



User Guide for the New Endowment Service

[Click here](#)

to access the service





About the Service:

This service enables the registration of endowments and the issuance of endowment certificate electronically by receiving applications for issuance, renewal, and modification of endowments within the Kingdom of Saudi Arabia. These applications are processed in accordance with the applicable procedures of the Authority. They are received and proceeded with through the official channels designated for this purpose.



Benefits of Registration

01

Provision of an official endowment certificate to protect the rights of the endowment (Waqf), the endower (Waqif), and the trustee (Nazir)

02

Improving the endowment journey experience by saving time and effort of beneficiaries

03

Issuance of legal identity for the endowment under the endowment management activity with the Unified National Number (700)

04

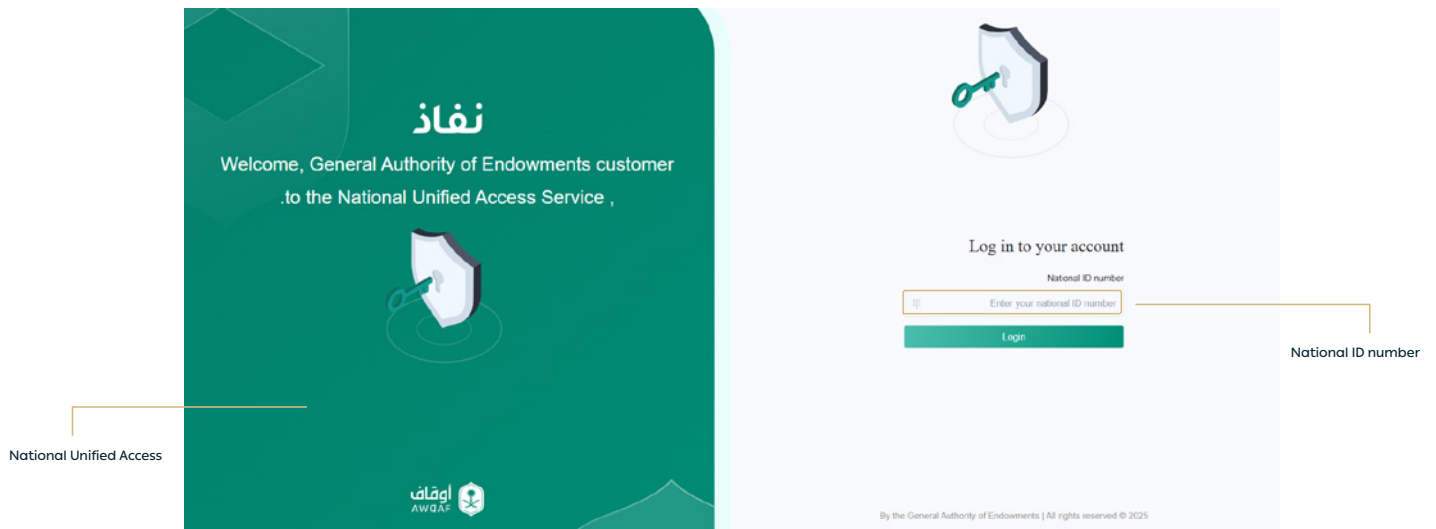
Access to digital services and transactions provided by the governmental and private entities

