



Waqf Registration User Guide



Service Overview

This service enables users to register a Waqf and obtain a Waqf Certificate electronically by receiving applications for the issuance, renewal, and amendment of Waqfs in the Kingdom of Saudi Arabia and processing them in accordance with the procedures applicable at the Authority. Applications are received and their progress is monitored through the official channels designated for this purpose.

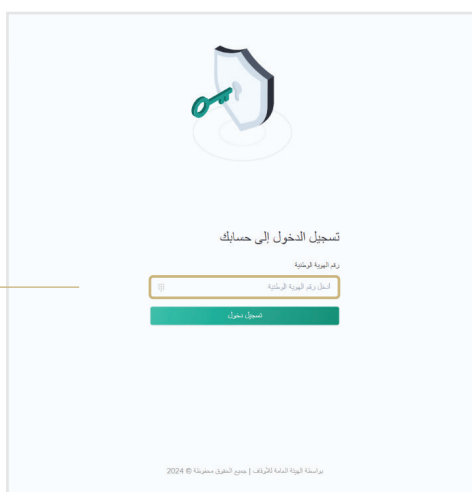
Registration Benefits

- Issuing an official Waqf Certificate to preserve the rights of the Waqf, Waqif, and Nazir.
- Enhancing the Waqf journey experience and saving time and effort for beneficiaries.
- Issuing a Waqf identification number under Waqf management with a unified National ID number: 700.
- Benefiting from digital services and transactions provided by government and private entities.
- Enhancing the Waqf identification to ensure its sustainability, development, and realization of its benefits.

Service Steps

Log in by entering your National ID number and password, or through National Unified Access.

