



وزارة البلديات والإسكان

Ministry of Municipalities and Housing


The Service of Issuing  
**a Self-Service Machine Permit**

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Beneficiary's  
Copy

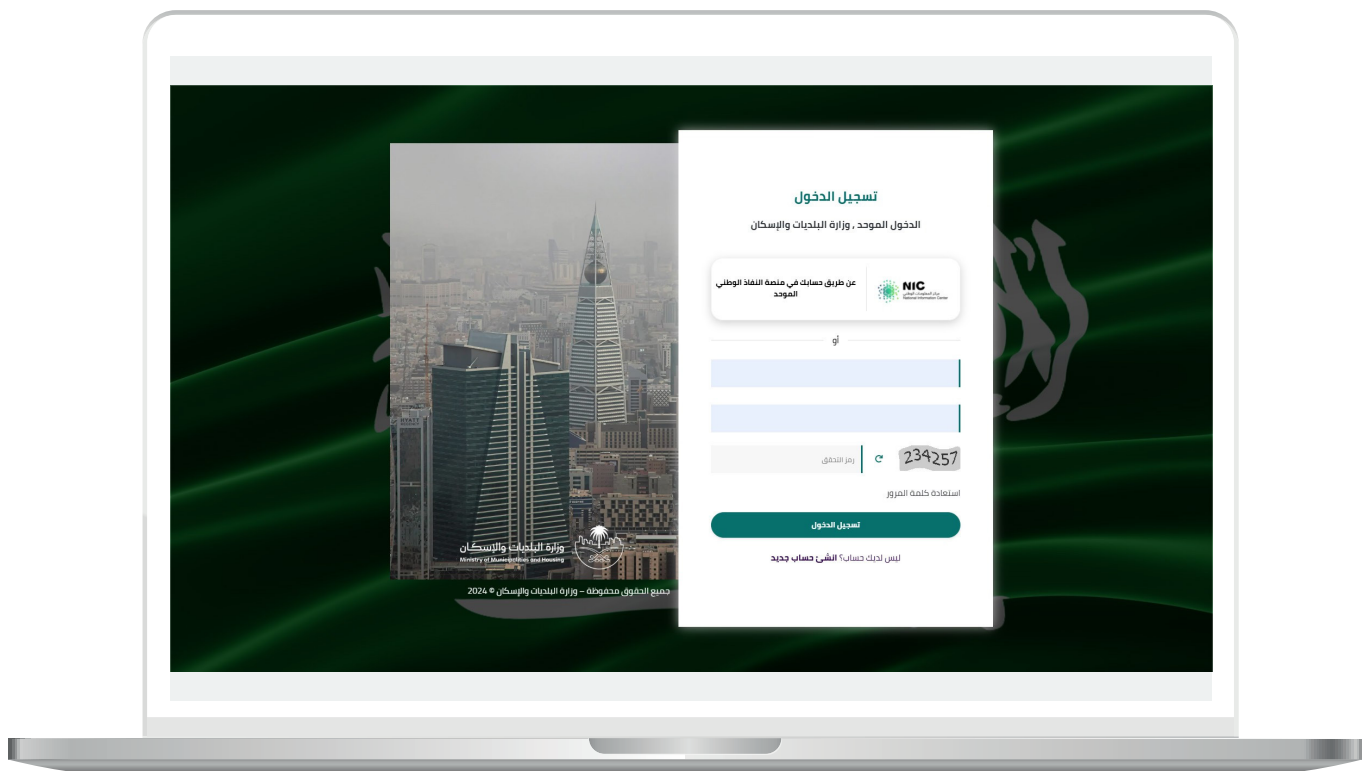
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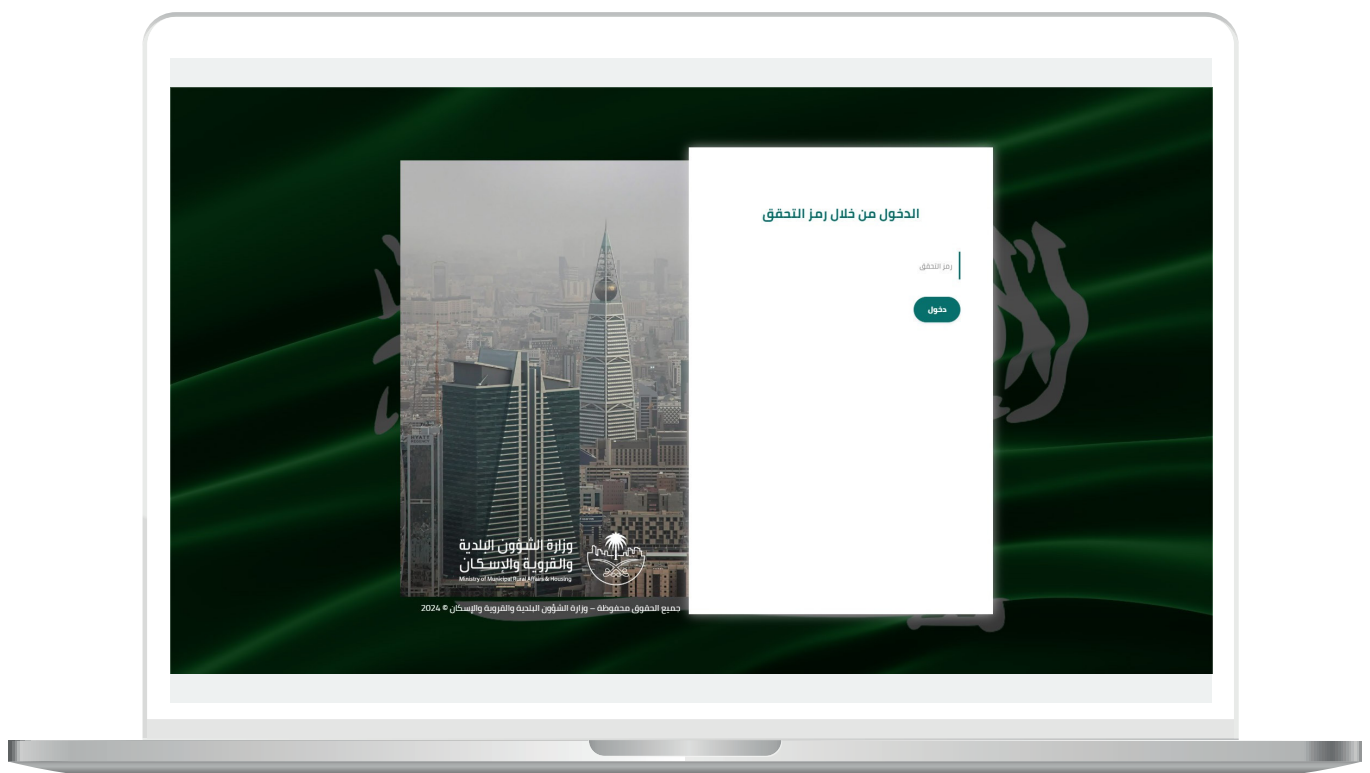


## Logging into the System

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.



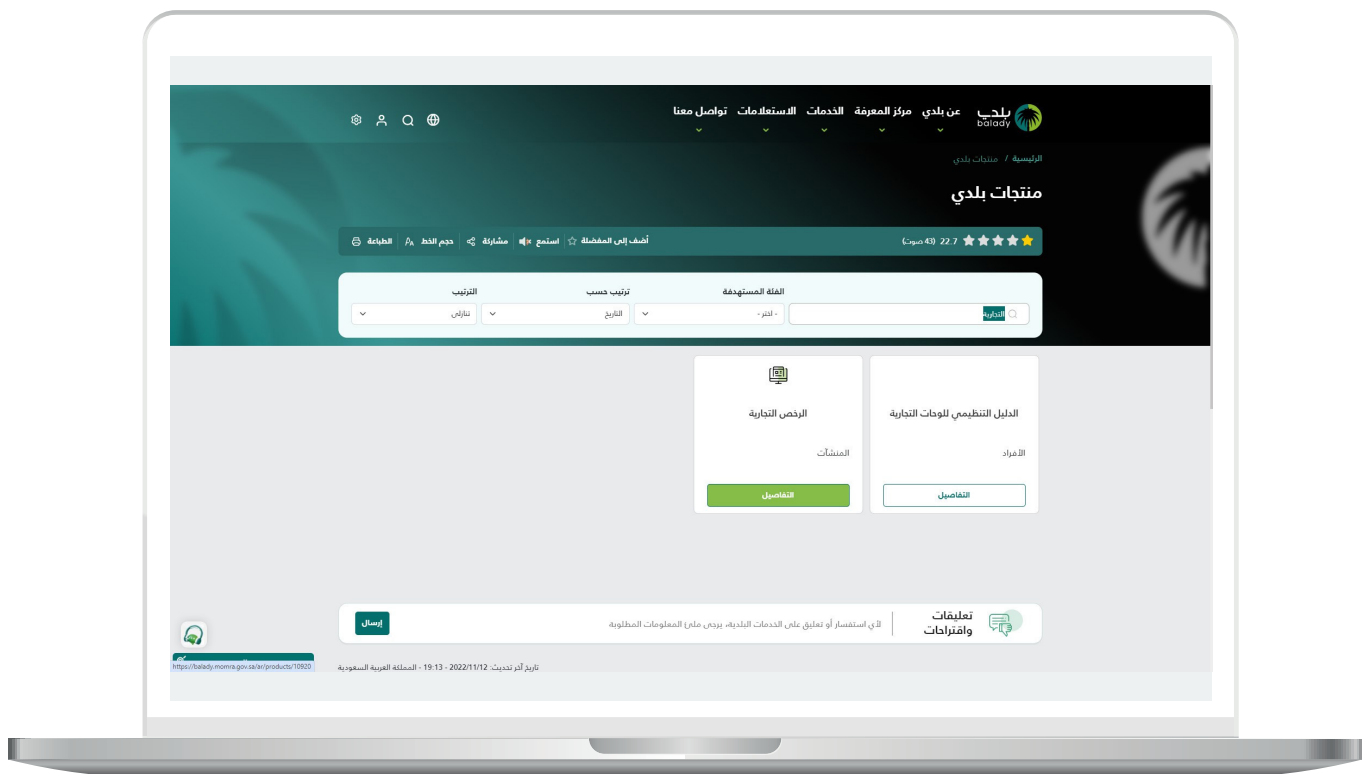
3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

The user then clicks the **(View All Products)** button.

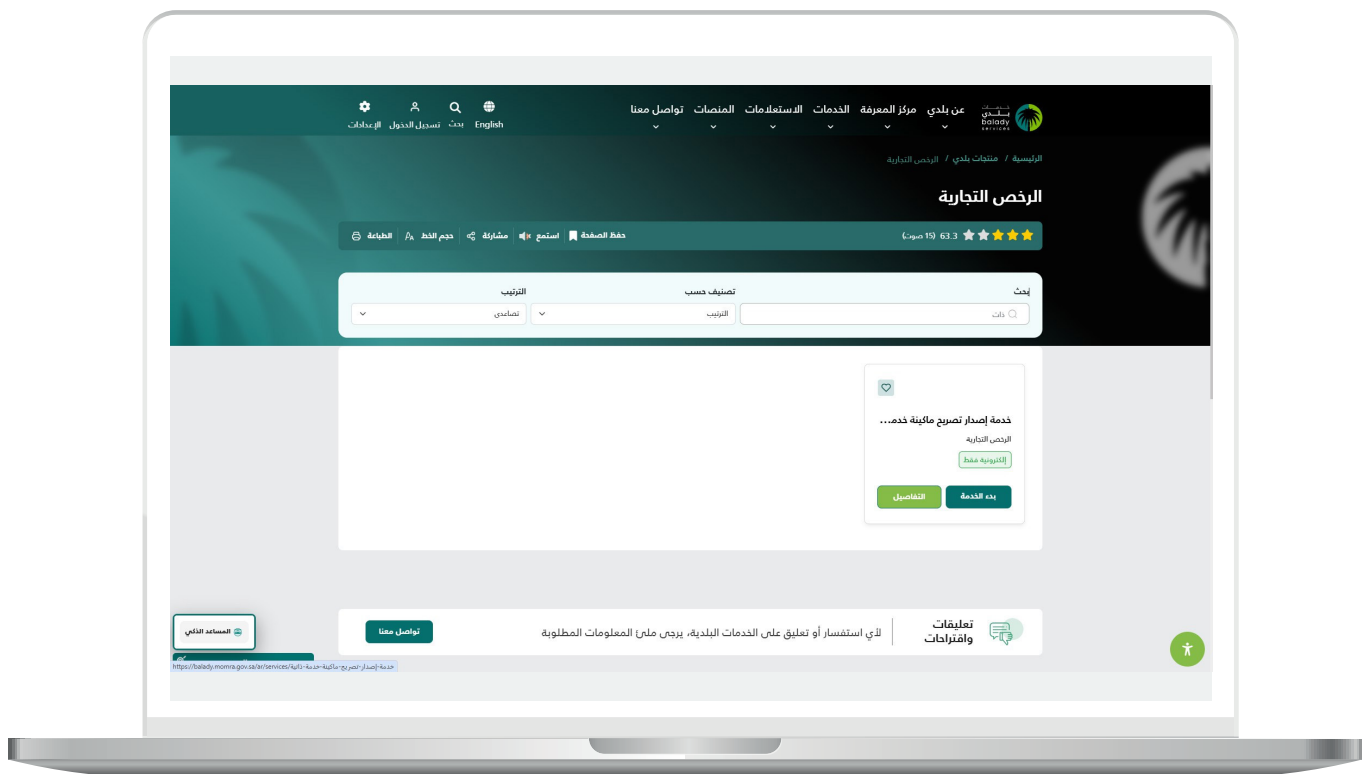


## Steps to Request the Service

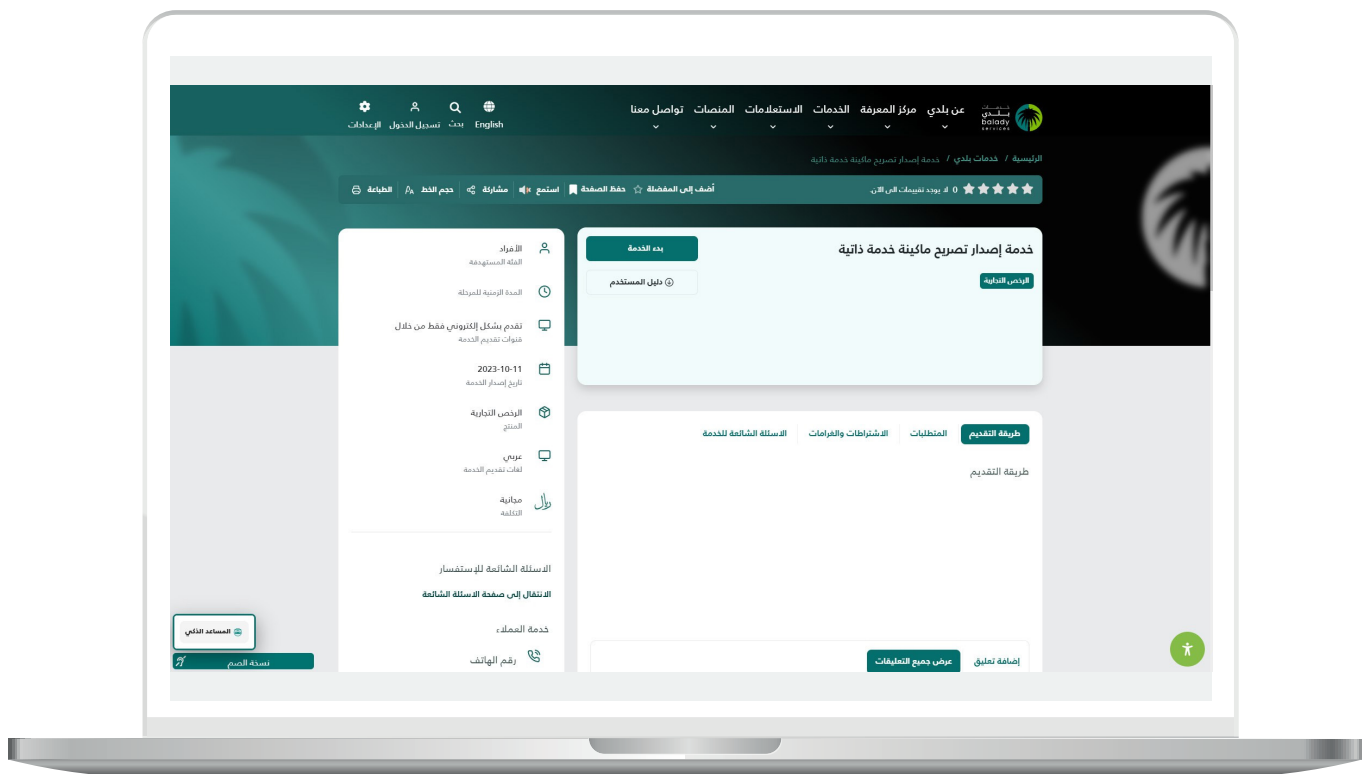
1) To start the service application, the user searches for (Commercial Licenses) as shown below.



