



User Guide for the Endowment Certificate Renewal Service

[Click here](#)

to access the service





About the Service:

This service enables beneficiaries to renew the endowment certificate electronically.



Service Requirements

01

Provide Bank account details in the financial information section

02

Fill out the service form and fill in all required fields (data is retrieved automatically)

03

Upload all required documents (data is retrieved automatically)

04

Agree to the declaration

05

Submit the request

06

Review and accept the request

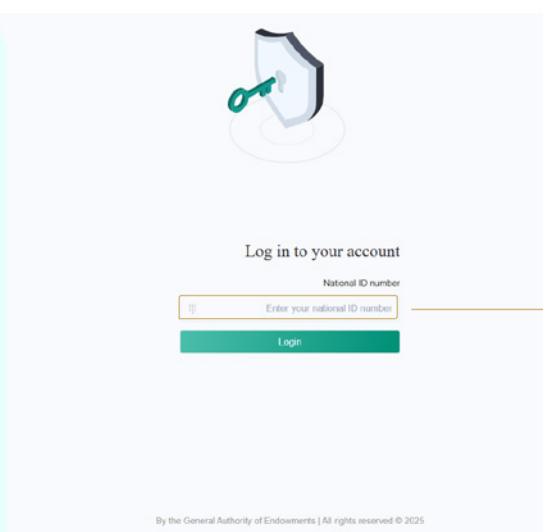


Service Steps:

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 Homepage, under Endowment Management, select "Renew Endowment Certificate."

الوقف الافتراضي
Certificate number: 1112400001

2024-11-05 Registered

Endowers: 2 Supervisors: 14 Beneficiaries: 0 Endowment Assets: 3

Endowment Management

Add Bank Account Renew endowment certificate Issue number 700 إضافة ورقة باظر Transfer endowment account management

Basic information

Endowment type: Shared Endowment size: Small
Requests: 180 Endowment date: 2024-11-05

Spending areas: Education categories More > Endowment conditions: ... تجربة خربة الوقف رقم More > Supervision conditions: ... تجربة صلاحيات الناظر More >

Registration certificate Documentation data Financial data Attachments

Certificate number: 1112400001	Certificate issue date: 2024-11-05	Certificate expiry date: 2025-06-05
Legal entity number: -	Certificate status: Expired	Certificate type: Endowment Registration certificate
		Certificate version number: 16

Endowment assets

All assets Monetary Fiscal Real Estate

Asset	Estimated value	Asset description
Monetary	20 ٢	Asset description to test risk assessment
Fiscal	323,200 ٢	القرض التجريبي
Real Estate	100 ٢	test2

Endowment Parties

Account manager 1 Endowers 2 Supervisors 14 Beneficiaries 0

Account manager	ID number	Date of birth	Nationality	Email
رزان علي الغضفان	1114033978	2001-11-04	Saudi Arabia	razanahg@gmail.com

