



# CORNER SALE APPLICATION

## User Manual





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## 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)

### 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.

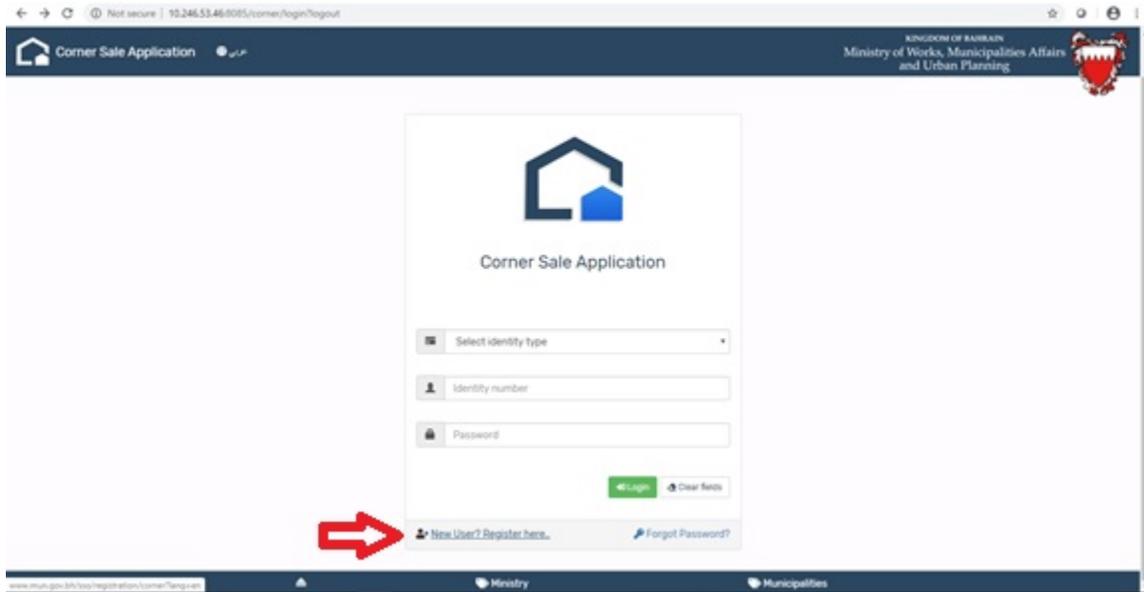


Fig (1)