2) The user searches for (Issuing a Self-Service Machine Permit Service) as shown in the following screen.

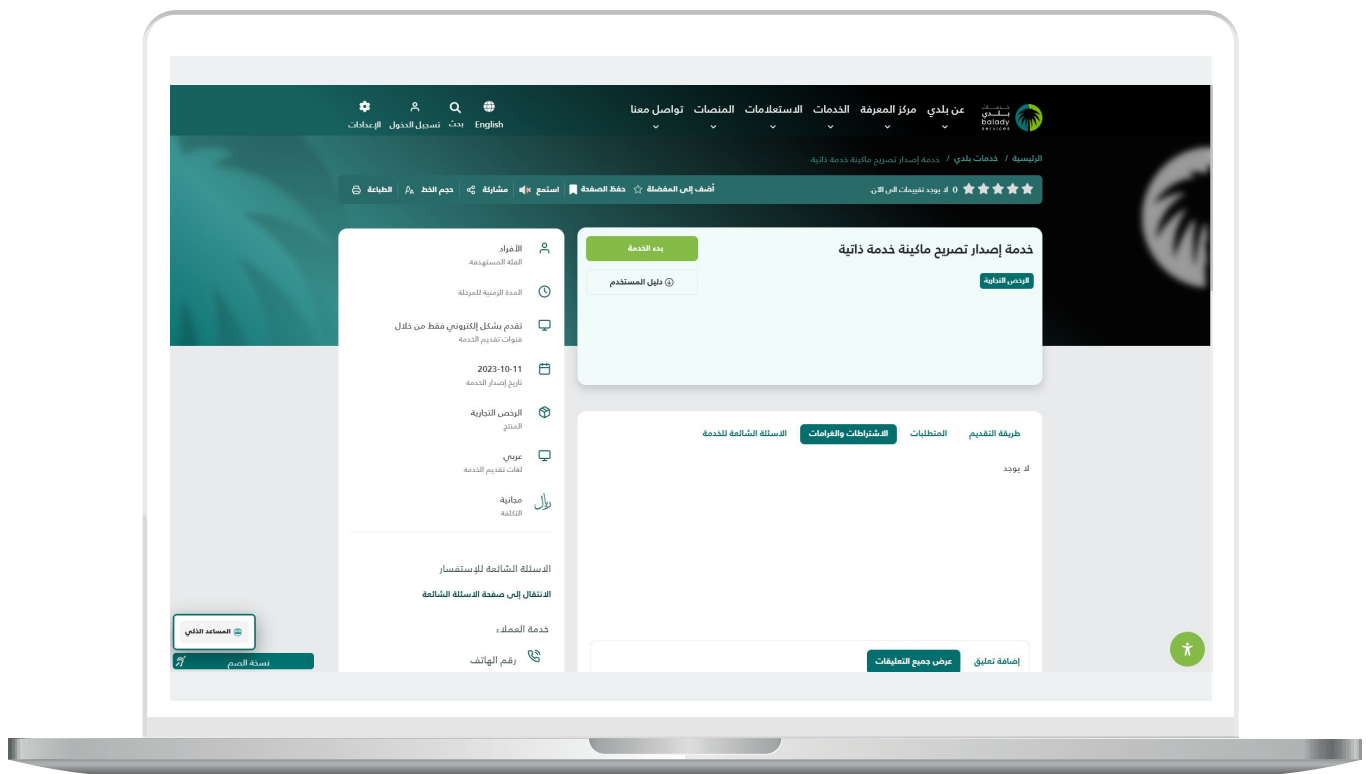


3) The next screen appears, allowing the user to view (How to Apply, Requirements, Conditions and Fines, etc.).

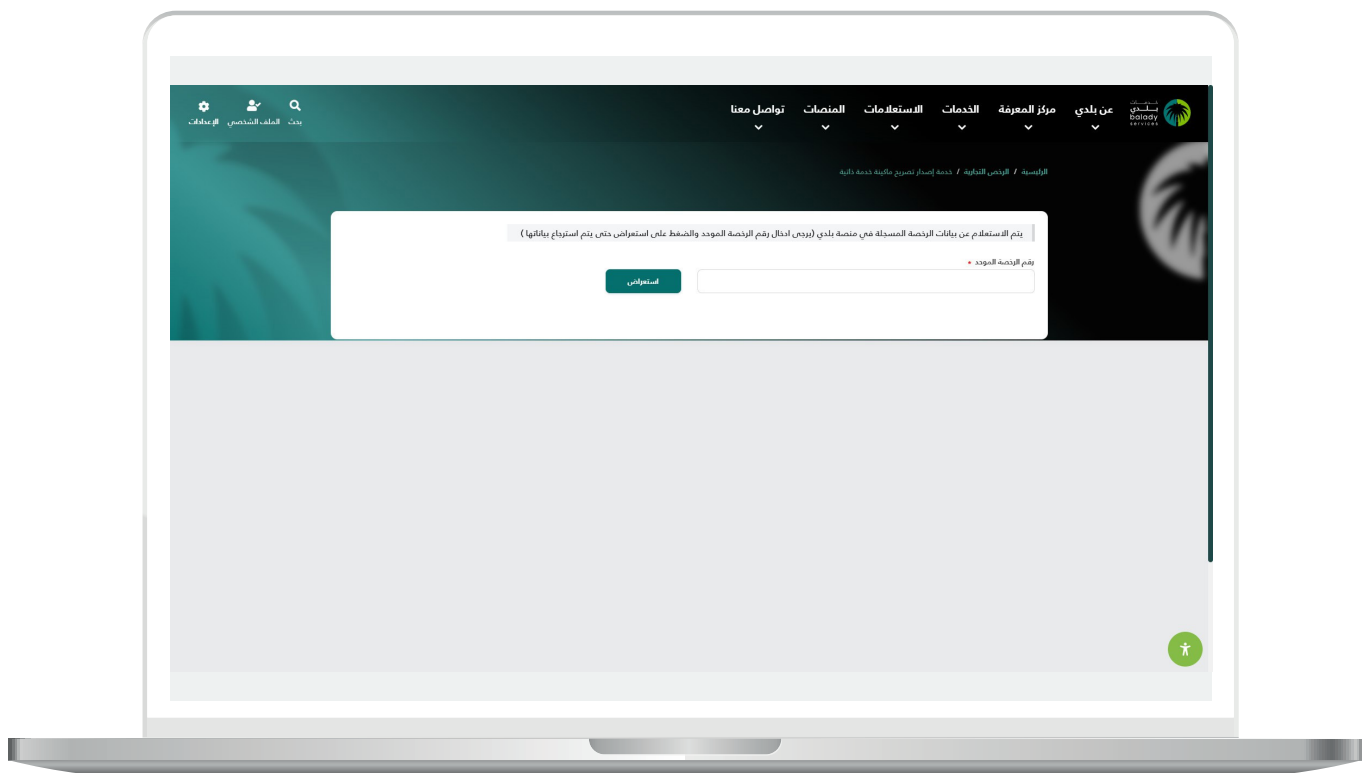




4) To start the application process, the user clicks **(Start Service)**.



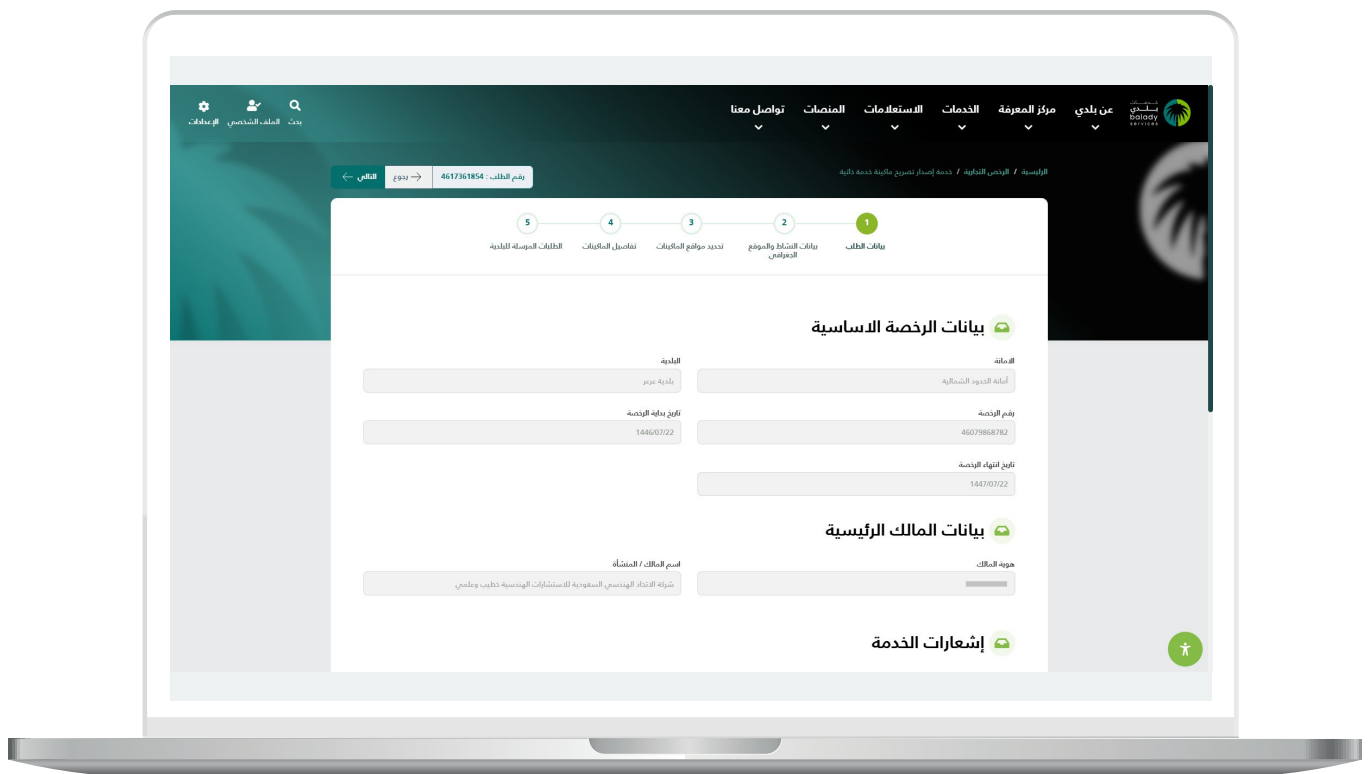
5) The following screen appears, where the (Unified License Number) is entered, followed by clicking (View).



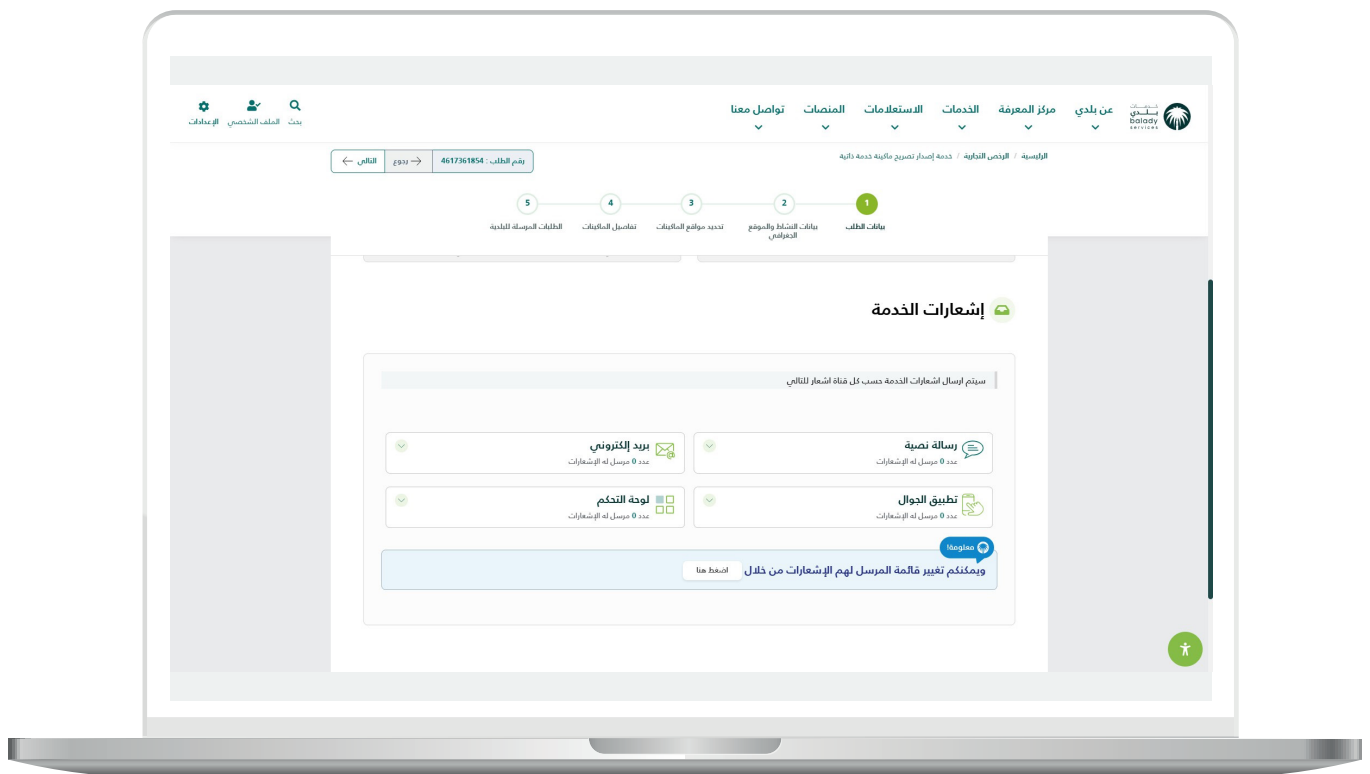
6) If the entered (Unified License Number) is correct, the system retrieves (Basic License Information) and (Primary Owner Information) as shown below. The user then clicks (Submit Request).

The screenshot displays the Bology system interface. At the top, there is a navigation bar with the Bology logo and several menu items: "عن بلدي", "مركز المعرفة", "الخدمات", "الاستعلامات", "المنتجات", and "تواصل معنا". Below the navigation bar, a search bar and a "الترخيص" button are visible. The main content area shows a form for entering the Unified License Number. The number "46079868782" is entered in the field. Below the input field, the system displays the retrieved information under two sections: "بيانات الرخصة الاساسية" (Basic License Information) and "بيانات المالك الرئيسية" (Primary Owner Information). The Basic License Information section includes fields for "البلدية" (Municipality) with the value "بلدية عجم", "رقم الرخصة" (License Number) with the value "46079868782", and "تاريخ انتهاء الرخصة" (License Expiry Date) with the value "1447/07/22". The Primary Owner Information section includes fields for "اسم المالك / المنشأة" (Owner Name / Establishment) with the value "شركة الدنك الهندسي السعودية للاستشارات الهندسية ختوب وشمس" and "هوية المالك" (Owner ID). At the bottom right of the form, there is a green button labeled "التقديم" (Submit).

