

User Guide

# For The Craft License Service



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## Login to the System (via Owner / Authorized Representative)

After accessing the system link, the login page will appear.  
The user must enter their credentials (National ID / Iqama Number and Password), then click “Login”.



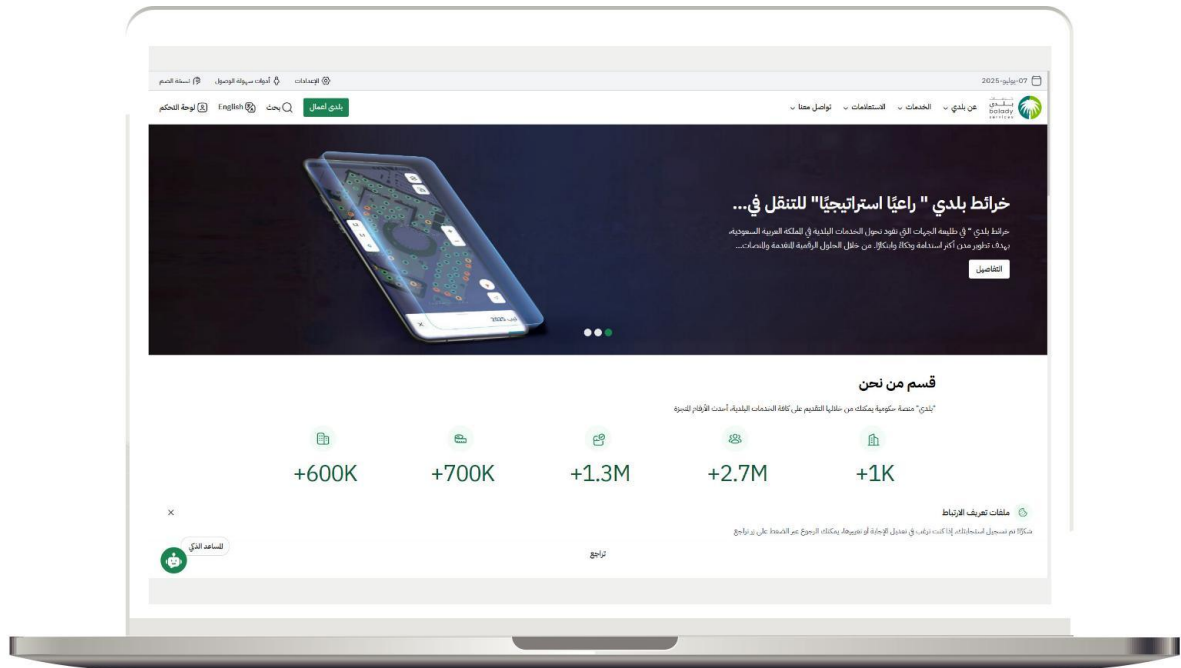
2) A verification code will be sent to the user's registered mobile number.

Enter the Verification Code in the designated field and click "Login" again.



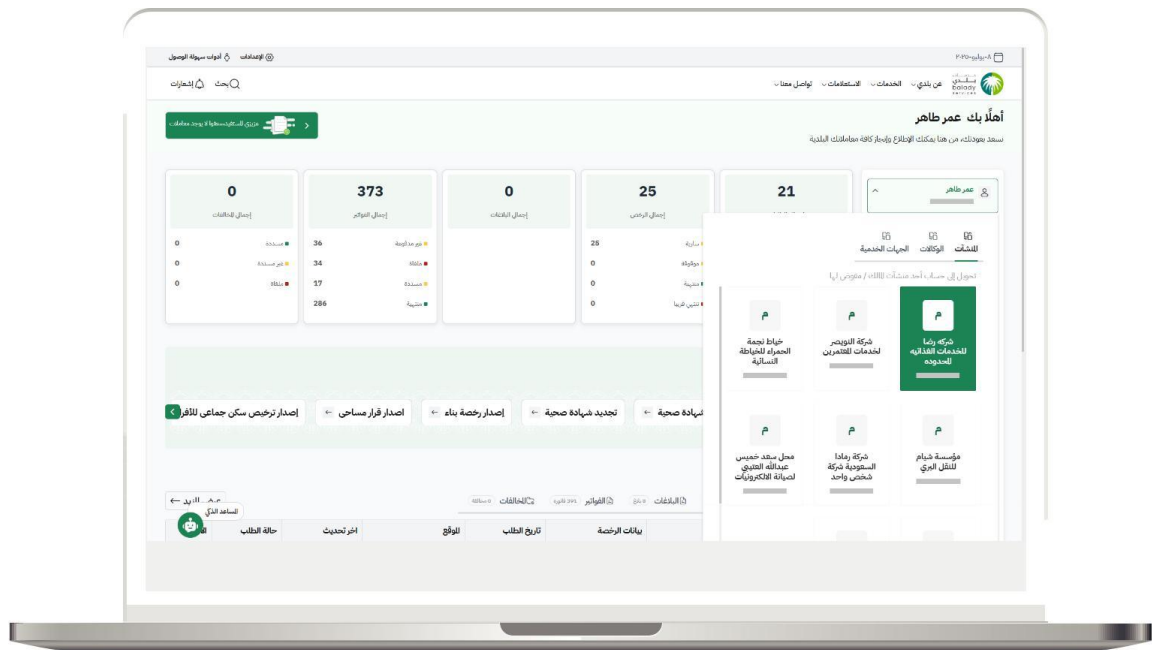


3) After successful login, the main page of the Balady Platform will appear as shown below.  
Then click on “Dashboard”.



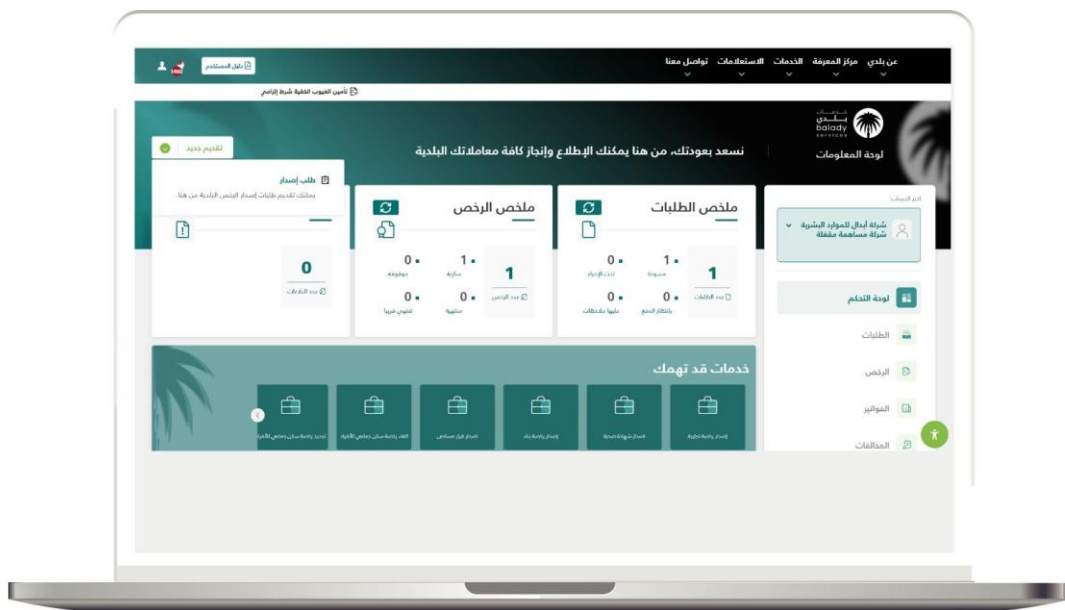
4) To log in as the establishment owner / authorized representative, click on the username.

A list of all commercial records owned or delegated to the user will be displayed.

