KINGDOM OF BAHRAIN



Ministry of Works, Municipalities Affairs and Urban Planning

# CORNER SALE APPLICATION

## **User Manual**



**Information Systems Directorate** 



#### Contents

Overview
Documents to submit by the customers during the application request 2
How to apply for a new corner? 2
Steps to be followed for account creation: 2
How to login and apply for corner?
How to requests for new corners? 4
How to monitor corner requests progress?
How to do customer actions according to the municipality notifications and application progress in the system?



# **Corner Sale Application**

#### Overview

Corner sale application is the Ministry Of Municipalities, Bahrain official system used to requests and process sale of corner request. The system enables general public to request for a new corner and monitor the application process progress. The system is completely automated and it eliminates the manual processing. Customers are notified in each level of approval stages and whenever the customer action required in the system.

# Documents to submit by the customers during the application request

- The house ownership document adjoining the corner •
- A recent copy of survey certificate
- Others( If any) ٠

#### How to apply for a new corner?

A new customer can get his username and password by registering the user account with Municipality using the single sign-on registration.

#### Steps to be followed for account creation:

- Click on the link as shown in the above fig (1).
- Enter your personal details.
- Upon successful registration you will receive an activation link as an email.
- Click on the activation link and you will get the security code as an SMS.
- Enter the security code and your account will be active.



Fig (1)

## How to login and apply for corner?

- Enter the identity number Bahrain CPR / Bahrain CR/ GCC ID
- Enter user name
- Enter the password



### How to requests for new corners?

1. Click on New application Tab .Please refer fig (2).

$\leftrightarrow$ $\rightarrow$ C (1) Not secure	10.246.53.46:8085	5/corner/home									0• <b>☆</b>	0	Θ:
Corner Sale Applie	حدی 🖨 cation	6+ Logout	😤 Home	🏝 ALI AHMED	QAMBAR					KINGDOM OF BAI Ministry of Works, Muni and Urban Pla	BAIN Cipalities Affa nning	irs	
	Hom	е											
			New Appl y For New Ap	ication plication			<b>i</b> View N	Notification otifications de	S tail				
	Show 10	• ent	ries						Se	earch:			
	Reference Number 1	File Number	Municipality	Customer Id	Application Received Date	Plot Number 💵	Zone Description	Application Status	View Details	Customer Action			
	123		Northern	870632442	Jan 25, 2020	04039712	PRIVATE RESIDENTIAL(B)	Application Received	0				
	122		Northern	870632442	Jan 21, 2020	04039712	PRIVATE RESIDENTIAL(B)	Accepted by Check Point	0	🔚 Administrative payment			
	121	53/1/2020	Northern	870632442	Jan 21, 2020		PRIVATE RESIDENTIAL(B)	Municipality Surveyor	0				
	Showing 1 to 3 o	of 3 entries								Previous 1 Next			
		4			🍽 Ministry			🍽 Municip	alities				
# 🖉 🗆 🗮 🥼	ê 📴 🗎	6	<u>57</u>	ø						^	🖵 <sub>6</sub> (1)) ENG	01:48 2020/01	/29 3
						Fig	(2)						

- 2. Enter the Plot number
- 3. Click on button to find plot details Fig (3)

← → C ③ Not secure   10.246.5	3.46:8085/corner/ap	plication				\$	0	0
Corner Sale Application	⊜ <sub>e</sub> u∞ telo	gout 🖷 Home	LI AHMED QAMBAR _		KINGDON Ministry of Works, and Urb	d OF BAHRAIN Municipalities Affair an Planning		Ţ.
	🕷 Home / 1	vew Application					2	<b>F</b>
	Er New Applica	ition Form						
	• Fields	narked with * is ma	ndatory					
	<b>O</b> if you a	re not applying cor	ner plot for the logged in user, please register the ap	plicant from here .				
	🖧 Plot Num	ber*	Country*	Customer Id *				
	Plot number	Q, FI	nd plot Details BAHRAIN	Identity number				
	Block Numb	or *	Zone *	Corner Sides *				
	Block numb	e.	Zone code	Select Corner direction	•			
	Road Numbe	H.,	Building Number	Title deed Number*				
	Road numbe	r	Building number	Title deed number				
	O Remarks							
	Applicant re	narks						
	O Info! Th	e attachments ma	rked with red background are mandatory.					
		<u>۵</u>	Ministry	Se Municipalities			01.52	
# 🔎 🗖 🗮 🙋 🍯		🖷 🔽 🧕				🔨 💭 🐴 ሳፅ) ENG	2020/01/2	8 3

