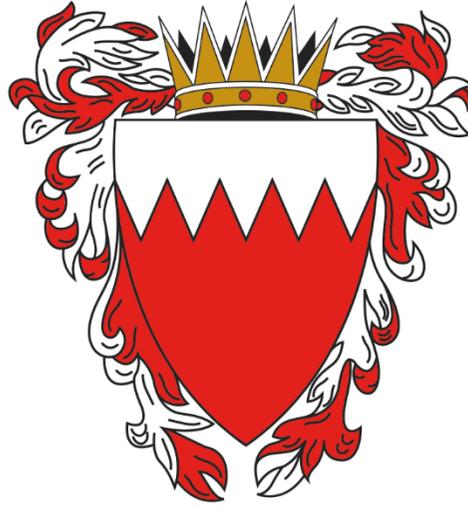


# QuadraBay

وزارة شؤون البلديات والزراعة  
Ministry of Municipalities Affairs  
and Agriculture

دليل تقديم طلب تقرير التحقق من الوثائق للمصدر  
الاولي لطلب ترخيص مزاولة المهنة الطبية البيطرية



وزارة شؤون البلديات والزراعة

Ministry of Municipalities Affairs  
and Agriculture

# QuadraBay

دليل تقديم طلب تقرير التحقق  
من المستندات للمصدر الاولي



شركة كوادرابي شريك موثوق وزارة شؤون البلديات والزراعة وتوفر خدمة التحقق من المؤهلات الأكاديمية إلى المهنيين والفنيين الذين يسعون للحصول على ترخيص مزاولة المهن الطبية البيطرية داخل مملكة البحرين.

اتبع دليلنا الموضح أدناه لتقديم طلبك للحصول على تقرير صحة المستندات من كوادرابي للتحقق من المصدر الأولي والمعادلة.

## الخطوة 1: إنشاء حساب

1.1 قبل البدء في تقديم طلبك، تأكد من حصولك على المستندات التالية:

\*نسخة من جواز السفر

\*المستندات المطلوب التحقق منها حسب متطلبات وزارة شؤون البلديات والزراعة:

1.نسخة من الدرجة العلمية

2.نسخة من شهادات الخبرة العملية.

3.نسخة من الاعتماد/ترخيص مزاولة المهن الطبية البيطرية

\*خطاب التفويض (يمكنك تحميل نسخة من المنصة)

لبدء تقديم الطلب، قم بزيارة المنصة الخاصة لوزارة شؤون البلديات والزراعة <https://maa.quadrabay.com>



1.2 بمجرد وصولك إلى المنصة الخاصة ، حدد "إنشاء حساب". قم بملء البيانات المطلوبة، ومن ثم قم بالموافقة على الشروط والأحكام وقم بالتسجيل.



### Welcome to QuadraBay's Verification Portal

QuadraBay is a trusted partner of the Ministry of Municipalities Affairs And Agriculture to provide you with the best possible experience when verifying your Education Credentials, Professional Experience and any Professional Qualifications.



#### Leaders in Verification

Millions of satisfied applicants verified annually



#### Competitive Pricing

High-quality service at a competitive price



#### Fast Processing Time

Fast processing time with top-notch quality



#### Global Coverage

Easily verify your document from anywhere in the world



#### Excellent Support

WhatsApp, Live chat and call back options 7 days a week



#### Easy Application

Intuitive application in less that 15 mins

[Login](#)
[Create an Account](#)
[Individual Account](#)
[Corporate Account](#)

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Country Code	Mobile No.
<input type="text"/>	Select Country	<input type="text"/>
		(Min 6 Digits Required)

I agree to all [Terms & Conditions](#)

[SIGN UP](#)

1.3 بعد ذلك، سيتم إرسال بريد إلكتروني إليك يحتوي على كلمة مرور لمرة واحدة. انتقل مرة أخرى إلى بوابة تقديم الطلب بعد نسخ كلمة المرور

Dear QB Test,

To access and enable your account, please use the below listed Login Details:

Please click the link below or copy the URL into your browser.

