

# User Manual for Requesting Waqf Registration

Document outlining for the user how to use the  
Waqf Registration service

أوقاف

الهيئة العامة للأوقاف  
GENERAL AUTHORITY FOR AWQAF



# Table of Contents

<b>Introduction</b>	<b>3</b>
1.1 Executive Summary	3
<b>Request Mechanism</b>	<b>3</b>
2.1 Register a Waqf	3
2.2 Sign Up a New User	4
2.3 Sign In	7
2.4 Submit Request	8
2.5 Request Result	10

# 1- Introduction

## 1.1 Executive Summary

This document outlines for the user (Waqf giver or agent) the mechanism for benefitting from the registration service, from signing up on the website until receiving the certificate.

# 2- Request Mechanism

Go to the website of the General Authority of Awqaf > Main Page.

## 2.1 Register a Waqf

Click on "Fill the form" as illustrated in (2.1.1)



## 2.2 Sign Up a New User

To benefit from the Waqf Registration service and issue a Registration Certificate, sign up as a new user by clicking on sign in by the National Single Sign-On as illustrated in (2.2.1)



The screenshot shows a web page for user registration. At the top, there is a dark green header with the text "الرئيسية < تسجيل دخول" (Home < Sign In). Below the header is a light pink banner with the text "الوصول مرفوض. الرجاء تسجيل الدخول أولاً." (Access denied. Please sign in first.). The main content area is white and features the title "تسجيل دخول" (Sign In) in large green font. Below the title are two input fields: the first is labeled "الرقم الوطني\*" (National ID Number\*) and the second is labeled "كلمة السر\*" (Password\*). Below these fields is a text link "تسجيل جديد أو تسجيل الدخول عن طريق النفاذ الوطني الموحد" (Sign up or sign in through the National Single Sign-On). Below the link is a reCAPTCHA widget with the text "أنا لست برنامج زيفوت" (I am not a robot) and a checkbox. At the bottom of the form is a large orange button labeled "تسجيل دخول" (Sign In).

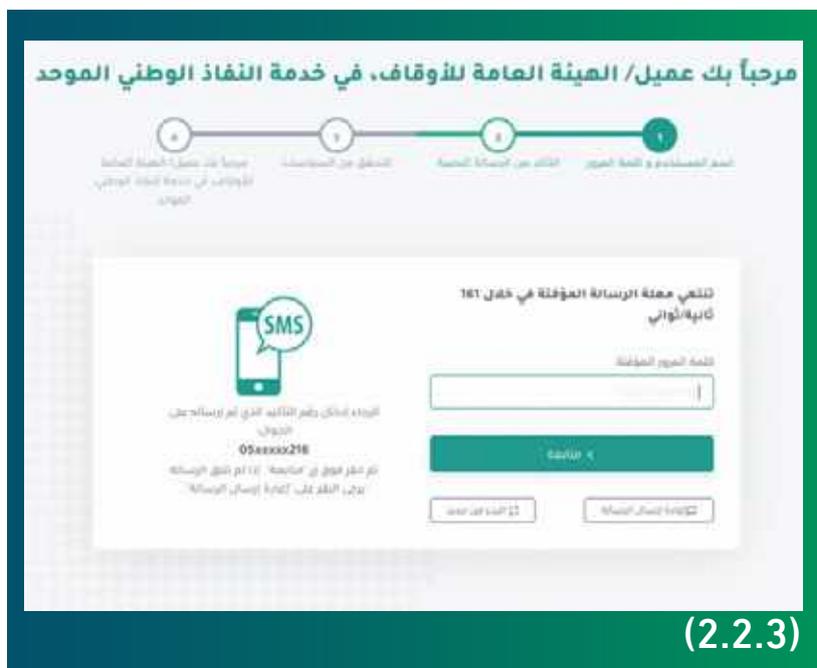
(2.2.2)

Fill the following fields  
(User-name, Password,  
Please enter the code you  
see) as illustrated in (2.2.2)



(2.2.2)

Upon signing up, you will  
receive a text message on the  
mobile number registered in  
Absher with a 4-digits  
verification code to be entered  
every time you sign in, as  
illustrated in (2.2.3).



