

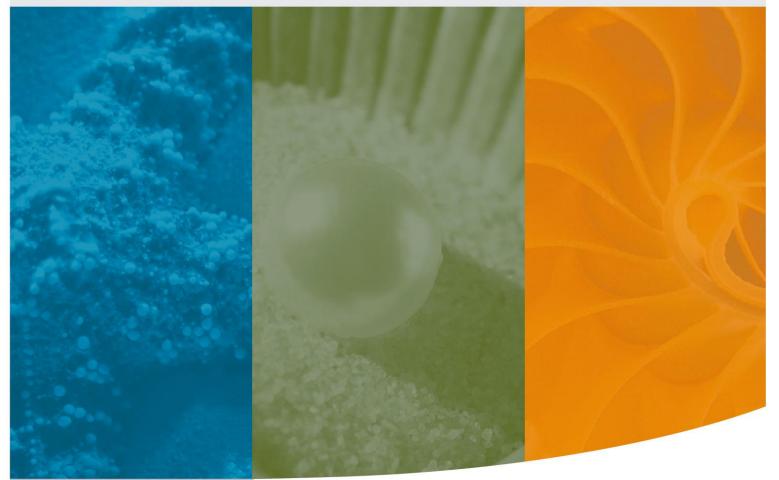
Content for your Business



Ministry of Municipality and Environment

Property Certificate

EVER EAST MED



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Document History

Author	Version	Date	Change Reference

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Legends

Кеу	Definition
ET	EVER TEAM
EG	EVER GROUP
ES	EverSuite
ECM	Enterprise Content Management
i	Information
<u>ل</u>	Note
<u> </u>	Warning
8	Critical Information
	Action



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1. INTRODUCTION

This document is a user guide, giving assistance to the system users and guiding them step-by-step on how to use the features and what actions and procedures to be followed. The "Property Certificate" form allows the user to send the appropriate information to the municipality and get the needed reply.



2. LOGIN PAGE

The screen shown below permits the admission to the system:

	-
Ministry of Municipality & Environment Building Permit System	X
Applicant ID Mobile number	

Figure 1: Login Page

Enter the ID and Mobile Number to receive the code number that should be inserted. Enter the code number in the "Code" field and then click on "Login":

	Ministry of Municipality & Environment Building Permit System	X
	29042200510	10
	66723660	
	Code	
	LOG IN	
-		

Figure 2: Login Page- Code

2.1. Wizard Form

When you log into the application the following wizard will open guiding you step by step to fill in the needed data:



		Certificate	•
1. PIN Data 2. Owner	Data 3. Applic	ant Data 🔪 4. Attachments 🔪	
PIN Data	Pin No. Municipality Location Street No. Street Name Real Estate No. Land No. Title Deed No. Area Space	This field is required This field is required	
		Back Next	
		Figure 3: Pin Data	

2.1.1. PIN DATA

Steps for filling the Pin Data:

- **Pin No.:** Enter the appropriate Pin Number and click on . If the number is valid the rest of the fields (Municipality, Location, Street No., Street Name, Area Space) will be filled automatically with the appropriate value:

	Certificate	
1. PIN Data 2. Owner Data 3. Applic	ant Data 🔪 4. Attachments 🔪	
PIN Data		
Pin No.	67070279	
Municipality	AL Doha Municipality 👻	
Location	67	
Street No.	914	
Street Name	روضة الغرس	
Real Estate No.]
Land No.	7]
Title Deed No.	120]
Area Space	874.92]
	Back Next	
	DBD. NEAL	

Figure 4: Pin Data – Valid Pin Number



- Real Estate Number: Enter the Real Estate number.
- **Title Deed No.**: Enter the Title Deed number.
- Area Space: this field is filled automatically. However, it can be changed.

Fill in all the required fields and then click on Next button appearing in the bottom part of the window; once clicked, the next interface, "Owner data", will appear.

2.1.2. OWNER DATA

The owner can be a Person/Individual, Company or Government:

1. PIN Data 2. Owner Data 3. Applicant Data 4. Attachments Personal Add Reload D No. This field is required Name (In Arabic) This field is required Type This field is required Mobile No. Government Add Government Add Companies Name (In Arabic) This field is required Record Record This field is required Record Record This field is required Record Record Record Record Record Record Record Record Record Record <p< th=""><th></th></p<>	
O Add O Add ID No. This field is required Name (In Arabic) This field is required Mobile No. This field is required Type This field is required Image: Covernment Image: Covernment Ocvernment Image: Covernment Image: Covernment Image: Covernment	
ID No. This field is required Name (In Arabic) This field is required Mobile No. This field is required Type This field is required Image: Covernment Image: Covernment	
Name (In Arabic) This field is required Mobile No. This field is required Type This field is required Image: Covernment Image: Covernment	
Name (in Arabic) This field is required Mobile No. This field is required Type This field is required Image: Constraint of the strength of t	
Mobile No. This field is required Type This field is required This field is required Covernment Covernment Covernment This field is required	
Type This field is required Image: Covernment Image: Covernment	
Government Covernment	
Government Covernment	
Government C Add Record This field is required Name (In Arabic)	Þ
Add Record This field is required Name (In Arabic) This field is required	
Record This field is required Name (In Arabic) This field is required	
Name (In Arabic) This field is required	
Arabic) / Inis field is required	
Mobile No. This field is required	
< III >>	
Back Next	

Figure 5: Owner Data

Personal:

– Personal –	
🛈 Add	BReload
ID No.	This field is required
Name (In Arabic)	This field is required
Mobile No.	This field is required
Туре	This field is required
	۲ III ۲

Figure 6: Owner Data (Personal)

Steps for filling the Owner Data (Personal):

- **ID No.:** Enter your ID Number and click on . If the number is valid the rest of the fields will be enabled.
- Name (in Arabic): Enter the owner's name in Arabic.



