



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

The Service of Transferring the Ownership of a Commercial License

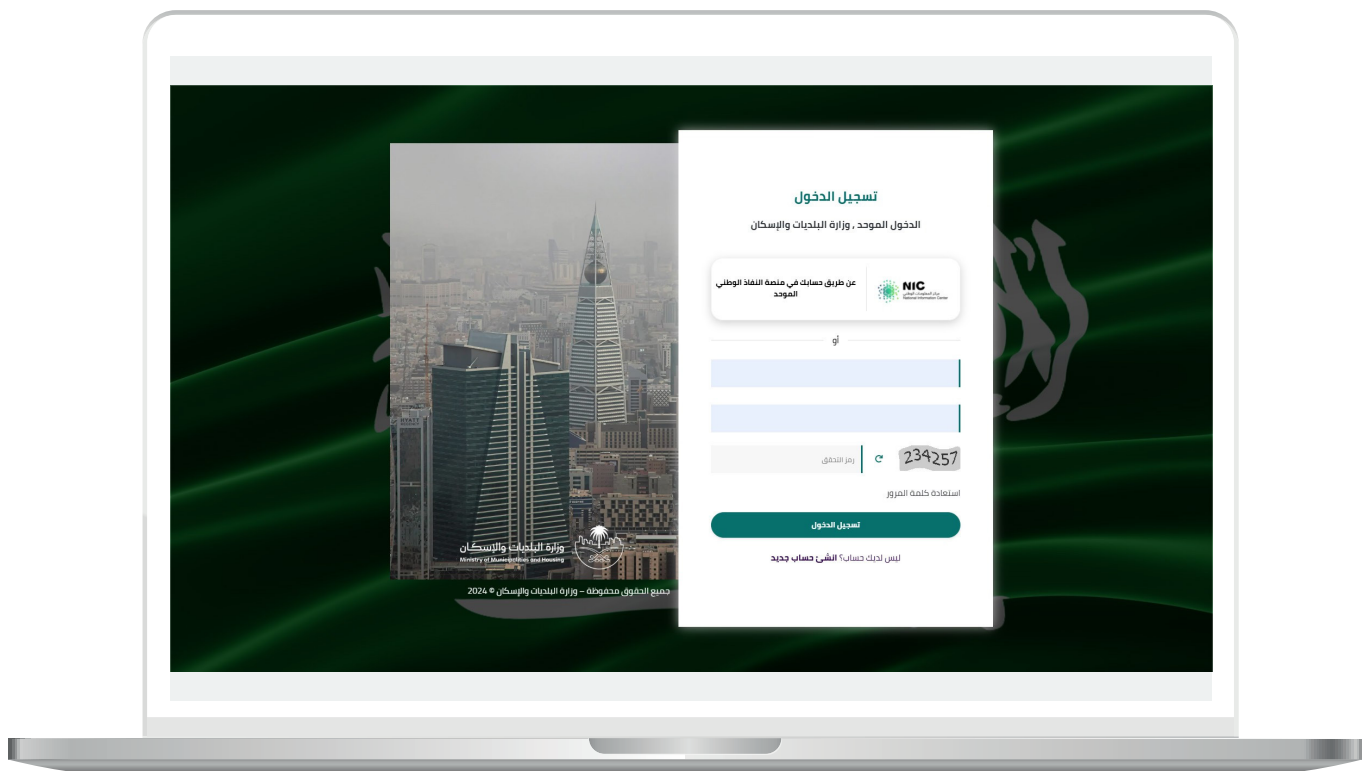
Beneficiary's
Copy

Contents

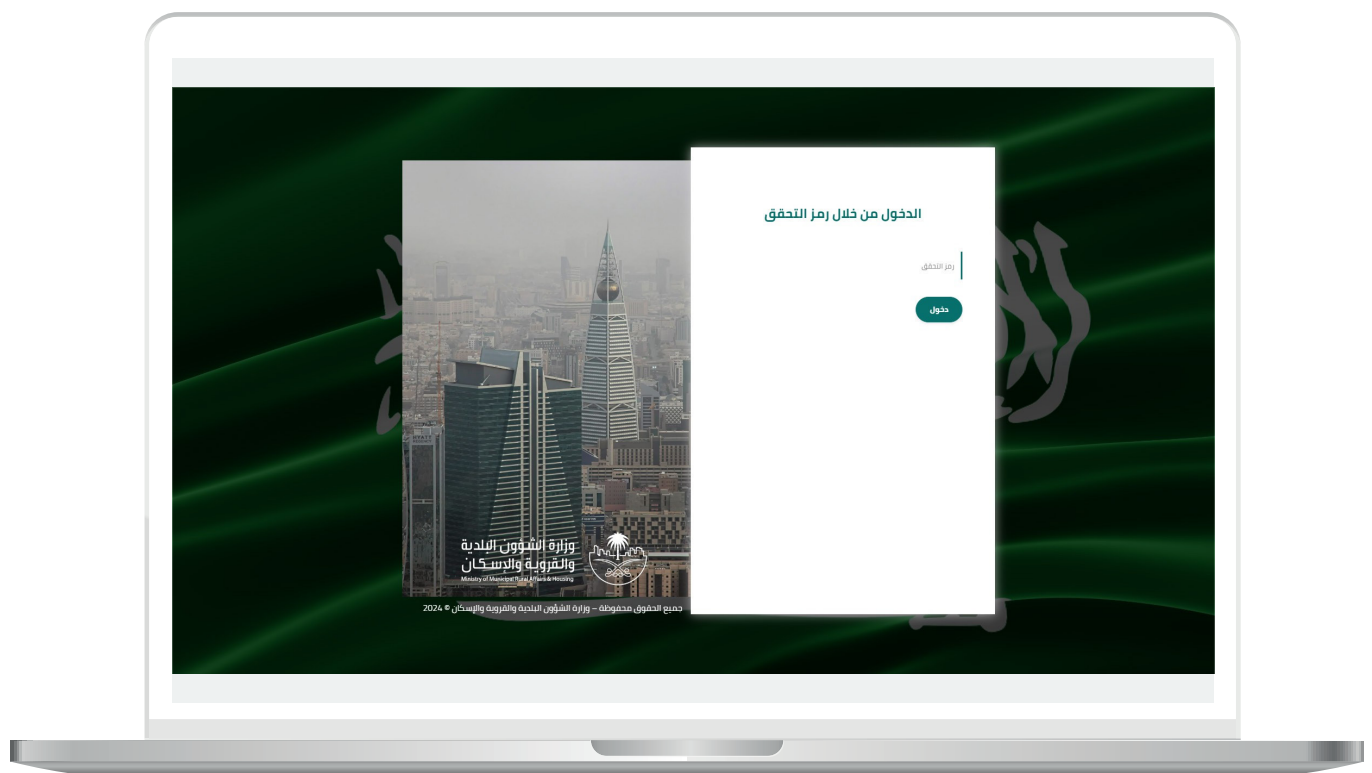
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Logging into the System

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.



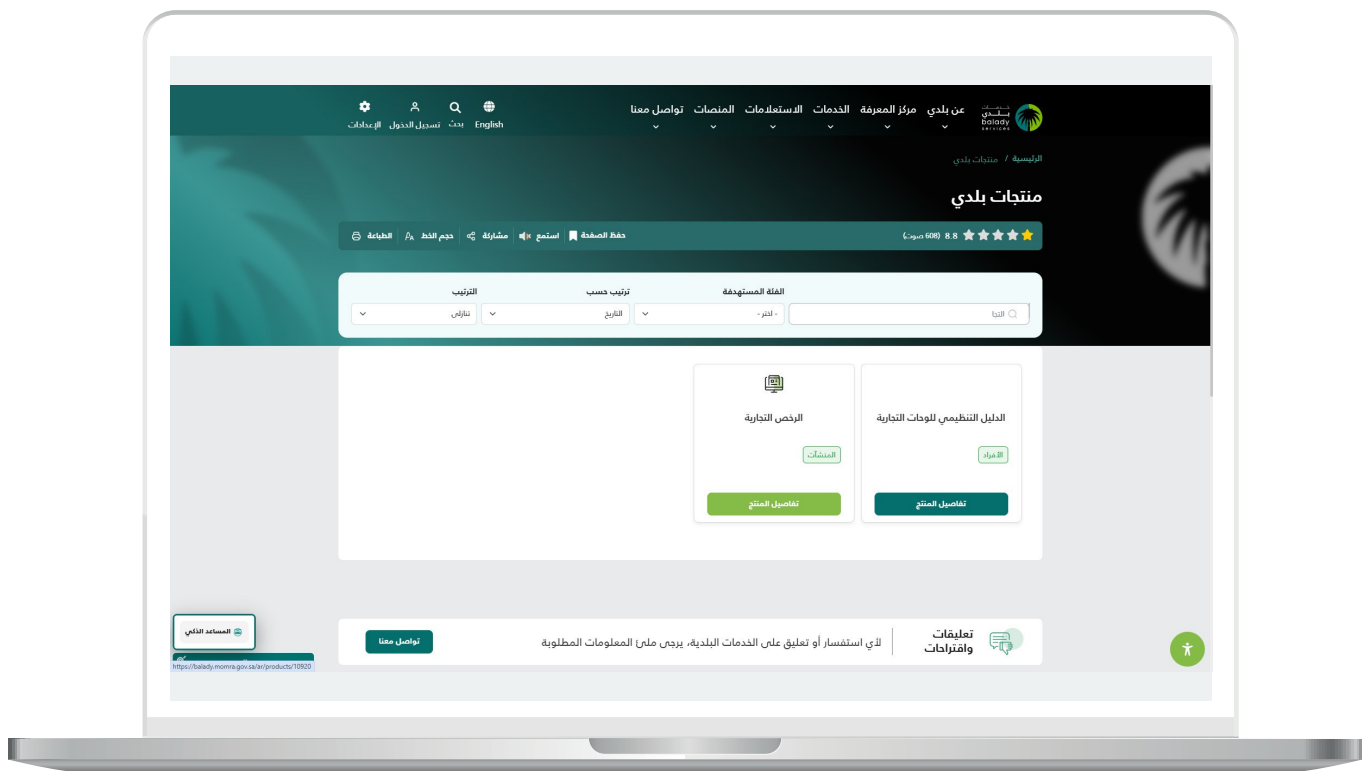
3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

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

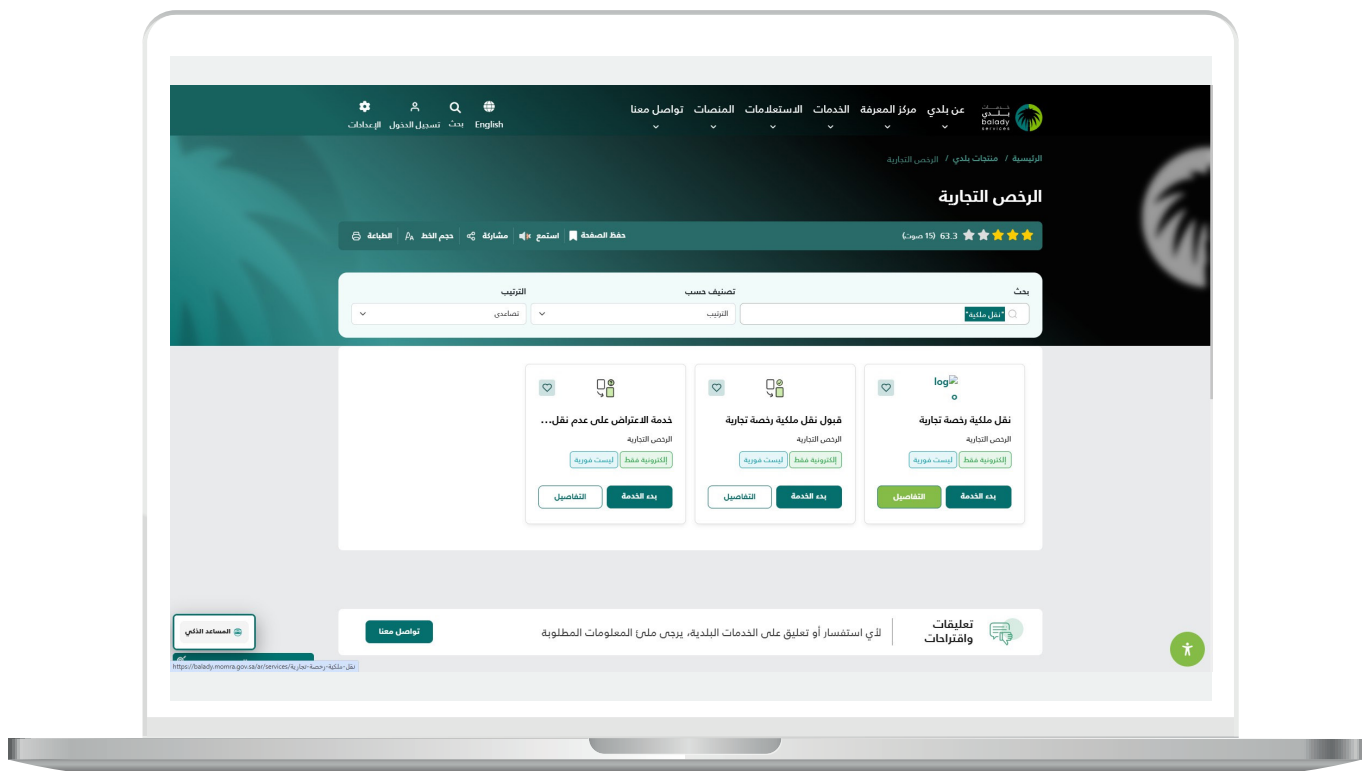


Steps to Request the Service

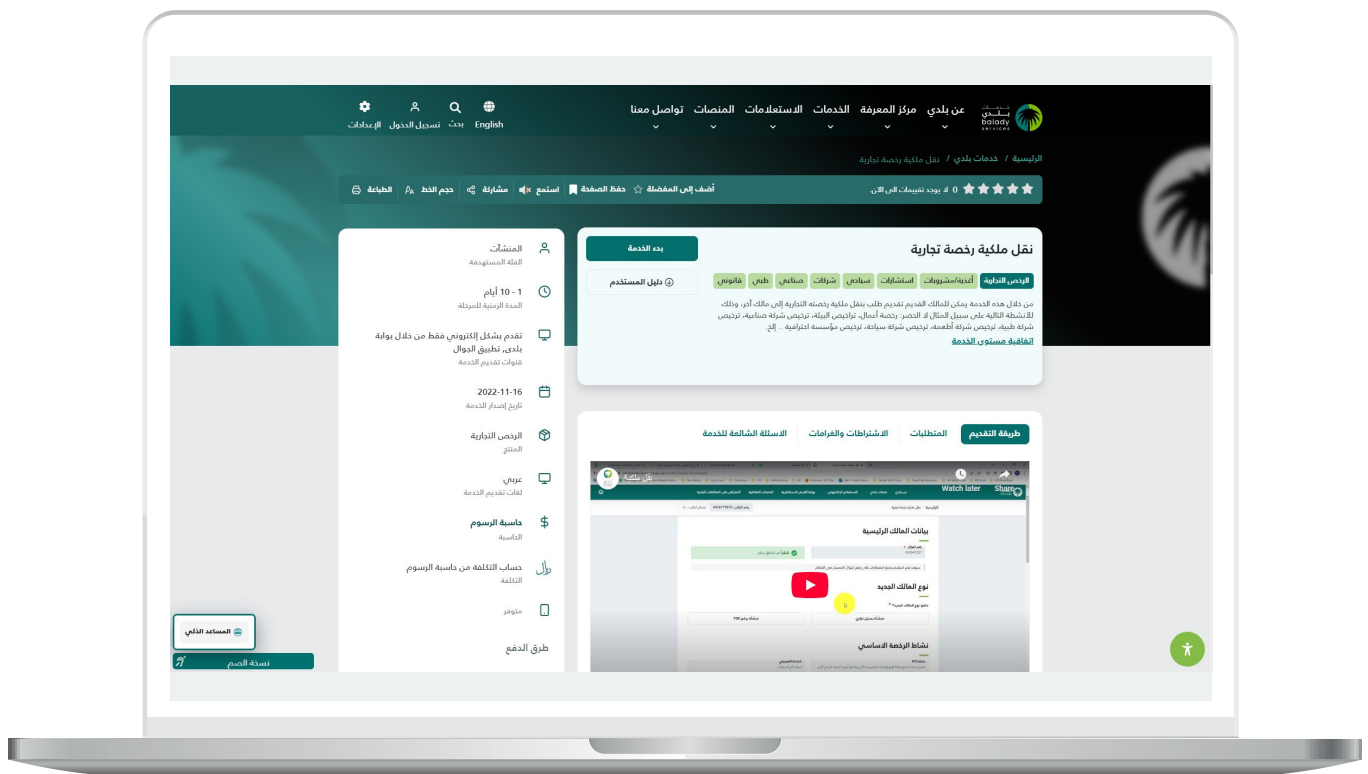
1) To start the service application, the user searches for (Commercial Licenses) as shown below.