National ID Number
and Password

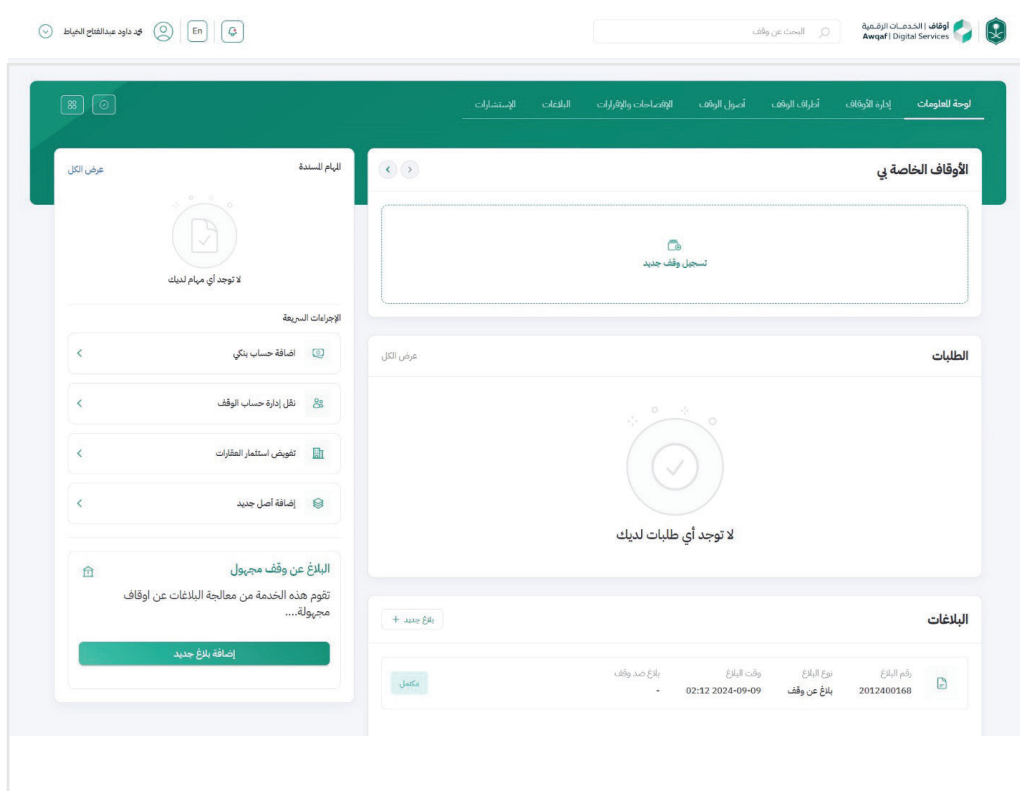


The login screen features a shield icon with a keyhole and a key. Below the icon, the text reads "تسجيل الدخول إلى حسابك" (Log in to your account). There are two input fields: "رقم الهوية الوطنية" (National ID Number) and "كلمة المرور" (Password). A green button labeled "تسجيل دخول" (Log in) is at the bottom. The footer text is "برئاسة الهيئة العامة للأوقاف | جميع الحقوق محفوظة © 2024".

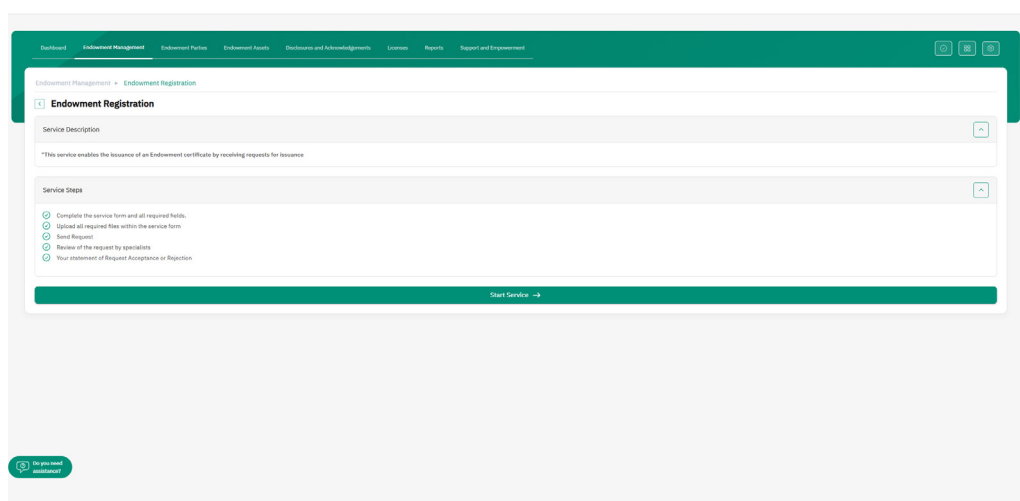
National Unified
Access



.Access the "New Waqf Registration" service



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



Enter the Waqf details.

The screenshot shows the 'Endowment Registration' form within the 'Endowment Management' section. The form is divided into seven steps: 1. Endowment Data, 2. Endowment Assets, 3. Endowment Conditions and Disbursement Channels, 4. Endowers Data, 5. Seers Data, 6. Beneficiaries Data, and 7. Request Summary. The first step, 'Endowment Data', is currently active and contains the following fields:

- Endowment Name***: A text input field.
- Endowment Creation Date***: A date selection field.
- Type of Endowment***: A dropdown menu with three options: 'Private / Offspring / Family', 'Public / Charitable', and 'Shared'.
- دولة إقامة المالك***: A dropdown menu for the owner's residence state, with 'دولة الكويت' (Kuwait) selected.

A 'Next →' button is located at the bottom right of the form. A small notification bubble at the bottom left asks 'Do you need assistance?'.

Select the Waqf type and the source of the Waqf deed from the drop-down list.

