



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.

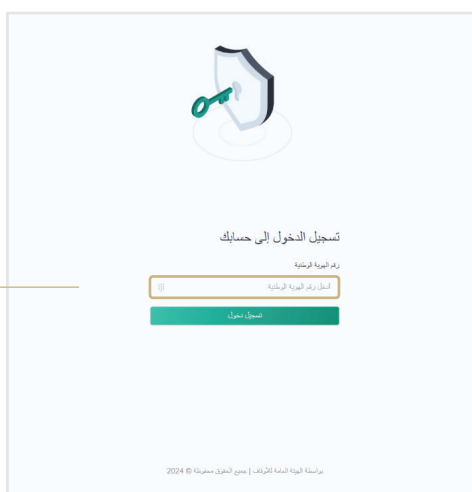
Registration Benefits

- 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."

The screenshot displays the 'Endowment Registration' service page. The page has a green header with navigation links: Dashboard, Endowment Management, Endowment Parties, Endowment Assets, Disclosures and Acknowledgments, Licenses, Reports, and Support and Empowerment. The main content area is titled 'Endowment Registration' and includes a 'Service Description' section with the text: '*This service enables the issuance of an Endowment certificate by receiving requests for issuance'. Below this is a 'Service Steps' section with a list of five steps: 1. Complete the service form and all required fields, 2. Upload all required files within the service form, 3. Send Request, 4. Review of the request by specialists, and 5. Your statement of Request Acceptance or Rejection. At the bottom of the service steps, there is a green button labeled 'Start Service' with a right-pointing arrow. In the bottom left corner, there is a small green button with a speech bubble icon and the text 'Do you need assistance?'.

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 / Charitable / Family', 'Public / Charitable', and 'Shared'.
- دفع بإيالة أيات الأوقاف***: A dropdown menu with one visible option: 'دفع بإيالة أيات الأوقاف'.

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.

Endowment Management - Endowment Registration

You have completed 1 out of 7 steps.

Endowment Data Endowment Assets Endowment Conditions and Disbursement Channels Endowers Data Seers Data Beneficiaries Data Request Summary

Endowment Name*

Endowment Creation Date *

Type of Endowment *

Private / Offspring / Family Public / Charitable Shared

مصدر وثيقة إنشاء الوقف *

Next ->

Do you need assistance?

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

Endowment Management » Endowment Registration

You have completed 1 out of 7 steps.

Endowment Data Endowment Assets Endowment Conditions and Disbursement Channels Endowers Data Seers Data Beneficiaries Data Request Summary

Endowment Name*

Endowment Creation Date *

Type of Endowment *

Private / Offspring / Family Public / Charitable Shared

نوع وثيقة أوقاف *

وثيقة أوقاف

Next ->

Do you need assistance?

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

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, 2. Endowment Assets, 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 for 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 7 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 'Endowment Disbursement Channels' section is expanded, showing a grid of categories with radio buttons for selection:

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 also includes a search bar and a list of items with a '+' icon to add more.

At the bottom, there is a footer with a question mark icon and the text 'Do you need assistance?' and navigation buttons for 'Previous' and 'Next'.

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.

The screenshot shows the 'Seers Data' step in the 'Endowment Registration' process. The progress bar indicates that 5 out of 7 steps are completed. The steps are: Endowment Data, Endowment Assets, Endowment Conditions and Disbursement Channels, Endowers Data, Seers Data (current step), Beneficiaries Data, and Request Summary. Below the progress bar, there is a 'Retrieve my data' link. The 'Type of Identity' dropdown is set to 'National Identity'. The 'Identity Number' and 'Date of Birth (Hijri)' fields are empty. A green 'Validation' button is present. At the bottom, there are 'Previous' and 'Next' navigation buttons.

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' workflow within the 'Endowment Management' section. The progress bar indicates that the user is currently on the 'Beneficiaries Data' step (Step 6 of 7). The steps are: Endowment Data, Endowment Assets, Endowment Conditions and Disbursement Channels, Endowers Data, Seers Data, Beneficiaries Data, and Request Summary.

Under the 'Beneficiaries Data' section, there is a 'Retrieve my data' option. Below it, the 'Type of Identity' is set to 'National Identity'. The 'Identity Number' field is empty, and the 'Date of Birth (origo)' field is also empty. A green 'Validation' bar is present below the input fields.

At the bottom right of the form, there are two buttons: 'Previous' and 'Next'.

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

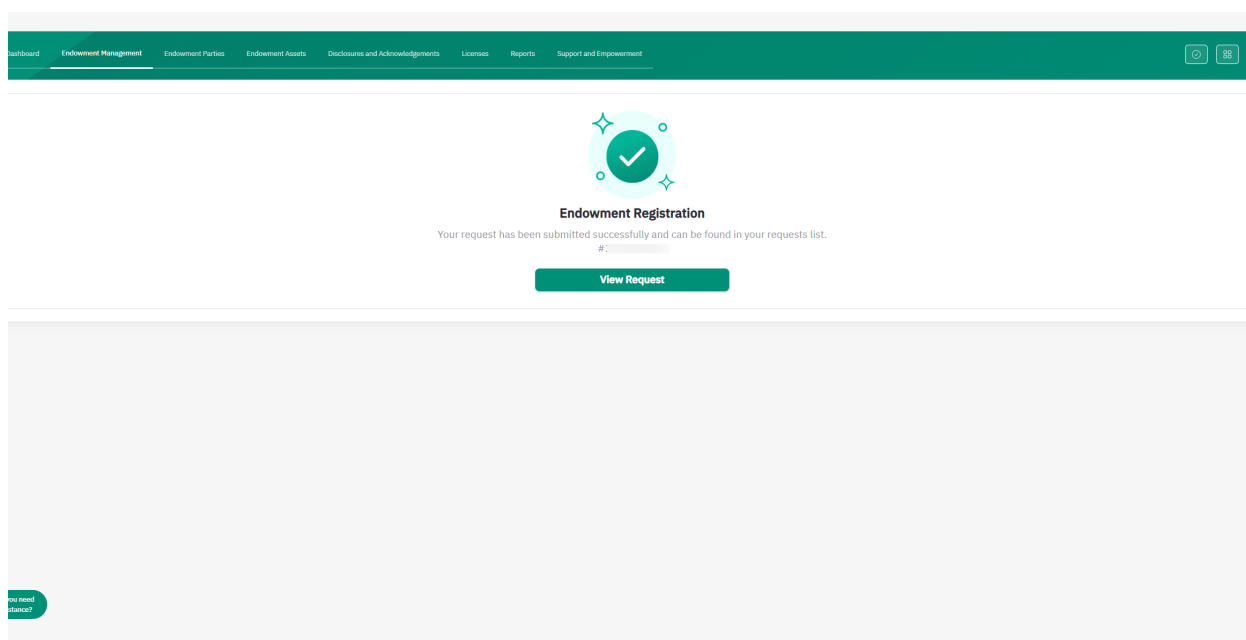
☒ I acknowledge that the information provided is accurate and that the actual beneficiaries of the Endowment are those whose data has been submitted

Do you need assistance?

Previous

Send Request

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



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