

تحول
tahaoul



وزارة المالية
Ministry of Finance

مالية Maliyah

Maliyah Application User Guide



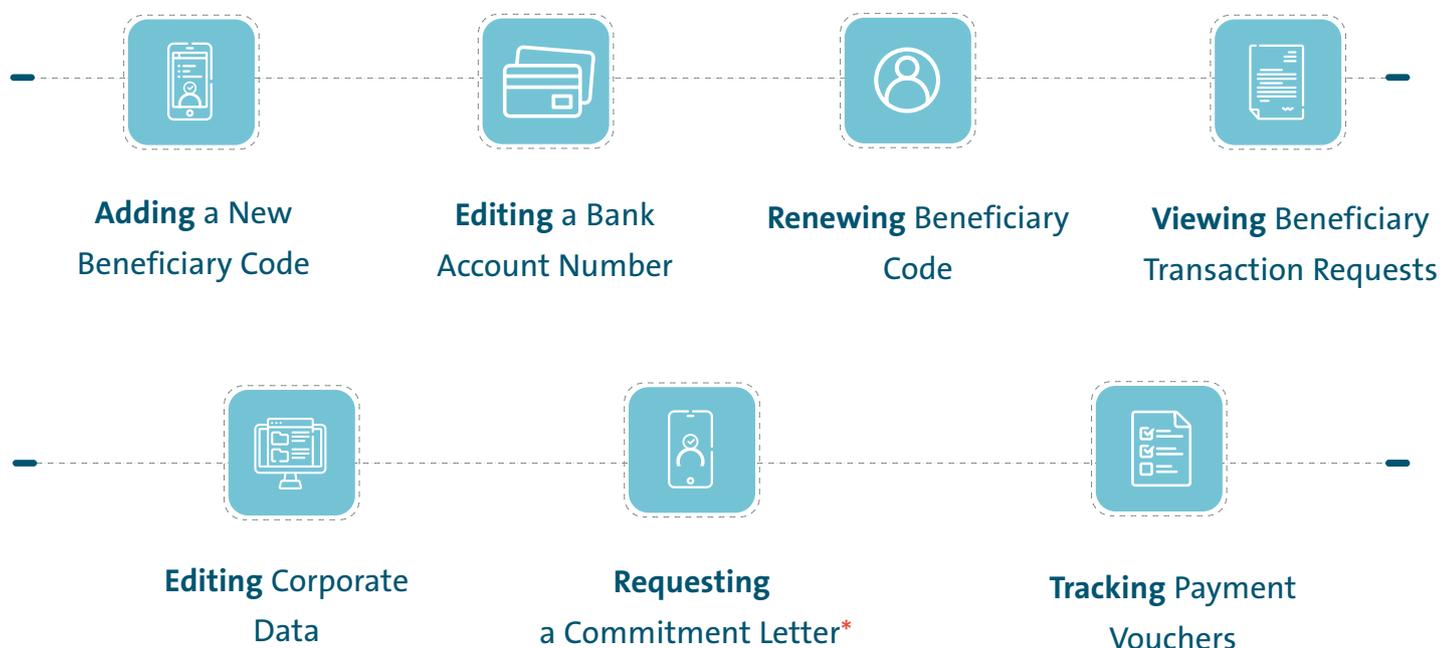
Version 2.0

1.What is the Maliyah Application?

A smart device application developed to provide beneficiaries (individuals and corporations) access to services offered by the Ministry of Finance.



Services Available in Version 2.0:



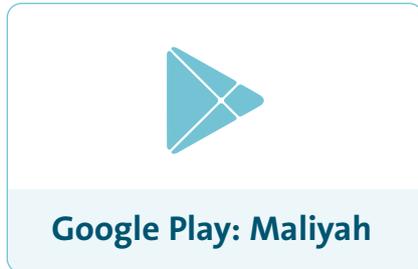
Maliyah App Features:



*Commitment Letter: issued by the Ministry of Finance to ensure that all amounts of a project are transferred to the beneficiary's bank account.

2 | How to Obtain the Maliyah Appli-

The Maliyah application can be downloaded from:



3 | Accessing the Maliyah App

A. Login

If you are already registered with the Beneficiary Services System (BSS), enter your **username** and **password** in the appropriate fields, and click the 'Login' button.