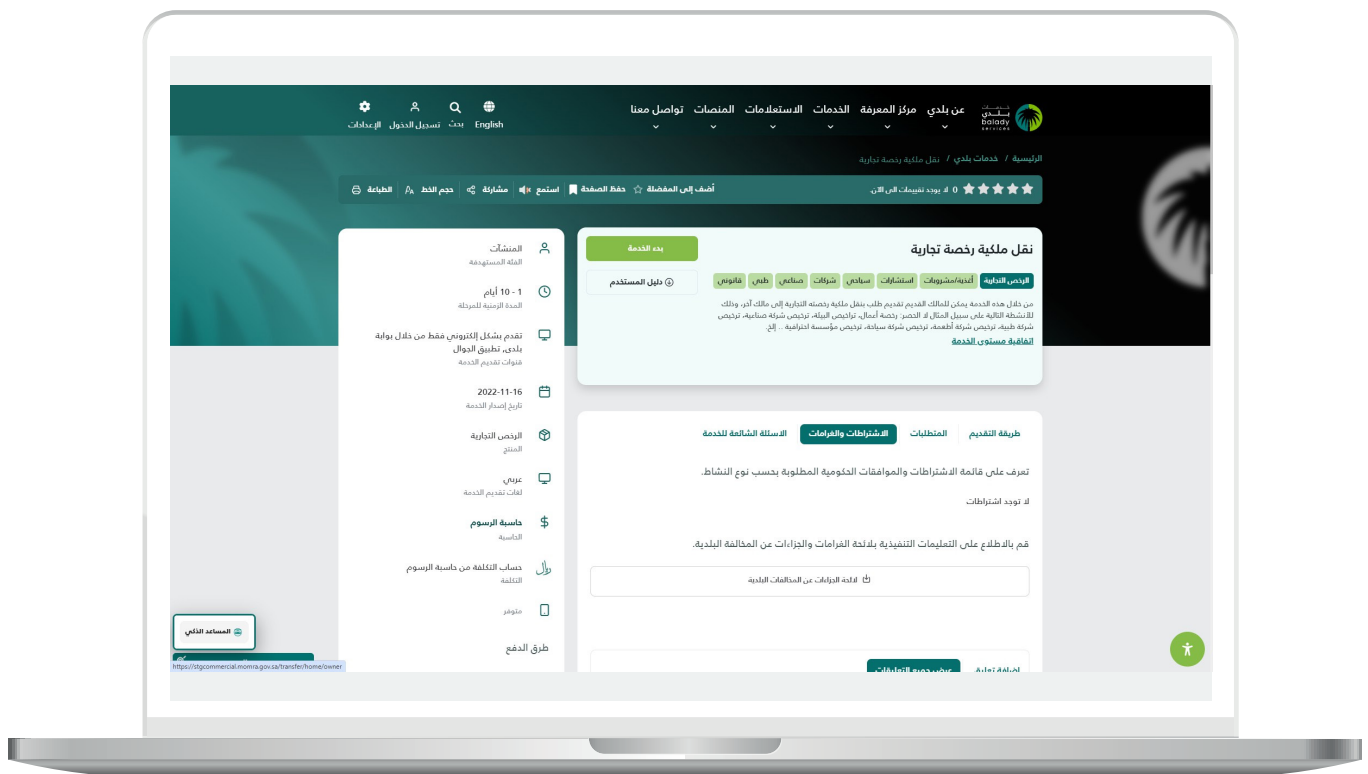
2) The user then searches for (Transferring Ownership of a Commercial License) as displayed on the screen.



3) The next screen appears, allowing the user to view (Application Process, Requirements, Conditions, Fines, etc.).



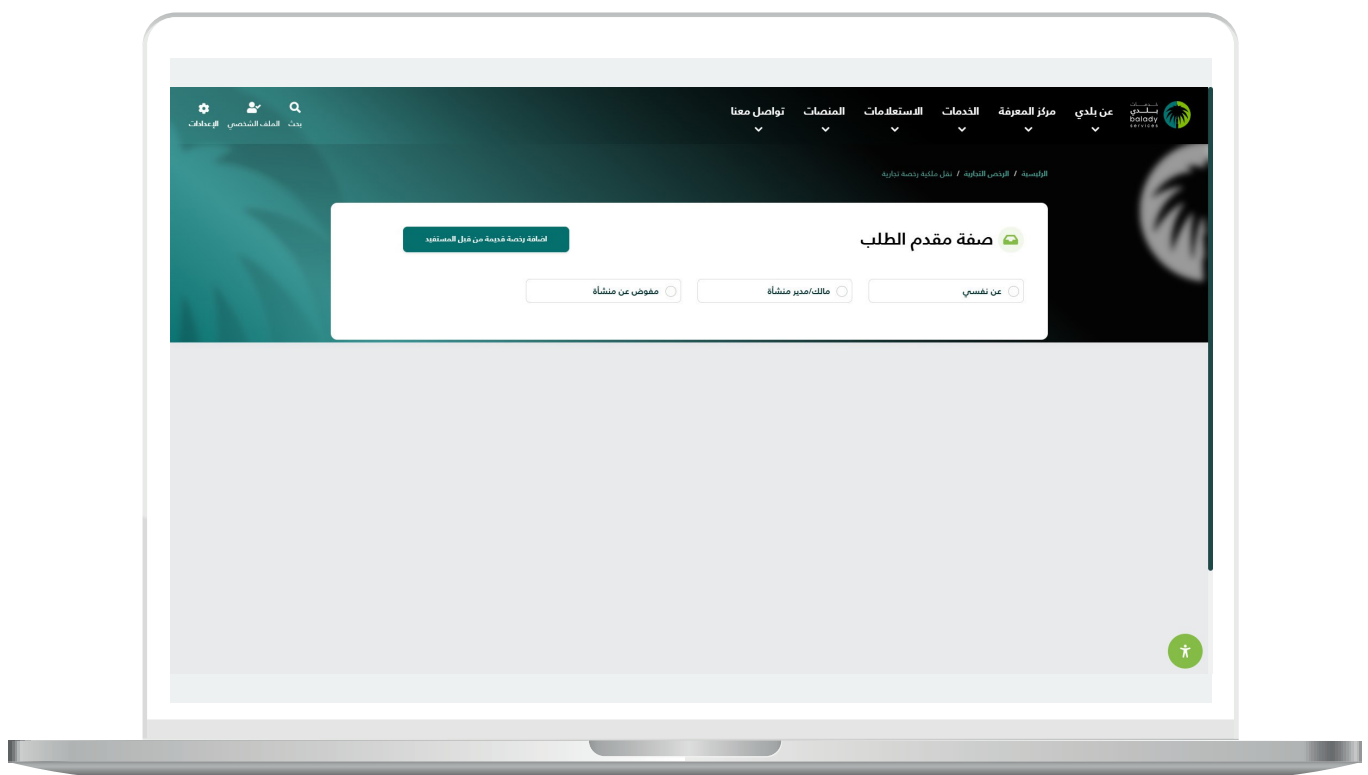
4) The following screen represents the **(Conditions and Fines)** section.
The user clicks **(Start Service)**.



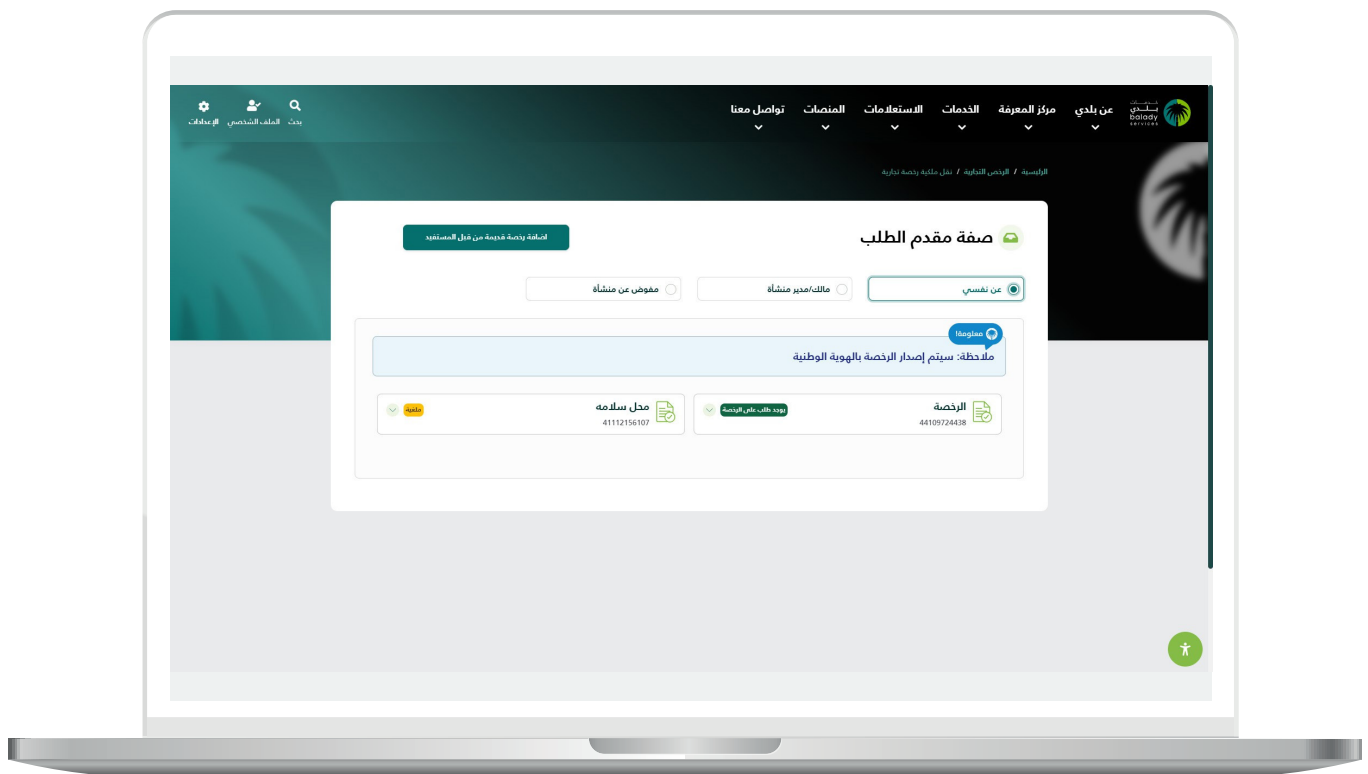
Transferring the Ownership of a Commercial License

1) The following screen appears, allowing the user to select their role from the three options (**For Myself, Business Owner/Manager, Authorized Representative**).

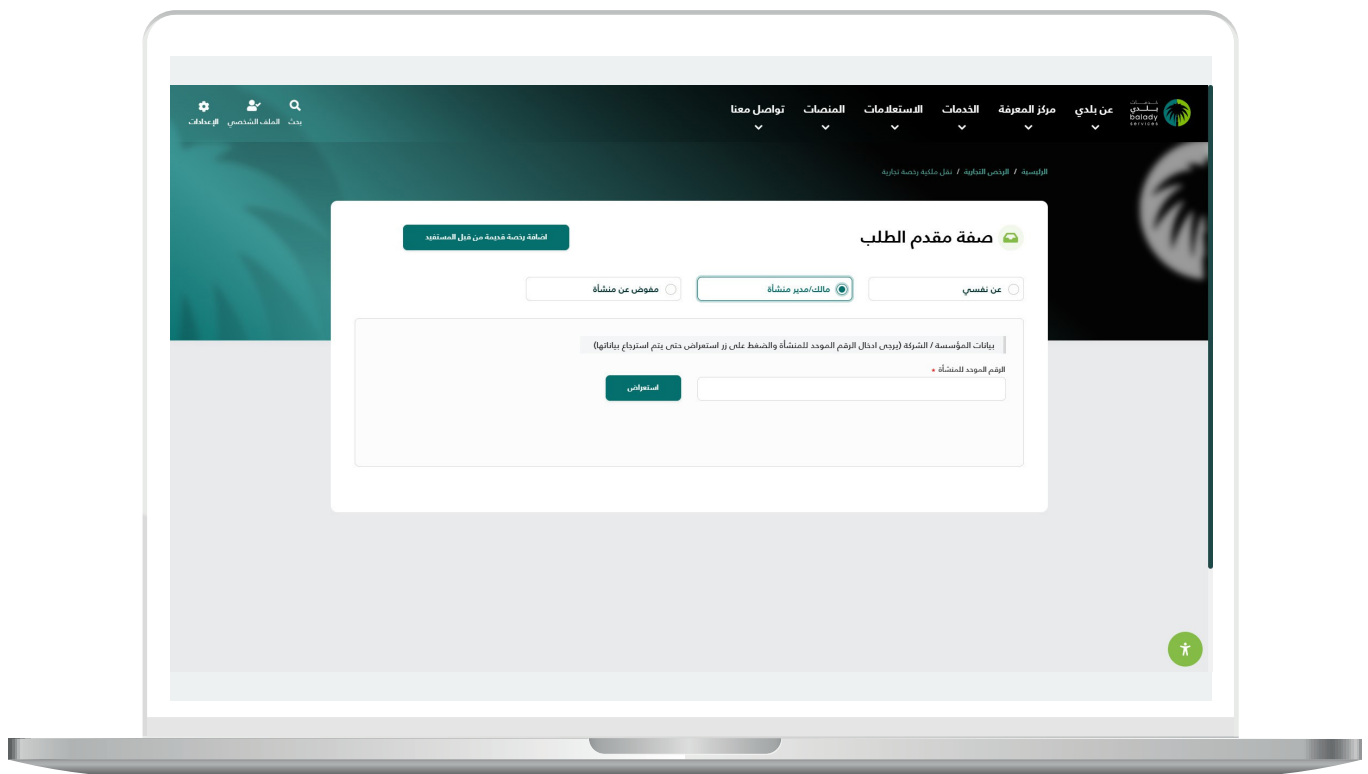
The user can also add an old license by clicking (**Add Old License by User**).



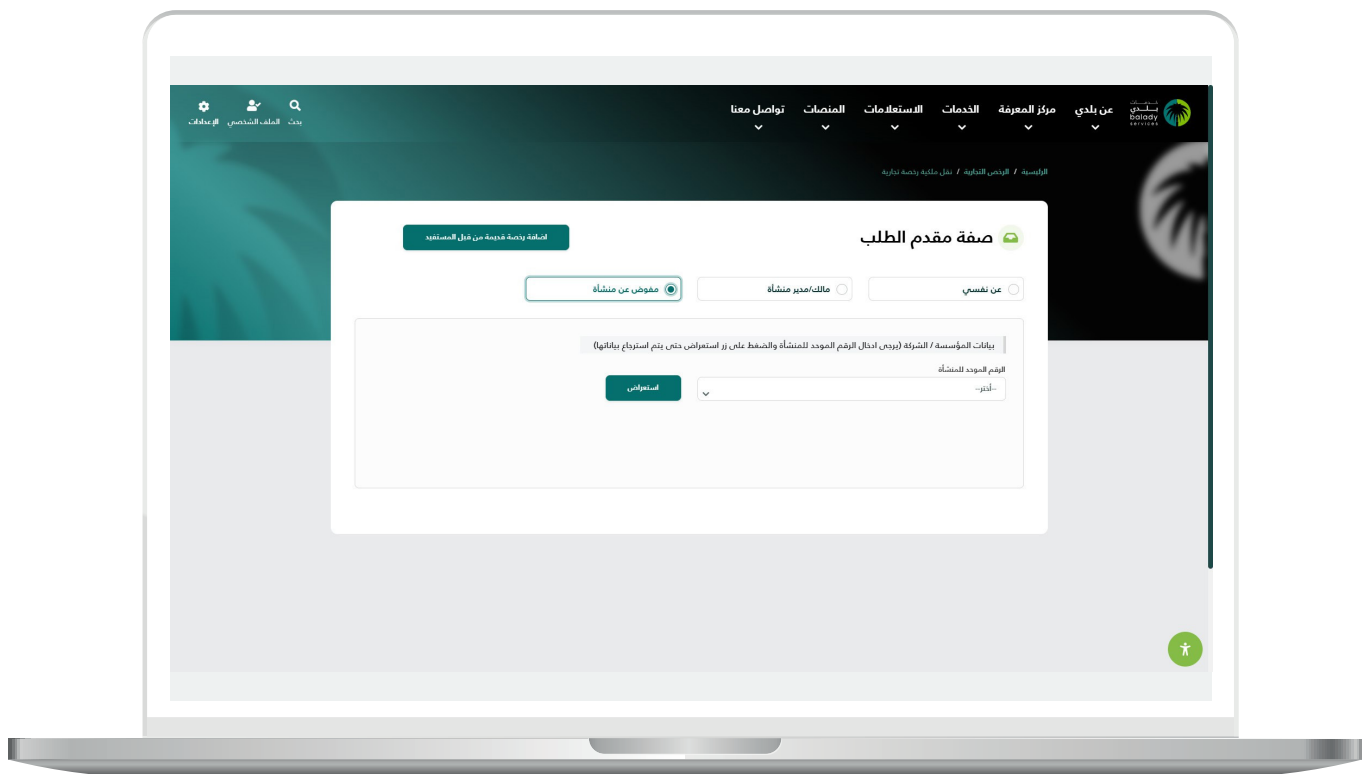
2) If **(For Myself)** is selected, the system displays all licenses registered under the user's National ID, as shown below.



