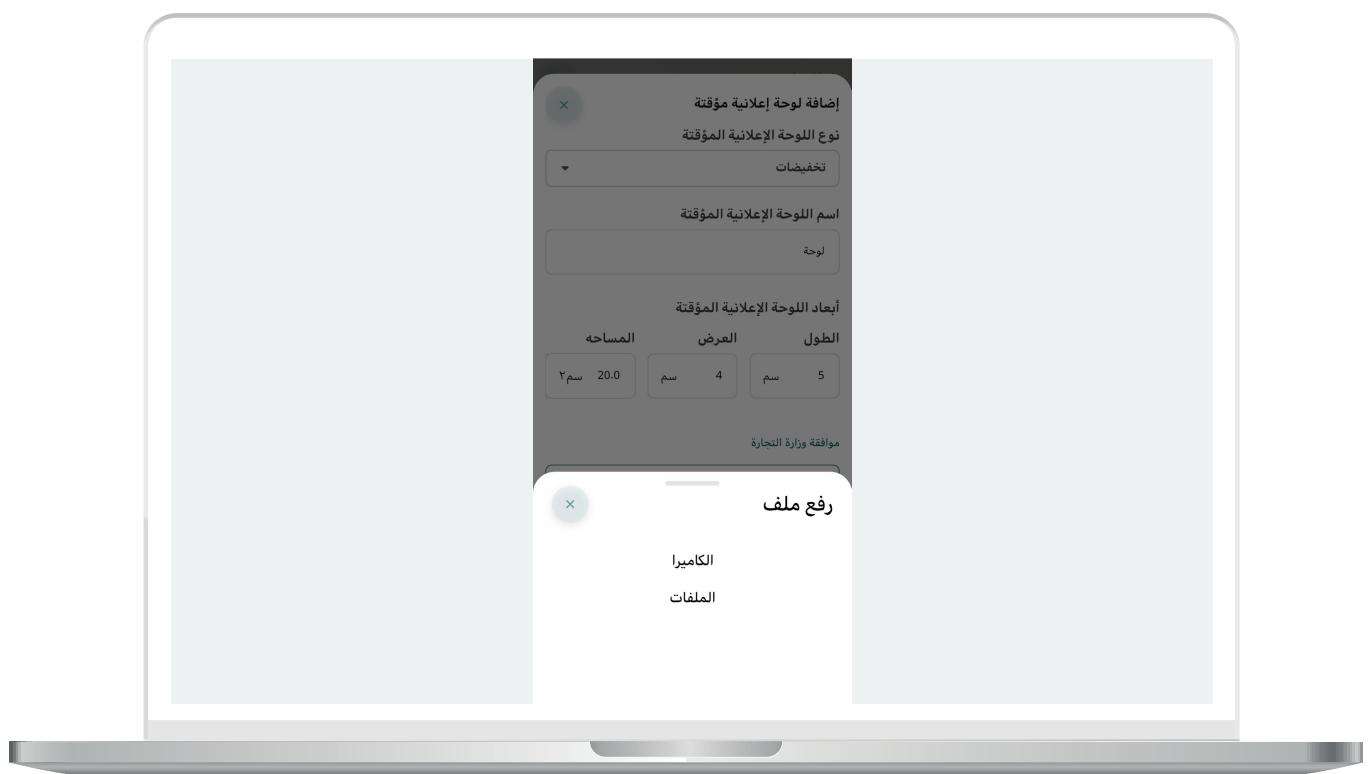


16) The user then enters the following field values: (**Temporary Sign Name, Temporary Sign Dimensions**).

