



وزارة المالية  
Ministry of Finance

# مالية Maliyah

User Guide to Maliyah Application



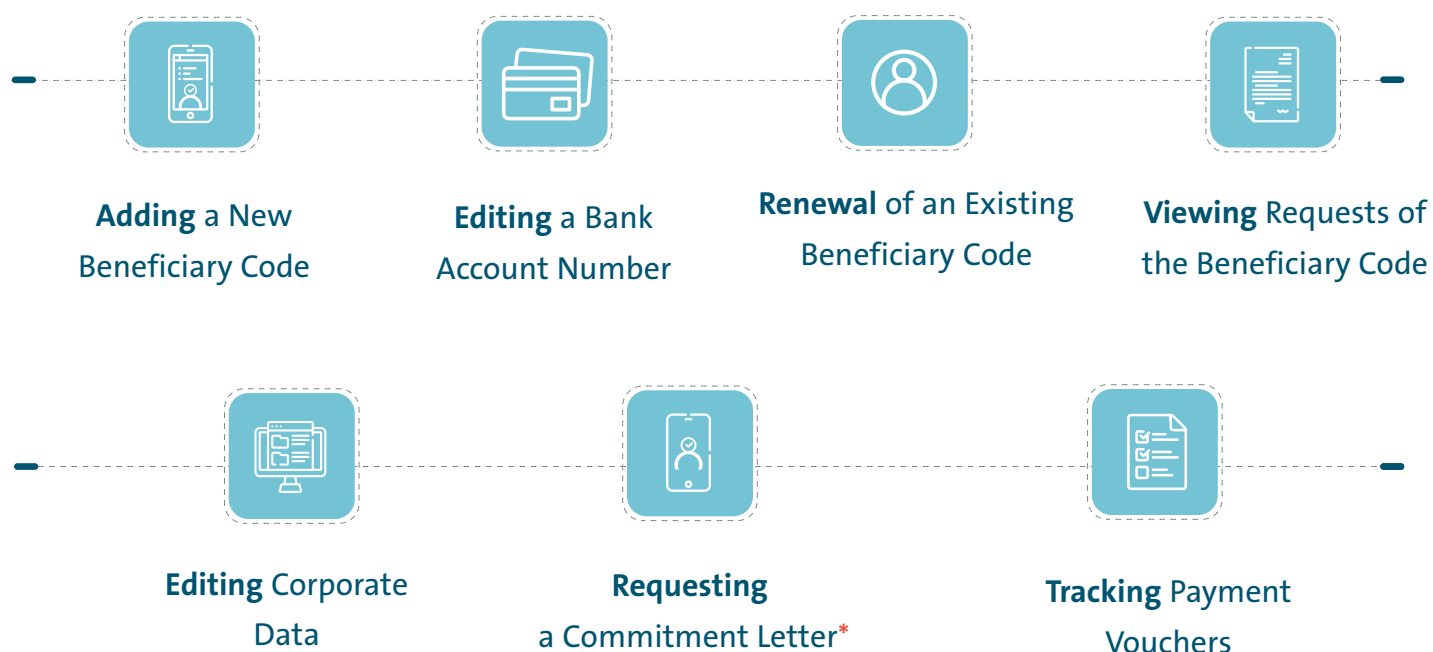
Version 01

## 1 | What is Maliyah application?

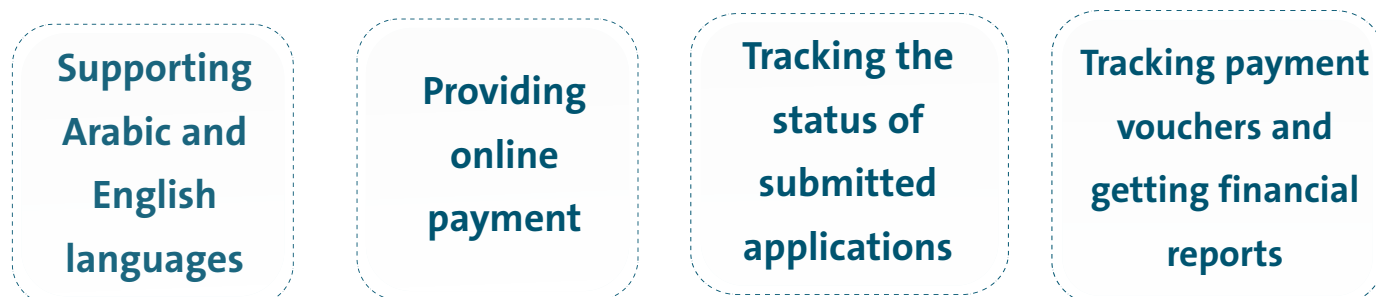
An application for smart devices that provides services of beneficiary code (BC) offered by Ministry of Finance to individuals and corporates.



### The App provides the following services:



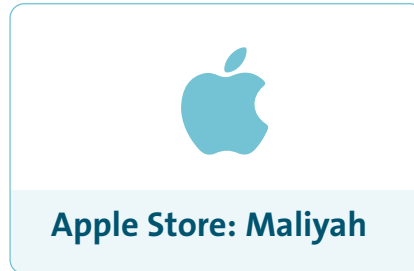
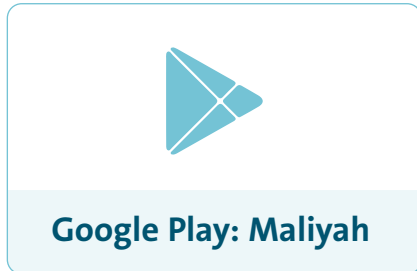
### Features of Maliyah App :



\*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 get Maliyah App?

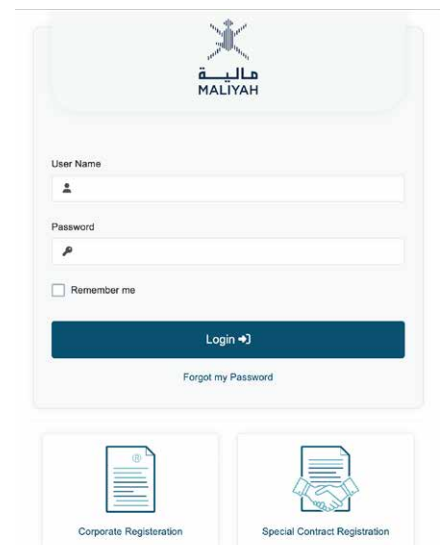
You can download Maliyah App through:



## 3 | How to access Beneficiary Code System (BCS)?

### A. Login

If you are already registered in the beneficiary code system (BCS), enter the Username and Password, and click on Login.

A screenshot of the Maliyah login interface. At the top is the Maliyah logo with the Arabic word "مالية" and "MALIYAH" below it. Below the logo are two input fields: "User Name" and "Password". There is a "Remember me" checkbox below the password field. A dark blue "Login" button with a right arrow is positioned below the input fields. Below the button is a link that says "Forgot my Password". At the bottom of the form are two icons: "Corporate Registration" (a document with a stamp) and "Special Contract Registration" (a document with hands shaking).


If you are not registered in the BCS, follow below steps:

## A. Corporates Registration

- ▶ Click on Corporate Registration.
- ▶ Fill in the required data.
- ▶ Click on Check CR Data (It will be linked to the Ministry of Commerce, Industry and Investment Promotion to verify all data entered and mobile phone number).
- ▶ You will get a verification code on your mobile phone number after data validation process.
- ▶ Enter the Verification Code in the designated field to complete registration process.
- ▶ Review your corporate details 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**

**Legal Status**

**Total Capital**

**Grade**

Another text message containing username and password will be sent to the user.

## B. Private Contracts

Click on Special Contract Registration.

Fill in your data and attach the required document.

Click on Save Contract Data.

You will get a verification code on your mobile phone number after data validation process.

