



وزارة البلديات والإسكان
Ministry of Municipalities and Housing

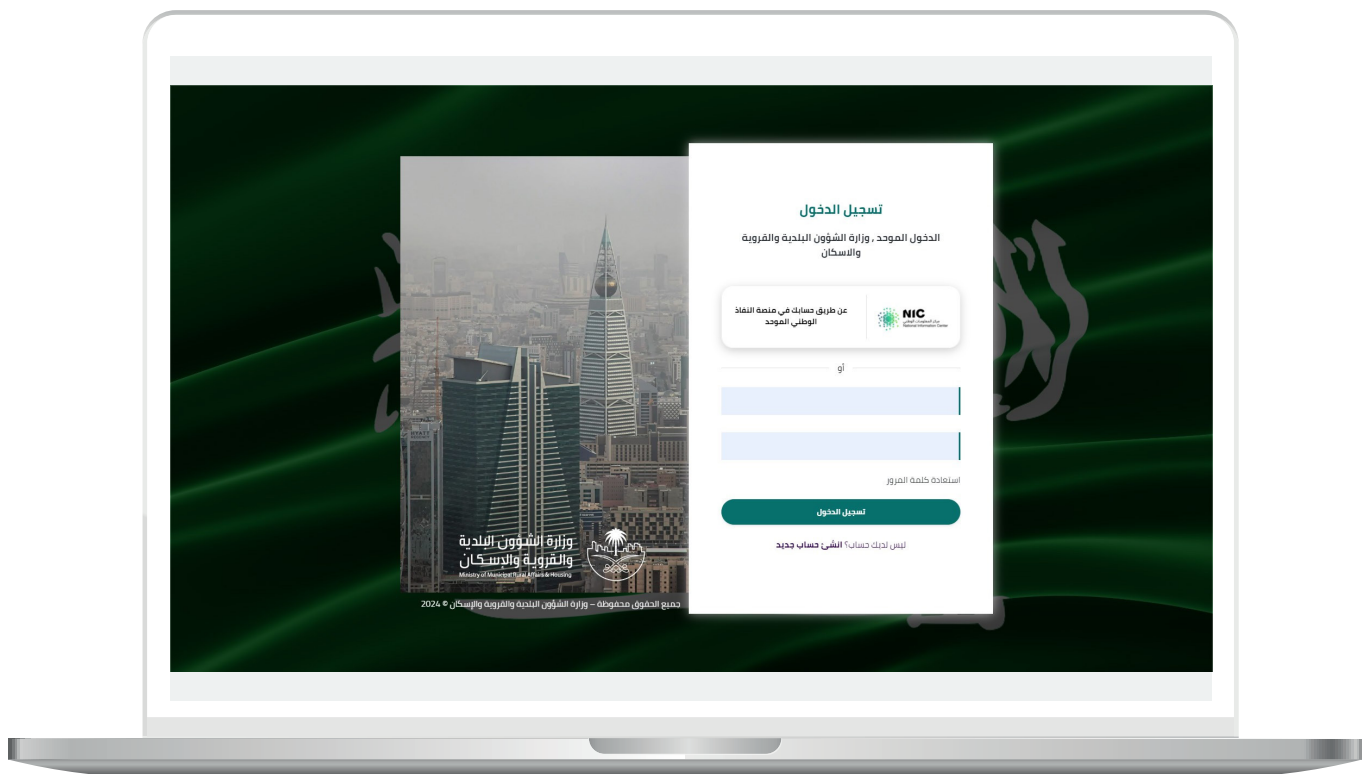
Service of Issuing a License for

Establishing Telecommunication Towers

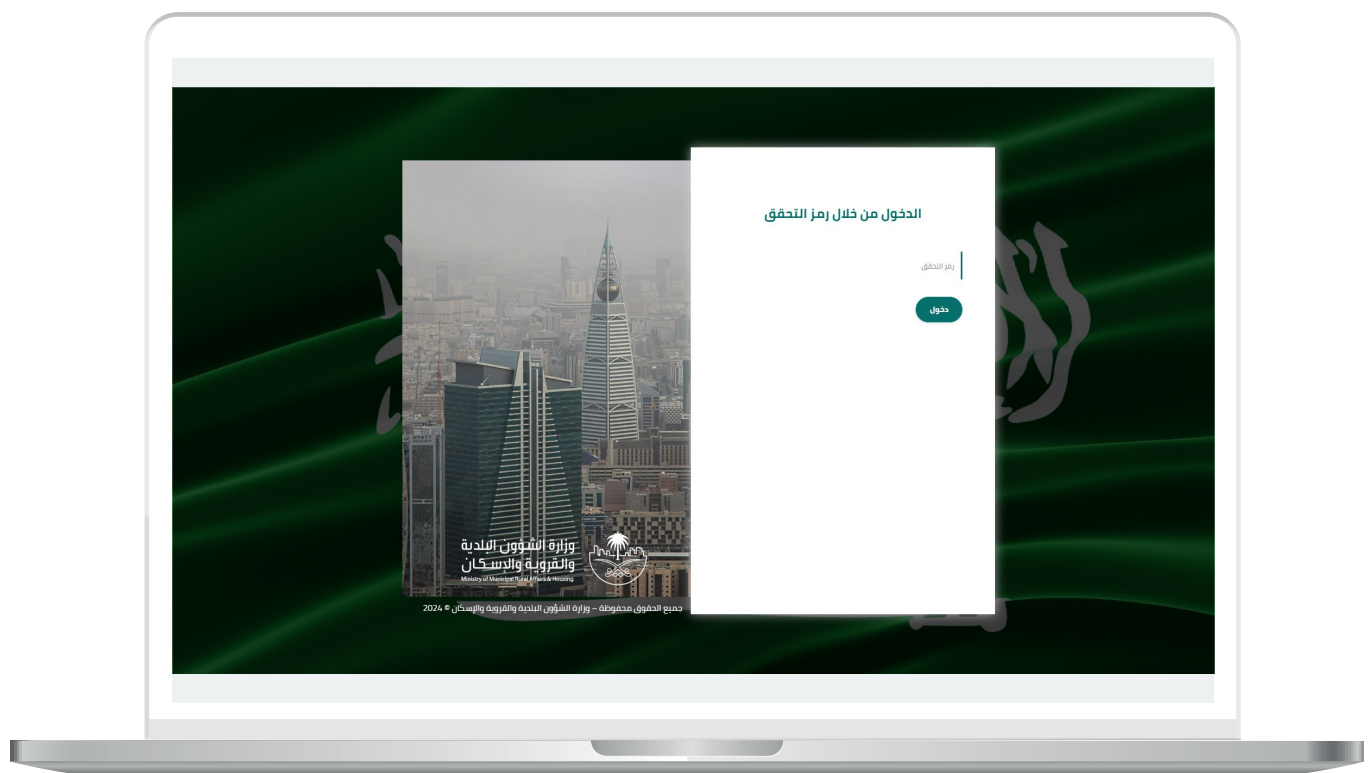
Beneficiary's
Copy

Logging into the System

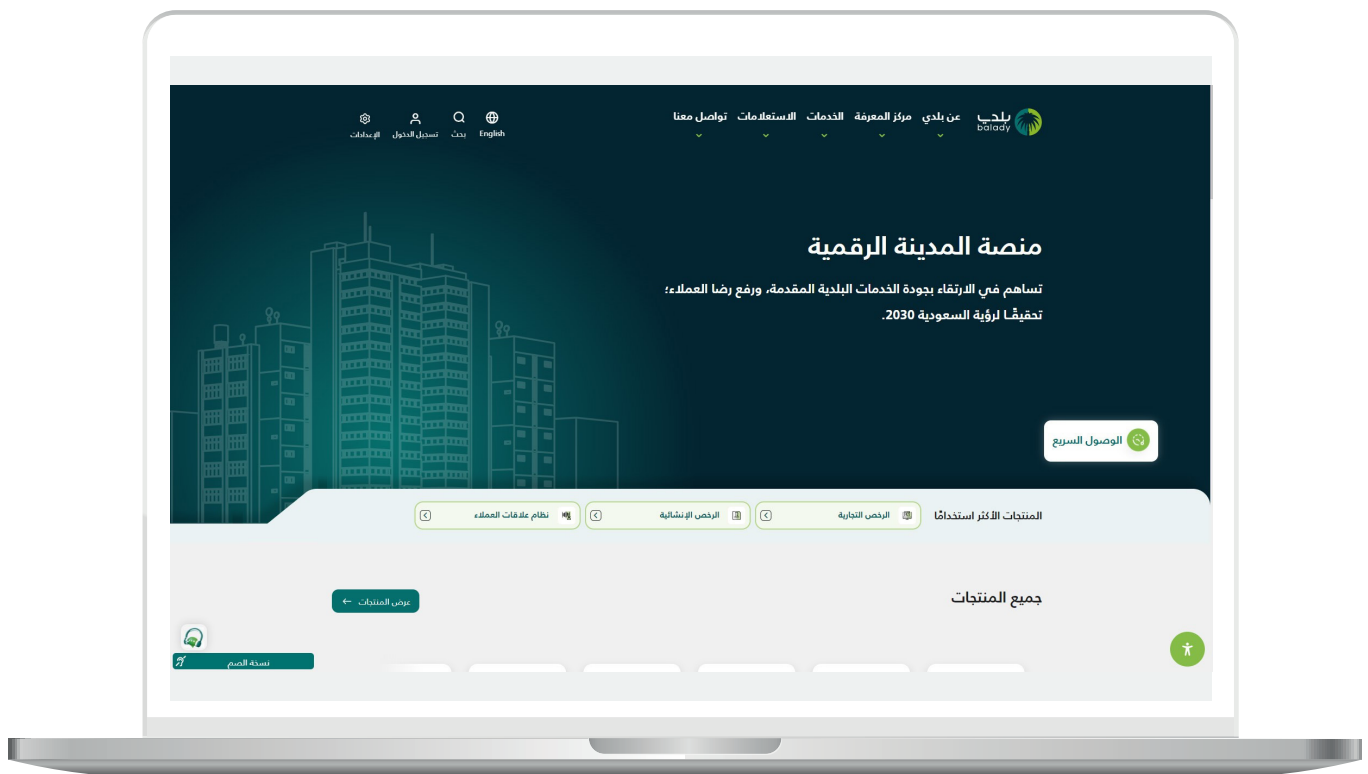
1) After accessing the system link, the following screen will appear, where the user enters their details (**National ID/Iqama Number, Password**) and then clicks the (**Login**) button.