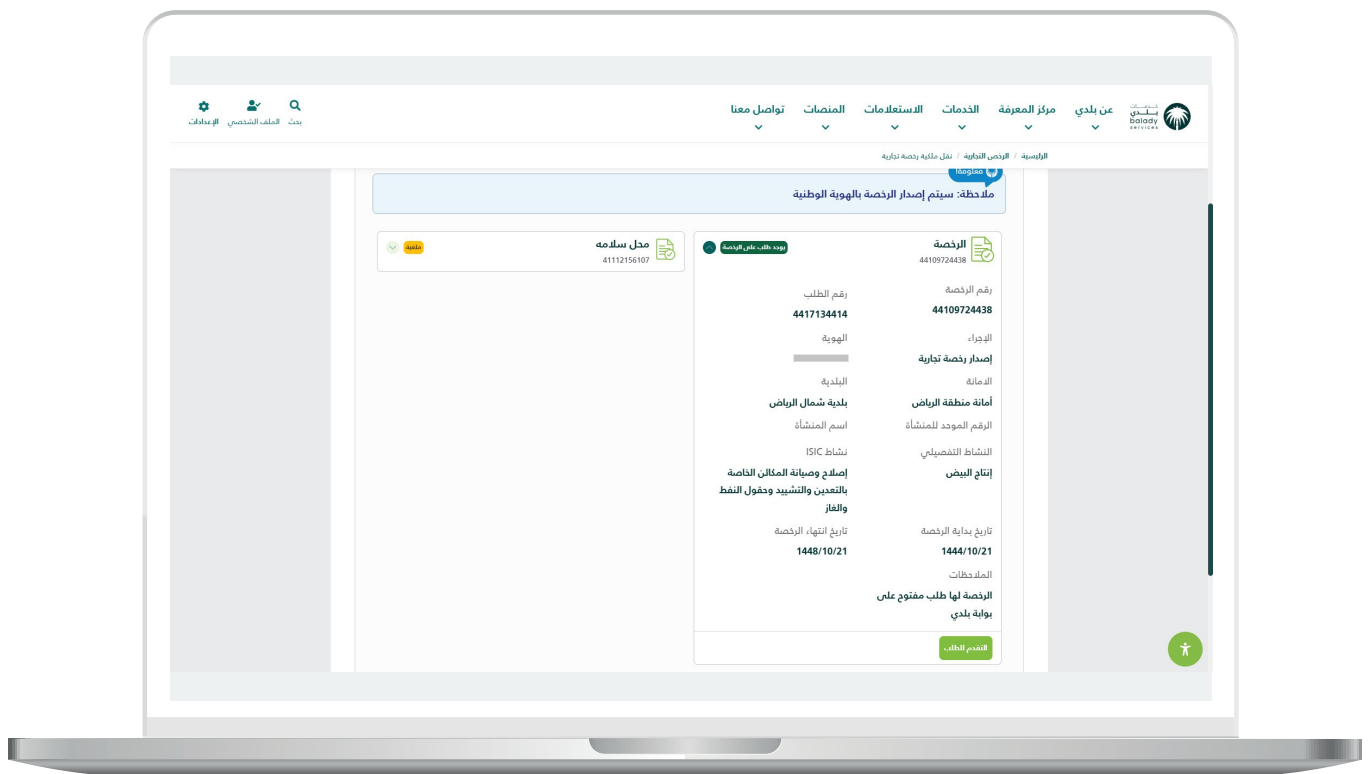
3) If **(Business Owner/Manager)** is selected, a new field **(Unified Business Number)** appears, requiring the user to enter the number and click **(Browse)**.



4) If **(Authorized Representative)** is selected, a new dropdown **(Unified Business Number)** appears for selection, after which the user clicks **(Browse)**.



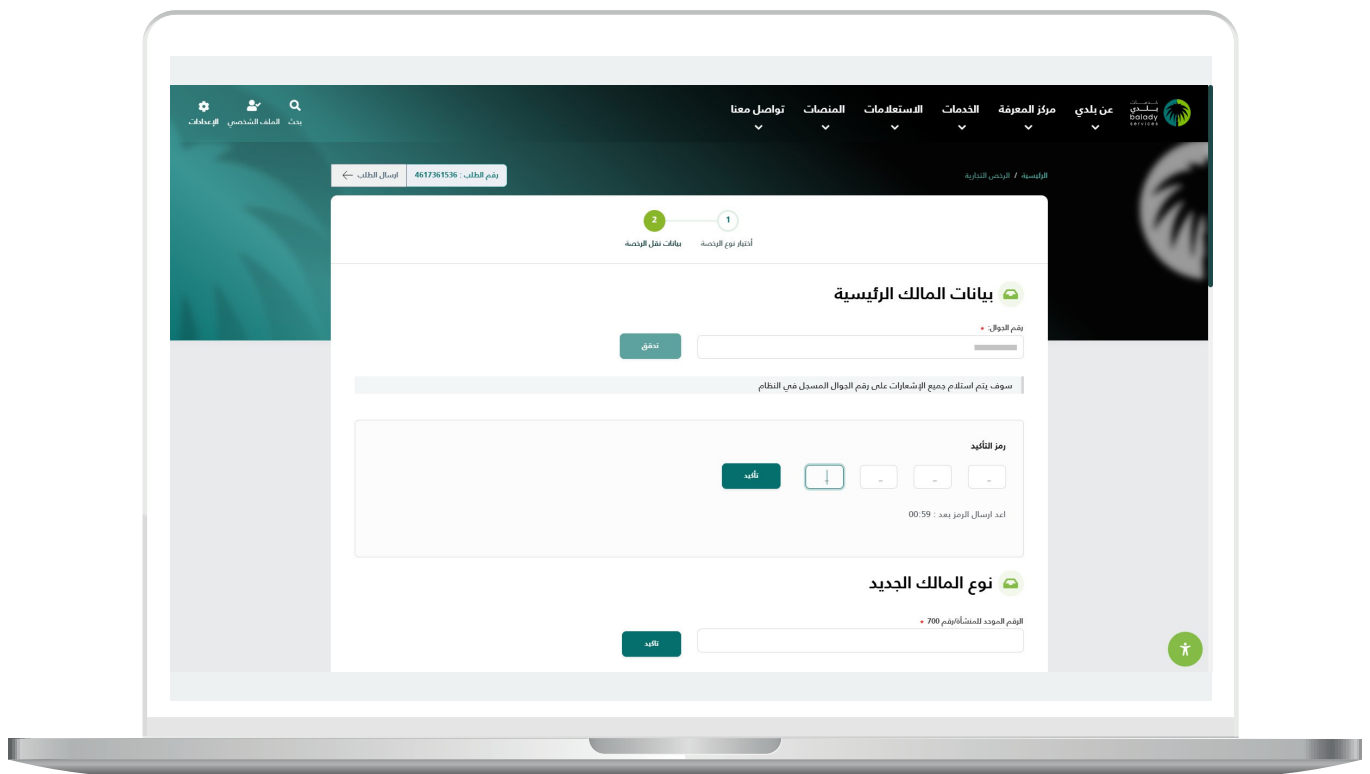
5) After selecting the license to be transferred, the system displays its details as shown below. The user clicks (**Submit Request**) to initiate the ownership transfer process.



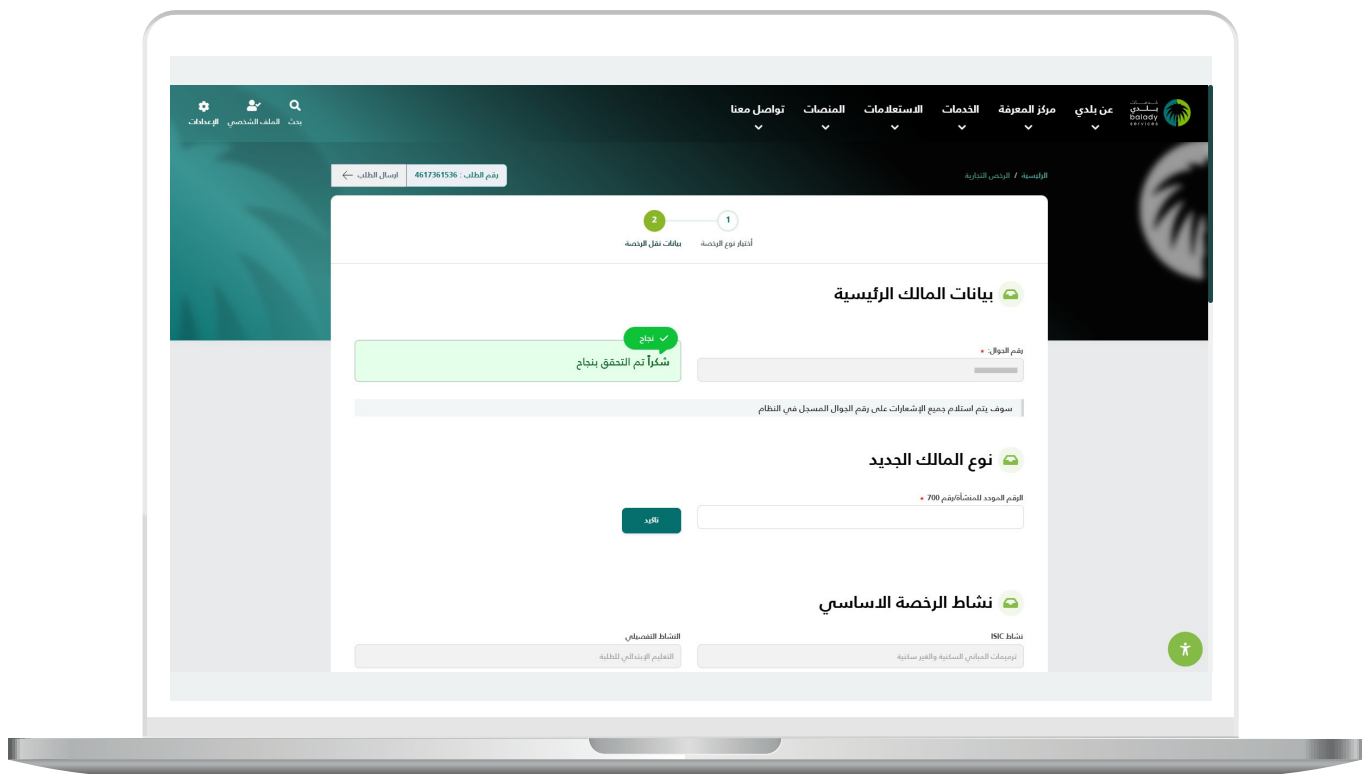
6) After clicking (**Submit Request**), the system displays the following screen, representing the (**License Transfer Data**) step. The user enters their mobile number in the (**Mobile Number**) field and clicks (**Verify**).

The screenshot shows a web application interface for license transfer. At the top, there is a navigation bar with links: 'الرئيسية / الرئيسية' (Home / Home), 'عن بلدي' (About My City), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'المنتجات' (Products), 'تواصل معنا' (Contact Us), and 'بحث' (Search). Below the navigation bar, there is a header section with a search bar and a user profile icon. The main content area is titled 'بيانات المالك الرئيسية' (Main Owner Data) and contains three sections: 1. 'بيانات المالك الرئيسية' (Main Owner Data) with a 'رقم الدولة' (Country Number) field and a 'تحقق' (Verify) button. 2. 'نوع المالك الجديد' (New Owner Type) with a 'رقم المورد للمشتاة رقم 700' (Supplier Number for the 700 Number) field and a 'تحقق' (Verify) button. 3. 'نشاط الرخصة الاساسي' (Basic License Activity) with a 'نشاط الترخيص' (License Activity) field and a 'نوع المالك' (Owner Type) field. The interface is in Arabic and features a green and white color scheme.

7) The user then enters the verification code sent to their mobile in the **(Verification Code)** field and clicks **(Confirm)**.



8) A confirmation message appears, indicating a successful verification process.



9) The user enters the (Unified Business Number/700 Number) and clicks (Confirm).

The screenshot displays the 'Transfer of License Ownership' form on the Ministry of Education website. The form is titled 'نوع المالك الجديد' (New Owner Type) and includes a search bar for the 'رقم المودع للمشاريع رقم 700' (700 Project Number). Below the search bar, there are three sections: 'نشاط الرخصة الاساسي' (Basic License Activity), 'بيانات المحل' (Premises Data), and 'بيانات المالك' (Owner Data). Each section contains a table with input fields for various details.

نشاط الرخصة الاساسي	
النشاط التعليمي	نشاط ISIC
التعليم إلى ابتدائي التكميلية	تعليمات الممارس المسكنة والغير مسكنة
نوع الممارس	المساحة الكلية للمحل
رجال	200

بيانات المحل	
رقم المحل	اسم المحل
21323	شركة خريف ناصر عبدالله الهادي وشركاه للخدمات التعليمية وتطوير الممارس
ص.م.م	نوع الممتلكات

10) The system then displays the (New Owner's Mobile Number) field for input.

