



Electricity Meter

User's Guide

Version 1.0

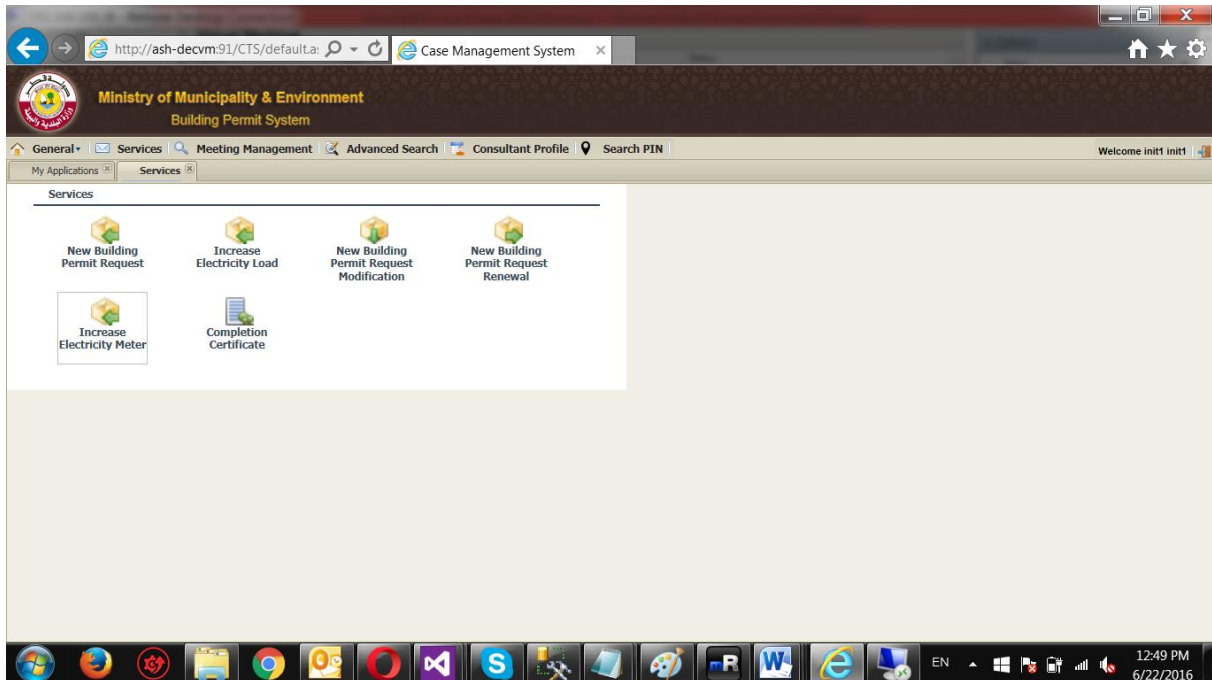
Date: 22/6/2016

Content

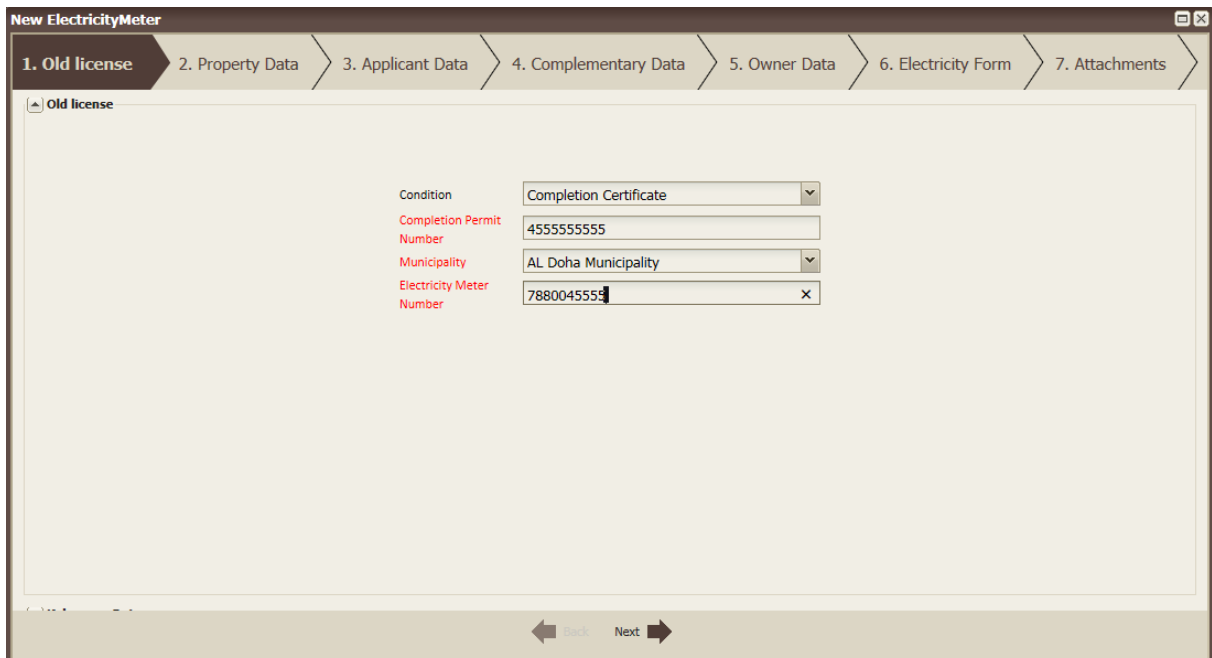
1. INCREASE ELECTRICITY METER	2
.1.1 OLD LICENSE	3
.1.2 PROPERTY DATA	4
.1.3 APPLICANT DATA	5
.1.4 COMPLEMENTARY DATA	6
.1.5 OWNER DATA	7
.1.6 ELECTRICITY FORM	9
.1.7 ATTACHMENTS	11

1. Increase Electricity Meter

In case the owner builds an additional room or place that needs a new electricity meter, he can send a request to increase an electricity meter by clicking on "Increase Electricity Meter".



The following window opens guiding you step by step on how to initiate the request and insert the appropriate data:



1.1. Old License

This tab allows you defining the old obtained licenses as well as inserting all needed details:

New ElectricityMeter

1. Old license > 2. Property Data > 3. Applicant Data > 4. Complementary Data > 5. Owner Data > 6. Electricity Form > 7. Attachments

Old license

Condition: Completion Certificate

Completion Permit Number: 455555555

Municipality: AL Doha Municipality

Electricity Meter Number: 788004555

Back Next

New ElectricityMeter

1. Old license > 2. Property Data > 3. Applicant Data > 4. Complementary Data > 5. Owner Data > 6. Electricity Form > 7. Attachments