7) The next screen represents the first stage of the request process, (Request Information), where the system displays (Basic License Information, Primary Owner Information, and Service Notifications).



8) The notification recipients list can be modified by clicking (Click Here).



9) The user clicks **(Next)** to proceed to the second stage.

الرئيسية / الرئيسية / خدمة إصدار تصريح ماكينة خدمة ذاتية

← التالي → الرجوع رقم الطلب : 4617361854

1 بيانات الطلب

2 بيانات النشاط والموقع التجاري

3 تحديد مواقع الماكينات

4 تفاصيل الماكينات

5 الطلبات الموصلة للخدمة

### بيانات الرخصة الاساسية

البلدية	الهيئة
بلدية عرس	هيئة الحدود الشمالية
تاريخ بداية الرخصة	رقم الرخصة
1445/07/22	46079866782
	تاريخ انتهاء الرخصة
	1447/07/22

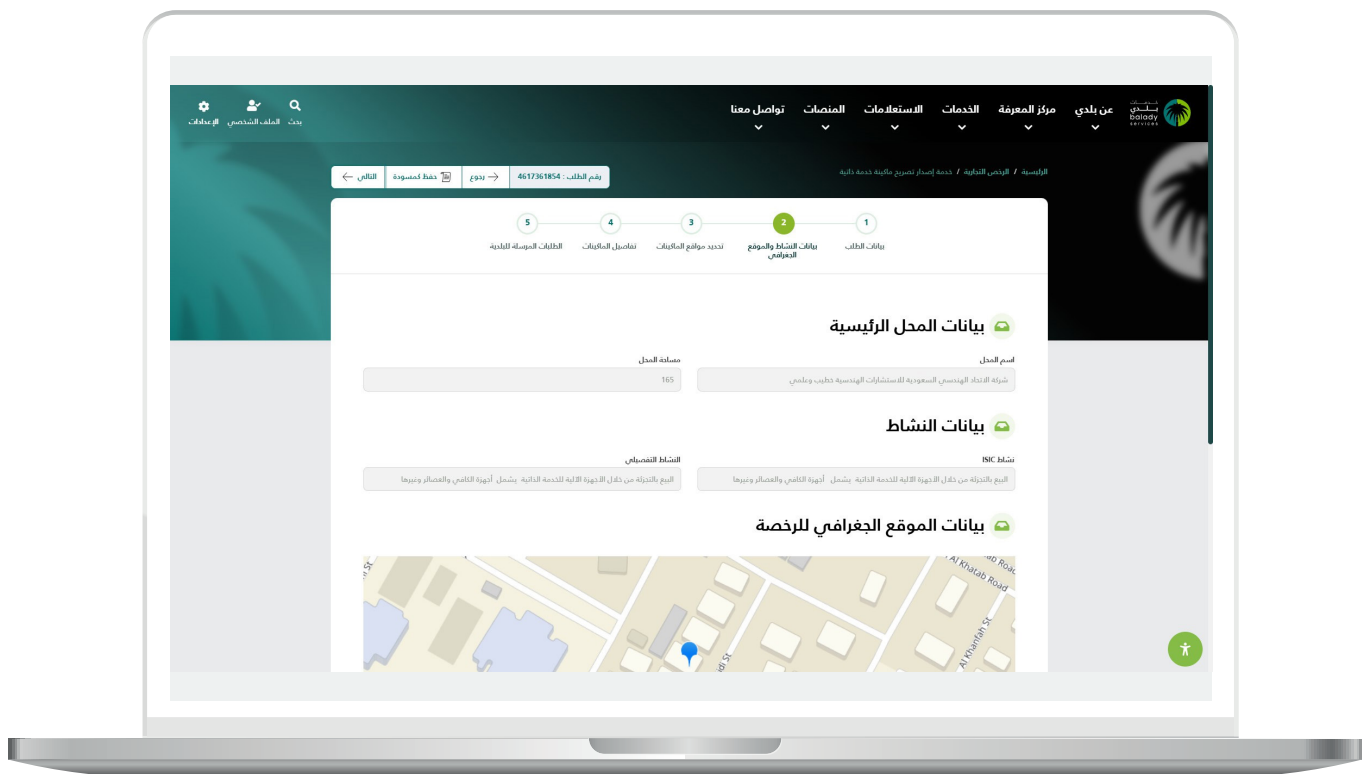
### بيانات المالك الرئيسية

اسم المالك / المنشأة	هوية المالك
شركة الاتحاد الهندسي السعودية للاستشارات الهندسية ختطب وعلمي	

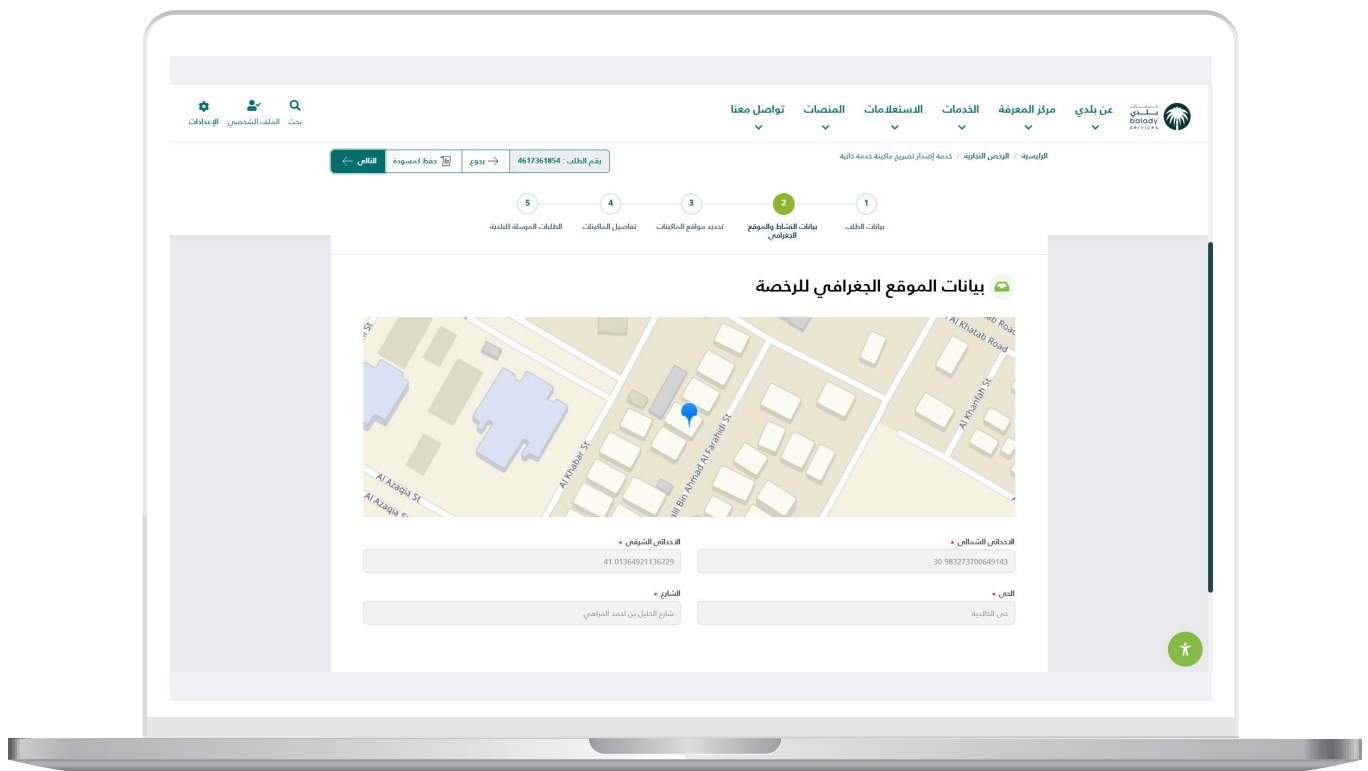
إشعارات الخدمة

10) The system then moves to the **(Business Activity and Geographic Location Information)** stage, displaying **(Primary Store Information, Activity Information, and Geographic Location Details)** of the license.

The following screen represents the first part of **(Business Activity and Geographic Location Information)**.



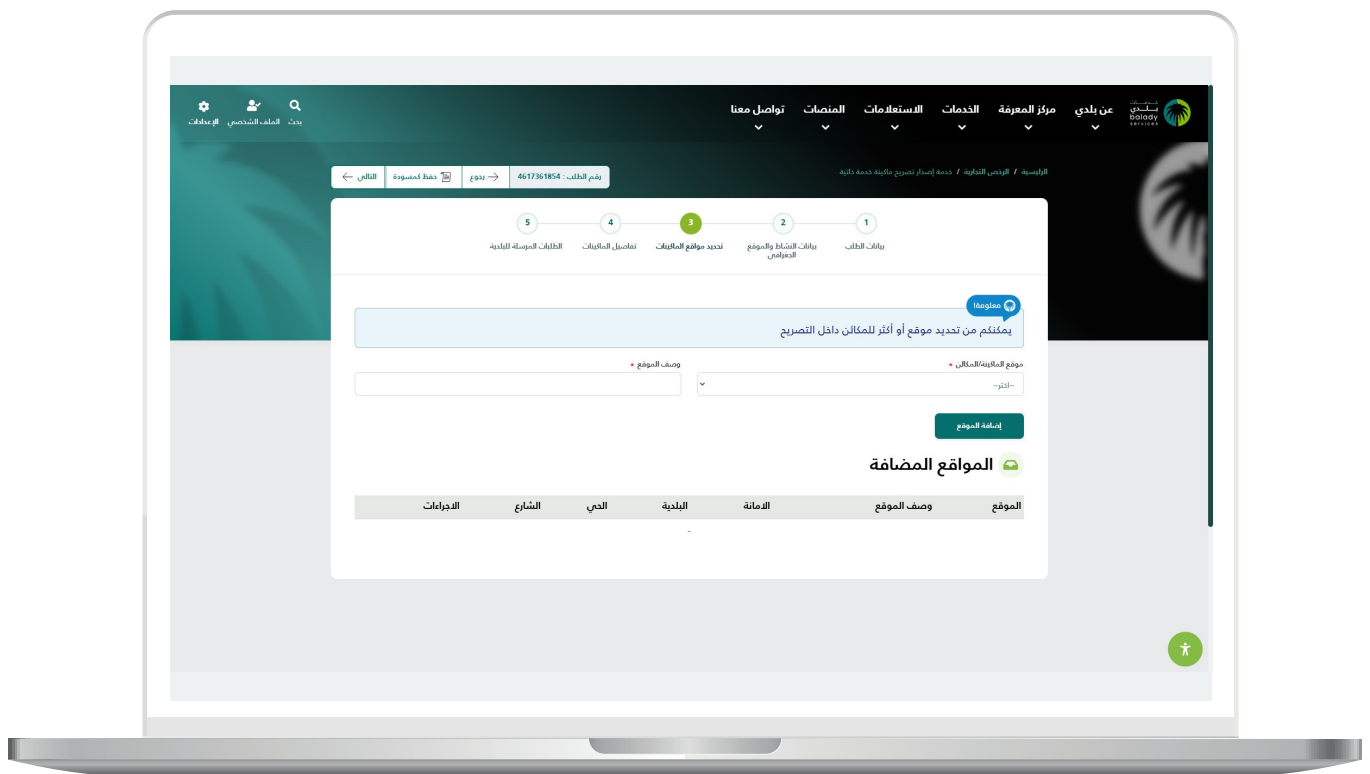
11) The following screen represents the second part of (**Business Activity and Geographic Location Information**), where the user clicks (Next) to proceed to the next stage, with the option to save the request as a draft by clicking (**Save as Draft**) and the ability to return to the previous stage by clicking (**Back**).



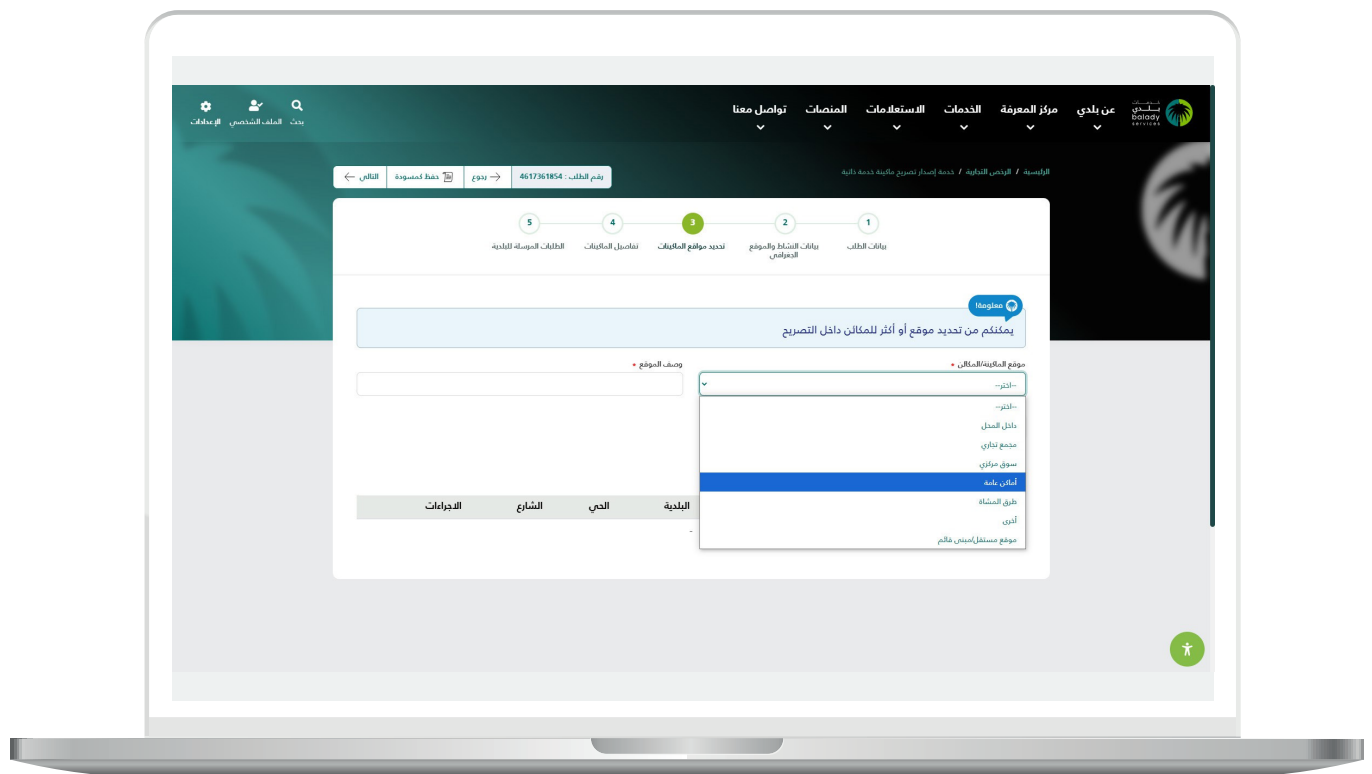


12) The user is then directed to the **(Machine Location Selection)** stage, where a value is selected from the **(Machine Location(s))** dropdown menu, with the option to specify one or more machine locations within the permit.