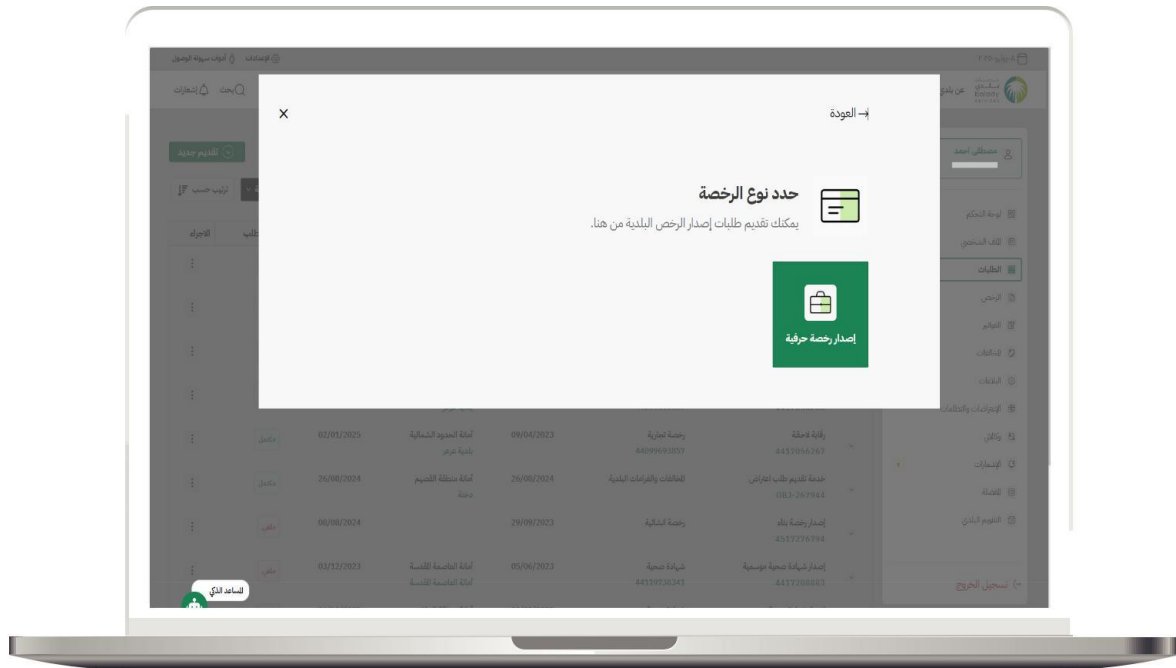


## Steps to Request the Service

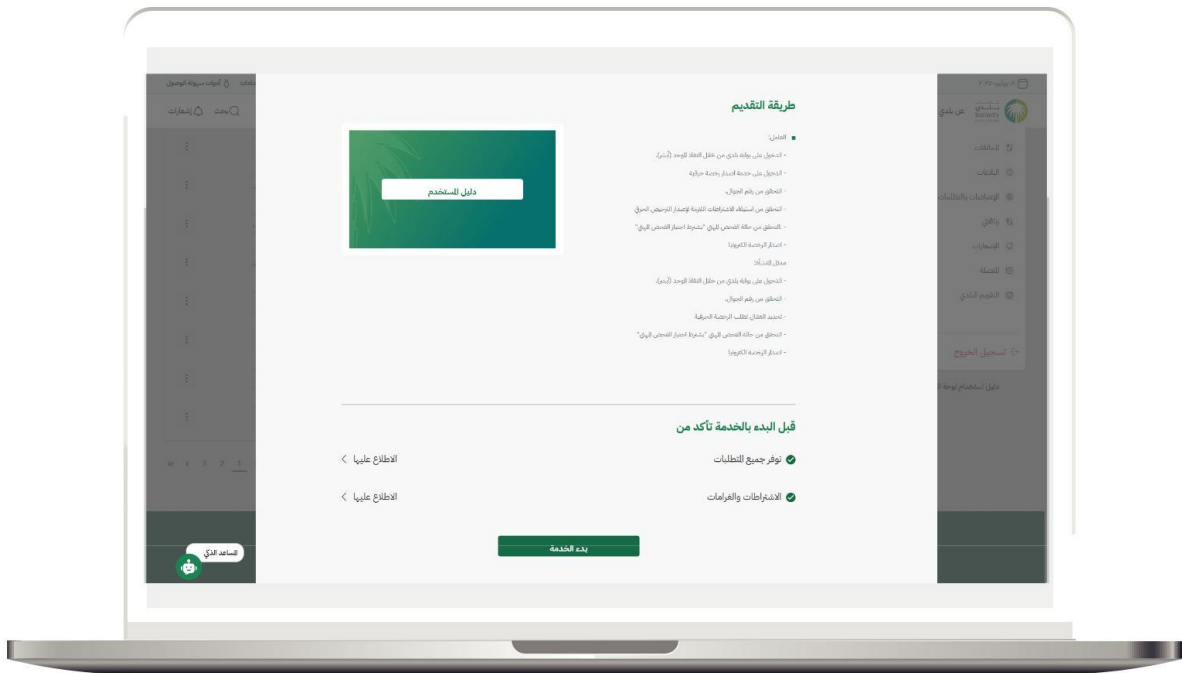
1. To access the service, select “Requests”, then click “New Application”.



- 
2. The screen will display all Craft License Services.



3. To start the application process, click “Start Service.”  
This page shows the application method and pre-service procedures.





The next screen displays the establishment's activity data.

The activity must be among those requiring a craft license, and the activity must be directly related to the craft profession.

The screenshot displays the 'بيانات مقدم الطلب' (Applicant Data) section of the web application. The interface is in Arabic and includes a header with navigation links and a search bar. The main content area is divided into three sections: 'بيانات مقدم الطلب' (Applicant Data), 'بيانات المنشأة' (Establishment Data), and 'بيانات النشاط' (Activity Data). The 'بيانات مقدم الطلب' section contains fields for 'الاسم' (Name), 'رقم الهوية' (ID Number), 'البريد الإلكتروني' (Email), and 'رقم الهاتف' (Phone Number). The 'بيانات المنشأة' section contains fields for 'اسم المنشأة' (Establishment Name), 'نوع المنشأة' (Establishment Type), and 'نوع النشاط' (Activity Type). The 'بيانات النشاط' section contains a table with columns for 'رقم النشاط' (Activity Number) and 'اسم النشاط' (Activity Name). The table lists two activities: 'إصلاح ميكانيكا وكهرباء السيارات' (Repairing car mechanics and electricity) with activity number 452021, and 'إصلاح كوابل السيارات' (Repairing car cables) with activity number 452013. Below the table is a section for 'بيانات الأفراد المسجلين على المؤسسة' (Data of individuals registered on the institution).

رقم النشاط	اسم النشاط
452021	إصلاح ميكانيكا وكهرباء السيارات
452013	إصلاح كوابل السيارات



The screen also shows workers registered under the commercial record.

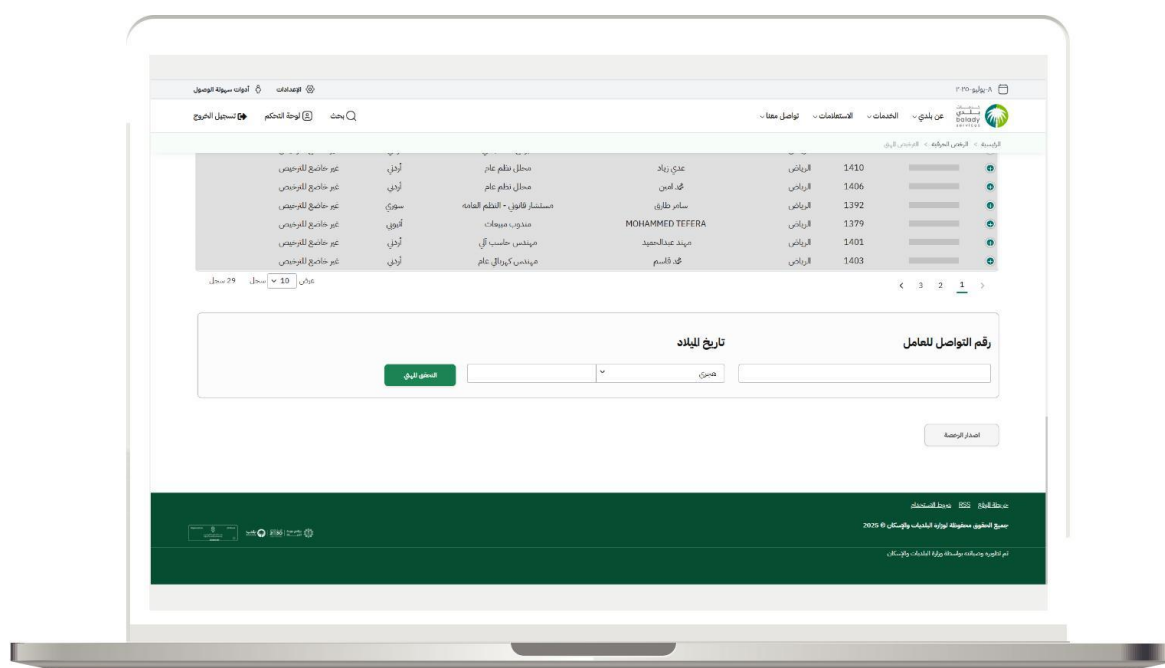
The system verifies each worker's profession. The profession must be one of those that require a craft license.

