



User Guide for Transferring Endowment Account Management

[Click here](#)

to access the service





About the Service:

This service enables beneficiaries to electronically submit a request to transfer the management permissions of the endowment account from a previous user to a new user.



Required Documents

Valid power of attorney deed, if the applicant is an agent, and the clauses that authorize him to manage the endowment account.

The trustee deed, if the applicant is a trustee (Nazir), or the endowment certificate/endowment deed.

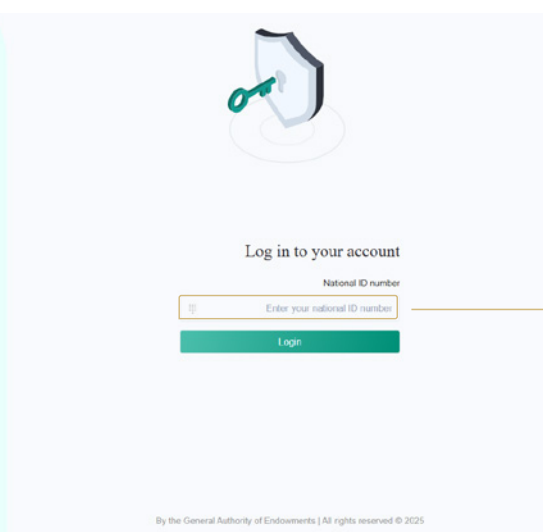


Service Steps:

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



National Unified Access

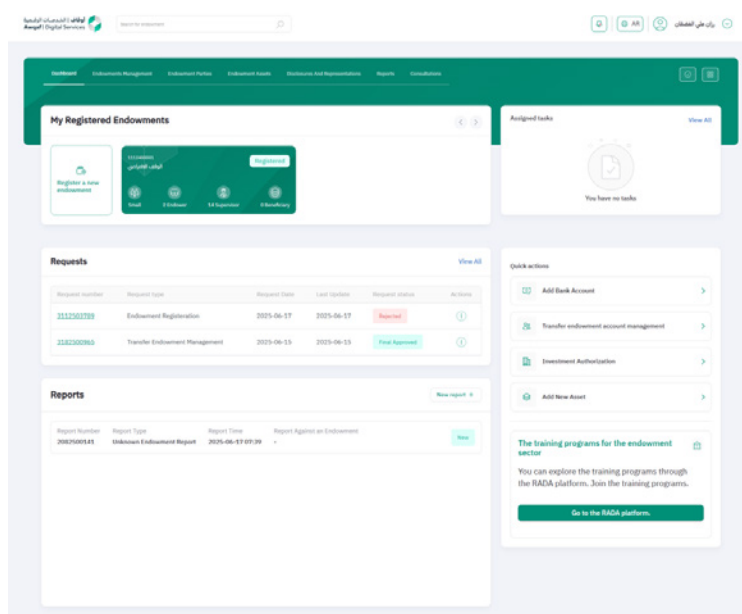


National ID number

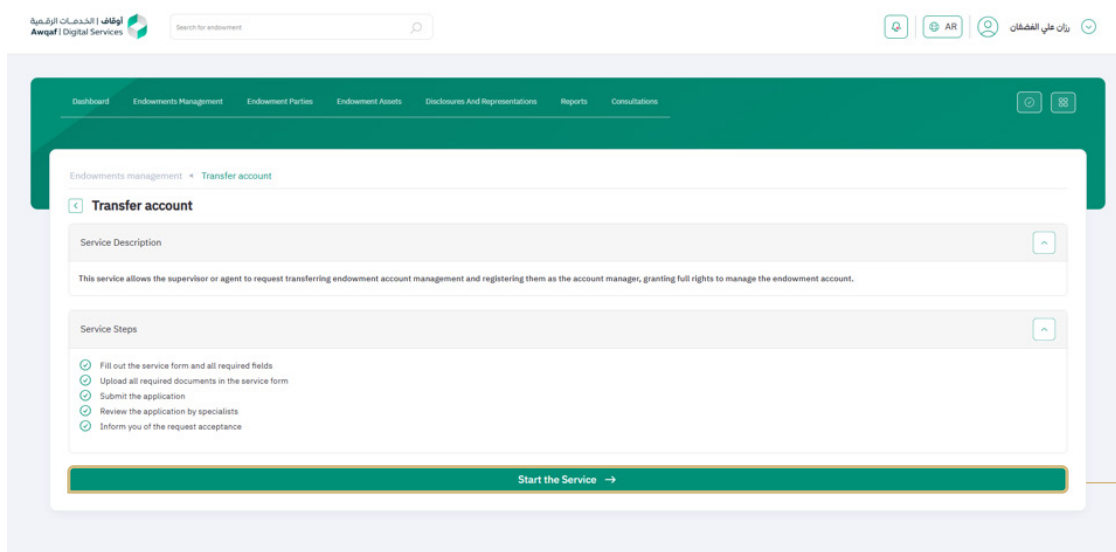
Service Steps:

From the Endowment Management tab, click **"Transfer Endowment Account"**.

