Ministry of Municipality and Environment

Property Certificate

EVER EAST MED

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Document History

Author	Version	Date	Change Reference

Document Reviewers

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Legends

Key	Definition
ET	EVER TEAM
EG	EVER GROUP
ES	EverSuite
ECM	Enterprise Content Management
(i)	Information
(note icon)	Note
(warning icon)	Warning
(critical icon)	Critical Information
(action icon)	Action

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Figures

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

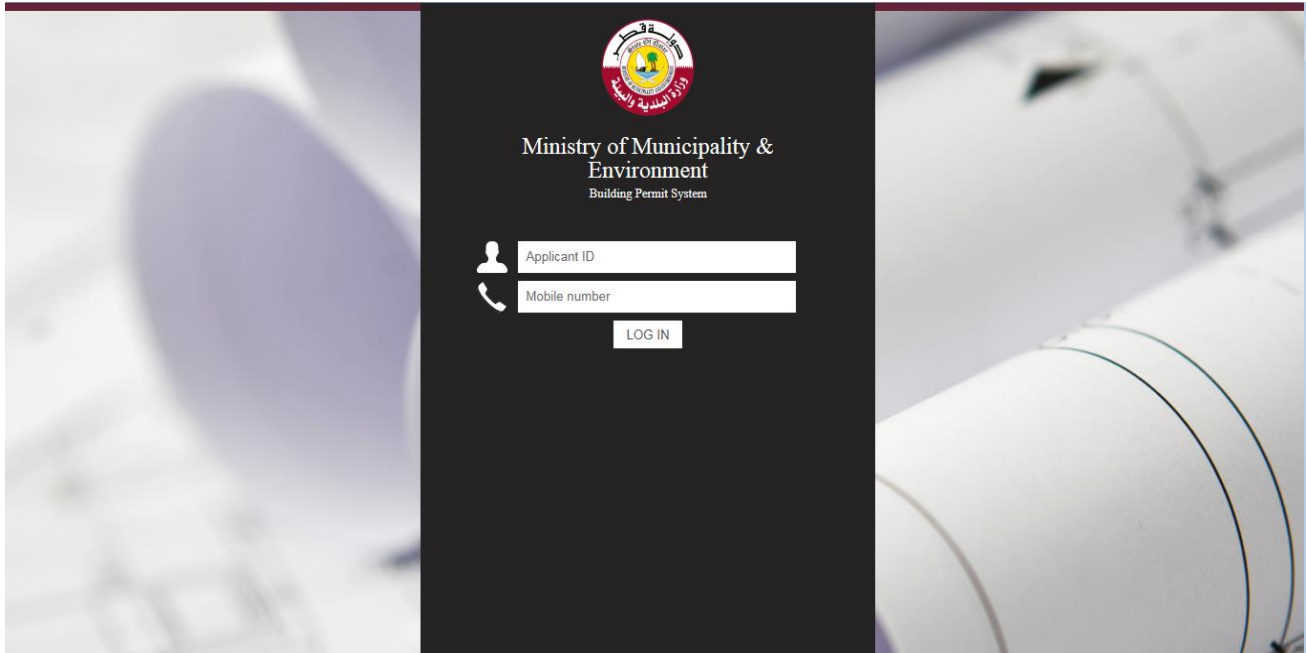The screen shown below permits the admission to the system:

