

# User Manual for Requesting Approval on Establishing a Waqf Investment Fund

# Table of Contents

<b>Introduction</b>	<b>2</b>
<b>Step 1: Sign Up a New User</b>	<b>3</b>
<b>Step 2: Sign In</b>	<b>4</b>
<b>Step 3: Submit Request</b>	<b>5</b>
<b>Step 4: Follow Up on Request Status</b>	<b>8</b>

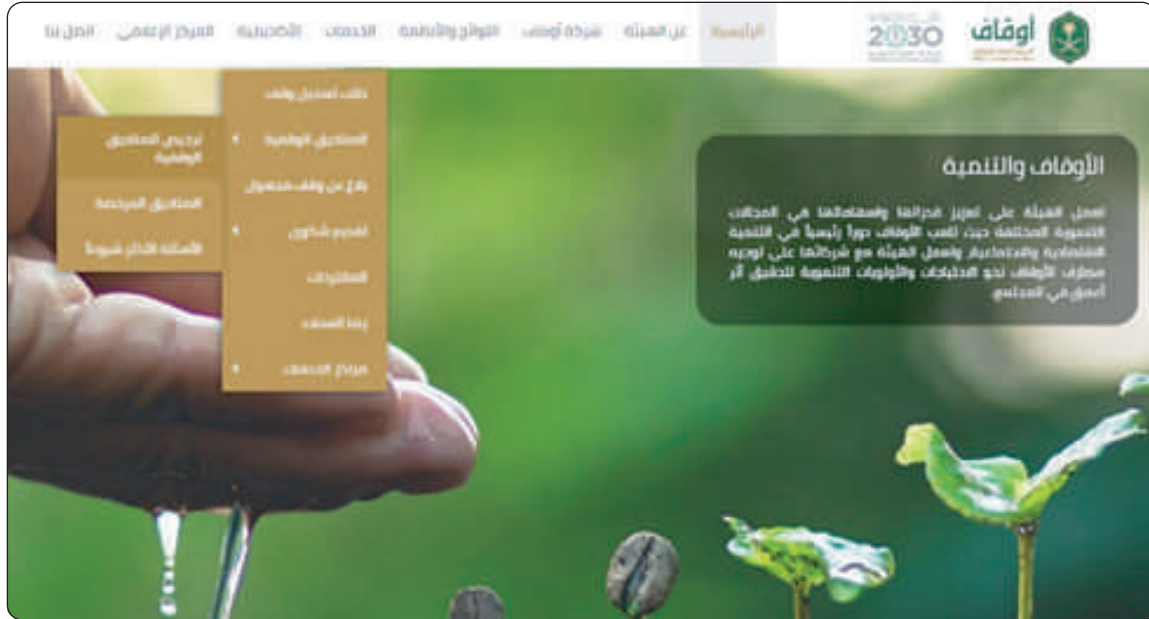
## Introduction

This service allows fund managers – licensed market institutions – to obtain the approval of the General Authority of Awqaf on establishing Waqf investment funds online.

