



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

Service of Issuing an Operational License

# for an Advertising or Promotional Sign

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Beneficiary's  
Copy

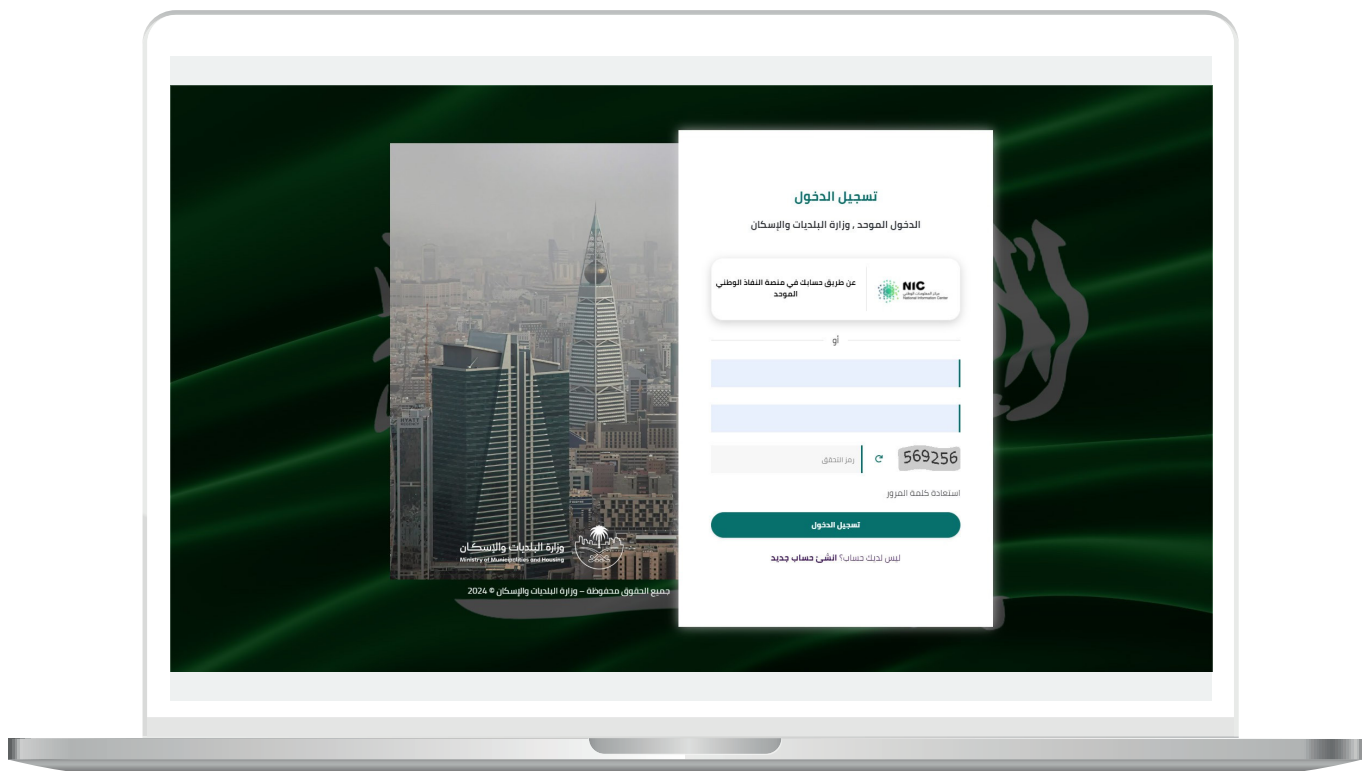
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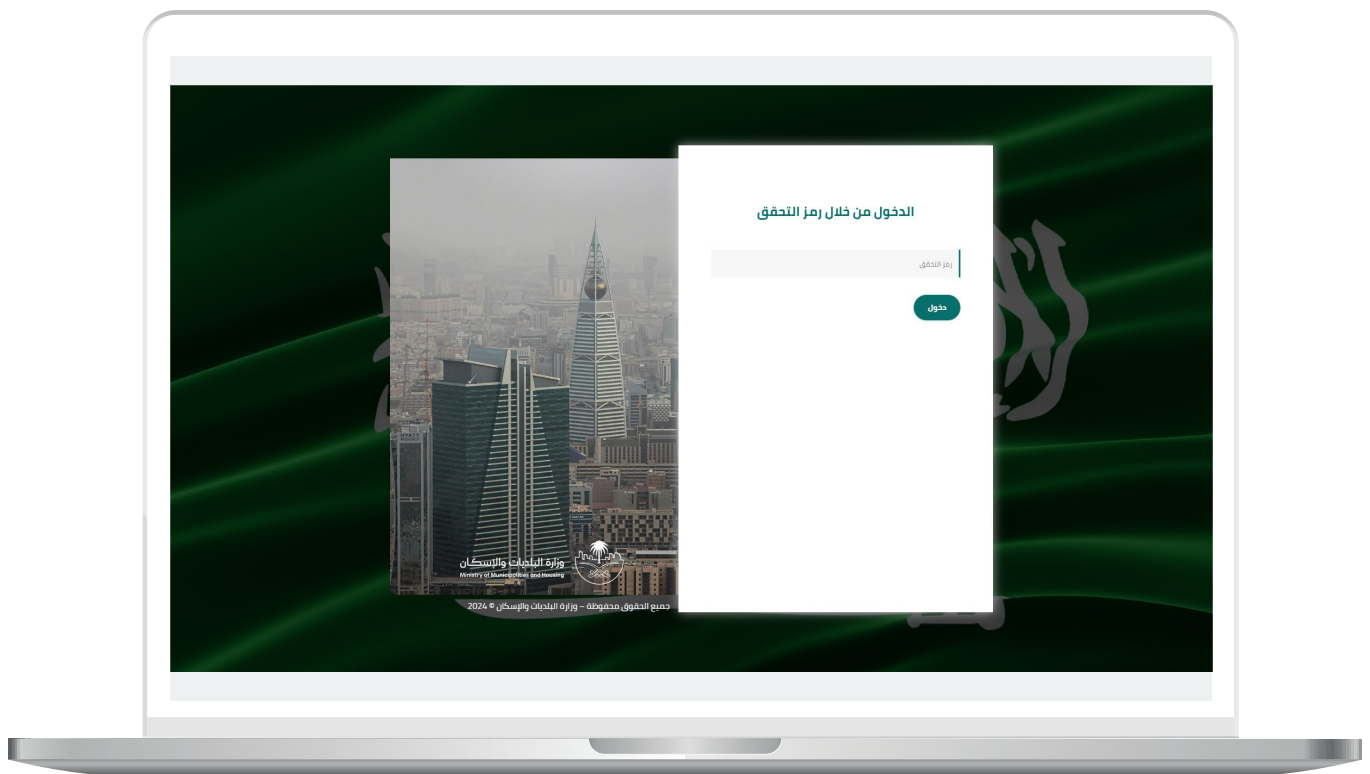


## Log in to the System

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



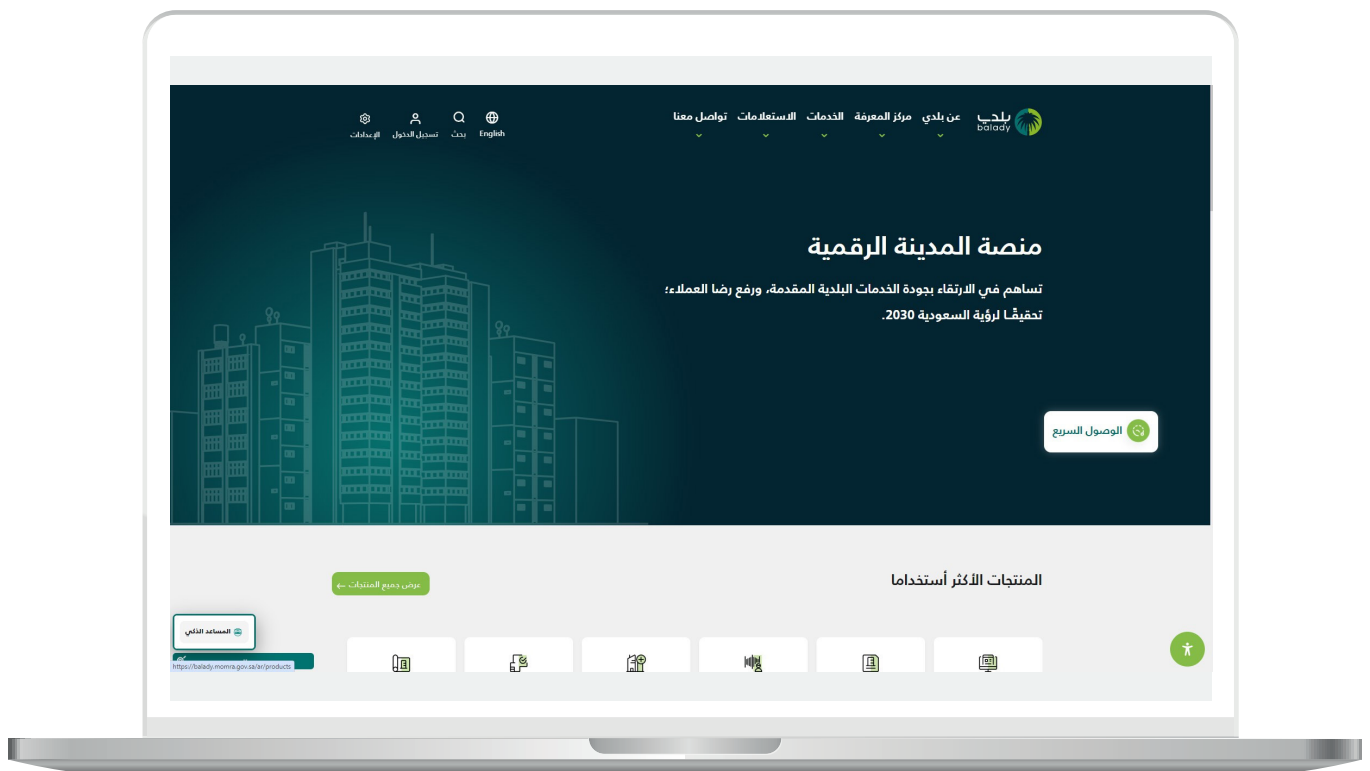
2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.



