User Manual for Requesting Waqf Registration

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

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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

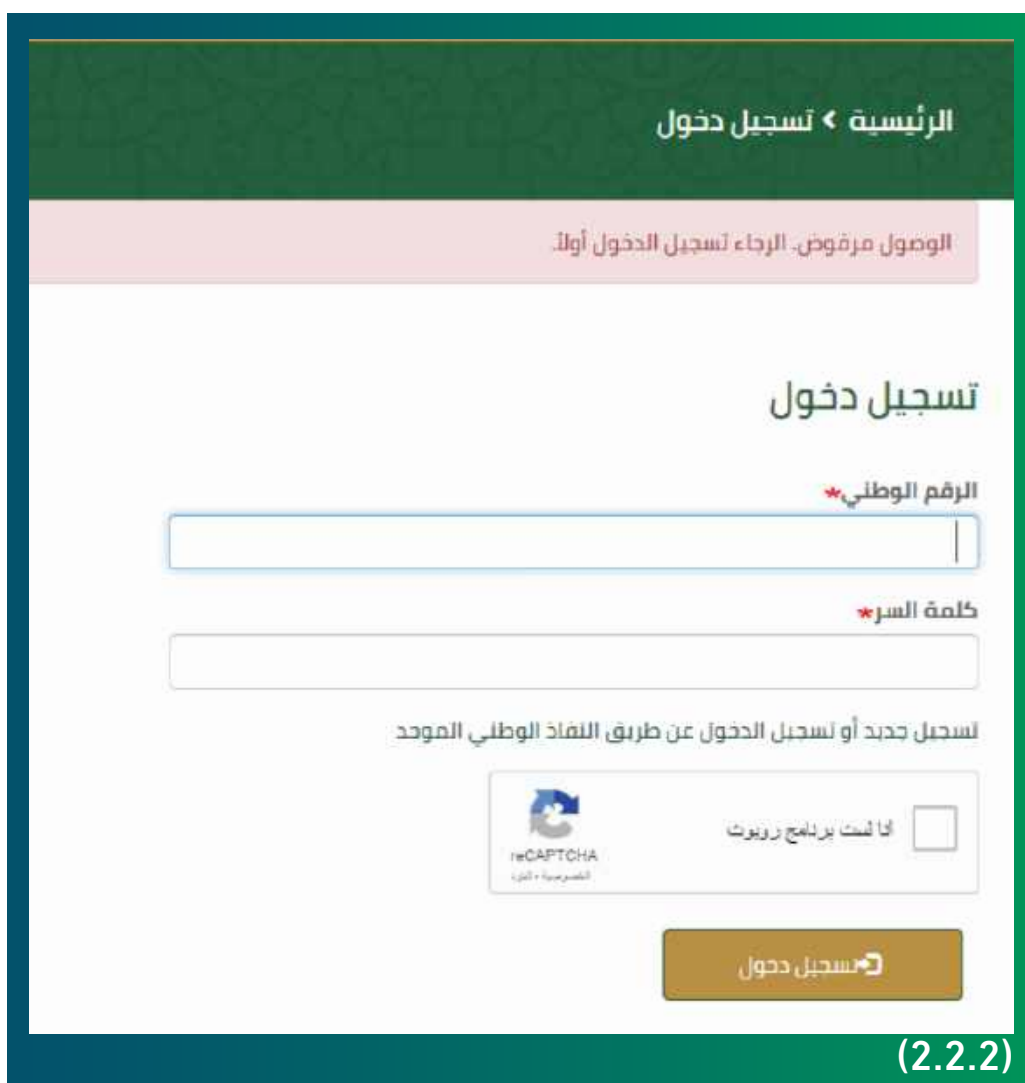Go to the website of the General Authority of Awqaf > Main Page.

2.1 Register a Waqf

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

(2.1.1)

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)

(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)

(2.2.4)

Verification code message, as illustrated in (2.2.5)

(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).

(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 date	•Waqf activity
•Title place of issue	•Waqf name	
•Waqf date	•Waqf beneficiary	
•Waqf location	•Waqf type	

(2.4.1)

Send request confirmation
window, as illustrated in (2.4.2)

(2.4.2)

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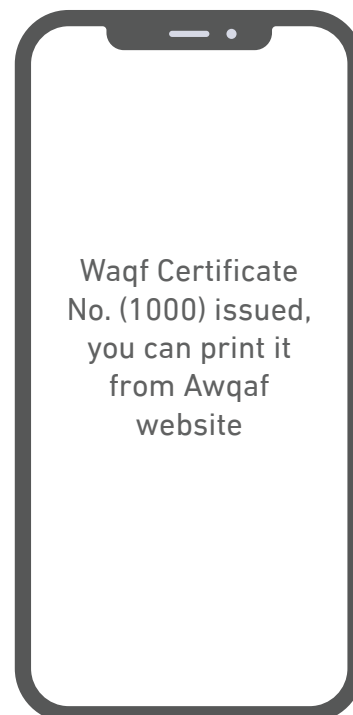window, as illustrated in (2.4.3)

(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

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

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."

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
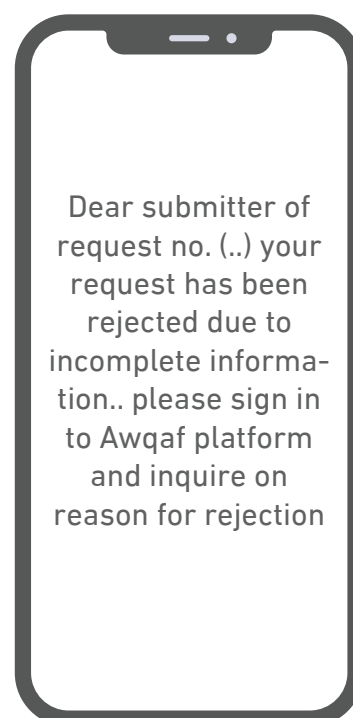
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GENERAL AUTHORITY FOR AWQAF