الرئيسية / الرخصة التجارية

1 اختيار نوع الرخصة

2 بيانات نقل الرخصة

نوع المالك الجديد

الرقم المودع للمنتقل رقم 700

تأكيد

جول المالك الجديد

نشاط NSC

توزيعات المياحي السكنية والفهر سكنية

المساحة الكلية للمحل

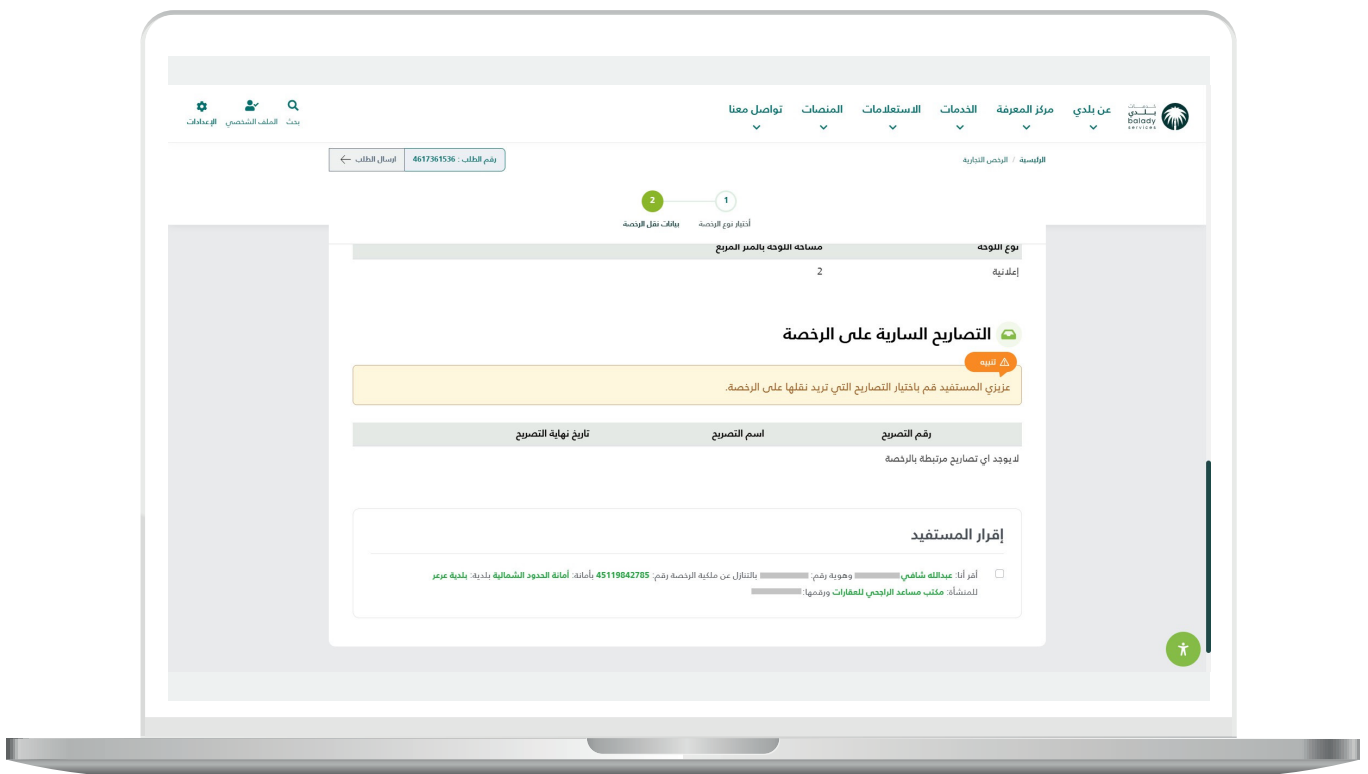
200

بيانات المحل

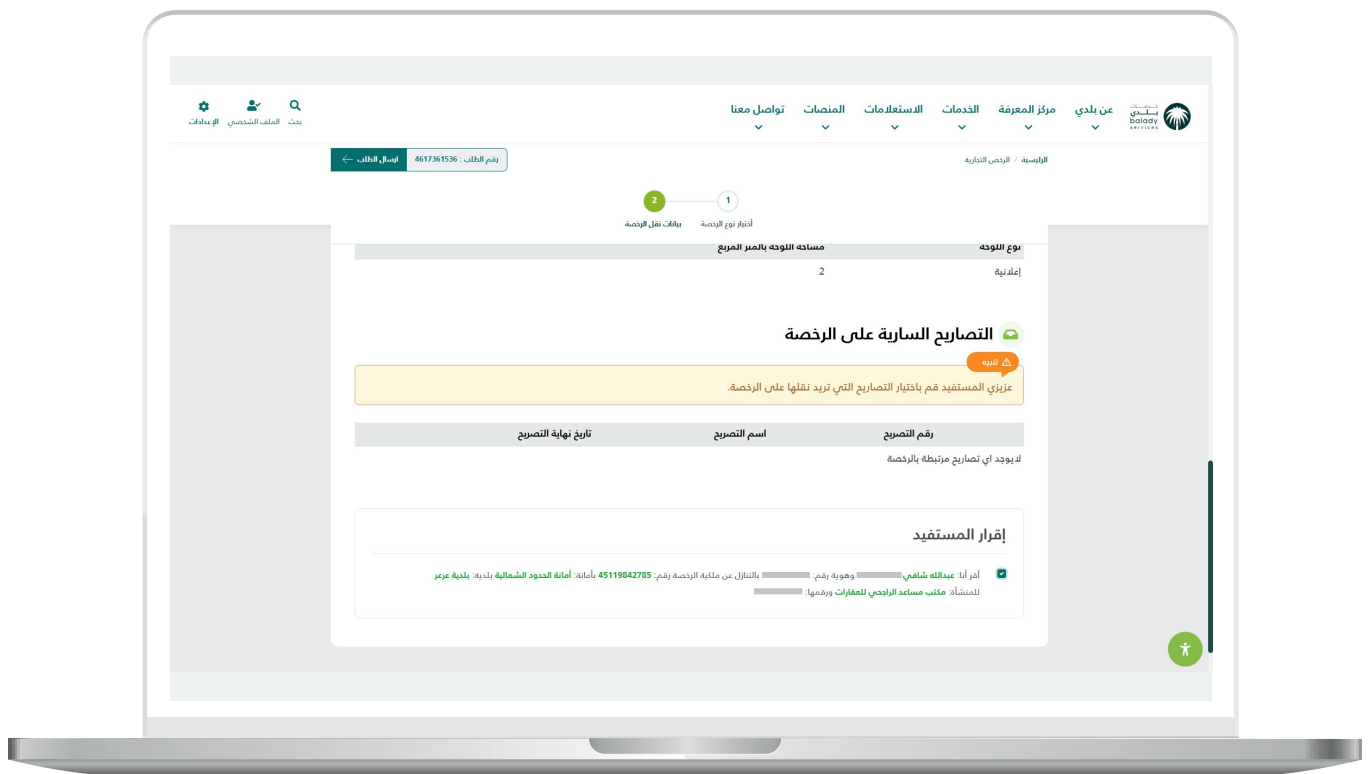
رقم المحل

اسم المحل

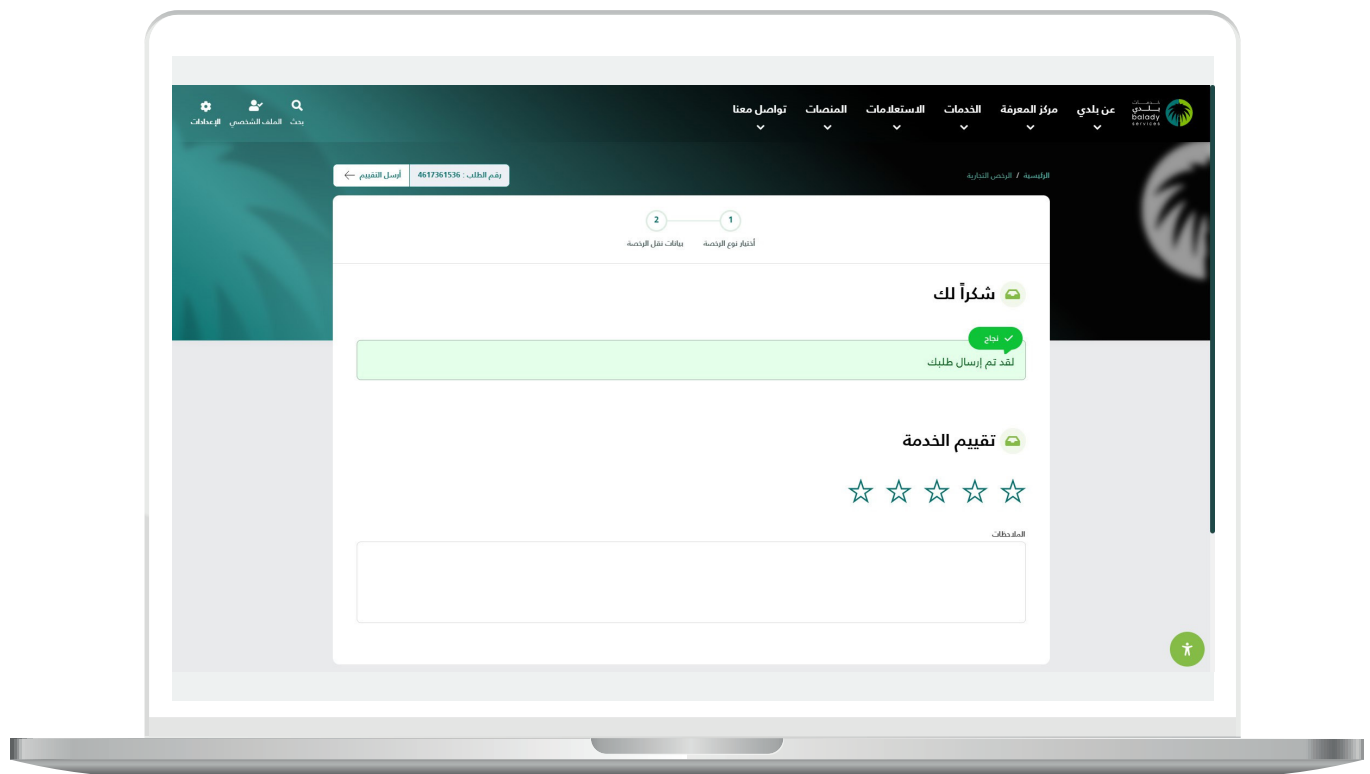
11) The acknowledgment section appears at the bottom. The user selects the acknowledgment checkbox.



12) The user clicks **(Submit Request)** at the top left of the screen.



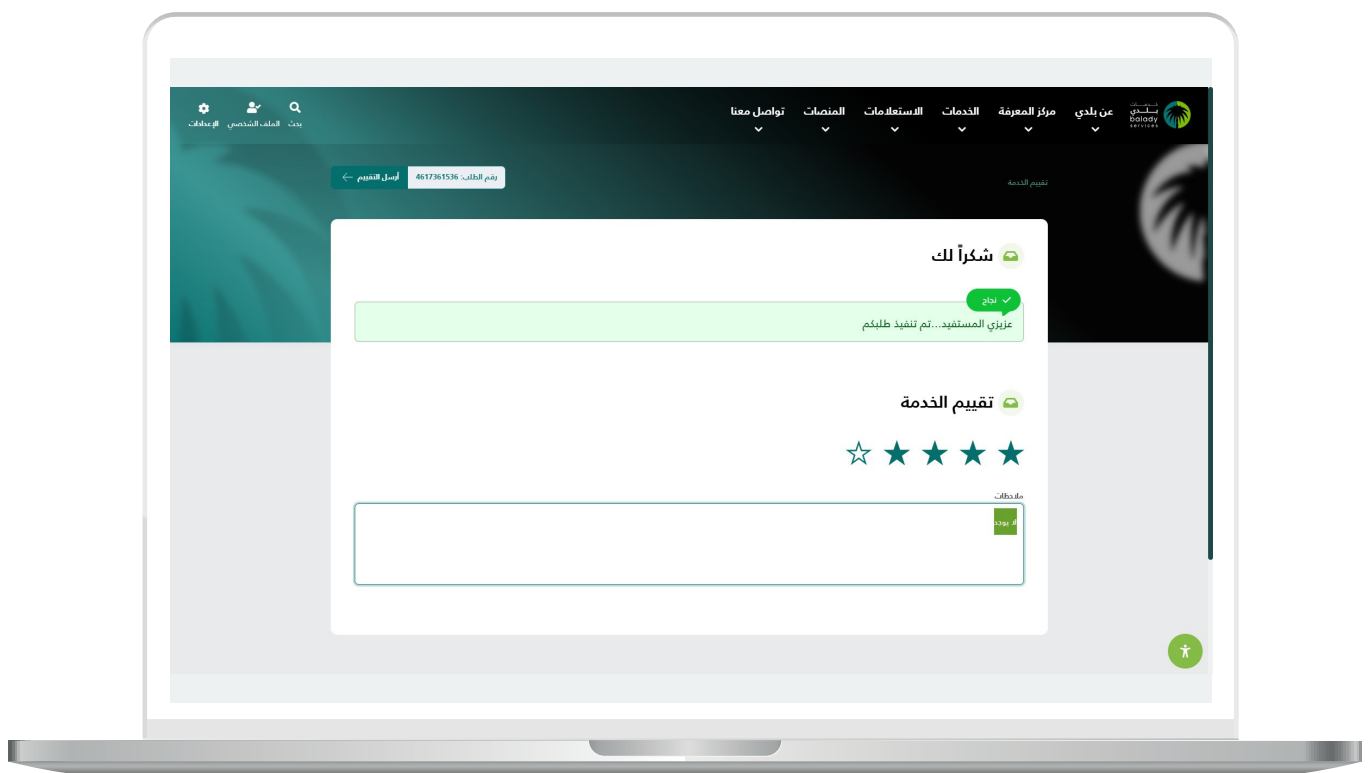
13) The system processes the request and displays a confirmation message.



14) The system allows the user to rate the service by selecting a star rating and entering comments in the **(Notes)** field, then clicking **(Submit Rating)**.

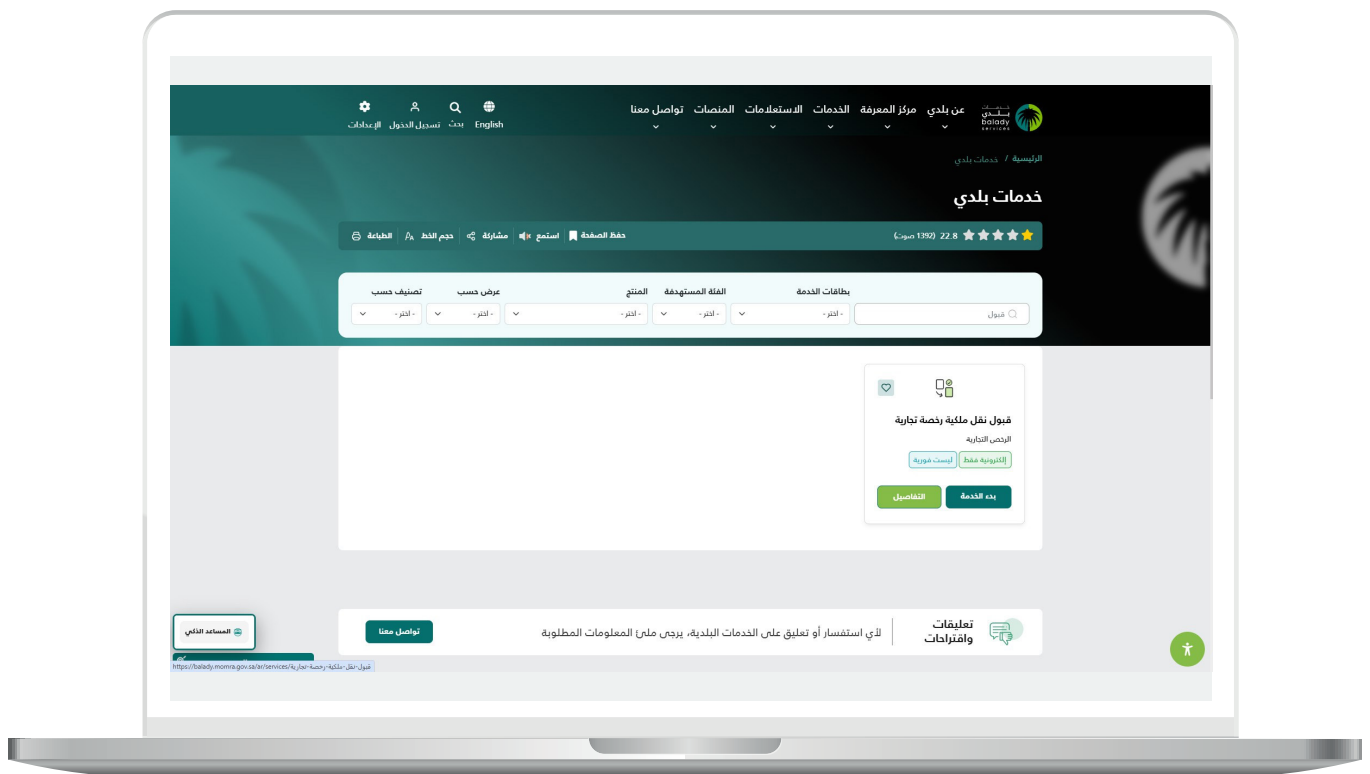
Note:

After completing **(Transfer of a Commercial License)**, any **(unapproved permits from the new owner will be canceled)** proactively.

