Access screens for the electronic services of Oman Chamber of Commerce and Industry

1 - Registration to access the Services Portal
• Fill the registration form in English Language and press Submit

• The verification screen appears, where the verification number is received through e-mail
• Enter the verification number and click on the Verify button

• The mobile verification screen appears
• Enter this number, which will reach you with a text message on the **mobile number** that is registered on the registration screen in place of the mobile verification code, and click on the Verify.

This will end the registration on the site..

2 - If the person has completed registration and wants to enter the site, enter through the PKI
• Below is the PKI login screen. User can login using PKI enabled mobile or by using smartcard.

• Setting the entry code, which is the code given to the person when the card is activated by the Royal Oman Police and Enter.
• This screen appears when you click Terminate and return to your originating service. After that User will redirect to dashboard.
• The following Services panel screen appears:
  - New Membership Registration
  - Membership Renewal
  - Get your Certificate
  - Change Name
  - Change the Grade
First: New Membership Registration:

1 - Press the new membership button and this screen appears
2- The User can Select the commercial registration number

3 - Click on the verification word and press Next
4 - A personal verification screen appears and the Login Using Card or Login Using Mobile is pressed according to the desired mechanism.

5. A screen will appear asking for the PIN verification number again and the PIN code will be feeded in it and press Enter.
6. Click Terminate and return to your originating service

7. The Company Data appears in Screen, and press Register.
8 - Then show the Membership Certificate, which can be downloaded in the computer, and keep them and use when necessary..

<table>
<thead>
<tr>
<th>CR No</th>
<th>1250437</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered in the grade</td>
<td>Fourth</td>
<td></td>
</tr>
<tr>
<td>OCCI No</td>
<td>11128646</td>
<td>1140-11</td>
</tr>
<tr>
<td>Date of issue</td>
<td>19/03/2018</td>
<td></td>
</tr>
<tr>
<td>Date of expiry</td>
<td>19/03/2018</td>
<td></td>
</tr>
<tr>
<td>Head Office</td>
<td>Muscat Governorate</td>
<td></td>
</tr>
</tbody>
</table>

The Membership Certificate certifies that the
promising projects

شتمة انتساب
Membership Certificate

Oman Chamber of Commerce Industry hereby

Certifies that the
promising projects

شتمة غرفة تجارة ومصرانة عمان بن
المشاريع الراجعة

Registered in the grade

سجل باللغة

CR No

رقم السجل

OCCI No

رقم الملف

Date of issue

تاريخ الإصدار

Date of expiry

تاريخ الانتهاء

Head Office

المقر الرئيسي

Muscat Governorate

Sheba'a Ainsab
Second: Membership renewal

1 - If the user wish to renew the OCCI membership .. They can click renew membership in the E-services Dashboard ..
2 - Select CR Number ..

3. Select the OCCI Number and then click Next ...

Membership Renewal

Membership Renewal
4 - A personal verification screen appears and the Login Using Card or Login Using Mobile is pressed according to the desired mechanism.

5. A screen will appear asking for the PIN verification number again and the PIN code will be entered in it and Enter.
6. Click Terminate and return to your originating service

7. Company data appears on pressing membership renewal.

Membership Renewal

<table>
<thead>
<tr>
<th>Company Name English</th>
<th>promising projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name Arabic</td>
<td>المشاريع الراعية</td>
</tr>
<tr>
<td>Address</td>
<td>Ruwi, Muttrah, Muscat Governorate, 423, 30</td>
</tr>
<tr>
<td>Expiry Date</td>
<td>2018-03-19</td>
</tr>
<tr>
<td>CR Number</td>
<td>1229237</td>
</tr>
<tr>
<td>OCCI Number</td>
<td>91868</td>
</tr>
<tr>
<td>OCCI Grade</td>
<td>Fourth</td>
</tr>
</tbody>
</table>

Renew Membership
8 – After that selecting the renewal Period for 1 year or 2 years and Press Renew Membership