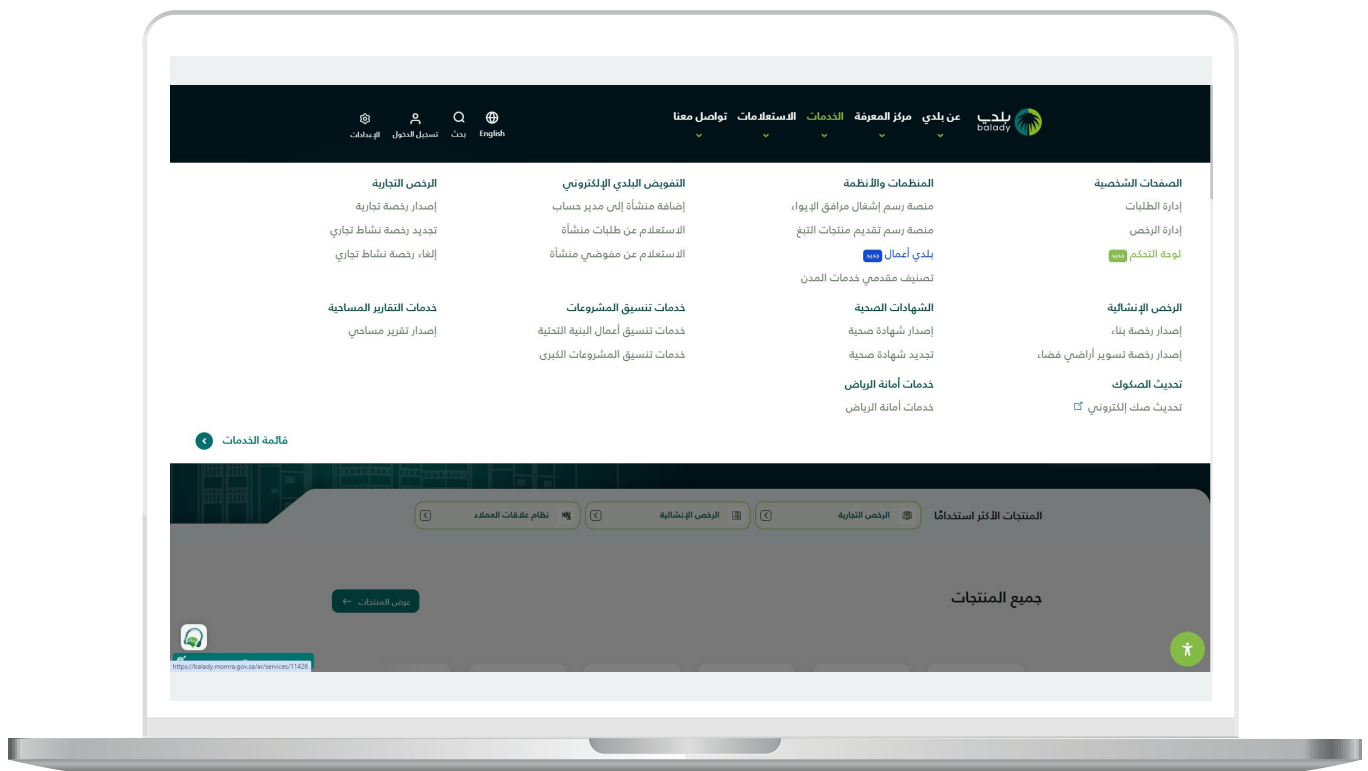
2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.



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

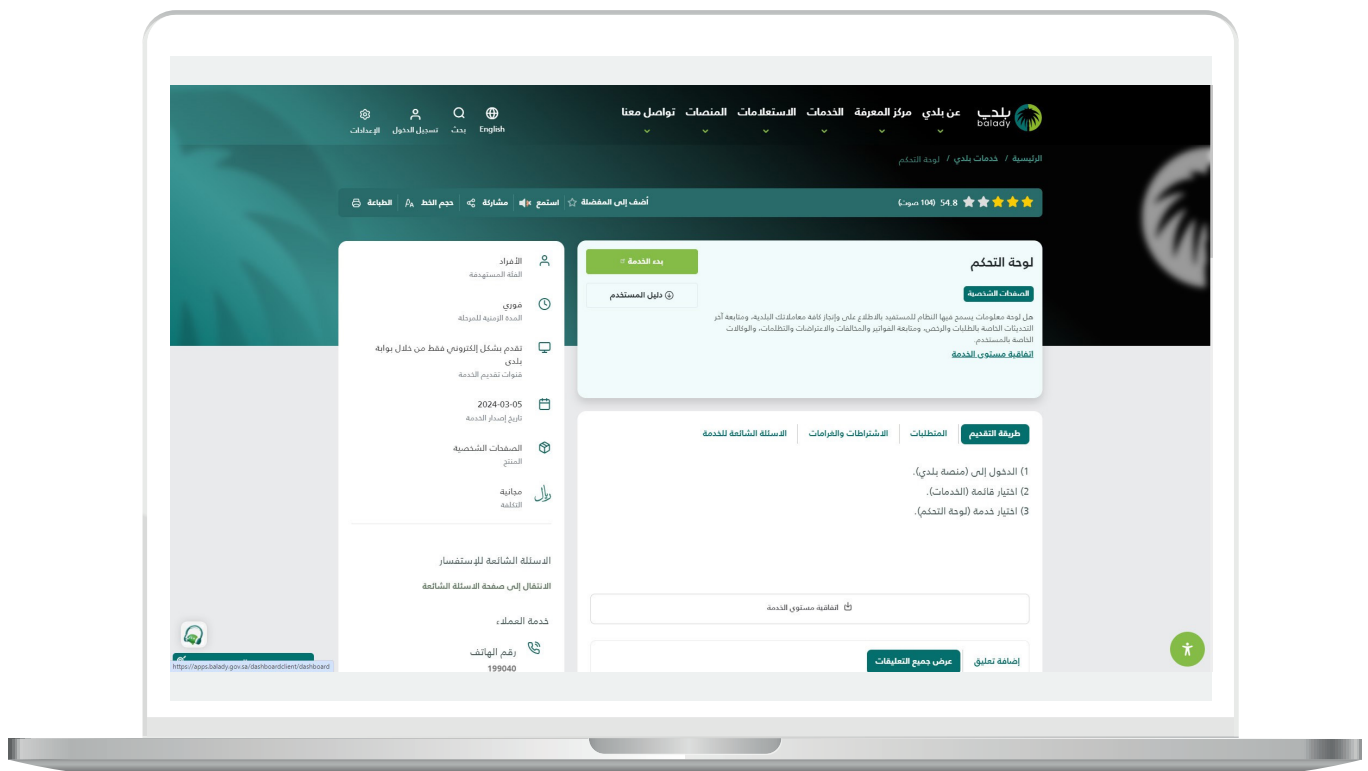


4) The user selects (**Control Panel**) from the (**Services**) menu.

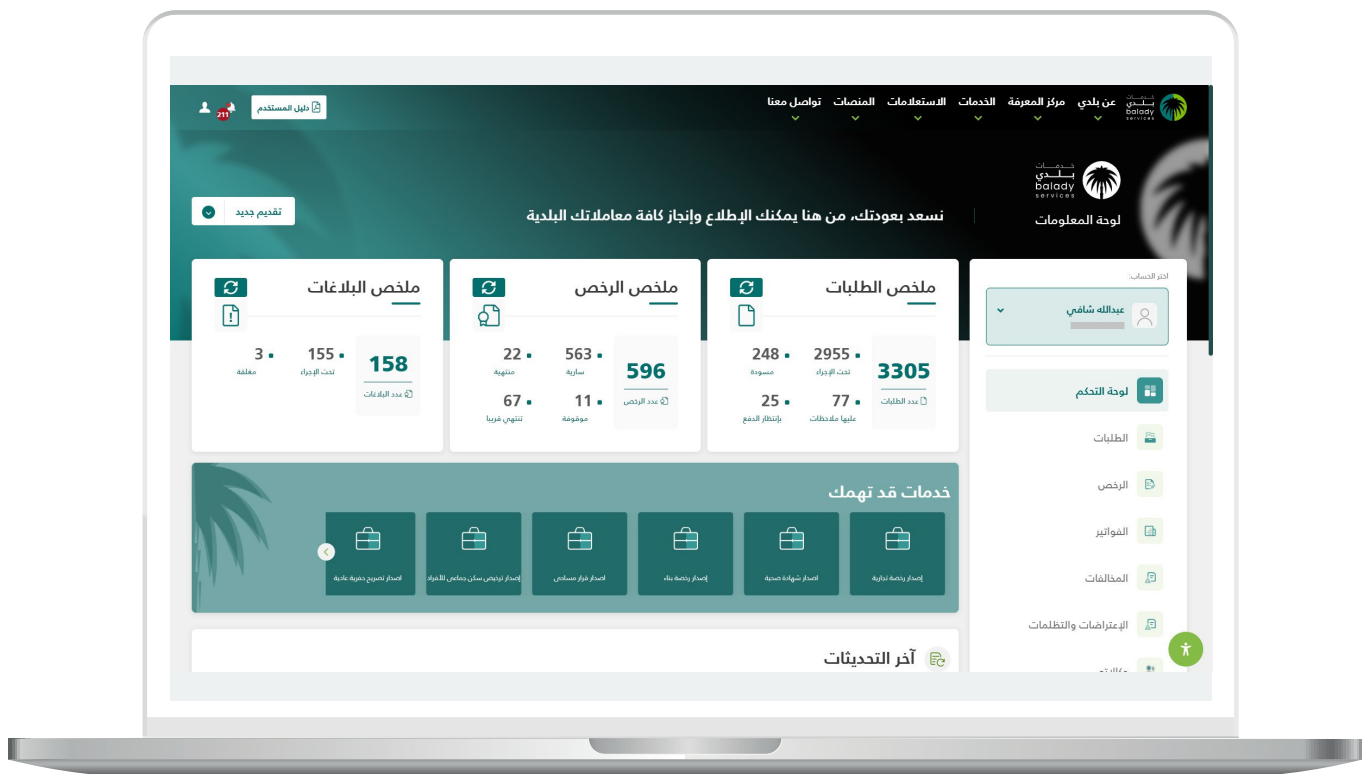


5) The following screen appears, representing the service introduction page, where the user can view (How to Apply, Requirements, Conditions and Fines, etc.).