<https://maa.quadrabay.com>

Username:

Temporary Password: qbrs4260

Kind Regards,  
QuadraBay Team

APPLICATION  
GUIDE



DOWNLOAD

- 1 Open the Email received from [noreply@quadrabay.com](mailto:noreply@quadrabay.com)
- 2 Copy the One-Time Password Provided
- 3 Navigate back to the UOB Candidate Portal

1.4 حدد خيار تسجيل الدخول، وأدخل عنوان بريدك الإلكتروني وقم بتسجيل الدخول باستخدام كلمة المرور لمرة واحدة التي تلقيته عبر البريد الإلكتروني.



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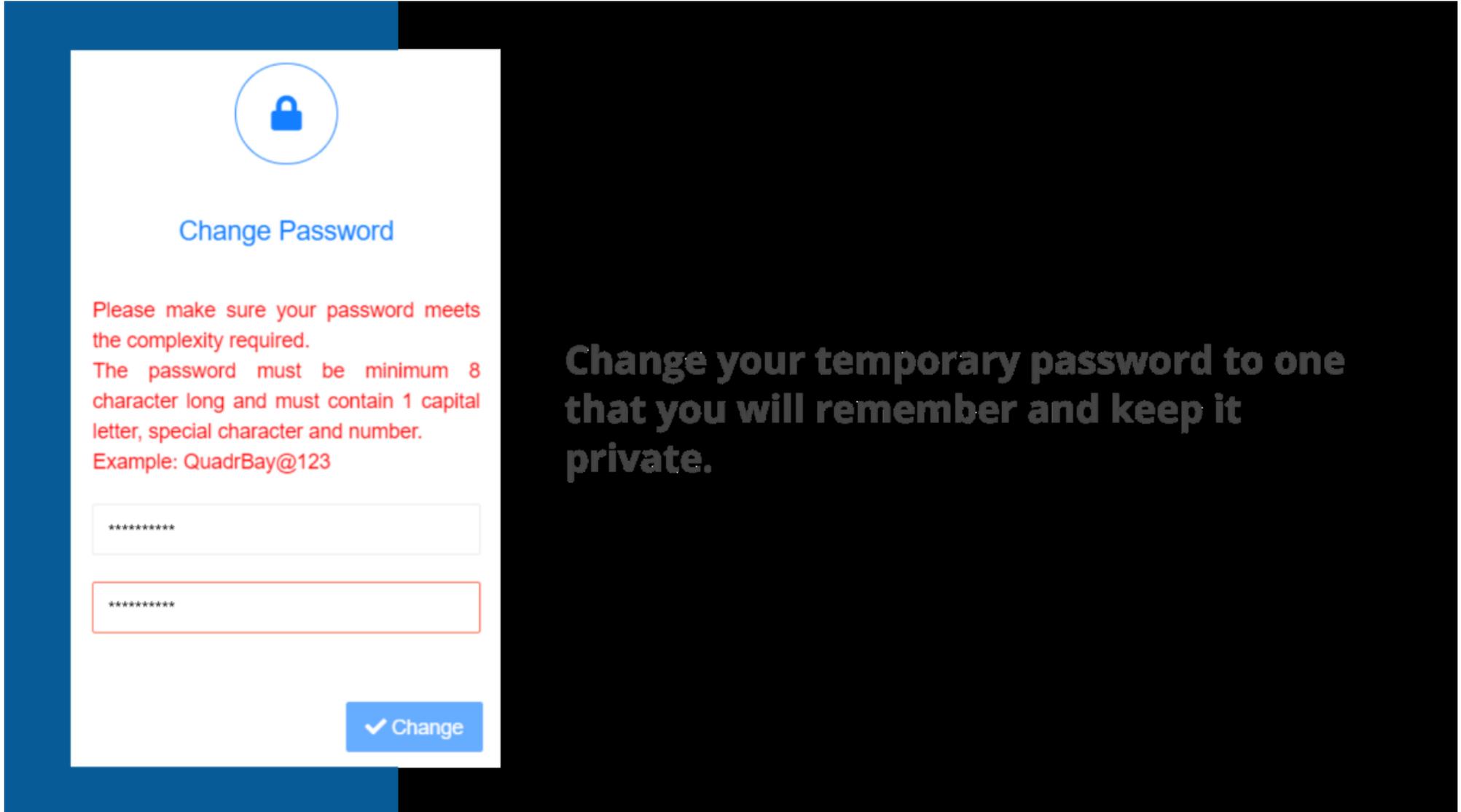
#### Easy Application

