

User Manual

Split Request for Allotted Plot

Town Planning Department

Contents:

1. INTRODUCTION:	3
2. LOGIN AND ACCESS TO THE SPLIT REQUEST FOR ALLOTTED PLOT.....	4
3. CREATE A SPLIT REQUEST FOR ALLOTTED PLOT.....	8
4. MY CASES.....	17
5. FEE PAYMENT.....	23
6. CUSTOMER ACTION	25

Introduction:

The Town Planning Department in Ras Al Khaimah Municipality launched a set of electronic services to save customers time and effort and enable them to submit their requests at any time and from anywhere.

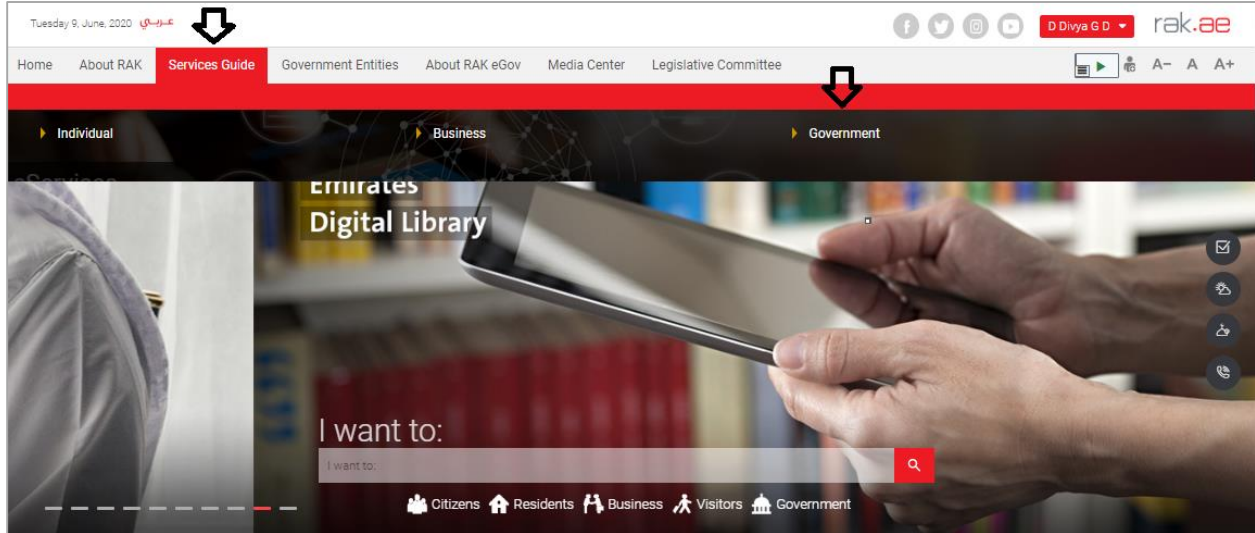
The Split Request for Allotted Plot service allows the applicant to split plot into multi plots according to planning requirements and standards, after attach the required documents and pay the required service fee.

This guide shows customers how to access the Split Request for Allotted Plot. It also guides them on how to create, send and track the request electronically.

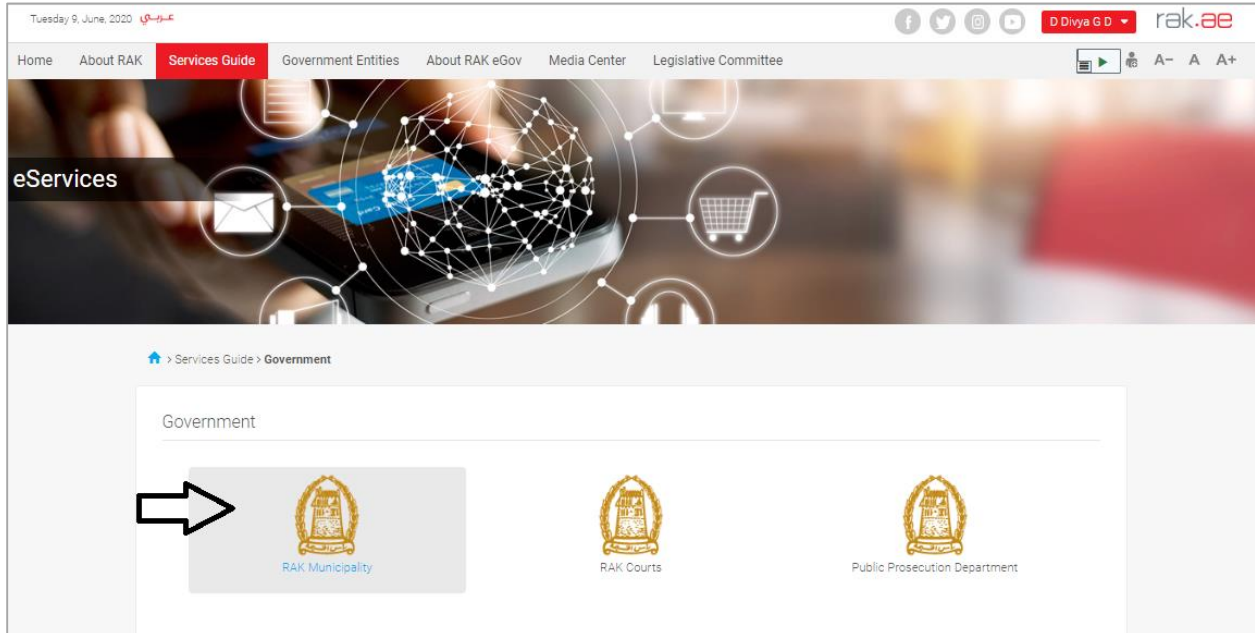
Customers will be able to log in to the electronic services of the section, submit requests, track requests, modify requests (if necessary), re-submit the requests after applying the modifications electronically, and finally obtain their required certificates either electronically or by receiving them from the Customer Happiness Center as per the need for the original copy.

Login and access to the Split Request for Allotted Plot

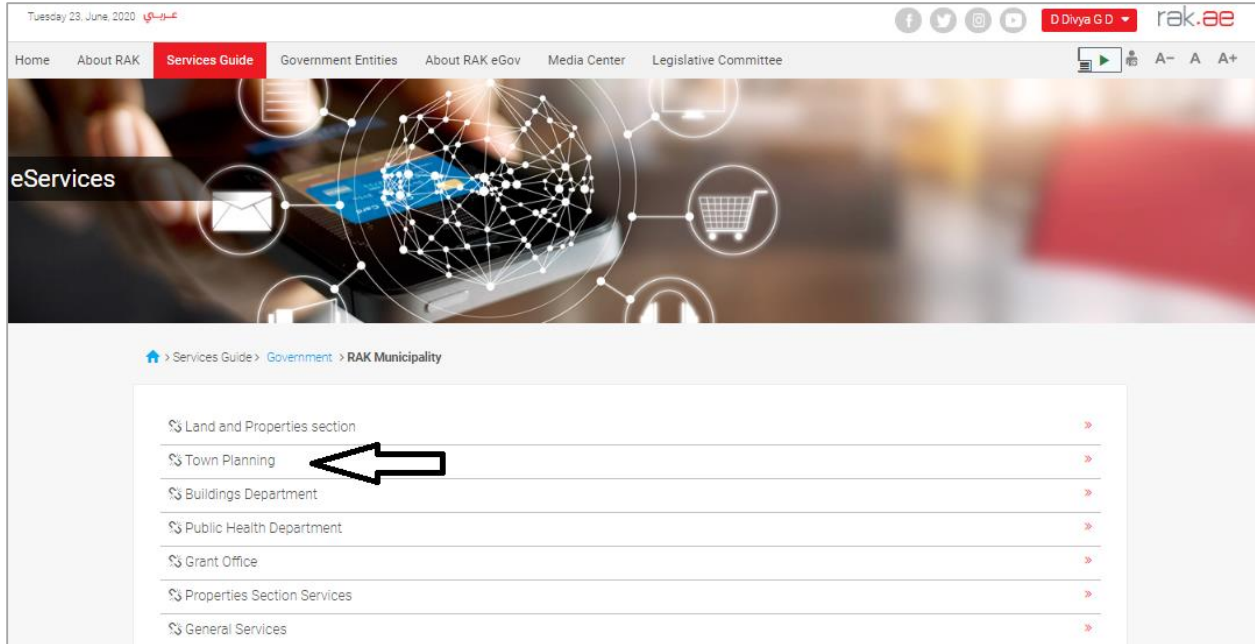
- 1- Navigate to the RAK Government portal on <https://www.rak.ae/wps/portal>
- 2- To access the **Split Request for Allotted Plot** service, click on the “**Service Guide**” then click on “**Government**”