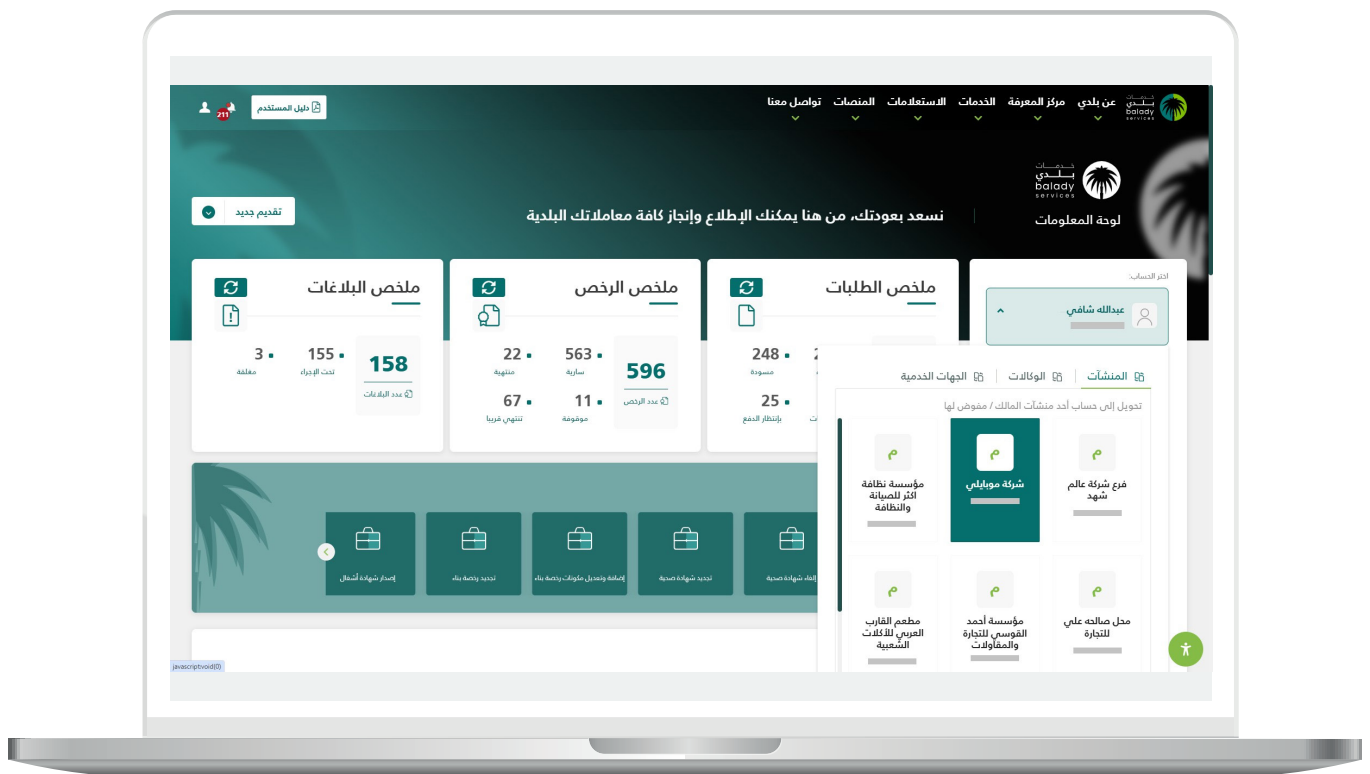
To start the application process, the user clicks the (Start Service) button.



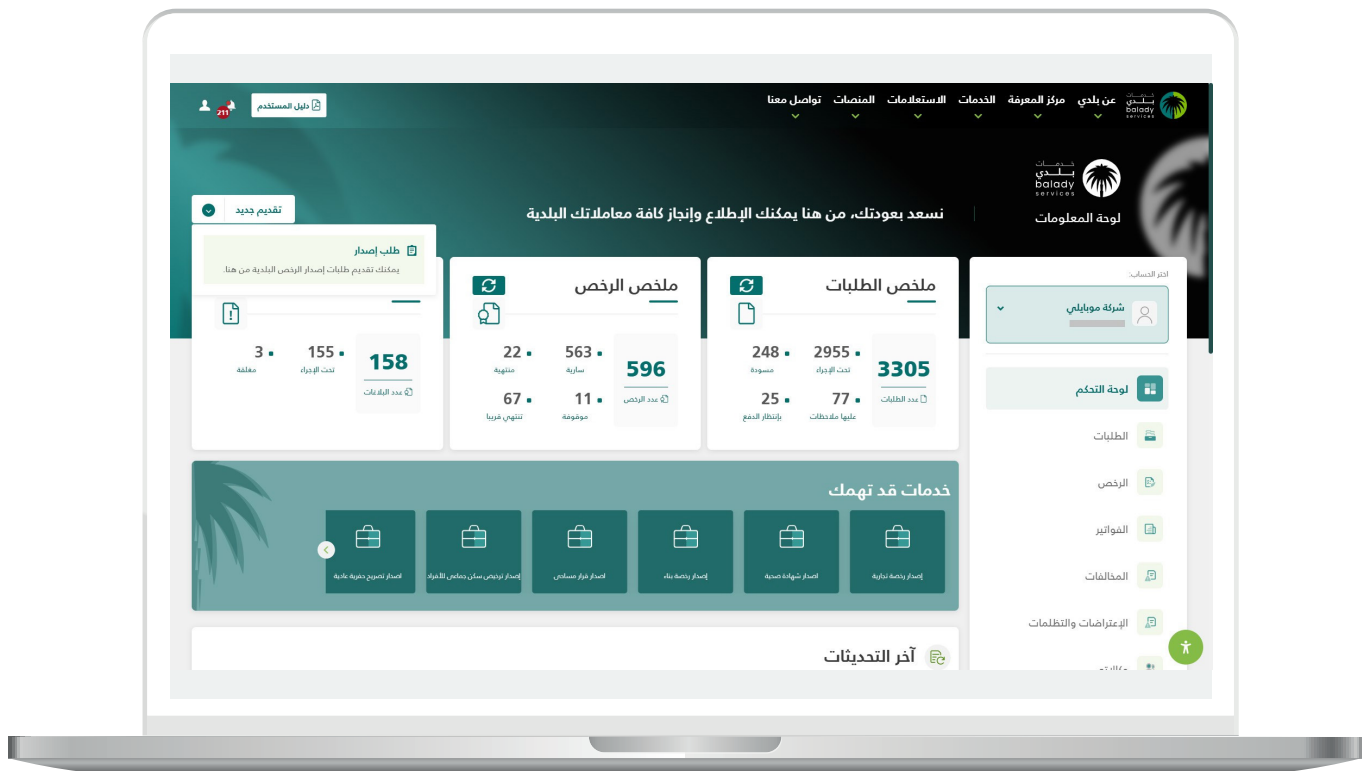
6) The Control Panel appears, where the user changes the account by clicking on the username, as submitting a request under **(For Myself)** is not allowed.



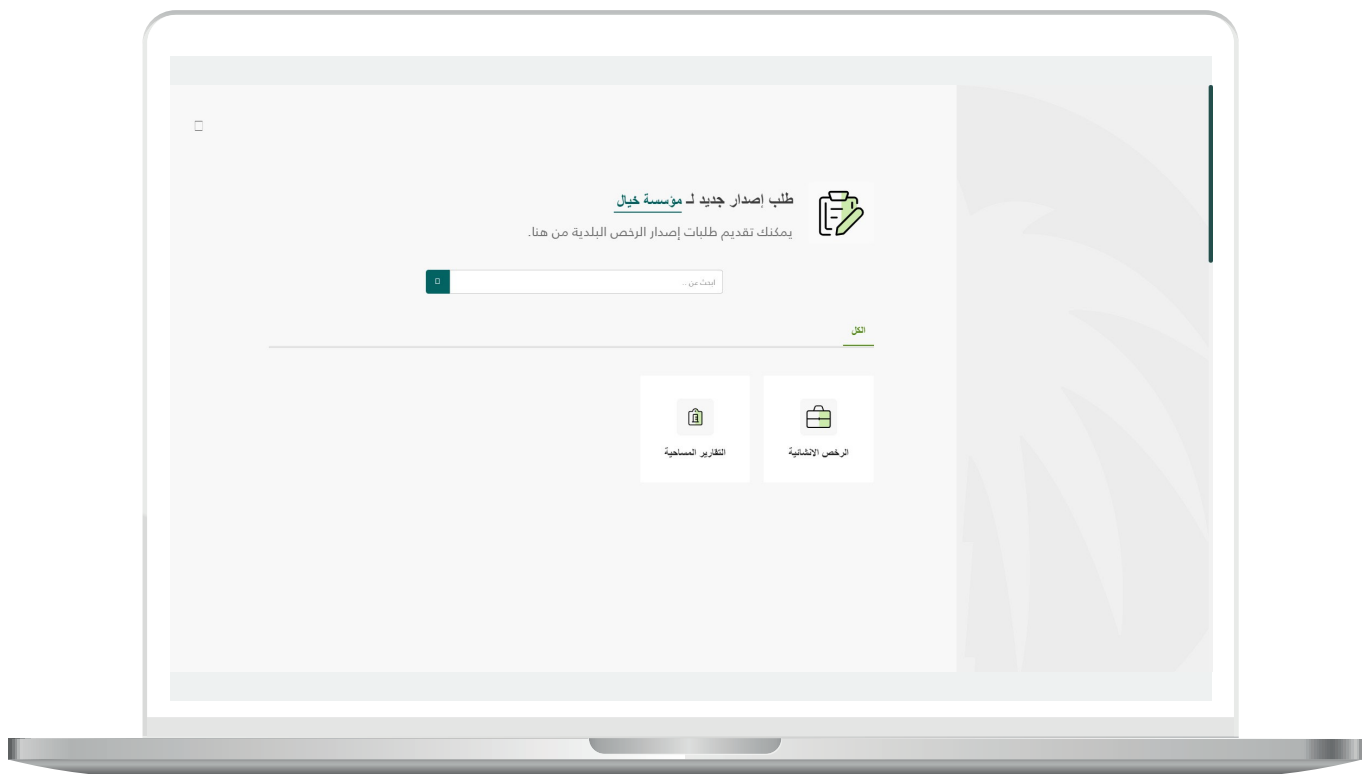
7) After clicking on the username, the options (Establishments, Agencies, Service Entities) are displayed.