Intuitive application in less than 15 mins

[Login](#)
[Create an Account](#)


[Forgot Password?](#)
[Log In](#)

## 1.5 ستظهر رسالة مطالبة بتغيير كلمة المرور الخاصة بك.



The image shows a 'Change Password' form. At the top, there is a blue padlock icon inside a circle. Below the icon, the title 'Change Password' is displayed in blue. The instructions are in red text: 'Please make sure your password meets the complexity required. The password must be minimum 8 character long and must contain 1 capital letter, special character and number. Example: QuadrBay@123'. There are two input fields, each containing seven asterisks. A blue button with a checkmark and the text 'Change' is located at the bottom right of the form.

**Change your temporary password to one that you will remember and keep it private.**

1.6 سيتم بعد ذلك إعادة توجيهك إلى صفحة معلومات مقدم الطلب، والتي تحتوي على جميع المعلومات والتعليمات التي تحتاجها لبدء طلبك. يرجى قراءة جميع التعليمات بعناية. يمكنك عرض الحزم وتنزيل خطاب التفويض، والذي سيكون مطلوبًا في مرحلة لاحقة. يجب أن تتطابق التفاصيل الموجودة في خطاب التفويض مع نفس تفاصيل جواز سفرك.

## Please ensure that you have the following documents ready before you start your application process:

You will need clear and readable copies of the indicated documents below:

[Click to view packages](#)



PASSPORT COPY



DOCUMENTS TO BE VERIFIED



CONSENT / AUTHORIZATION LETTER

[Download Consent](#)



[Chat now](#)

## 1.7 إذا كانت لديك أي أسئلة، يرجى الرجوع إلى قسم الأسئلة الشائعة في صفحة مقدم الطلب.

How long will it take me to complete and submit my application?

The application process is designed to be as simple as possible. Our research suggests that most participants complete the process within 15 minutes.

---

What is the expected process time of my application?

---

What happens if there is an information missing from my application?

---

Whom can I contact if I need support with my application?

---

How do I know that my application was submitted successfully?

---

Will I get a copy of my verification report?

---

How can I track my application?

---

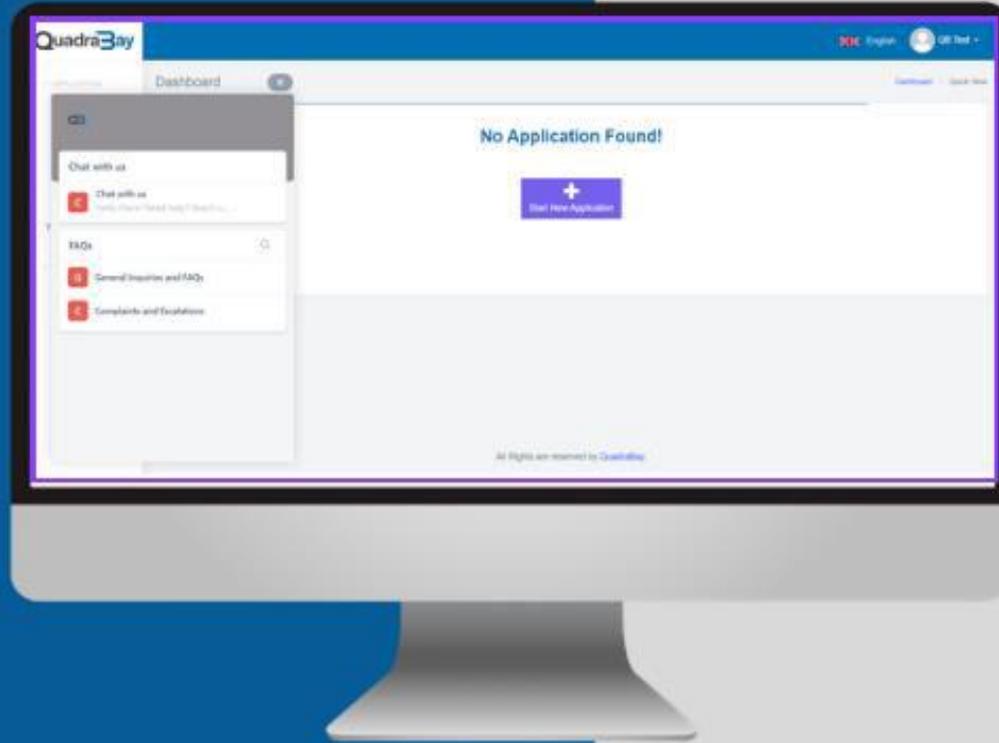
Can I cancel my application?