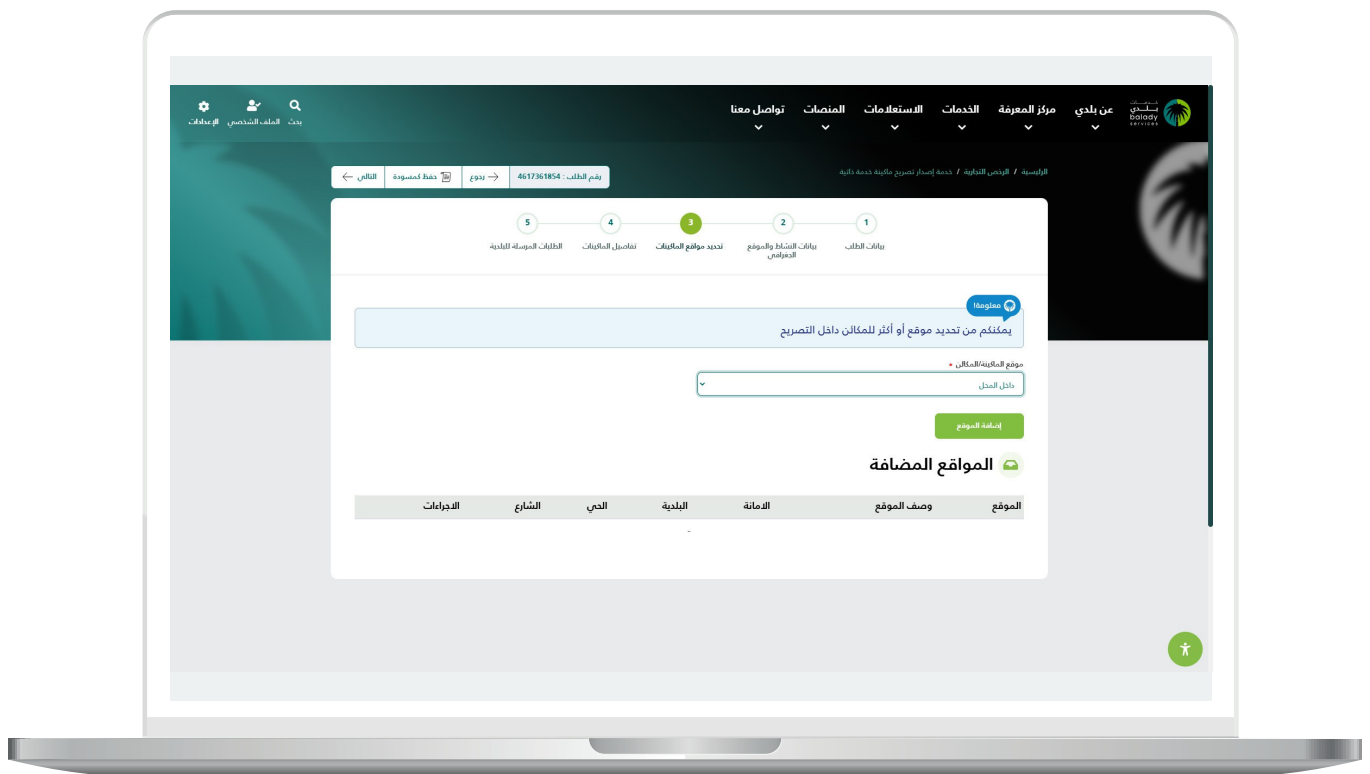
Note: If the primary license activity is **(Retail sales through self-service vending machines, including coffee machines, juice dispensers, etc.)**, the system allows selecting a machine location from the following options: **(Inside the store - Shopping mall - Supermarket - Public places - Pedestrian paths - Independent location/ Existing building - Other)**. The dropdown menu for **(Machine Location)** is populated with these options. However, if this activity is not included in the license, the machine location is restricted to **(Inside the store)** only, and the **(Machine Location)** dropdown menu will contain this single option.



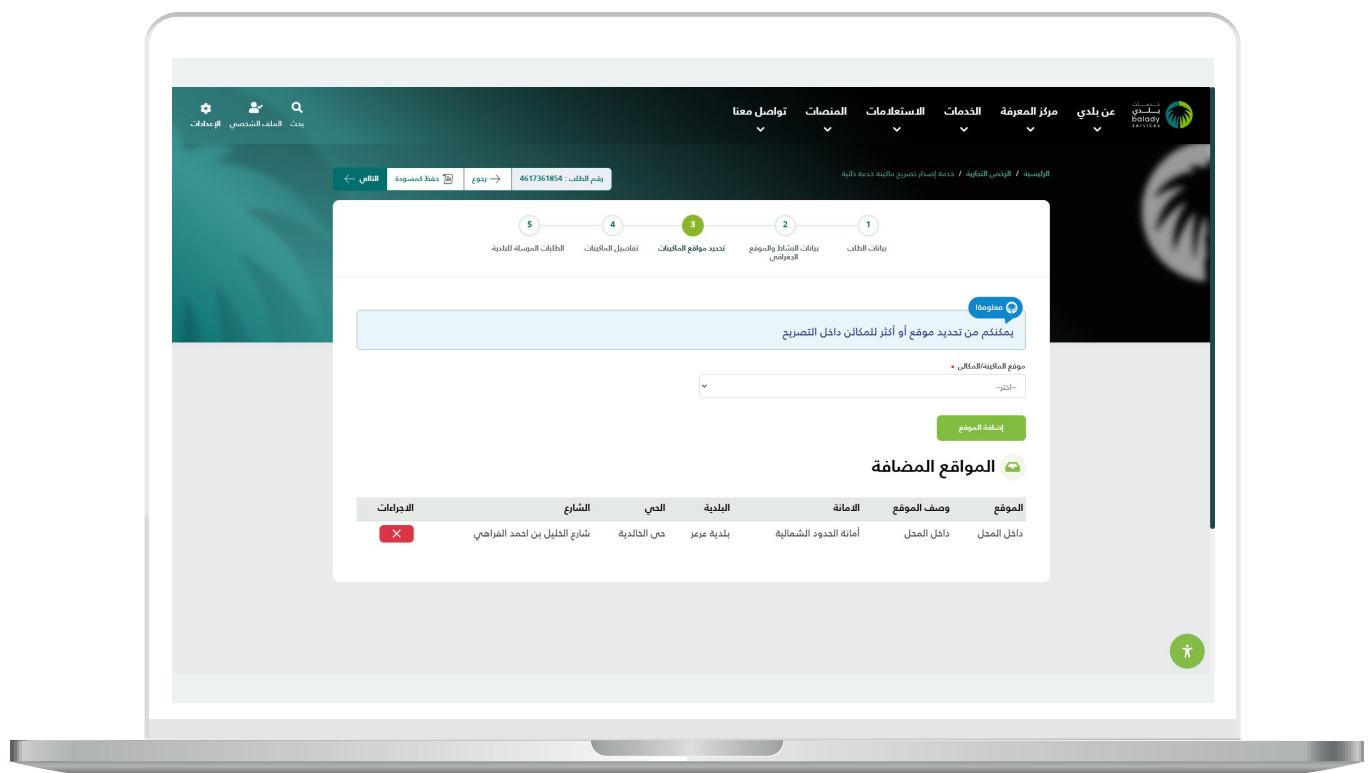
13) The following screenshot displays the (**Machine Location(s)**) drop-down menu values.



14) If (Inside the store) is selected, the (Location Description) field does not appear.

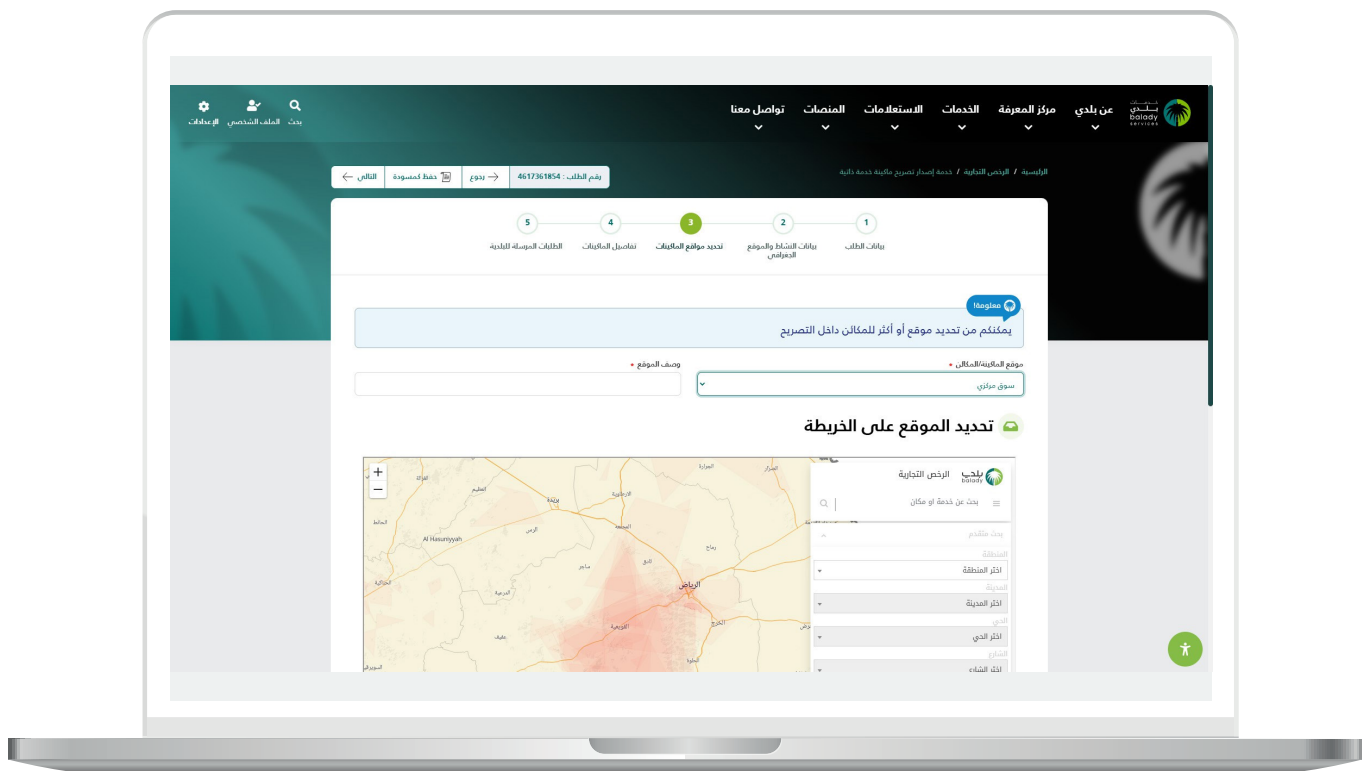


15) Clicking **(Add Location)** adds the location to the table, as shown below, and retrieves the license data.

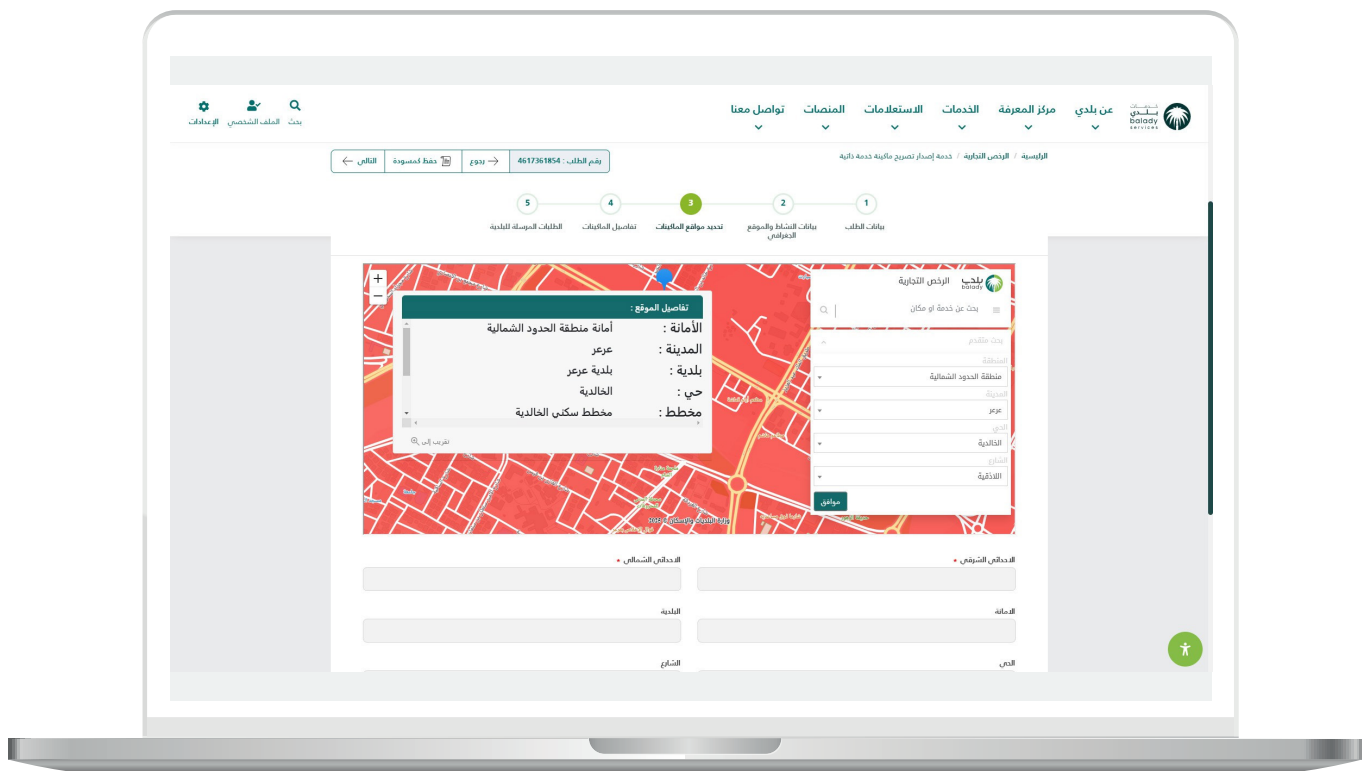


16) If any option other than **(Inside the store)** is selected, the **(Location Description)** field appears, as shown below, for input.

The map also appears, allowing the user to select the location by choosing from the following dropdown menus: **(Region, City, District, Street)**.

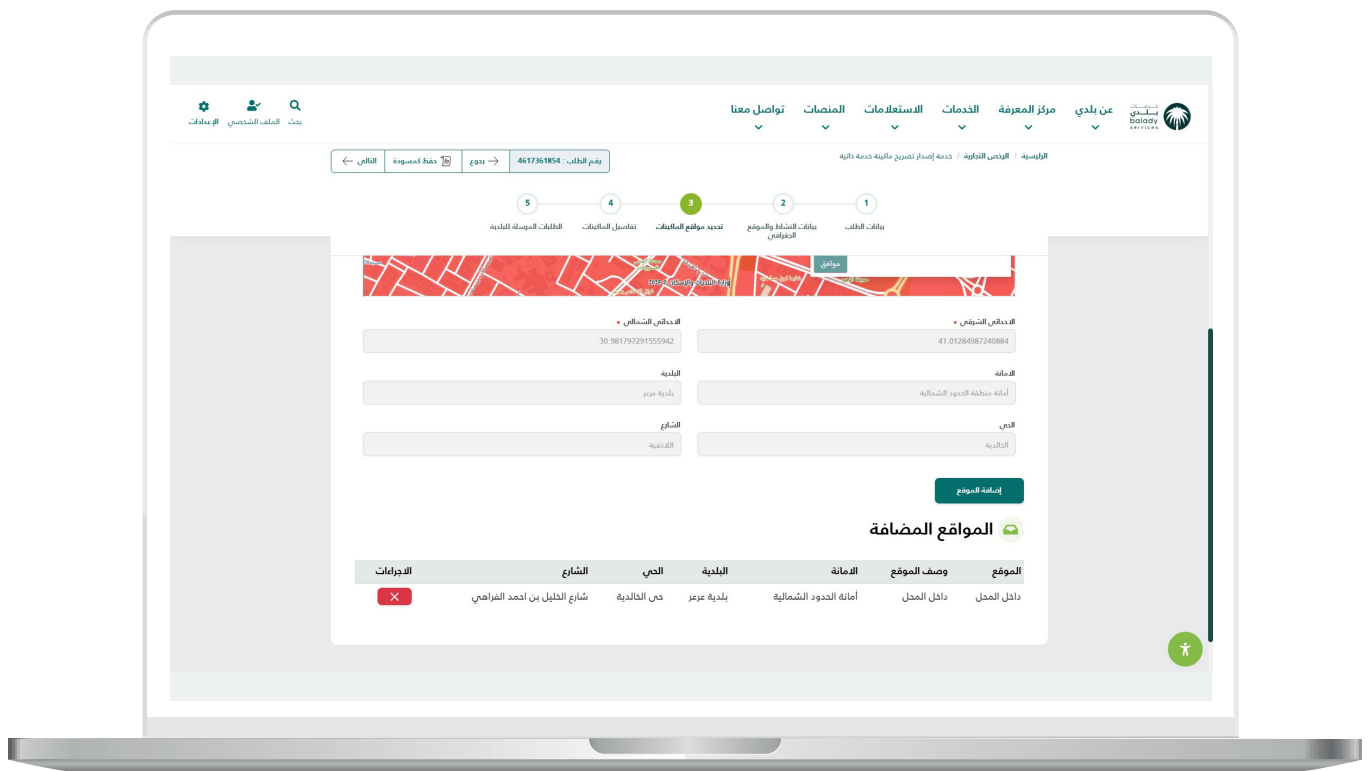


17) The user then clicks on the map to specify the location. Once the (Confirm) button is activated, the user clicks it.



