



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User Guide for the

Classification/Qualification Certificate Verification Service

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Contents

Classification/Qualification Certificate Verification	03
Intended Users of This Document	03
Steps to Search for a Classified/Qualified Establishment	04

Classification/Qualification Certificate Verification

This document explains the details of the Classification/Qualification Certificate Verification service, which allows users to search for classified/qualified establishments on the City Service Providers Classification platform.

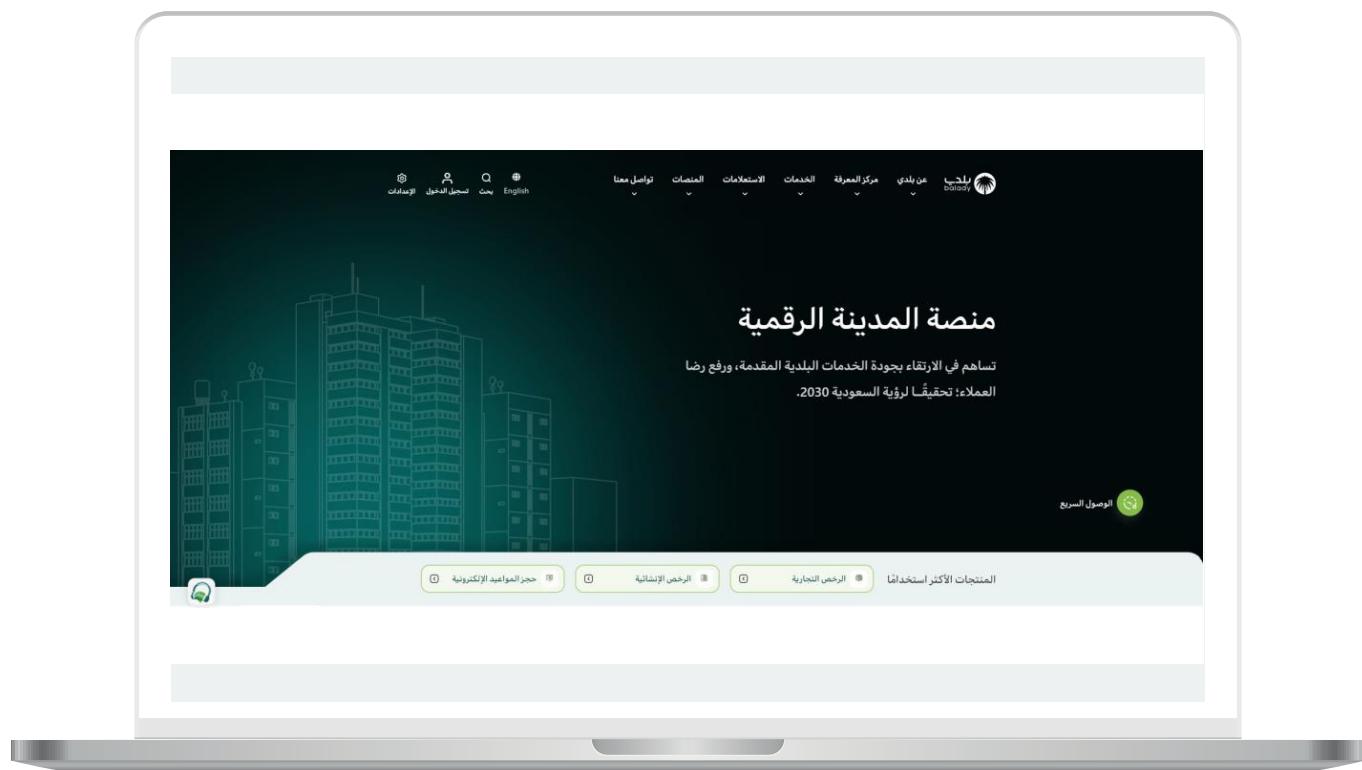
Intended Users of This Document

Users:

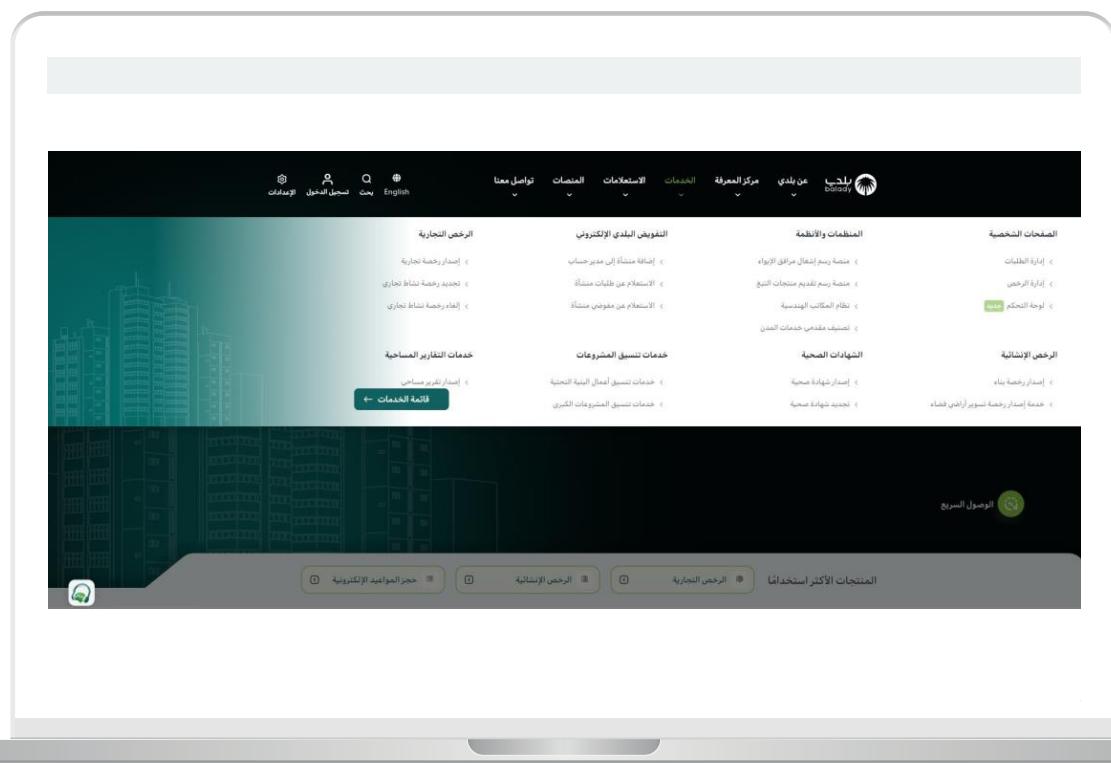
The service is designed for users who wish to search for classified/qualified establishments on the City Service Providers Classification platform.