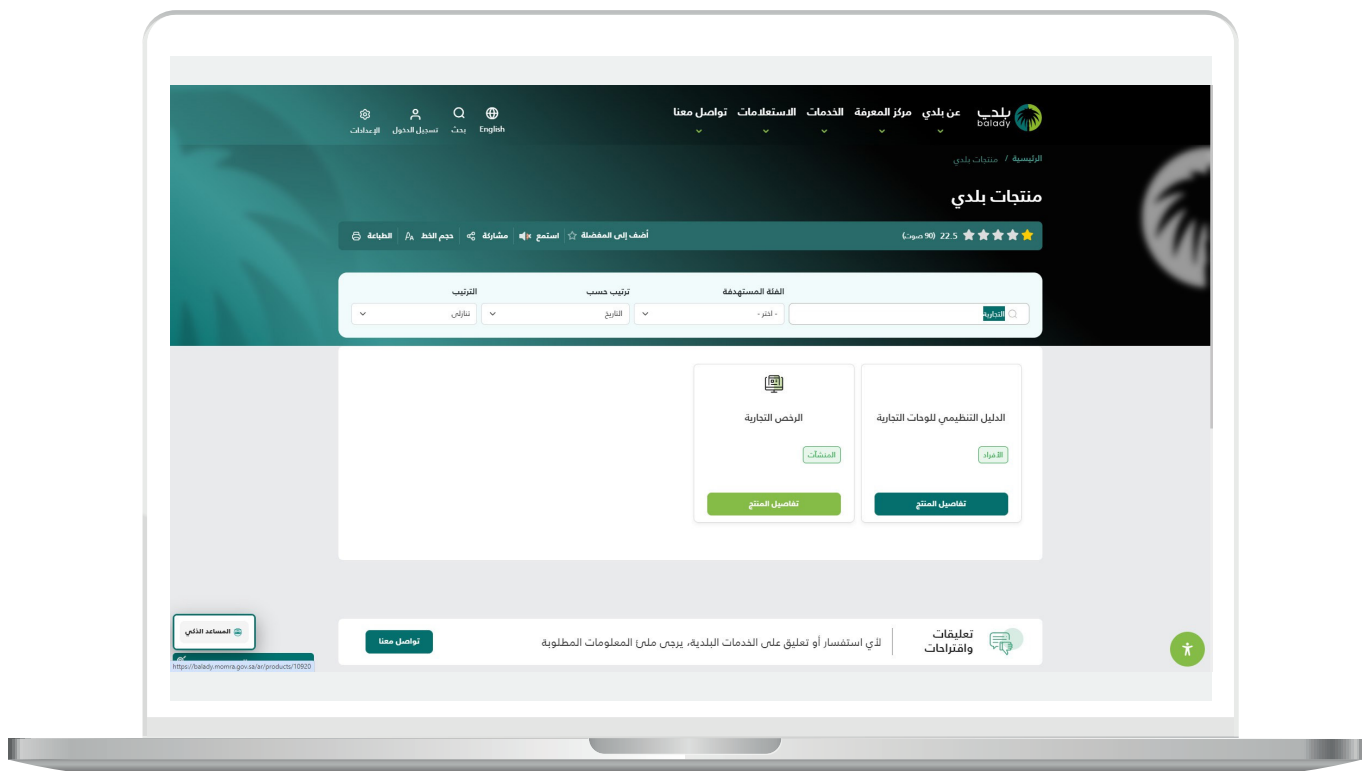
## Steps of Service Request

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

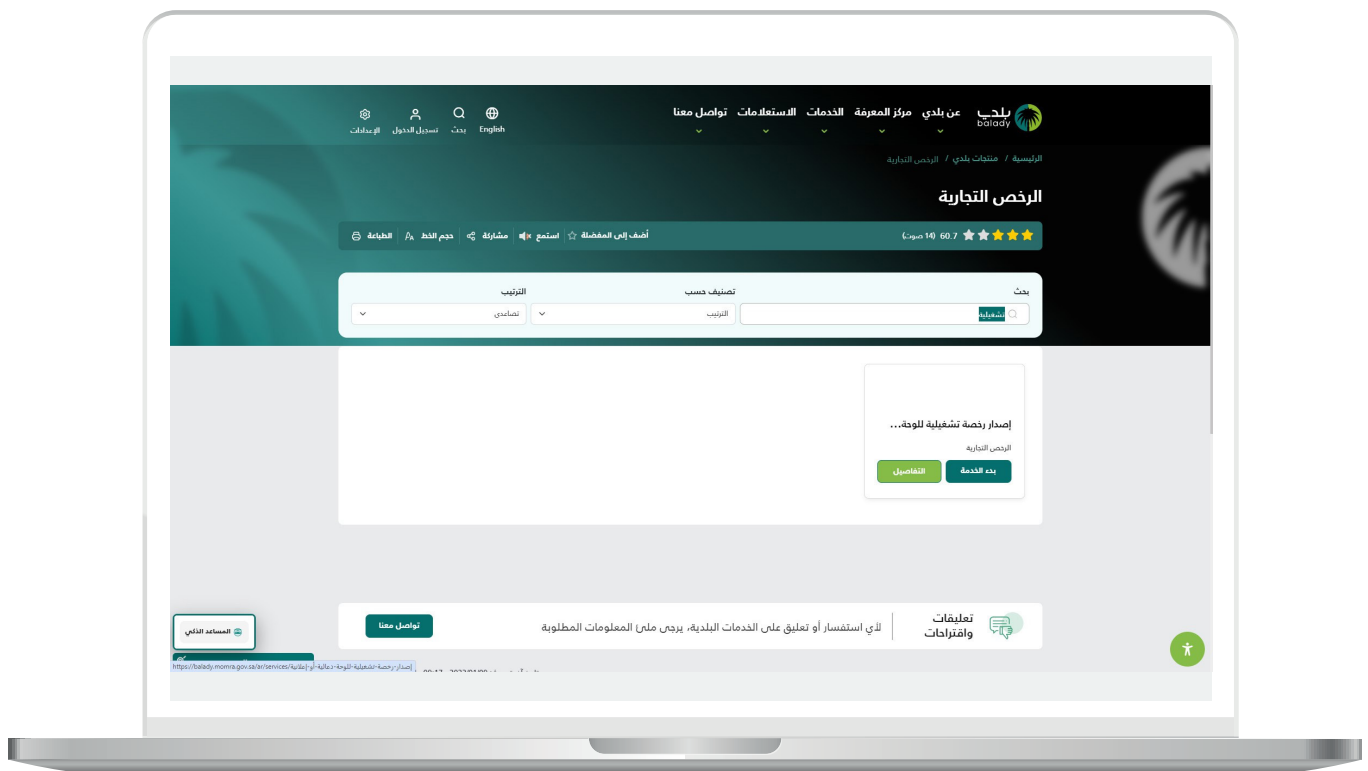
The user then clicks the **(View All Products)** button.



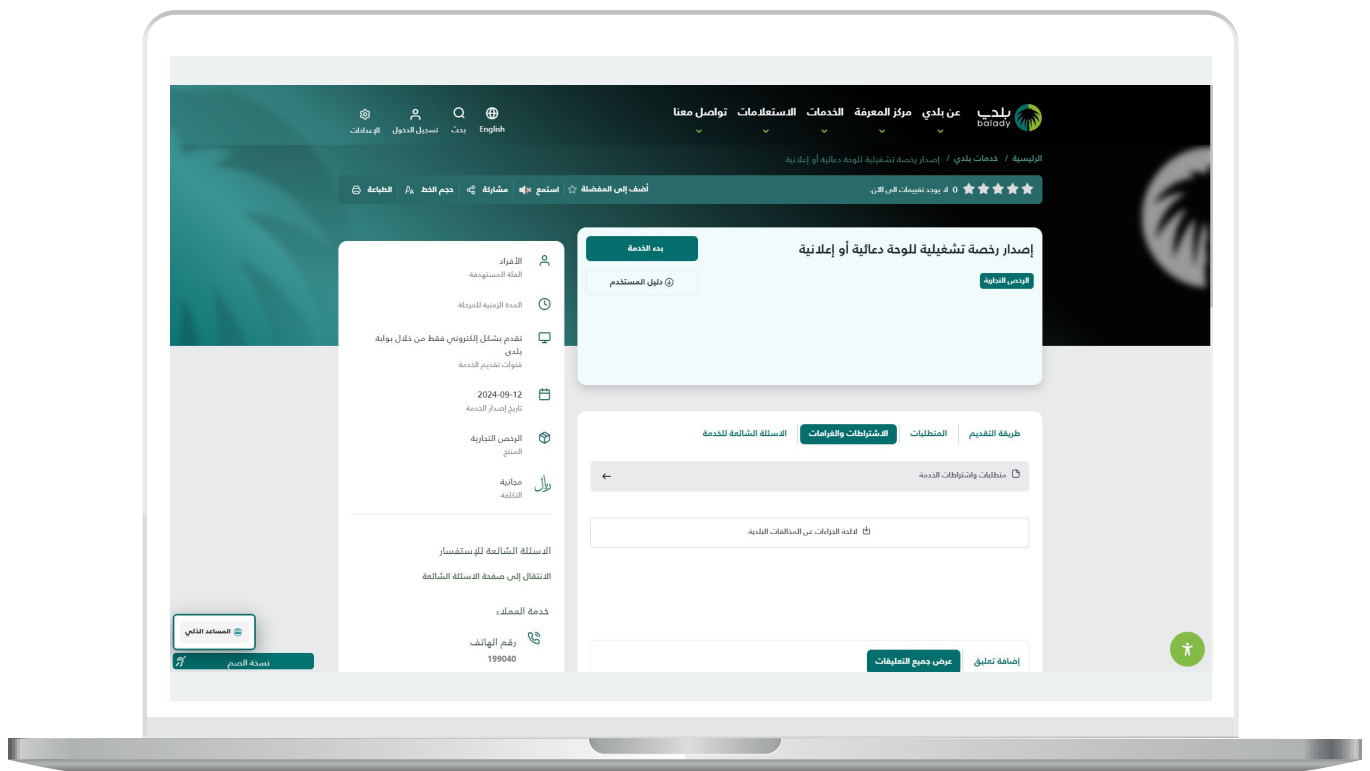
2) The user then can search for the product Commercial Licenses as shown below, and click on the button Product Details.



