



Guideline for Submitting Financial Data and Statements

اضغط هنا

للوصول للخدمة





About the Service

The service aims to enable supervisors to comply with the requirements of the Bylaw for Regulating Supervision Activities and to provide the Authority with the Endowment's financial data or statements.

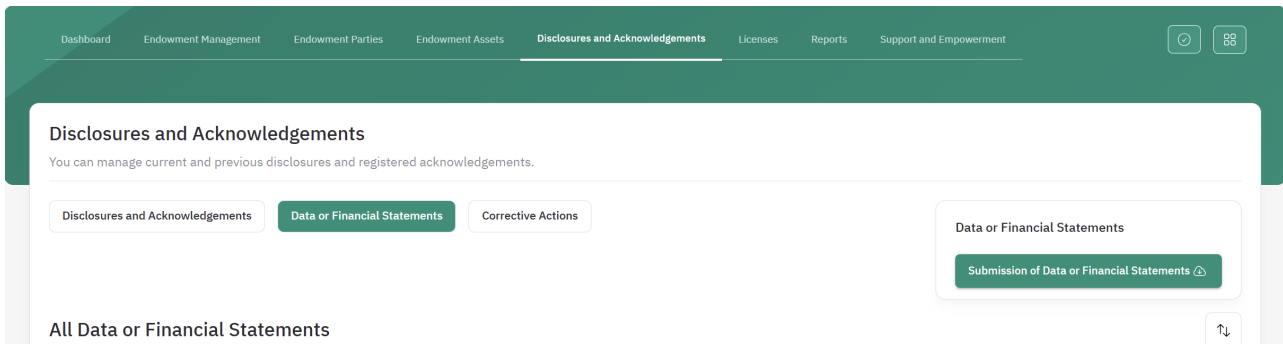
How to Use the Service

Log in by entering your National ID number and password, or through the NAFATH system.

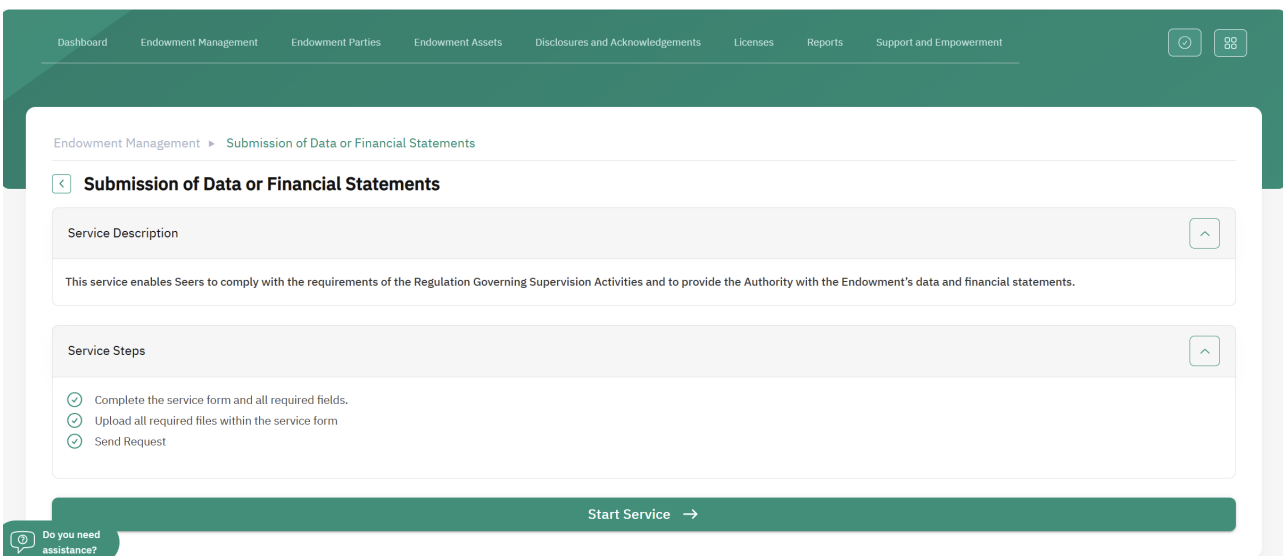


How to Use the Service

Access the "Financial Data/Statements Submission" service through the "Endowments Management" tab by selecting the relevant endowment, or alternatively through the "Disclosures and Acknowledgements" tab, then choose "Submission of Data or Financial Statements".



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





How to Use the Service

Select the endowment for which you want to submit the data or financial statements, and specify the start date of the Endowment's financial period.

The screenshot displays the 'Submission of Data or Financial Statements' workflow within the Awqaf Digital Services interface. The top navigation bar includes links to Dashboard, Endowment Management, Endowment Parties, Endowment Assets, Disclosures and Acknowledgements, Licenses, Reports, and Support and Empowerment. The main content area shows a progress bar with five steps: 1. Endowment Data (completed), 2. Endowment Assets, 3. Beneficiaries Data, 4. Financial Data, and 5. Request Summary. Below the progress bar, there are two dropdown menus: 'The Endowment *' with the placeholder 'Select from the list.' and 'Start Date of the Financial Period *' with the placeholder 'Start Date of the Financial Period'. To the right of the 'Start Date' dropdown is a greyed-out 'End Date of the Financial Period' field. A yellow caution box states: 'Caution: Please ensure that the Endowment asset data and beneficiary data are complete before submitting the request to provide data or financial statements.' At the bottom left, there is a 'Do you need assistance?' button with a speech icon. At the bottom right, there is a 'Next →' button.