(2.2.3)

Information you need provide to complete the sign-up, as illustrated in (2.2.4)

الرئيسية < سعد بن طلحة < تعدیل حسابی

الرءاء إءفاءة رقم الءواء

عرض طلبائی تعدیل حسابی

تعدیل حسابی

ءنوان الءرید الإءءرونئی \*

ءلمة السر

ءوة ءلمة المرور

ءأءء ءلمة المرور

ءطابق ءلمة المرور

رقم الءواء

05XXXXXXXX

ءءءء

(2.2.4)

Verification code message, as illustrated in (2.2.5)

الرئيسية < التءق من رقم الءائف

ءم ءفظ الءءءراءء

الرءاء إءءءل رقم الءءق المرسل على ءوائء

التءق من رقم الءائف

رمز الءءق \*

ءءق

(2.2.5)

## 2.3 Sign In (for those with existing accounts on the Authority's website)

To submit a new request or inquire about previous requests for Registration Certificates, fill the following fields (2.3.1) (ID number, Mobile number entered at sign-up, verification code sent to requester's mobile and registered in Absher).



The screenshot shows the sign-in page of the Authority's website. The page has a green header with navigation links: "الرئيسية", "عن الهيئة", "الاستثمارات", "الخدمات الإلكترونية", and "المركز الإعلامي". There are also logos for "VISION 2030" and "أوقاف" (Aqaf). The main content area is titled "تسجيل الدخول" (Sign In). Below the title, there is a form with the following fields and labels:

- رقم الهوية الإلكتروني (Electronic ID Number) - Input field with a red asterisk.
- رقم الهاتف (Mobile Number) - Input field with a red asterisk.
- الرجاء إدخال الرمز المرسل (Please enter the code sent) - Input field with a red asterisk.

The verification code "323763" is displayed in a box. Below the form, there are buttons for "تسجيل الدخول" (Sign In) and "تسجيل كائنتك جديد" (Register New Account). There is also a link for "استعادة كلمة المرور" (Reset Password). At the bottom of the page, there is a footer with the text "جميع الحقوق محفوظة" (All rights reserved) and the number "7" in a large font.

(2.3.1)

## 2.4 Submit Request

Upon sign-in, you will find the main page (2.4.1), to submit a request, click on “New request” then fill the following required fields:

Information of person submitting request: (Waqf giver – Agent)

- Personal information

Waqf giver – Agent (if agent, please add PoA number)

- Information of requester:

- Name.
- ID number.
- Mobile number.
- Email.

- Waqf information

- Title number
- Title place of issue
- Waqf date
- Waqf location

- Title date
- Waqf name
- Waqf beneficiary
- Waqf type

•Waqf activity

(2.4.1)

Send request confirmation window, as illustrated in (2.4.2)



Save request and request number window, as illustrated in (2.4.3)



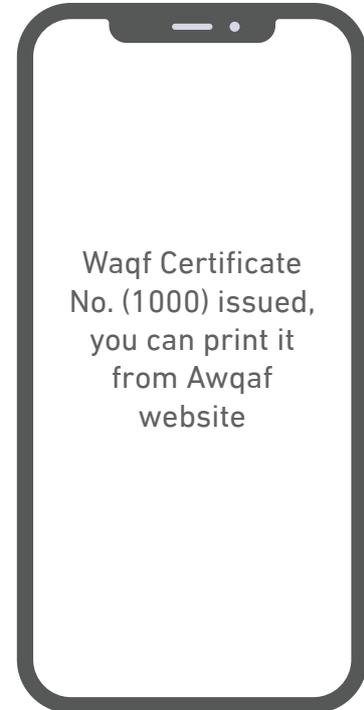
## 2.5 Request Result

1- If approved

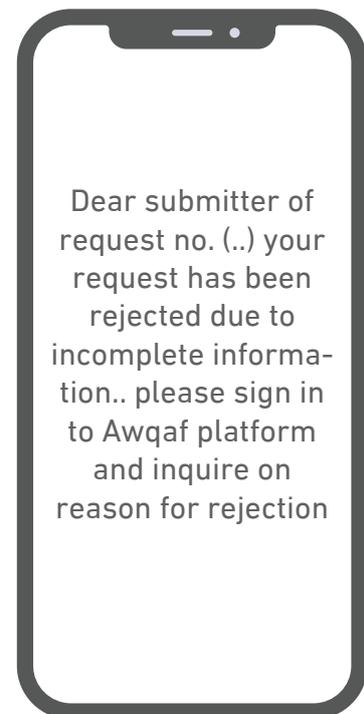
Requester will receive a text message

For example: "Waqf Certificate No. (1000) issued, you can print it from Awqaf website".

Certificate issuance notification message



2- If request is incomplete, a text message will be sent:  
"Dear submitter of request no. (..) your request has been rejected due to incomplete information.. please sign in to Awqaf platform and inquire on reason for rejection."





أوقاف

الهيئة العامة للأوقاف  
GENERAL AUTHORITY FOR AWQAF