لوحة المعلومات < تسجيل وقف جديد

0%

لقد أكملت 1 خطوات من 7 خطوات

7 6 5 4 3 2 1

ملخص الطلب بيانات المستفيدين بيانات النظار بيانات الواقفين مصارف وشروط الوقف أصول الوقف بيانات الوقف

تسجيل وقف

أسم الوقف * تاريخ الوقف *

وقف حسين علي بن محمد الوسي 20/11/2023

نوع الوقف *

خاص / ذي أهلي ☒ عام / خيري ☐ مشترك ☐

الوقف الخاص (الأهلي) : الوقف للشروط على معين من ذرية وأقارب بالذات أو بالوصف

رقم صك الوقفية * تاريخ صك الوقفية *

468748462 13 ربيع الاول 1445

مصدر صك الوقفية *

الإسناد المركزي للتوثيق

محكمة الأحوال الشخصية

محكمة التنفيذ

محكمة الاستئناف بالرياض

محكمة التنفيذ الإدارية

مرفق صك النظارة

اسحب ملفك هنا، أو تصفح
PDF, DOC, DOCX, PPT, PPTX, XLS, XLSX

التالي <

حفظ كمسودة

Attach the Waqf Deed and the Nazir Deed (required documents).

لوحة المعلومات < تسجيل وقف جديد

تسجيل وقف >

لقد أكملت 1 خطوات من 7 خطوات

0%

7 ملخص الطلب 6 بيانات للمستفيدين 5 بيانات النظار 4 بيانات الواقفين 3 مصارف وشروط الوقف 2 أصول الوقف 1 بيانات الوقف

الوقف

أسم الوقف * تنظيم الأوقاف، والحفاظة عليها، وتطويرها، وتنميتها، بما يحقق شروط واقفها، ويعزز دورها في التنمية الاقتصادية والاجتماعية والكاكل الاجتماعي، وفقاً للقواعد الشرعية الإسلامية والأنظمة وقف حسين علي بن عبد سريسي

نوع الوقف * خاص / ذي اهلي ☒ عام / خيري ☐ مشترك ☐

الوقف الخاص (الأهلي) : الوقف للشروط على معين من ذرية واقفها وأقارب بالذات أو بالوصف

رقم صك الوقفية * 468748462 تاريخ صك الوقفية * 13 ربيع الاول 1445

مصدر صك الوقفية * الإصدار المركزي للتوثيق

مرفق صك الوقفية * اسحب ملفك هنا، أو تصفح PDF, DOC, DOCX, PPT, PPTX, XLS, XLSX

ملف صك الوقفية 2023 نوفمبر 24 - 20 ميجابايت

مرفق صك النظارة * اسحب ملفك هنا، أو تصفح PDF, DOC, DOCX, PPT, PPTX, XLS, XLSX

ملف صك النظارة 2023 نوفمبر 24 - 20 ميجابايت

التالي <

حفظ كمسودة

Select the Waqf asset type and complete the details according to the type you have selected.

The screenshot displays the 'Add a New Asset' modal within the 'Endowment Management' system. The modal is titled 'Add a New Asset' and features a grid of seven asset types, each with a radio button for selection:

- Real Estate
- Movable Assets
- Money
- Investment Asset
- Business Entities and Legal Entities
- Intellectual Property Rights and Trademarks
- Other

A 'Close' button is located at the bottom of the modal. The background interface shows the 'Endowment Assets' section, indicating that 2 out of 7 steps are completed. A progress bar and a 'Previous/Next' navigation bar are also visible.

Please note that you can add more than one asset and complete its details.

Endowment Management » Endowment Registration

Endowment Assets
You have completed 2 out of 7 steps.

Progress: 1. Endowment Data (Completed) 2. Endowment Assets (Current) 3. Endowment Conditions and Disbursement Channels 4. Endowers Data 5. Seers Data 6. Beneficiaries Data 7. Request Summary

Add a New Asset

+
Add a New Asset

← Previous Next →

Do you need assistance?

Step Three:

Enter the waqf conditions, waqf beneficiaries, and the Nazir'S authorities, then click the "+" icon each time you want to add an item.