Fig (3)



#### 4. Click on accept and close button Fig (4)



Fig (4)

5. Enter all the required details, attach the documents and submit application



#### How to monitor corner requests progress?

You can view the requested application as below (fig 5) in the home page. Click on view details to view the application details

$\leftrightarrow$ $\rightarrow$ C ()	Not secure	10.246.53.46:808	5/corner/home									\$	0	0
Corner S	ale Appli	یی 🖨 cation	∞ G⇔Logout	🛠 Home	🚨 ALI AHMED	QAMBAR _					кіндром оғ ван Ministry of Works, Munic and Urban Plar	rain ipalities Aff ming	airs	
		₩Hom	ne											
			Appl	New Appl y For New Ap	ication oplication			<b>i</b> View N	Notification: otifications det	s ail				
		Show 10	▼ en	tries						Se	arch:			
		Reference Number ↓	File Į‴Number ↓†	Municipality	Customer Id ↓†	Application Received Date	Plot Number ↓†	Zone Description ⊔1	Application Status 🗊	View Details	Customer Action			
		123		Northern	870632442	Jan 25, 2020	04039712	PRIVATE RESIDENTIAL(B)	Application Received	0				
		122		Northern	870632442	Jan 21, 2020	04039712	PRIVATE RESIDENTIAL(B)	Accepted by Check Point	0	🚍 Administrative payment	<b>(</b>		
		121	53/1/2020	Northern	870632442	Jan 21, 2020		PRIVATE RESIDENTIAL(B)	Municipality Surveyor	0				
		Showing 1 to 3	of 3 entries								Previous 1 Next			
														× *
s 1424 500mm	100	10	1600 - 000									100%		
.t. 1494' 303bx	14	ų	Toolo x solopx									100%	02.10	
		e 📴		R 0	Ý						~ 토	] 🚓 (1)) ENG	2020/01/29	3

Fig (5)

Click on the notifications tab will give you all the notifications from the system for your reference.

← → C () Not secure   10.246.53.46.0005/corner/notifications#	☆ ♀ ⊖ :
الله Corner Sale Application کی الله Logout Home LALIAHMED DAMBAR. Sale Application کی کا Ministry of We and Ministry of We and	дом of Bahrain rks, Municipalities Affairs Urban Planning
Home / Notifications	2 Sector
Message from O	
Status for the application with online reference number 126 is Accepted by Check Point	3
Ministry Municipalities	02:00
	へ 🌄 🍖 如) ENG 🛛 💷 🔜

متلكة التحذين وَالْالْاللَاسَتَقَالِ وَسُؤُوْلِالْبَلِيَّاتِ وَالْتَقَطِّيْفِالْجُمَانِ

How to do customer actions according to the municipality notifications and application progress in the system?

A button will be enabled in customer action column whenever an action (document change, deposit payment, fees payment, attaching neighbor letter, customer approval) to be taken by the applicant. Click on button to do the necessary action.

AHom	ie									
	Appl	New Appl y For New Ap	ication oplication			View	Notification Notifications det	S al		
Show 10	• et	tries						Se	with:	
Notesce J	Anter 1	Hankbally	Customer M	Application Received Data	Ret II	Zone Description	Application Status II	View Details	Customer Action	
123		Northern	870632442	Jan 25. 2020	04039712	PRIVATE RESIDENTIAL(E)	Document and Details Changes	•	Document Diarges	
122		Northern	870632442	Jan 21, 2020	04039712	PRIVATE RESIDENTIAL(8)	Accepted by Check Point	•	Eldnesistis pyrant	
121	53/1/2020	Northern	870632442	Jan 21, 2020		PRIVATE RESIDENTIAL(E)	Municipality Surveyor	۰		
Showing 1 to 3 o	of 3 entries								Previous 1 Next	