3) Then search for Issuing an Operational License for an Advertising or Promotional Sign as shown below, and click on the button Details.

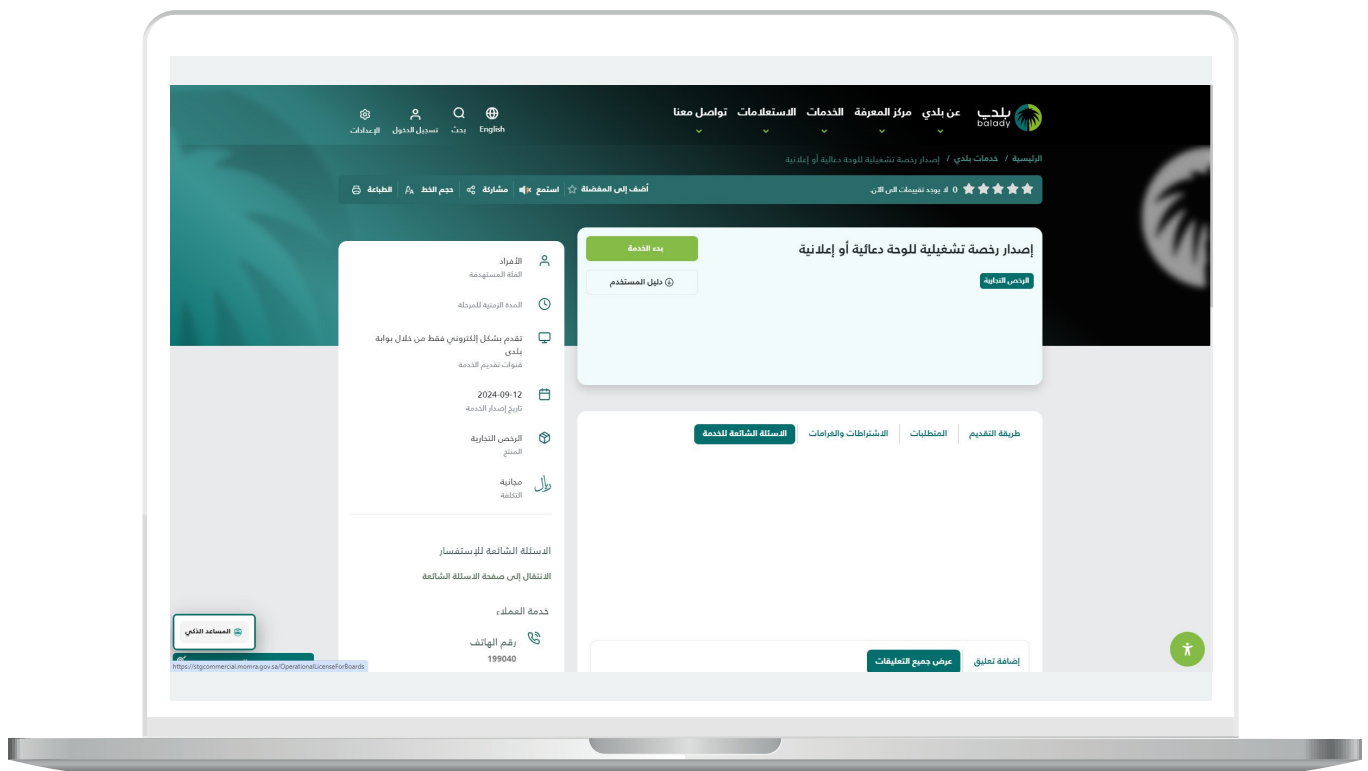


4) The following screen appears, displaying the (Service Card), which includes details such as (How to Apply, Requirements, Conditions and Fines, etc.).





5) The **(Start Service)** button is clicked.



6) The next screen will appear, where the applicant's information is verified by entering the value in the field Mobile Number and clicking Verify.

بيانات مقدم الطلب

رقم الجوال:

تأكيد

سوف يتم استلام جميع الإشعارات على رقم الجوال المسجل في النظام

صفة مقدم الطلب

مفوض/مدير حساب منشأة

مالك/مدير منشأة

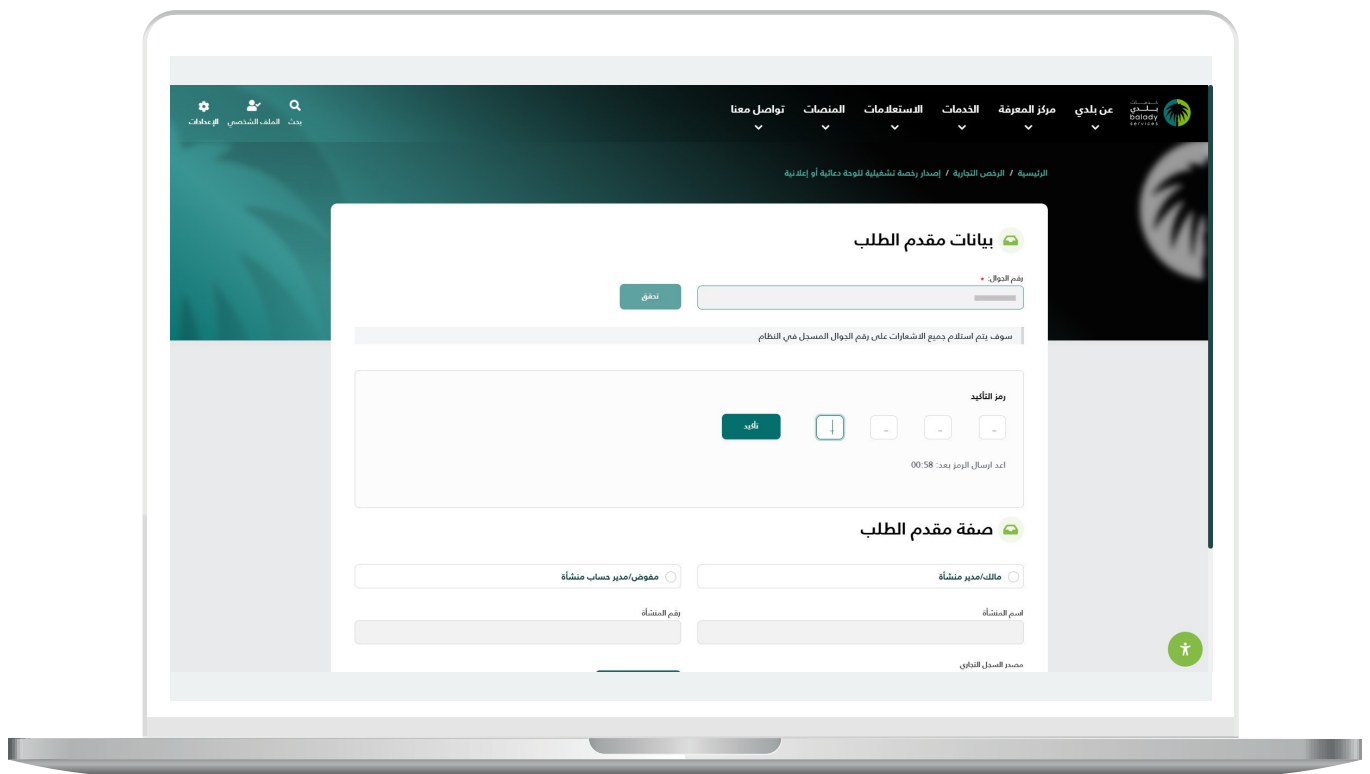
رقم المنشأة

اسم المنشأة

مستند الترخيص

تقديم الطلب

7) A code will then be sent to the user's mobile, which they must enter in the (**Verification Code**) field and click the (**Confirm**) button, as shown in the following screenshot.



8) A message will then appear indicating successful verification, as shown in the following screenshot. The applicant must then select their Applicant Role from the following options: (**Owner/Business Manager, Authorized Representative/Business Account Manager**).