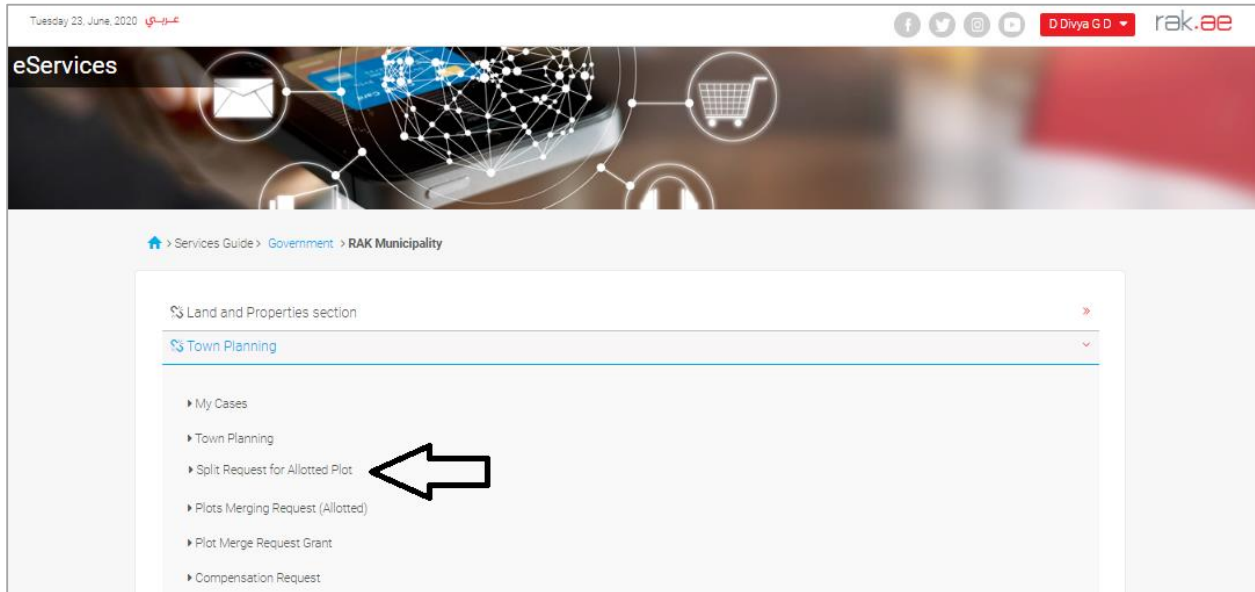
- 3- Next, select “**RAK Municipality**”



- 4- Next, select “**Town Planning Department**”



5- Next, click on Split Request for Allotted Plot



6- The service screen displays the service definition, procedure, conditions, fees, time, and the required documents.

Tuesday 23, June, 2020 عرسي rak.ae

eServices

Services Guide > Government > RAK Municipality > Town Planning > Split Request for Allotted Plot

Split Request for Allotted Plot

This service used to split plot into multi plots according to planning requirements and standards

- Step 1 Sign Up using E-Service Portal Account
- Step 2 Submit request by filling the online form, and attaching the required documents.
- Step 3 Pay request fees
- Step 4 Coordinator will review and validate the entered Data and attached Documents
- Step 5 Upon Final Approval, requested Document will be generated and sent to customer email, where he/she can download the electronic copy, if it rejected will sent an SMS or Email to Customer.

Report a Bug

7- To use the service, click on the “Start Service” button.

Tuesday 23, June, 2020 عرسي rak.ae

2. Submit the required documents to start the service
3. Pay the request fees in order to proceed with the request

Processing Time

1 to 10 Working Days

Required Documents

1. Owner ID
2. Title deed Document
3. Affection Plan
4. Applicant Letter

In case of Applicant Type is Representative, Additional Documents are required as below:

- ID
- Representative Card
- Authorization Letter

Start Service

Important note: to be able to use the service, **you should register the individuals as below:**

- Create Account on E-Service Portal using UAE Pass
- Scan your EID and your fingerprint in MBME machine (Must have a valid EID during registration).

Company Registration is as the following:

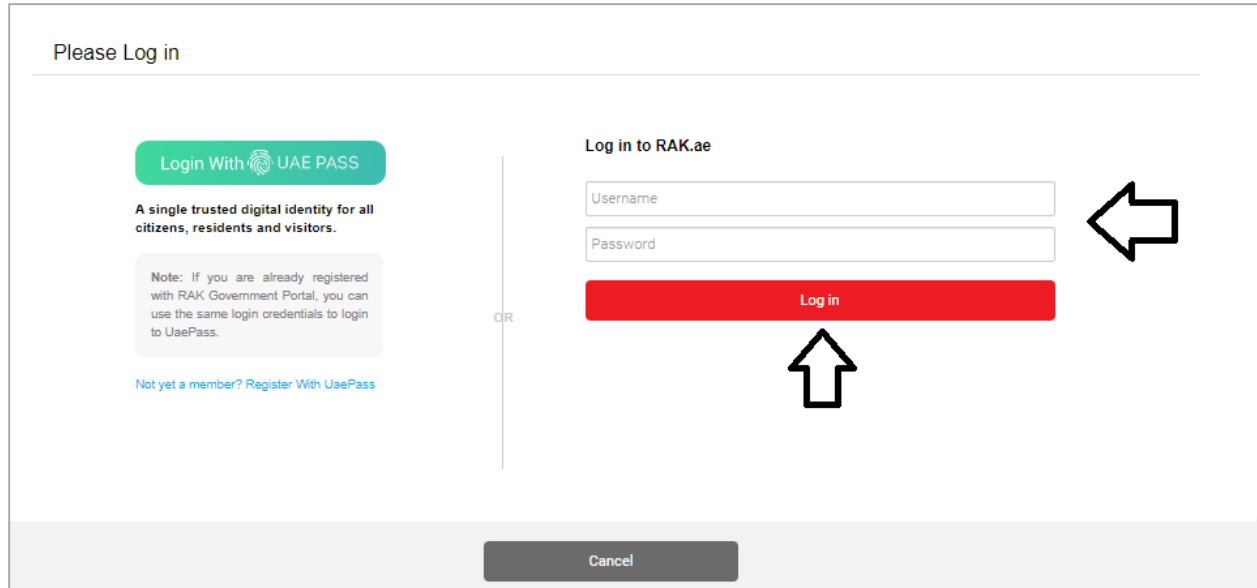
- Apply on Update Business Partner Information Service.
- Attach Trade License Copy, Title Deed and Company Information Form.

Representative Registration is as the following:

- Apply on Update Business Partner Information Service.
- Attach ID, Representative Card and Authorization Letter.