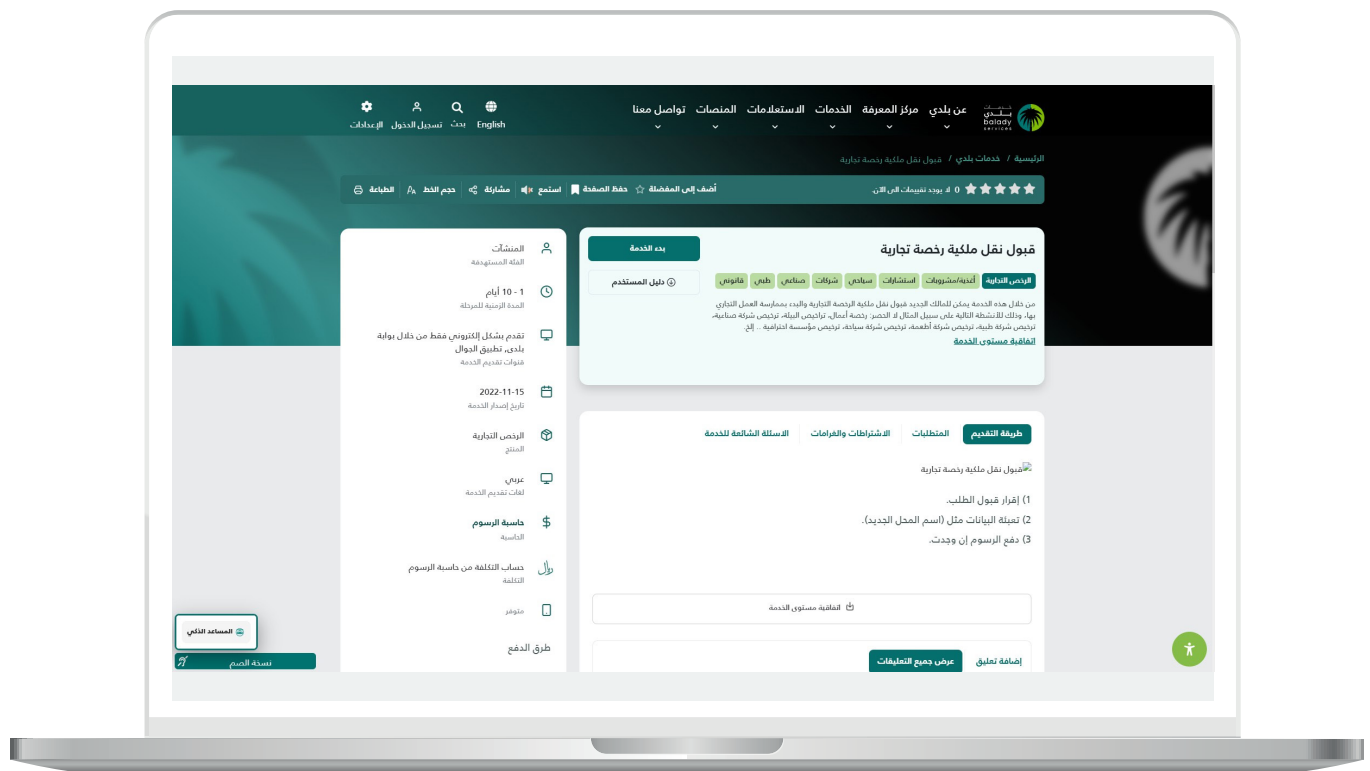


Accepting the Transfer of Commercial License Ownership

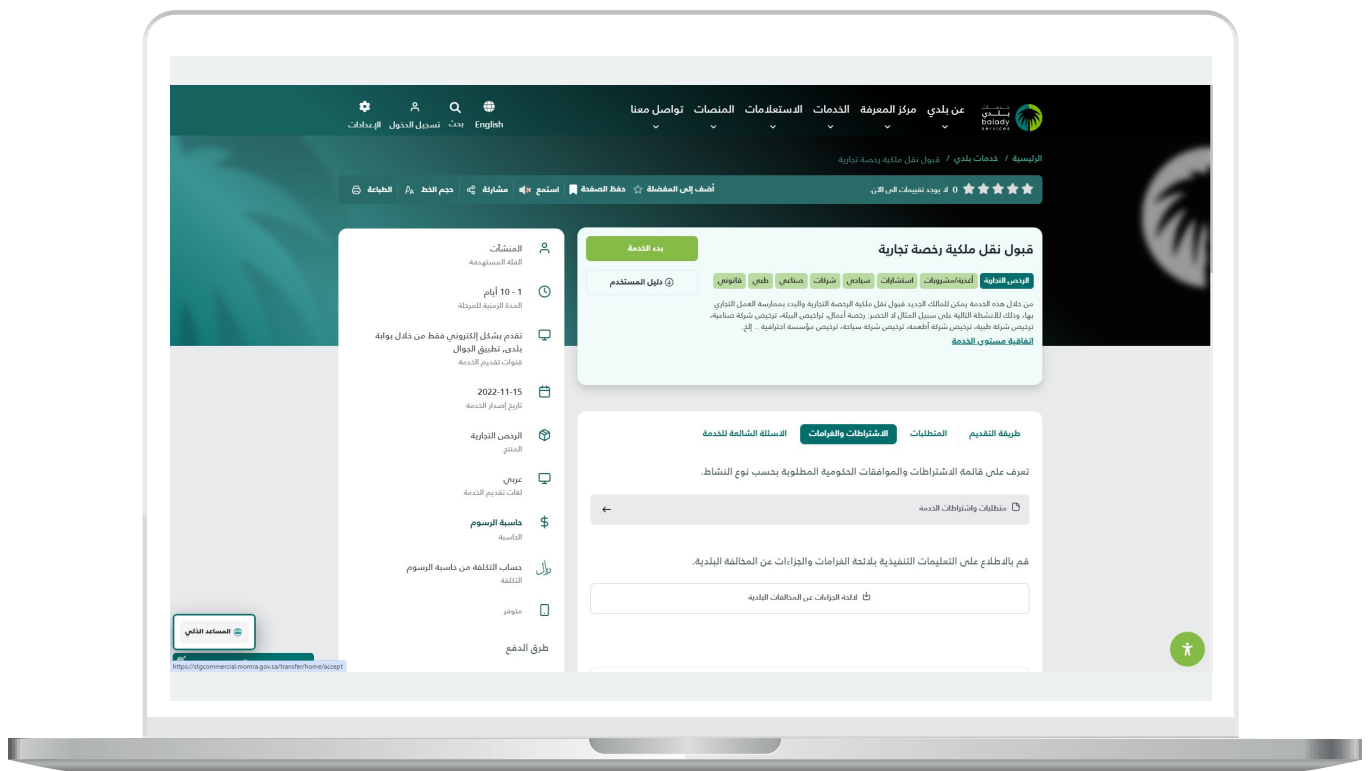
1) The user searches for the service (Accepting the Transfer of Commercial License Ownership).



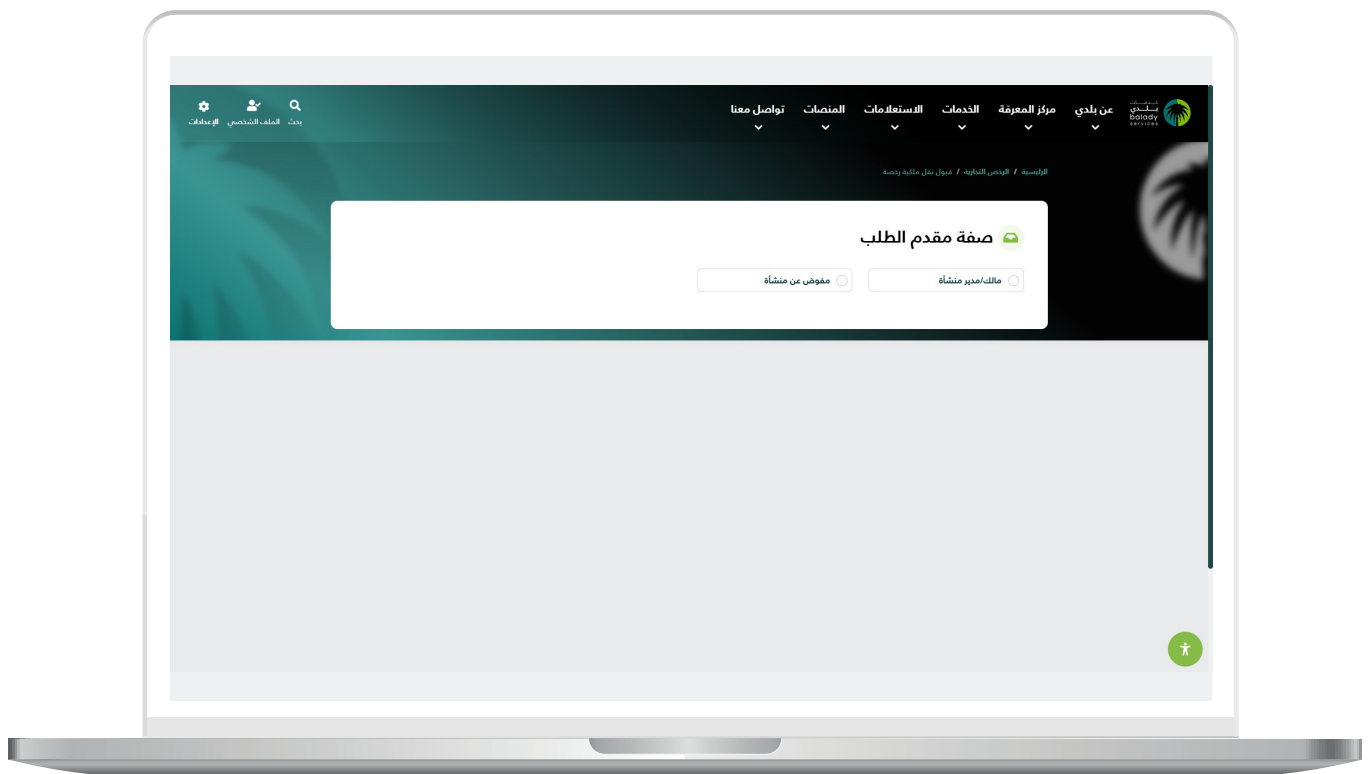
2) The next screen appears, allowing the user to view (How to Apply, Requirements, Conditions and Fines, etc.).



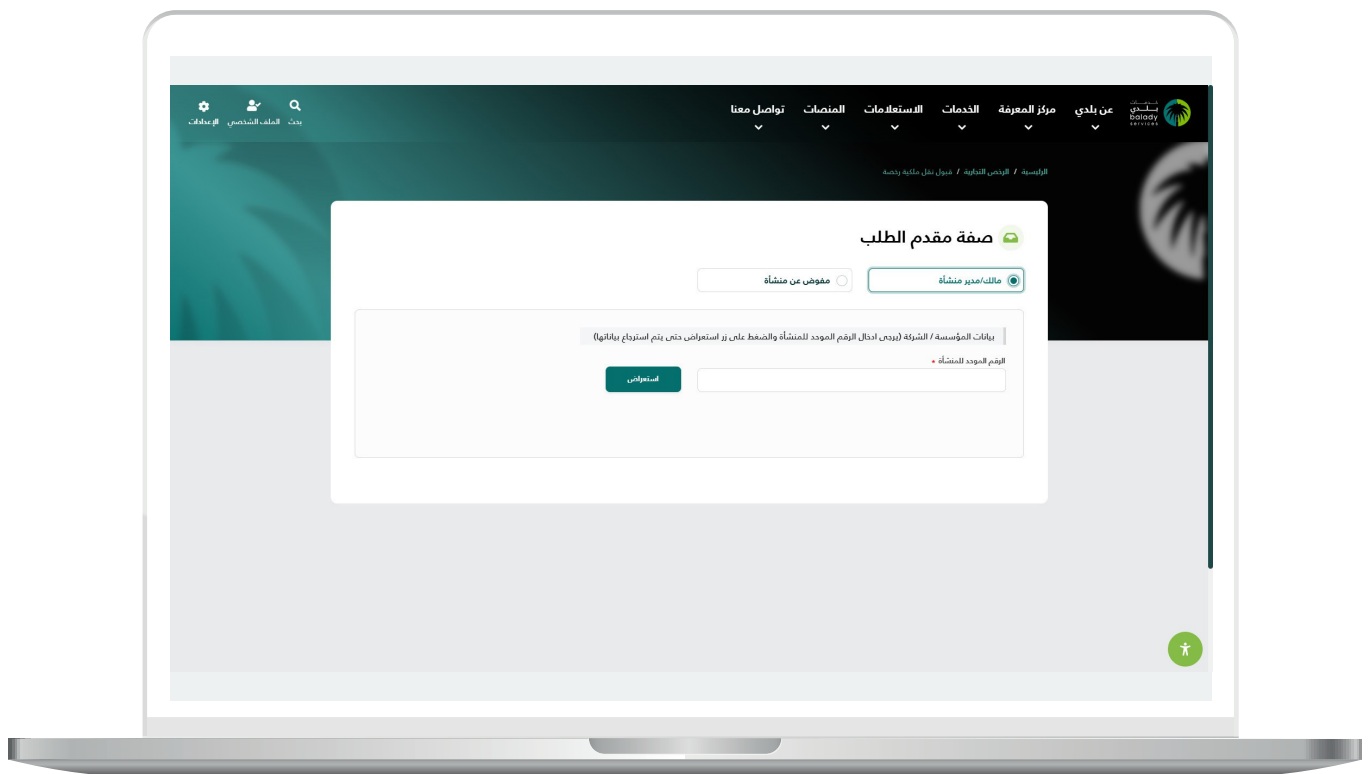
3) The button Start Service is clicked.



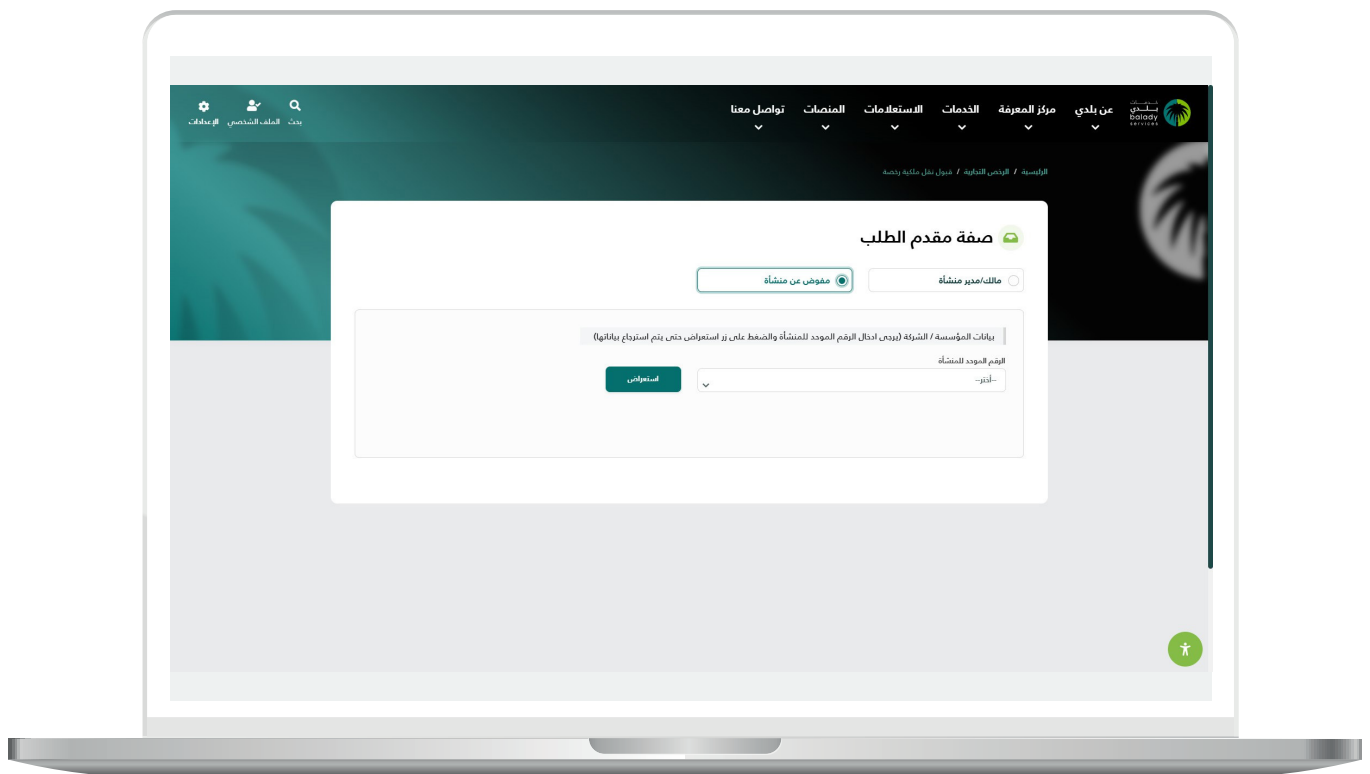
4) The system then displays a screen where the user selects their role from the following options: (**Business Owner/Manager, Authorized Representative**).