Workers are marked with colors to indicate their license status:

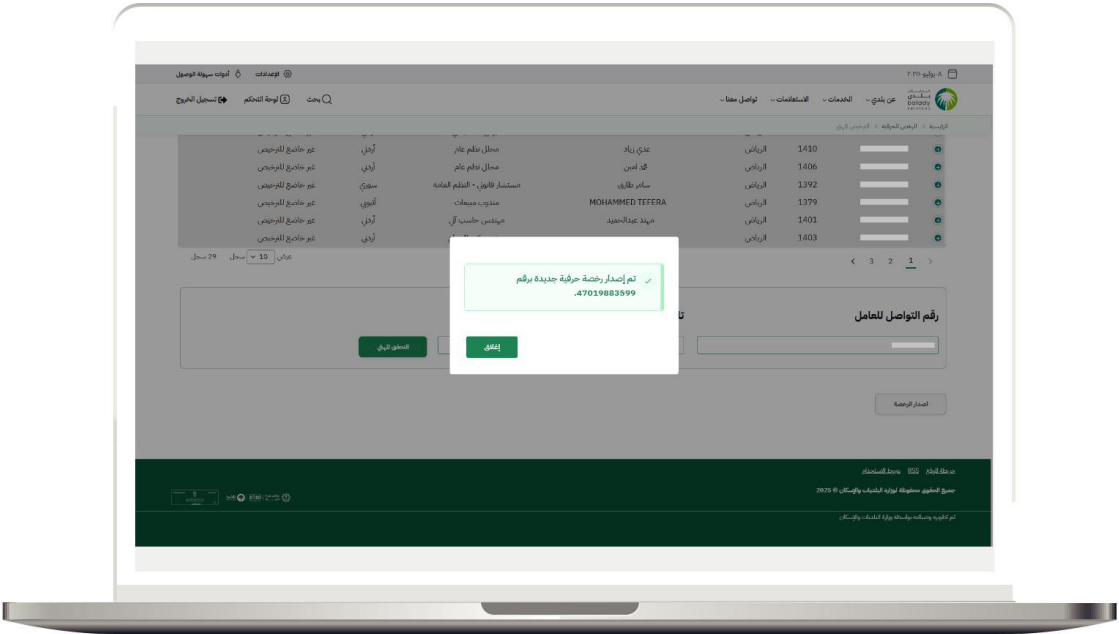
- Gray: Not subject to licensing
- Red: Unlicensed
- Green: Licensed

[illegible]

After selecting the worker, the owner must enter the worker's mobile number and date of birth for verification. Then click “ Professional Verification” to confirm that the worker has a valid professional test.



Once a valid professional test is verified, the craft license is issued.



After the license is issued, both the owner and beneficiary receive an SMS notification confirming the issuance.





## Renewing a Craft License

- License renewal is available either after expiration or within sixty (60) days prior to the expiration date.

The screenshot shows a laptop displaying a web form for renewing a craft license. The form is titled "بيانات الرخصة" (License Data). It contains several input fields for the following information:

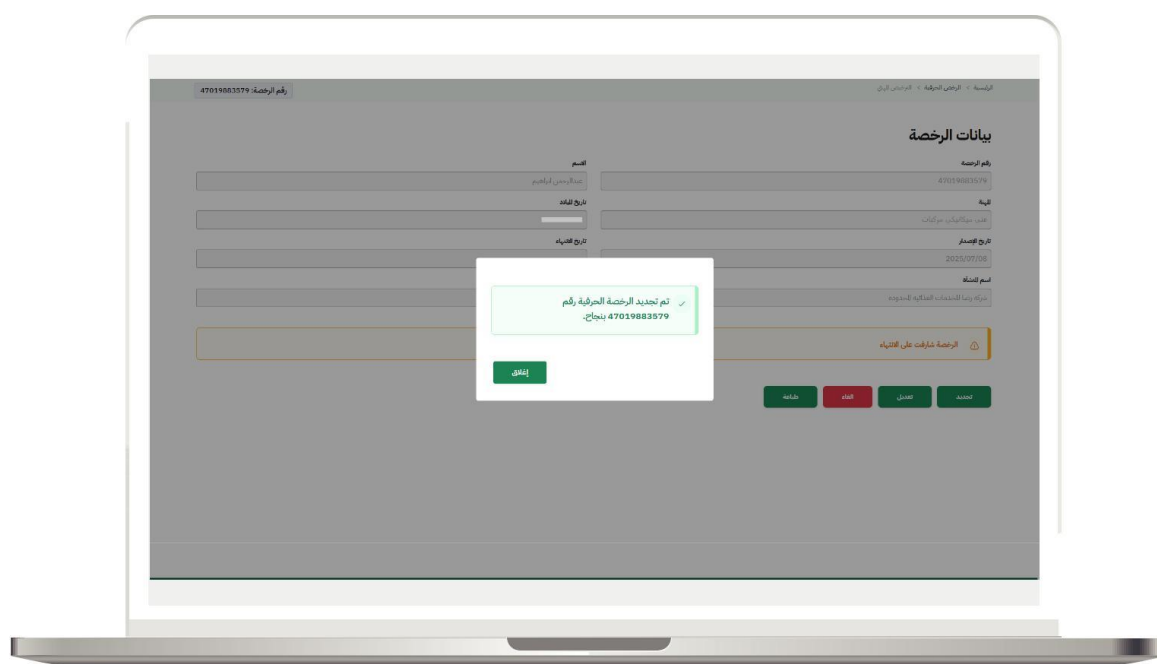
- رقم الرخصة** (License Number): 47019083579
- الاسم** (Name): عبد الرحمن ابراهيم
- الهيئة** (Authority): فني ميكانيكي حركات
- نوع النشاط** (Type of Activity): [Blank]
- نوع الترخيص** (Type of License): [Blank]
- تاريخ الانتهاء** (Expiration Date): 2025/07/08
- رقم سجل المصنعة** (Manufacturer Record Number): [Blank]
- اسم المصنعة** (Manufacturer Name): شركة رما المنتجات النسيجية - الإسكندرية

At the bottom of the form, there is a yellow banner with the text "الرخصة شارفت على الانتهاء" (License has expired). Below the banner are four buttons: "طباعة" (Print), "إلغاء" (Cancel), "تجديد" (Renew), and "تأكيد" (Confirm).



To renew the license, click on the “Renew” button.

Once the requirements are met and the “Renew” button is selected, the license will be renewed automatically as shown on the screen.



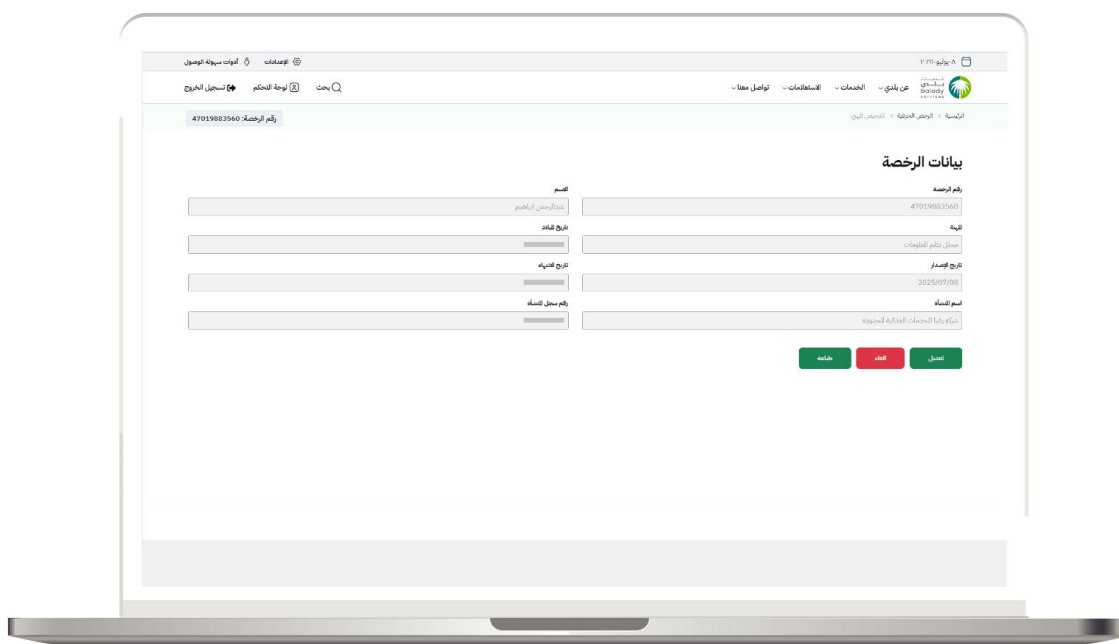
After the renewal is completed, an SMS notification will be sent to the beneficiary confirming that the craft license has been successfully renewed.



## Modifying a Craft License

A modification request is allowed under either of the following conditions:

- Changing the worker's licensed profession to another profession.
- Changing the establishment under which the worker was previously licensed.