The screenshot shows the 'Endowment Registration' form. The top navigation bar includes links to Dashboard, Endowment Management, Endowment Parties, Endowment Assets, Disclosures and Acknowledgments, Licenses, Reports, and Support and Empowerment. The main content area is titled 'Endowment Management > Endowment Registration' and features a progress bar with seven steps: 1. Endowment Conditions and Disbursement Channels (active), 2. Endowment Data, 3. Endowment Assets, 4. Endowment Conditions and Disbursement Channels, 5. Endowers Data, 6. Seers Data, 7. Beneficiaries Data, and 8. Request Summary.

The 'Endowment Conditions and Disbursement Channels' section includes a search bar and a list of items with a '+' icon to add more. The items are organized into three columns:

Search Endowment disbursement channels		
Wild life	Social responsibility	Education
Health	Religious contributions	Environment
Sons	Daughters	Grandchildren
Grandchildren	Wife/Husband	Father
Mother	Grandfather	Grandmother
Brothers	Sisters	Uncles
Aunts	uncles	Aunts

The 'Seer Permissions' section includes a search bar and a list of items with a '+' icon to add more.

At the bottom of the form, there is a 'Do you need assistance?' button and 'Previous' and 'Next' navigation buttons.

Step four:

Enter the waqif's details and complete the required information. Please note that you can add more than one waqif.

The screenshot shows the 'Endowment Registration' form within the 'Endowment Management' section. The form is divided into several steps, with 'Endowment Data' being the current step. The steps are: Endowment Data, Endowment Assets, Endowment Conditions and Disbursement Channels, Endowee's Data, Seers Data, Beneficiaries Data, and Request Summary. The 'Endowment Data' step includes a 'Retrieve my data' checkbox, a 'Type of Identity' dropdown menu (set to 'National Identity'), an 'Identity Number' field, and a 'Date of Birth (Hijri)' field. Below these fields is a 'Validation' section. At the bottom right of the form, there are 'Previous' and 'Next' buttons. A small chat icon with the text 'Do you need assistance?' is located at the bottom left of the page.

Step five:

Enter the Nazir's details, specify their capacity, and complete the required information. Please note that more than one Nazir can be added to the waqf. Each Nazir must be verified upon entry, as the system will verify the National ID number and date of birth.

Endowment Management » Endowment Registration

Seers Data
You have completed 5 out of 7 steps.

Progress: 1. Endowment Data (Completed), 2. Endowment Assets (Completed), 3. Endowment Conditions and Disbursement Channels (Completed), 4. Endowers Data (Completed), 5. Seers Data (Current), 6. Beneficiaries Data, 7. Request Summary

☐ Retrieve my data

Type of Identity *
National Identity

Identity Number*
Date of Birth (Hijri)*

Validation

← Previous Next →

Step six:

Enter the beneficiaries' details. More than one beneficiary can be added after verifying the details of the previous beneficiary. The system will verify the National ID number and date of birth.

The screenshot displays the 'Endowment Registration' process within the 'Endowment Management' section. The process is divided into seven steps: Endowment Data, Endowment Assets, Endowment Conditions and Disbursement Channels, Endowers Data, Seers Data, Beneficiaries Data (current step), and Request Summary. The 'Beneficiaries Data' step is active, showing a progress bar and a 'You have completed 6 out of 7 steps' message. Below the progress bar, there is a 'Retrieve my data' link. The main form area contains a 'Type of Identity' dropdown menu set to 'National Identity', an 'Identity Number' field, and a 'Date of Birth (origo)' field. A green 'Validation' bar is positioned below the form fields. At the bottom right, there are 'Previous' and 'Next' navigation buttons. The top navigation bar includes links for Dashboard, Endowment Management, Endowment Parties, Endowment Assets, Disclosures and Acknowledgements, Licenses, Reports, and Support and Empowerment. The top right corner features a search bar, a language selector (AR), and a user profile icon.