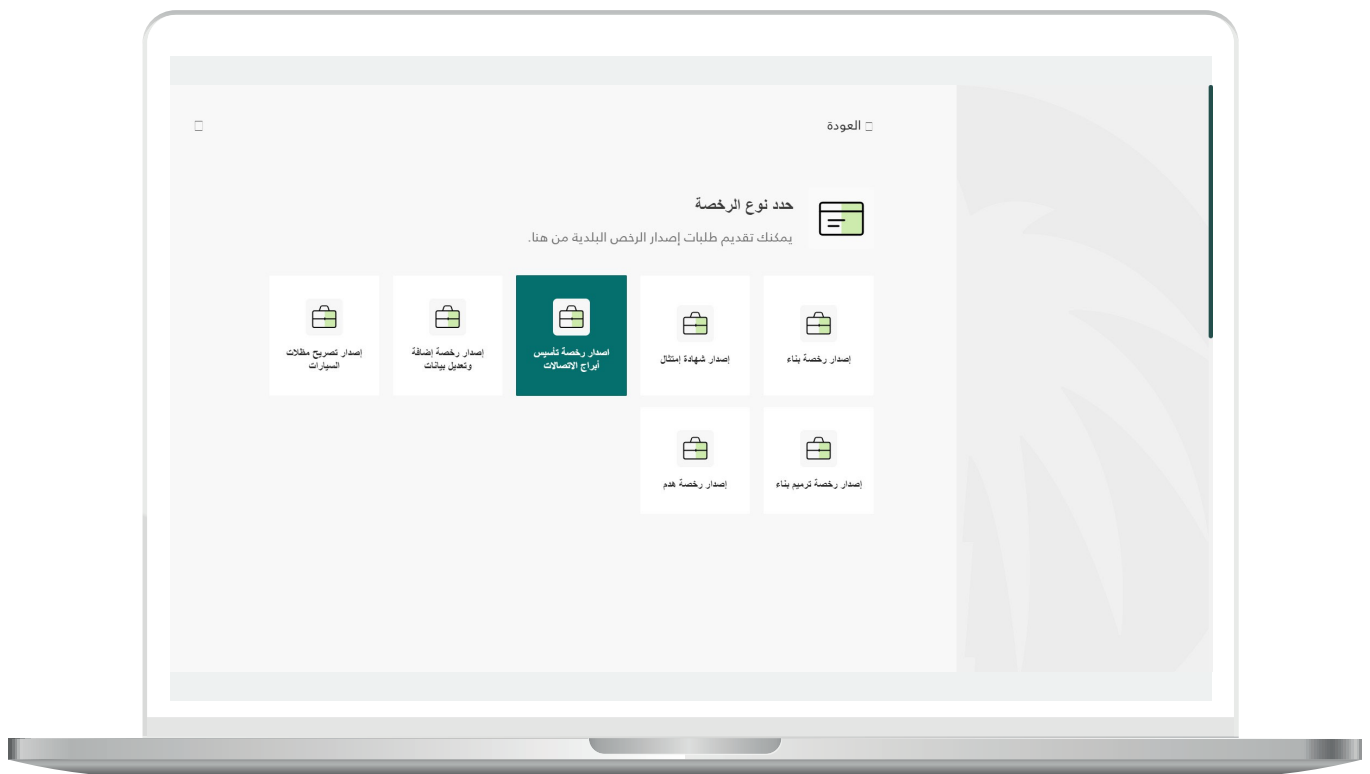
8) The user selects the establishment and clicks **(New Application)**, then selects **(Request Issuance)** to apply for municipal licenses.



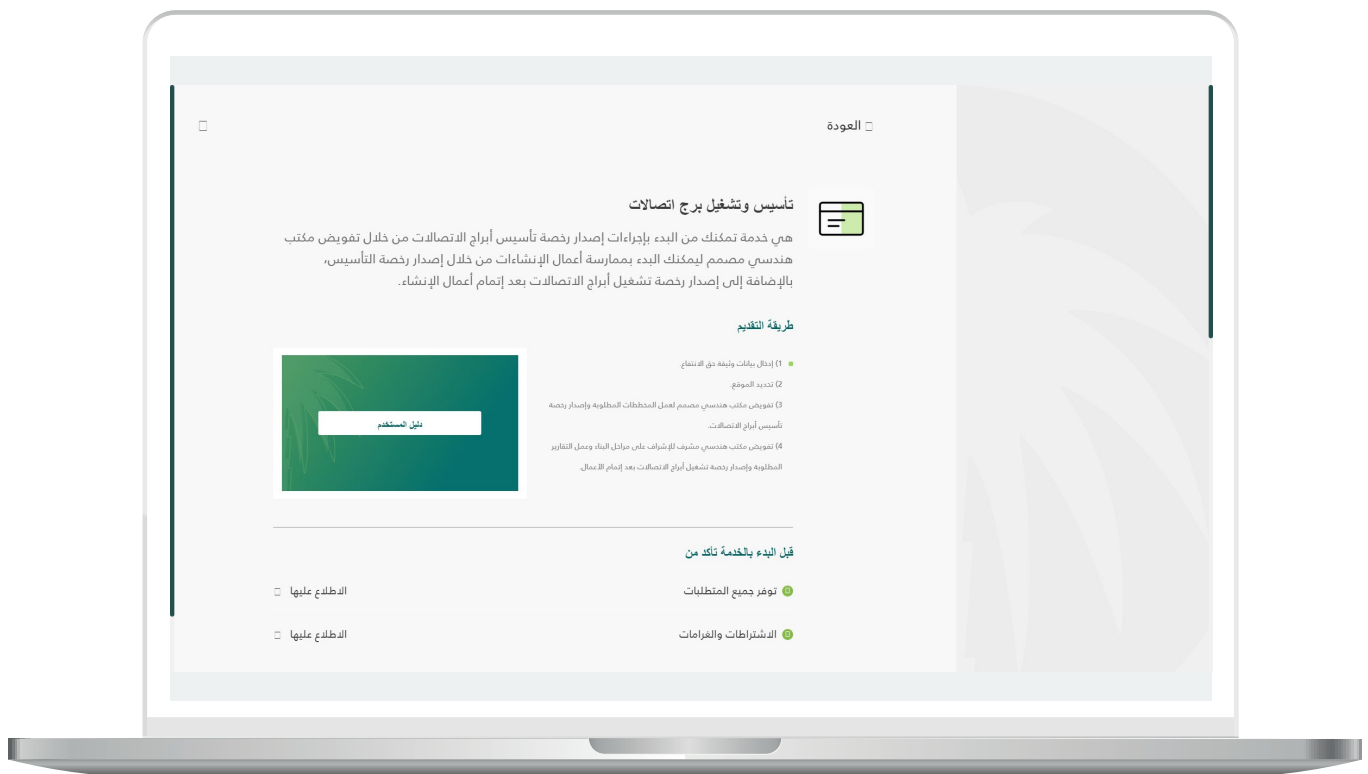
9) Then, select **(Construction Licenses)**.



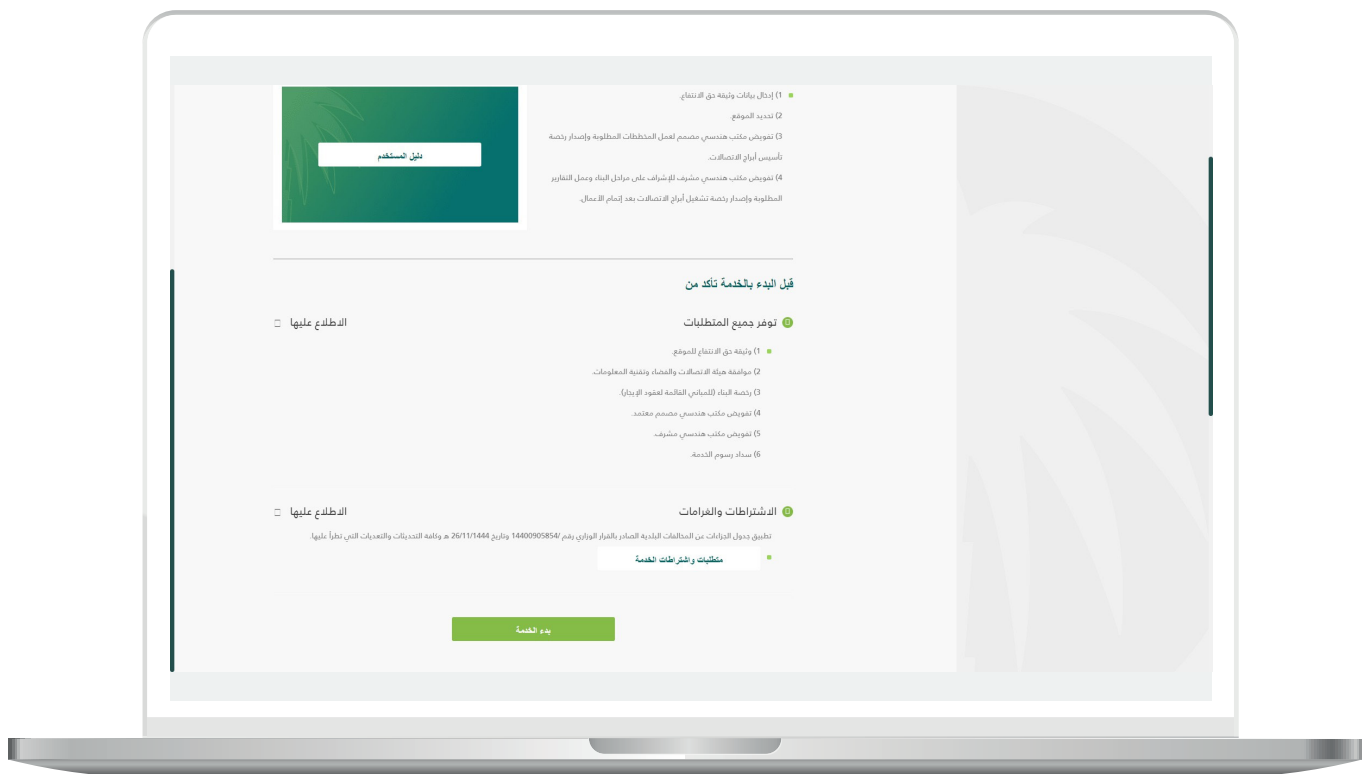
10) The available services are displayed, and the user selects (Issuing a License for Establishing Telecommunication Towers).



11) The next screen appears, representing the Service Introduction Screen, where the user can view one of the service requirements through the menus (**How to Apply, Requirements, Conditions and Fines, etc.**).



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



13) The user is directed to the next screen, where the mobile number verification process takes place. The user enters the (**Mobile Number**) field and clicks (**Verify**).