18) After clicking the **(Confirm)** button, the following fields are automatically populated: **(Eastern Coordinate, Northern Coordinate, Municipality, Secretariat, District, Street)**.

Then, the user clicks **(Add Location)**.



19) The user then clicks the **(Next)** button.

الرئيسية / الرخصة التجارية / خدمة إصدار تصريح ماكينة خدمة ذاتية

عن يدي مركز المعرفة الخدمات الاستعلامات المنصات تواصل معنا

4617361854 رقم الطلب: ربيع → خدمة كمبيوتر ← التالي

1 بيانات الطلب 2 بيانات النشاط والموقع 3 تحديد مواقع الماكينات 4 تفاصيل الماكينات 5 الطلبات المرسلة للبلدية

الخطأ الشائع

الخطأ الشائع

البلدية

الحي

الشارع

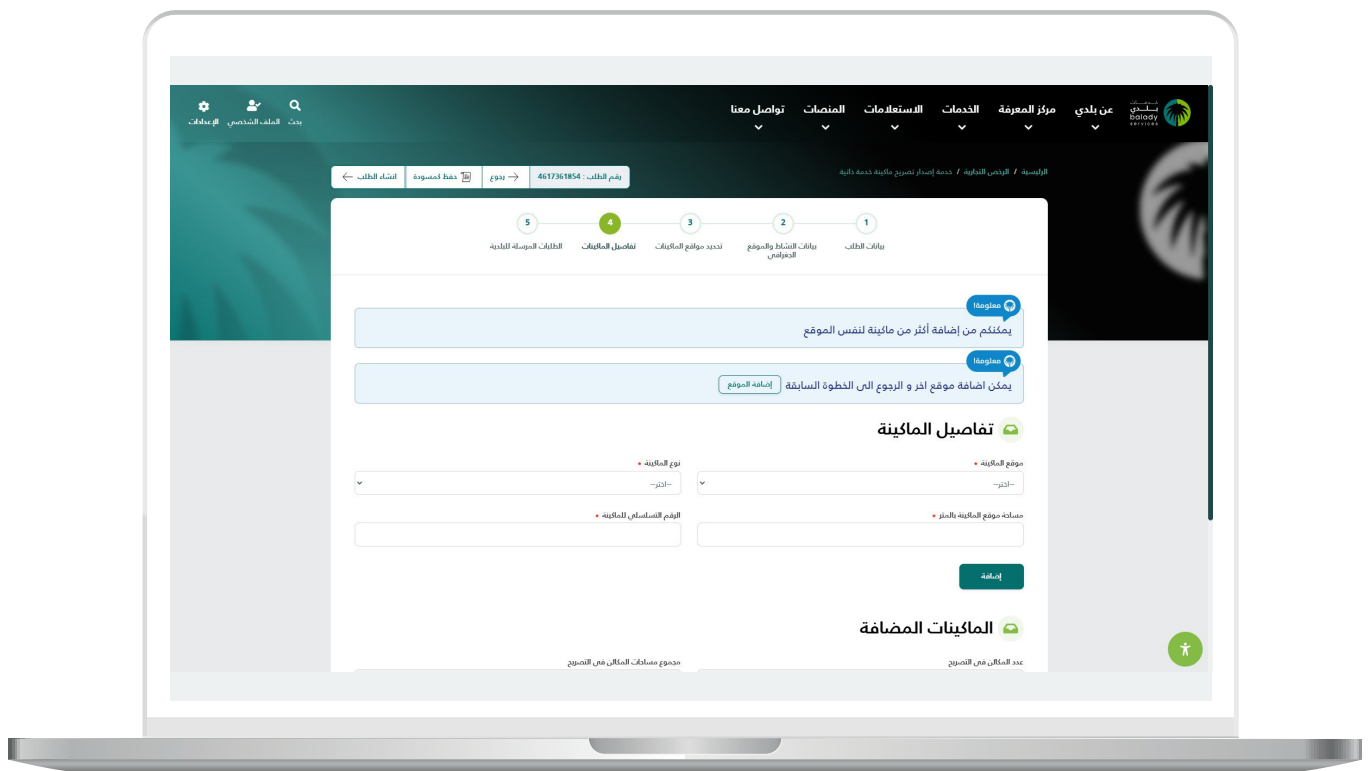
إضافة الموقع

المواقع المضافة

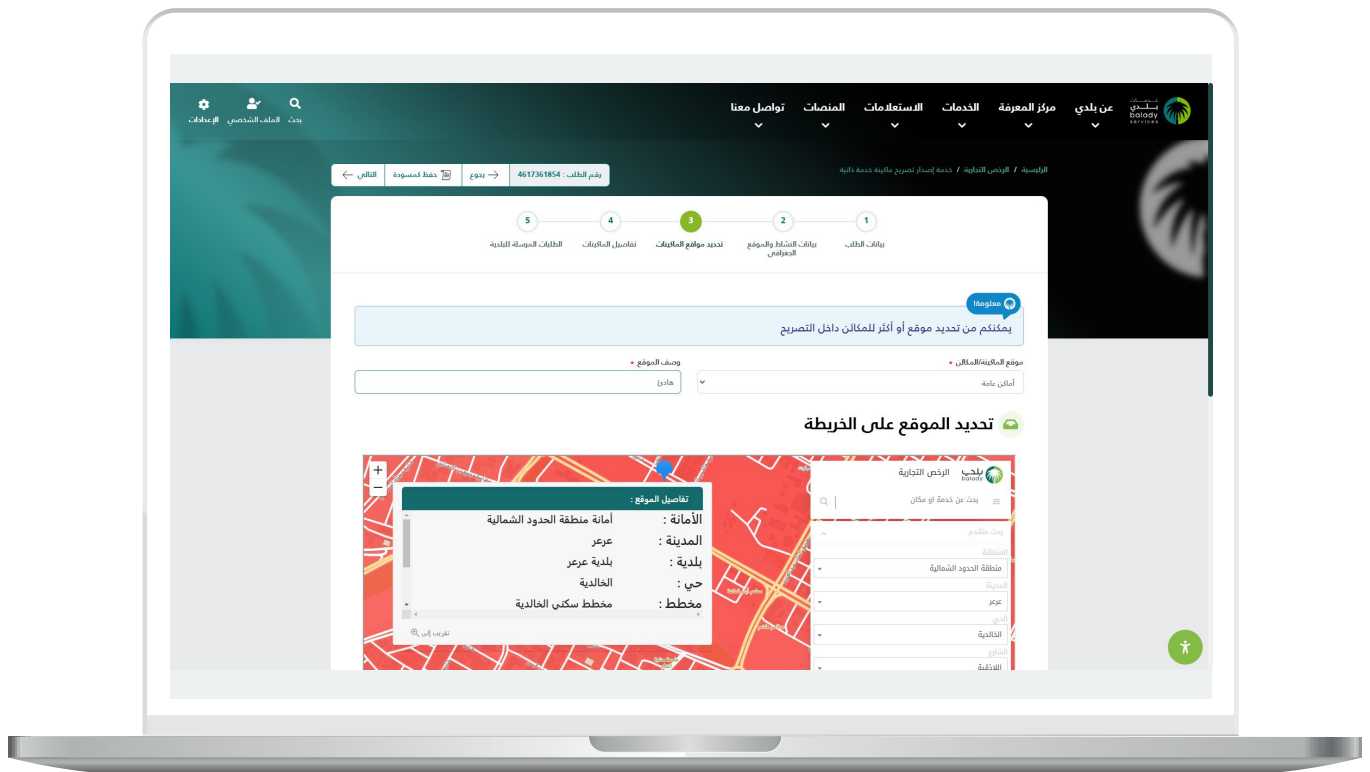
الموقع	وصف الموقع	الأمانة	البلدية	الحي	الشارع	الاجازات
داخل المحل	داخل المحل	أمانة الحدود الشمالية	بلدية عرعر	حي الخالدية	شارع الخليل بن احمد الفراهي	✗
سوق مركزي	وصف الموقع	أمانة منطقة الحدود الشمالية	بلدية عرعر	الخالدية	الألقية	✗



20) The user is redirected to the **(Machine Details)** stage, where the system allows returning to the previous step and adding another location by clicking **(Add Location)**.



21) Clicking **(Add Location)** takes the user back to the previous phase if another location needs to be added within the permit.



22) Clicking **(Next)** returns the user to the **(Machine Details)** phase, as shown below.

To add a machine, the user fills in the following fields: **(Machine Location, Machine Type, Machine Location Area in Square Meters, Machine Serial Number)** and clicks **(Add)**.

The screenshot displays the 'Machine Details' phase of the permit issuance process. The interface includes a top navigation bar with links for 'الرئيسية' (Home), 'عن بلدي' (About My City), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'المنصات' (Platforms), and 'تواصل معنا' (Contact Us). A search bar and user profile icon are also present. Below the navigation bar, a progress indicator shows five steps: 1. بيانات الطلب (Request Data), 2. بيانات التشغيل والموقع (Operation and Location Data), 3. تحديد مواقع الماكينات (Machine Location Selection), 4. تفاصيل الماكينات (Machine Details), and 5. الطلبات المرسلة للحديقة (Requests Sent to the Garden). The current step is 'تفاصيل الماكينات'. The form contains several input fields: 'نوع الماكينة' (Machine Type) with a dropdown menu, 'موقع الماكينة' (Machine Location) with a dropdown menu, 'مساحة موقع الماكينة بالمتر' (Machine Location Area in Square Meters) with a text input, and 'الرقم الأساسي للماكينة' (Machine Basic Number) with a text input. There are also buttons for 'إضافة الموقع' (Add Location) and 'إضافة' (Add). At the bottom, there is a section for 'الماكينات المضافة' (Added Machines) with a table header 'مجموع مساحات الماكينات في الموقع' (Total Machine Area in the Location) and a button 'إضافة' (Add).

23) If locations other than (**Inside the store**) such as (**Supermarket, Public Places, Pedestrian Paths, etc.**) were selected in the previous phase (**Defining Machine Locations**), these options will appear in the (**Machine Location**) dropdown in the next phase (**Machine Details**). When selecting any of these locations, the system requires proof of the store's location by selecting the beneficiary's status from (**Owner/Tenant**) and uploading the required attachments.

The screenshot displays the 'Machine Details' (تفاصيل الماكينة) step of the application process. At the top, a progress bar shows five steps: 1. بيان الطلب (Request Statement), 2. بيانات المنشأ والموقع التجاري (Origin and Commercial Location Data), 3. تحديد مواقع الماكينات (Machine Location Selection), 4. تفاصيل الماكينات (Machine Details), and 5. الطلبات المقدمة للبلدية (Requests Submitted to the Municipality). Step 4 is currently active.

The main form area is divided into two sections:

- تفاصيل الماكينة (Machine Details):** This section contains several input fields:
  - نوع الماكينة (Machine Type):** A dropdown menu with 'ماكينة التصوير الفوتوغرافي الشخصية' (Personal Photography Machine) selected.
  - موقع الماكينة (Machine Location):** A dropdown menu with 'سوق مركزي - وسط الموقع' (Central Market - Middle of the site) selected.
  - الرقم التسلسلي للماكينة (Machine Serial Number):** A text field containing '23456789'.
  - مساحة موقع الماكينة بالمتر (Machine Location Area in sqm):** A text field containing '222'.
- اثبات موقع المحل (Prove the location of the shop):** This section includes:
  - A label: 'ماهي صفة مقدم الطلب؟' (What is the applicant's status?).
  - Two radio button options: 'مستأجر' (Tenant) and 'مالك' (Owner).
  - An 'إضافة' (Add) button.

At the bottom of the form, there are two tabs: 'مجموع مساحات الماكينات في التصريح' (Total area of machines in the permit) and 'عدد الماكينات في التصريح' (Number of machines in the permit). A green circular icon with a person symbol is located in the bottom right corner of the form area.

24) If the option (Owner) is selected, the following choices appear: (Attach Ownership Deed, Use Electronic Title Deed Number).

If (Attach Ownership Deed) is chosen, the following fields appear: (Ownership Deed Number, Ownership Deed Date) for input, and attachments must be added in the (Attachments) section, including (A copy of the property ownership deed, and a machine quality certificate issued by the Saudi Standards, Metrology, and Quality Organization).

الهيئة العامة للمواصفات والمقاييس  
SASO

الرئيسية / الإحصائيات / خدمة إصدار تصريح جاكينة خدمة ذاتية

رقم الطلب: 4617361854

← إنشاء الطلب → حفظ كمسودة

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**اثبات موقع المحل**

ماهي صفة مقدم الطلب ؟

مستأجر مالك

استخدام رقم عقد الصك الإلكتروني ارتفاق عقد التملك

رقم عقد التملك تاريخ عقد التملك

Dd-Mm-Yyyy

المرفقات

25) If the option (Use Electronic Title Deed Number) is selected, the following choices appear: (Title deed issued with the establishment's unified number, Title deed issued with the 700 number in the commercial register).

One of these options must be selected, and verification is done by entering the (Ownership Deed Number) field and clicking (Verify).



27) If (Attach Lease Contract) is selected, the following fields appear: (Lease Contract Number, Lease Expiry Date) for input. The attachments (Lease contract, Machine quality certificate issued by the Saudi Standards, Metrology, and Quality Organization) must be selected in the (Attachments) section.

The screenshot displays the application form for a Self-Service Machine Permit. The interface is in Arabic. At the top, there is a navigation bar with icons for settings, user profile, and search. Below this, a progress bar indicates the current step is 4 out of 5. The main form area contains several input fields and sections:

- Step 4: Attach Lease Contract** (المرفقات): This section is active and contains a radio button for 'Attach Lease Contract' (إرفاق عقد الإيجار) which is selected. Below this, there are two input fields: 'Lease Contract Number' (رقم عقد الإيجار) and 'Lease Expiry Date' (تاريخ انتهاء عقد الإيجار).
- Attachments Section** (المرفقات): This section is located below the main form area and contains a plus icon and a text field for uploading attachments.
- Footer**: At the bottom, there is a green circular icon with a person silhouette.



28) If (Use Electronic Lease Contract Number) is selected, the following fields appear: (Contract Number, Version Number, Tenant Representative ID) for input. The user then clicks (Verify) to proceed.

The screenshot displays the 'إصدار تصريح ماكينة ذاتية' (Issuance of Self-Service Machine Permit) page. The top navigation bar includes links for 'الرئيسية' (Home), 'الرجوع' (Back), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'المنتجات' (Products), 'تواصل معنا' (Contact Us), 'مركز المعرفة' (Knowledge Center), 'عن بلدي' (About My City), and 'بلدي' (My City). The main content area features a progress bar with five steps: 1. بيانات الطلب (Request Data), 2. بيانات النشاط والموقع التجاري (Activity and Commercial Location Data), 3. تحديد مواقع الماكينات (Machine Location Selection), 4. تفاصيل المالكيات (Owner Details), and 5. الطلبات المقدمة للبلدية (Requests Submitted to the Municipality). Step 4 is currently active. Below the progress bar, there is a section titled 'عزيزي المستخدم يمكنك إضافة إيجار الكتروني أو إرفاق عقد إيجار' (Dear user, you can add an electronic lease or attach a lease contract). Under this section, the 'استخدام رقم عقد الإيجار الإلكتروني' (Use Electronic Lease Contract Number) option is selected. Below this, there are two sets of input fields. The first set includes 'رقم العقد' (Contract Number), 'رقم السنة' (Year Number), and 'رقم هوية ممثل المستأجر' (Tenant Representative ID). The second set includes 'رقم السنة' (Year Number) and 'رقم العقد' (Contract Number). A 'تحقق' (Verify) button is located below the first set of fields. At the bottom right, there is a 'تأمين جهاز الماكينة' (Secure the Machine Device) button and a user profile icon.