Create a Split Request for Allotted Plot

1. After you access the **Split Request for Allotted Plot** and click on the “**Start Service**” button, the login page will appear as follow:



2. Enter your RAK Government Portal username and password which you have previously created, then press on the “**Log in**” button.
3. The **Plot Split Allotted Request** form will be displayed enabling you to create the request:

ZT13 - Plot Split Allotted Request

Plot Split Allotted Request

يتيح الطلب فصل القسام على حسب رغبة المالك وذلك حسب الشروط الفنية والتخطيطية

General Information

Request Description:

Document Number from LD:

* Request Clarification:

Business Partner Details

* Applicant Type:

Applicant: Divya Kushalappa

Mobile number: Email ID:

ID:

* Owner:

Mobile number:

Parcel Of Land

Parcel ID	Owner ID	Owner Name	Location Key

4. In the **General Information** block, enter the information as below:

Field	Description
Request Description	A field used to show the service subject.
Document Number from LD	A numeric field user to enter the number of the allotted plot to be split.
Request clarification	A text field used to enter more details regarding the request.

Notes:

- All fields that are preceded by an asterisk * are mandatory fields.
- In the **Business Partner** block, the system automatically displays the name, number, Emirates ID number, mobile number and email address of the applicant who logged in to the service.

Business Partner Details

* Applicant Type:

Applicant: Divya Kushalappa

Mobile number: Email ID:

ID:

- If the applicant is the owner, then select “**Owner**” form the “**Applicant Type**” dropdown list, to have the owner name and mobile number displayed in the owner’s fields as below:

Business Partner Details

* Applicant Type:

Applicant: Divya Kushalappa

Mobile number: Email ID: r.devappa@raksys.in

ID:

* Owner: Divya Kushalappa

Mobile number:

- If the applicant is the representative, then select “**Representative**” form the “**Applicant Type**” dropdown list, then the “**Search Owner**” will be active:

Business Partner Details

* Applicant Type:

Applicant: Divya Kushalappa

Mobile number: Email ID: r.devappa@raksys.in

ID:

* Owner:

Mobile number:

- Click on the “**Search Owner**” button, then the “**Create new Business partner**” screen shows up to enable you to search for the representative, in many ways:

Create new business partner

Selection Criteria


Selection Criteria:

* Emirates ID:

* Nationality:

* Date of Birth:

Please enter the code shown in the image *



8. Select the appropriate way of search from the dropdown menu of “**Search Criteria**”, then enter the required inputs as follows:

Selection Criteria:

- Emirates ID**
- By Passport(non EID holder only)
- By Unified Id(non EID holder only)
- Trade License Number
- Myself

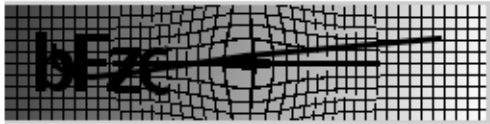
The dropdown menu includes many search options and upon your selection, the required inputs will be changed as follows:

Search way	Required inputs
<p>Search by the Emirates ID, then enter:</p> <ul style="list-style-type: none"> • EID number • Select the nationality • Select the date of birth 	<div style="border: 1px solid black; padding: 5px;"> <p>Selection Criteria: <input type="text" value="Emirates ID"/></p> <p>* Emirates ID: <input type="text" value="784"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>* Nationality: <input type="text"/></p> <p>* Date of Birth: <input type="text"/> <input type="text"/></p> </div>

<p>Search by the passport number (for non-Emirates ID holders), then enter:</p> <ul style="list-style-type: none"> • Passport number • Select the Passport type • Select the nationality • Select the date of birth 	<p>Selection Criteria: <input type="text" value="By Passport(non EID holder only)"/></p> <p>* Passport Number: <input type="text"/></p> <p>* Passport Type: <input type="text" value="ORDINARY PASSPORT"/></p> <p>* Nationality: <input type="text"/></p> <p>* Date of Birth: <input type="text" value="1"/></p>
<p>Search by the unified ID (for non-Emirates ID holders) then enter:</p> <ul style="list-style-type: none"> • Unified number • Select the nationality • Select the date of birth 	<p>Selection Criteria: <input type="text" value="By Unified Id(non EID holder only)"/></p> <p>* Unified Number: <input type="text"/></p> <p>* Nationality: <input type="text"/></p> <p>* Date of Birth: <input type="text" value="1"/></p>
<p>Search with the Trade license number (issued by the Government of Ras Al Khaimah) and then enter:</p> <ul style="list-style-type: none"> • license number 	<p>Selection Criteria: <input type="text" value="Trade License Number"/></p> <p>* License number: <input type="text"/></p>
<p>In case you are the owner, select "Myself" and then click the "OK" button to have your name displayed in the owner field.</p>	<p>Selection Criteria</p> <p>Selection Criteria: <input type="text" value="Myself"/></p> <p><input type="button" value="Ok"/> <input type="button" value="Cancel"/></p>

9. Enter the code that appears in the figure, then click on "Ok" below the figure to ensure the code.

Please enter the code shown in the image *



Note: enter "Refresh" button to get a new clearer code, or click on "Cancel" button to clear the input and re-write the code again.

* Owner: Divya Kushalappa

Mobile number:

10. Enter the "Ok" button to insert the selected person in the owner field.
11. In the **Parcel of Land** block, add the land by clicking on the "Add Parcel" button:

Parcel Of Land				
Parcel ID	Owner ID	Owner Name	Location Key	



The **Add Parcel** screen will pop up as below:

Add Parcel

Parcels


* Parcel ID:

12. Enter the number of the land in the “Parcel ID” field, to have it listed in the request form as below:

Parcel Of Land				
Parcel ID	Owner ID	Owner Name	Location Key	
409030434	3000113378	Divya Kushalappa	40903	

Note: to delete one land form the Parcel of Land list, select the required one, then click on the “Delete Parcel” button.

Parcel Of Land				
Parcel ID	Owner ID	Owner Name	Location Key	
409030434	3000113378	Divya Kushalappa	40903	



13. In the **Attachments** block you have to attached all of the mandatory documents to complete the request. You also, can edit all attachments (add new or remove/replace existing).
14. To upload documents:

Attachments

File Description	Document Type

➔
Add New
Delete Entry

- A. Click the “**Add New**” button, a window pops up allowing you to choose the files as shown below:

Add Attachment

Attachment Details

* Document Type:

* Attachment: Choose File No file chosen

Clear

Add
Cancel

- A. Select the name of the document to be attached from the “**Document Type**” drop down list, the required documents will be changed as per the applicant identity as below:

Applicant Identity	The Required Documents
Owner	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 0 auto;"> <p>* Document Type: <input style="width: 100px;" type="text" value=""/></p> <ul style="list-style-type: none"> <li style="padding: 2px 5px;">Site Plan <li style="padding: 2px 5px;">Copy of Ownership Document <li style="padding: 2px 5px;">Owner ID Copy </div>

Representative	* Document Type: Site Plan Copy of Ownership Document Representative Card Owner ID Copy Authorized ID copy letter of authorization to the service applicant
----------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- B. Browse for the file and Click on Add → the file will be uploaded successfully.
- C. Repeat the steps to attach next documents.

Note: In case of incorrect upload, you can select the record and click the “Delete Entry” button to remove it

Attachments	
File Description	Document Type
doc.pdf	Formal Letter

Add New Delete Entry

15. You have the following options to do:

Submit	Clear
--------	-------

- “Submit” to complete the request.
- or clear all fields by selecting “Clear”

16. Click “Submit” and confirm the submission in the following confirmation message.

Submit Case Creation

Do you want to submit the request ?

Submit Cancel

A screen will appear stating that the case is submitted successfully including the case ID.

Plot Split Allotted Request

Case is submitted, for case details please go to My Cases tab.