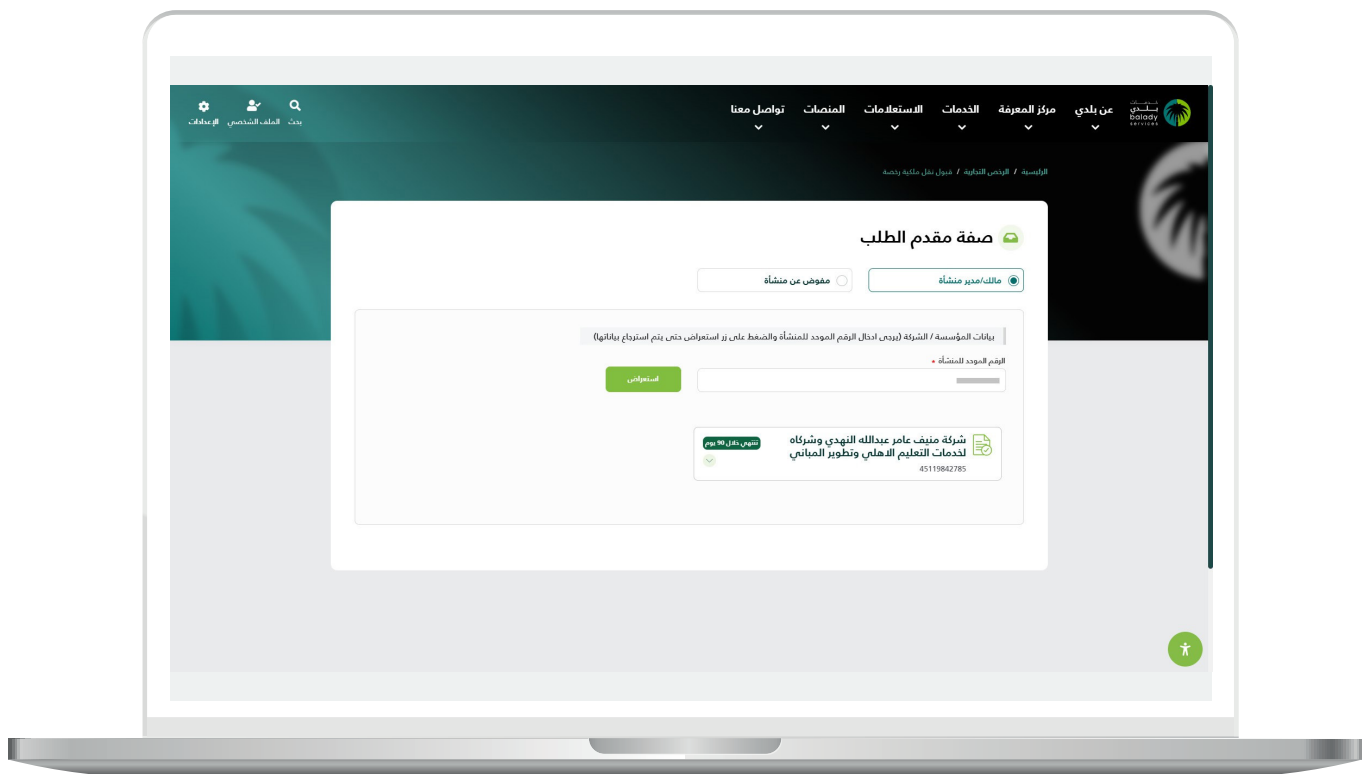
5) If **(Business Owner/Manager)** is selected, the system prompts the user to enter the **(Unified Business Number)** and click **(View)**.



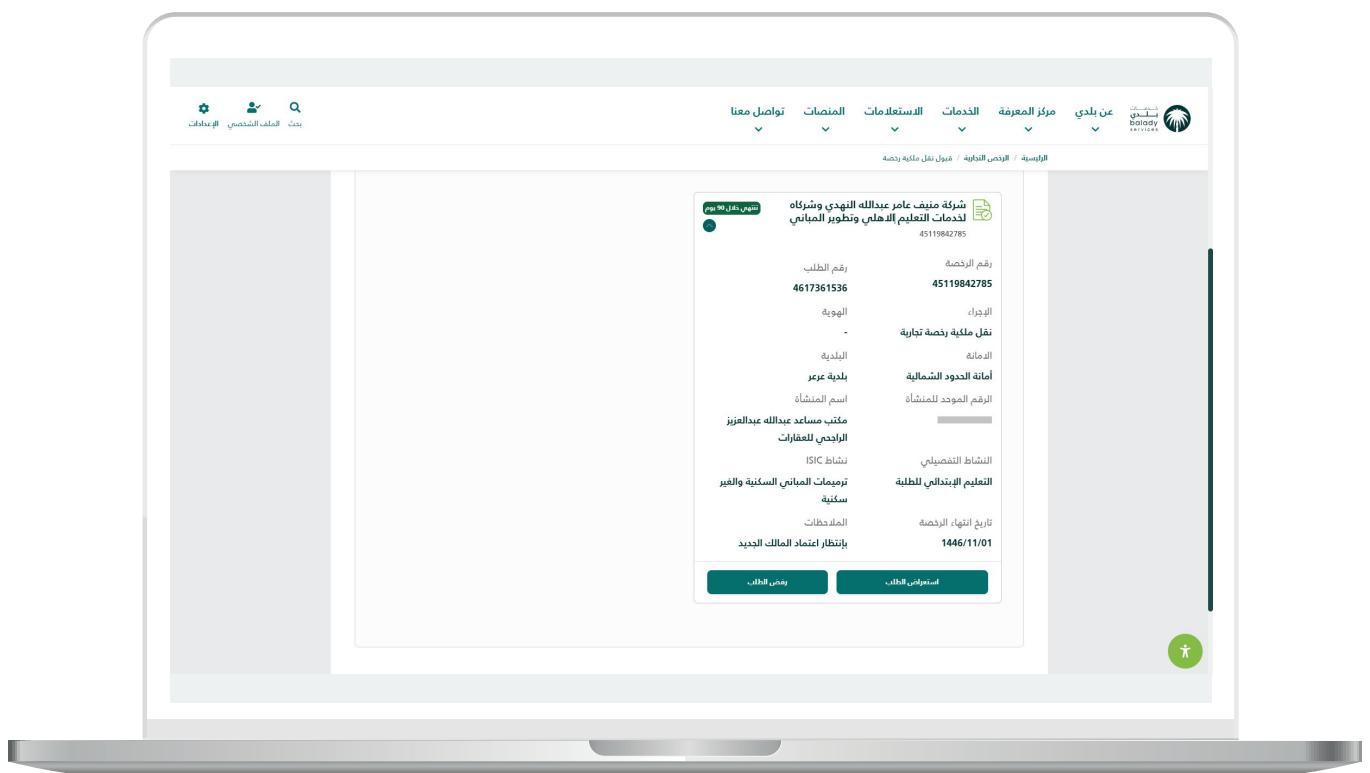
6) If **(Business Owner/Manager)** is selected, the system prompts the user to enter the **(Unified Business Number)** and click **(View)**.



7) The system then displays all licenses pending ownership transfer, allowing the user to accept or reject them.



8) After selecting the license to be transferred, the system displays its details. The user can either click **(View Request)** to proceed with acceptance or **(Reject Request)** to decline the ownership transfer.



9) Clicking **(View Request)** opens the **(License Transfer Information)** screen. The user clicks **(Next)** to proceed, with the option to save the request as a draft by clicking **(Save as Draft)**.

The screenshot displays the 'License Transfer Information' screen on a laptop. The interface is in Arabic and features a progress bar at the top with five steps: 1. Select license type, 2. License details (highlighted), 3. License holder details, 4. License transfer details, and 5. Confirmation. The 'License details' section includes fields for 'Activity', 'Business Name', 'Business Type', 'Business Size', 'Business Location', and 'Business Category'. The 'License holder details' section includes fields for 'License Holder Name', 'License Holder ID', 'License Holder Address', and 'License Holder Contact Information'. The 'License transfer details' section includes fields for 'Transfer Type', 'Transfer Reason', 'Transfer Date', and 'Transfer Status'. The 'Confirmation' section includes fields for 'Confirmation Code', 'Confirmation Date', and 'Confirmation Status'.

10) The next screen appears, representing the (Property Information) phase, where the user selects their role as (**Owner or Tenant**).

الرجوع / الرئيسية / الرخص التجارية / قبول نقل ملكية رخصة

4617361536 رقم الطلب: → ندوة ← خطة كمسودة ← التالي

1 2 3 4 5

أخبار نوع الرخصة بيانات نقل الرخصة بيانات المحل الموضعات التهود

اثبات موقع المحل

ماهي صفة مقدم الطلب ؟

☒ مستأجر ☐ مالك

☐ عقد استثمار ☒ عقد إيجار

معلومات
يمكنك معرفة الوسطاء العقاريون المعتمدين في شبكة إيجار من خلال الرابط اضغط هنا أو تحميل تطبيق وسطاء عقاريون Android أو IOS

معلومات
عزيزي المستخدم يلزم فقط ارفاق عقد إيجار

☐ ارفاق عقد الإيجار

11) If (Owner) is selected, the system provides the following options:
(Attach Ownership Contract, Use Electronic Title Deed Number).

The screenshot displays the 'Attach Ownership Contract' step (Step 3) of the license transfer process on the Ministry of Economic Development and Commerce portal. The interface includes a navigation bar with links to 'الرئيسية' (Home), 'الرقص التجارية' (Commercial License), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'المنتجات' (Products), 'تواصل معنا' (Contact Us), 'عن بلدي' (About My City), and 'مركز المعرفة' (Knowledge Center). A search bar and user profile icon are also present.

The main content area shows a progress bar with five steps: 1. اختيار نوع الرخصة (Select License Type), 2. بيانات نقل الرخصة (License Transfer Data), 3. بيانات المحل (Licensee Data), 4. الموثقات (Attachments), and 5. التمهيد (Preparation). Step 3 is currently active.

Under the heading 'إثبات موقع المحل' (Prove Location of Licensee), there are two sections:

- ماهي صفة مقدم الطلب؟** (What is the applicant's status?): A dropdown menu with 'مالك' (Owner) selected and 'مستأجر' (Tenant) as an option.
- أرفاق عقد التملك** (Attach Ownership Contract): A text input field with a placeholder 'استخدام رقم عقد الصك الإلكتروني' (Use Electronic Title Deed Number).

Below this, under the heading 'بيانات المحل' (Licensee Data), there is a section titled 'هل يوجد لديك علامة تجارية؟' (Do you have a trademark?). It includes a 'نعم' (Yes) radio button and a 'لا' (No) radio button, with the 'لا' option selected.

At the bottom, there is a field for 'اسم المحل' (Licensee Name) with a placeholder 'شركة شيف عاصم عبدالله الهادي وشركاه لخدمات التعليم الإلكتروني وتطوير المهارات' (Sh. Asim Abdullah Al-Hadi and Partners for E-Learning Services and Skills Development).

12) If (Attach Ownership Contract) was selected in the previous step, the following fields appear: (Ownership Contract Number, Ownership Contract Date), which the user must fill in.

The screenshot shows a web application interface for transferring ownership. At the top, there is a navigation bar with icons for settings, user profile, and search. Below this is a breadcrumb trail: الرئيسية / الرخص التجارية / قبول نقل ملكية رخصة. A progress bar indicates five steps: 1. اختيار نوع الرخصة, 2. بيانات نقل الرخصة, 3. بيانات المحل (highlighted in green), 4. الموثقات, and 5. التمهيد. The main content area is titled 'إثبات موقع المحل' (Prove location of the establishment). It contains a form with the following fields: 'ماهي صفة مقدم الطلب ؟' (What is the applicant's status?) with radio buttons for 'مستأجر' (Tenant) and 'مالك' (Owner); 'أرفاق عقد التملك' (Attach the deed of ownership) with a radio button for 'استخدام رقم عقد الصك الإلكتروني' (Use the electronic deed number); 'رقم عقد التملك' (Deed number) and 'تاريخ عقد التملك' (Deed date) with a date picker (Dd-Mm-Yyyy). At the bottom right, there is a button labeled 'بيانات المحل' (Establishment data) and a green circular icon with a person silhouette.

13) The user enters the **(Ownership Contract Number)** and selects the **(Ownership Contract Date)** from the electronic calendar.

The screenshot displays the website interface for the Ministry of Economic Development and Trade. The main content area is titled "اثبات موقع المحل" (Proof of Location). Below the title, there is a section for "ماهي صفة مقدم الطلب؟" (What is the status of the applicant?). The form includes several input fields and a calendar widget.

Form Fields:

- مالك:** (Owner) - Input field with a dropdown arrow.
- استخدام رقم عقد المالك الإلكتروني:** (Use the owner's electronic contract number) - Input field with a dropdown arrow.
- تاريخ عقد المالك:** (Owner's contract date) - Input field with a calendar icon.
- رقم عقد التملك:** (Ownership contract number) - Input field with the value 23456789.

Calendar Widget:

The calendar shows the month of شعبان 1446. The days of the week are listed at the top: ا, ب, ج, د, هـ, ز, ح. The dates are arranged in a grid. The date 25 is highlighted in green, indicating the selected date.

Navigation:

At the top of the page, there is a navigation bar with the following links: الرئيسية / الرئيس التنفيذي / قبول نقل ملكية رخصة. Below the navigation bar, there is a progress bar with five steps: 1. اختيار نوع الرخصة, 2. بيانات نقل الرخصة, 3. بيانات المحل (highlighted), 4. المرفقات, 5. التهود.

14) If (Use Electronic Title Deed Number) is selected, the system displays the following options: (Title Deed issued with Unified Business Number, Title Deed issued with 700 Number in the Commercial Register, Title Deed issued with Business Owner's ID). These options apply if the business type is (Sole Proprietorship) or (Limited Liability Company with only one partner) in the business ownership records.

For other cases, only two options appear: (Title Deed issued with Unified Business Number, Title Deed issued with 700 Number in the Commercial Register).

The user must enter the (Title Deed Number) and click (Verify).

The screenshot displays a web application interface for transferring ownership. At the top, there is a navigation bar with icons for settings, user profile, and search. Below this is a header with the text 'الرئيسية / الرخص التجارية / تحويل ملكية رخصة'. A progress bar indicates the current step in the process: 1. اختيار نوع الرخصة, 2. إدخال رقم الرخصة, 3. إدخال رقم عقد الملكية (highlighted), 4. إدخال الرقم الموحد, and 5. التحقق. The main content area contains two sections. The first section has two radio buttons: 'استخدام رقم عقد الملكية الإلكتروني' (selected) and 'إرفاق عقد الملكية'. The second section has three radio buttons: 'العقد صادر بالرقم الموحد للمنشأة' (selected), 'العقد صادر برقم 700 في السجل التجاري', and 'العقد صادر بهوية مالك السجل التجاري'. Below these radio buttons, there is a text input field for 'رقم عقد الملكية (العربي)' and a 'تحقق' button. At the bottom, there are two more input fields: 'تاريخ عقد الملكية' (with a date picker) and 'رقم عقد الملكية'.

15) If (Tenant) is selected, the system displays the following options:
(Lease Contract, Investment Contract).

الرئيسية / الرخصة التجارية / قبول نقل ملكية رخصة

اختر نوع الرخصة 1

بيانات محل الرخصة 2

بيانات المحل 3

المرفقات 4

التمهيد 5

بيانات المحل

ماهي صفة مقدم الطلب ؟

مستأجر ☒ مالك ☐

عقد استثمار ☐ عقد إيجار ☐

بيانات المحل

هل يوجد لديك علامة تجارية ؟ *

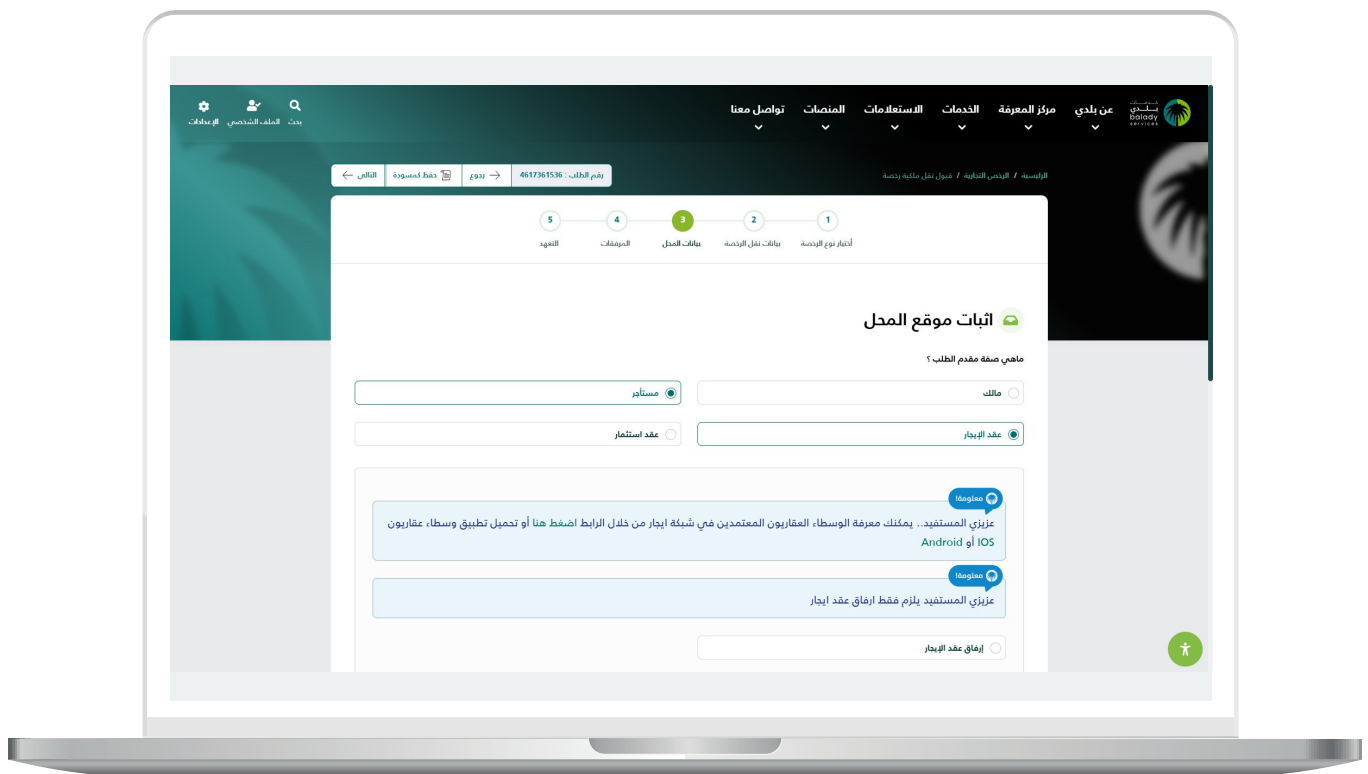
نعم ☐ لا ☒

اسم المحل

شركة توظيف ناصر عبدالله النهدي وشركاه للخدمات التعليمية الأهلية وتطوير الميادين

رسم المحل

16) If (Lease Contract) is selected, the system provides the option to (Attach Lease Contract) along with additional information for the beneficiary.