الوزارة: الصناعة والتجارة والحرف اليدوية

الرقم: 47019083560

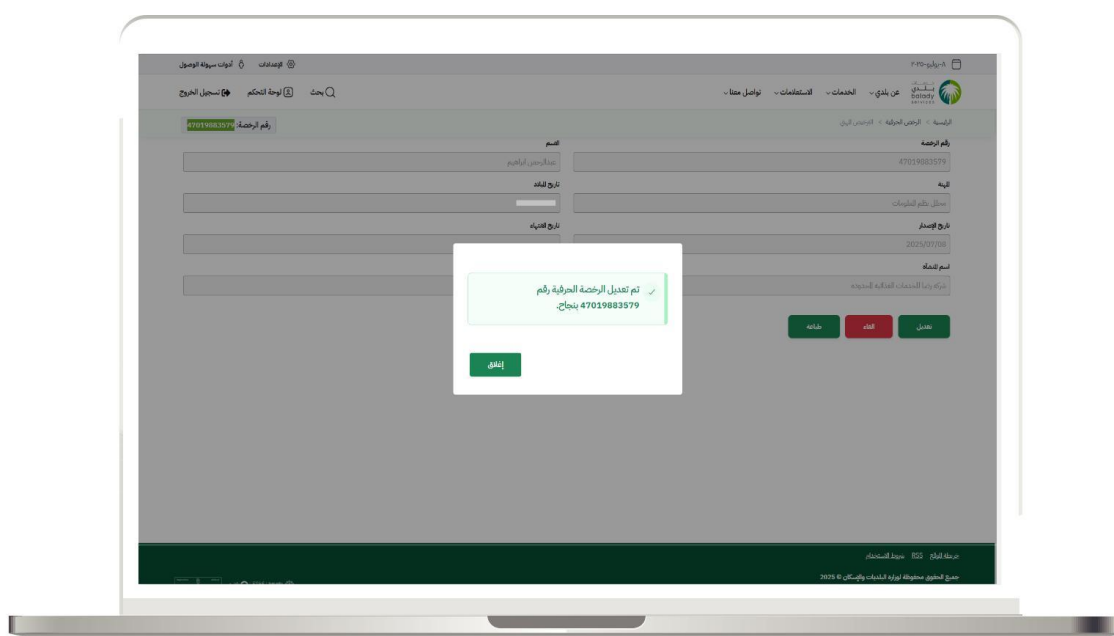
### بيانات الرخصة

الاسم	رقم الرخصة
عبد الرحمن الزاهي	47019083560
نوع النشاط	نوع العمل
تاريخ الترخيص	تاريخ الإصدار
	2025/07/08
رقم سجل النشاط	اسم النشاط
	حرفة زيا الحياكة اليدوية الجديدة

حفظ إلغاء إرسال



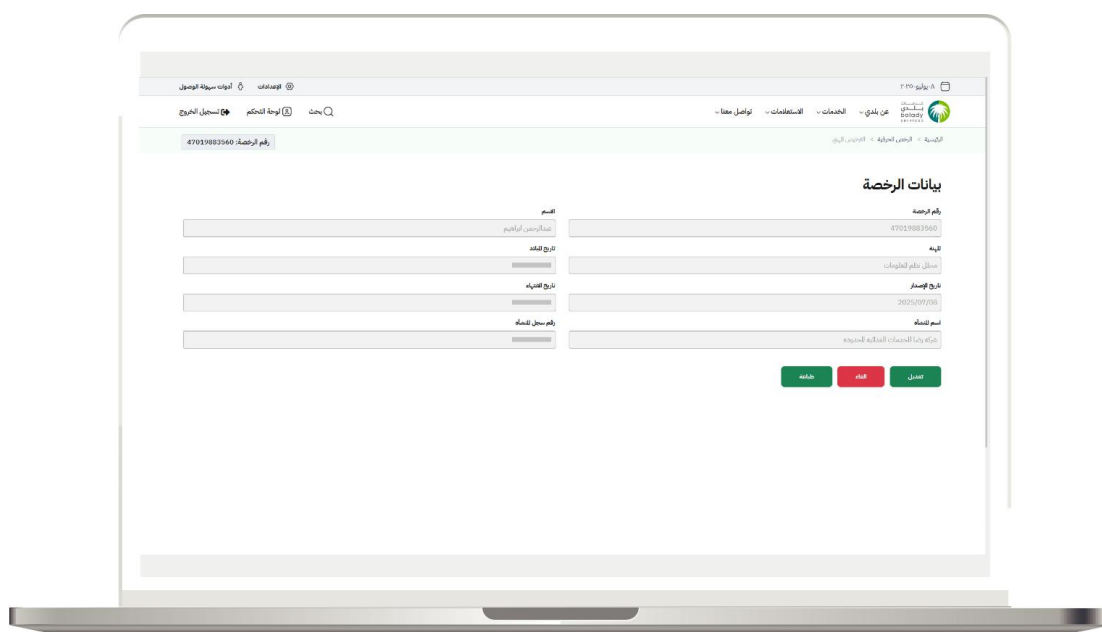
Once the “Modify” button is clicked, the license information will be updated automatically with the new data as shown on the screen.





## Printing a Craft License

The Print License option becomes available immediately after the license is issued.

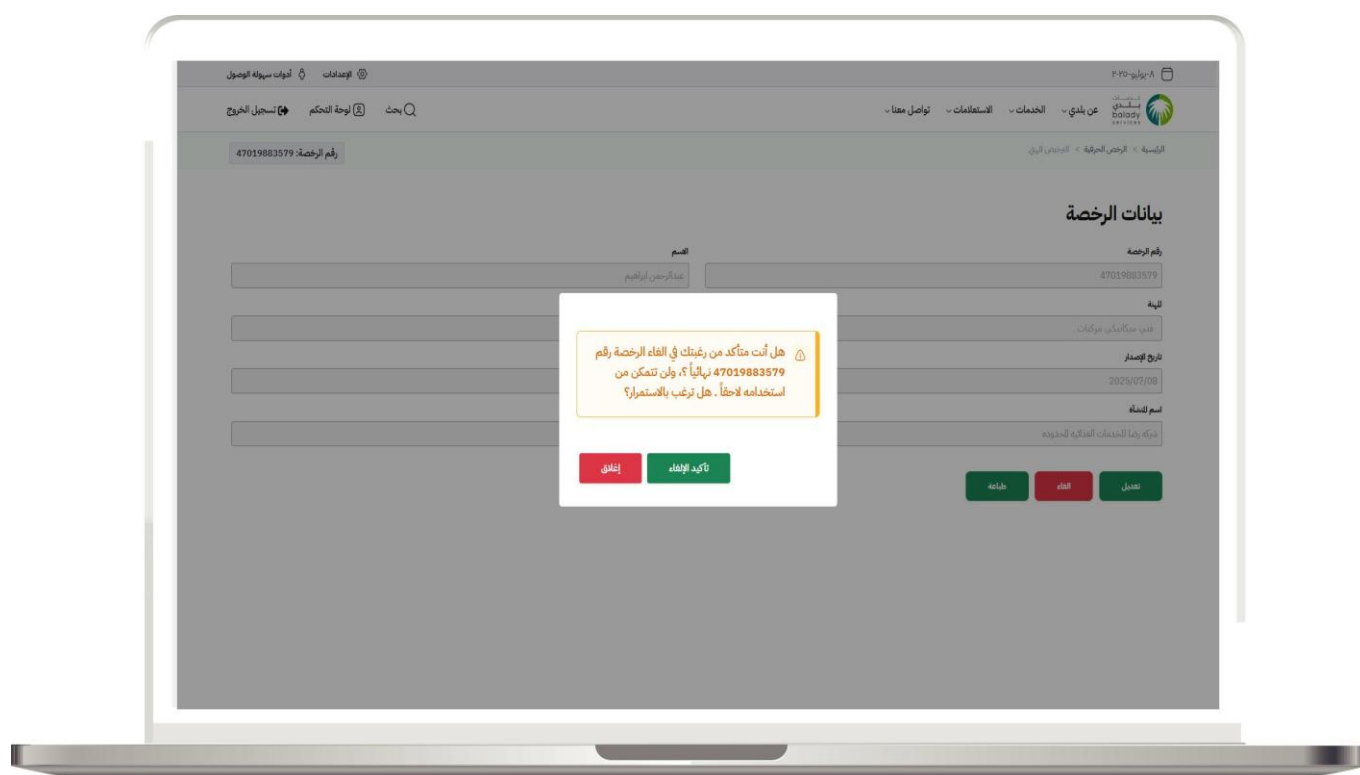


The license can be downloaded and printed directly from the system.

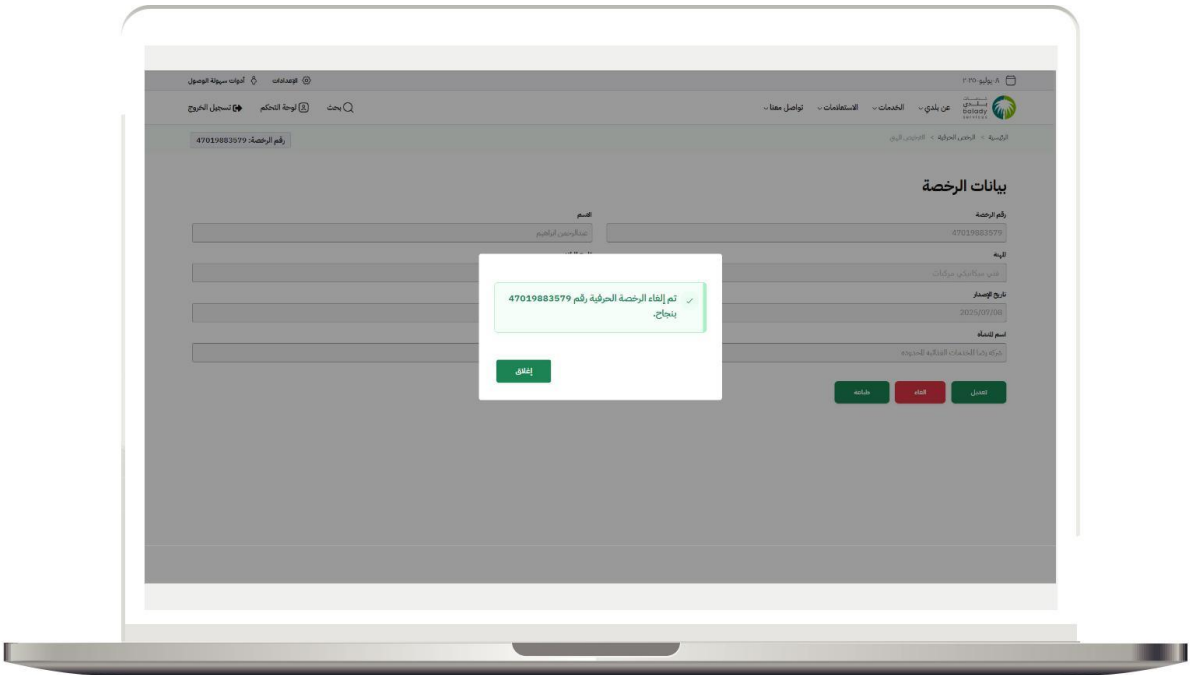


## Canceling a Craft License

After clicking the “Cancel” button, a confirmation message will appear to verify the user’s decision to cancel the license.