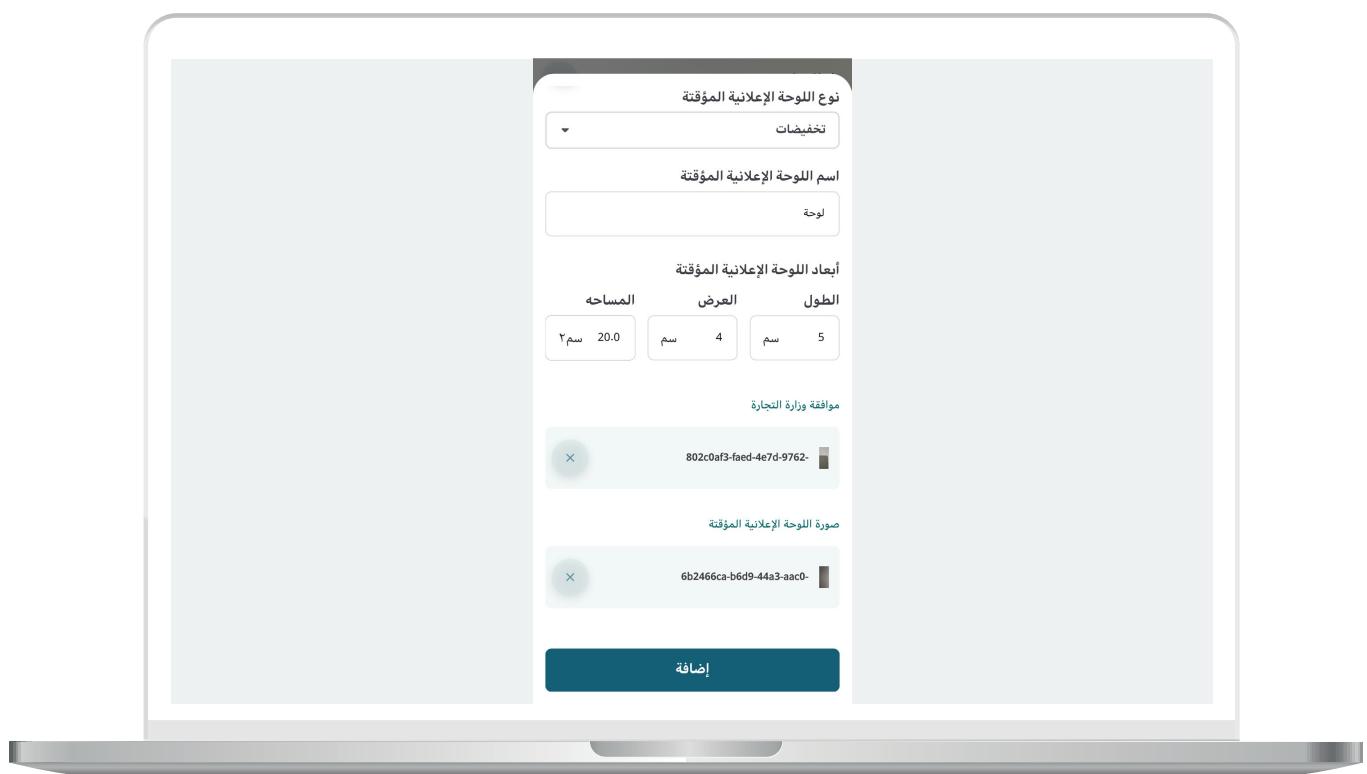
The user also needs to upload the following attachments: (**Ministry of Commerce Approval, Temporary Sign Image**) by tapping (**Attach File**) and then selecting the file from the device or taking a picture of the attachment using the camera.