05

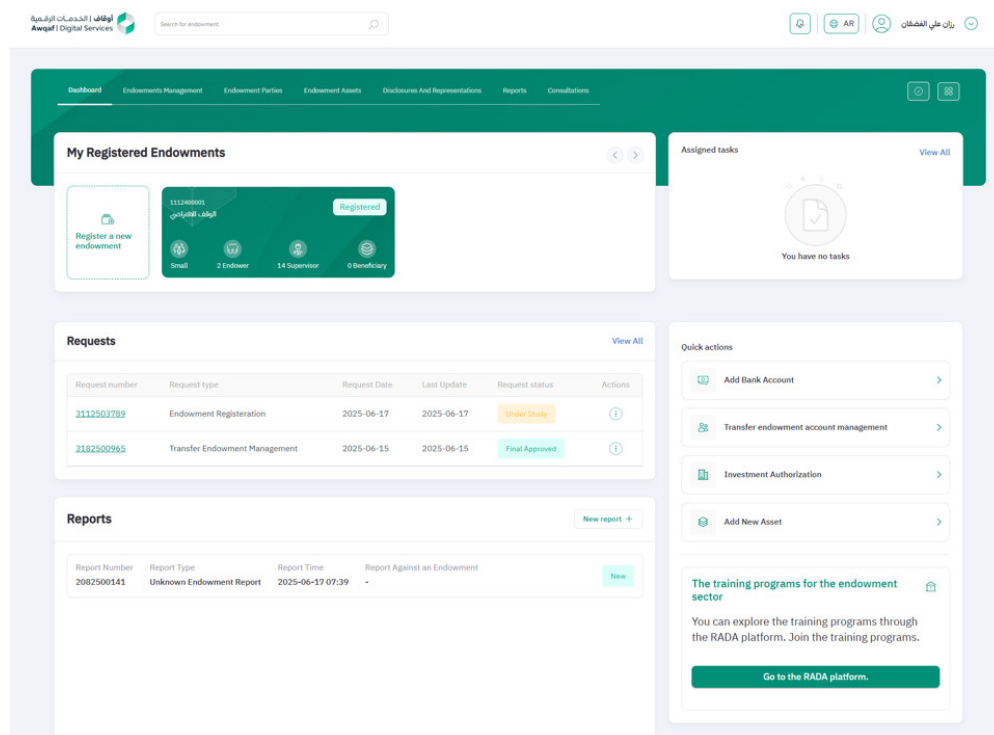
Strengthening the legal identity of the endowment, ensuring the identity's sustainability, growth, and benefit

Service Steps:

Log in by entering your ID number and password, or through the National Unified Access service (Nafath).



Access the "Register a new endowment" Service.



Service Steps:

After reading the service description and realizing the required steps, click "Start the Service".

Fill out the "Endowment Details".

Step (1):

Select the "Endowment type" and the endowment (Waqf) deed source from the dropdown list

Endowments management > Register endowment

You have completed 1 steps out of 7 steps

Endowment Details Endowment assets Endowment spending and conditions Endowers information Supervisors information Beneficiaries information Application Summary

Endowment name* وقف اللغة الإنجليزية التجريبي Endowment date* 1999-06-27

Endowment type* Private/Family/Domestic Public/Charitable Shared

Public endowment: An endowment stipulated for general charitable purposes specified by name or description

نوع وثيقة أوقاف* Endowment Deed

رقم الوثيقة* 1840 تاريخ الوثيقة*

مصدر الوثيقة* Central attribution for documentation

Search for the الوثيقة

Central attribution for documentation ✓

Buraydah Personal Status Court

Department of Endowments and Wills in Medina

Drag your file here, or browse PDF, DOC, DOCX, PPT, PPTX, XLS, XLSX

Next →

Step (1):

Attach the "Endowment Deed" and the "Trustee Deed" (required documents).

أوقاف | الخدمات الرقمية
Awqaf | Digital Services

Search for endowment

AR

إران علي الفضل

Dashboard Endowments Management Endowment Parties Endowment Assets Disclosures And Representations Reports Consultations

Endowments management • Register endowment

Endowment Details

You have completed 1 steps out of 7 steps

1 Endowment Details 2 Endowment assets 3 Endowment spending and conditions 4 Endowers information 5 Supervisors information 6 Beneficiaries information 7 Application Summary

Endowment name* Endowment date*

وقف اللغة الإنجليزية التجاري 1995-06-27

Endowment type *

Private/Family/Domestic Public/Charitable Shared

Public endowment: An endowment stipulated for general charitable purposes specified by name or description