### 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).

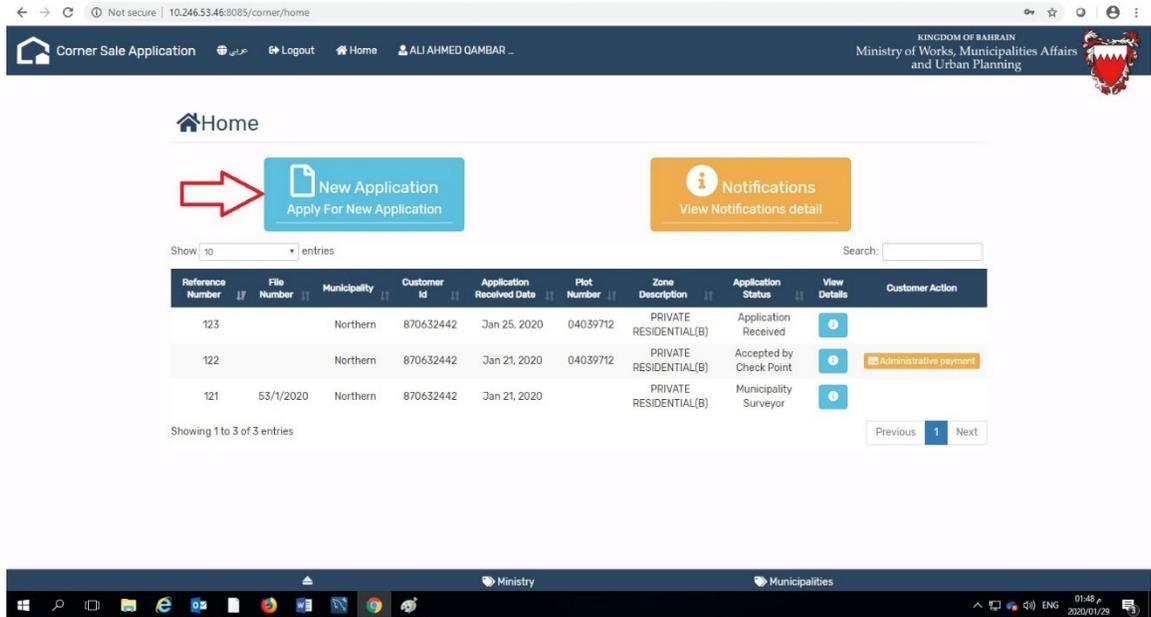


Fig (2)

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

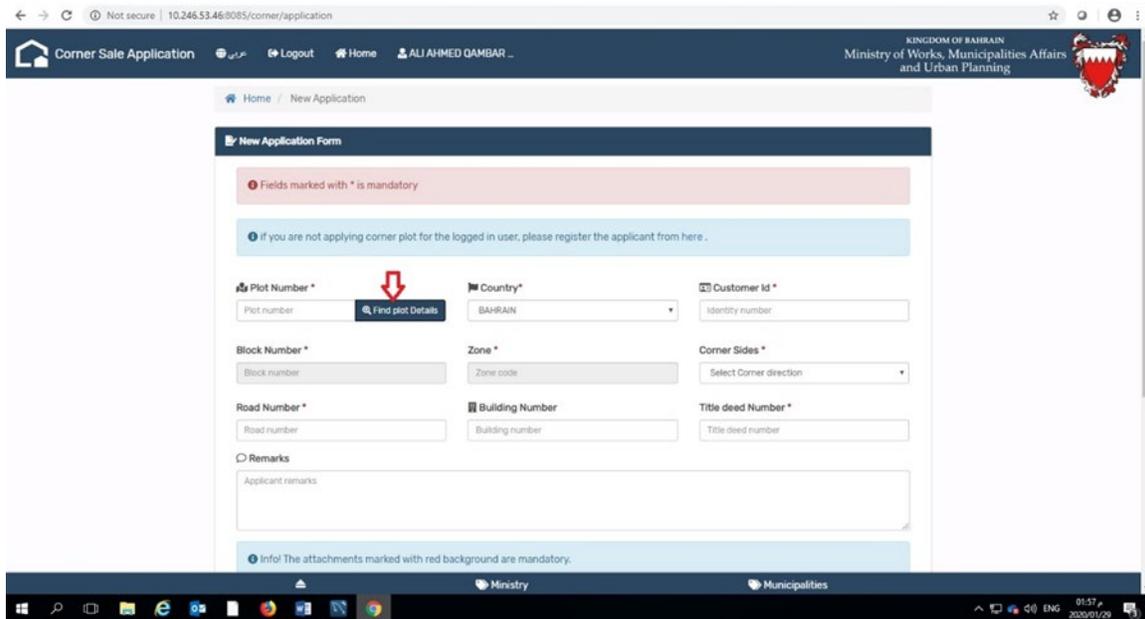


Fig (3)