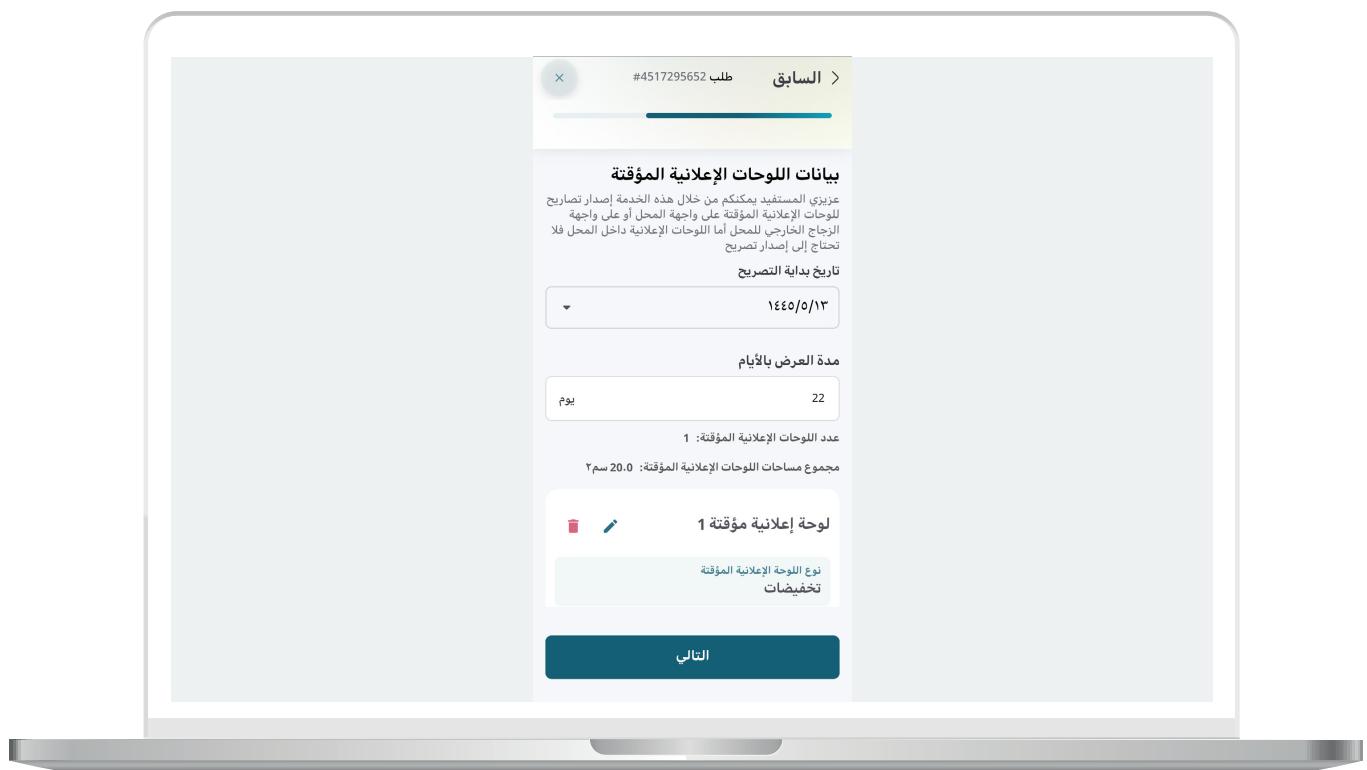
17) The options for uploading the attachment are either (Camera) or (Files).



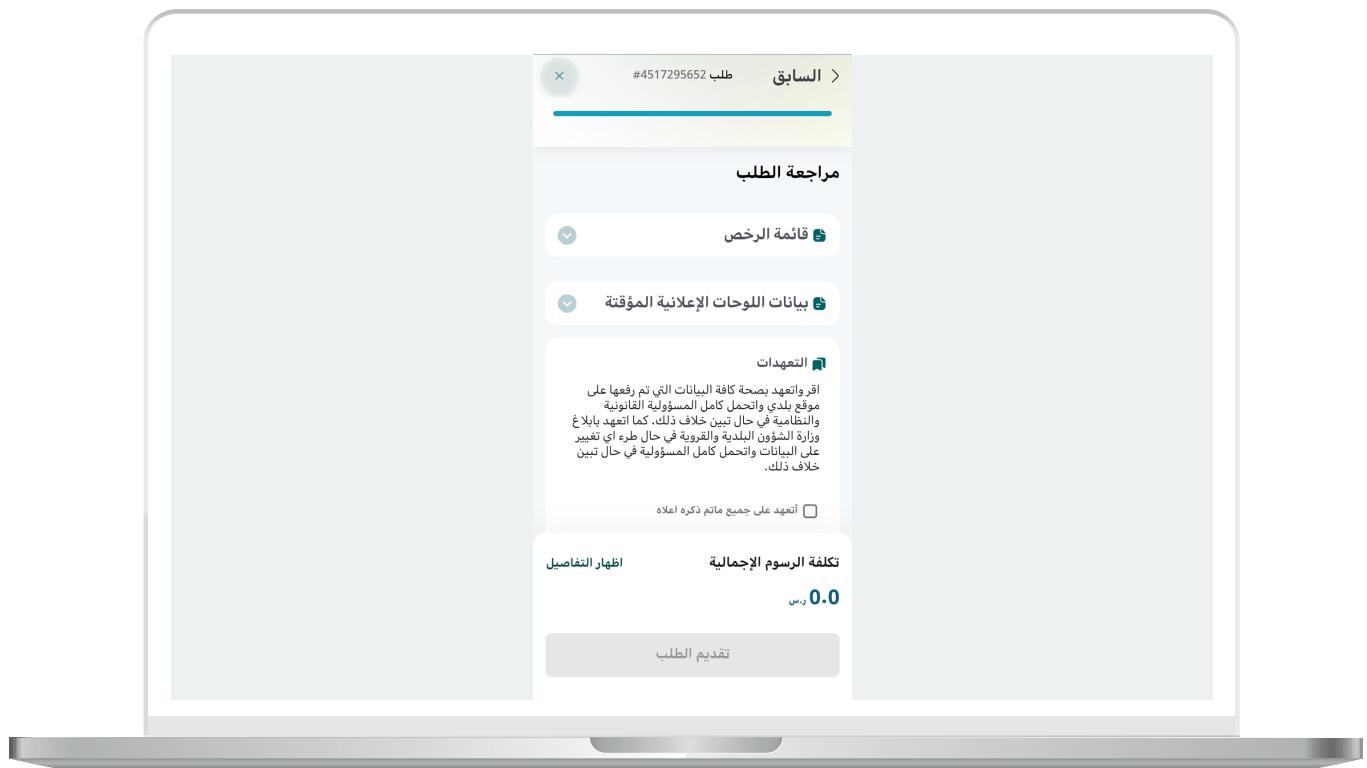
18) The user then taps (Add).