Town Planning Department

Request Number: **108871**
Request Name: Plot Split Allotted Request
Request Date: **23.06.2020**
Applicant Type: **Owner**
:
Applicant Name: **3000113378** Divya Kushalappa
Process for Parcel: **315050296**

Back

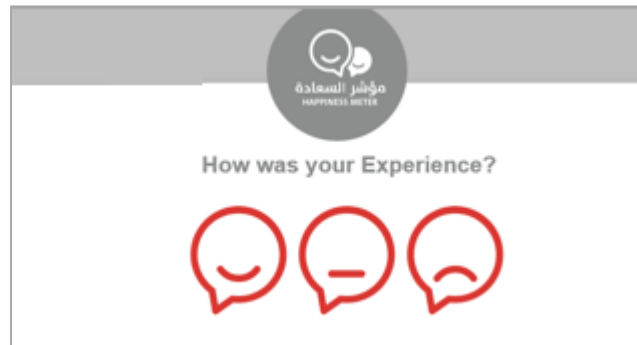
Print Result Form

17. You can return to the main page of the service by clicking "**Back**".

18. You can print the request by clicking on the "**Print Result form**" button.

After the request is submitted, you need to access your cases on the RAK Portal www.rak.ae to track your request and pay the required fees after getting the request approved, then your request will be approved and the site plan will be sent to the applicant via Email.

Note: To get your feedback regarding the service procedure, the following happiness meter screen will pop up along with the request result screen allowing you to submit how happy you were for the same:



Select the required face and your evaluation will be submitted directly.

My Cases

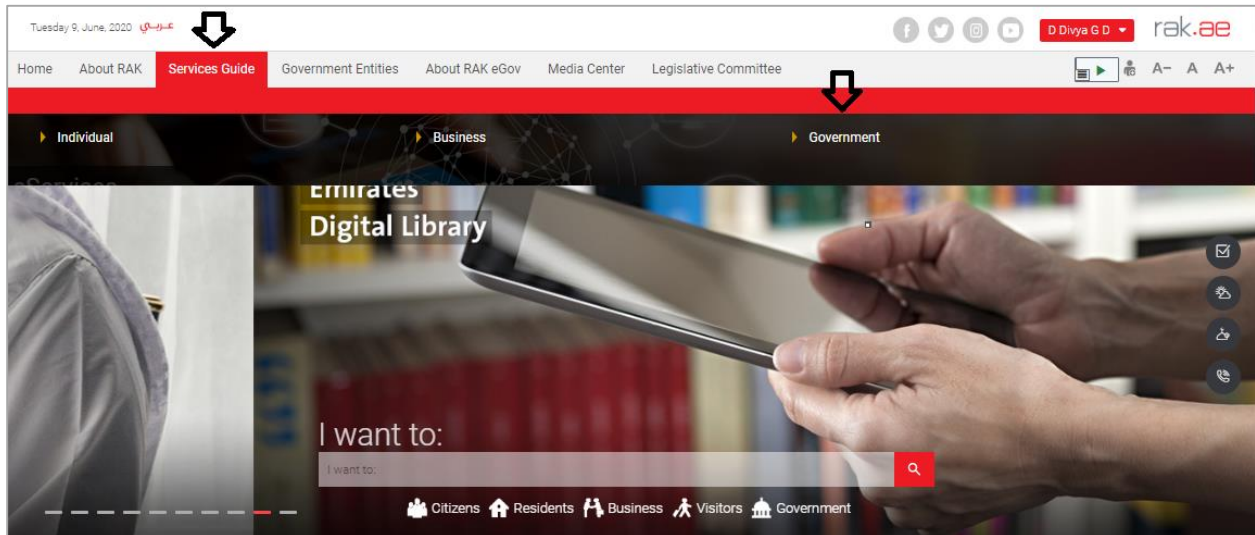
When you submit the Plot Split Allotted Request and pay the initial fee, it is received by the coordinator in the Town Planning Department to review it and accordingly the coordinator will do one of the following actions:

- Accept the request, after which you have to pay the final fee.
- Reject the request stating the justifications.
- Return the request for modification after which you must modify the request as per the notes then re-send it to the coordinator to review it again and take the appropriate action against it.

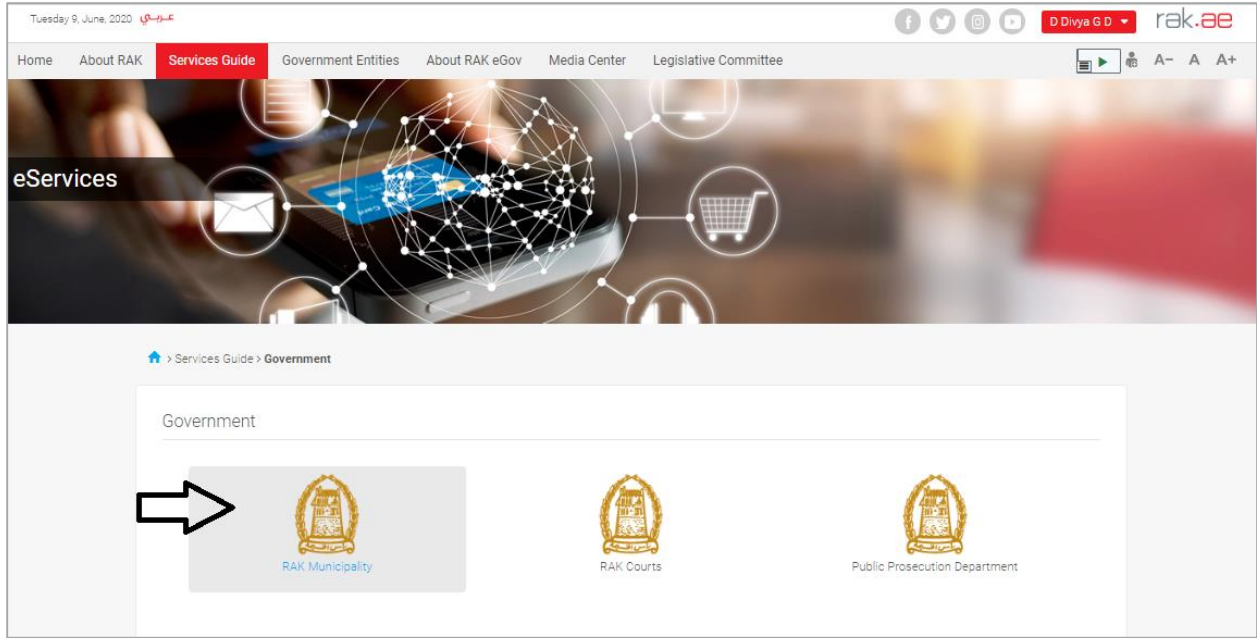
Note: when the coordinator take one of the above mentioned actions, the system will notify the customers by sending SMS on their mobile phones and Emails to let them know that their request is accepted initially, then the request will be either approved, rejected or needs modifications.

You can find the submitted requests in “**My Cases**” tab, to access it please visit the Ras Al Khaimah Government website at www.rak.ae as shown on the screen below.

