



Users Guide





Licensing services of the Ministry of Information



Licensing services



To submit the applications for obtaining the licenses of the Ministry of Information, the user will log on to the system by means of electronic authentication, where the license services page will open as shown in the photo below, and the available icons and features on the user page are as follows



1. Update my data from the Ministry of Commerce and Industry: it shall be clicked by the applicant upon entry for the first time to the system for collecting the data from the Ministry of Commerce and Industry.
2. Request a new license: For submitting any new license.
3. Notification for Data Modification: It is used to request the modification of license data previously approved.
4. Renewal of License: For applying the renewal of a license that has been previously approved and its expiry date has come to close.
5. Request to waive a license: For submitting a request for waiver of a license to another investor.
6. Request for cancellation of a license: For submitting a request to cancel any of the licenses that he/ she has.
7. Request to transfer the place of license: For submitting a request to transfer the place of license from the current location to other one.
8. Existing Licenses: Through this Icon, the existent and under procedures licenses can be tracked.
9. Licenses need to be renewed: To track the licenses that their expiry dates have come to close.
10. User Name: Click on it to access to the personal profile.
11. Exit icon: The user clicks on it and selects exit to log off the system.

Personal Profile



Personal Profile (by clicking on user name): User can view through this screen the personal data with the possibility to update the following data:

- * E-mail
- * Mobile phone number
- * Fixed telephone number

The screenshot shows a form titled 'ملفني' (My Profile) with the following fields and labels:

Field Label	Field Number
رقم الهاتف النابت	1
رقم الهاتف النقال	2
البريد الإلكتروني	3
حفظ	4
إغلاق	5

Then, after completing the update of these data, the user shall click on the save icon. After saving the data, click the Close icon (X) to exit from the page.

Application for a New License



For submitting an application for a new license, the user shall click on the new license application icon and the application screen will open to fill in the required data by using the following steps:

08/04/2018 تاريخ الطلب
رقم الطلب

سلطنة عمان
وزارة الإعلام

طلب ترخيص جديد

بيانات الطلب

مقدم الطلب
البريد الإلكتروني

اسم المتقدم
رقم السجل
تفاصيل السجل
التجاري

أختار السجل

الاسم التجاري

الشكل القانوني

رأس المال

الاسم

الصفة

الرقم العددي

حالة الأهلية

عدد العناصر في الصفحة 10

لا يوجد بيانات

اسم الترخيص

موقع المزاولة

موقع المزاولة

الموقع:
كود المكان:

حدد الموقع

إسم الرسوم

القيمة

0

لا يوجد بيانات

عدد العناصر في الصفحة 10

Application for a New License



Select the Register: firstly: the user shall click on «Select the Register» to select the commercial record to which the license will be requested based on it (it may have more than one commercial register). The system will then display the details of the selected register automatically on the application screen.

رقم السجل	الاسم التجاري	الشكل القانوني	رأس المال	حالة النشاط
98712344CR	سجل شركة سنتروبنت	شركة مساهمة عمانية عامة	10000	نشط
98712344CR	سجل شركة سنتروبنت	شركة مساهمة عمانية عامة	10000	نشط
98712344fsm CR	سجل مؤسسة سنتروبنت	تاجر فرد	10000	نشط

License Name: The list of licenses is displayed so that the user can select the required license from the available list.

- اختار قيمة --
- عمل لافتات
- محل تصوير
- مكتب ترجمة
- مكتب رئيسي لاستلام وتسليم للاعبية او الإعلان
- وكالة - شركة توزيع
- دار نشر
- وكالة - شركة دعابة واعلان
- مطبعة - فرع رئيسي
- مكتبة

Application for a New License



Select the location: The user shall click on the icon to select the location of the required license, where he / she will fill in the data and click on the icon «done» to save the entered data.

The screenshot shows a mobile application interface for applying for a new license. The form is titled 'موقع جديد' (New Location) and contains several input fields and buttons. The fields are organized as follows:

- Row 1:** Three dropdown menus for 'المحافظة' (Governorate), 'الولاية' (Region), and 'المنطقة' (District), each with a placeholder '-- اختر قيمة --' (Select a value).
- Row 2:** Three text input fields for 'الشارع' (Street), 'المنطقة' (District), and 'البلدية' (Municipality).
- Row 3:** Three text input fields for 'رقم الوحدة' (Unit Number), 'الرمز البريدي' (Postal Code), and 'صندوق البريد' (Post Box).
- Row 4:** Two buttons: 'أغلق' (Close) and 'تم' (Done).

Annotations on the form:

- 1:** A red circle highlights the 'حدد الموقع' (Select Location) button at the bottom of the screen.
- 2:** A red box highlights the three dropdown menus in the first row.
- 3:** A red box highlights the three text input fields in the second and third rows.
- 4:** A red circle highlights the 'تم' (Done) button in the fourth row.