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

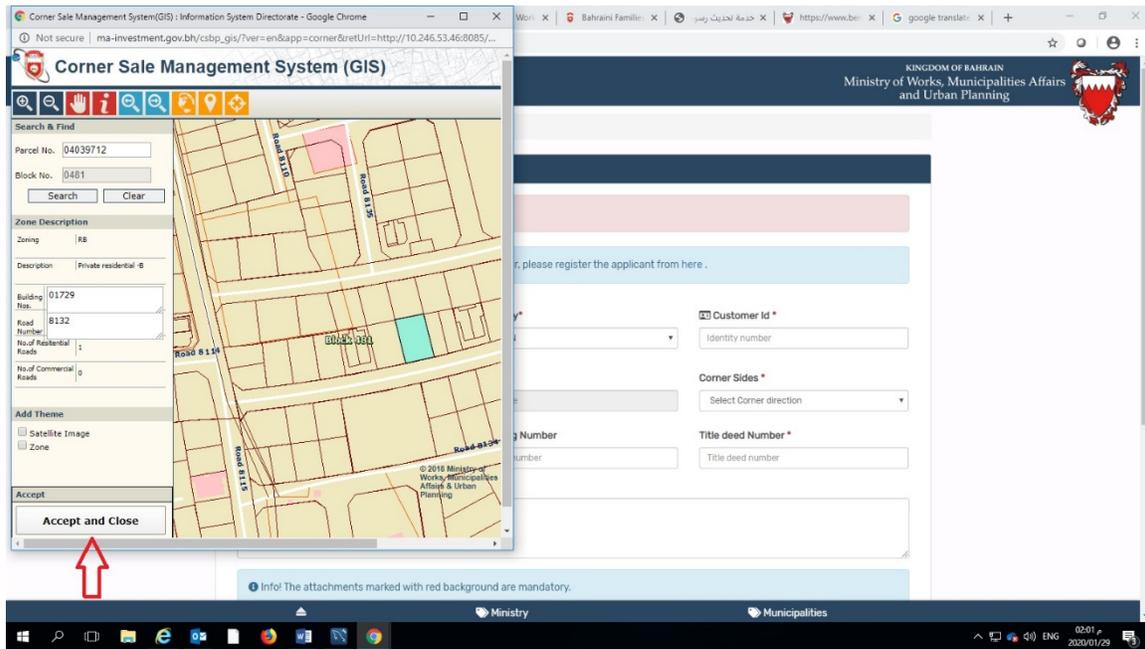


Fig (4)