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":
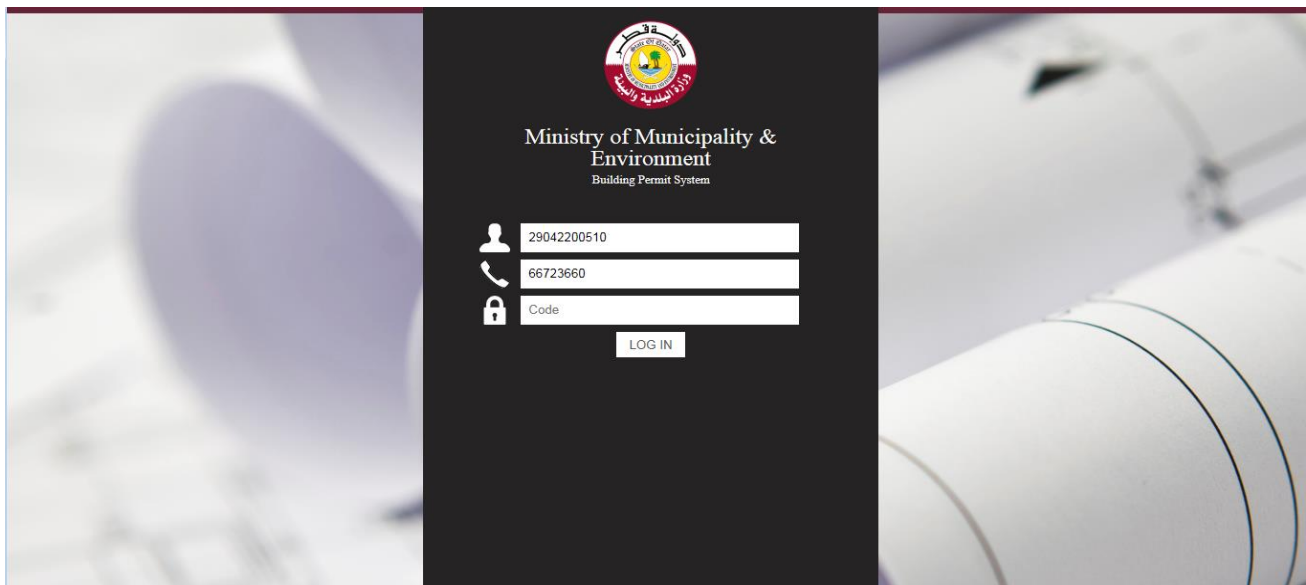

Figure 2: Login Page- Code

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:

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:

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

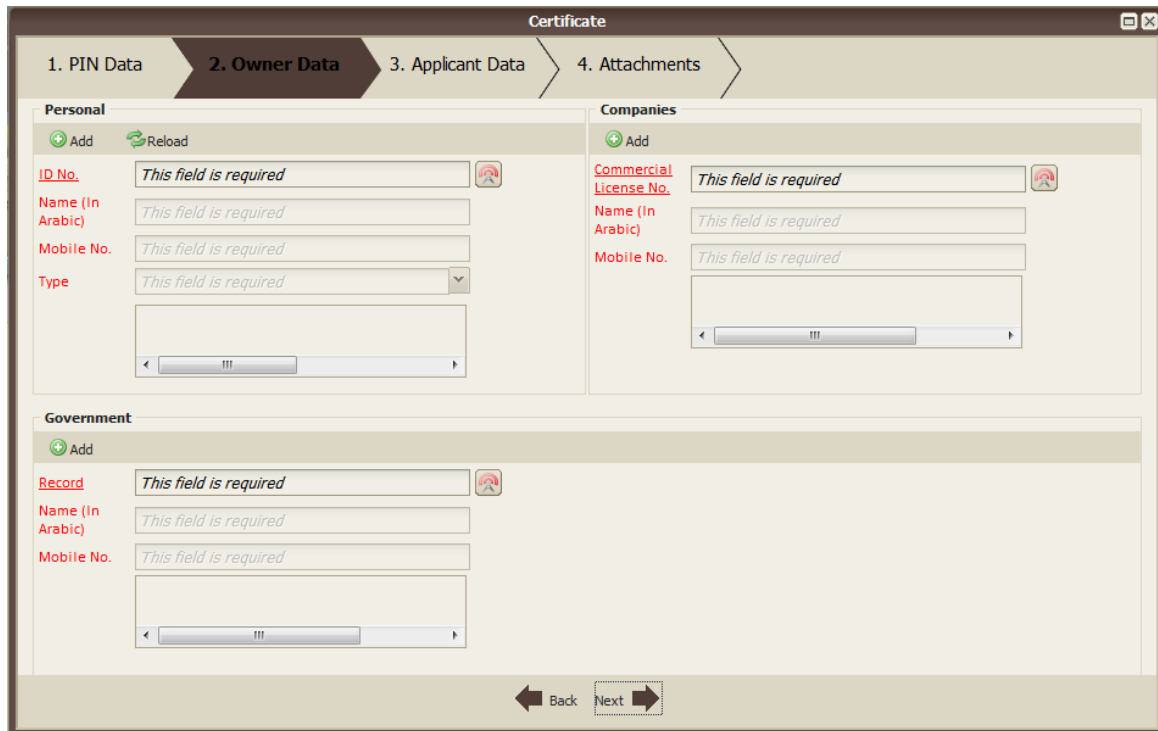The owner can be a Person/Individual, Company or Government:
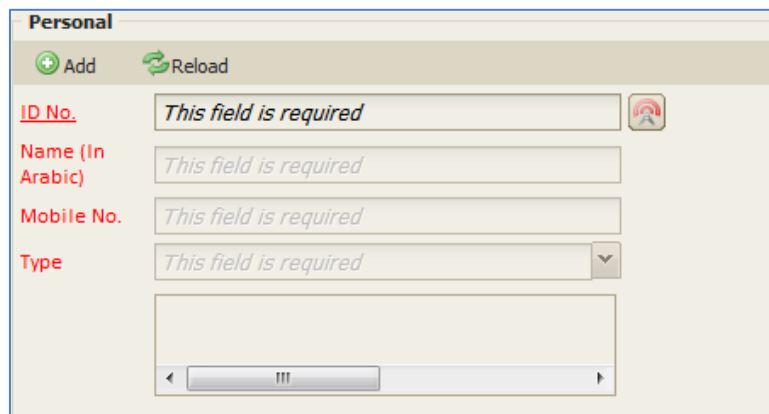