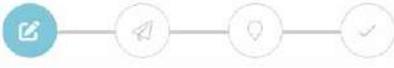
The screenshot shows the Maliyah app login interface. At the top, there is the Maliyah logo with the Arabic text 'مالية' and 'MALIYAH'. Below the logo, there are two input fields: 'User Name' with a person icon and 'Password' with a key icon. A 'Remember me' checkbox is located below the password field. A dark blue 'Login' button with a right-pointing arrow is positioned below the input fields. Below the button, there is a link that says 'Forgot my Password'. At the bottom of the screen, there are two icons: 'Corporate Registration' (a document icon) and 'Special Contract Registration' (a document icon with two hands shaking).

If your corporation is not yet registered in the BSS, follow these steps:

A. Corporate Registration

- ▶ Click on **"Corporate Registration."**
- ▶ Fill in the required data.
- ▶ Click **"Check CR Data"** to validate the entered data against the records of the Ministry of Commerce, Industry and Investment Promotion.
- ▶ After successful validation, a verification code will be sent to the registered mobile number.
- ▶ Enter the verification code to complete the registration process.
- ▶ Review the corporate data and click on **"Save Corporate Data"**.

How it works ✕
Data will be brought from Ministry of commerce and industry including the registered Mobile Number, so if your data not updated go to [Invest Easy system](#) for update first.



CORPORATE DATA CHECK

CR Number

Civil ID

Mobile

Registration Date

Enter Registration Date

Legal Status

Total Capital

Grade

The user will receive a text message with a username and password.

B. Private Contracts

Click on Special Contract Registration.

Fill in your data and attach the required document.

Click on Save Contract Data.

Following data validation, a verification code will be sent to your registered mobile number.

Enter the Verification Code in the designated field to complete the registration process.

Review your contract details and click on “Save Beneficiary Data”.

The screenshot shows a web form titled "BENEFICIARY DETAILS" with a progress indicator at the top consisting of three circles: the first is blue with a pencil icon, the second is white with a magnifying glass icon, and the third is white with a checkmark icon. The form fields are as follows:

- Contract Header**: A text input field with a document icon.
- Ministry**: A dropdown menu.
- Choose Ministry Department**: A dropdown menu.
- Civil ID**: A text input field with a document icon.
- Corporate Arabic Name**: A text input field with a document icon.
- Corporate English Name**: A text input field with a document icon.
- Arabic Address**: A text input field with a location pin icon.
- English Address**: A text input field with a location pin icon.
- Region**: A dropdown menu.
- Walyat**: A dropdown menu.
- Mobile**: A text input field with a mobile phone icon and a refresh icon.
- Postal Box**: A text input field with an envelope icon.
- Postal Code**: A text input field with a location pin icon.

Below the Beneficiary Details section is the **NATIONAL ID** section, which contains a dashed box with the text "Choose File". At the bottom of the form is the **CONTRACT COPY** section.

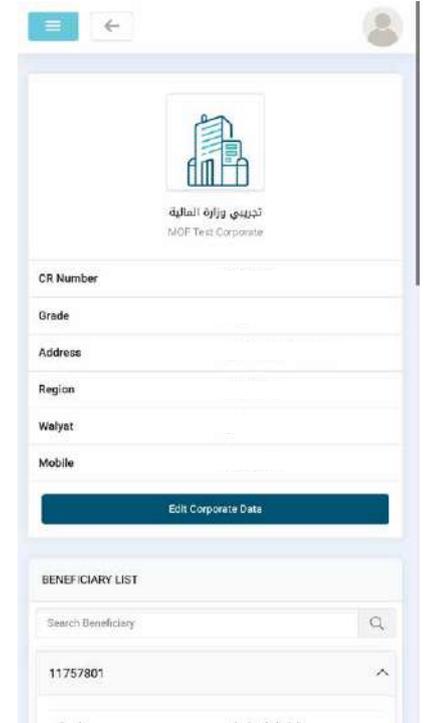
The user will receive a text message with a username and password.

4 | Accessing Maliyah App Services

1. Editing Corporate Data:

Click on "Profile Page" to:

- 01 Edit corporate data registered in the BSS.
- 02 Review the beneficiaries list and bank account details.
- 03 View payment notifications (if any).