If Owner or Manager of an Establishment is selected, a new field named Commercial Registration will appear to be filled in, followed by clicking the Browse button.

9) If Representative or Account Manager of an Establishment is selected, a new dropdown list named Commercial Registration/700 will appear, from which a value is chosen, followed by clicking the View button.

The screenshot shows a web application interface for submitting a request. The header contains navigation links: 'الرئيسية' (Home), 'الرخص التجارية' (Commercial Licenses), 'إصدار رخصة تشغيلية للوحة دعائية أو إعلانية' (Issuance of an operational license for a promotional or advertising sign), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'المنصات' (Platforms), 'تواصل معنا' (Contact Us), 'عن بلدي' (About My City), and 'مركز المعرفة' (Knowledge Center). The main content area is titled 'صفحة مقدم الطلب' (Request Page). It features a green banner with the text 'شكراً، تم التحقق بنجاح' (Thank you, successful verification). Below the banner, there is a form with the following fields: 'رقم الدولة' (Country Number) with a dropdown menu, 'صنف مقدم الطلب' (Requester Category) with a radio button, 'الاسم التجاري / رقم 700' (Commercial Name / 700 Number) with a dropdown menu, 'رقم المنشأة' (Establishment Number) with a text input field, and 'اسم المنشأة' (Establishment Name) with a text input field. There are also buttons for 'استعراض' (View) and 'تقديم الطلب' (Submit Request). The footer contains a user profile icon.

10) In this example, the applicant status Owner or Manager of an Establishment was chosen, and the Commercial Registration field was filled in and submitted by clicking the View button. The system retrieves the following fields: (**Establishment Name, Establishment Number, Commercial Registry Source**).

Then click the Submit Request button.

The screenshot displays a web application interface for submitting a request. The main heading is 'صفحة مقدم الطلب' (Request Page). The form contains several input fields and buttons:

- مفوض/مدير حساب منشأة** (Authorized/Manager of Establishment Account): A radio button option.
- مالك/مدير منشأة** (Owner/Manager of Establishment): A radio button option, currently selected.
- الاسم التجاري** (Commercial Name): A text input field with a green 'استعرض' (View) button next to it.
- رقم المنشأة** (Establishment Number): A text input field.
- محل المنشأة** (Establishment Location): A text input field.
- مصدر السجل التجاري** (Commercial Registry Source): A text input field.
- تقديم الطلب** (Submit Request): A green button at the bottom of the form.

The footer of the page includes the text 'وزارة الداخلية والجماعات المحلية' (Ministry of Interior and Local Communities) and '2030'.

11) The user proceeds to the **(Board Information)** stage, where they must select values from the following dropdown lists in order: **(Sign Classification, Installation Mechanism, Board Type, Display Method)**.

The screenshot shows a web application interface for applying for a license. The top navigation bar includes links for 'الرئيسية' (Home), 'الرخصة التجارية' (Commercial License), 'إصدار رخصة تشغيلية للوحة دعائية أو إعلانية' (Issuance of an Operational License for an Advertising or Promotional Sign), 'عن بلدي' (About My City), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'المنتجات' (Products), 'تواصل معنا' (Contact Us), and 'الخدمات' (Services). The user is logged in as '4617356906' with the role 'مقدم الطلب' (Applicant). The progress bar indicates the current stage is '2. بيانات اللوحة' (Board Information), with previous stages being '1. بيانات مقدم الطلب' (Applicant Information), '3. اختيار الموقع الدعايى' (Select Advertising Location), '4. بيانات المرفقات' (Attachments), and '5. حاسبة الرسوم' (Fee Calculator). The 'Board Information' section contains four dropdown menus: 'تصنيف اللوحة' (Board Classification), 'نوع اللوحة' (Board Type), 'آلية تركيب اللوحة' (Board Installation Mechanism), and 'طريقة عرض اللوحة' (Board Display Method). Below these are two input fields for 'مساحة اللوحة' (Board Area), labeled 'الطول (سم)' (Length (cm)) and 'العرض (سم)' (Width (cm)).

12) If the user selects **(Advertising Sign)** from the **(Sign Classification)** dropdown list and **(Buildings and Streets)** from the **(Installation Mechanism)** dropdown list, the options displayed in the **(Sign Type)** dropdown list appear, allowing the user to select one.

The user must also enter the **(Length and Width)** values in the **(Sign Area)** section.



13) If the user selects **(Advertising Sign)** from **(Sign Classification)** and **(Vehicles)** from **(Installation Mechanism)**, a new section labeled **(Vehicle Information)** appears at the bottom of the screen, requiring data entry.

The screenshot shows a web application interface for issuing an operational license. The top navigation bar includes links for 'الرئيسية' (Home), 'الرخص التجارية' (Commercial Licenses), 'إصدار رخصة تشغيلية للوحة دعائية أو إعلانية' (Issuing a Signage or Advertising Signage Operational License), 'عن يادي' (About Us), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'المنصات' (Platforms), 'تواصل معنا' (Contact Us), and 'عن يادي' (About Us). Below the navigation bar is a progress indicator with five steps: 1. بيانات مقدم الطلب (Applicant Data), 2. بيانات اللوحة (Sign Data), 3. اختيار الموقع المراد نصبه (Select the location to be installed), 4. بيانات المركبات (Vehicle Data), and 5. تسمية اللوحين (Signage Naming). The current step is 2, 'بيانات اللوحة'. The form is titled 'تصنيف اللوحة' (Sign Classification) and contains several sections: 'تصنيف اللوحة' (Sign Classification) with dropdowns for 'نوع اللوحة' (Sign Type) and 'طريقة عرض اللوحة' (Sign Display Method); 'مساحة اللوحة' (Sign Area) with input fields for 'الطول (سم)' (Length (cm)) and 'العرض (سم)' (Width (cm)); and 'بيانات المركبة' (Vehicle Information) with input fields for 'الطول (سم)' (Length (cm)), 'العرض (سم)' (Width (cm)), 'سنة الصنع' (Year of Manufacture), 'رقم اللوحة' (Sign Number), and 'رقم الهيكل' (Chassis Number). The form is displayed on a laptop screen with a navigation bar at the top and a progress indicator at the bottom.

14) The values displayed in the image below appear in the (**Sign Type**) dropdown list for selection.

[illegible]

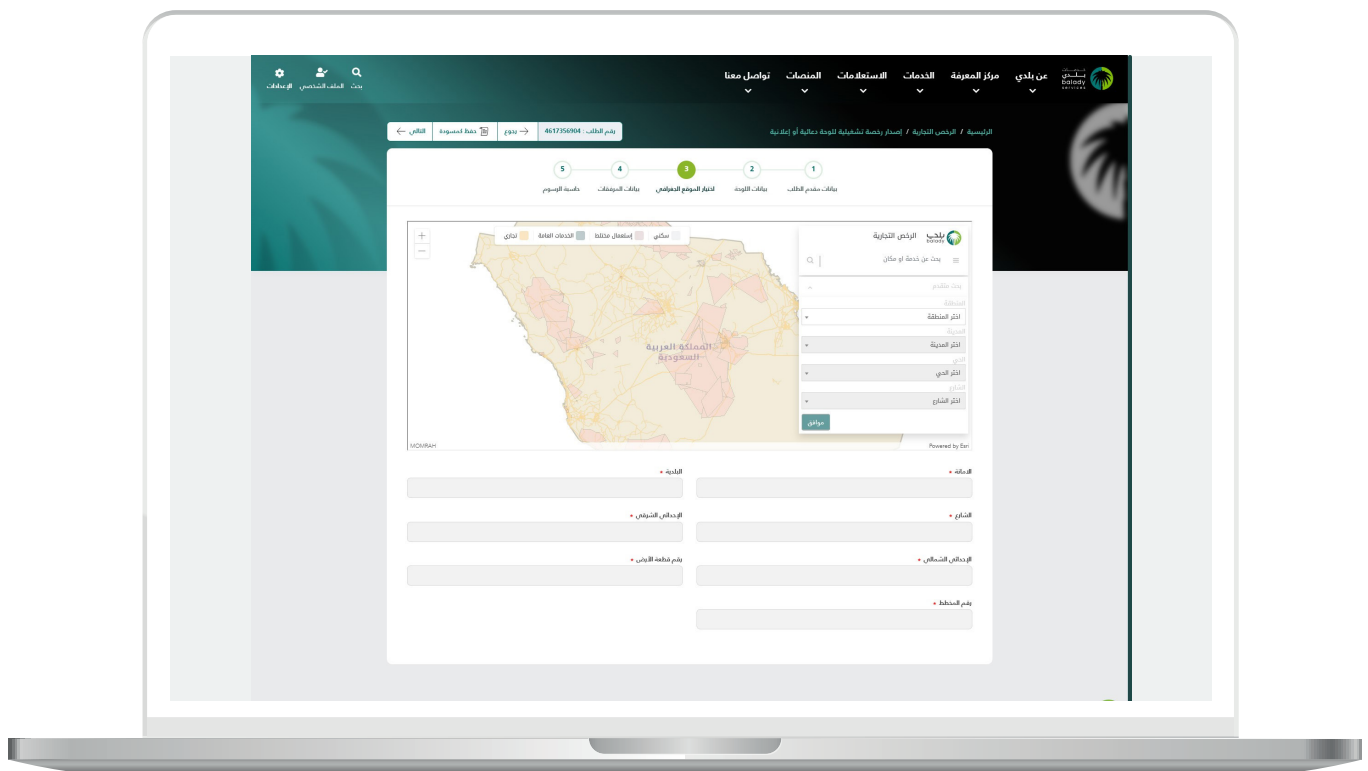
15) If the user selects (**Promotional Sign**) from (**Sign Classification**) and (**Vehicles**) from (**Installation Mechanism**), specific values will be available in the (**Sign Type**) dropdown list for selection.