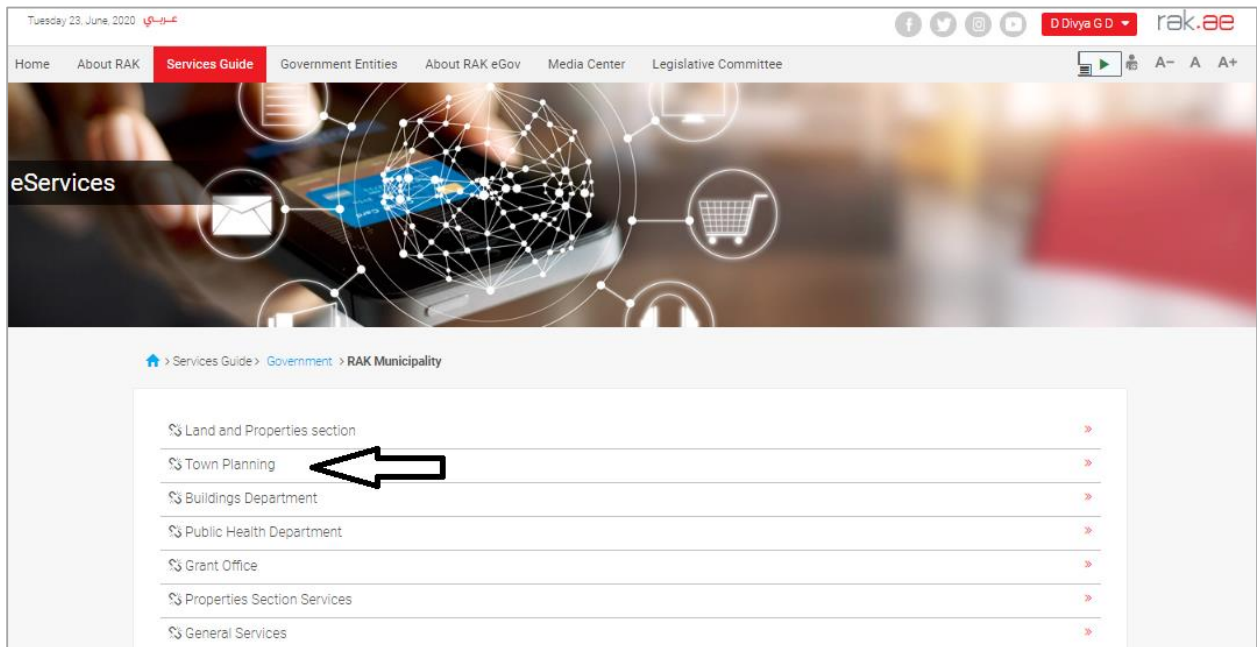
Then, Click the “**Service Guide**” then click “**Government**”:



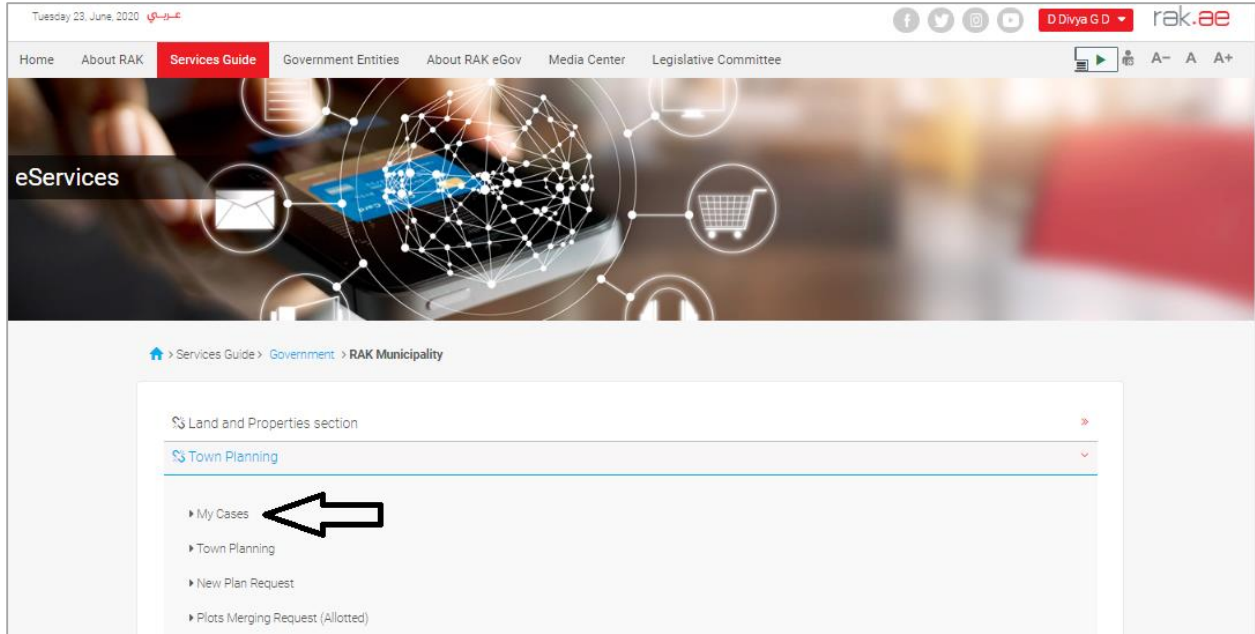
Next, select “**RAK Municipality**”



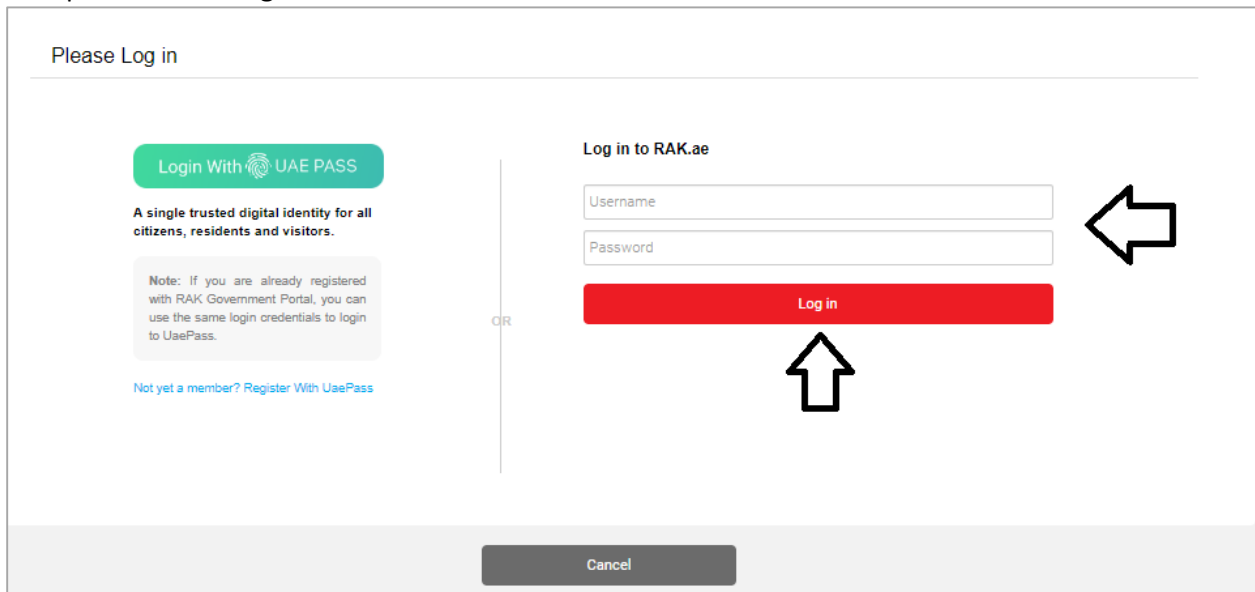
Next, Select the “Town Planning Department”



Next, Select “My Caese”



Next, Enter your RAK Government Portal username and password which you have previously created, then press on the “Log in” button.



“My Cases” tab will be displayed to show all of your transactions submitted to the Town Planning Department and pending for payment (if not paid yet) or pending for coordinator action.