- Mobile No.: Enter the owner's mobile number.
- **Type**: Select the appropriate type from the drop-down list.

After filling in the required fields click on Oracle

You can also add more than one person. The "Type" dropdown list includes:

- Owner
- Inheritors of
- Orphan of
- Children of

However, when "Inheritors of" is selected and added, the dropdown list for the next person you want to add, will only include "Inheritors of" and "Owner"

Personal		
🔘 Add	🗇 Reload	
ID No.	This field is required	
Name (In Arabic)	This field is required	
Mobile No.	This field is required	
Туре	This field is required	*
	وهاب 111111111	
	< <u> </u>	Σ

Figure 7: Owner Data (Personal) – Add/ Reload

- To empty the fields, click on "Reload"
- To remove an added person click on 🥯

Companies:

This field is required
This field is required
This field is required
۰ III ا

Figure 8: Owner Data (Companies)

Steps for filling the Owner Data (Companies):



- Commercial License No.: Enter the appropriate Number and click on¹. If the number is found to be valid the rest of the fields will get enabled.
- Name (in Arabic): Enter the company's name.
- Mobile No.: Enter the mobile number.

After filling in all required fields click on OAdd

You can add more than one company.

To delete a company click on \bigcirc .

Government:

Government		
🔘 Add		
Record	This field is required	
Name (In Arabic)	This field is required]
Mobile No.	This field is required]

Figure 9: Owner Data (Government)

- **Record**: Enter the appropriate Number and click on Record. If the number is valid the rest of the fields will be enabled.
- Name (in Arabic): Enter the name of the governmental facility.
- Mobile No.: Enter the mobile number.

After filling in the required data click on ^{O Add}

You can add more than one organization.

To delete an added facility, click on .

To go back to the previous interface click on Back; to go to the next interface click on

Next

, provided that all the required fields are filled.

The "Back" and "Next" buttons appear in the bottom of the page as shown below:



	Certificate			
1. PIN Data 2. Owner Data 3. Applicant Data 4. Attachments				
Personal		Companies		
💿 Add	Seload .	💿 Add		
ID No.	This field is required	Commercial License No.	This field is required	
Name (In Arabic)	This field is required	Name (In Arabic)	This field is required	
Mobile No.	This field is required	Mobile No.	This field is required	
Туре	This field is required			
	وهاب 1111111111		<	•
	4 III >>			
Governmen	t			
💿 Add				
Record	This field is required			
Name (In Arabic)	This field is required			
Mobile No.	This field is required			
	< <u> </u>		- K	
	•	Back Next 📫		

Figure 10: back & Next Buttons

2.1.3. APPLICANT DATA

Certificate 🗖 🛛			
1. PIN Data 2. Owner Data	a 3. Applio Data	cant 4. Attachments	
Applicant Data			
	<u>ID No.</u>	1111111111	
	Name (In Arabic)	وهاب عبدالله	
	Mobile No.	33532822	
		Back Next	

Figure 11: Applicant Data



Steps for filling the Applicant Data:

- **ID No.:** Enter your ID Number and click on R. If the number is valid the rest of the fields will be enabled.
- Name (in Arabic): Enter the Applicant name in Arabic letters.
- Mobile No.: Enter the Applicant's mobile number.

To go back to the previous interface click on Back; to go to the next interface click on

Next 📫

provided that all the required fields are filled.

2.1.4. ATTACHMENTS

Certificate
1. PIN Data 2. Owner Data 3. Applicant Data 4. Attachments
Attachments
Î Upload
Title Deed Property Document Landlord ID copy Applicant ID copy Note: Title deed and Property Document must be certified by Real Estate Registration department dated no more than sk months
Finish Back

Figure 12: Attachments

To attach the files related to every field (Title Deed, Property Document, Landlord ID Copy, and Applicant ID Copy), click on, and select the needed file:



Certificate
1. PIN Data 2. Owner Data 3. Applicant Data 4. Attachments Attachments 3. Applicant Data 4. Attachments
Î Upload
Title Deed قرالمالگیات Property Document قرالمالگان السکمیه زیاری Landlord ID copy قالد تحصیف للمالی الیالی Applicant ID copy قالد تحصیف للمقدم الطلبی Note: Title deed and Property Document must be certified by Real Estate Registration department dated no more than six months
Back Finish

Figure 13: Attachments selected

Click on Upload to upload the selected documents:

	Certificate	
1. PIN Data 2. Owner Data	3. Applicant Data 4. Attachments	
Attachments		
û Upload		
Title Deed Property Document Landlord ID copy Applicant ID copy Note: Title deed and Property Do	معطط الملكية معطط الملكية الملحمة لمعطم الملكية المعلمية للمالك فق الشخصية لمقدم الطلب ocument must be certified by Real Estate Registration dep	Delete Delete Delete Delete
	Back Finish	

Figure 14: Uploaded Attachments



The "Delete" button appears next to each field allowing you to delete the attached document and attach another one.

2.1.5. FINISH

After uploading all files click on "Finish"; the data will be sent to the appropriate municipality (according to the pin number).