The license can be cancelled after it has been issued by clicking on the cancel button



An SMS message will be sent to the beneficiary confirming that the craft license has been successfully canceled.





### Login to the System (via the Craftsman Himself)

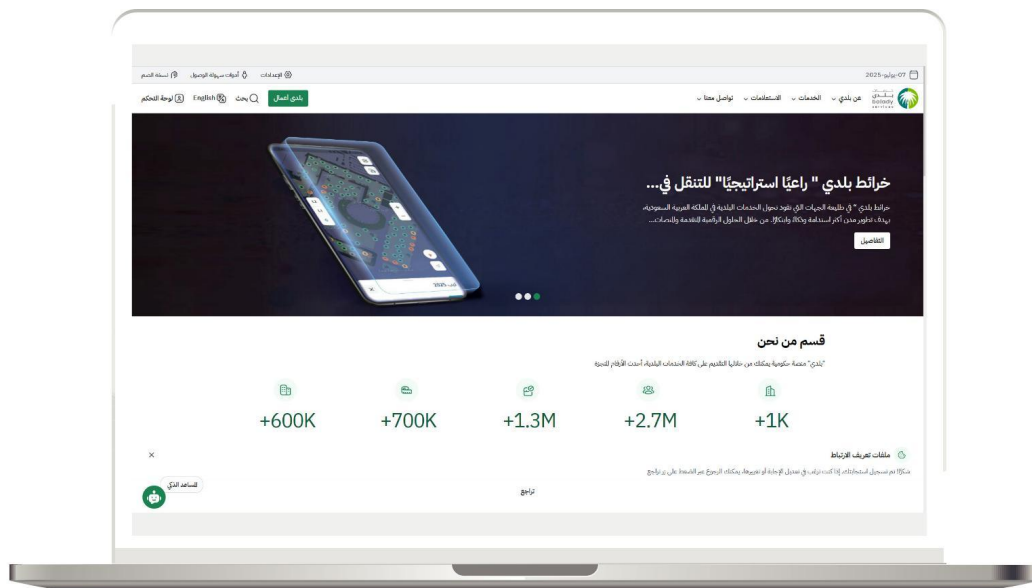
- 1) After accessing the system link, the login screen will appear.  
The user must enter their National ID / Iqama Number and Password, then click “Login.”



- 2) A verification code will be sent to the user’s registered mobile number.  
Enter the code in the Verification Code field, then click “Login” to proceed.

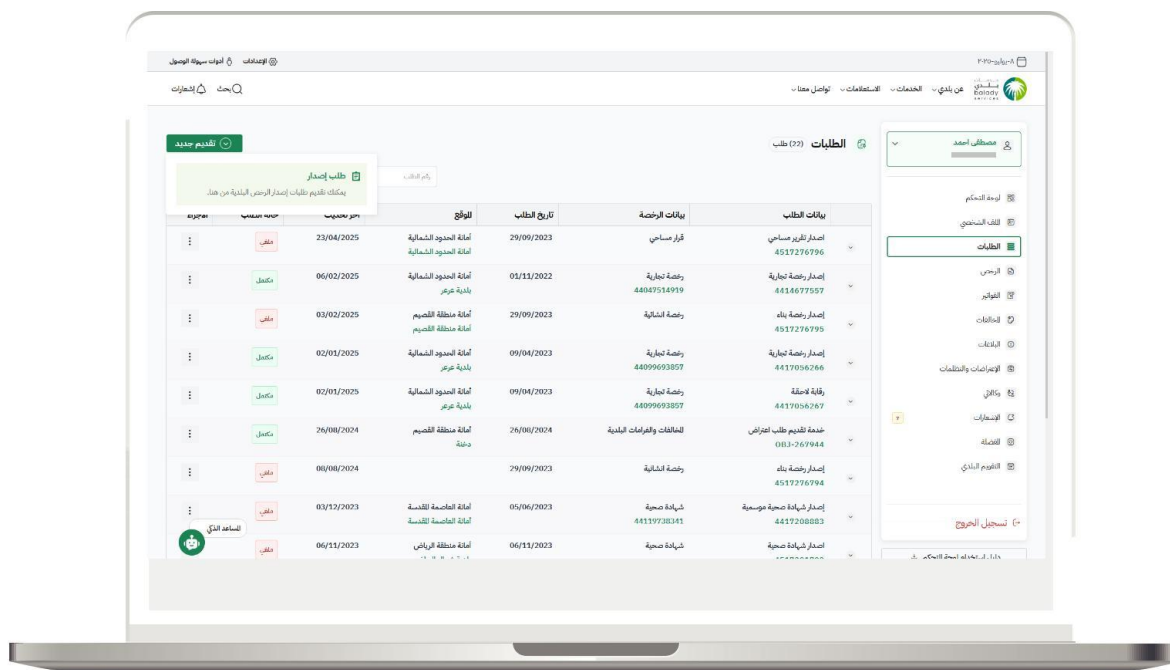


- 3) After successful login, the main Balady Platform homepage will appear as shown below.  
Then click on “Dashboard.”

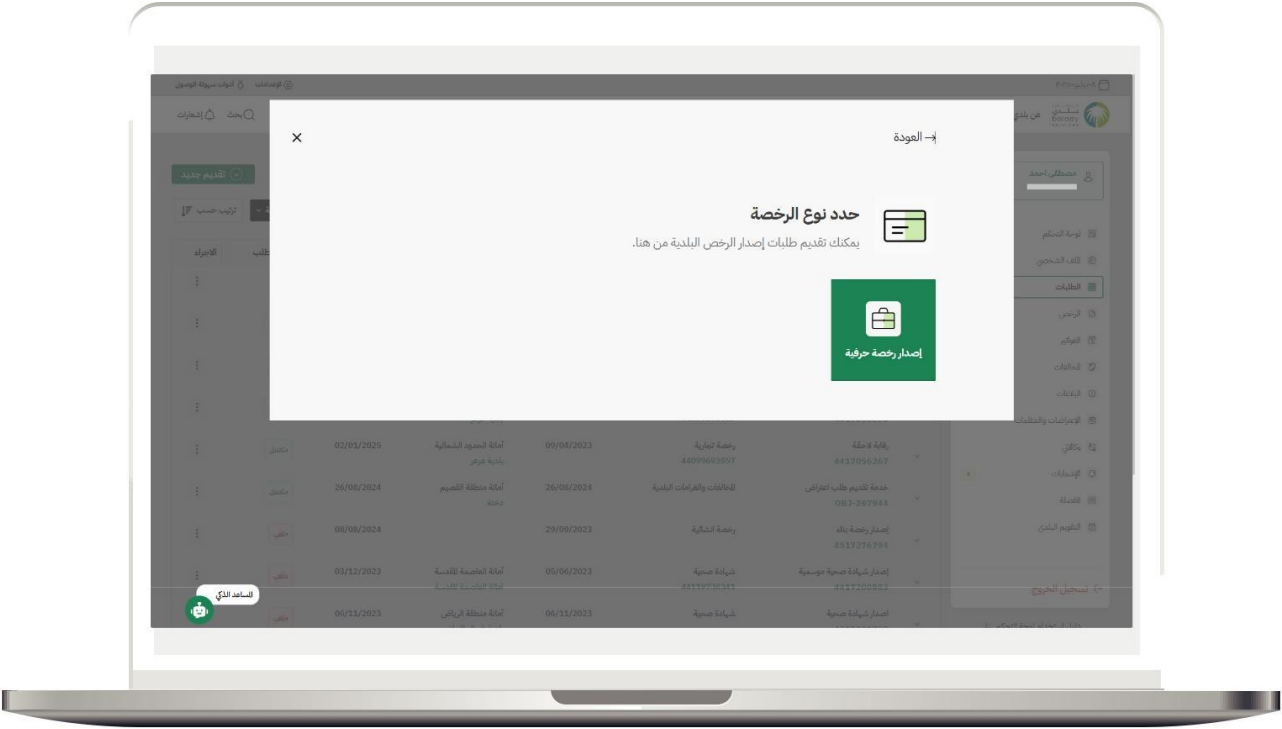


## Steps to Request the Service (for Craftsman Login)

To access the service, select “Requests”, then click “New Application.”