Requests Under Processing

Balance Inquiry waiting action from Applicant
2025-04-17

Transfer Endowment Management Under Study
2025-06-17

Add Bank Account Under Study
2025-06-17

Action log

Endowment Registration Final Approved
2024-11-05

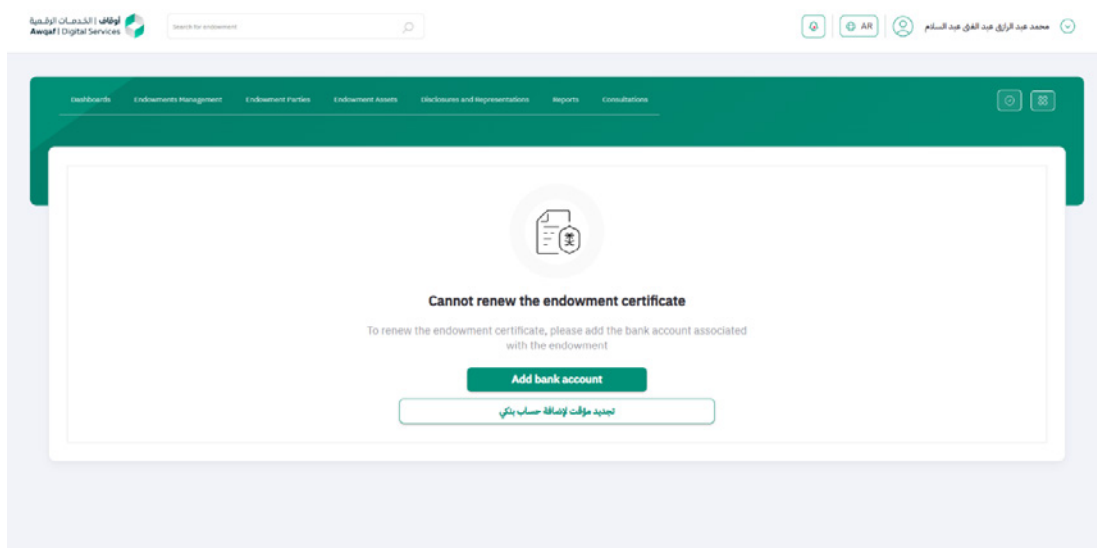
Add Bank Account Rejected
2024-11-06

Transfer Endowment Management Final Approved
2024-11-05

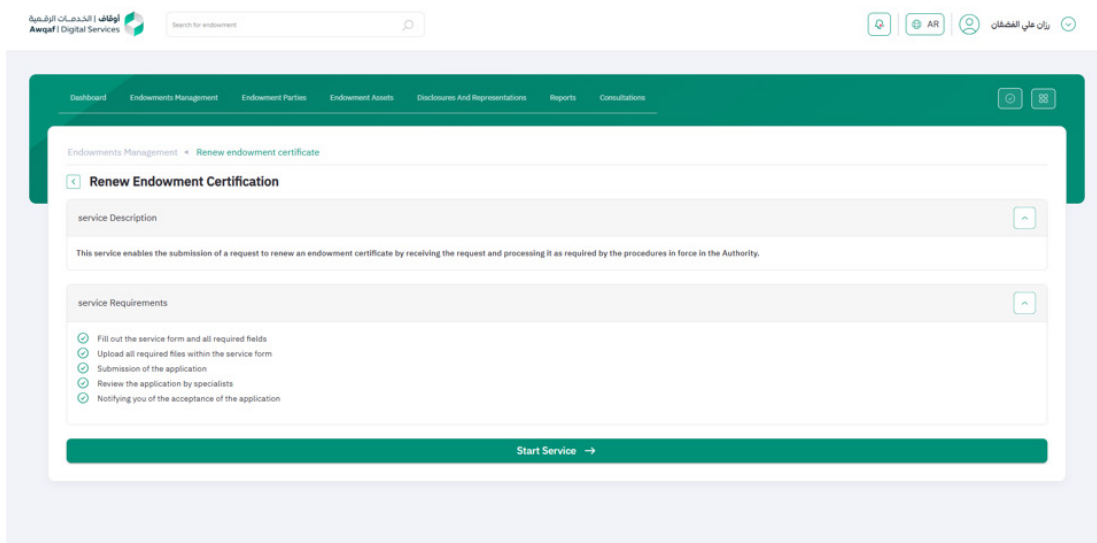
Transfer Endowment Management Rejected
2024-11-06

Service Steps:

If no bank account is added, the below message will appear.



After adding a bank account, read the service description and review the steps, then click "Start the Service".



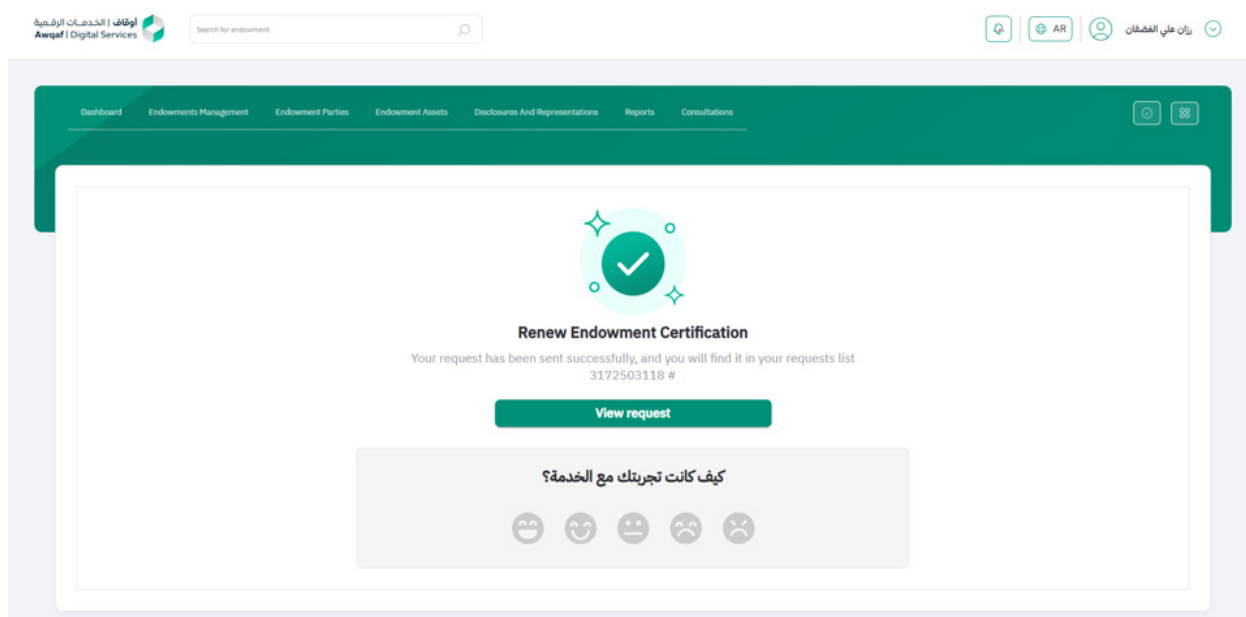
Step (1):

The system will automatically retrieve the endowment certificate data once you access the service. All required fields and documents will be already there. Review the request details carefully. Agree to the declaration, then click "Send request."

[illegible]

Step (2):

After submission, a confirmation message will appear stating: "Your request has been sent successfully." You can find your request listed under Your Requests.



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