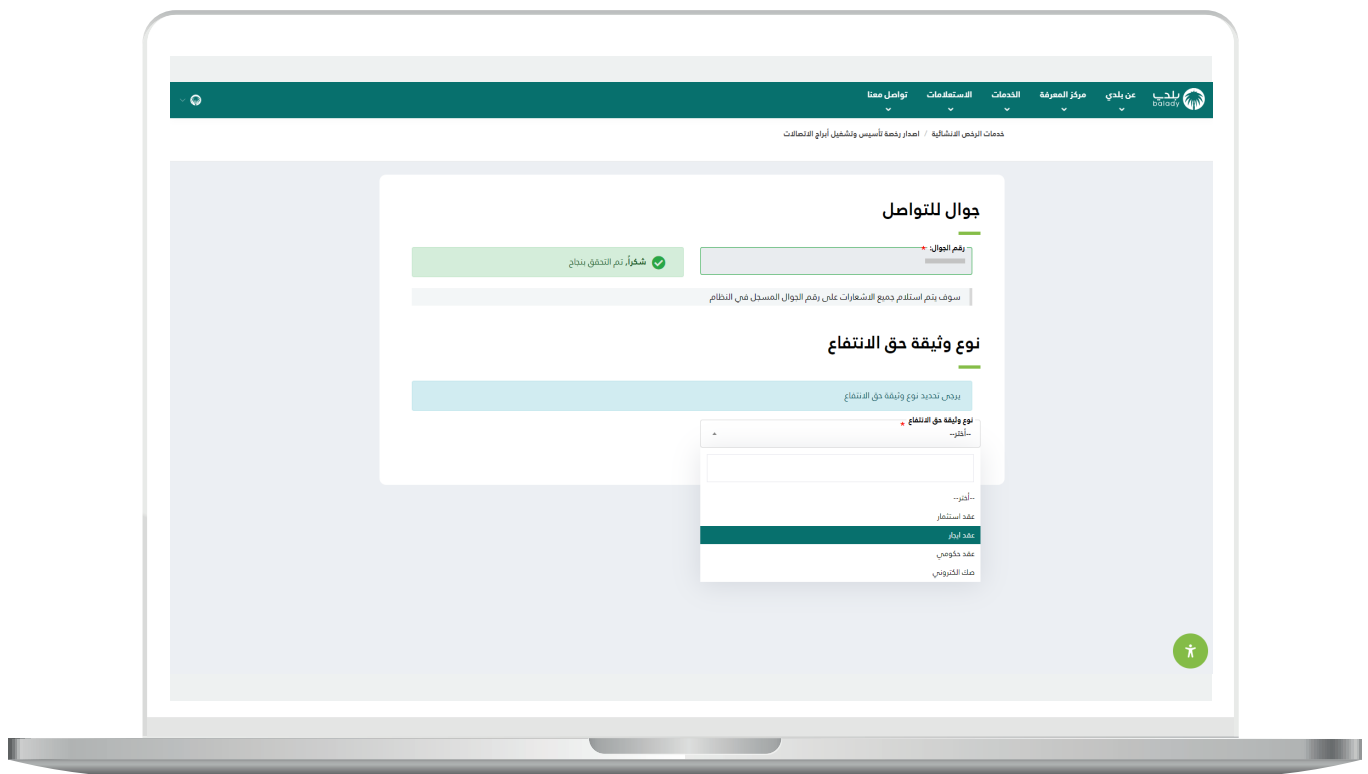
The screenshot shows a web application interface on a laptop screen. The interface is in Arabic and features a dark green header with navigation links: "عن يادى" (About Us), "مركز المعرفة" (Knowledge Center), "الخدمات" (Services), "الاستعلامات" (Inquiries), "تواصل معنا" (Contact Us), and the "يادى" (Yady) logo. Below the header, a sub-header reads "خدمات الرخص التشغيلية" (Operational Licensing Services) and "اعداد رخصة تأسيس وتشغيل أبراج الاتصالات" (Issuance of License for Establishing and Operating Communication Towers). The main content area is divided into two sections. The first section, titled "جوال للتواصل" (Mobile for Communication), contains a text input field labeled "رقم الجوال:" (Mobile Number:) with a red asterisk, a "تحقق" (Verify) button, and a note: "سوف يتم استخدام جميع الاشارات على رقم الجوال الممسك في النظام" (All indicators will be used on the mobile number held in the system). The second section, titled "نوع وثيقة حق الانتفاع" (Type of Lease Document), contains a dropdown menu labeled "يرجى تحديد نوع وثيقة حق الانتفاع" (Please select the type of lease document) and a "نوع وثيقة حق الانتفاع:" (Lease Document Type:) label with a red asterisk. A green circular icon with a person symbol is located in the bottom right corner of the main content area.

14) A verification code is then sent to the user's phone. The user enters the code in the **(Confirmation Code)** field and clicks **(Confirm)**.

The screenshot displays a web application interface for license issuance. The top navigation bar is dark green with white text and icons. The main content area is white and contains a form titled "جوال للتواصل" (Mobile for Communication). The form includes a "رقم الجوال" (Mobile Number) field with a "تحقق" (Check) button. Below this is a "رقم التأكيد" (Confirmation Code) field with a "تأكيد" (Confirm) button. A timer indicates "أعد إرسال الرمز بعد: 00:58". The form also features a "نوع وثيقة حق الانتفاع" (Type of Right of Use Document) dropdown menu. The interface is clean and modern, with a light blue and green color scheme.

15) A confirmation message (**Thank you, verification successful**) appears on the screen, as shown below.

The user then selects (**Type of Right of Use Document**) from the drop-down menu, which includes four options: (**Investment Contract, Lease Contract, Government Contract, Electronic Title Deed**).



16) If (Investment Contract) is selected, a new field (Investment Contract Number) appears, which must be filled in before clicking (Verify).

جوال للتواصل

شكراً، تم التحقق بنجاح ✓

رقم الجوال: *

سوف يتم استخدام جميع الاشارات على رقم الجوال الممسك في النظام

نوع وثيقة حق الانتفاع

يرجى تحديد نوع وثيقة حق الانتفاع

نوع وثيقة حق الانتفاع *

عند استثمار

رقم هذه الاستثمار

تحقق

17) If **(Lease Contract)** is selected, a new field (Lease Contract Number) appears, which must be filled in before clicking **(Verify)**.

جوال للتواصل

شكرًا تم التحقق بنجاح

رقم الجوال

سوف يتم استخدام جميع الاشارات على رقم الجوال المسجل في النظام

نوع وثيقة حق الانتفاع

يرجى تحديد نوع وثيقة حق الانتفاع

نوع وثيقة حق الانتفاع

رقم عقد الإيجار

تحقق

18) If (Government Contract) is selected, two new fields (Government Contract Number, Government Contract Date) appear, which must be filled in before clicking (Proceed with Request).

جوال للتواصل

رقم الجوال: ✓ شكرًا تم التحقق بنجاح

سوف يتم استخدام جميع الاشارات على رقم الجوال المسجل في النظام

نوع وثيقة حق الانتفاع

يرجى تحديد نوع وثيقة حق الانتفاع

نوع وثيقة حق الانتفاع: 3

تاريخ العقد المكون:

رقم العقد المكون:

التقدم للطلب

19) If (Electronic Title Deed) is selected, a new field (Title Deed Number) appears, which must be filled in before clicking (Verify).

جوال للتواصل

شكرًا، تم التحقق بنجاح

رقم الجوال

سوف يتم استخدام جميع الاشارات على رقم الجوال المسجل في النظام

نوع وثيقة حق الانتفاع

يرجى تحديد نوع وثيقة حق الانتفاع

نوع وثيقة حق الانتفاع

رقم العقد

تحقق

20) In this example, (**Lease Contract**) was selected, and the user enters the (**Lease Contract Number**) field and clicks (**Verify**). The following fields appear: (**Lease Contract Number, Lease Contract Date, Property Type**). The (**Property Type**) dropdown includes the values (**Vacant Land, Existing Building**).

The screenshot displays a web application interface for issuing a license for establishing telecommunication towers. The interface is in Arabic and shows a form for verifying a lease contract. The form includes fields for 'Lease Contract Number', 'Lease Contract Date', and 'Property Type'. A dropdown menu for 'Property Type' is open, showing options like 'Vacant Land' and 'Existing Building'. A 'Verify' button is visible.

Services of the Ministry of Telecommunications / Issuing a License for Establishing Telecommunication Towers - Beneficiary

رقم الجوال: [Field]

سوف يتم استلام جميع الشهادات على رقم الجوال المسجل في النظام

نوع وثيقة حق الانتفاع

يرجى تحديد نوع وثيقة حق الانتفاع

نوع وثيقة حق الانتفاع: [Dropdown]

رقم عقد الإيجار: [Field]

43567996743

لم يتم العثور على بيانات رقم عقد الإيجار المدخل، يجب إضافة بيانات عقد الإيجار يدوياً في الحقول أدناه

تاريخ عقد الإيجار: [Field]

رقم عقد الإيجار: [Field]

نوع العقار: [Dropdown]

الخط: [Field]

نوع العقار: [Field]

رقم جوال: [Field]

عنوان: [Field]

21) If **(Existing Building)** is selected, a new field **(Building Permit Number)** appears, which must be filled in before clicking **(Verify)**. This is the only scenario where the user is not directed to the map to select a location.

The screenshot shows a web application interface for issuing a license for establishing telecommunication towers. The main heading is "نوع وثيقة حق الانتفاع" (Type of Right of Use Document). Below the heading, there is a section titled "يرجى تحديد نوع وثيقة حق الانتفاع" (Please select the type of right of use document). This section contains a dropdown menu labeled "نوع وثيقة حق الانتفاع" (Type of Right of Use Document) with a value of "عقد الإيجار" (Lease Agreement). To the right of this dropdown is a text field labeled "رقم عقد الإيجار" (Lease Agreement Number) with the value "45345456544". Below this is a "تدقيق" (Verify) button. A yellow warning box states: "لم يتم العثور على بيانات رقم عقد الإيجار المدخل. يجب إتمام بيانات عقد الإيجار يدوياً في الحقول أدناه" (No data found for the entered lease agreement number. You must manually complete the lease agreement data in the fields below). Below the warning box, there are two more sections. The first is labeled "تاريخ عقد الإيجار" (Lease Agreement Date) with the value "1440/01/25" and a "تدقيق" (Verify) button. The second is labeled "نوع العقار" (Type of Property) with a dropdown menu showing "مبنى قائم" (Existing Building) and a "رقم رخصة البناء" (Building License Number) field.

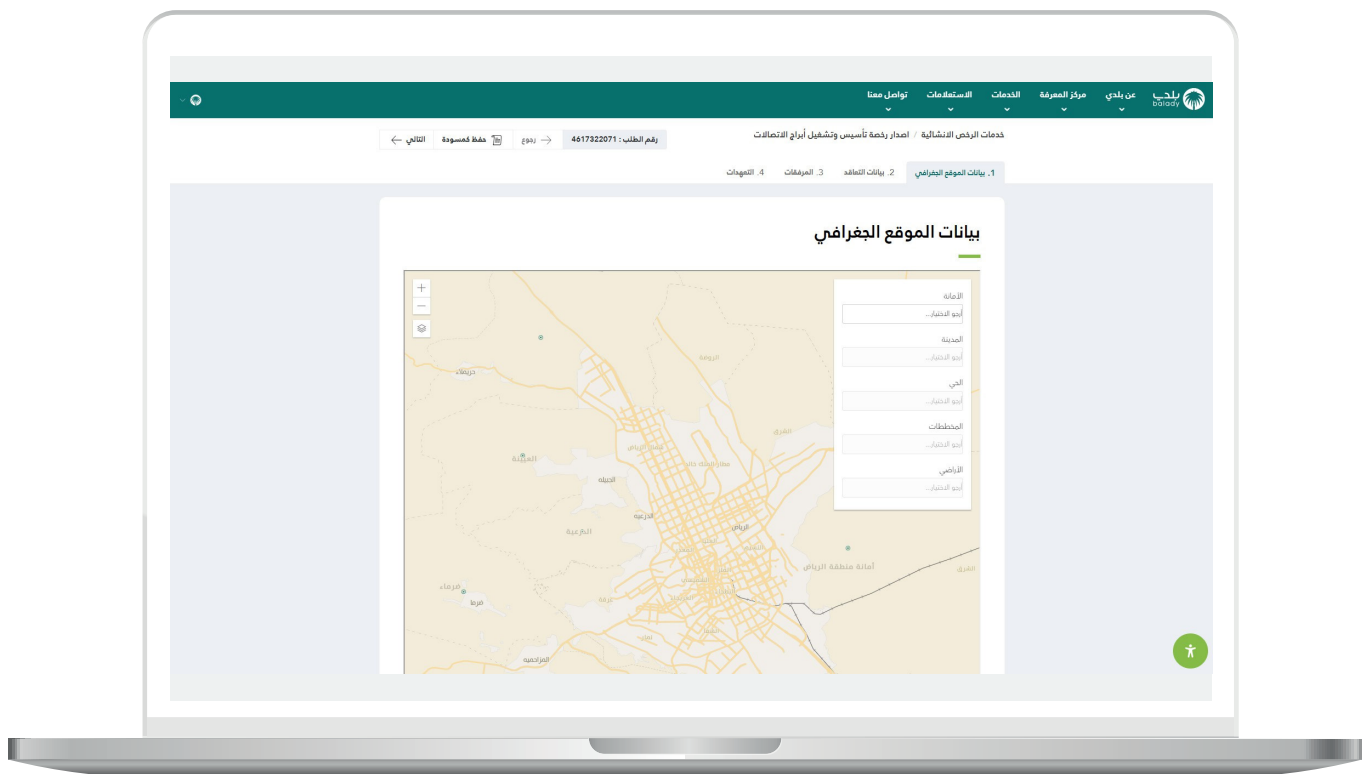
22) If (Vacant Land) is selected, the (Proceed with Request) button appears, which must be clicked.