Enter the Verification Code in the designated field to complete 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 paper plane icon, and the third is white with a checkmark icon. The form is divided into several sections:

- 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 QR code icon.
- Corporate Arabic Name**: A text input field with a person icon.
- Corporate English Name**: A text input field with a person 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 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 rectangular box with the text "Choose File" inside. At the bottom of the form is the **CONTRACT COPY** section.

Another text message containing username and password will be sent to the user

## 4 | What are the services of Maliyah App?

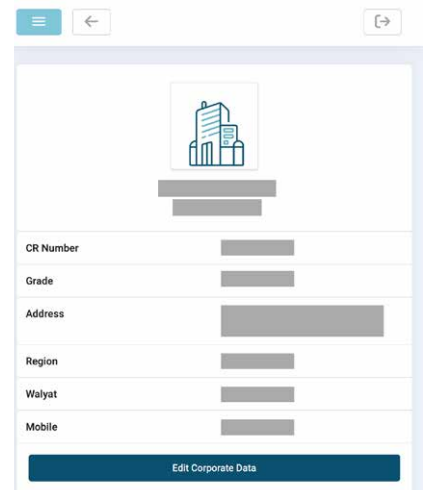
### 1. Editing Corporate Data:

Click on Profile Page for:

01 Editing corporate data registered in the BCS.

02 Reviewing list of beneficiary codes and details of bank accounts.

03 Payment notifications -if any-



### 2. Viewing Requests of the Beneficiary Code:

Click on Requests to:

- ▶ Know the submitted requests status.
- ▶ Follow up the details of each stage.
- ▶ Cancel the submitted request.

### 3. Adding a New Beneficiary Code:

- Click on **Add New Beneficiary Code**.
- 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 5 R.O/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 R.O/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. Renewal of an Existing 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 R.O/Beneficiary .

BENEFICIARY LIST

11887001

Bank

Bank Branch

Account No.

Expiry

Renew Beneficiary(es)

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.

The screenshot shows a mobile application interface for requesting a commitment letter. At the top, there is a 'COMMITMENT LETTER' header and a note: 'Note: The service for Warranty Letter will cost 25 R.O./Beneficiary.' Below this is a 'BENEFICIARY LIST' section with a dropdown menu showing '11887001'. Underneath, there are input fields for 'Bank', 'Bank Branch', 'Account No.', and 'Expiry', each with a greyed-out placeholder. Below these are fields for 'Ministry', 'Project No.', 'Commitment No.', and 'Budget No.'. At the bottom, there is a 'REQUIRED DOCUMENTS' section with a 'Choose File' button and a 'Save Request Data' button.

## 7. Tracking Payment Vouchers:

- Click on Payment Vouchers Monitor.
- Select the dates.
- Select the beneficiary code.
- Click on Start Search (A list of payment vouchers, linked to the selected beneficiary code, will appear).
- Click on any payment voucher to see more details such as voucher number, contract owner, voucher value, and voucher status.

The screenshot shows a mobile application interface for tracking payment vouchers. It features a search form with 'From' (2022-02-02) and 'To' (2023-10-31) date pickers, a 'Beneficiary' dropdown, and checkboxes for 'Posed Payment Vouchers' and 'Not Posed Payment Vouchers'. A 'Start Search' button is located below the search criteria. Below the search results, there is a list of vouchers. One voucher is highlighted in yellow, showing details: 'Voucher No.', 'Voucher Status', 'Ministry', 'Budget', 'Beneficiary', 'Account No.', and 'Bank'. At the bottom, there is a 'Voucher Items' button and a list of 'MINISTRY OF' entries with dates.

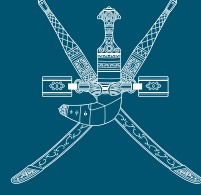
The voucher status will either show:

**Contract owner:** means the payment voucher is still under process with the contract owner.

**Ministry of Finance:** the payment voucher was referred to the Ministry of Finance and it is still under process.

**The payment is being transferred to the bank:** this reveals that the payment was already transferred to the bank account of the beneficiary.





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For further information, please contact: 24746000

[www.mof.gov.om](http://www.mof.gov.om)