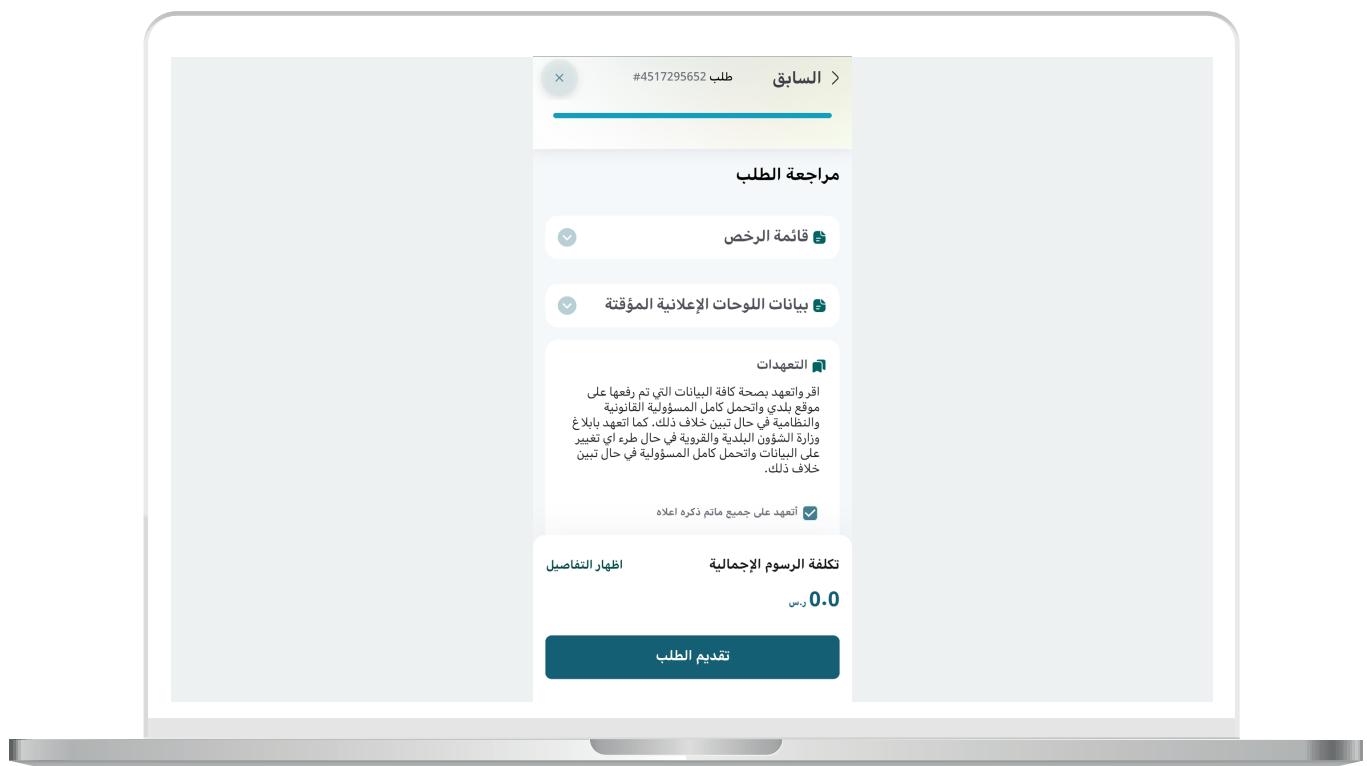
19) The user is then directed to the next screen and taps (Next).