The screenshot shows a web form titled "نوع وثيقة حق الانتفاع" (Type of Right of Use Document). The form is part of a service for issuing a license for establishing telecommunication towers. The header of the website is visible, showing the Baitany logo and navigation links: "عن بنا", "مركز المساعدة", "الخدمات", "الاستعلامات", "تواصل معنا". Below the header, there is a breadcrumb trail: "خدمات الرئيس التنفيذي" > "إصدار رخصة تأسيس وتشغيل أبراج الاتصالات".

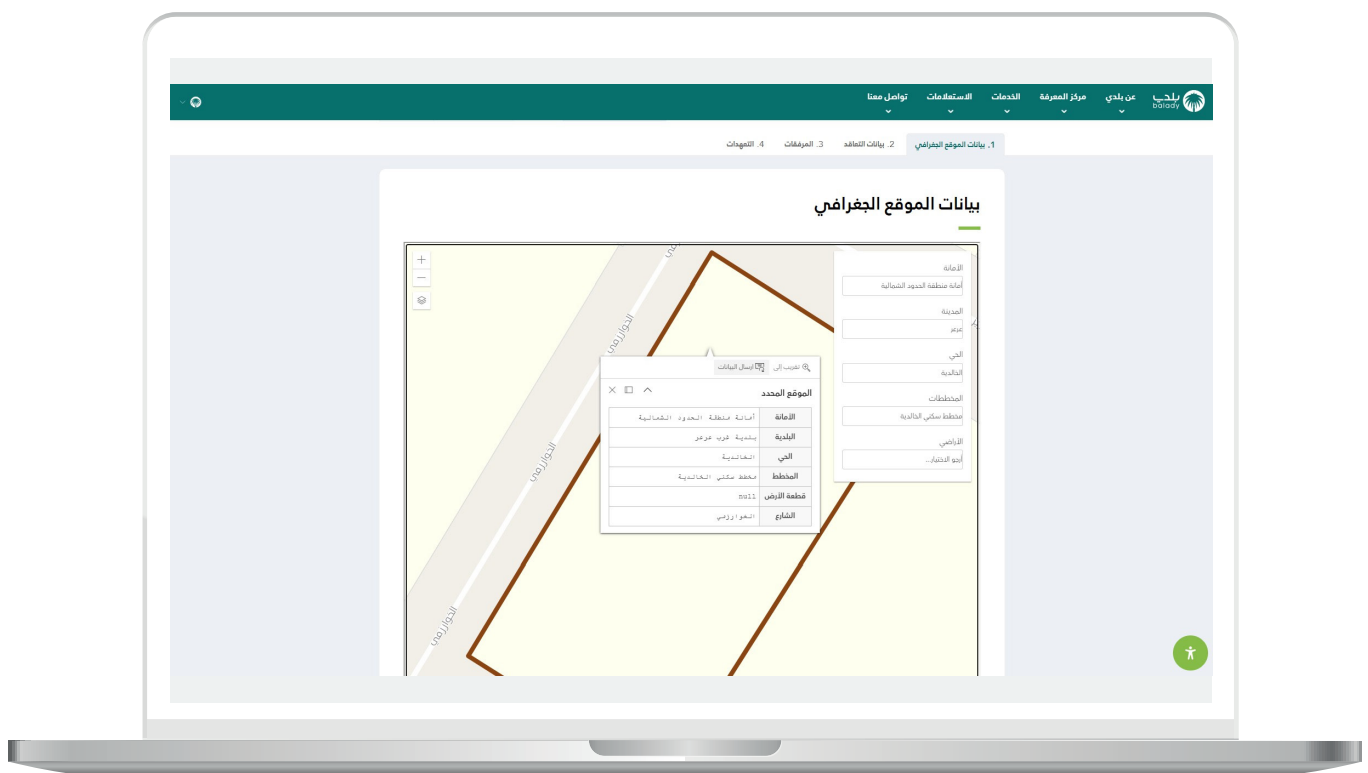
The main form area contains the following fields and elements:

- A message at the top: "سوف يتم استلام جميع الاستعارات على رقم الجوال المسجل في النظام".
- A section titled "نوع وثيقة حق الانتفاع" with a sub-header "يرجى تحديد نوع وثيقة حق الانتفاع".
- A dropdown menu for "نوع وثيقة حق الانتفاع" with the selected option being "أرض خالية".
- A "تحقق" (Check) button.
- A field for "رقم عقد الإيجار" (Lease Contract Number) with the value "45545455544".
- A message: "لم يتم العثور على بيانات رقم عقد الإيجار المحدد. يجب إضافة بيانات عقد الإيجار يدوياً في الحقول أدناه".
- A field for "تاريخ عقد الإيجار" (Lease Contract Date) with the value "1446/01/25".
- A field for "رقم عقد الإيجار" (Lease Contract Number) with the value "4645454545456".
- A dropdown menu for "نوع العقار" (Property Type) with the selected option being "أرض خالية".
- A green button at the bottom left labeled "التقدم بطلب" (Submit Request).

23) The user is then directed to the **(Geographic Location Data)** stage, where values are selected from the dropdown menus **(Municipality, City, District, Plans, Lands)**.



24) The user clicks on the map to select a location, triggering a pop-up screen where (**Send Data**) must be clicked.



25) The system automatically fills in the following fields: (**Municipality, Secretariat, City, District, Plan Number, Plan Name, Street Name, Land Use**), along with fields in the (**Land Data**) section.

عن يادي

مرکز المعرفة

الخدمات

الاستعلامات

تواصل معنا

خدمات الرخص الانشائية / اعداد رخصة تأسيس وتشغيل أبراج الاتصالات

رقم الطلب : 4617322071

خطة مسودة

التالي

البلدية

بلدية عرب جرير

الحي

البلدية

اسم المخطط

مخطط سكني الخلدية

استخدام قطعة الأرض

تقنين

الأمانة

أمانة منطقة الحدود الشمالية

العمدية

جرير

رقم المخطط

مخطط أبـ 1398

اسم الشارع

الطوارقي

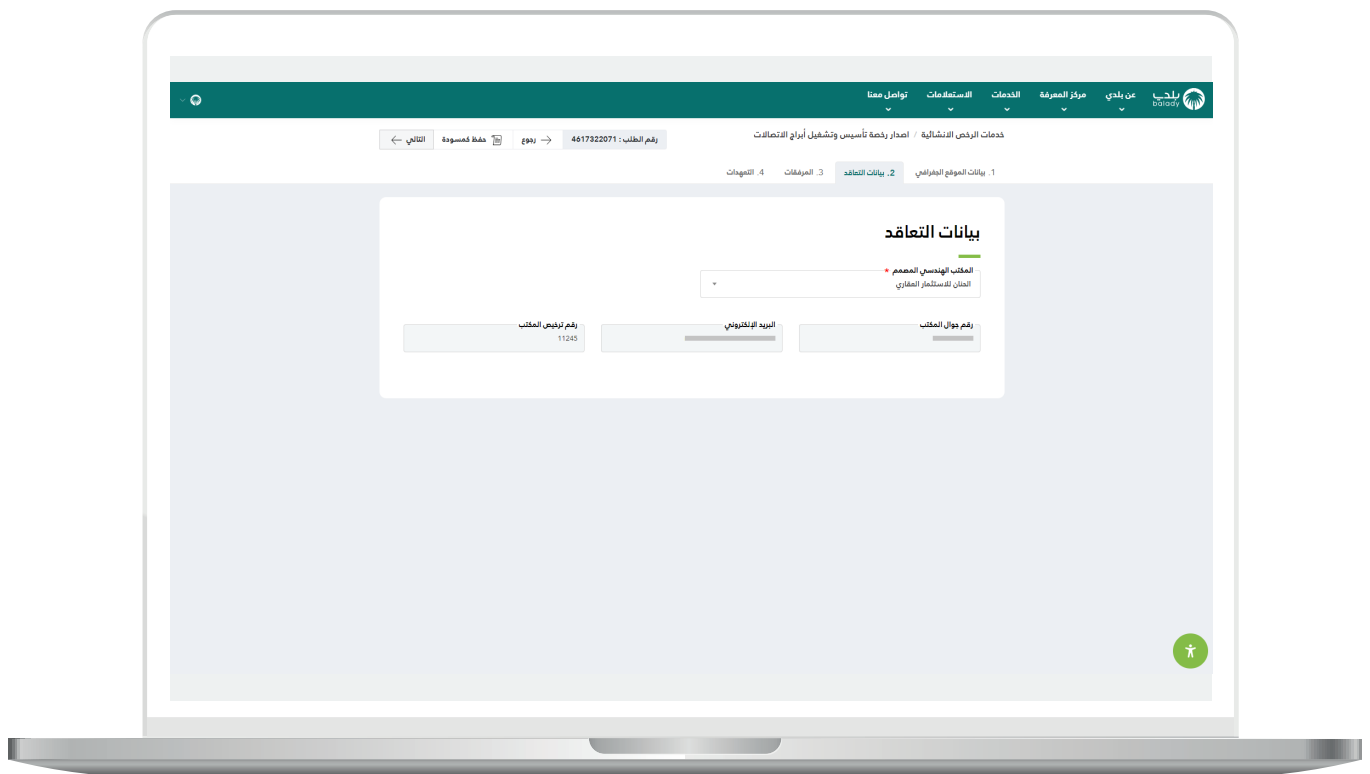
بيانات قطع الأراضي

رقم قطعة الأرض	مساحة الأرض
	6054.22 متر مربع

26) The user clicks (**Next**) to proceed to the (**Contract Data**) stage, where the (**Design Engineering Office**) must be selected from the dropdown menu.