The button Next is clicked to proceed.

16) The user is taken to the **(Geographic Location Selection)** stage, where an interactive map appears. They must select values from the following dropdown lists in order: **(Region, City, District, Street)**.

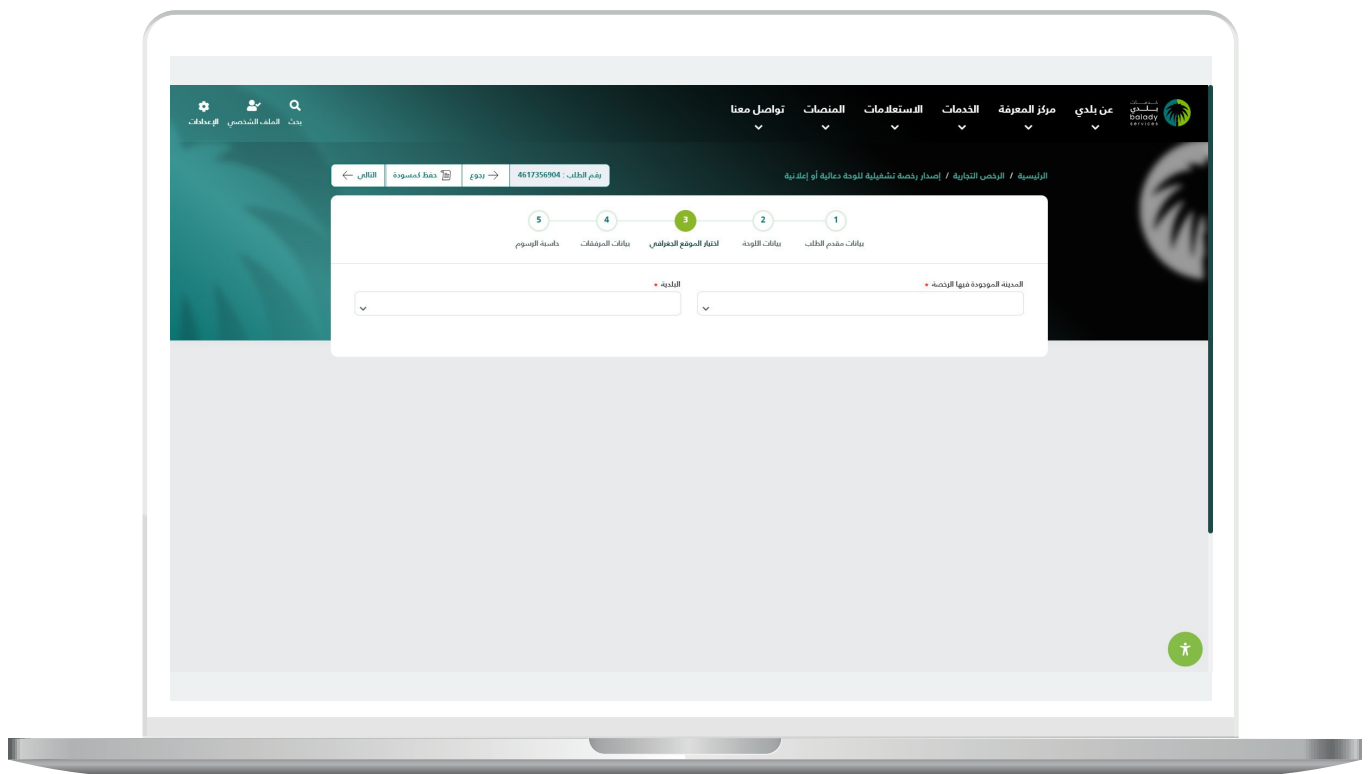
Clicking on the map and selecting **(Confirm)** automatically fills in the fields: **(Municipality, Secretariat, Street, East Coordinate, North Coordinate, Land Plot Number, Plan Number)**.

If the **(Installation Mechanism)** selected in the previous step was **(Buildings and Streets)**, this map feature is displayed.

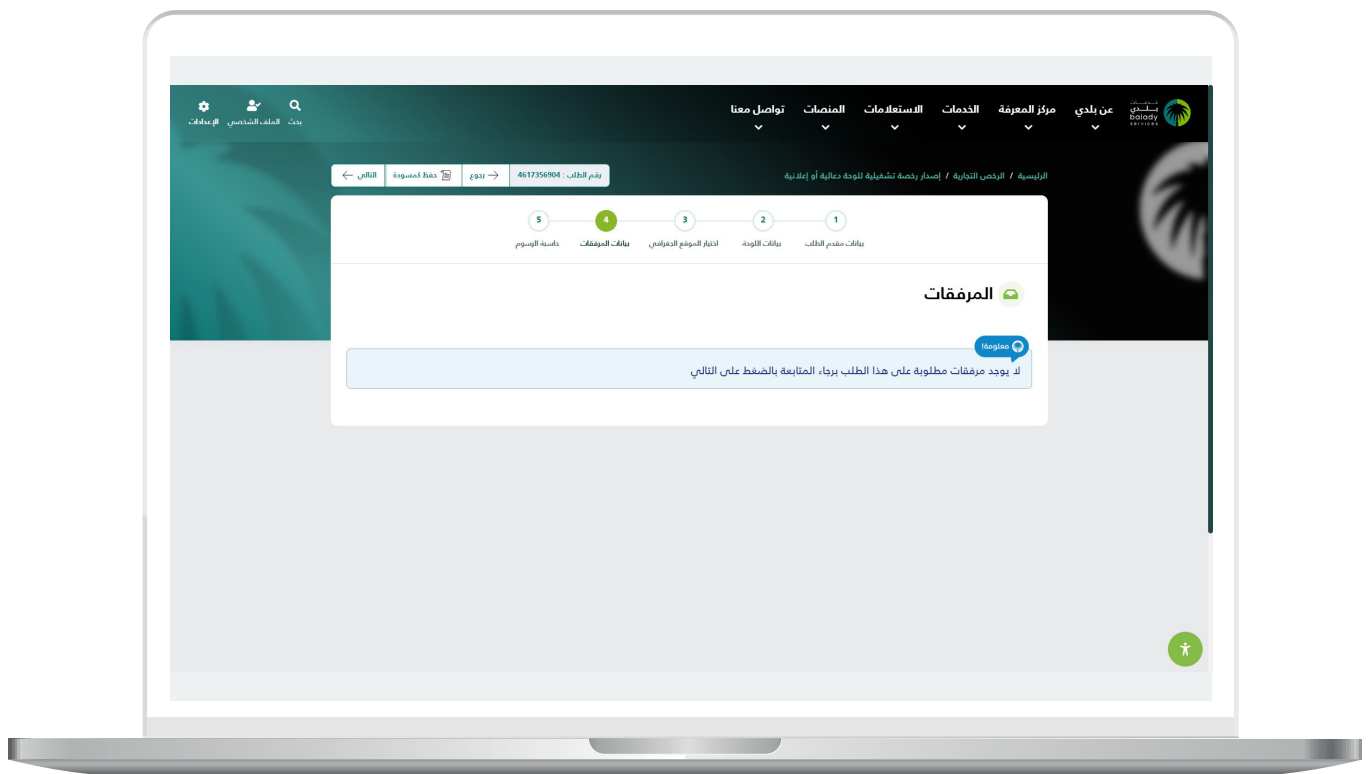


17) If **(Vehicles)** was selected instead, the user is redirected to a different screen to select values from the **(City where the License is Registered, Secretariat)** dropdown lists.

The button Next is clicked to proceed.