نوع وثيقة أوقاف*

Endowment Deed

رقم الوثيقة* تاريخ الوثيقة*

1840 17 June 2025 - MB 5.5729

مصدر الوثيقة*

Central attribution for documentation

إثبات الوثيقة*

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إثبات وثائق جامعة أخرى

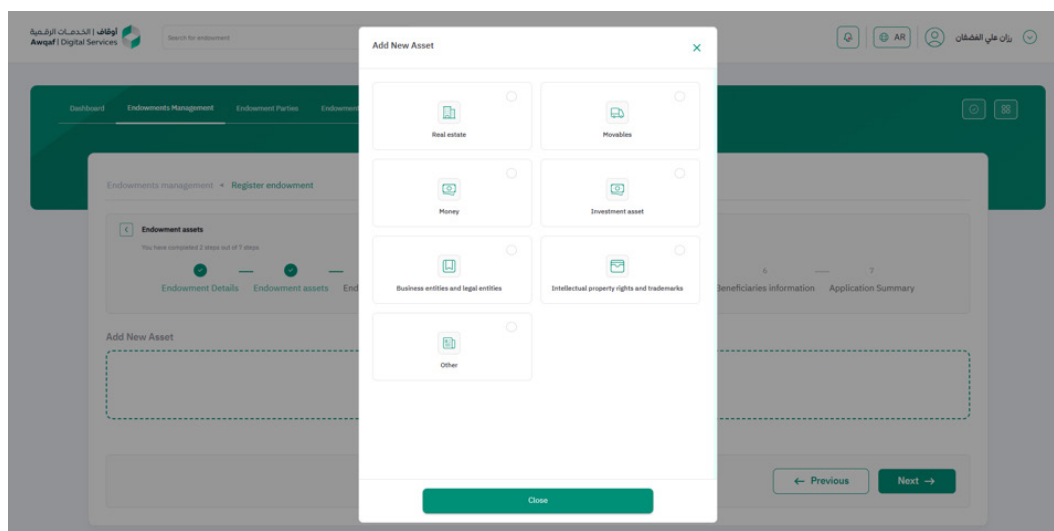
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Next →



Step (2):

Choose the endowment asset type, and enter the relevant details of the selected type.



Step (2):

You can add multiple assets and enter their respective details. Assets can also be deleted if needed.

Endowments management • Register endowment

Endowment assets

You have completed 2 steps out of 7 steps

Endowment Details Endowment assets Endowment spending and conditions Endowers information Supervisors information Beneficiaries information Application Summary

Money

Estimated value*

2

This field is required

Asset description*

وقف الملكة انتحورية الحبري

Real estate

Classification type*

Choose from the list

Asset region*

Choose from the list

Asset city*

Choose from the list

Estimated value*

Estimated value

Real estate deed number*

Real estate deed number

Real estate deed date*

Real estate deed date

Specify endowment location on the map*

Asset description*

Asset description

Attach supporting documents*

Drag your file here, or browse
PDF, DOC, DOCX, PPT, PPTX, XLS, XLSX

Add New Asset

Add New Asset

Previous Next



Step (3):

Enter the endowment conditions and spending, and powers of the Supervisor (Trustee), then click the "+" sign after each entry to add it.

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Search for endowment

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Dashboard Endowments Management Endowment Parties Endowment Assets Disclosures And Representations Reports Consultations

Endowments management + Register endowment

Endowment spending and conditions

You have completed 3 steps out of 7 steps

Endowment Details Endowment assets Endowment spending and conditions Endowers information Supervisors information Beneficiaries information Application Summary

Endowment conditions*

Endowment conditions

وقف اللغة الإنجليزية التجريبي

Endowment spending *

All

Search for endowment spending...

Number of spending categories 8

Feeding the hungry	Poor and needy	Institutions and charities
Water supply	The Housing	Youth support for marriage
Universities	Schools	Scientific research
Scholarships	Hospitals	Medical research
Patient care	Health infrastructure	The holy mosque
The prophet	Directorate of Education	Guests of the

Supervisor's authorities*

Supervisor's authorities

Previous Next



Step (4):

Enter the Endowers Information, and complete the required details. Multiple endowers can be added.

Endowments management • Register endowment

Endowers information

You have completed 4 steps out of 7 steps

Endowment Details Endowment assets Endowment spending and conditions **Endowers information** Supervisors information Beneficiaries information Application Summary

☐ Retrieve my information

ID type *

Choose from the list

← Previous Next →

Step (5):

Enter the Supervisors (Trustees) Information, select their role, and complete the required details.