Old license

Condition: Missing Completion Certificate

Electricity Meter Number: 788004555

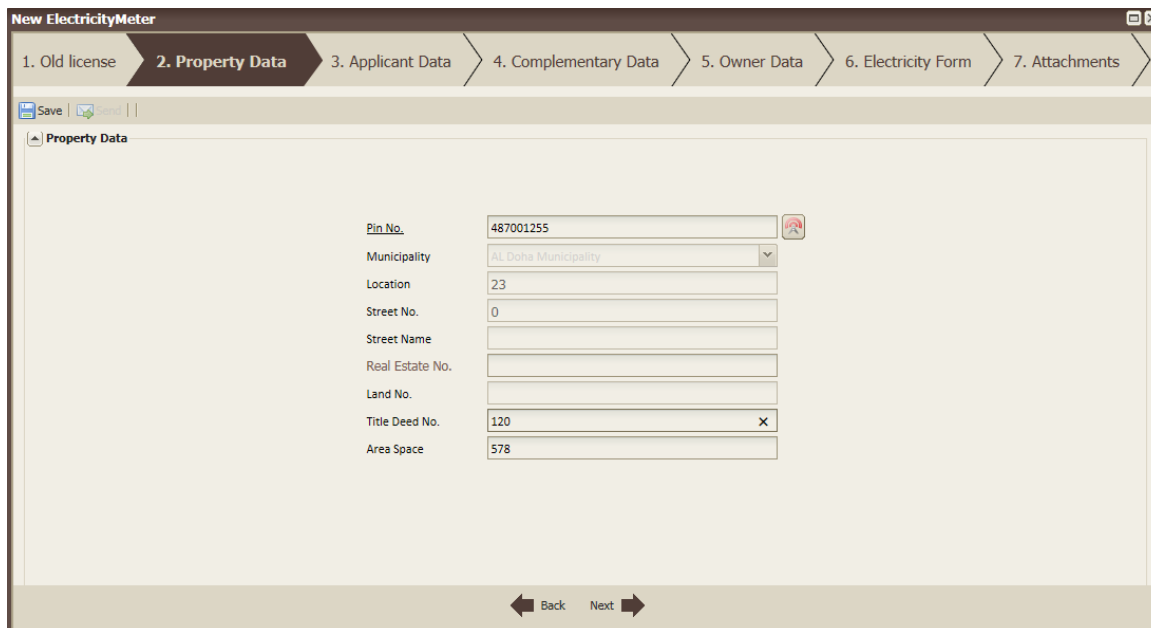
Back Next

The screenshot shows a web application window titled "New ElectricityMeter". At the top, there is a navigation bar with seven steps: 1. Old license (active), 2. Property Data, 3. Applicant Data, 4. Complementary Data, 5. Owner Data, 6. Electricity Form, and 7. Attachments. Below the navigation bar, the "Old license" section contains three fields: "Condition" (a dropdown menu with "Building Permit" selected), "Building Permit Number" (a text input field containing "780008888"), and "Municipality" (a dropdown menu with "AL Doha Municipality" selected). At the bottom of the form, there are "Back" and "Next" navigation buttons.

- **Condition:** select the appropriate condition from the dropdown list. According to your selection, some fields can appear or disappear. The dropdown list includes three different conditions (Building Permit, Completion Certificate and Missing Completion Certificate).
 - Upon selecting "Building Permit", the "Building Permit number" and "Municipality" fields will appear. In this case, the owner has already received a building permit and then figured out he needs to increase electricity meter, so he sent a request to this end.
 - Upon selecting "Completion Certificate", the "Building Permit number", "Municipality" and "Electricity Permit Number" fields will appear. In this case, the building is old and a new room is added which needs increasing the electricity meter.
 - Upon selecting "Missing Completion Certificate", the "Electricity Permit Number" field will appear. In this case, the building is old and not registered in the system.

After entering the required information click on "Next" to move to the next tab.