Figure 5: Owner Data

Personal:

Figure 6: Owner Data (Personal)

Steps for filling the Owner Data (Personal):

- **ID No.:** Enter your ID Number and click on [icon]. 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 ⊕ Add .

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"

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

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

Companies:

Figure 8: Owner Data (Companies)

Steps for filling the Owner Data (Companies):

- **Commercial License No.:** Enter the appropriate Number and click on . 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 .

You can add more than one company.
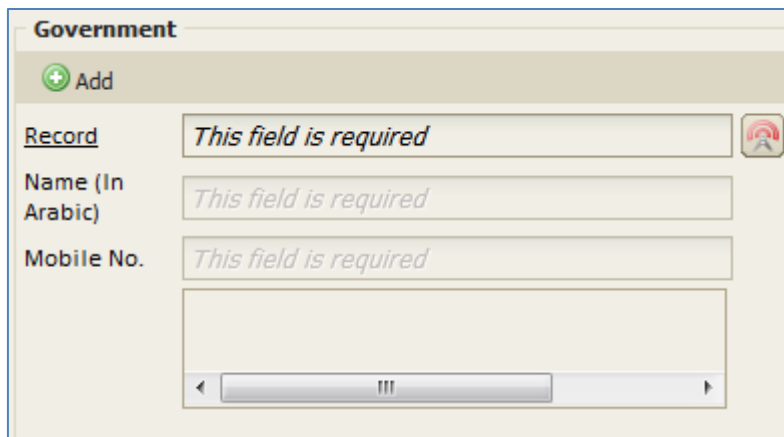
To delete a company click on .

Government:

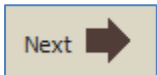**Figure 9: Owner Data (Government)**

- **Record**: Enter the appropriate Number and click on . 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 .

You can add more than one organization.

To delete an added facility, click on .

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

 , provided that all the required fields are filled.

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

Figure 10: back & Next Buttons

2.1.3. APPLICANT DATA

Figure 11: Applicant Data

Steps for filling the Applicant Data:

- **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 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

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:
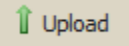
Figure 13: Attachments selected

Click on ⬆ Upload to upload the selected documents:

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).