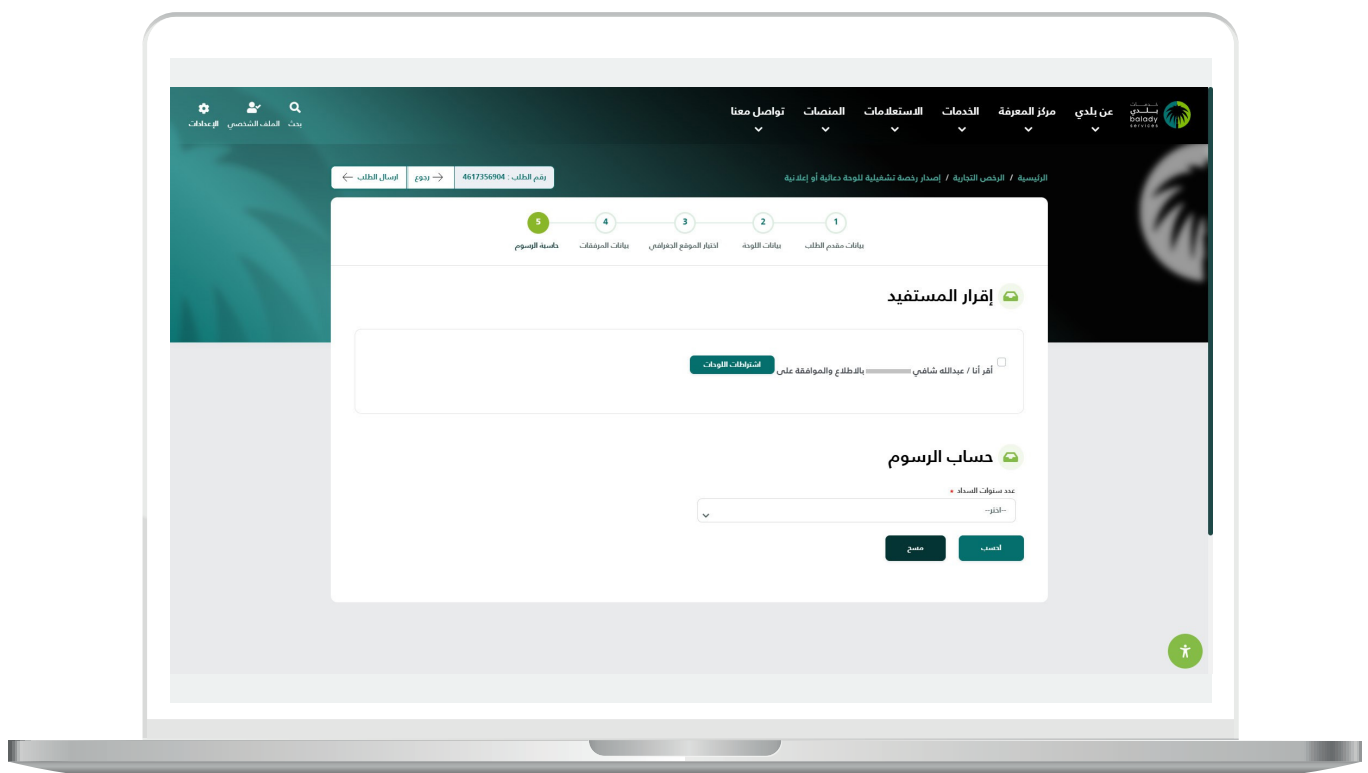


18) The next stage is (**Attachments**), where users can upload any required documents before clicking (**Next**).

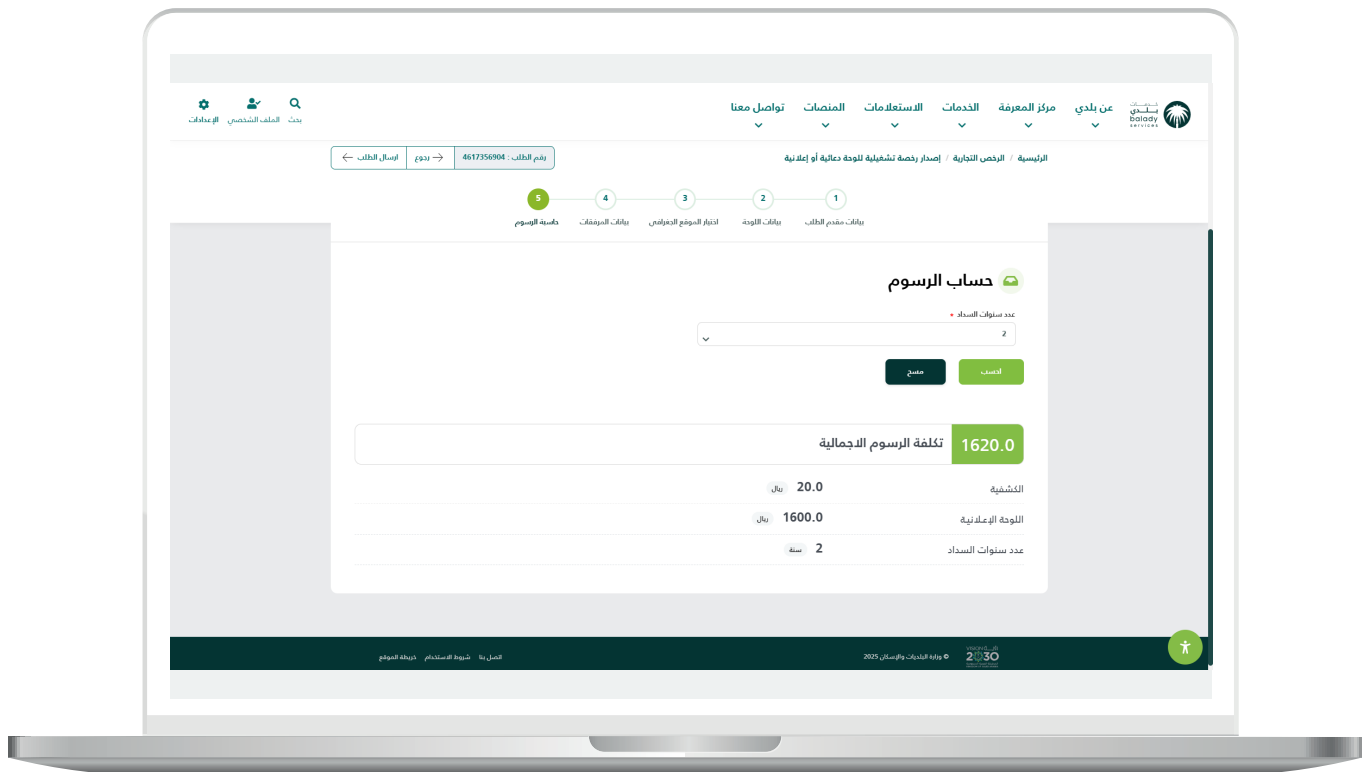


19) The Fee Calculator step appears, as shown below. The user agrees to the Beneficiary Declaration and can read the Sign Requirements by clicking the button.

Then, the user selects the Number of Years for Payment from the drop-down menu and clicks Calculate. The system then displays the total fee cost.

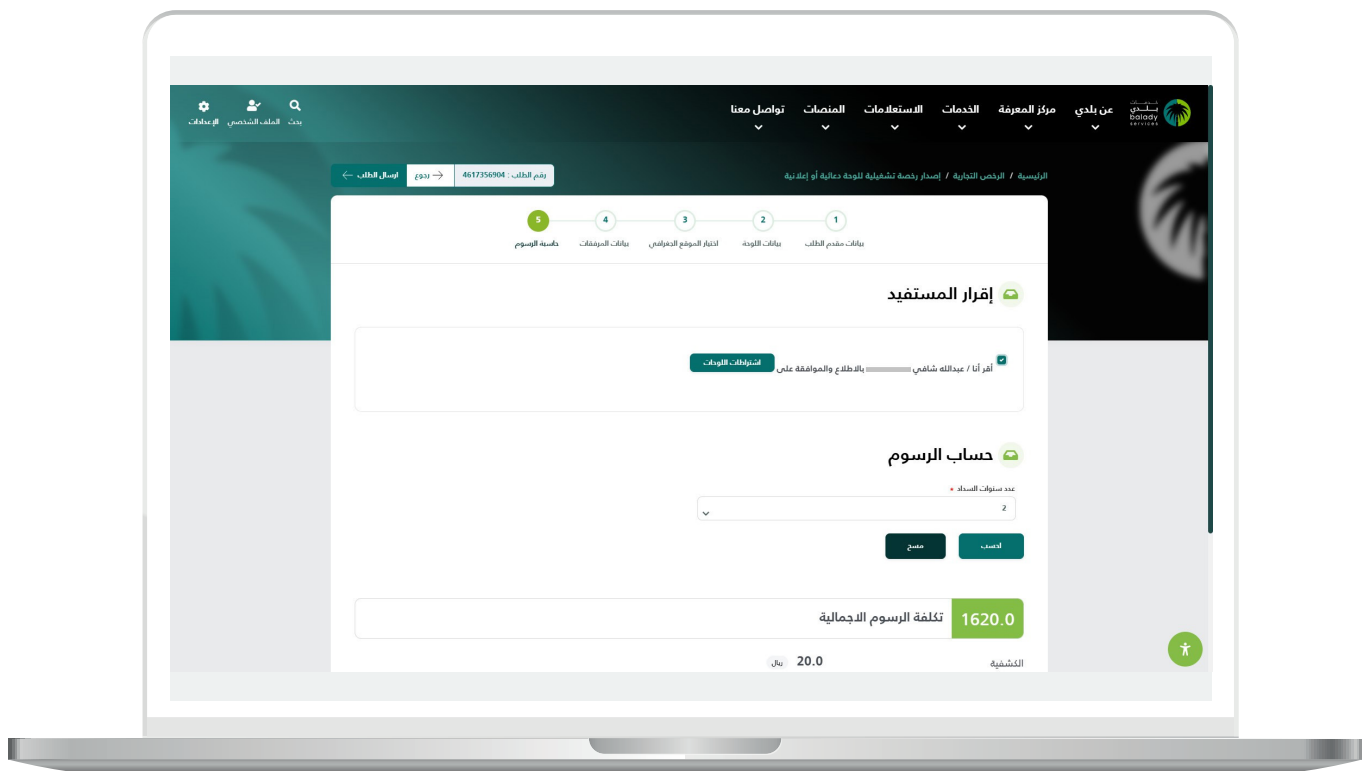


20) The **(Total Fee Amount)** is then calculated and presented to the user.