#### 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

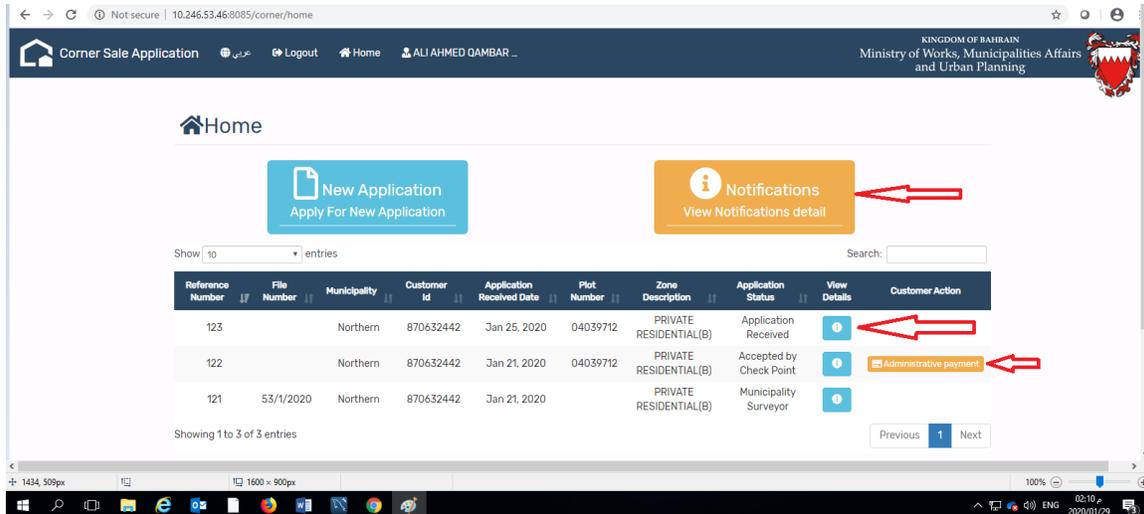
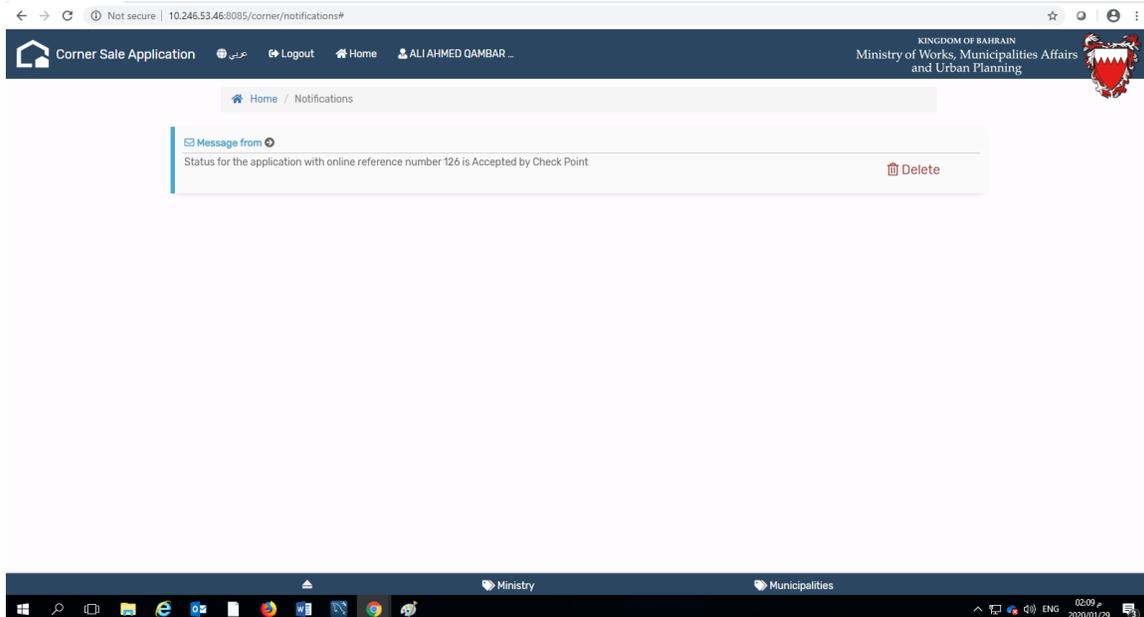


Fig (5)

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



## 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.

The screenshot displays the 'Corner Sale Application' web application. At the top, there are navigation links for 'Home', 'Logout', and the user name 'ALJ AHMED GAMBAR'. Below the navigation, there are two main buttons: 'New Application' and 'Notifications'. The main content area features a table with the following columns: Reference Number, File Number, Municipality, Customer ID, Application Received Date, Plot Number, Zone Description, Application Status, View Details, and Customer Action. Three rows of data are visible, each with a corresponding 'Customer Action' button. The first row (Reference 123) has a 'Document Changes' button. The second row (Reference 122) has an 'Administrative payment' button. The third row (Reference 121) has a 'Municipality Surveyor' button. Red arrows point to the 'Document Changes' and 'Administrative payment' buttons. The table also includes a search bar and pagination controls at the bottom.

Reference Number	File Number	Municipality	Customer ID	Application Received Date	Plot Number	Zone Description	Application Status	View Details	Customer Action
123		Northern	870632442	Jan 25, 2020	04039792	PRIVATE RESIDENTIAL(B)	Document and Details Changes	View Details	Document Changes
122		Northern	870632442	Jan 21, 2020	04039792	PRIVATE RESIDENTIAL(B)	Accepted by Check Point	View Details	Administrative payment
121	53/1/2020	Northern	870632442	Jan 21, 2020		PRIVATE RESIDENTIAL(B)	Municipality Surveyor	View Details	Municipality Surveyor