1.2. Property Data

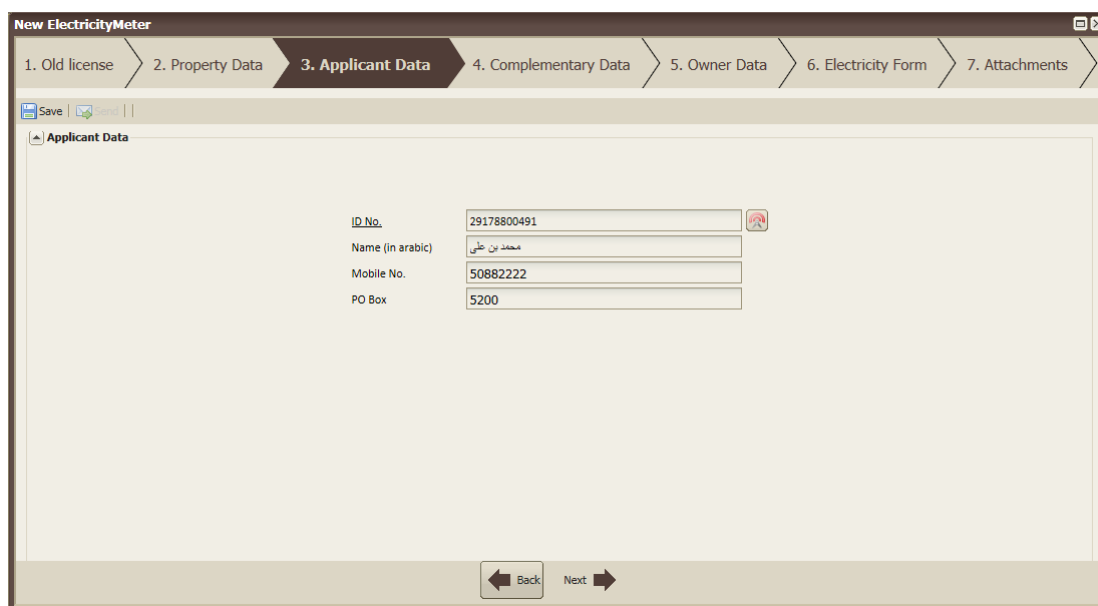



Fill in the following fields:

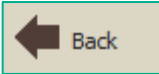
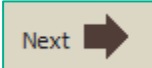
- **PIN Number:** Enter the appropriate Pin Number and click on . If the number is valid the rest of the fields will be filled automatically with the appropriate value.
- **Real Estate Number:** Enter the Real Estate number (Not mandatory).
- **Title Deed No.:** Enter the Title Deed number.
- **Area Space:** this field is filled automatically. However, it can be changed.

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

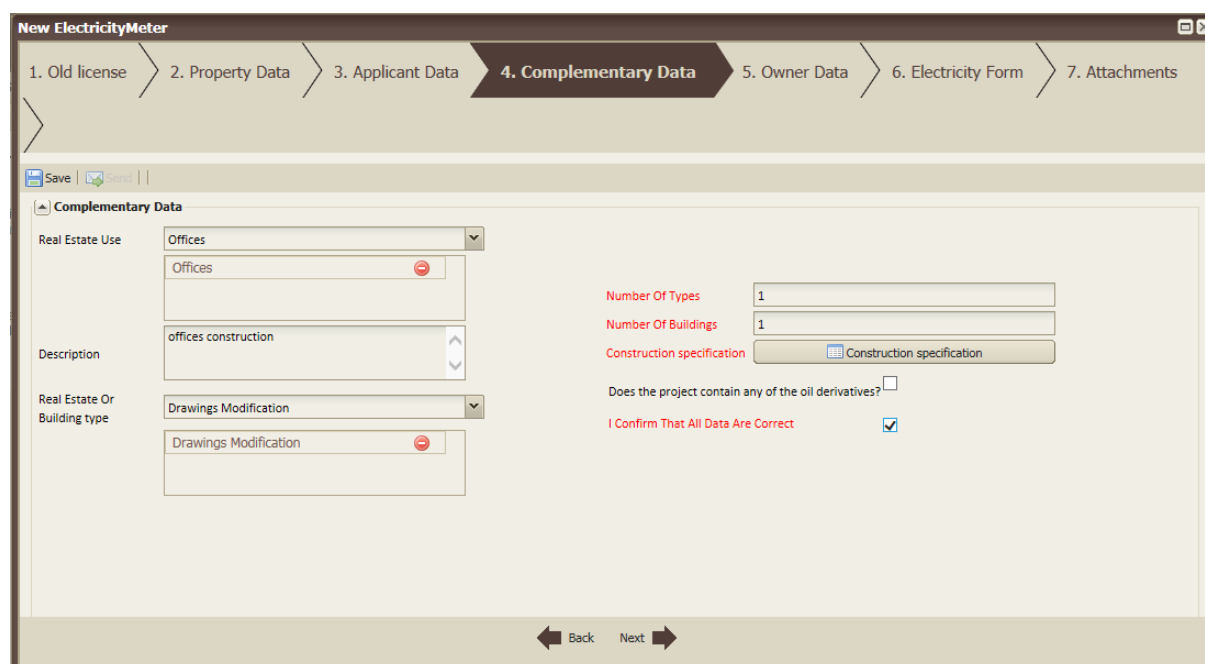
1.3. Applicant Data



- **ID No.:** This text field will be disabled if the owner is a person and will be filled with his ID No. (If the owners are more than one person, this text field will take the first entered value), else (if owner is company or government) The ID No. text field will be enabled so that you can 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 (will be disabled and filled if the owner is person).
- **P.O. Box:** enter the P.O. Box address.

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.