Steps to Search for a Classified/Qualified Establishment

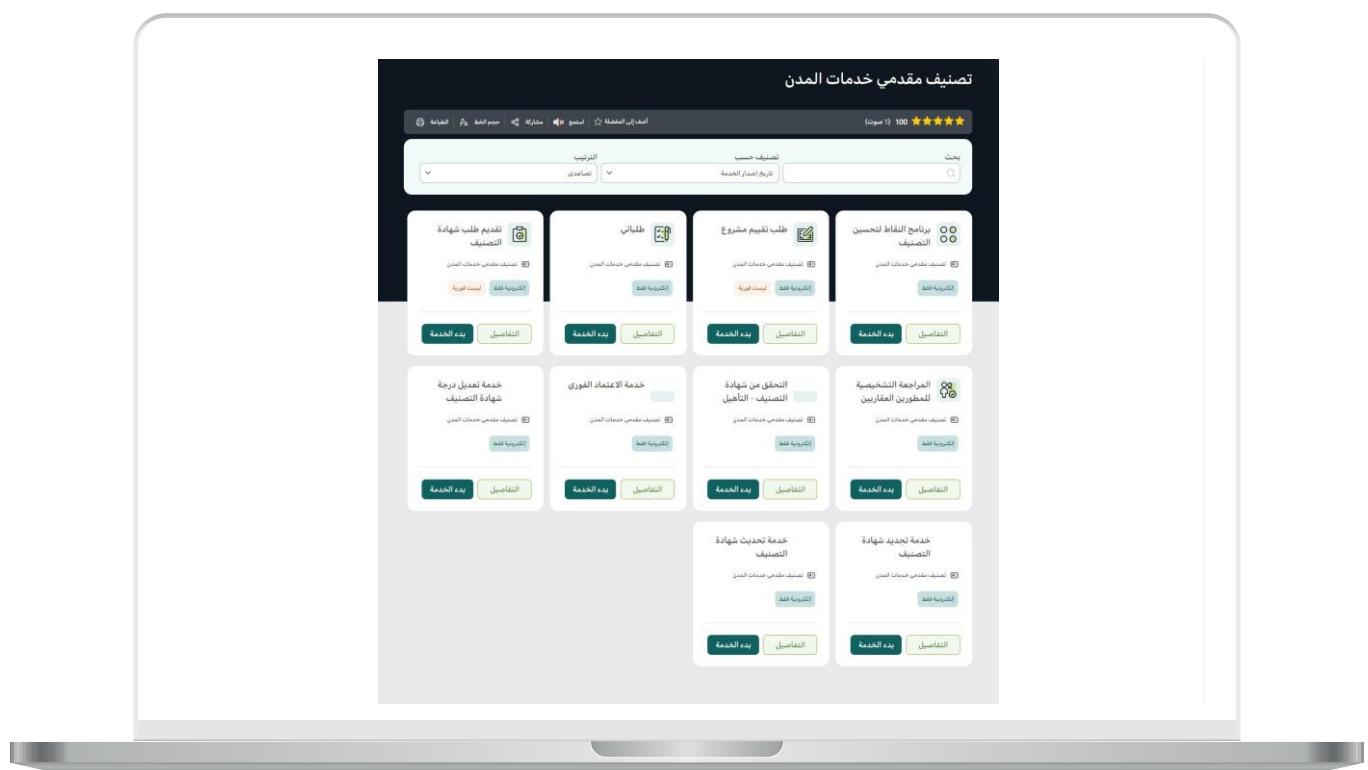
- 1) The user accesses the Balady platform.



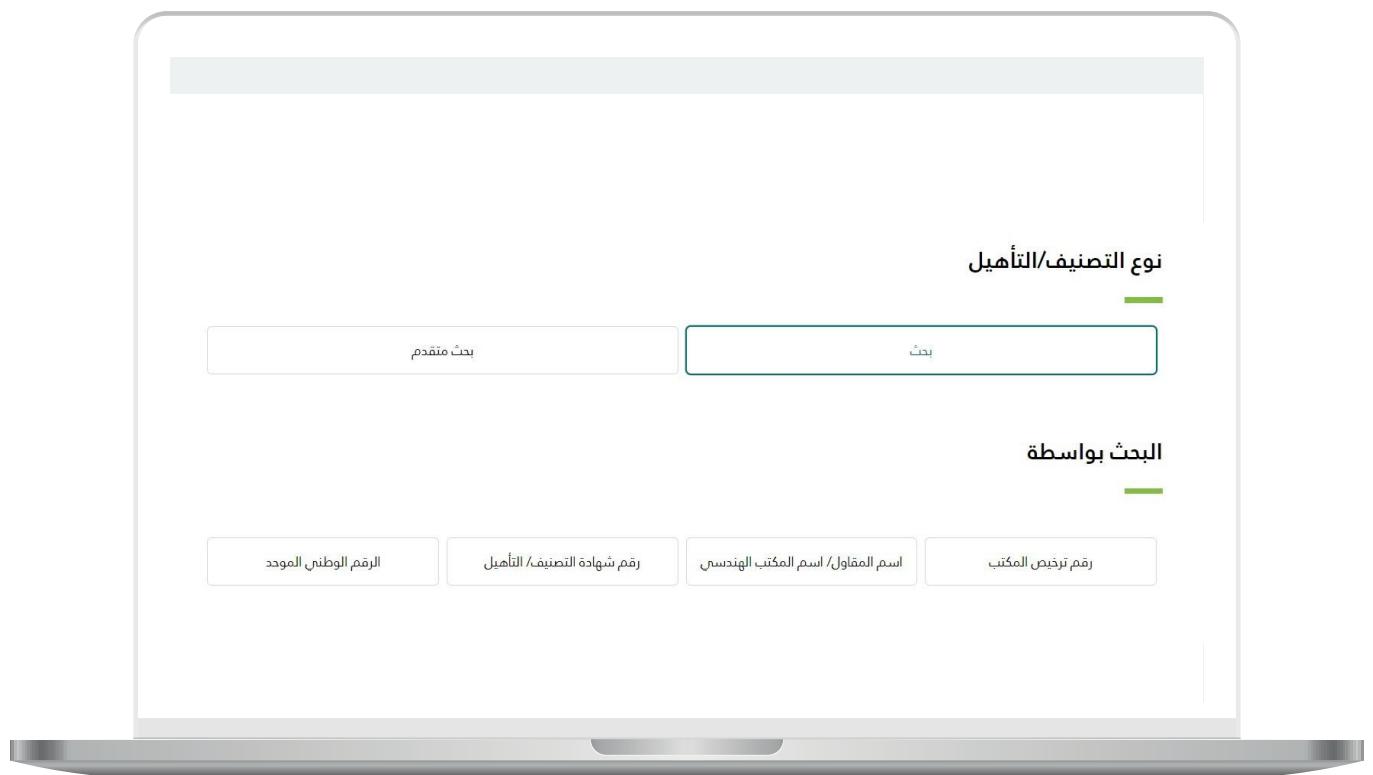
2) The user selects (City Service Providers Classification) from the top services tab.