Multiple supervisors can be added for the same endowment. Verification should be made on adding a trustee. Each trustee's ID number and date of birth will be verified by the system, and their data will be retrieved upon correct entry.

Endowments management + Register endowment

Supervisors Information
You have completed 5 steps out of 7 steps

Endowment Details Endowment assets Endowment spending and conditions Endowers information **Supervisors information** Beneficiaries information Application Summary

☐ Retrieve my information

+ Add another Seer

← Previous Next →

Step (6):

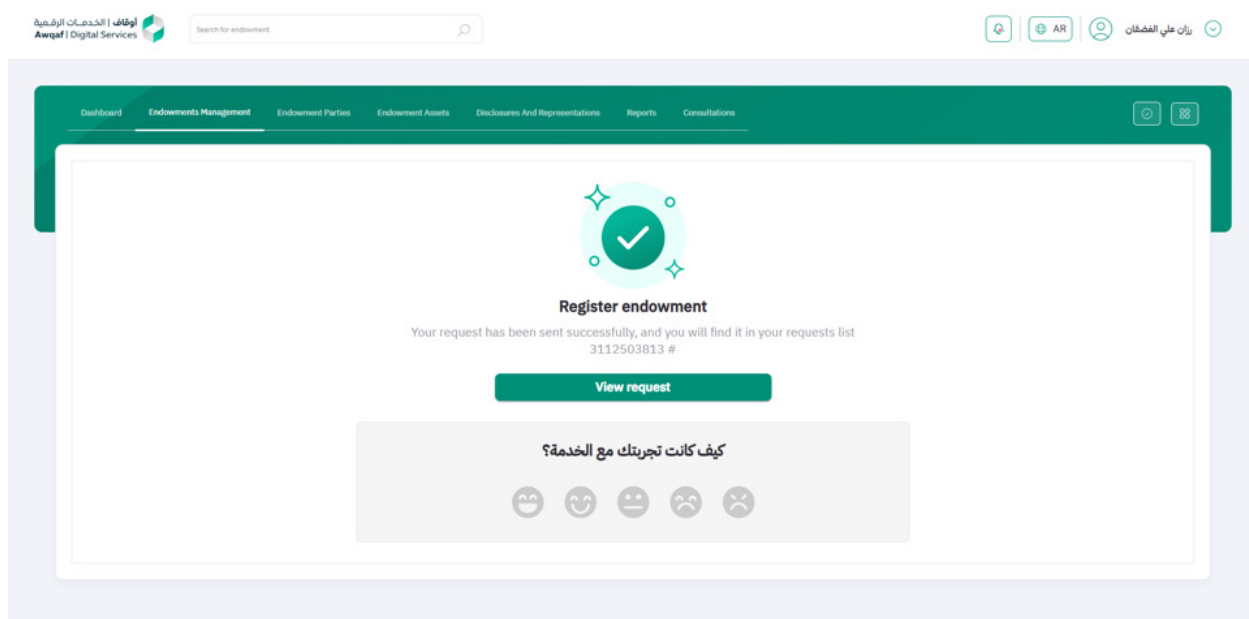
Enter the **"Beneficiary Information"**. Multiple beneficiaries can be added after verifying the former beneficiary's details. Each beneficiary's ID number and date of birth will be verified by the system, and their data will be retrieved upon correct entry.

The screenshot displays the 'Register endowment' form within the Awqaf Digital Services portal. The form is titled 'Endowments management - Register endowment'. It features a progress bar with seven steps: Endowment Details, Endowment assets, Endowment spending and conditions, Endowers information, Supervisors information, Beneficiaries information (the current step), and Application Summary. The 'Beneficiaries information' step is highlighted with a green circle and a checkmark. Below the progress bar, there is a section for 'Beneficiaries information' with a sub-header 'You have completed 6 steps out of 7 steps'. A dashed box contains a plus icon and the text 'Add another beneficiary'. At the bottom right, there are two buttons: 'Previous' and 'Next'.

Review all the application's information. You may edit any information by clicking the designated edit icon. Agree to the declaration, then click "**Send request**".

User Guide for the New Endowment Service

After submission, a message will appear indicating that your request is under review.



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