---

[Terms of use](#) | [Privacy Policy](#)

By selecting this box, you indicate that you have read and understood the QuadraBay Terms and Conditions associated with the services provided and are in acceptance of it.

1.8 خلال عملية تقديم الطلب، يمكن استخدام زر "الدردشة الآن" للتواصل مع أحد ممثلي خدمة العملاء



**Customer support assistance is available throughout the application process.**

## الخطوة 2: تفاصيل الطلب

2.1 حدد خيار "طلب جديد" ثم حدد الحزمة التي تناسب متطلباتك. بمجرد الانتهاء، اضغط على "بدء التسجيل".

## أنواع الحزم:

1- باقة المهن التخصصية:

وثيقة تعليمية واحدة، وعدد 2 شهادة خبرة (تغطيان ما لا يقل عن 5 سنوات من العمل)، ورخصة واحدة مزاولة المهن الطبية البيطرية من بلد المنشأ.

2- باقة المهن الفنية:

وثيقة تعليمية واحدة، وشهادة خبرة واحدة (تغطي ما لا يقل عن 3 سنوات من الخبرة).

3- مستند إضافي: أي مستند واحد للتحقق.

## الخطوة 3: التفاصيل الشخصية

3.1 املأ بياناتك الشخصية وتفاصيل جواز السفر. يجب ملئ الحقول المميزة بعلامة النجمة الحمراء (\*).

The reference No. for the current Application is -

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS PROFESSIONAL LICENSE EMPLOYMENT DETAILS PAYMENT

### Personal Details

Title:\*  
xxx

First Name:\* Middle Name:\*  N/A Last Name:\*  
xxx

Other Name (If your name was changed at any point please click here and complete the form.)

Date of Birth:\* Country of Birth:\* Nationality:\*  
xxx

Gender:\*  
Female

Chat now

3.2 يمكن توقيع خطاب التفويض (LOA) على البوابة عن طريق اختيار " Digital LOA ". اقرأ التفاصيل بعناية وتأكد من دقة المعلومات. أضف توقيعك واحفظه وأغلقه.



3.3 يمكن أيضًا تنزيل خطاب التفويض بالضغط على "Download consent"، وبمجرد الانتهاء، قم بإضافته إلى طلبك عن طريق تحديد "Browse"

The screenshot displays the QuadraBay application interface. On the left, there is a navigation menu with the following items: APPLICATION (New Application, Track My Application), INFORMATION (FAQ, Application Guide), and a 'Leave a message' button at the bottom. The main content area is divided into sections:

- Gender:** A dropdown menu with 'Female' selected.
- Passport Details:**
  - Passport No.:** A text input field containing 'xxx'.
  - Issuing Country:** A dropdown menu with 'xxx' selected.
  - Expiry Date:** A text input field containing 'xxx' with a calendar icon to its right.
  - Upload only PDF, JPEG, JPG, PNG & maximum 5MB:** A text input field containing 'Passport Copy.pdf' with a 'Browse' button to its right.
- Consent Form:**
  - Upload only PDF, JPEG, JPG, PNG & maximum 5MB:** A text input field containing 'Signed LOA.pdf' with a 'Browse' button to its right.
  - Two buttons: 'Digital LOA' and 'Download Consent'.