Alternatively, from the Home Page (Dashboard), you can find the **"Quick actions"** menu on the right side of the screen. Select **"Transfer Endowment Account Management"** from the list.



After accessing the **"Transfer Endowment Account Management"** Service, and reading the service description and recognizing the required steps, click **"Start the Service"**.



Start the Service



Steps of Endowment Account Management Transfer - Step 1:

After selecting the applicant status (Trustee or Agent), enter the required details, then click "Verify".

Trustee or Agent

After successful verification of the applicant status, review the displayed data, then click "Next".

Steps of Endowment Account Management Transfer - Step 2:

Endowment details: enter the certificate details, then click "Verify".

The screenshot shows the 'Endowment Details' step in the 'Transfer account' process. The progress bar indicates 2 steps out of 4 are completed. The form asks 'Do you have an endowment certificate?' with 'Yes' and 'No' buttons. Below, there are input fields for 'Endowment certificate number' (1112400001) and 'Endowment certificate expiry date' (2025-06-05). A green 'Verify' button is present, along with a label 'الوقف الاقترافي' and navigation buttons 'Previous' and 'Next'.

If the certificate is not available, enter the endowment deed information, select the source from the dropdown menu, then click "Verify".

This screenshot shows the 'Endowment Details' step with the 'Do you have an endowment certificate?' question answered 'No'. The 'Source of the deed' dropdown menu is open, showing options: 'Central attribution for documentation', 'Buraydah Personal Status Court', and 'Department of Endowments and Wills in Medina'. A label 'Endowment source selection' points to this dropdown menu. The 'Verify' button and other form elements are also visible.

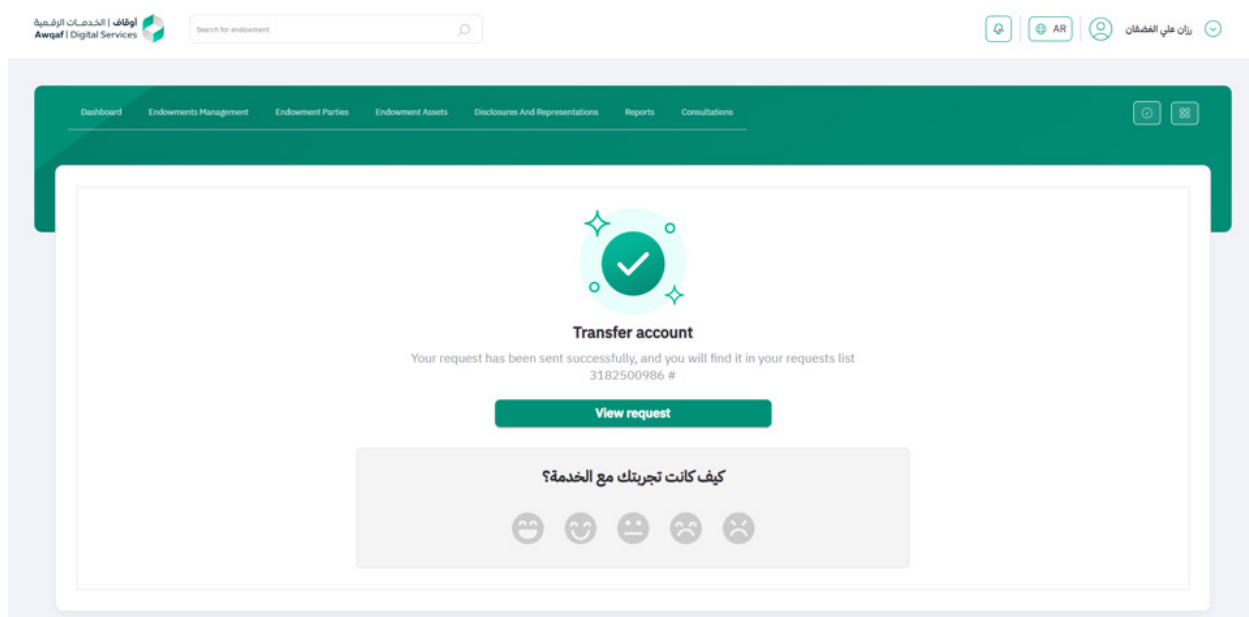
Steps of Endowment Account Management Transfer - Step 3:

Select the reason for the account transfer from the dropdown list, then attach the supporting documents.

attache supporting documents.

Review the application and confirm the accuracy of the provided information.

After submission, a confirmation message will appear: "Your request has been sent successfully", and it will be available in Your Requests list.



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