29) If (Investment Contract) is selected, the following options appear to be selected from: (Attach Investment Contract, Use Electronic Investment Contract Number).

If (Attach Investment Contract) is selected, the user must upload the required attachments: (Investment Contract, Machine Quality Certificate issued by the Saudi Standards, Metrology, and Quality Organization) from the device.

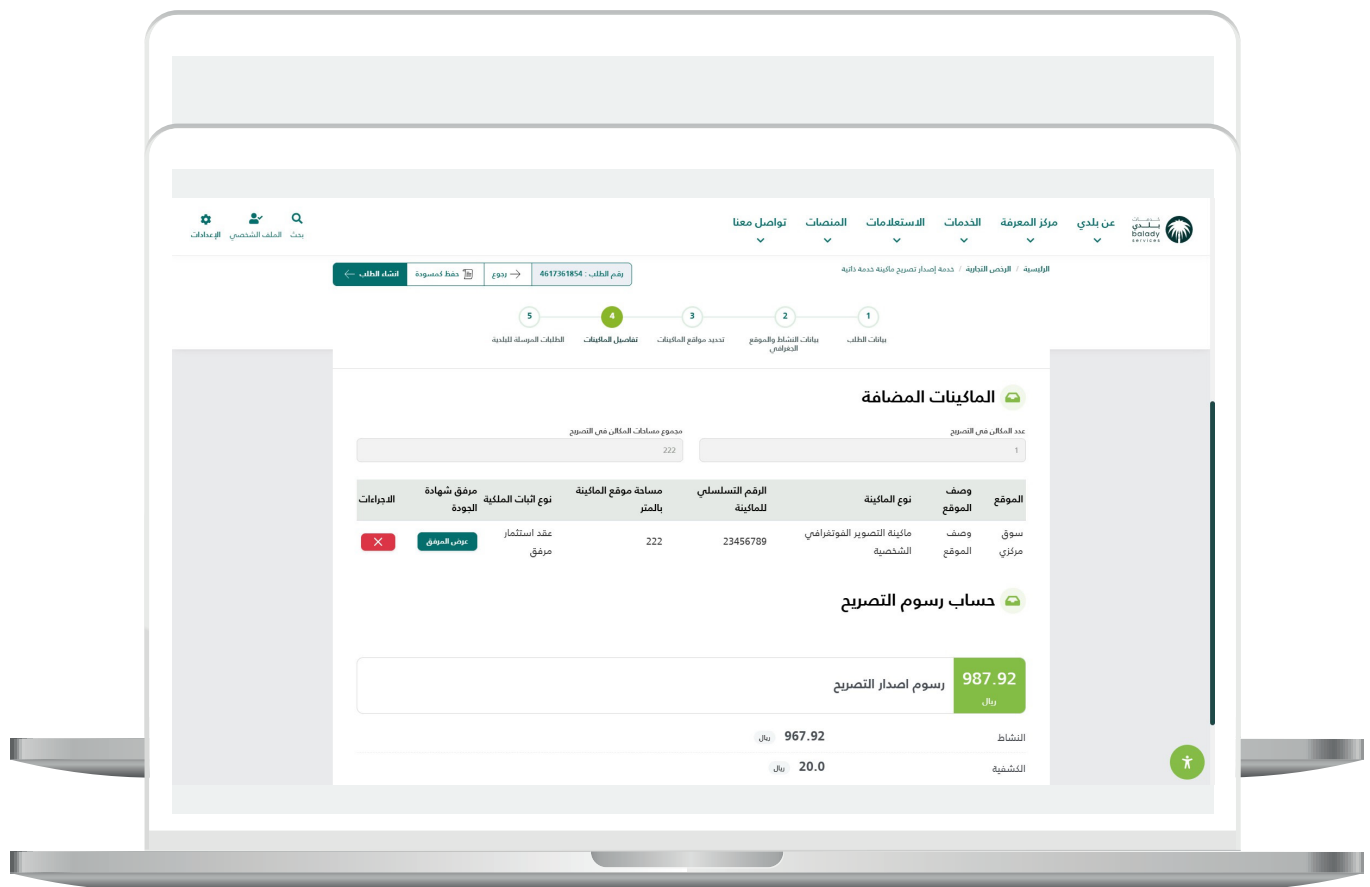
The screenshot displays the SASMO website interface for applying for a Self-Service Machine Permit. The top navigation bar includes links for 'الرئيسية' (Home), 'الرجوع التجارية' (Commercial Return), 'خدمة إصدار تصريح ماكينة خدمة ذاتية' (Self-Service Machine Permit Issuance Service), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'المنتجات' (Products), 'تواصل معنا' (Contact Us), 'عن بلدي' (About My City), and 'مركز المعرفة' (Knowledge Center). The main header shows the user's name 'م. محمد' and the application number '4617361854'. The progress bar indicates the current step is '4. تكميل المعلومات' (Complete Information), with previous steps being '1. بيانات الطلب' (Request Data), '2. بيانات المنشأة والموقع' (Establishment and Location Data), '3. تحديد مواقع الماكينات' (Machine Location Selection), and '5. الطلبات المسجلة للخدمة' (Registered Requests for Service). The main form area is titled 'ماهي صفة مقدم الطلب؟' (What is the applicant's status?). It contains several input fields and radio buttons: 'مالك' (Owner) and 'مستأجر' (Tenant) with 'مستأجر' selected; 'عقد الإيجار' (Lease Contract) and 'عقد الاستثمار' (Investment Contract) with 'عقد الاستثمار' selected; 'إرفاق عقد الاستثمار' (Attach Investment Contract) and 'استخدام رقم عقد الاستثمار الإلكتروني' (Use Electronic Investment Contract Number) with 'إرفاق عقد الاستثمار' selected. Below this, the 'المرفقات' (Attachments) section shows two required attachments: 'شهادة جودة للماكينة صادرة من الهيئة السعودية للمواصفات والمقاييس (SASMO)' (Machine Quality Certificate issued by the Saudi Standards, Metrology, and Quality Organization) and 'عقد الاستثمار (SASMO رقم 4617361854)' (Investment Contract (SASMO No. 4617361854)). Each attachment has a text input field for the file name and an 'إضافة' (Add) button. At the bottom right, there is a green circular button with a white icon, likely for submitting the application.

30) When selecting (Use Electronic Investment Contract Number), available electronic investment contracts appear if they exist.

The screenshot displays the Saudi Self-Service Machine Permit Issuance System interface. At the top, there is a navigation bar with the system name in Arabic and English, and a search icon. Below the navigation bar, a breadcrumb trail shows the user's current location: "الرئيسية / الإحصاءات / خدمة إصدار تصريح ماكينة خدمة ذاتية". A progress bar indicates the user is at step 4 of 5, with steps labeled: 1. بيانات الطلب, 2. بيانات النشاط والموقع التجاري, 3. تحديد مواقع المكينات, 4. تفاصيل المكينات, and 5. الطلبات المرسلة للبلدية. The main form area contains two sections: "عقد استثمار" (Investment Contract) and "إيفاق عقد الاستثمار" (Investment Contract Approval). The "عقد استثمار" section has a radio button selected for "عقد استثمار" (Investment Contract) and a text input field for "استخدام رقم عقد الاستثمار الإلكتروني" (Use Electronic Investment Contract Number). The "إيفاق عقد الاستثمار" section has a radio button for "إيفاق عقد الاستثمار" (Investment Contract Approval) and a text input field. Below these sections, there is a "المرفقات" (Attachments) section with a text input field for "شهادة جودة للماكينة صادرة من الهيئة السعودية للمواصفات والمقاييس (psg.jpg, psg.pdf)" and a "تحميل" (Upload) button. At the bottom, there is a "المكينات المضافة" (Added Machines) section with two text input fields for "مجموع مساحات المكينات في التصريح" (Total area of machines in the permit) and "عدد المكينات في التصريح" (Number of machines in the permit), and a "تأكيد" (Confirm) button.

31) After adding the machines, they appear in the table as shown below. The **(Quality Certificate Attachment)** can be downloaded by clicking **(View Attachment)**, and any added machine can be removed by clicking **(X)**.

The **(Permit Fee Calculation)** section appears at the bottom of the screen.



32) If **(Inside the Store)** is selected from the **(Machine Location)** drop-down list, the system does not require proof of store location. The only requirement is to upload the attachment **(Machine Quality Certificate issued by the Saudi Standards, Metrology, and Quality Organization)** and click **(Add)**.

الهيئة العامة للغذاء والدواء  
Saudi Food & Drug Authority

الرئيسية / الإحصائيات / خدمة إصدار تصريح ماكينة خدمة ذاتية

4617367854 / رقم الطلب: 4617367854

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### تفاصيل الماكينة

نوع الماكينة: ماكينة بيع الآيس كريمات والآيس كريمات

موقع الماكينة: داخل المتجر - داخل المتجر

الرقم التسلسلي للماكينة: 786785654

مساحة موقع الماكينة بالمتر: 3333

### المرفقات

شهادة جودة الماكينة صادرة من الهيئة السعودية للمواصفات والمقاييس (pdf, jpg, png)

مرفق PDF

إضافة

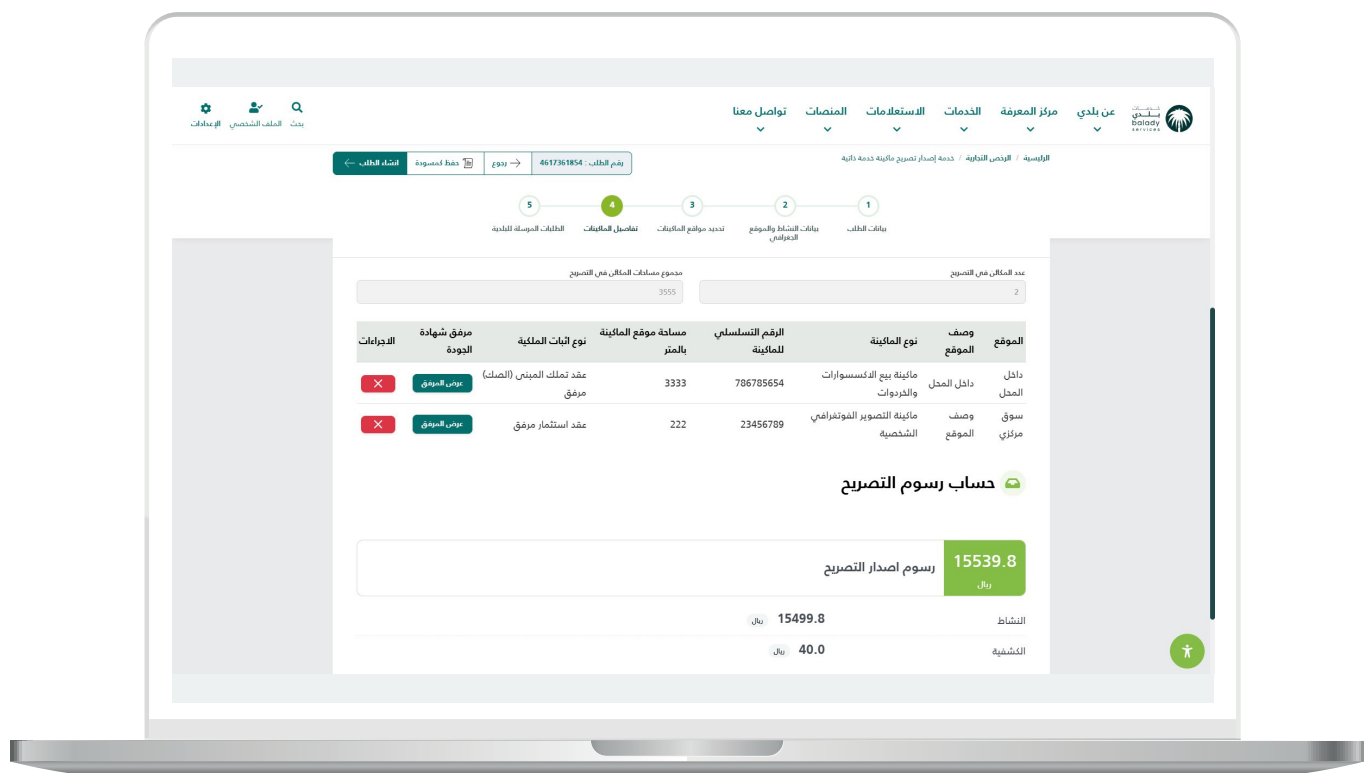
### الماكينات المضافة

مجموع مساحات الماكينات في التصريح: 222

عدد الماكينات في التصريح: 1

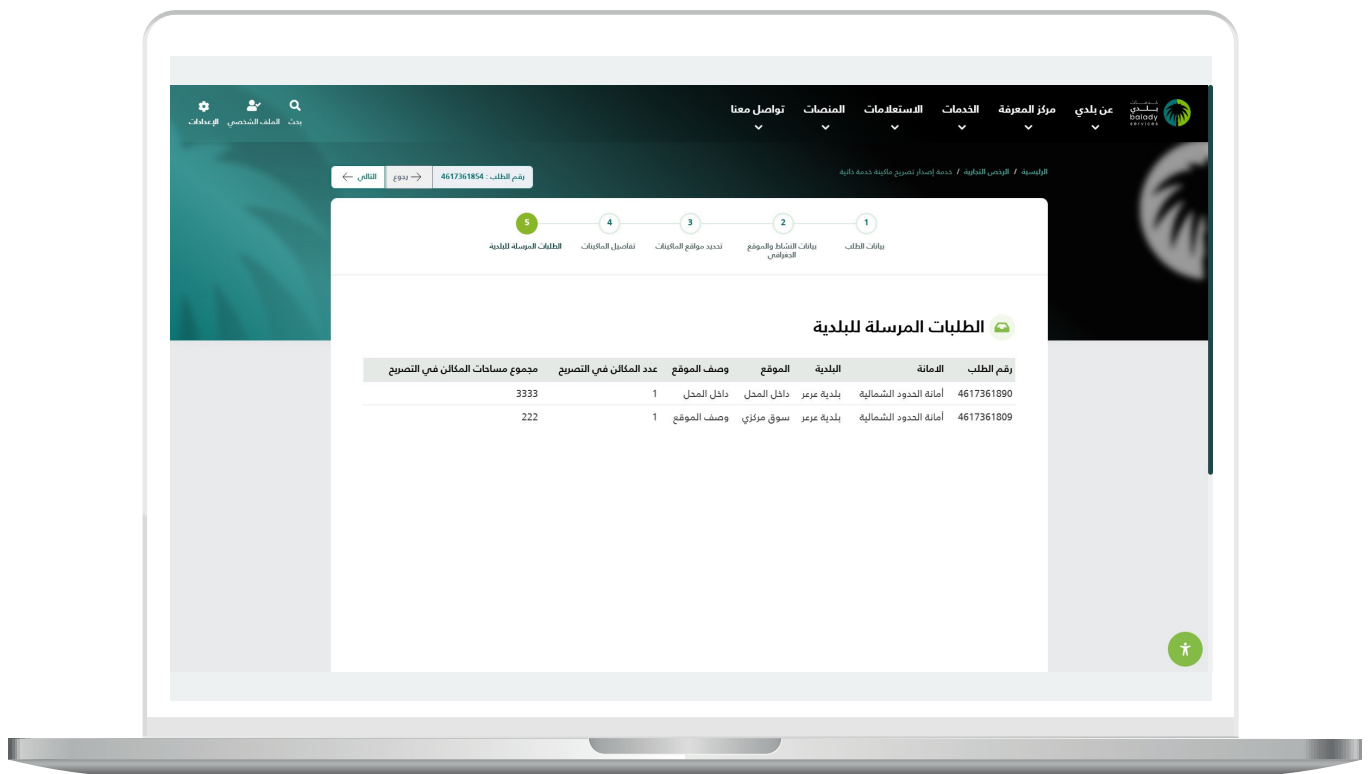
وصف	الرقم التسلسلي	مساحة موقع الماكينة	مرفق شهادة
	1	222	

33) The user clicks (Create Request) at the top left of the screen.