3) The user clicks on (Classification/Qualification Certificate Verification) and then clicks (Start Service) to proceed.



4) The system allows the user to search using basic search or advanced search.



نوع التصنيف/التأهيل

بحث متقدم	بحث
نوع التصنيف / التأهيل *	المدينة *
إختيار	إختيار
نشاط التصنيف / التأهيل	المقاطع *
إختيار	إختيار
تاريخ انتهاء شهادة التصنيف / التأهيل إلى	تاريخ انتهاء شهادة التصنيف / التأهيل من
إختيار	إختيار
درجة التصنيف / التأهيل	رقم الهاتف
إختيار	إختيار

الخطوات

1. إدخال البيانات المطلوبة في المربعات المفتوحة.

2. اختيار المربع المقابل لـ "إختيار" في كل فئة.

3. إدخال رقم الهاتف في المربع المخصص.

4. النقر على زر "بحث" (Search) في الأسفل.

When the user selects (Search), it is possible to search using (Office License Number, Contractor/Engineering Office Name, Classification/Qualification Certificate Number, or Unified National Number) and then click (Search).

The screenshot shows a search interface for classification/qualification certificates. At the top, there is a section labeled "نوع التصنيف/التأهيل" (Type of Classification/Certification) with two input fields: "بحث متقدم" (Advanced Search) and "بحث" (Search). Below this is a section labeled "البحث بواسطة" (Search by) with four input fields: "الرقم الوطني الموحد" (Unified National Number), "رقم شهادة التصنيف/التأهيل" (Classification/Certification Certificate Number), "اسم المقاول/اسم المكتب الهندسي" (Contractor/Engineering Office Name), and "رقم السجل التجاري/رقم ترخيص المكتب" (Business Registration Number/Engineering Office License Number). There are also "الرقم الوطني الموحد" and "الرقم الموحد" buttons. At the bottom, there is a "تصنيف المقاول" (Contractor Classification) section with a "تصدير" (Export) button and a "الشهادة" (Certificate) section with a "رقم السجل التجاري/رقم الرخصة" (Business Registration Number/Certificate Number) input field.

5) To view more details about an establishment, the user can click the first column in the results table. The system allows downloading the certificate, evaluating the establishment, and exporting search results to an Excel file.

نوع التصنيف/التأهيل

البحث بواسطة

تصنيف المقاول

6) When the user selects Advanced Search, the system displays a search interface where multiple fields can be used to refine the search.

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