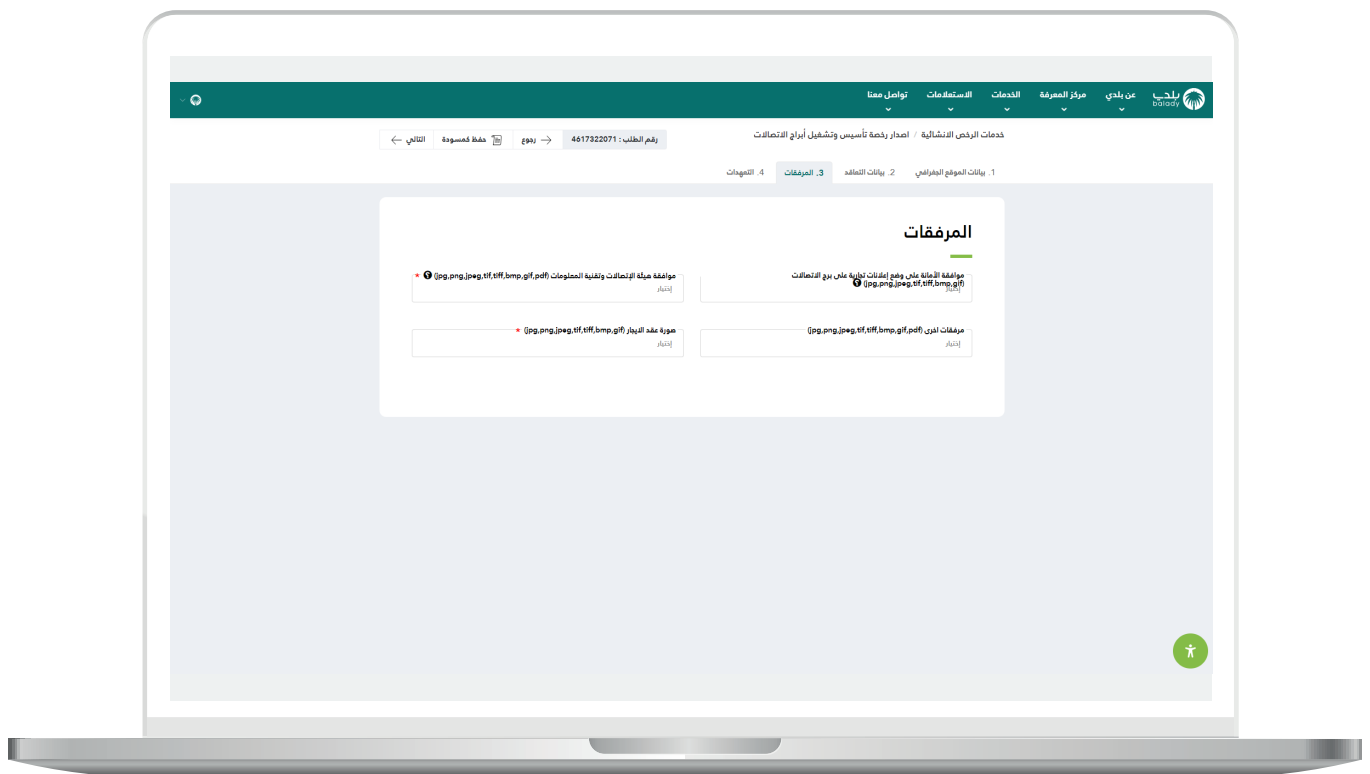
The screenshot displays the 'بيانات التعاقد' (Contract Data) stage of the license issuance process. The interface includes a breadcrumb trail at the top: '1. بيانات الموقع الجغرافي', '2. بيانات التعاقد', '3. المرفقات', and '4. التجهيزات'. The main form area contains a dropdown menu for 'المكتب الهندسي المعمم' (General Engineering Office) with a red asterisk indicating a required field. Below this are three input fields: 'رقم ترخيص المكتب' (Office License Number), 'البريد الإلكتروني' (Email), and 'رقم جوال المكتب' (Office Mobile Number). A green circular icon with a person symbol is visible in the bottom right corner of the form area.

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

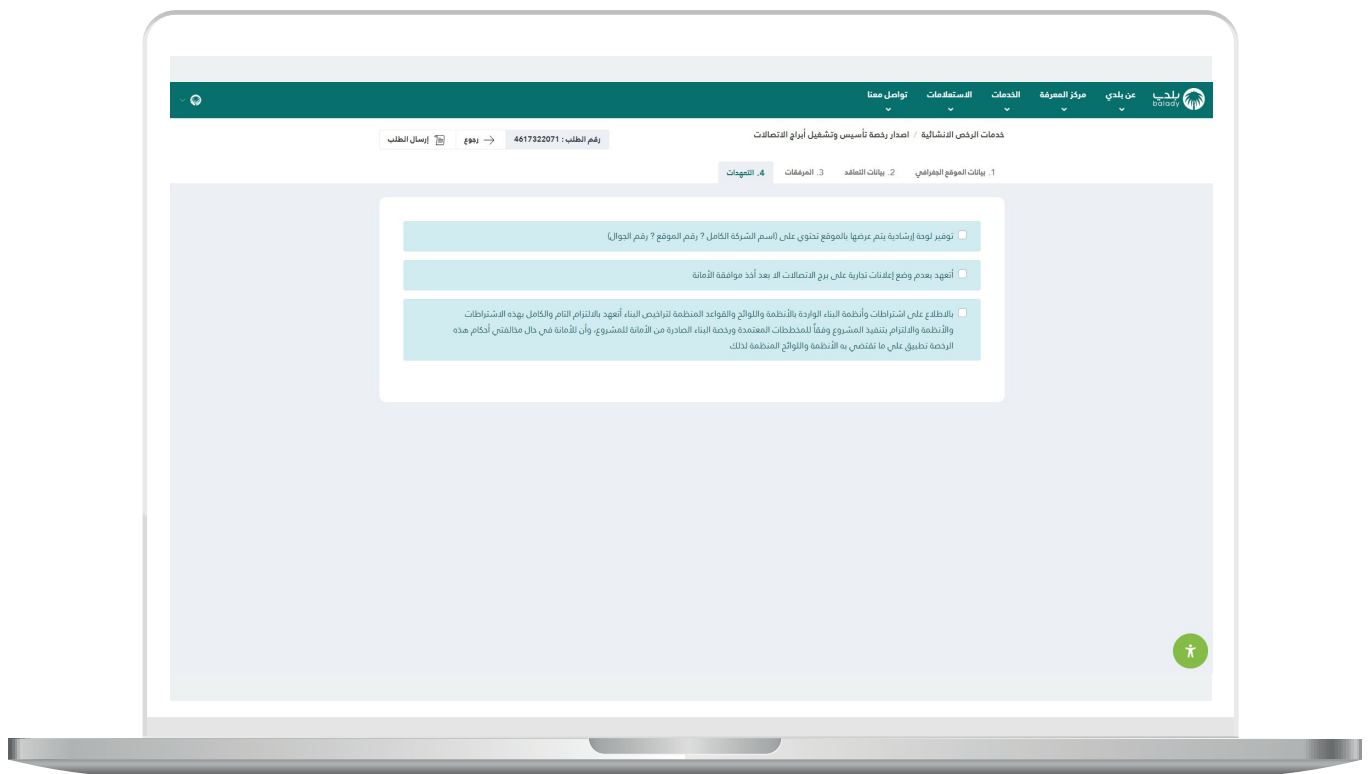


28) The user is directed to the **(Attachments)** stage, where files can be uploaded by clicking on the field and selecting the attachment from the device.

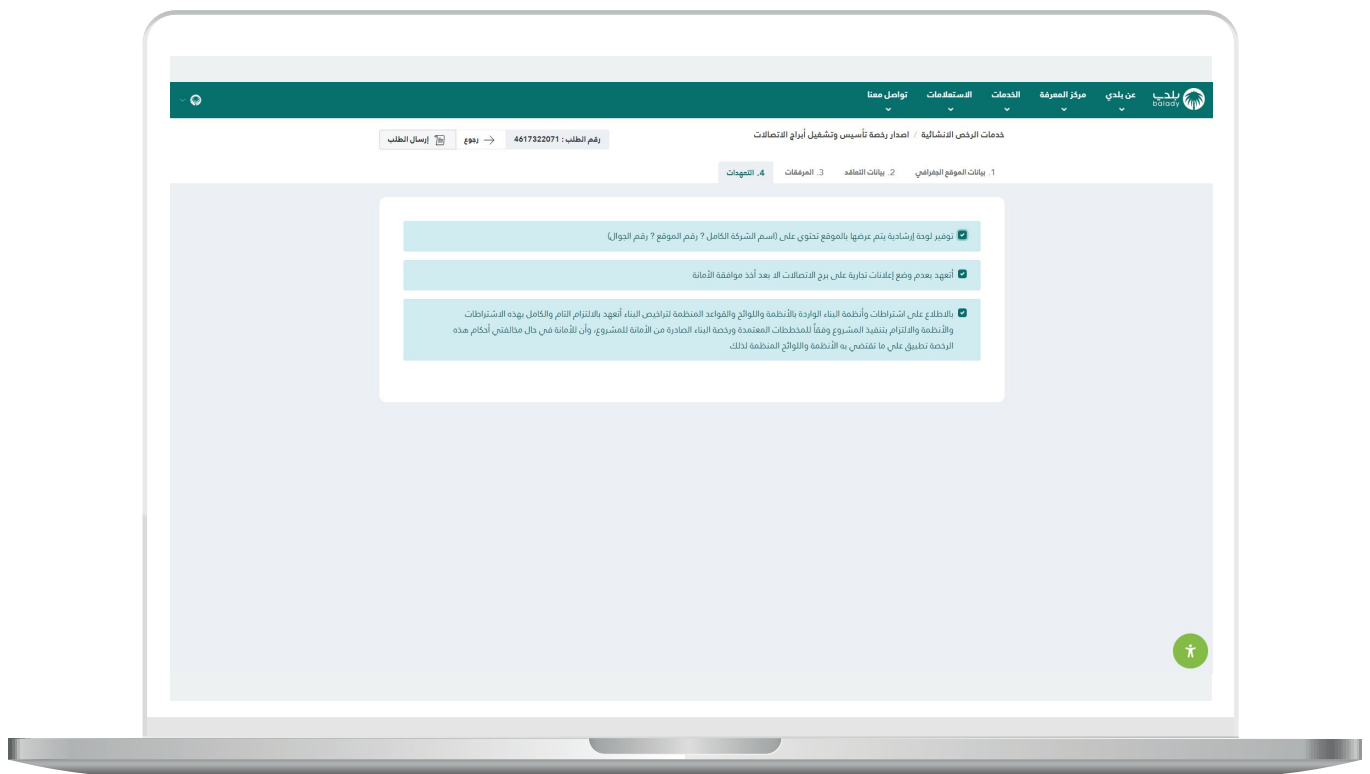
The user then clicks on the **(Next)** button.