17) If (Attach Lease Contract) is selected, the user must fill in the following fields: (Lease Contract Number, Lease Expiry Date).

The screenshot displays the 'Attach Lease Contract' step (Step 3) of the license transfer process. The interface includes a progress bar at the top with five steps: 1. Attach License Type, 2. Attach Lease Contract, 3. Attach Lease Contract (current step), 4. Attach License Number, and 5. Attach License Expiry Date. The main form area contains a text input field for 'Lease Contract Number' and a date picker for 'Lease Expiry Date'. Below these fields is a calendar widget showing the month of September 2024. The calendar has a header with 'السنة' (Year) and 'الرقم' (Number), and a table of dates. The date '25' is highlighted. To the right of the calendar is a text input field for 'Lease Expiry Date'. At the bottom right, there is a checkbox labeled 'هل يوجد لديك علامة تجارية؟' (Do you have a trademark?).

الرقم: 4617361536

الرقم: 243345678

السنة: 1446

السنة	الرقم	الرقم	الرقم	الرقم	الرقم
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30

هل يوجد لديك علامة تجارية؟ *

18) If (Investment Contract) is selected, the system provides options for (Attach Investment Contract, Use Electronic Investment Contract Number).

The following screenshot illustrates the selection of (Attach Investment Contract).

The screenshot displays a web application interface for transferring the ownership of a commercial license. The interface is in Arabic and shows a multi-step process. Step 3, 'بيانات المحل' (Location Data), is currently active. The form includes fields for 'مستأجر' (Tenant), 'مالك' (Owner), 'عقد استثمار' (Investment Contract), and 'عقد الإيجار' (Lease Contract). There are also checkboxes for 'استخدام رقم عقد الاستثمار الإلكتروني' (Use electronic investment contract number) and 'إرفاق عقد الاستثمار' (Attach investment contract). Below the form, there is a section for 'بيانات المحل' (Location Data) with a checkbox for 'هل يوجد لديك علامة تجارية؟' (Do you have a trademark?). The interface also features a top navigation bar with various service links and a sidebar with a search bar and user profile.

19) The user answers the question (Do you have a registered trademark?) and enters the required fields: (Business Name, Property Number). Additionally, users can enter or modify the store name in Arabic or English.

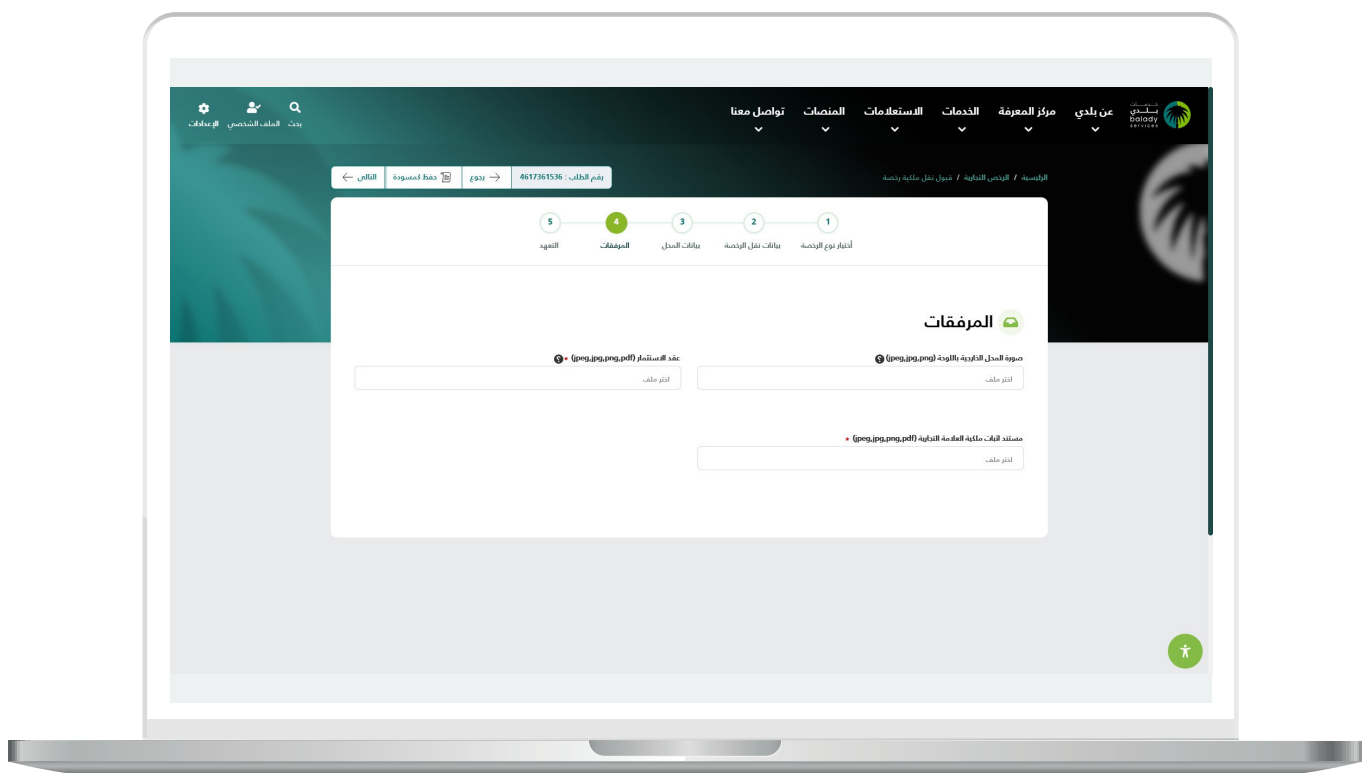
The user also answers the question (Is the business located in a shopping mall?) and selects the type of workers (Men, Women, Men and Women).

The user clicks (Next) to proceed to the next stage.

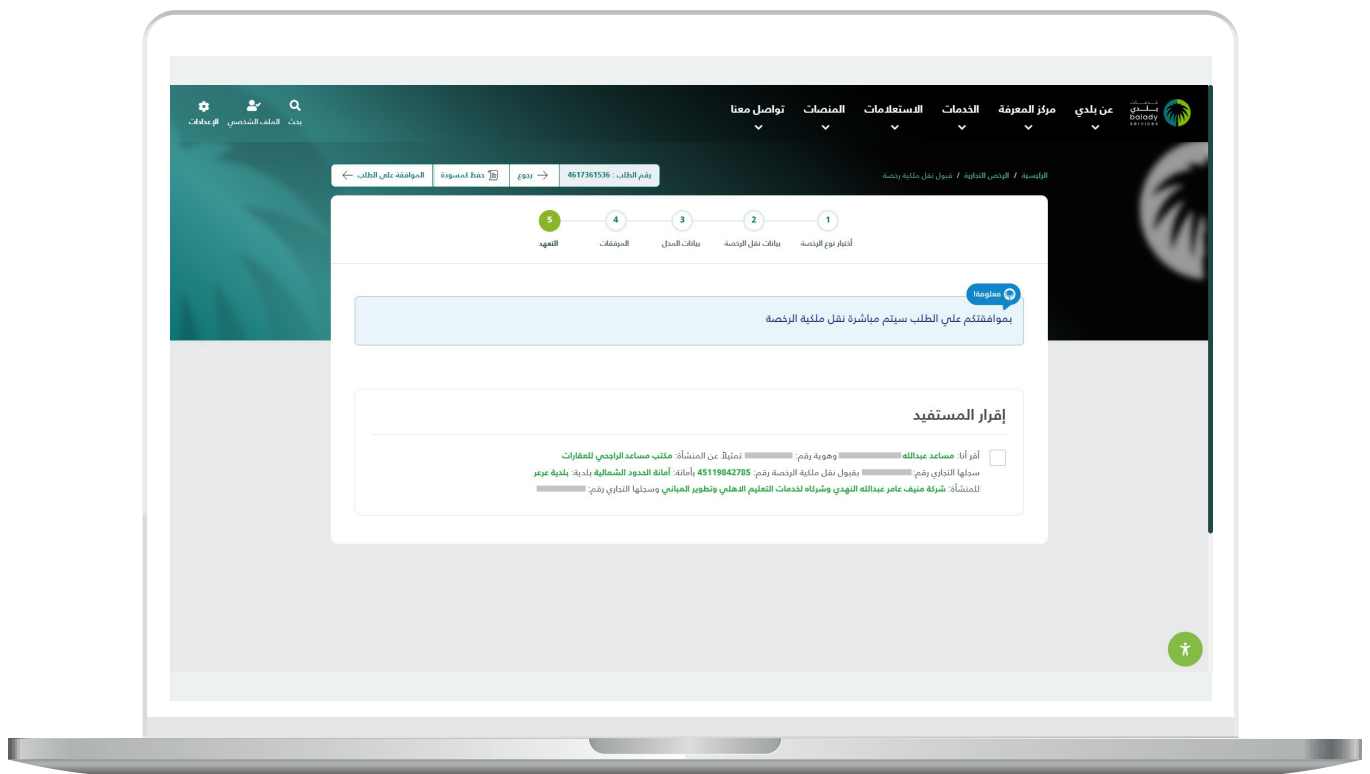
The screenshot displays a web application interface for transferring commercial license ownership. The interface is in Arabic and shows a progress bar with 5 steps. Step 3, 'بيانات المحل' (Store Data), is currently active. The form includes fields for 'هل يوجد لديك علامة تجارية؟' (Do you have a trademark?), 'اسم المحل' (Store Name), 'رقم العقار' (Property Number), and 'هل يقع المحل في مركز تجاري؟' (Is the store in a shopping mall?). There is also a section for 'نوع العاملين' (Type of workers) with radio buttons for 'رجال ونساء' (Men and Women), 'رجال' (Men), and 'نساء' (Women). The interface is clean and modern, with a light gray background and blue accents.

20) The following screen appears, representing the **(Attachments)** stage. The user adds attachments by clicking on the field and selecting the file from the device.

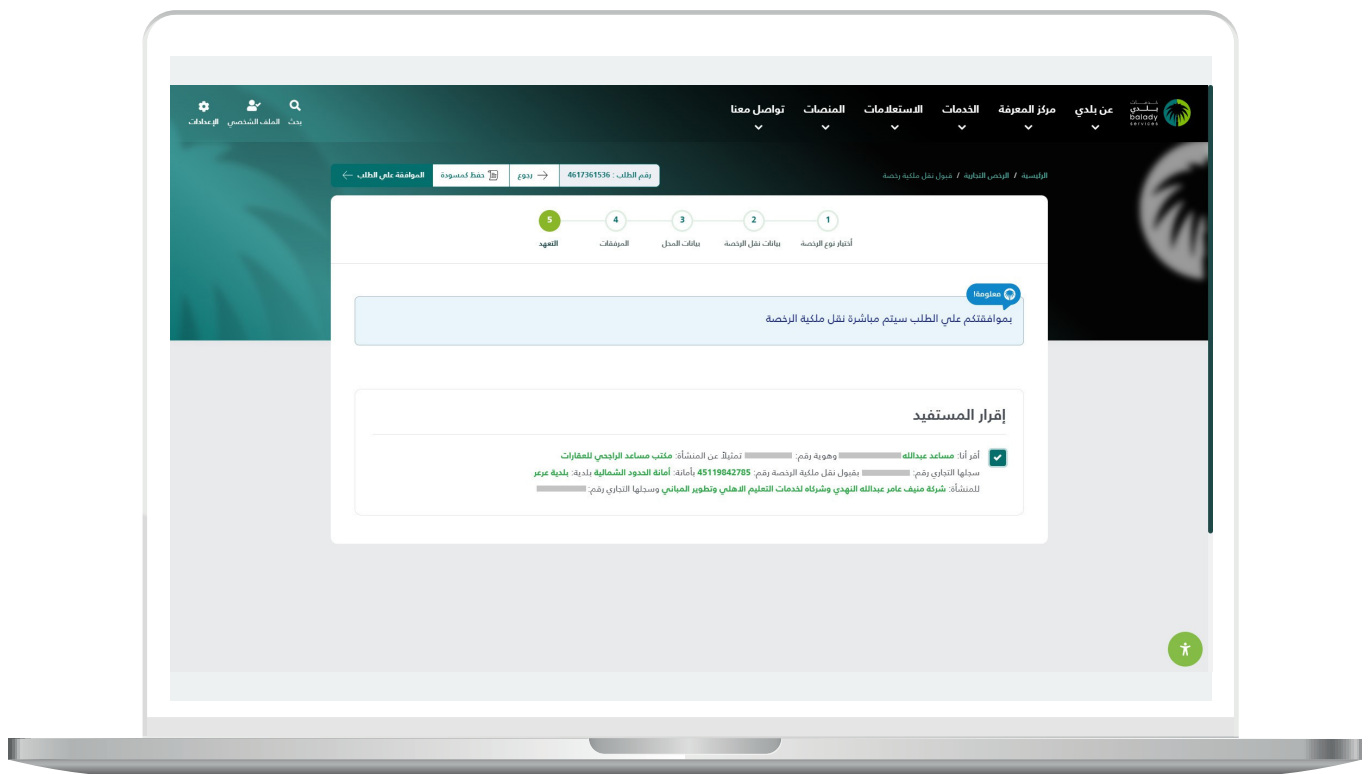
After that, the user clicks **(Next)** to proceed to the next stage. The request can be saved as a draft for later retrieval by clicking **(Save as Draft)**. The user can also go back to the previous step by clicking **(Back)**.



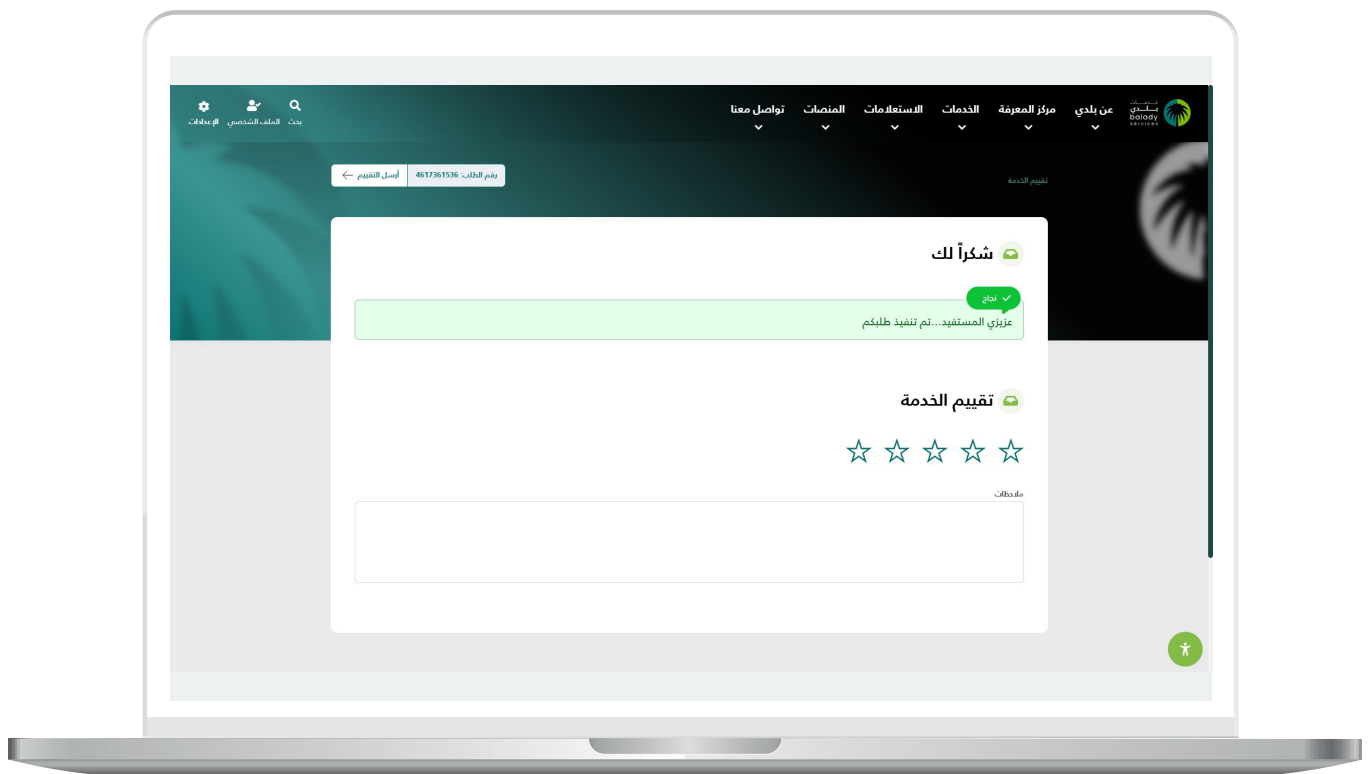
21) The next screen represents the **(Declaration)** stage, where the user reads the acknowledgment and agrees by selecting the checkbox.