At the bottom of the form, there are two buttons: 'Previous Step' on the left and 'Save & Continue' on the right. The footer contains the text 'All Rights are reserved by QuadraBay.'

## 3.4 بعد ذلك، ستظهر نافذة منبثقة؛ اقرأها بعناية قبل الضغط على OK.

The screenshot displays the QuadraBay application portal interface. A modal dialog box is centered on the screen, featuring a warning icon (a triangle with an exclamation mark inside a circle). The text within the dialog reads: "It is your sole responsibility to ensure that you have read and understood the Ministry of Municipalities Affairs And Agriculture's Requirements and Registration Criteria carefully before starting this application process. You are solely responsible to submit all the relevant documents for verification in accordance to the Ministry of Municipalities Affairs And Agriculture. QuadraBay does not hold any responsibility if incorrect documents are submitted." Below the text are two buttons: "Ok" and "Cancel".

The background interface shows the "Passport Details" section with the following information:

- Gender: Male
- Passport No.\*: 000000
- Expiry Date\*: 2033-09-01

Below the passport details is the "Consent Form" section, which includes a note: "( Please Use the Digital LOA (Letter Of Authorization) Signatra or download, complete and sign the consent form by clicking "download Consent", then scan and upload it. )". There are buttons for "View Document" and "Download Consent".

At the bottom of the page, there are buttons for "Previous step" and "Save and Continue". The footer text reads: "All Rights are reserved by QuadraBay."

## الخطوة 4: تفاصيل الشهادة

## 4.1 حدد خيار "إضافة" لإضافة تفاصيل شهادتك

QuadraBay English QB Test

The reference No. for the current Application is - **MAA0109240006**

APPLICATION DETAILS PERSONAL DETAILS **EDUCATION DETAILS** EMPLOYMENT DETAILS CREDENTIAL PAYMENT

Education

[+ Add](#)

Establishment Name	Education Level	Country	Date Awarded	

[Previous step](#) [Skip](#)

All Rights are reserved by [QuadraBay](#).

## 4.2 املأ الحقول الإلزامية المميزة بعلامة النجمة الحمراء (\*) وقم بتحميل نسخ واضحة من مستنداتك التعليمية.

The screenshot shows the 'Education Details' form in the QuadraBay application. The form is titled 'Education Details' and contains the following fields:

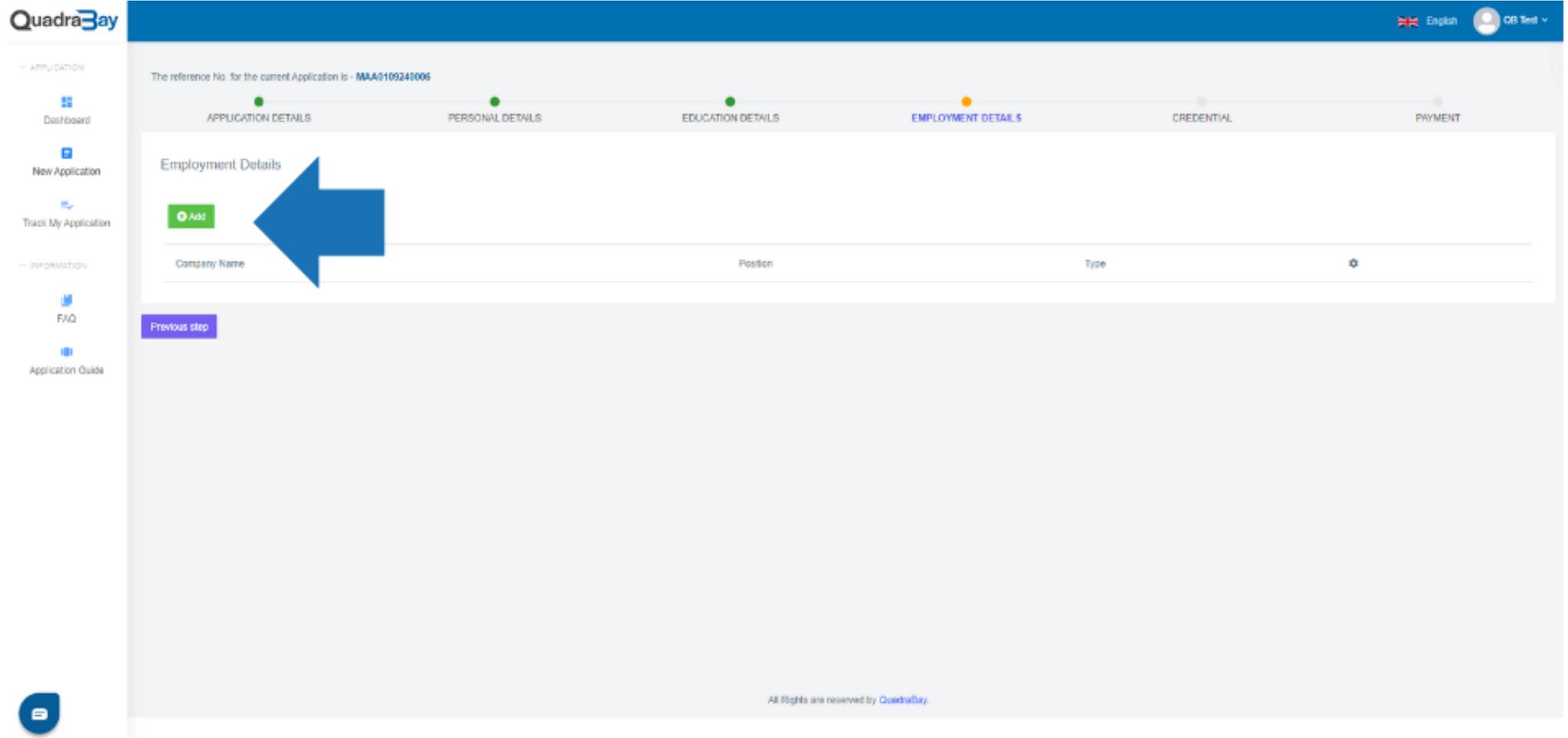
- Name as Per Degree\***: Text input field.
- Issuing Authority Name\***: Text input field.
- Country\***: Dropdown menu.
- Study Country\***: Dropdown menu.
- Examination Location**: Text input field.
- City\***: Text input field.
- Qualification Type\***: Dropdown menu.
- Major/Specialization\***: Text input field.
- Education Type\***: Dropdown menu.
- Mode of Study\***: Dropdown menu.
- Start Date\***: Date picker.
- End Date\***: Date picker.
- Date Awarded\***: Date picker.
- Did you complete the degree\***: Radio buttons (Yes/No).
- Number Of Transferred Credit Hours**: Text input field.
- Student - Roll No/ ID Number**: Text input field.
- College Name**: Text input field.
- Grade (GPA)\***: Text input field.
- Max Grade (GPA)\***: Text input field.
- Min Grade (GPA)\***: Text input field.
- No. Hours Studied In A Non Traditional Way**: Text input field.
- Issuing Authority Address**: Text input field.
- Upload Education (Degree certificate \*\* Only 1 file allowed)\***: File upload area with instructions: 'Upload only PDF, JPEG, JPG, PNG & maximum 5MB'.
- Upload Your Marksheet, Transcript, and Other Supporting Documents Here**: File upload area with instructions: 'Upload only PDF, JPEG, JPG, PNG & maximum 5MB'.