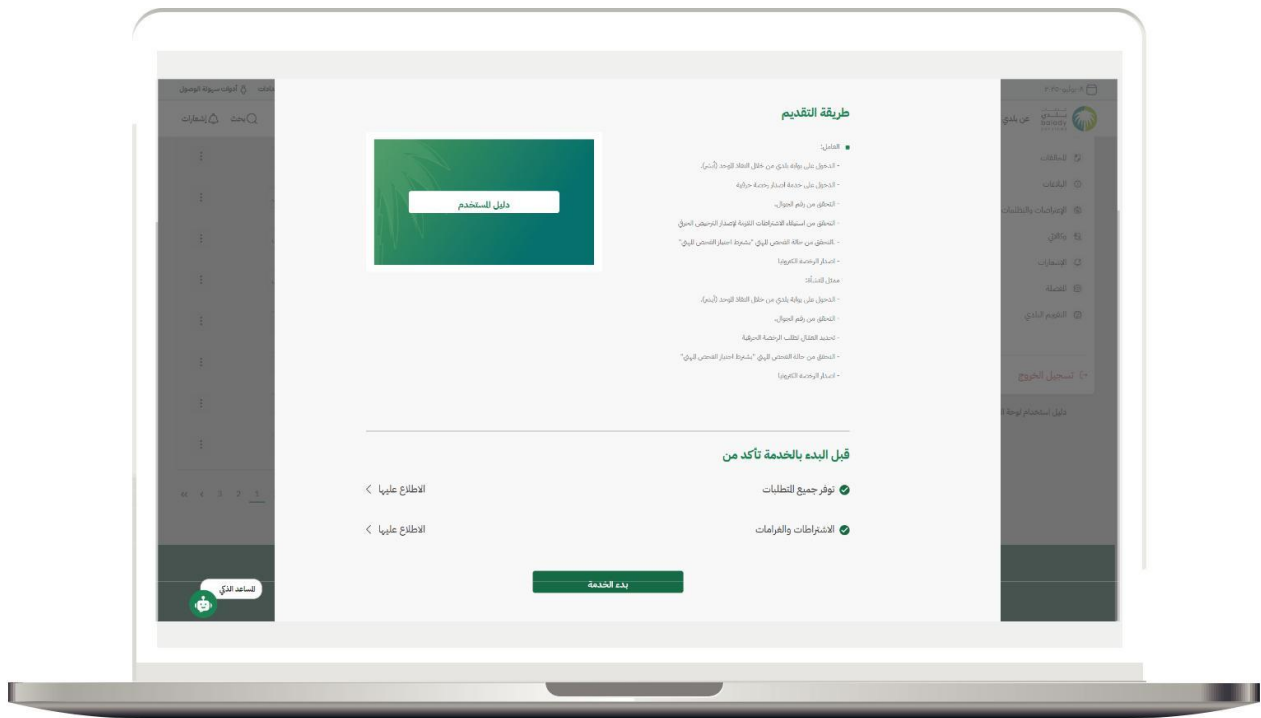


The next screen will display all Craft License Services.



To start the application process, click “Start Service.”

This screen represents the application method and pre-service steps.



The following screen will retrieve the applicant's data as shown. The activity must be one of those requiring a craft license, and it must be related to the applicant's profession.

The system will verify that the profession is among those eligible for licensing.

الرئيسية > الخدمات > التسجيل > الطلبات

أدوات مساعدة الوصول > إعدادات > بحث > لوحة التحكم > تسجيل الخروج

8 يوليو 2020

### بيانات مقدم الطلب

الاسم:

الجنس:

رقم الهوية:

رقم الهاتف:

البريد الإلكتروني:

### بيانات المنشأة

اسم المنشأة:

رقم سجل المنشأة:

عنوان المنشأة:

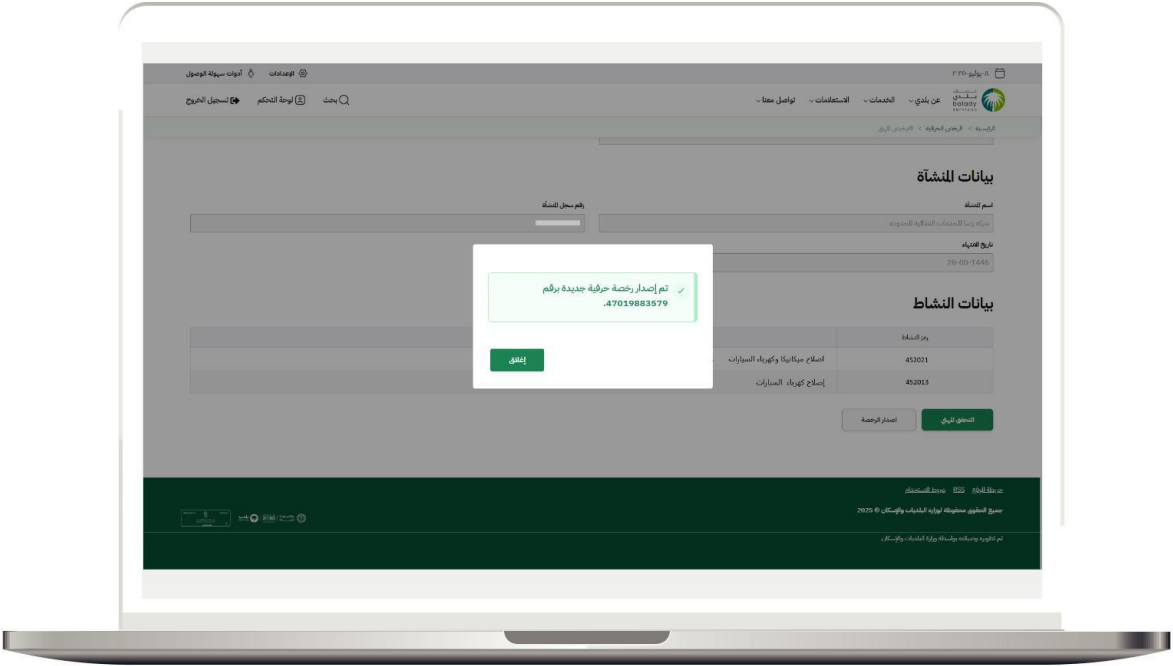
هاتف المنشأة:

### بيانات النشاط

اسم النشاط التجاري	رقم الترخيص
مطبخ الوجبات السريعة (يشمل خدمات التوصيل)	561031



Once the data is verified, a new craft license will be issued.





After the license is issued, the beneficiary will receive an SMS notification confirming that the craft license has been successfully issued.



Renewal: Can be done after expiration or within 60 days before expiration

The screenshot shows a web application for renewing a craft license. The interface is in Arabic. At the top, there's a header with the license number '47019683579' and the title 'بيانات الرخصة' (License Data). Below this, there are several input fields for personal and business information, including name, address, and dates. A yellow banner at the bottom of the form area indicates that the license renewal is available. At the very bottom, there are four buttons: 'حفظ' (Save), 'إلغاء' (Cancel), 'تأكيد' (Confirm), and 'إلغاء' (Cancel).

الاسم	رقم الرخصة
عبد الرحمن إبراهيم	47019683579
تاريخ الميلاد	اللقب
	عبد الحكيم
تاريخ الانتهاء	تاريخ الإصدار
	2025/07/08
رقم سجل الشركة	اسم الشركة
	شركة ربحا للخدمات المالية المحدودة