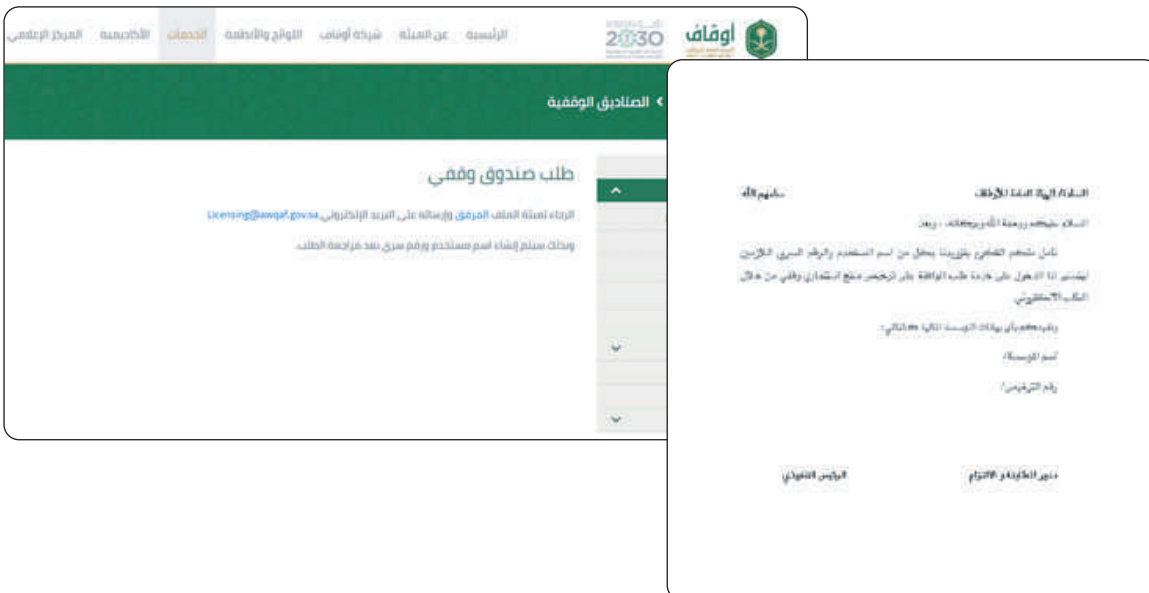


## Step 1: Sign Up a New User

**First:** Go to the Authority's website ([www.awqaf.gov.sa](http://www.awqaf.gov.sa)) and from the list of services in the main page click on "Licensing Waqf Funds".

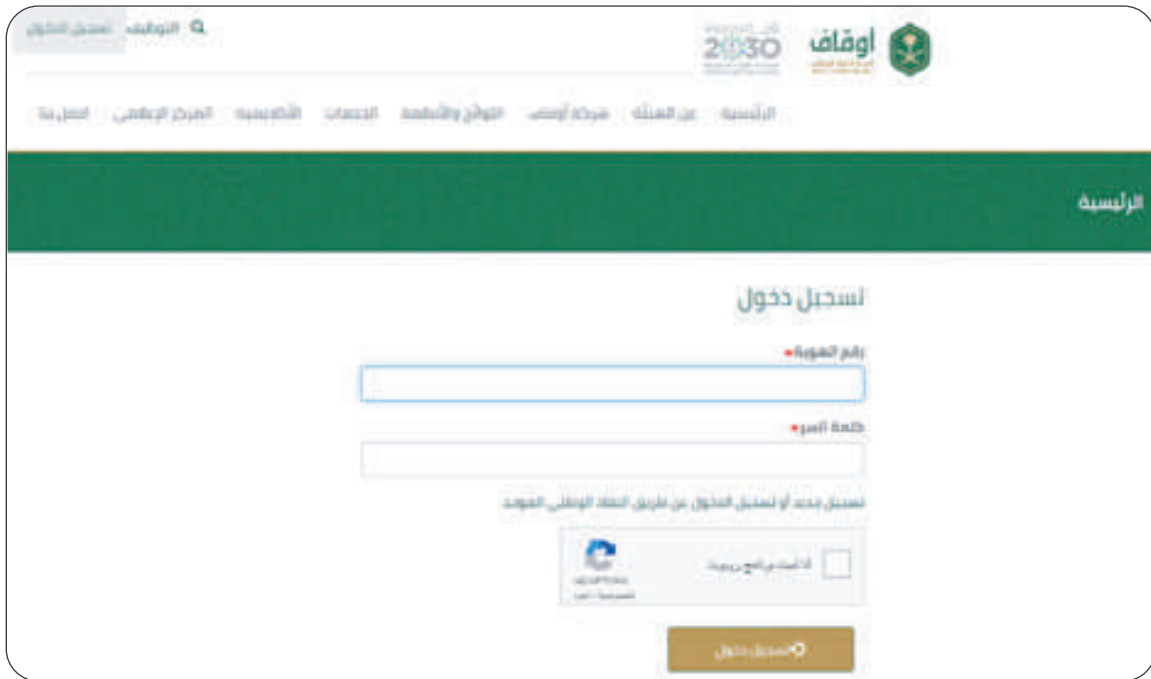


**Second:** Click on the word "attached" to download the file; an accreditation form to be filled by the user – fund manager – and signed by: (Head of Compliance and CEO), then send it to the email [licensing@awqaf.gov.sa](mailto:licensing@awqaf.gov.sa), you will receive a username and password through an email to the form sender.