How to Use the Service

Review the Endowment's assets and the total value of all assets belonging to the Endowment, then click "Next."

The screenshot displays the 'Endowment Assets' step within the 'Submission of Data or Financial Statements' process. The progress bar indicates that 2 out of 4 steps are completed. The current step, 'Endowment Assets', shows a total estimated value of 10 and 2 assets. Below this, there are two sections: 'Real Estate' and 'Fiscal'. Each section contains a table with columns for 'Endowment Name', 'Estimated Value', and 'Asset Description'. The 'Real Estate' section shows a value of 'null' and the 'Fiscal' section shows a value of '10'. Both sections have a 'Read More' link under the 'Asset Description' column. At the bottom, there is a 'Previous' button and a 'Next' button.



How to Use the Service

Answer the questions related to the beneficiaries of the Endowment, enter the country of residence for each beneficiary, and then click "Next."

The screenshot displays the 'Submission of Data or Financial Statements' section within the 'Endowment Management' dashboard. A progress bar indicates that 3 out of 4 steps are completed: Endowment Data (1), Endowment Assets (2), and Beneficiaries Data (3). The current step, 'Beneficiaries Data', contains two questions with 'Yes' and 'No' radio button options:

- Are funds transferred to Endowment beneficiaries outside the Kingdom? *
- Is there any non-Saudi beneficiary of the Endowment? *

At the bottom, a yellow caution box states: "Caution: If the Endowment has beneficiaries "Add and Remove Beneficiary" ← service before submitting the request for providing data or financial statements."



How to Use the Service

If the Endowment has financial transactions, select "Yes" and complete the financial data. Attach the financial statements for large and medium Endowments, as required by the Bylaw.

The screenshot displays the 'Submission of Data or Financial Statements' workflow within the Awqaf Digital Services portal. The interface includes a navigation bar at the top with links to Dashboard, Endowment Management, Endowment Parties, Endowment Assets, Disclosures and Acknowledgements, Licenses, Reports, and Support and Empowerment. The main content area shows a progress bar with five steps: Endowment Data, Endowment Assets, Beneficiaries Data, Financial Data, and Request Summary. The 'Financial Data' step is currently active, indicated by a green checkmark. Below the progress bar, there is a question: 'Are there any financial transactions related to the Endowment? *'. Two buttons, 'Yes' and 'No', are provided for the user to select. Below this, there are three sections for attaching supporting documents: 'Attach supporting documents.', 'Supporting documents.', and 'Expenses for the financial period'. Each section has a text input field and a file upload icon. A small tooltip on the left side of the screen asks 'Do you need assistance?'.



How to Use the Service

If the Endowment has no financial transactions, select the reason for the absence of transactions and attach the supporting documents.

Dashboard Endowment Management Endowment Parties Endowment Assets Disclosures and Acknowledgements Licenses Reports Support and Empowerment

Endowment Management > Submission of Data or Financial Statements

Financial Data
You have completed 4 out of 4 steps.

Endowment Data Endowment Assets Beneficiaries Data Financial Data Request Summary

Are there any financial transactions related to the Endowment? *

Yes No

Please specify the reasons for the absence of financial transactions. *

Endowment Disabled Endowment is For Direct Benefit Others

Please clarify the reasons for the absence of financial transactions. *

This field is required.

Do you need assistance?

Supporting Documents*



How to Use the Service

Review the application data. You can edit the data by clicking the designated icon, then confirm the declaration and click "Send Request."

Dashboard
Endowment Management
Endowment Parties
Endowment Assets
Disclosures and Acknowledgements
Licenses
Reports
Support and Empowerment

Endowment Management
Submission of Data or Financial Statements

Request Summary
You have completed 5 out of 4 steps.
Endowment Data
Endowment Assets
Beneficiaries Data
Financial Data
Request Summary

Endowment Data
The Endowment
1112500064 - تسجيل قروي
Start Date of the Financial Period
2025-01-01
End Date of the Financial Period
2026-01-01

Endowment Assets Data
Asset Type
Real Estate
Classification Type
Other
Estimated Value
-
Asset Description
TEST
Asset Type
Fiscal
Classification Type
Investment Portfolio
Estimated Value
10 A
Asset Description
المصري

Beneficiaries Data
Are funds transferred to Endowment beneficiaries outside the Kingdom?
No
Is there any non-Saudi beneficiary of the Endowment?
No

Financial Data
Are there any financial transactions related to the Endowment?
No
Please specify the reasons for the absence of financial transactions.
1. Endowment is For Direct Benefit
Please clarify the reasons for the absence of financial transactions.
test
Supporting Documents
test.xlsx
Additional Notes

I hereby acknowledge that all data and documents attached to this application

Do you need assistance?
Previous
Send Request



How to Use the Service

After submitting the application, a confirmation message will appear indicating that your request has been successfully submitted.

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Awqaf | Digital Services