1.4. Complementary Data



This interface allows you to fill in all complementary data such as Real estate use, type, Description, number of types and building, construction specifications...

Upon clicking on construction specification, the following window will open:


Statement	Basement	Ground	Mezzanine	Services	First	Repeated	Roof	Total	Construction height
Number of Floors		1	1	1				3	
Area m2		1	1	2				4	
Usage		3	1	3					

Fill in the needed data and then click on “save” or “Save and close”.

1.5. Owner Data

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

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.


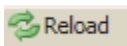
After filling in the required fields click on .

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".

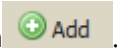
Click  to remove an added value, and  to empty the fields.

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:



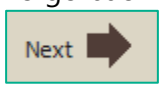
- **Record:** Enter the appropriate Number and click on . If the number is valid the rest of the fields will be enabled.
- **Name (in Arabic):** Enter the name of the governmental facility.
- **Mobile No.:** Enter the mobile number.

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.

1.6. Electricity Form

This tab allows adding the information that should be sent to KAHRAMAA:

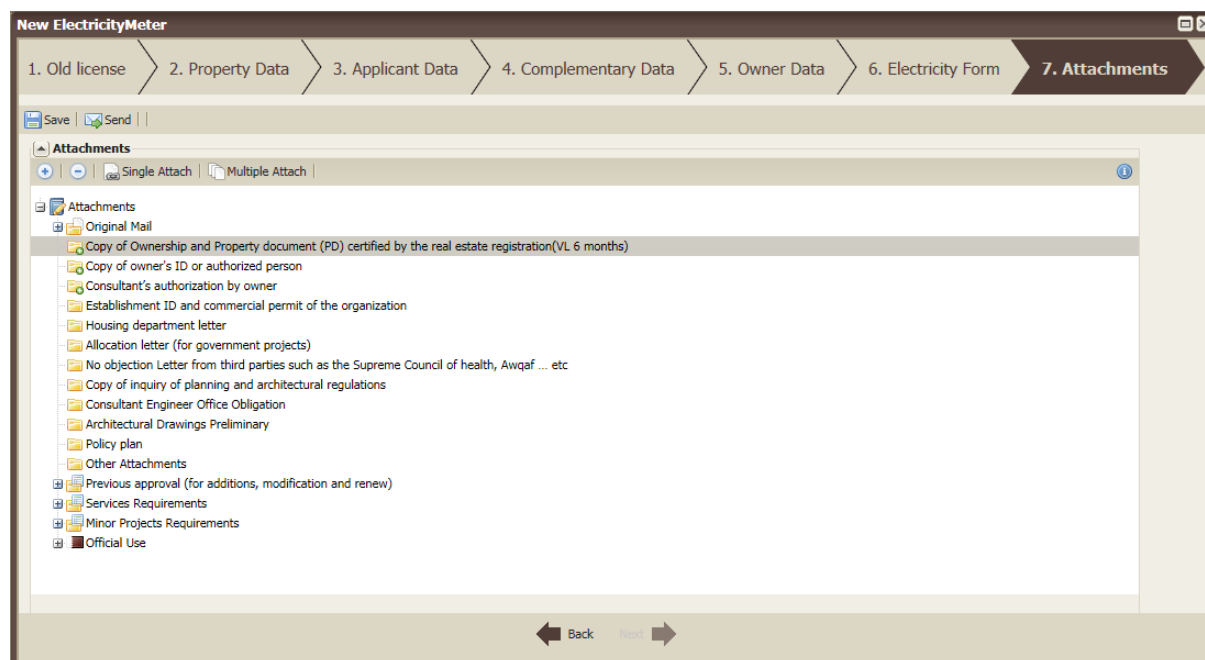
The screenshot shows a web application window titled "New ElectricityMeter". At the top, there is a navigation bar with seven steps: 1. Old license, 2. Property Data, 3. Applicant Data, 4. Complementary Data, 5. Owner Data, 6. Electricity Form (highlighted), and 7. Attachments. Below the navigation bar, there is a "Save" button and a "Cancel" button. The main content area is titled "Kahramaa Data" and contains three input fields: "Number of Electricity Meters" (a text box with a red border), "Number of Water Meters" (a text box with a red border), and "QID/CID" (a dropdown menu). At the bottom of the form, there are "Back" and "Next" navigation buttons.