الرخصة شارفت على الانتهاء

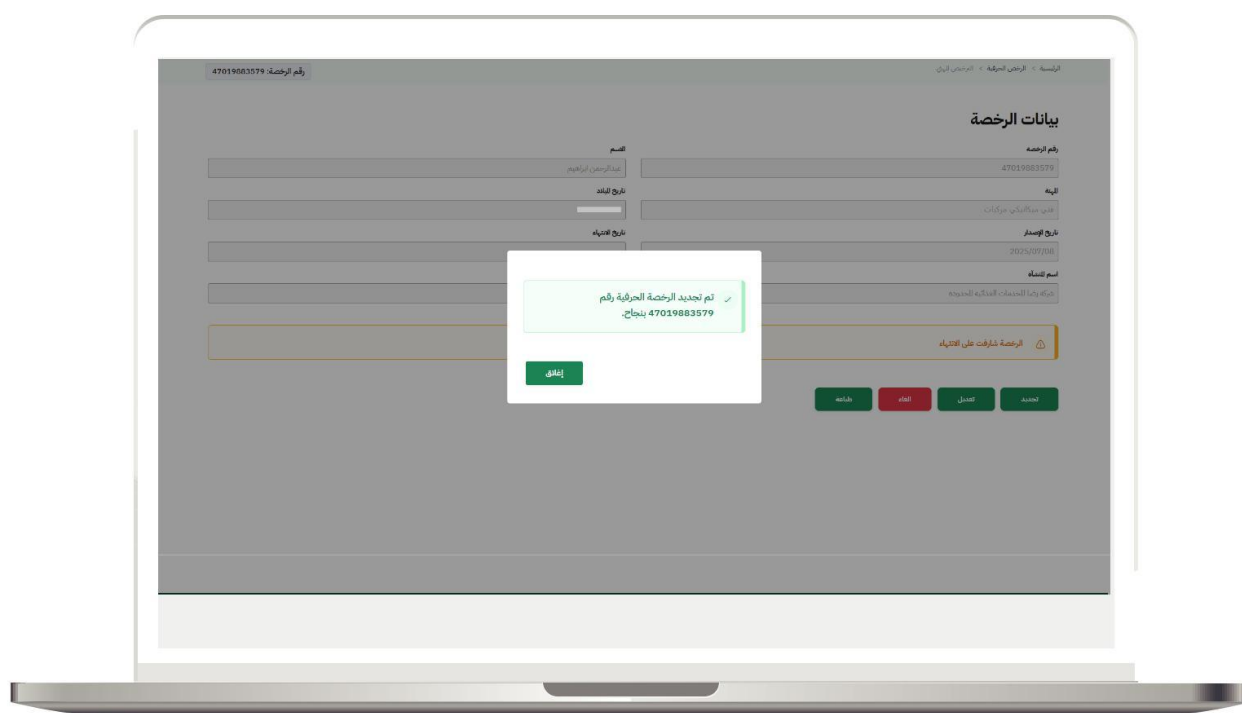
حفظ إلغاء تأكيد إلغاء



## License Renewal Process

To renew the license, click the “Renew” button.

If all conditions are met and the “Renew” button is selected, the craft license will be renewed as shown below.



After the renewal process, a text message will be sent to the beneficiary confirming that the craft license has been renewed, as shown in the example screen below.



## Amending a Craft License

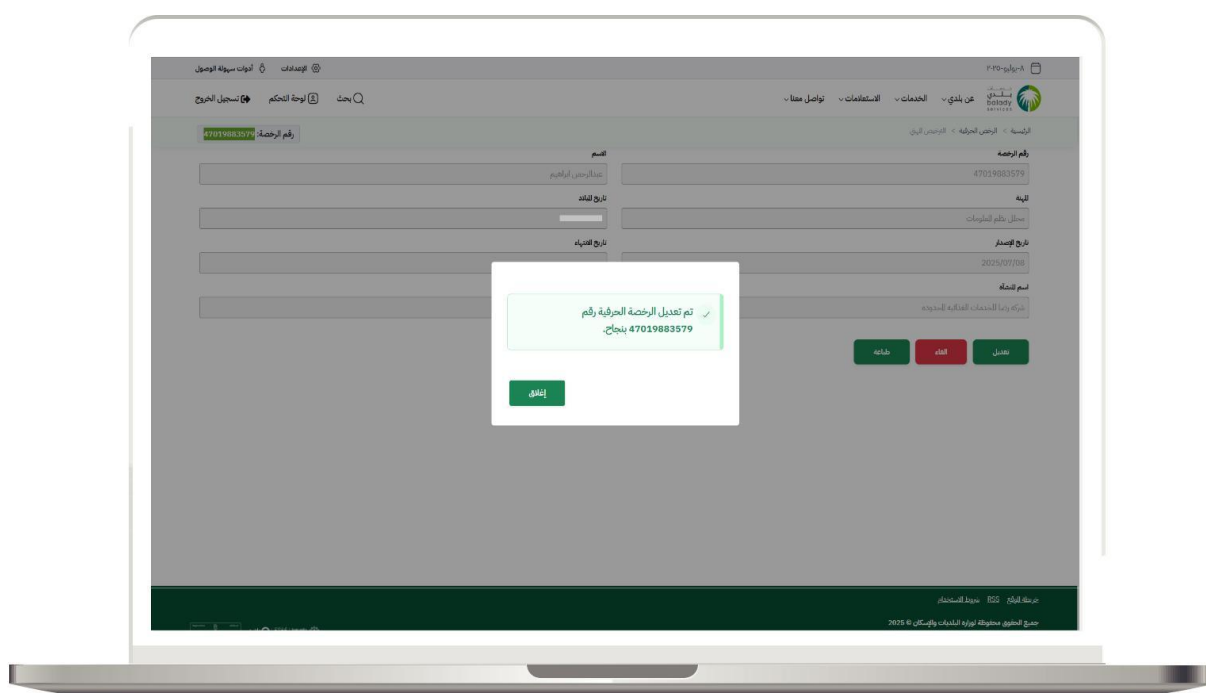
Amendment of the craft license is allowed if one of the following conditions is met:

- The licensed worker's profession has been changed to another profession.
- The establishment of the worker who was previously licensed has been changed.

The screenshot shows a web application interface for managing craft licenses. The main heading is 'بيانات الرخصة' (License Data). Below it, there are several input fields and a dropdown menu. The license number '47019883560' is displayed at the top left. The form includes fields for 'الاسم' (Name), 'تاريخ الميلاد' (Date of Birth), 'تاريخ الترخيص' (Date of Issuance), and 'رقم سجل الترخيص' (License Record Number). There is also a section for 'الجهة' (Authority) with a dropdown menu and a 'تاريخ الترخيص' (Date of Issuance) field. At the bottom, there are three buttons: 'تسجيل' (Register), 'الرجوع' (Back), and 'خروج' (Exit).

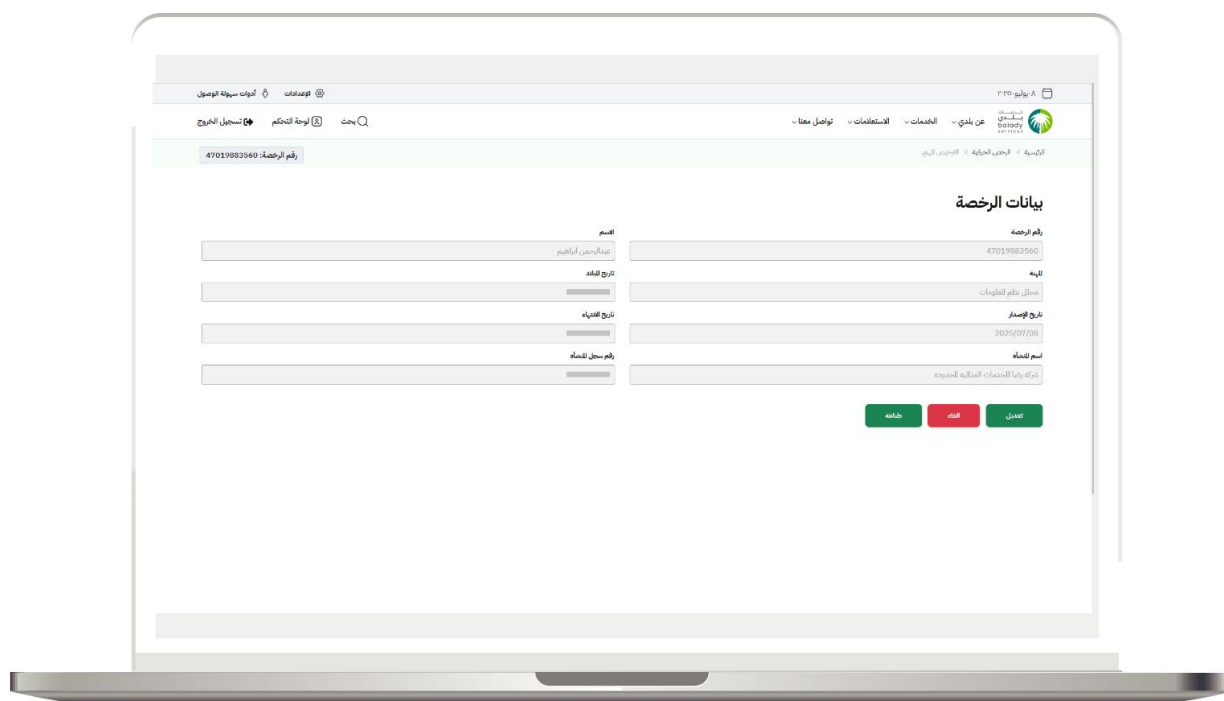


Once the “Amend” button is clicked, the license is updated with the new data, as shown in the screen below.