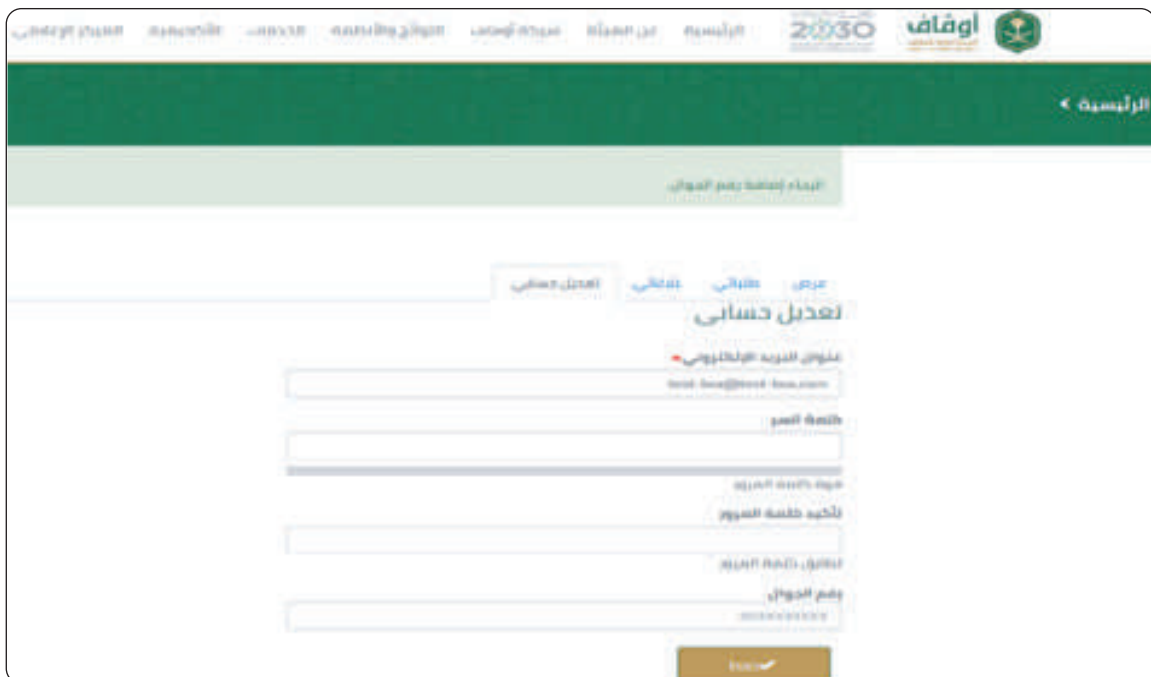
## Step 2: Sign In

**First:** On the Authority website's main page, click on "sign in" and enter the username and password received by email to the form sender in the fields.



The screenshot shows the Authority website's main page with a search bar at the top left and navigation links. The main content area features a sign-in form titled "تسجيل دخول" (Sign In). The form includes two input fields: "رقم الهوية" (National ID Number) and "كلمة السر" (Password). Below the fields, there is a checkbox for "أنا متأكد من أنني أدخلت بياناتي بشكل صحيح" (I am sure I entered my data correctly) and a "تسجيل دخول" (Sign In) button.

**Second:** When signing in for the first time, the "modify my account" screen appears. Enter the mobile number then click "save".



The screenshot shows the Authority website's account modification page titled "تعديل حسابي" (Modify My Account). The page includes a navigation menu and a form with several input fields: "رقم الهاتف المحمول" (Mobile Number), "كلمة السر" (Password), "تاريخ الميلاد" (Date of Birth), "نوع الجنس" (Gender), "رقم الهوية" (National ID Number), and "البريد الإلكتروني" (Email Address). A "حفظ" (Save) button is located at the bottom of the form.





- **Fund information:**

- 1- Fund name “mandatory”.
- 2- Fund term.
- 3- Fund capital in SAR “mandatory”.
- 4- Annual dividends percentage “mandatory”.
- 5- Fund growth allocation percentage (investment policy) “mandatory”.
- 6- Unit price in SAR “mandatory”.
- 7- Minimum subscription amount (units) “mandatory”.
- 8- Fund purpose “mandatory”.
- 9- Board of Directors members and their ID numbers “mandatory”.

- **Files**

The following should be attached:

- 1- Signed agreement between fund manager and beneficiary.
- 2- Terms & conditions document; in compliance with Instructions for Approval on Establishing Waqf Investment Funds issued by the General Authority of Awqaf.
- 3- Any relevant document.

**Second:** Verify the entered information and uploaded files, then click on “Amend and send request” or “Save as draft” if you wish to save the information and continue later.

The image displays two screenshots of a web application interface for fund registration. The left screenshot shows a form titled "طلب شهادة صندوق واهبي" (Request for Waqf Fund Certificate) with sections for "معلومات الفوندي" (Fund Information) and "معلومات المتبرعين" (Donor Information). The right screenshot shows a "معلومات الصندوق" (Fund Information) form with various input fields and a "طلب شهادة" (Request Certificate) button.

**Third:** Upon sending the request, a window with the entered fund information and the request number and status will appear.



## Step 4: Follow Up on Request Status

**First:** A text message will be sent to the mobile number after sending the request notifying of the request's receipt and its number.

**Second:** After studying the request by the Authority, a text message of the request status will be sent as deemed appropriate by the Authority as follows:

**1- "Return request":** Text message will be sent to the mobile number notifying of returning the request and requiring its amendment and resending, bearing in mind that the request will be cancelled after 10 days if not resent.

**2- "Reject request":** Text message will be sent to the mobile number notifying of rejecting the request if the required information is incomplete.

**3- "Approve request":** Text message will be sent to the mobile number notifying of approving the establishment of Waqf investment fund. Approval can be printed via the Authority's website.







أوقاف

الهيئة العامة للأوقاف  
GENERAL AUTHORITY FOR AWQAF