The form also includes a 'Previous step' button, a 'Skip' button, and a 'Save' button at the bottom right.

## 4.3 بعد الانتهاء، قم بمراجعته التفاصيل ثم انتقل إلى الخطوة التالية

## الخطوة 5: تفاصيل التوظيف

5.1 حدد خيار "إضافة" لإضافة تفاصيل شهادات الخبرة الخاصة بك.



The screenshot displays the QuadraBay application portal interface. The top navigation bar includes the QuadraBay logo, language selection (English), and a user profile icon. The main content area shows a progress bar with six steps: APPLICATION DETAILS, PERSONAL DETAILS, EDUCATION DETAILS, EMPLOYMENT DETAILS (highlighted in blue), CREDENTIAL, and PAYMENT. Below the progress bar, the 'Employment Details' section is active, featuring a green 'Add' button and a table with columns for Company Name, Position, and Type. A blue arrow points to the 'Add' button. A 'Previous step' button is visible below the table. The footer contains the text 'All Rights are reserved by QuadraBay.'

5.2 املأ الحقول الإلزامية المميزة بعلامة النجمة الحمراء (\*) وقم بتحميل نسخ واضحة من مستندات التوظيف الخاصة بك.

The screenshot displays the 'Employment Details' form within the QuadraBay application. The form is titled 'Employment Details' and includes the following fields:

- Employer Name\*
- Type\*
- Position\*
- Current Employer\* (No)
- Start Date\*
- End Date\*
- Country\* (Select Country)
- City\*
- Supervisor Name
- Supervisor Email
- Supervisor Phone
- Reason For Leaving

There are two document upload sections:

- Upload Document (\*\* Only 1 file allowed\*)**: Upload only PDF, JPEG, JPG, PNG & maximum 5MB.
- Other Supporting Document (Optional \*\* Only 1 file allowed)**: Upload only PDF, JPEG, JPG, PNG & maximum 5MB.

Each upload section has a 'Drag & Drop files here OR Browse File' button. A 'Save' button is located at the bottom right of the form.

5.3 بعد الانتهاء، قم بمراجعته ثم انتقل إلى الخطوة التالية.

## الخطوة 6: تفاصيل الاعتماد

6.1 حدد خيار "إضافة" لإضافة تفاصيل بيانات الاعتماد الخاصة بك.

QuadraBay

English QB Test

APPLICATION

Dashboard

New Application

Track My Application

INFORMATION

FAQ

Application Guide

The reference No. for the current Application is - MAA0109240006

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS EMPLOYMENT DETAILS CREDENTIAL PAYMENT

Professional License

[Add](#)

Provider Name	Speciality	Issuing Country	Issue Date	Expiry Date	
QB	QB	BAHRAIN	2006-09-01T00:00:00	2026-09-30T00:00:00	<a href="#">Edit</a> <a href="#">Delete</a>

[Previous step](#) [Go to next step](#)

All Rights are reserved by QuadraBay.

6.2 املأ الحقول الإلزامية المميزة بعلامة النجمة الحمراء (\*) وقم بتحميل نسخ واضحة من مستندات الخبرة الخاصة بك.

The screenshot shows the 'Professional License' application form in a modal window. The form includes the following fields and sections:

- Issuing Authority\***: Text input field.
- Speciality\***: Text input field.
- Document ID (Number)\***: Text input field.
- Issuing Country\***: Dropdown menu with "-- Select Country --".
- Issue Date\***: Date picker.
- Expiry Date:**: Date picker.
- Upload Certificate (\*\* Only 1 file allowed)\***: File upload section with instructions: "Upload only PDF, JPEG, JPG, PNG & maximum 5MB".
- Other Supporting Document (Optional \*\* Only 1 file allowed)**: File upload section with instructions: "Upload only PDF, JPEG, JPG, PNG & maximum 5MB".

At the bottom right of the modal, there is a "Save and Continue" button. The background interface shows the main application with a sidebar and a progress bar.