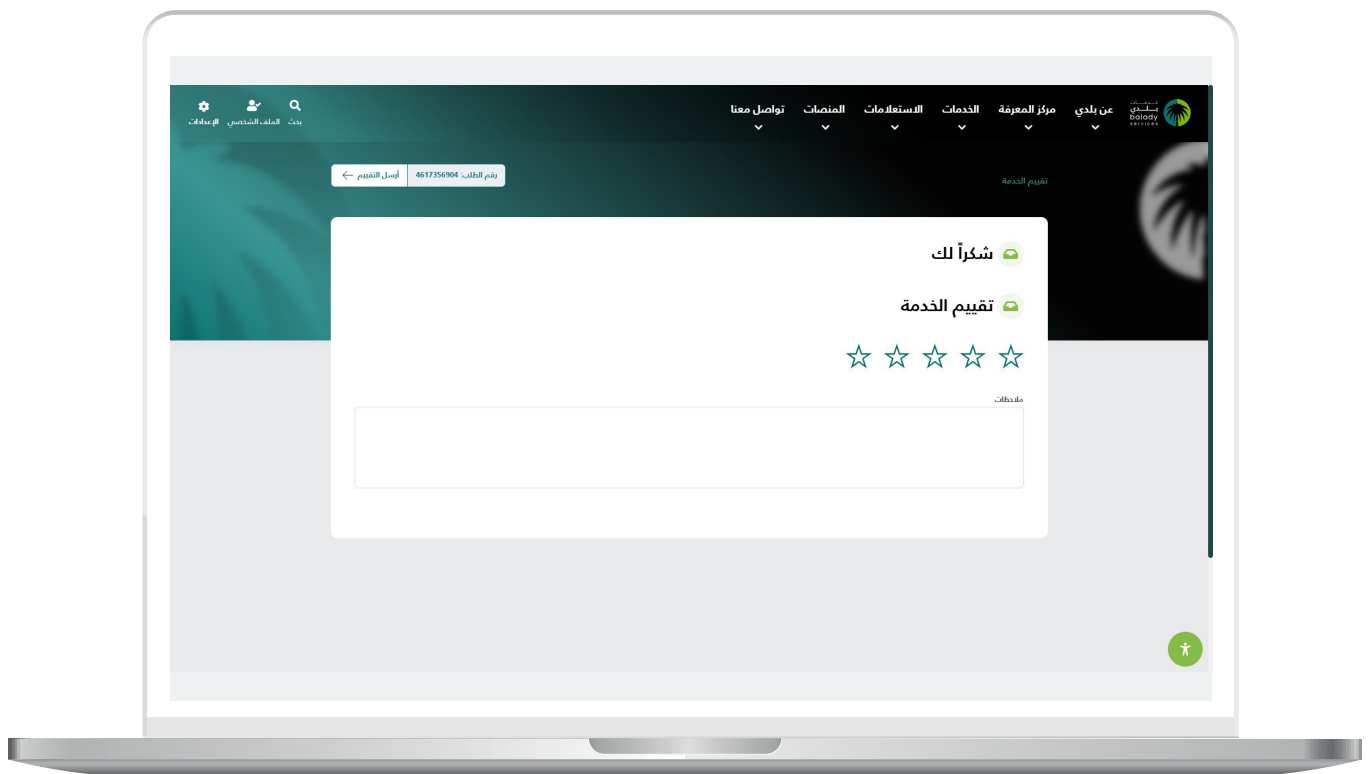




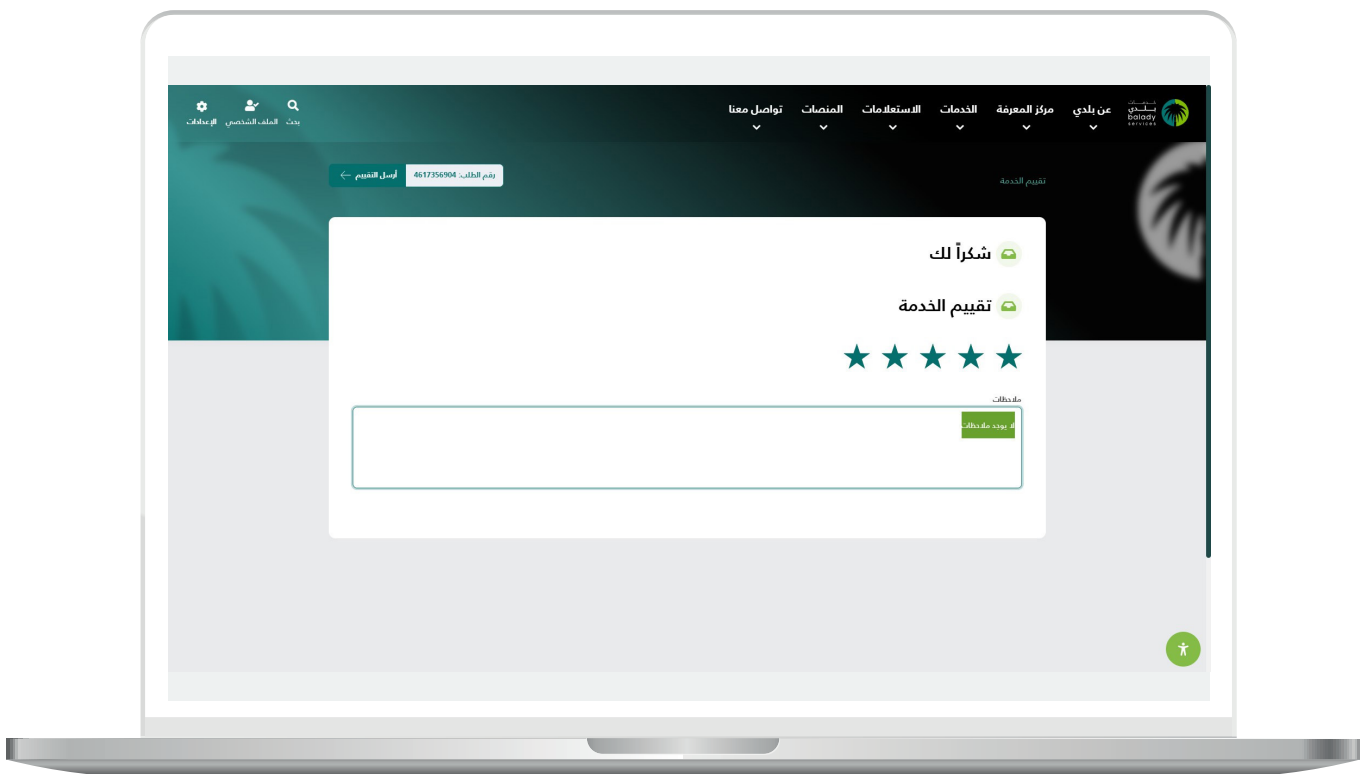
21) The button Submit Request is clicked to finalize the process. If necessary, the user can return to the previous step by selecting Back.



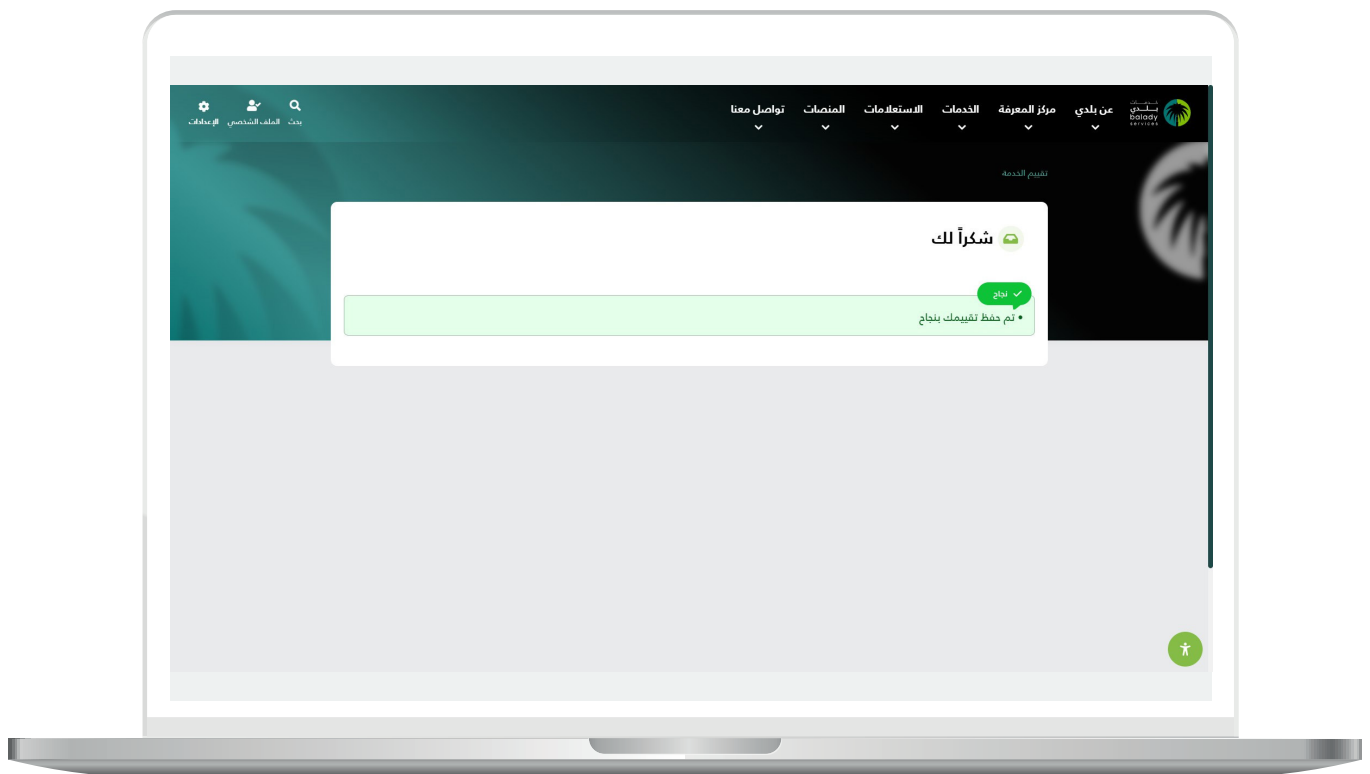
22) The request is successfully submitted, and the user is prompted to rate the service by selecting the number of stars displayed and entering a value in the Comments field.