<table>
<thead>
<tr>
<th>Membership Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company Name English</strong></td>
</tr>
<tr>
<td><strong>Company Name Arabic</strong></td>
</tr>
<tr>
<td><strong>Expiry Date</strong></td>
</tr>
<tr>
<td><strong>OCCI Number</strong></td>
</tr>
<tr>
<td><strong>OCCI Grade</strong></td>
</tr>
<tr>
<td><strong>Renewal Period</strong></td>
</tr>
<tr>
<td><strong>New expiry date</strong></td>
</tr>
<tr>
<td><strong>First year fees</strong></td>
</tr>
<tr>
<td><strong>Old Debit</strong></td>
</tr>
<tr>
<td><strong>Total Amount</strong></td>
</tr>
</tbody>
</table>

[Renew Membership]
9. After the check and the renewal value appears, press renew membership

**Membership Renewal**

- **Company Name English**: promising projects
- **Company Name Arabic**: المشاريع الوعيدة
- **Expiry Date**: 2018-03-19
- **OCCI Number**: 91868
- **OCCI Grade**: Fourth
- **Renewal Period**: Two Year
- **New expiry date**: 2020-03-19
- **First year fees**: RO 25
- **Second year fees**: RO 25
- **Old Debit**: RO 0
- **Total Amount**: RO 50

*Disclaimer: Portal currently supports payment only from Local credit card and Internationally Issued credit and debit cards.*
10. The accounting or invoice data to be paid will then appear, fill in the required data and press Next.

11. The Payment Details screen appears and the transaction will be completed after the notification sent by e-mail and mobile phone.
Third: Get your certificate:

1. When you click **Get your certificate** (this means extracting a lost certificate), a screen appears to select the CR Number.
2 - After selecting the commercial register press Next..

3 - Then select the OCCI number as well, and Press Next ..
4 - A personal verification screen appears and the Login Using Card or Login Using Mobile is pressed according to the desired mechanism.

5. A screen will appear asking for the PIN verification number again and the PIN code should be entered in it.
6. Click Terminate and return to your originating service

7. The company data appears, press Get your certificate button to get the certificate.
8. The accounting or invoice data to be paid will then appear, fill in the required data and press Next
9 - The Payment Details screen appears and the transaction will be completed after that notification sent by e-mail and mobile phone ..
Fourth: Change name

1. After the Change Name screen appears, select the CR number

Change name
2 - Then select the OCCI number as well, and press Next..

3 - A personal verification screen appears and the Login Using Card or Login Using Mobile is pressed according to the desired mechanism.

4. A screen will appear asking for the PIN verification number again and the PIN code should be entered in it.
5. Click Terminate and return to your originating service
6 – The company's data appears in addition to the company's new name, and click change the name.

7 - If the company is terminated, the system does not accept the transaction and requests renewal of the certificate.
8. A screen shows the amount to be paid when you change the name, and click change the name to complete.

9. The accounting or invoice data to be paid will then appear, fill in the required data and press Next
10 - The Payment Details screen appears and the transaction will be completed, after that a notification will be sent by e-mail and mobile phone..

Fifth: Change Grade
1 - If the beneficiary wishes to change the company’s Grade after the increase or decrease in the Ministry of Commerce can press to change Grade and select the CR Number then press next.
2 - Select OCCI Number and Press Next ..

![Change Grade](image)

3 - A personal verification screen appears and the Login Using Card or Login Using Mobile is pressed according to the desired mechanism.
4. A screen will appear asking for the PIN verification number again and the PIN code will be entered in it.

5. Click Terminate and return to your originating service
6. The company data is displayed with the new Grade.

7. The Change grade screen appears with the amount that can be paid and press Change Grade.

**Disclaimer:** Portal currently supports payment only from local credit card and internationally issued credit and debit cards.
8. The accounting or invoice data to be paid will then appear, fill in the required data and press Next

9 - The Payment Details screen appears and the transaction will be completed. After that a notification will be sent by e-mail and mobile phone..