Step seven:

Review the application details. You can also edit the information by clicking the designated icon. Then, agree to the declaration and click Submit Application.

Endowment Management + Endowment Registration

Request Summary

You have completed 7 out of 7 steps.

Endowment Data

Endowment Assets

Endowment Conditions and Disbursement Channels

Endowers Data

Seers Data

Beneficiaries Data

Request Summary

Endowment Data

Type of Endowment

Private / Offspring / Family

Endowment Name

Document Source

Document Number

Document Date

Document Attachment

Other

Amount Value

Asset Description

Endowment Conditions

Endowment disbursement channels

Seer Permissions

Endowers Data

Seers Data

Beneficiaries Data

Additional Notes

☒ I acknowledge that all data

☒ I acknowledge that I have not previously submitted this application

☒ I undertake to bear all legal and judicial consequences arising from the inaccuracy of the acknowledgements and undertakings stated above in accordance with the applicable laws and regulations

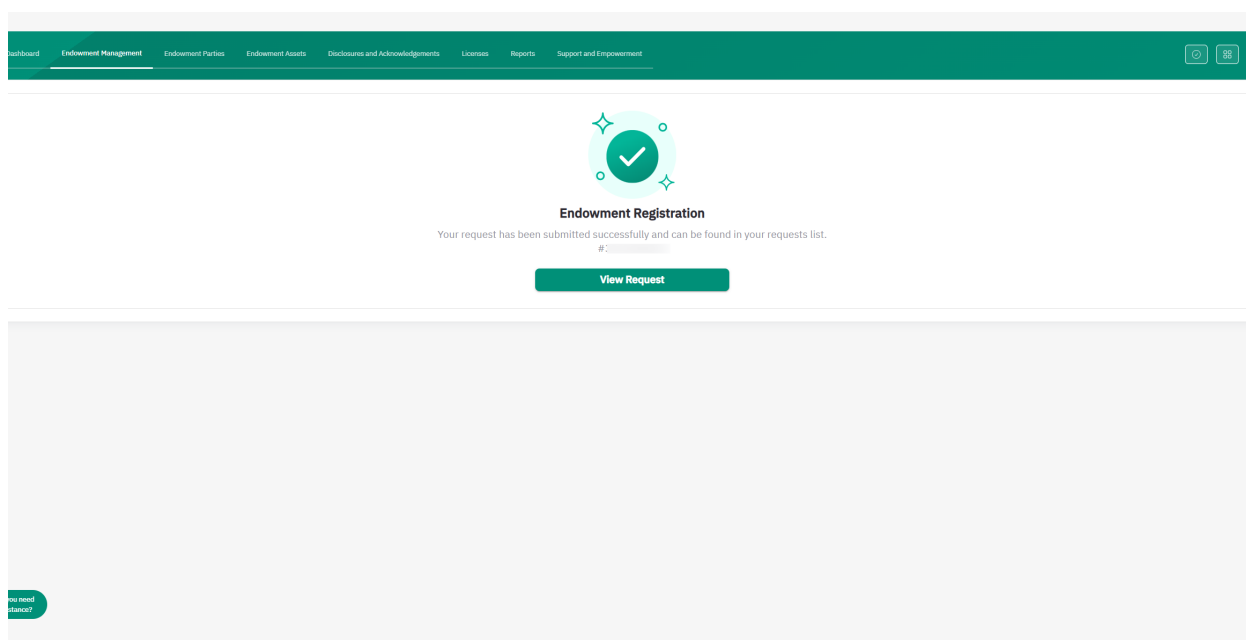
☒ I acknowledge that the information provided is accurate and that the actual beneficiaries of the Endowment are those whose data has been submitted

Do you need assistance?

Previous

Send Request

After submitting the application, a message will appear indicating that the application is under review.



أوقاف | الخدمات الرقمية
Awqaf | Digital Services