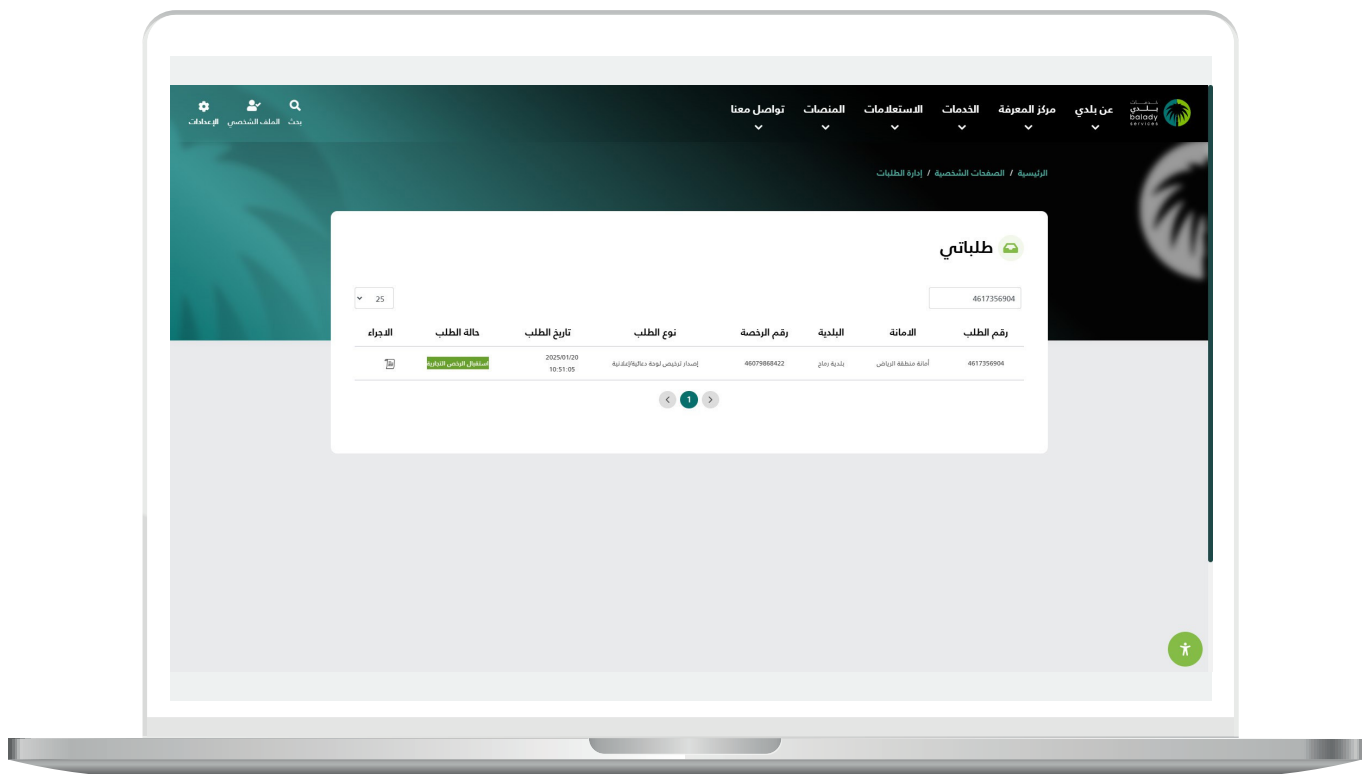
23) The user then clicks the **(Submit Evaluation)** button.



24) The feedback is saved successfully, as shown below.



25) The user is redirected to the **(My Requests)** screen if they wish to track the request, as shown in the image below. The request status will be **(Receiving Commercial Licenses)**, and request details can be viewed by clicking the document icon in the **(Action)** column.



26) After that, the request details are displayed as shown in the following screen, representing the first part of the request details.

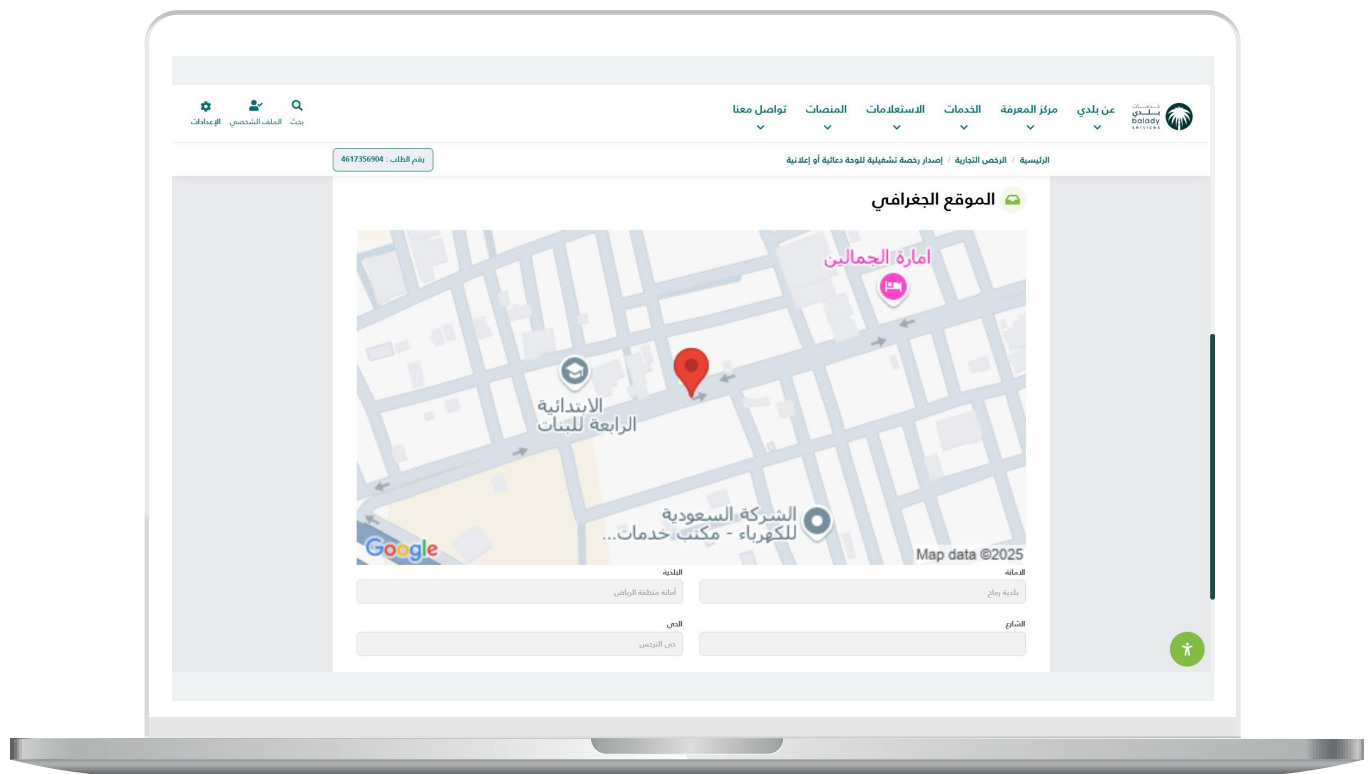
The screenshot displays a web application interface for requesting an operational license. The top navigation bar includes links for 'الرئيسية' (Home), 'الرخصة التجارية' (Commercial License), 'إصدار رخصة تشغيلية للوحة دعائية أو إعلانية' (Issuance of a sign operational license for advertising or promotional), 'عن بلدي' (About My City), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'المنتجات' (Products), 'تواصل معنا' (Contact Us), and 'الخدمات' (Services). A search bar and user profile icon are also present.

The main content area shows the 'بيانات مقدم الطلب' (Requester Data) form, which is divided into three sections:

- بيانات مقدم الطلب (Requester Data):**
  - رقم الهوية (ID Number): [Input Field]
  - إسم مقدم الطلب (Requester Name): [Input Field]
  - عنوانه (Address): [Input Field]
- بيانات المالك (Owner Data):**
  - إسم المالك (Owner Name): [Input Field]
  - مطعم القارب العربي للآكلات الشعبية (Arabic Street Food Restaurant): [Input Field]
- بيانات اللوحة (Sign Data):**
  - تصنيف اللوحة (Sign Classification): [Input Field]
  - لون إضاءة اللوحة (Sign Illumination Color): [Input Field]
  - ألمة تزيين اللوحة (Sign Decoration Color): [Input Field]
  - جناس وشوارع (Sign and Streets): [Input Field]
  - نوع اللوحة (Sign Type): [Input Field]
  - طريقة عرض اللوحة (Sign Display Method): [Input Field]
  - اللوحة على الأشكال ومكان الخدمة الذاتية (Sign on shapes and self-service area): [Input Field]
  - المساحة (Area): [Input Field]
  - الطول (سم) (Length (cm)): [Input Field]
  - العرض (سم) (Width (cm)): [Input Field]
  - مساحة اللوحة (متر مربع) (Sign Area (sqm)): [Input Field]

The bottom right corner of the form features a green circular button with a white icon of a person walking.

27) The following screen represents the second part of the request details.



 | 199040 Direct Contact Number

 | @Balady\_CS Customer Service