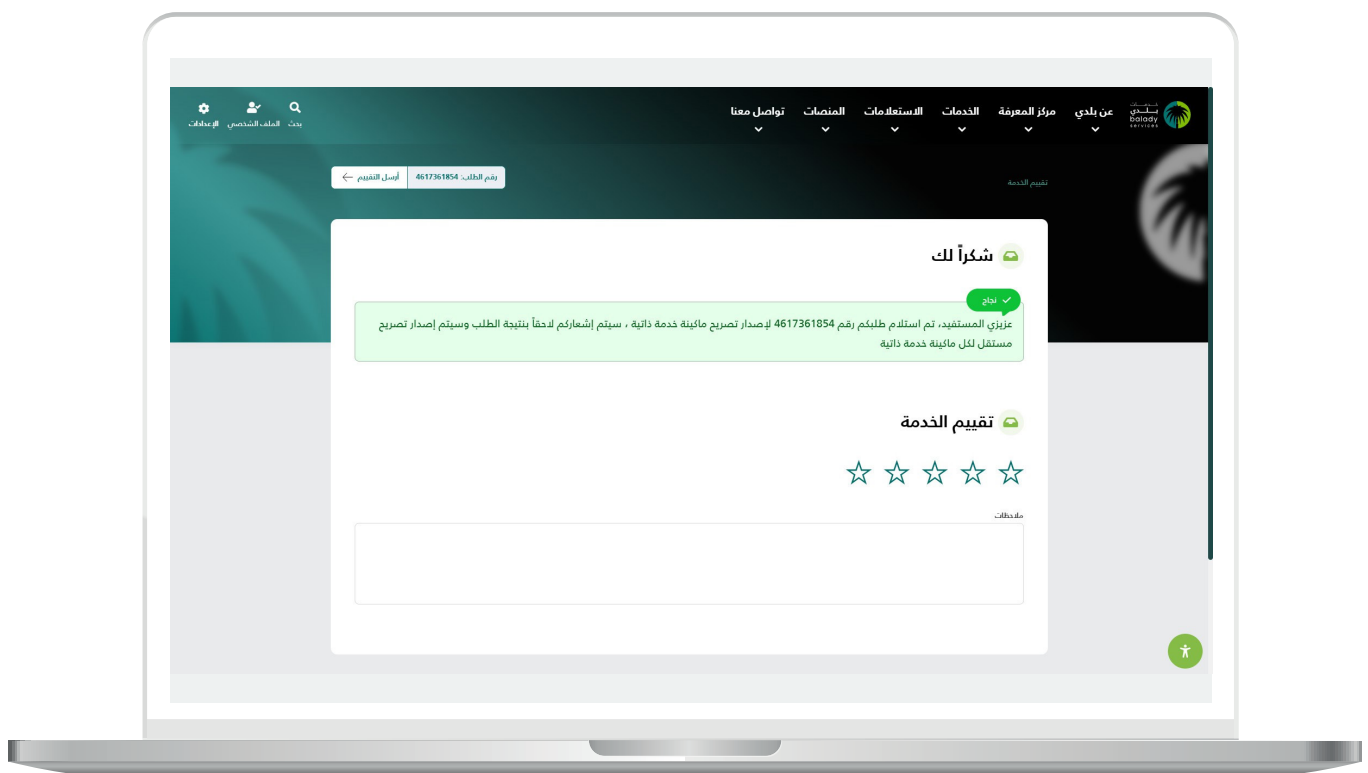


34) The system then moves to the **(Requests Sent to Municipality)** phase, where submitted requests and their details can be reviewed. A separate request is generated for each location.

The user then clicks **(Next)**.

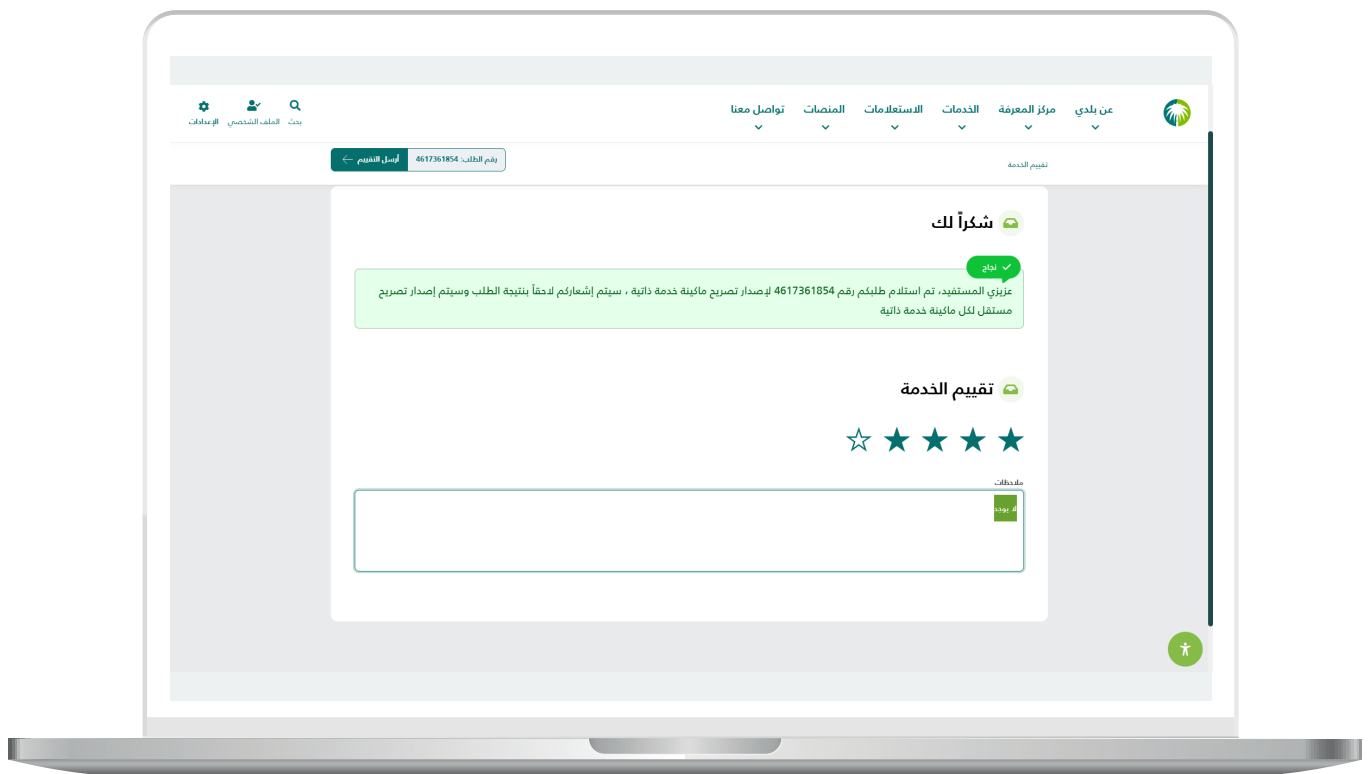


35) The system allows the user to evaluate the service by selecting a rating from the visible stars and entering a value in the (Comments) field.

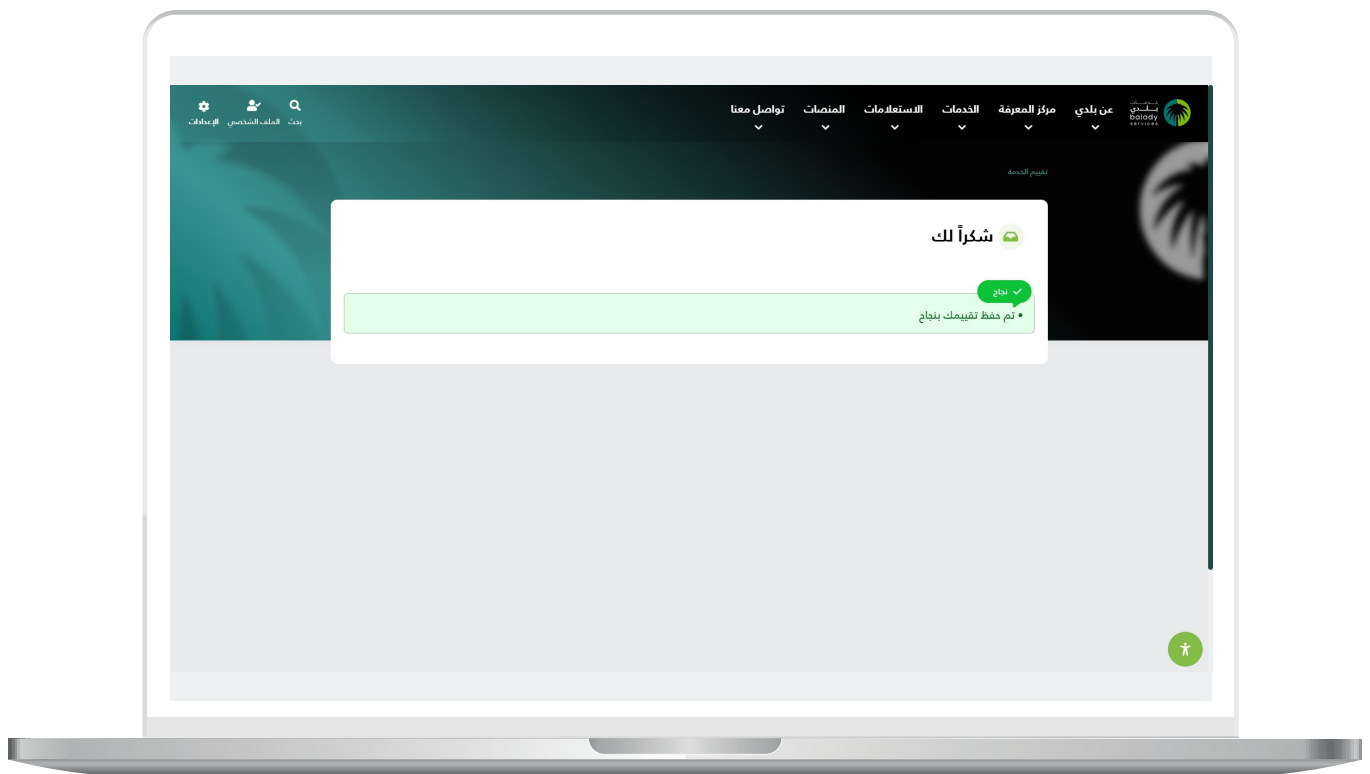




36) The user then clicks the **(Submit Evaluation)** button.

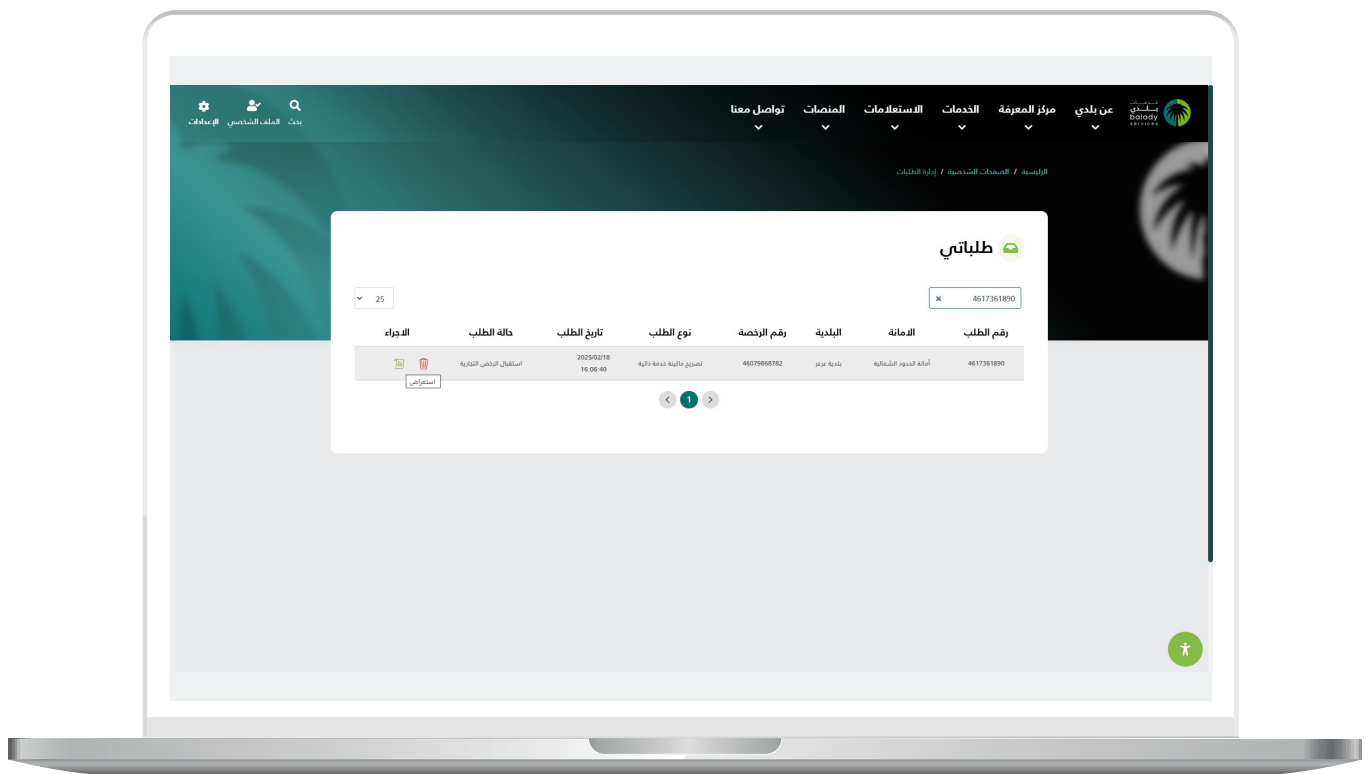


37) The evaluation is saved successfully, and a confirmation message appears as shown below.

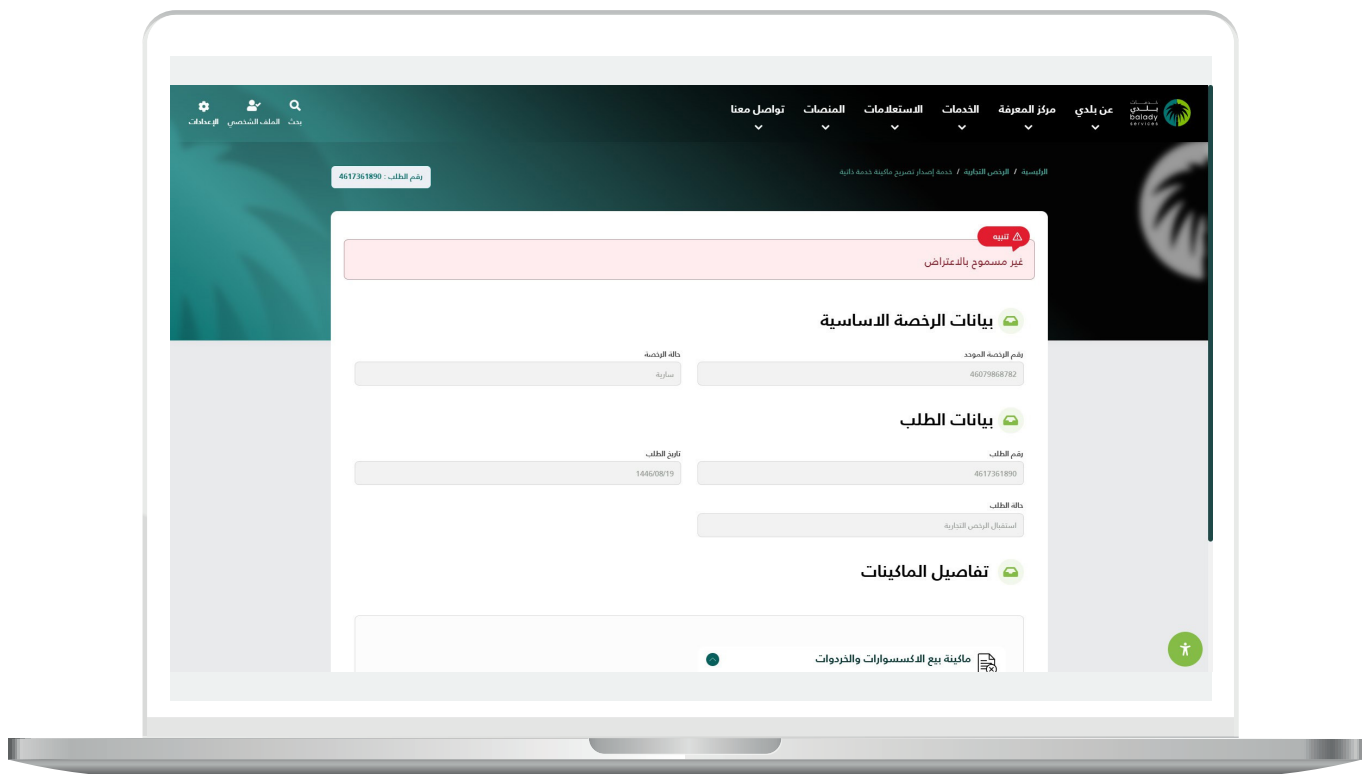


38) The user can track the request through the **(My Requests)** screen, where it shows that two requests have been created for the same license.