Fill in the following fields:

- Number of Electricity Meters
- Number of Water Meters
- QID/ CID: to be selected from the dropdown list.

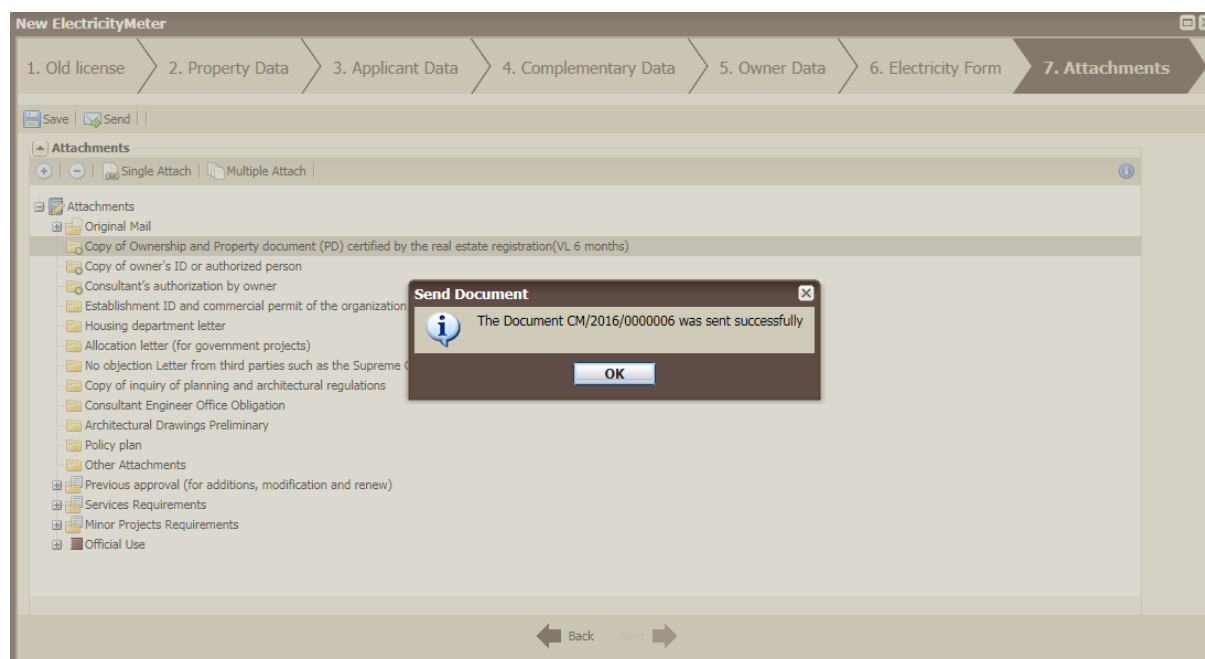
Please note that it is mandatory to fill at least one of "Number of Electricity Meters" and "Number of Water Meters" fields.

1.7. Attachments



Select the appropriate folder and then click on “Single Attach” or “Multiple Attach” buttons in order to upload the needed documents.

After attaching the document(s), the “Delete” button will appear allowing the user to delete it if necessary.



After attaching all needed documents, click on “Send”, the request will be sent to the appropriate municipality (according to the entered PIN Number), and will be studied by the municipality coordinator.

The coordinator can choose to take one of the following steps:

- Reject, therefore the request will be stopped.
- Return the request to the consultant so he performs the needed modifications and then send it back to the coordinator.
- Send it to a defined engineer.

The engineer receiving the request can choose to take one of the following steps:

- Return the request to the coordinator because he is not the concerned engineer.
- Return it to the consultant due to some missing maps.
- Accept or reject the request that will be sent to the section head.

When the section Head receives the request, he can:

- Stop it if it was already rejected by the engineer.
- If the request was approved by the engineer, the owner will be informed that his request is accepted and he can submit it to the Electricity Corporation.