Town Planning Services

My Cases (27) My Notifications

Case Registration

My Cases [Help](#)

My Cases

Print Version Export

Service ID	Service type description	Number	Year	Type	Applicant	Created On	Final Decision
108667	Survey Reports Request			Survey Reports Request - 108667	Divya Kushalappa	09.06.2020 12:15:26	
108665	Survey Reports Request			طلب تقارير مساحية - 108665	Divya Kushalappa	09.06.2020 09:56:01	
108550	Compensation Request			طلب تعويض - 108550		01.06.2020 08:25:35	
108547	Plot Rearrangement Request			طلب فرز - 108547		01.06.2020 07:34:36	
108545	Plot Document Comparison Request			طلب تحديث وتجديد - 108545	Divya Kushalappa	01.06.2020 07:27:06	
108536	Plot Document Renewal Allotted Request			مخطط بديل (ملك) - 108536	Divya Kushalappa	31.05.2020 10:35:15	

Case Details Case Documents Payment Requests

Creation date frame: All Case Status: Open Cas

Total number of cases: 27

“My Cases” Tab displays the service ID, description, type, applicant, creation date, final decision and the status for each request.

Note: you can do the following for each case/ request created:

- Print (As a Pdf) [Print Version](#)
- Export (As excel files) [Export](#)

When selecting the request, and perform any of Print version or export, the system will automatically generate / download the required case

- You will be able to view the details of the service request by selecting the required request and then clicking on the “Case Details” button

Town Planning Services

My Cases (27)
My Notifications

Case Registration

My Cases [Help](#)

My Cases

Print Version | Export

Service ID	Service type description	Number	Year	Type	Applicant	Created On	Final Decision
108667	Survey Reports Request			Survey Reports Request - 108667	Divya Kushalappa	09.06.2020 12:15:26	
108665	Survey Reports Request			108665 - طلب تقارير مساحية	Divya Kushalappa	09.06.2020 09:56:01	
108550	Compensation Request			108550 - طلب تعويض		01.06.2020 08:25:35	
108547	Plot Rearrangement Request			108547 - طلب فرز		01.06.2020 07:34:36	
108545	Plot Document Comparison Request			108545 - طلب تحديث وجدديد	Divya Kushalappa	01.06.2020 07:27:06	
108536	Plot Document Renewal Allotted Request			108536 - مخطط بدیل (ملك)	Divya Kushalappa	31.05.2020 10:35:15	

Case Details

Case Documents

Payment Requests

Creation date frame: All

Case Status: Open Cas

Total number of cases: 27

The details screen of the selected request pops up to show all of its details as below:

Details for case with ID 108667

Case Attributes

Case Decision Date:

Title: Survey Reports Request - 108667

Case Type: Survey Report Request

Last Changed by: System

Changed On: 09.06.2020 12:15:32

Planned complet. dat:

Created By: PORTAL1

Created On: 09.06.2020 12:15:26

Case ID: 108667

Final Decision:

Status: Coordinator Review

Applicant type: Owner

Area (M2): 0.00

Location Key: 20202

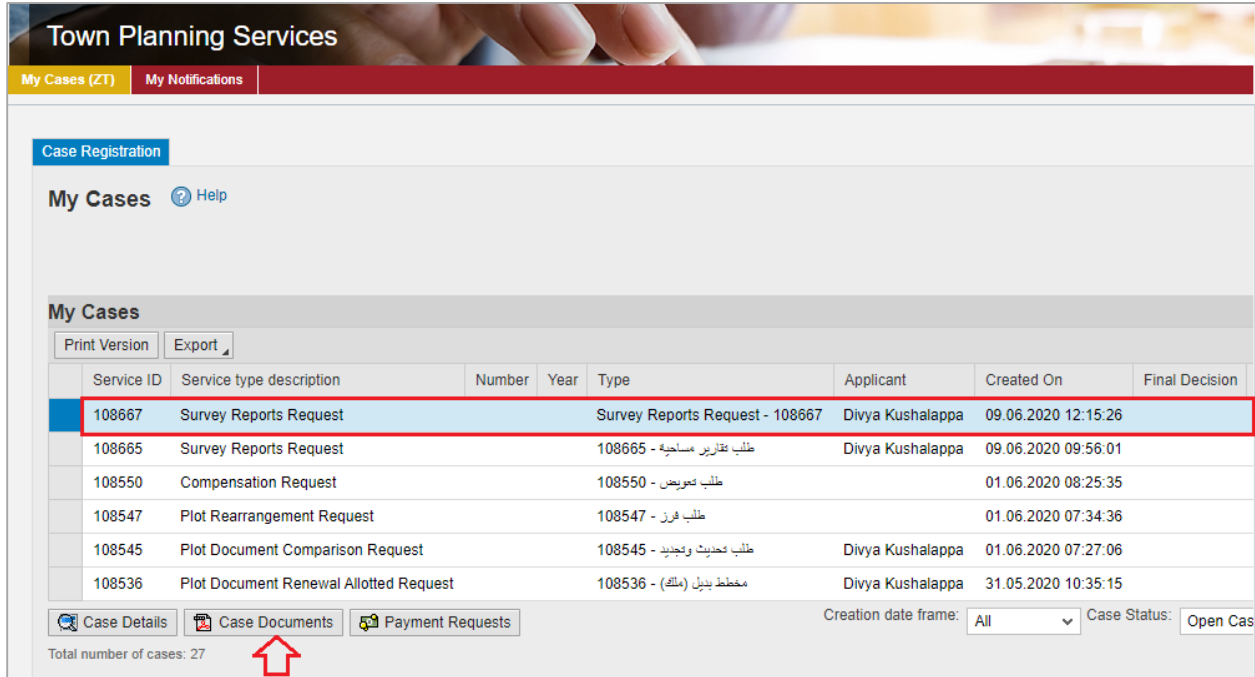
Parcel ID: 0

Report Type: Survey

Case Notes

Close

- You will be able to view the attachments of the service request by selecting the required request and then clicking on the “Case Documents” button



Town Planning Services

My Cases (27) My Notifications

Case Registration

My Cases [Help](#)

Print Version Export

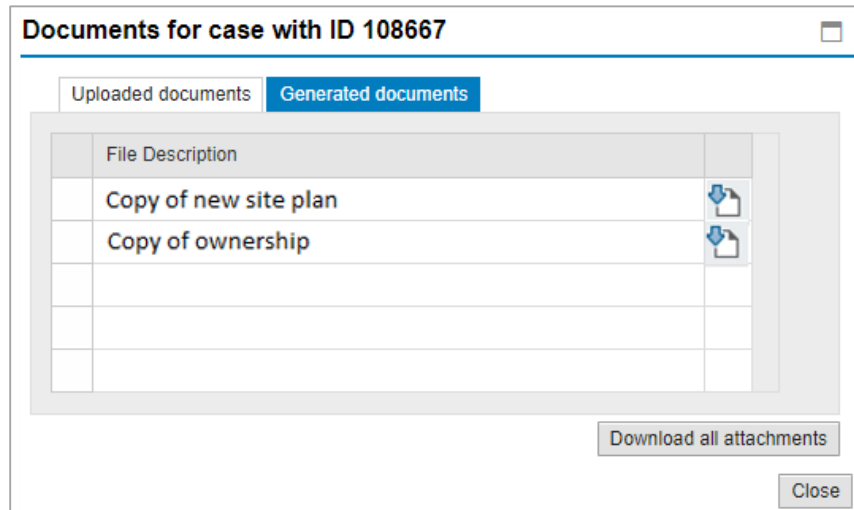
Service ID	Service type description	Number	Year	Type	Applicant	Created On	Final Decision
108667	Survey Reports Request			Survey Reports Request - 108667	Divya Kushalappa	09.06.2020 12:15:26	
108665	Survey Reports Request			طلب تقارير مساحية - 108665	Divya Kushalappa	09.06.2020 09:56:01	
108550	Compensation Request			طلب تعويض - 108550		01.06.2020 08:25:35	
108547	Plot Rearrangement Request			طلب فرز - 108547		01.06.2020 07:34:36	
108545	Plot Document Comparison Request			طلب تحديث وتعديل - 108545	Divya Kushalappa	01.06.2020 07:27:06	
108536	Plot Document Renewal Allotted Request			مخطط بيديل (ملك) - 108536	Divya Kushalappa	31.05.2020 10:35:15	

Case Details Case Documents Payment Requests

Creation date frame: All Case Status: Open Cas



Total number of cases: 27

A screen will pop up to show all of the documents that are attached to the selected request when it is created where you can upload any file or all of the files.