Application for a New License



Responsible Director`s data: This section shows some licenses such as library licensing, and here the user is required to enter data as follows:

1. Enter the **civil number** of the responsible director.
2. Clicking on the **RESTORE** button to retrieve the data.
3. Enter the responsible director`s **number of the Manpower**.

The screenshot shows a web application interface for license management. At the top, there are navigation tabs: 'رأس المال', 'الشكل القانوني', 'الاسم التجاري', 'النوع', 'رقم السجل', and 'المسجل'. Below these is a table with columns: 'الاسم', 'النوع', 'الرقم المدني', and 'حالة الأهلية'. The table contains two rows with 'مستمر' in the 'النوع' column and 'تة كامل الأهلية' in the 'حالة الأهلية' column. Below the table is a pagination bar showing 'الصفحة 2 من 2 عناصر'. To the right of the table is a 'مكبنة' dropdown and a 'حدد الموقع' button. Below that is the website information: 'الموقع: محافظة مسقط ولاية بوشة الخوير', 'كود المكان: 2018:01040004:1041'. At the bottom right, there are several input fields: 'اسم المسؤول', 'الرقم المدني', 'الرقم التجاري', 'الرجسنة', and 'رقم القوى العاملة'. Three red boxes with numbers 1, 2, and 3 are overlaid on the interface: box 1 is over the 'الرقم المدني' field, box 2 is over the 'استرجاع' button, and box 3 is over the 'عدد العناصر في الصفحة' dropdown.

Fees: The value of license fees varies according to the **type of license** required and the **type of application** (new / renewal / transfer ... etc).

The screenshot shows a table with two columns: 'اسم الترخيص' and 'القيمة'. The table has two rows: 'تجديد' and 'ترخيص جديد'. The 'القيمة' column contains the values '200' and '200'. A red box with the number 1 is over the 'عدد العناصر في الصفحة' dropdown, a red box with the number 2 is over the 'اسم الترخيص' field, and a red box with the number 3 is over the 'القيمة' field.

Application for a New License



Attachments: The application attachments vary according to the type of license required, the user shall click on the «Add» icon and select the type of document to be attached to the application as shown in the photo blow:

After selecting the document type, determine the place of that document to insert it:

1. **A new file** in the event that an attachment is uploaded for the first time, i.e. it has never been attached to previous requests.
2. **My files**, if the attachment was uploaded to any of the system requests that the user has submitted previously.

Application for a New License



Then, after completing all the application data, the user will click on the «Send button»  and an automatic screen will appear with the application number as follows:



Existent Licenses: Through this feature, the user can track his / her application where the basic application data and the license status will appear for him/ her.



For details and tracking the path of the application, click on the **blue icon** shown in the photo blow, where the system will display a detailed report for user as follows:

الطلبات المرتبطة بالترخيص				
حالة الطلب	مقدم الطلب	رقم الطلب	تاريخ تقديم الطلب	نوع الطلب
		45547	04/04/2018	طلب ترخيص جديد

بيانات الإجراءات	
حالة الإجراء	اسم الإجراء
1 	قسم تصاريح الأنشطة الإعلامية
2 	دائرة التراخيص الإعلامية

Application for a New License



The report shows the **status of the procedure** during the path of the application according to the procedures followed by the Ministry: The icon shown in figure (1) indicates to that the application has ended the procedure specified in that step.

While the icon shown in number (2) indicates to that the application is still under review in the procedure of that step.

After accepting the application which contains the fees, text message and e-mail will be sent to the applicant to alert him/ her to enter the system for paying the fees, as he / she can pay the fees through the system as follows:

Existent Licenses

License Number: 45589/2018, License 45589/2018 / Art Production and Distribution
Date: From 10/04/2018 to 10/04/2018
Commercial Registration Number: 98712344 CR
Centrepont Register, Commercial Registration Expiry Date, Place, Al-Bajriya / Amerat State / Muscat Governorate)
License status: Pending payment)

The value of the fees to be collected is RO 500; please click on the payment button below

1- Click on the electronic payment icon, which in turn opens the following electronic payment screen:

2-

Service Description Service Fees: 500 OR
Contact Data common questions
Privacy Policy Delivery service document
Terms and Conditions Retrieval policy Disclaimer Policy

Oman Debit Cards All Other Cards

Application for a New License



The user shall follow the steps that appear before him / her to complete the electronic payment, after completing the electronic payment, the applicant can also extract the license electronically through a screen of the system, as follows:



1- Print license icon

The user can also print the details of the delivery of the payment made electronically through the icon in the following figure:



1- Print Payment receipt icon