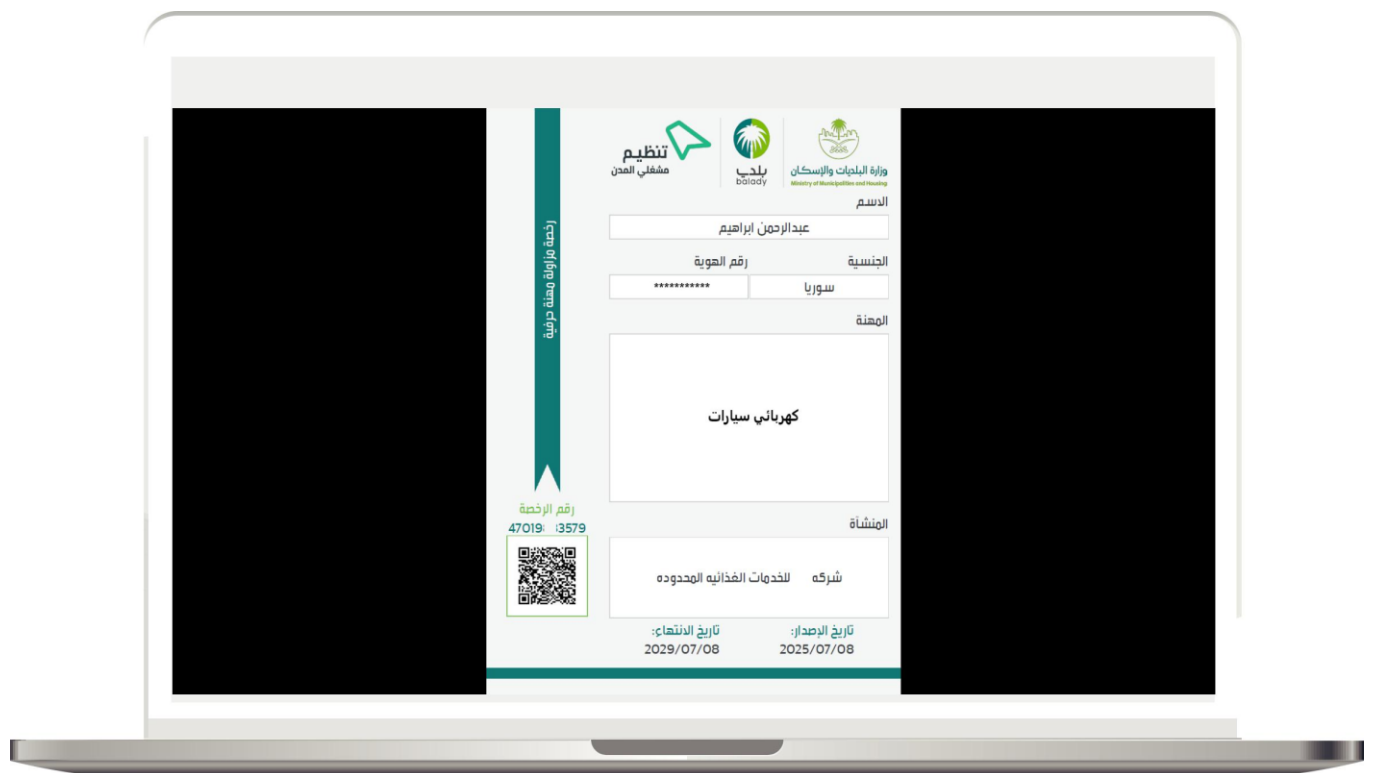


## Printing a Craft License

Once the craft license has been issued, the print option becomes available.



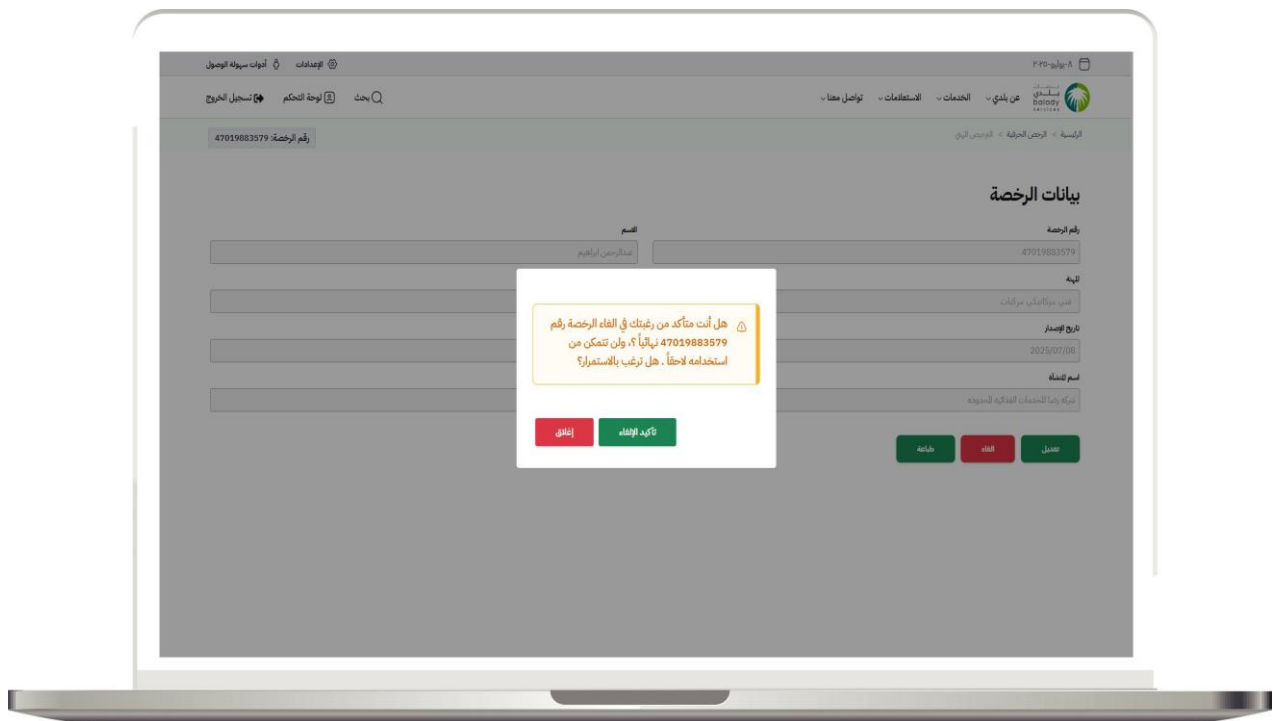
The license can then be downloaded and printed.



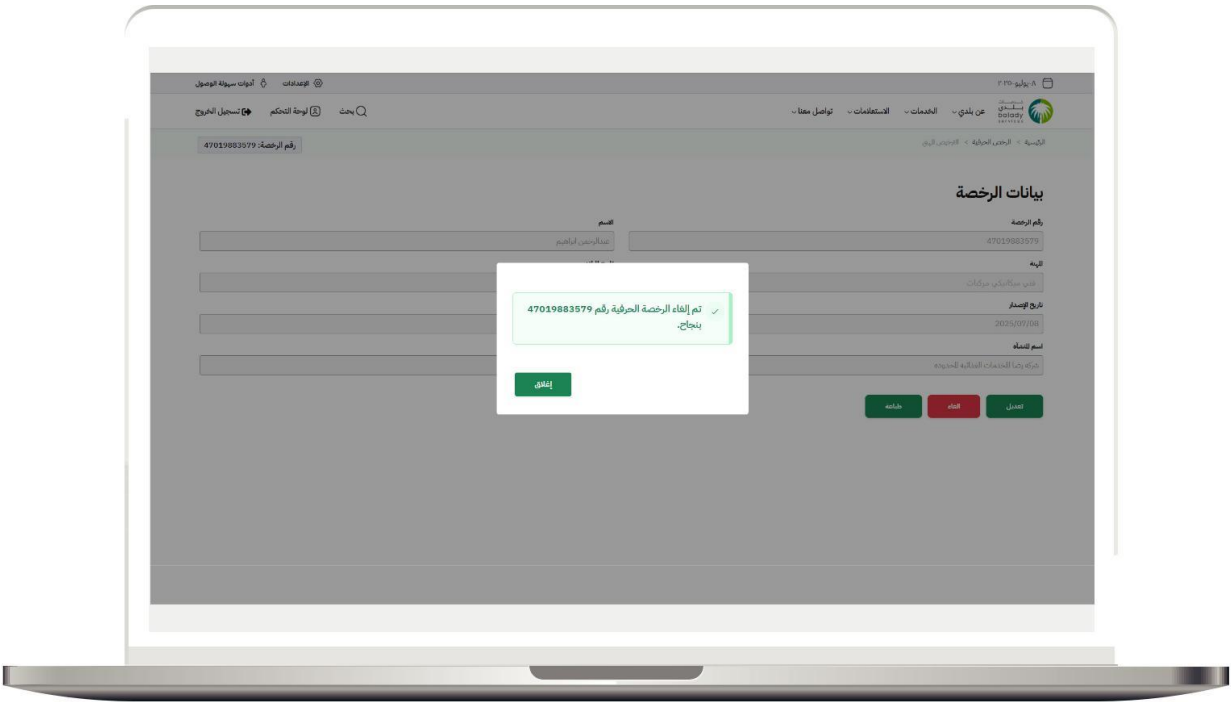


## Canceling a Craft License

After clicking the “Cancel” button, a confirmation message will appear to verify the cancellation request.



The license can be canceled after issuance by clicking the “Cancel” button.



After completion, a text message will be sent to the beneficiary confirming that the craft license has been successfully canceled.



:For inquiries and direct communication

Unified Contact Number: 199040 

Customer Care Twitter Account: @Balady\_CS 