Documents for case with ID 108667

Uploaded documents Generated documents

File Description	
Copy of new site plan	
Copy of ownership	

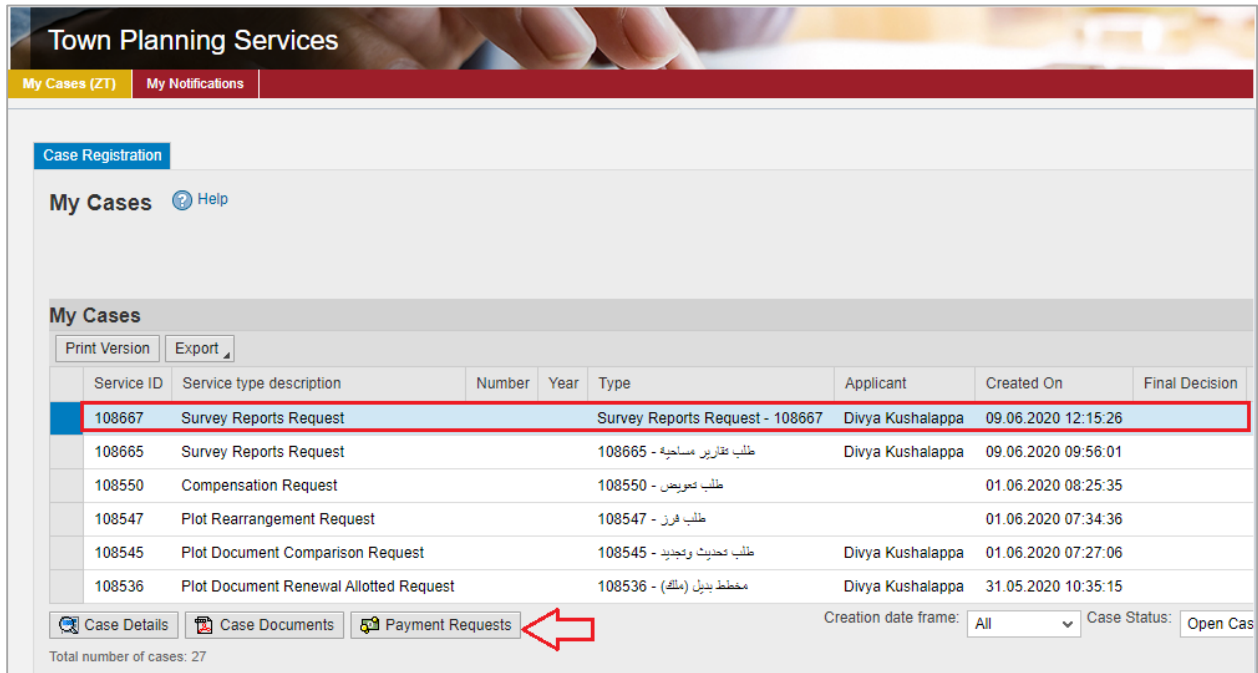
Download all attachments

Close

Fee Payment

After submitting the request, you have to pay the request initial fee in order to get it received by the coordinator of the Town Planning Department for review, and upon the request approval, you have to pay the final fee.

To pay any of the request fee, from “**My Cases**” page you will select the request whose status is “pending for payment” and then click on the “**Payment Requests**” button.



Town Planning Services

My Cases (ZT) My Notifications

Case Registration

My Cases [Help](#)

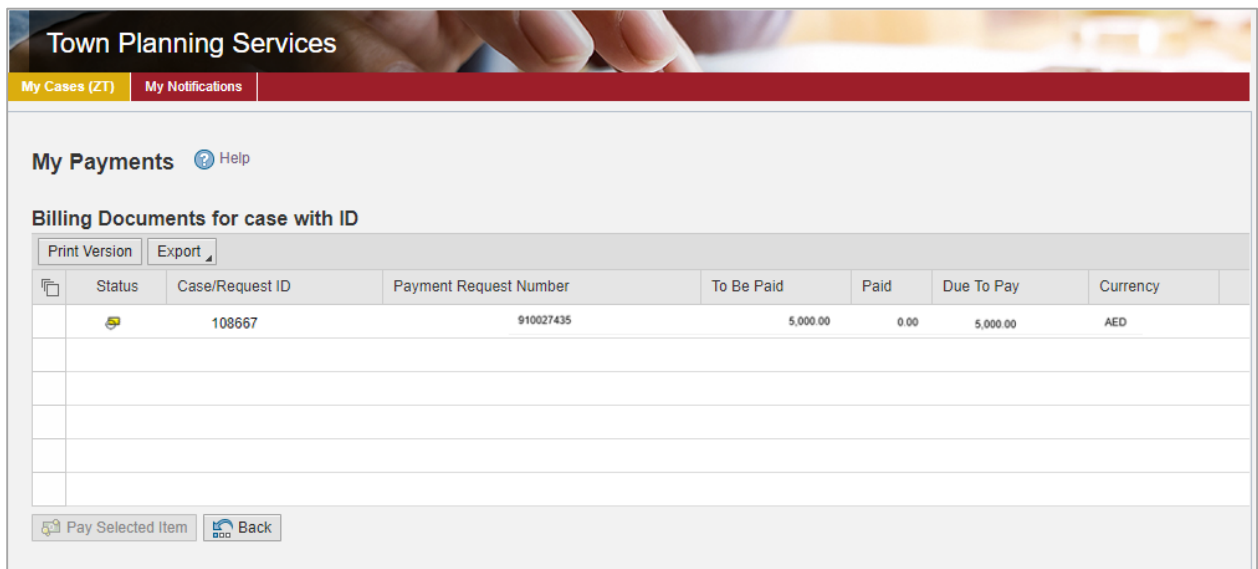
Print Version Export

Service ID	Service type description	Number	Year	Type	Applicant	Created On	Final Decision
108667	Survey Reports Request			Survey Reports Request - 108667	Divya Kushalappa	09.06.2020 12:15:26	
108665	Survey Reports Request			طلب تقارير مساحية - 108665	Divya Kushalappa	09.06.2020 09:56:01	
108550	Compensation Request			طلب تعويض - 108550		01.06.2020 08:25:35	
108547	Plot Rearrangement Request			طلب فرز - 108547		01.06.2020 07:34:36	
108545	Plot Document Comparison Request			طلب تحديث وتجديد - 108545	Divya Kushalappa	01.06.2020 07:27:06	
108536	Plot Document Renewal Allotted Request			مخطط بديل (ملك) - 108536	Divya Kushalappa	31.05.2020 10:35:15	

Case Details Case Documents **Payment Requests** Creation date frame: All Case Status: Open Cas

Total number of cases: 27

The following screen will be displayed to show the amount needed to be paid for the select request.



Town Planning Services

My Cases (ZT) My Notifications

My Payments [Help](#)

Billing Documents for case with ID

Print Version Export

Status	Case/Request ID	Payment Request Number	To Be Paid	Paid	Due To Pay	Currency
	108667	910027435	5,000.00	0.00	5,000.00	AED


Pay Selected Item Back



Click on the required payment item and then click on the “Pay Selected Item” button to move to the payments channels screen:

My cases (ZH) My Notification


Payment Amount: 5,000.00
Amount Already Payed: 0.00




* Transaction Amount 5,000.00 AED

E-Dirham 

Banks Cards  

By clicking "Pay" a new transaction will be created and you will be redirected to Etisalat/e-Dirham payment page, where you can finish the transaction.

Pay | Cancel |  Back

The system allows you to pay the required amount of money through different channels like the bank cards or the electronic dirham.