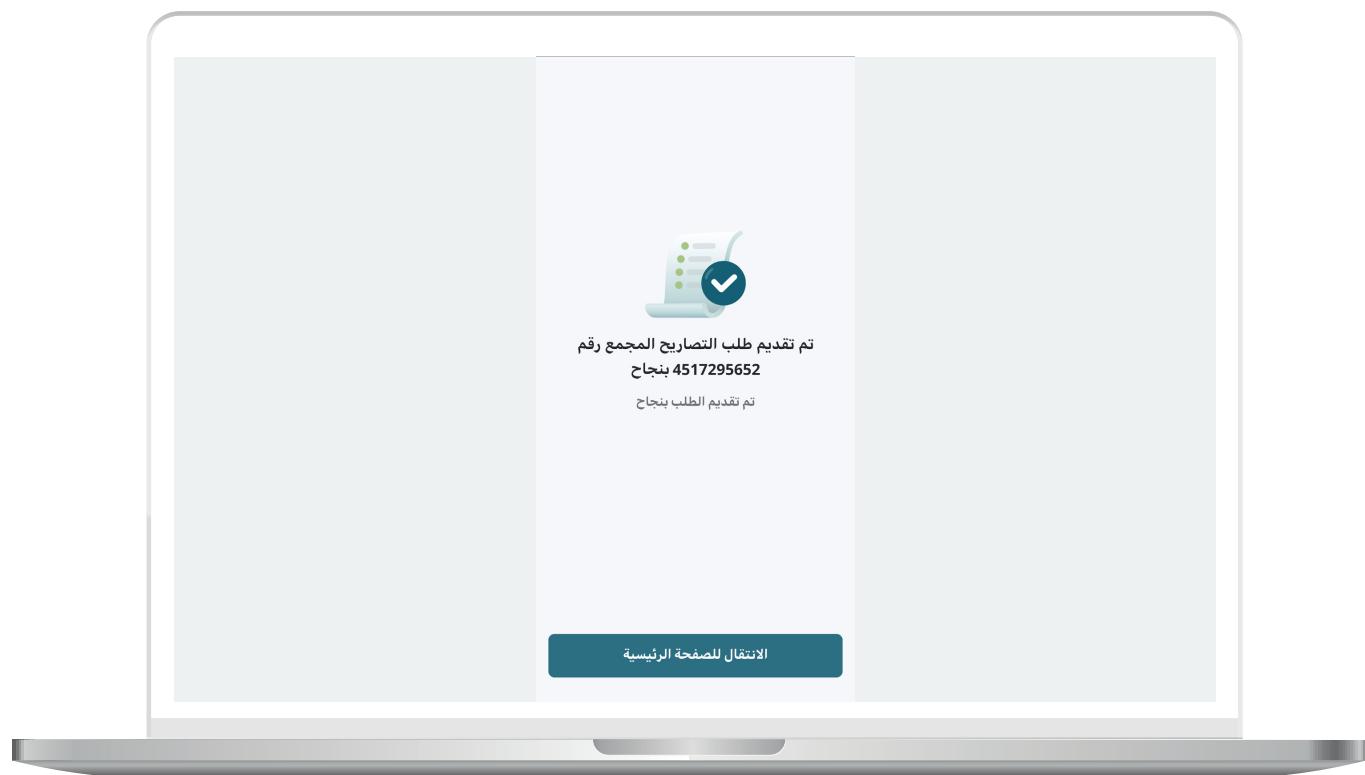
20) The user agrees to the declaration by selecting the acknowledgement checkbox.



21) The app then activates the (Submit Request) button to the user to tap it.



22) The request is then submitted successfully, displaying the request number.



📞|199040 Direct Contact Number
🐦|@Balady_CS Customer Service