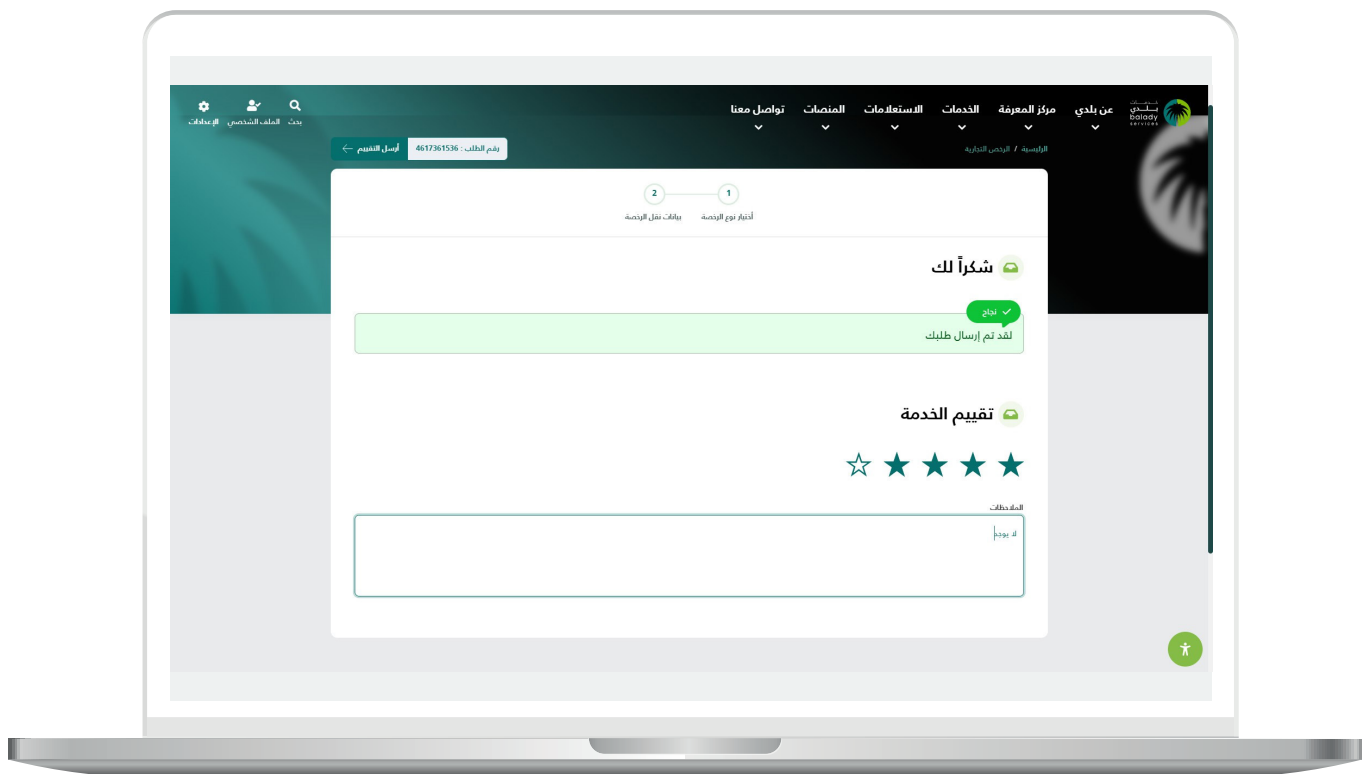
22) The user then clicks **(Accept Request)**.



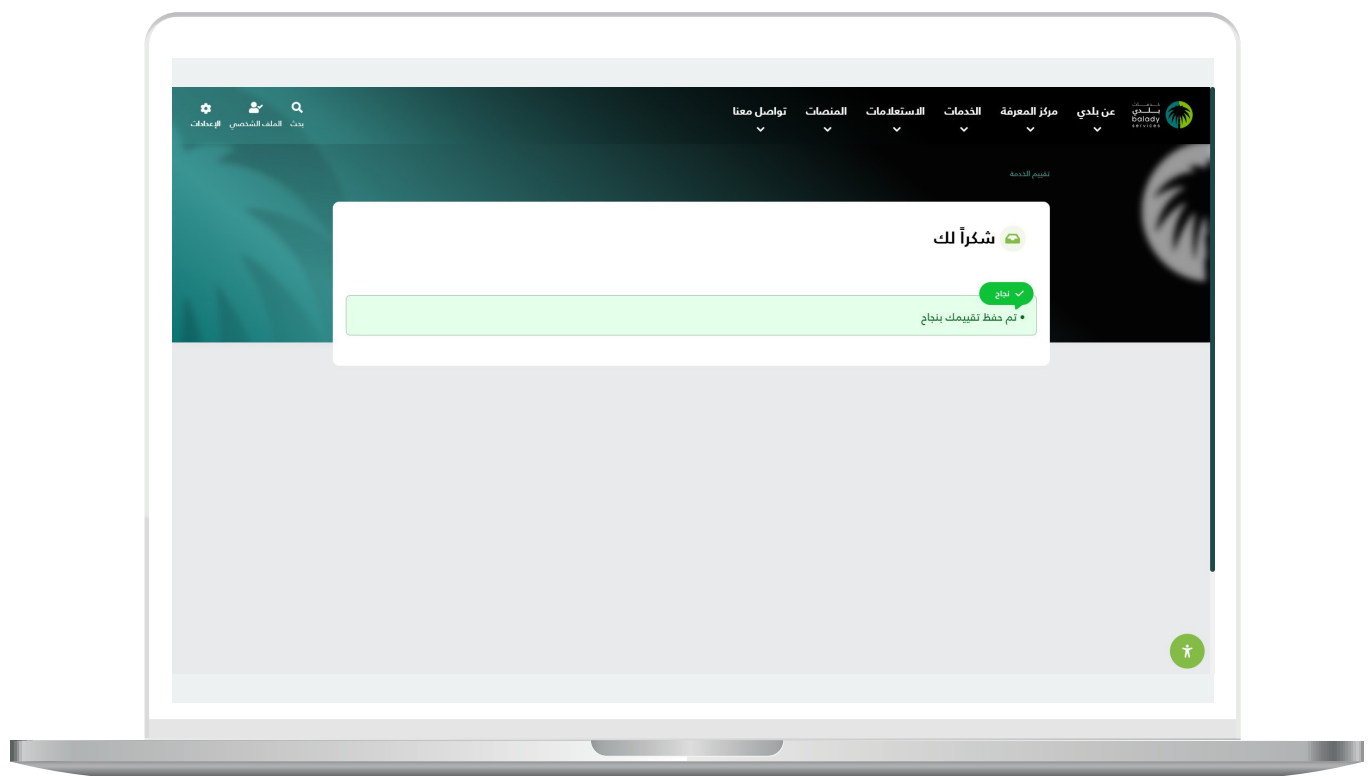
23) The next screen appears, allowing the user to rate the service by selecting the number of stars and entering comments in the **(Comments)** field.



24) The user clicks (Submit Evaluation).

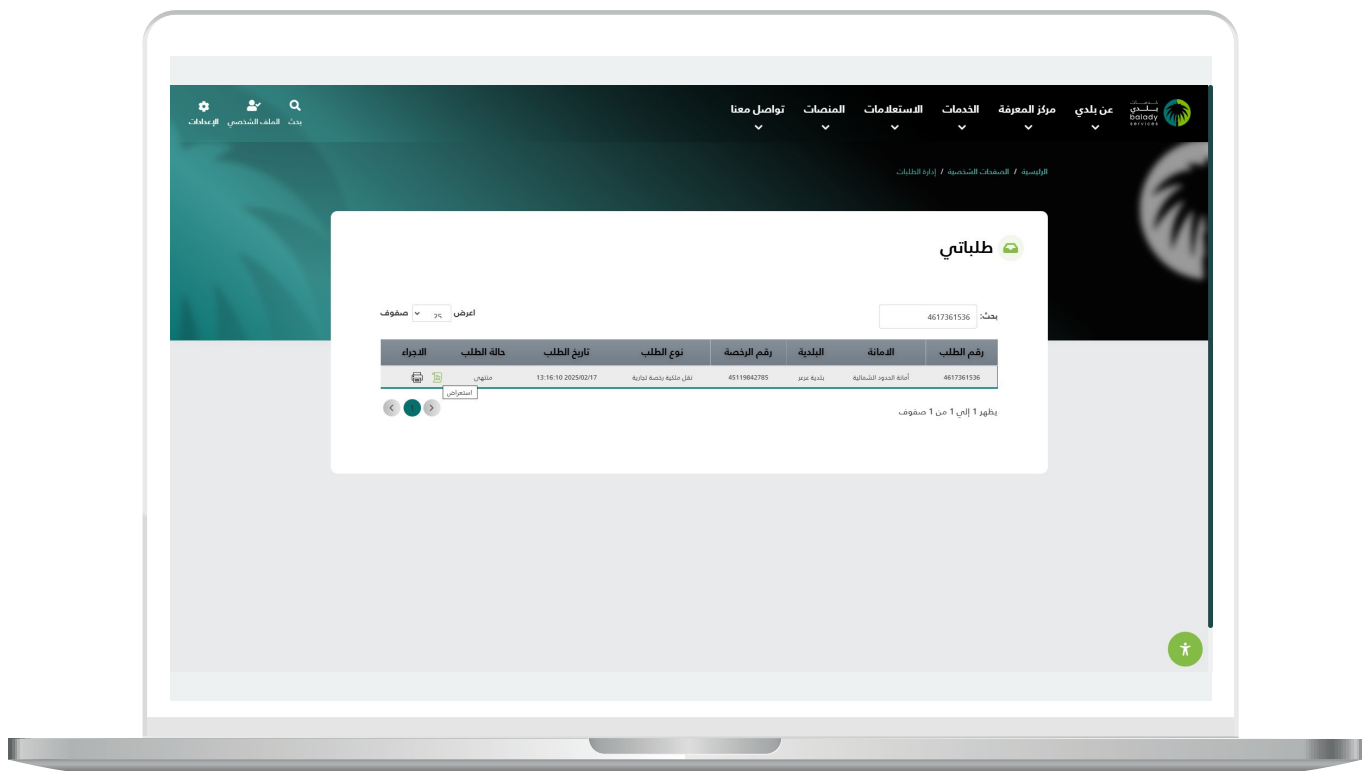


25) The review is successfully saved, and a confirmation message is displayed.



Follow-up on the Request

1) The system redirects the user to the **(My Requests)** screen, as shown in the following screenshot, where the request status can be tracked.



2) After clicking the document icon in the **(Action)** column, the request details are displayed as shown below.

The screenshot displays a web application interface for managing commercial licenses. The header includes navigation links: 'الرئيسية / الرئيسية العامة / تفاصيل الطلب' (Home / General Home / Request Details). The sidebar contains a search bar and a list of requests. The main content area shows the details of a specific request.

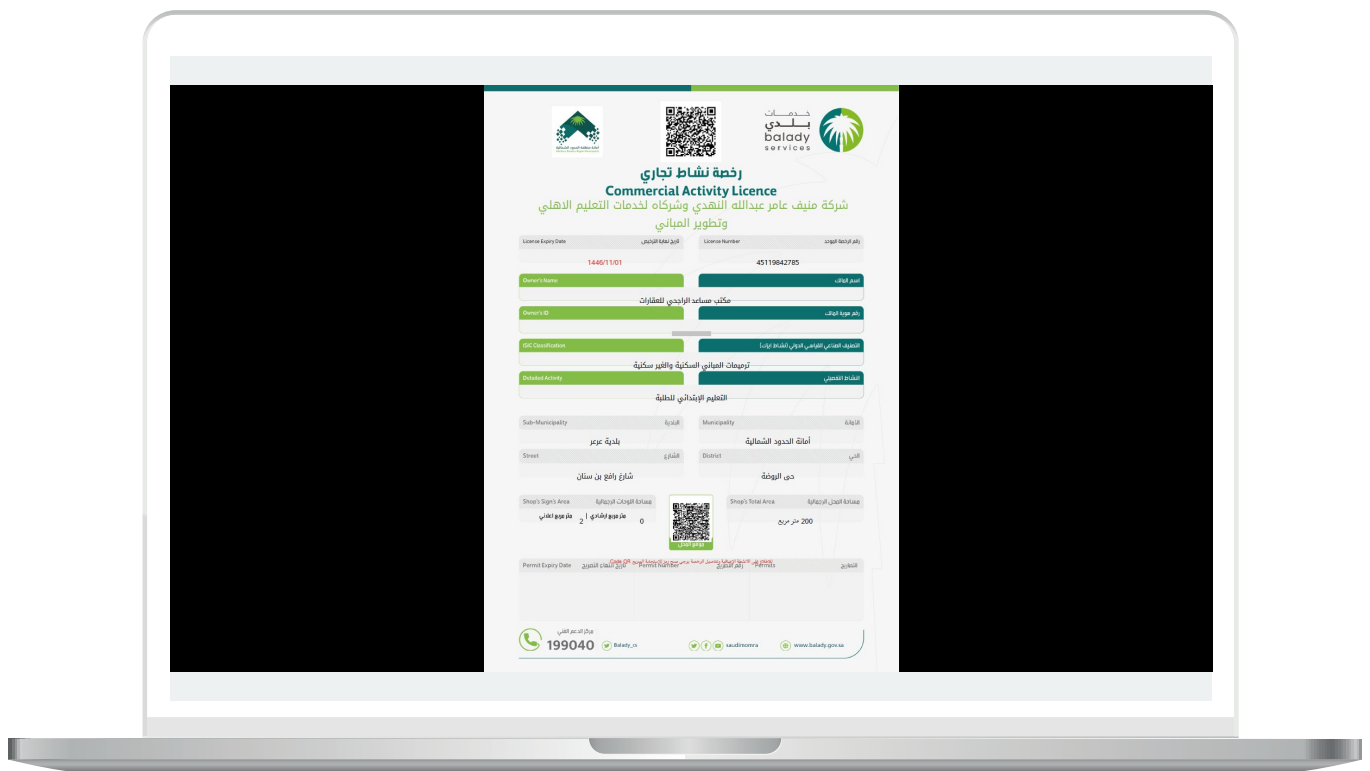
بيانات الطلب (Request Data)

رقم الطلب	4617361536
نوع الطلب	محل
حالة الطلب	منتهى
نوع الرخصة	محل ملكية رخصة تجارية
مدة الترخيص	0
مدة السداد	0

بيانات مقدم الطلب والمالك (Requester and Owner Data)

اسم مقدم الطلب	مساعدة عبدالله
رقم الهوية مقدم الطلب	
الرقم الموجد للمنشأة	
اسم المؤسسة / الشركة	مكتب مساهمة الرادسي للخدمات
تاريخ إصدار السجل التجاري	1440/02/02
الجنس	ذكر
رقم الجوال	

3) Clicking on the **(Printer Icon)** under the **(Action)** column opens the license document in print mode.



SMS Messages to the Beneficiary

Below are the messages sent to the beneficiary after submitting the application:

- A Commercial License Ownership Transfer request is pending approval. Request Number: 4417318426 – Ministry of Municipalities and Housing.
- A Commercial License Ownership Transfer request has been issued with Request Number: 4417318426 for License Number: 43115122823 based on your waiver. Ministry of Municipalities and Housing.
- The Commercial License Ownership Transfer request for License Number: 43115122823 has been accepted based on your waiver. The transfer will be finalized upon payment of the service fees by the new owner. Ministry of Municipalities and Housing.



Contact Us

You can contact the (Balady) portal through the following communication channels:

Phone: 199040

X Account: @Balady_CS

Daily Work hours (8:00 - 22:00)



 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