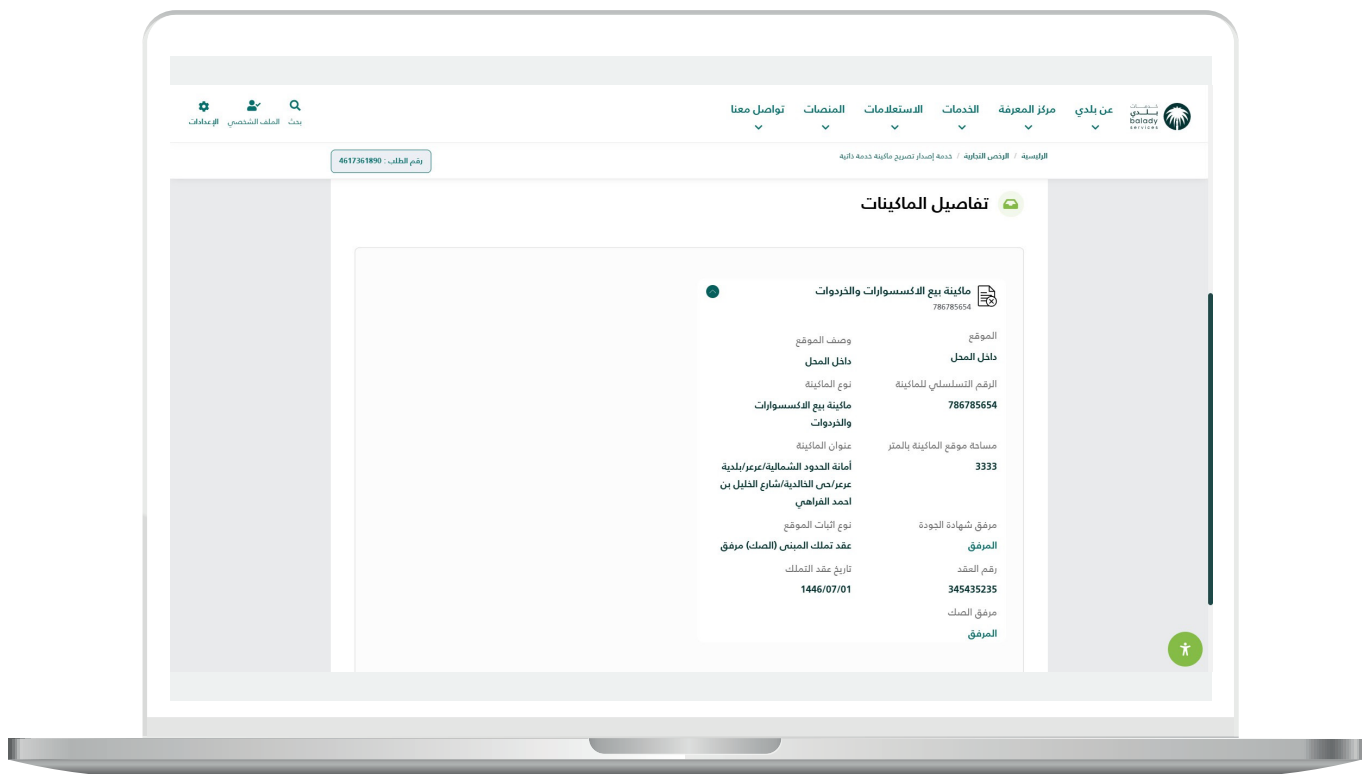
**Note:** If a **(Commercial License Cancellation Request)** is approved, the **(Self-Service Machine Permit)** is proactively canceled.



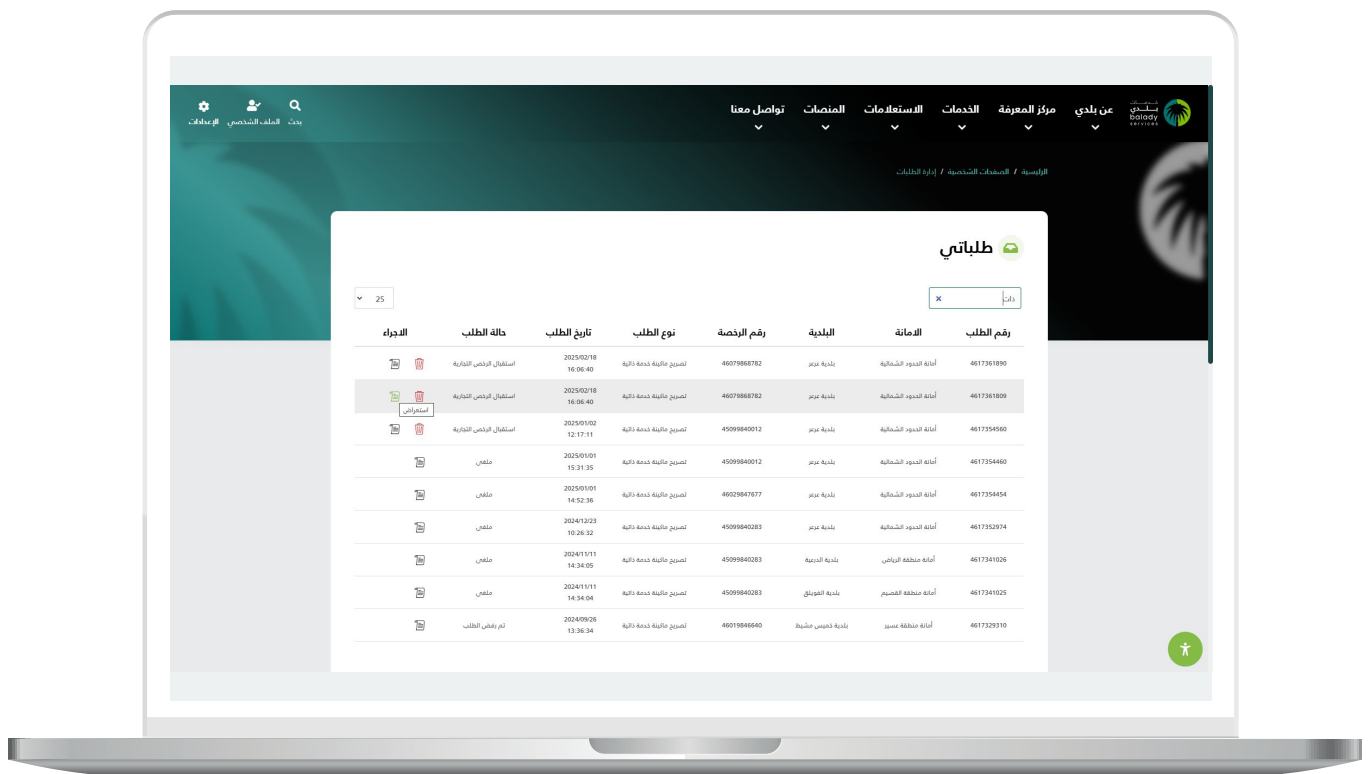
39) Clicking the paper Icon (**Browse**) in the (**Action**) column displays the details of the first request.



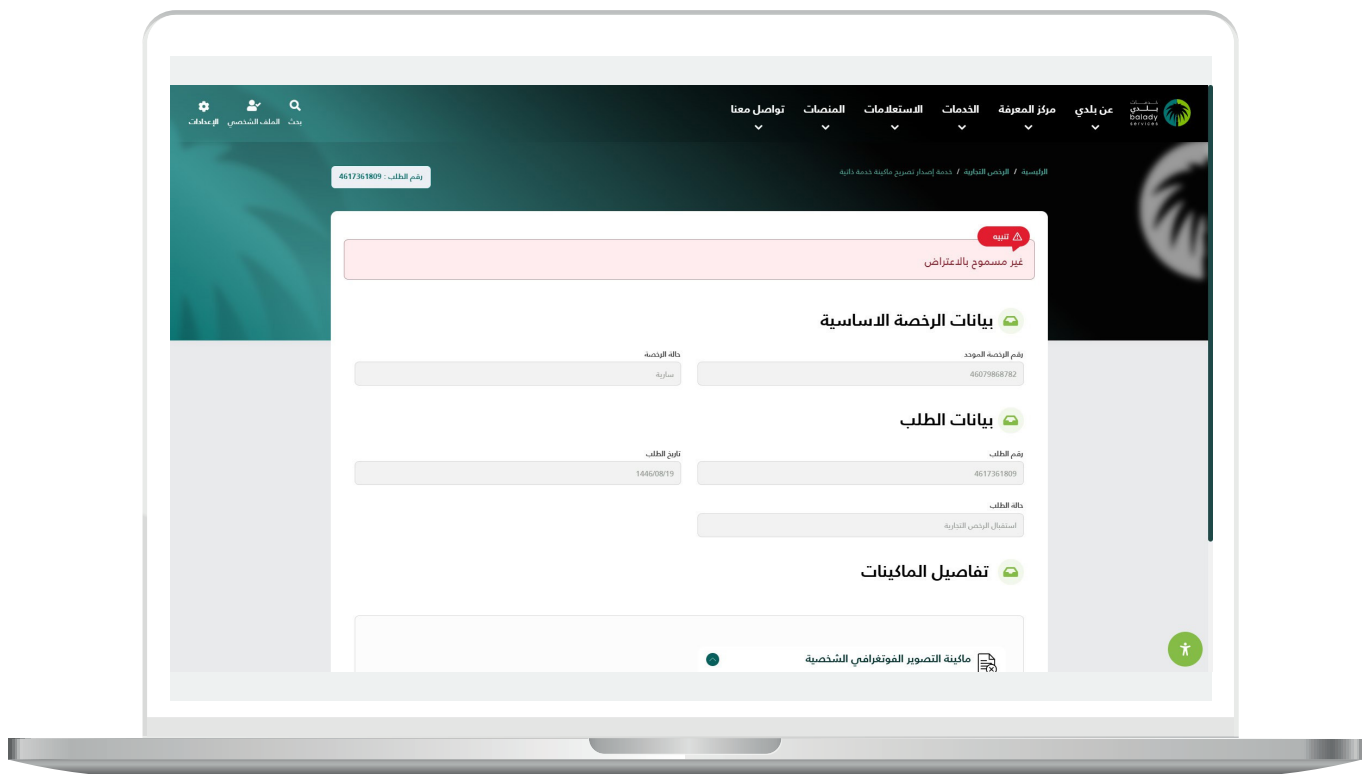
40) In the **(Machine Details)** section, clicking the machine name displays its details as follows.



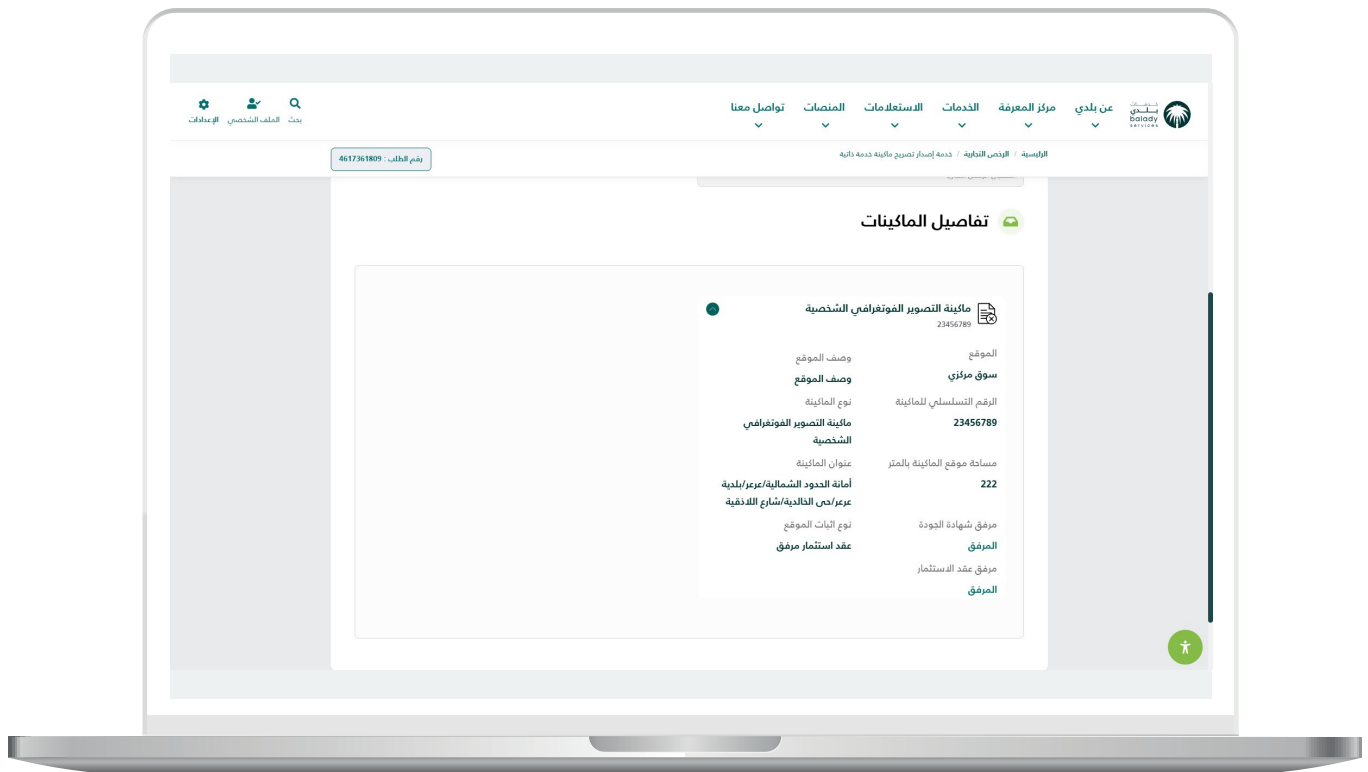
41) The second request can be reviewed in the same way by clicking the paper Icon (**Browse**) in the (**Action**) column.



42) The details of the second request are then displayed.



43) In the **(Machine Details)** section, clicking the machine name displays its details as follows.





44) If there are comments on the attachment or request from the municipal staff, new sections appear for the beneficiary under (**Comments on Attachments, Comments on Request**) as shown below. The user can respond by entering values in the fields (**Response to Comments on Attachment, Response to Comment**) respectively.

The user then clicks (**Resubmit Request to Municipality**).

The screenshot displays a web application interface for a Self-Service Machine Permit. The interface is in Arabic and shows a form for 'Municipality of the Self-Service Machine Permit' (23456789). The form includes sections for 'Comments on Attachments' and 'Comments on Request', each with a text input field and a 'Response to Comments on Attachment' or 'Response to Comment' field. A green button at the bottom is labeled 'Resubmit Request to Municipality'.

 | 199040 Direct Contact Number

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