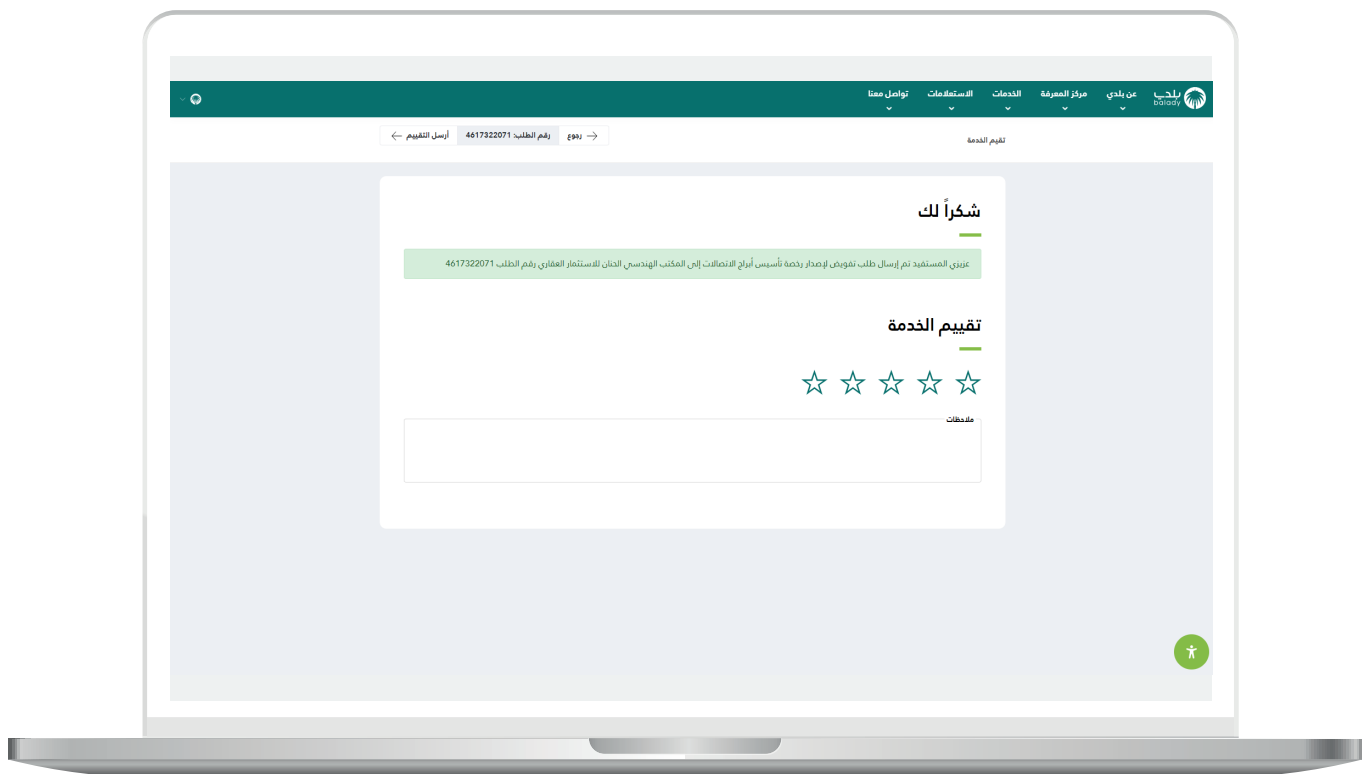
29) The user is directed to the **(Declarations)** stage, where they must review and agree to the terms.



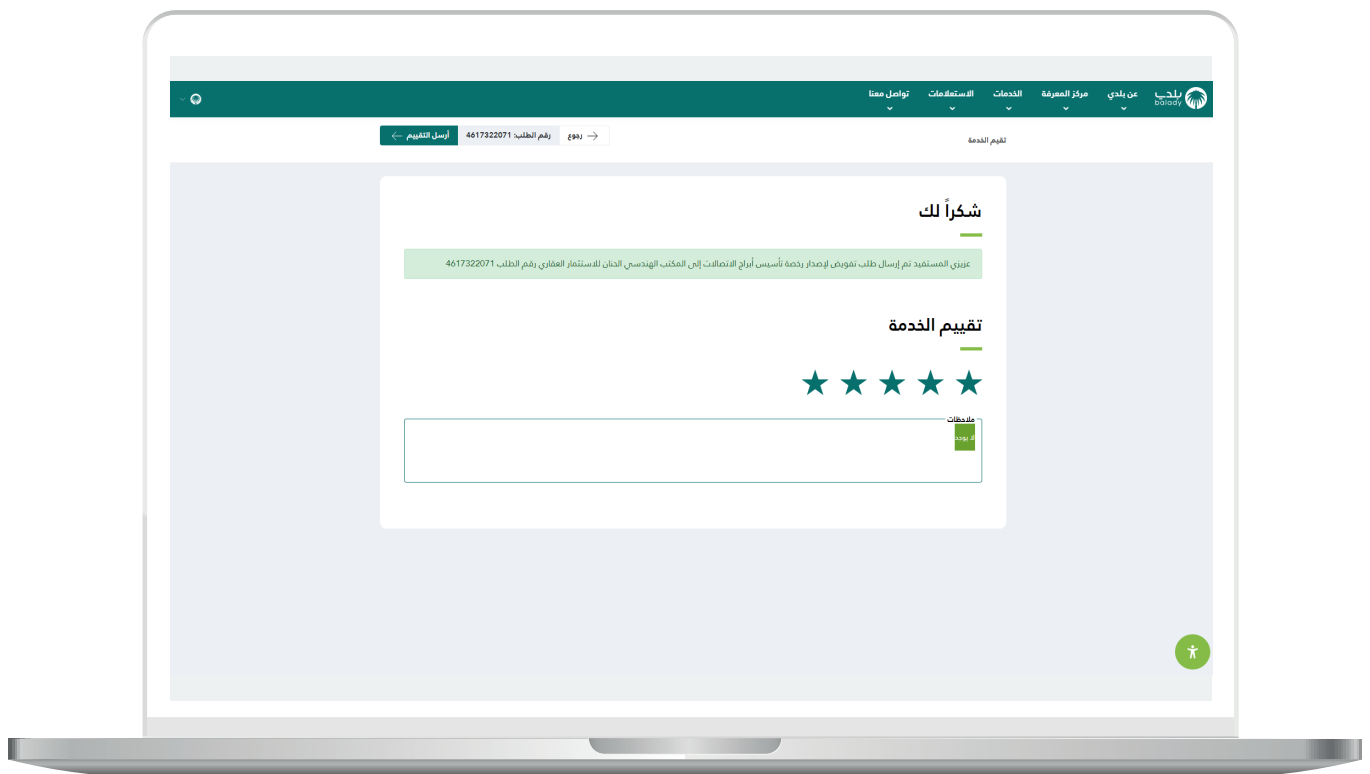
30) The user then clicks on the **(Submit Request)** button.



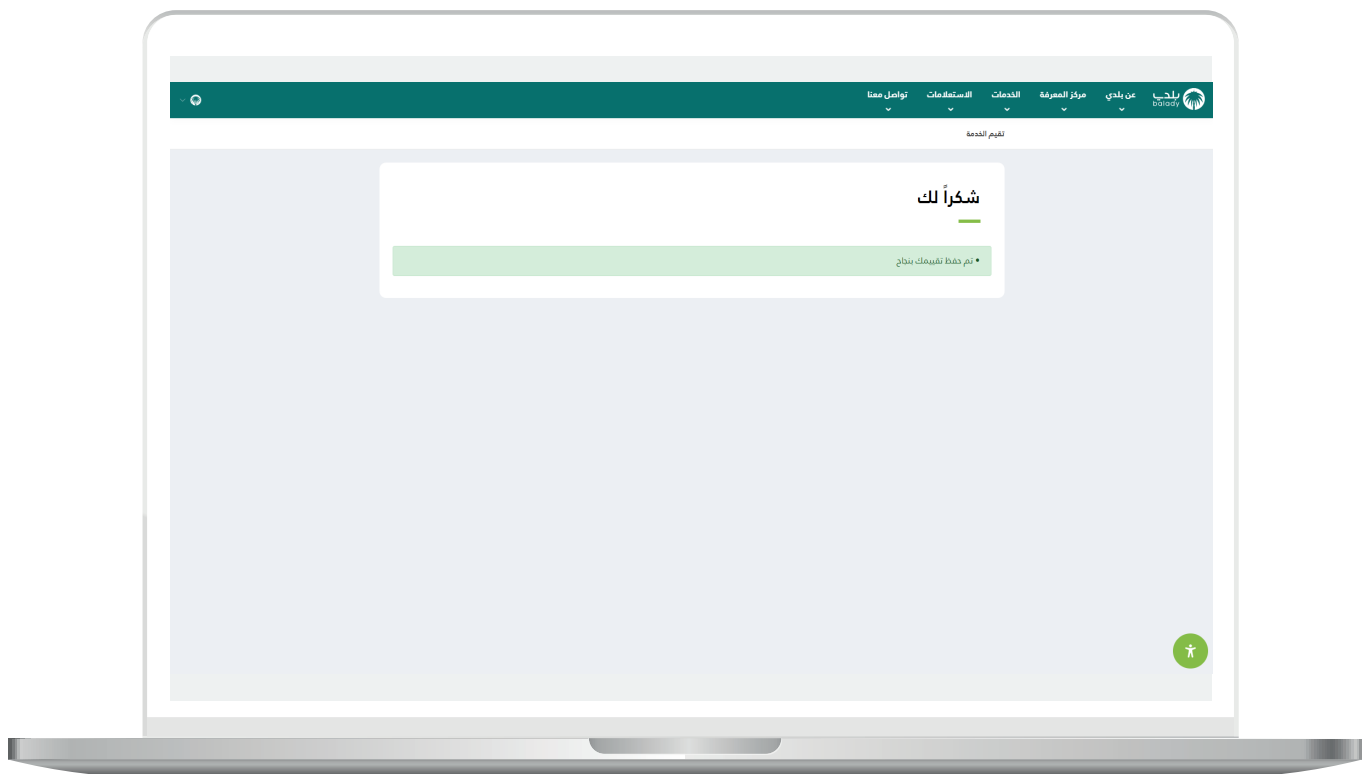
31) The authorization request is successfully sent to the engineering office, and a confirmation message appears. The system allows the user to rate the service by selecting a star rating and entering comments in the **(Comments)** field.



32) Then, the user clicks the **(Submit Evaluation)** button.



33) The evaluation is successfully saved, with a confirmation message appearing as shown below.



 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