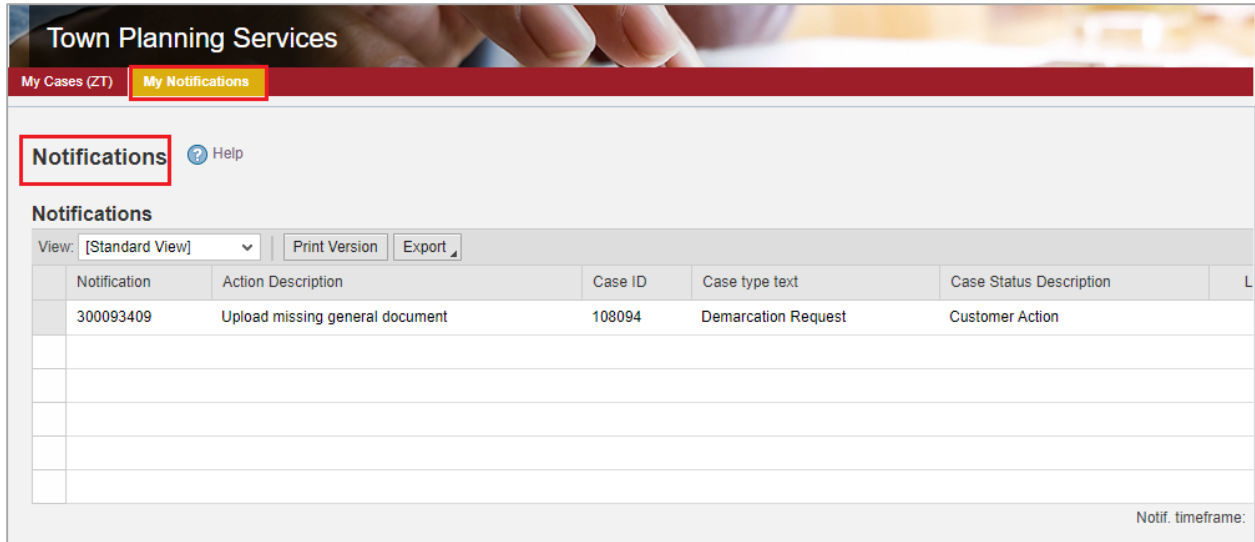
Select the required payment channel and click the “Pay” button to proceed with the payment process as usual.

Customer Action

Upon successful submission, the request will be displayed for the Town Planning Department coordinator to review it and take the appropriate action, but if the request requires modifications, then the coordinator will return it to the customer to apply the modification and send it back again for review.


When one of your request is returned to you for modification, you will find it in “**My Notification**” tab. To access “**My Notification**” tab, follow the [same procedure you did to reach “My Cases” tab](#).

In “**My Notification**” tab, you can open the request for modification as in the screen below:





Town Planning Services

My Cases (ZT) My Notifications

Notifications  Help


Notifications

View: [Standard View]  

Notification	Action Description	Case ID	Case type text	Case Status Description	L
300093409	Upload missing general document	108094	Demarcation Request	Customer Action	

Notif. timeframe:

To modify a request, follow the step below:

1. Click the “**Change**” icon  to the right of the required request → the “**Customer Action**” screen pops up as below:

Customer Action 300093409

Selected Notification

Notification: 300093409	Case ID: 108094
Created on: 26.04.2020	Case Type: ZT41 Demarcation Request
Requester: System	BusinessPartner: 3000113378 Divya Kushalappa
Lock Status:	Land Parcel ID:
	Building:

Status details

Current System Status: **Open**

Complete

Attachments

Add attachment ³

Comments

² Note from Department:

Add missing attachments

Note from Applicant:

Save Cancel

2. Read the notes that are sent to you from the Town Planning Department coordinator.
3. Click on the "Add Attachment" button, the Document Attachment screen will pop up as below:

Documents management for notification: 300093409

Attachment Details

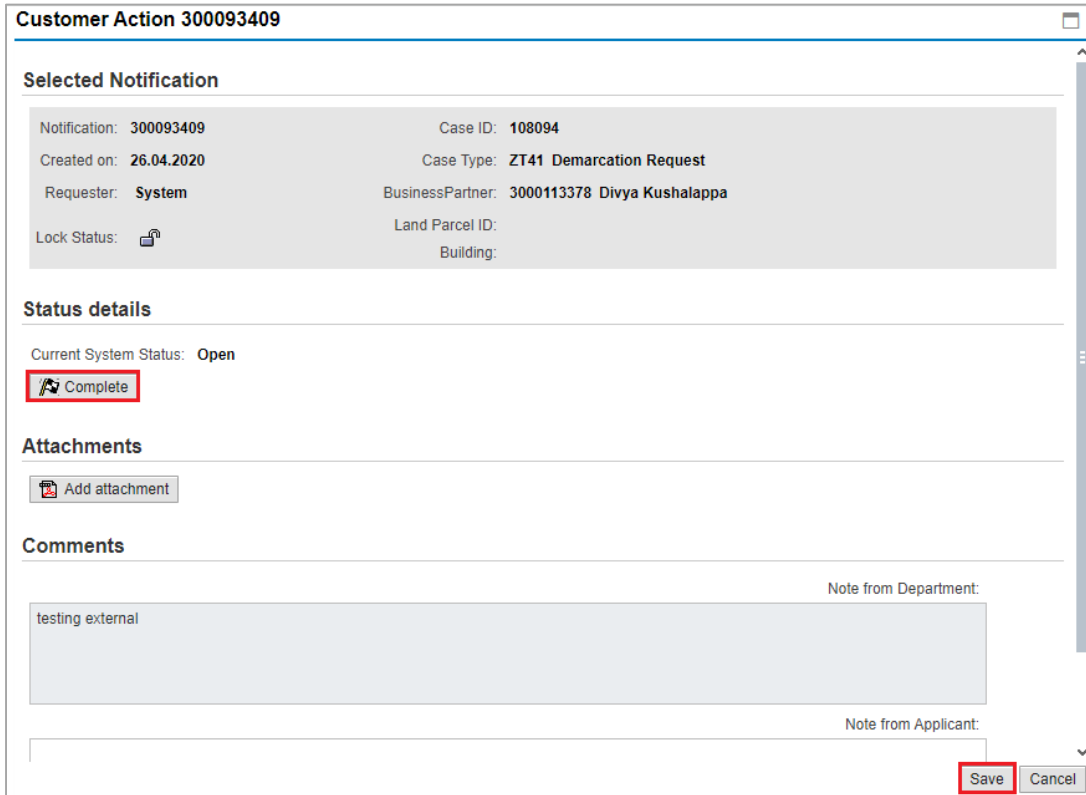
* Attachment: No file chosen

File Description	Mime Type	
dummy.pdf	application/pdf	

Save Cancel

- I. Click the "choose files" button and then choose the file to attach.
 - II. Click the "Add Attachment" button to add it to the attachments list
 - III. If you want to delete an attachment, select it from the list, then click the "Delete Attachment" button.
4. Attach the required documents.

5. Click the “**Save**” button, then you will return to the “**Customer Action**” screen:



Customer Action 300093409

Selected Notification

Notification: 300093409	Case ID: 108094
Created on: 26.04.2020	Case Type: ZT41 Demarcation Request
Requester: System	BusinessPartner: 3000113378 Divya Kushalappa
Lock Status:	Land Parcel ID:
	Building:

Status details

Current System Status: Open

Complete

Attachments

Add attachment

Comments

Note from Department:

testing external

Note from Applicant:

6. Click “**Complete**” and then “**Save**” to complete your modifications → the request will be removed from “**My Notifications**” tab and the request will be submitted again to the Town Planning Department coordinator for review.

After your request gets the final approval, the site plan will be sent to the applicant via Email.