2. Viewing Beneficiary Transaction Requests

Click on "Requests" to:

- ▶ Check the status of your requests.
- ▶ Track the details of each stage.
- ▶ Cancel any submitted request.

3. Adding a New Beneficiary Code:

- Click on **“Add Beneficiary”**.
- Fill in **your details** and attach the **required document**.
- Click on **Save Request Data**.

ADD NEW BENEFICIARY

Note
The service for Add New Beneficiary will cost 3.00/Beneficiary.

Bank
Bank Branch
Account No.
Confirm Account No.

BANK STATEMENT
Choose File

Save Request Data
Back

4.Editing a Bank Account Number:

- Click on **“Change Bank Account”**.
- Select the **beneficiary code**.
- Fill in **your details** and attach the **required document**.
- Click on **“Save Request Data”**.

CHANGE BANK ACCOUNT

Note
The service for Change Account Number will cost 1.00/Beneficiary.

BENEFICIARY LIST
11887001

Bank
Bank Branch
Account No.
Expiry

Bank
Bank Branch
Account No.
Confirm Account No.

BANK STATEMENT
Choose File

Save Request Data
Back

5. Renewing Beneficiary Code:

Click on **“Beneficiary Renewal”**.

Select the **expired beneficiary code**.

Click on **“Renew Beneficiary”**.

BENEFICIARY RENEWAL

Note
The service for Beneficiary Renewal will cost 5.00/Beneficiary.

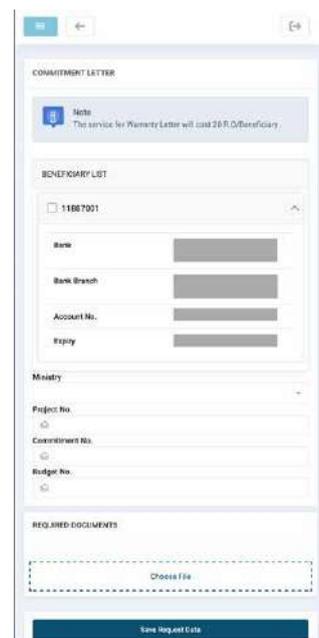
BENEFICIARY LIST
11887001

Bank
Bank Branch
Account No.
Expiry

Renew Beneficiary
Back

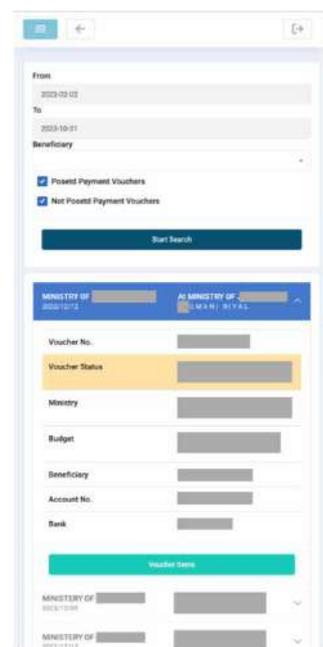
6. Requesting a Commitment Letter:

- Click on “**Commitment Letter**”.
- Select the **beneficiary code**.
- Fill in **your details** and attach the **required document**.
- Click on “**Save Request Data**”.



7. Tracking Payment Vouchers:

- Click on “**Payment Vouchers Monitor**”.
- Select the desired date range.
- Select the **beneficiary code**.
- Click on “**Start Search**” (A list of payment vouchers associated with the selected beneficiary code will appear).
- Click on a **specific payment voucher** to view detailed information, including the voucher number, contract owner, voucher value, and voucher status.

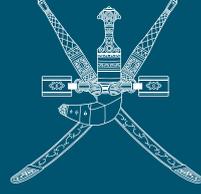


The voucher status will either show:

Contract owner: The payment voucher is currently being processed by the contract owner.

Ministry of Finance: The payment voucher has been referred to the Ministry of Finance and is undergoing processing.

The payment is being transferred to the bank: The payment has been transferred to the beneficiary's bank account.



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For further information and support, please
contact the Technical Support Department at:

MOF call center 24746000

www.mof.gov.om