6.3 بعد الانتهاء، قم بمراجعته ثم انتقل إلى الخطوة التالية.

## الخطوة 7: الدفع

بعد الانتهاء من تحميل جميع المستندات، فإن الخطوة التالية هي إجراء الدفع.

7.1 يمكنك تحديد خيار "استخدام نفس التفاصيل مثل المعلومات الشخصية"، وسيتم ملئ حقول المعلومات المطلوبة تلقائيًا بمجرد تمكين هذا الخيار

**QuadraBay** English QB Test

The reference No. for the current Application is - MAA0109240006

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS EMPLOYMENT DETAILS CREDENTIAL PAYMENT

Complete [Remark](#)

Please click on Pay & Finish to complete your Application.

Use same details as personal information

Title *	First Name *	Last Name *
Select Title	First Name	Last Name
Country Code *	Mobile *	Email *
	Mobile Number	E-mail
Billing Address *	City *	State *
Billing Address	City	State
Postal Code *	Country *	
Postal Code		

[Previous step](#) [Pay and Finish](#)

All Rights are reserved by QuadraBay.

7.2 بعد ذلك، سيظهر ملخص الدفع الخاص بك. قم بمراجعته بعناية ثم تابع الدفع. عند الانتهاء، سيتم إرسال إيصال الدفع إلى عنوان بريدك الإلكتروني المسجل.

The screenshot displays the 'Payment Summary' modal window on the QuadraBay application. The modal contains a table with the following columns: Product, Unit Price, Quantity, and Total. Below the table, there are summary rows for Sub Total, VAT (0%), and Total. A note states: 'The total amount is including administrative charges'. Another note reads: '\* Note: Once you click on Agree & Pay you will not be able to update or add any of the components in your application.' A green 'Agree & Pay' button is visible at the bottom of the modal. The background shows the 'APPLICATION DETAILS' form with fields for Title, Country Code (973), Billing Address (Raf 110), and Postal Code (00911). A 'Previous step' button is also visible at the bottom left of the form.

### الخطوات التالية:

يمكنك أيضًا متابعة طلبك عن طريق تحديد الخيار الموجود على الجانب الأيسر من لوحة معلومات مقدم الطلب أو زيارة [www.track.quadrabay.com](http://www.track.quadrabay.com) وتحقق من بريدك الإلكتروني بانتظام لمعرفة أي مستجدات متعلقة بطلبك



QuadraBay is a trusted partner of the Ministry of Municipalities Affairs and Agriculture and provides Academic Qualification Verification and Professional Experience Verification from the Primary Source to professionals that would like to obtain the license within the Kingdom of Bahrain. Follow our step-by-step guide below to apply for your QuadraBay Primary Source Verification Report (PSV) for the Ministry of Municipalities Affairs and Agriculture.

## Step 1: Create an Account

1.1 Before starting your application, make sure you have the below documents:

\* **Passport Copy**

\* Documents to be Verified According to The Ministry of Municipalities Affairs and Agriculture Requirements:

1. Copy of the Degree.
2. Copy of the Employment Certificates.
3. Copy of the Credential/ Profession Practice License.

\* Signed Letter of Authorization (LOA)

To Start your application, visit the dedicated candidate portal <https://maa.quadrabay.com>



1.2 Once you are on the landing page of the dedicated candidate portal, select 'Create an Account'. Fill in all the required fields, then agree to the terms and conditions and sign up.



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Millions of satisfied applicants verified annually



#### Competitive Pricing

High-quality service at a competitive price



#### Fast Processing Time

Fast processing time with top-notch quality



#### Global Coverage

Easily verify your document from anywhere in the world



#### Excellent Support

WhatsApp, Live chat and call back options 7 days a week



#### Easy Application

Intuitive application in less that 15 mins

Login

Create an Account

Individual Account

Corporate Account

Title

First Name

Last Name

Email

Country Code

Select Country

Mobile No.

(Min 6 Digits Required)

I agree to all [Terms & Conditions](#)

SIGN UP

1.3 Then, an email containing a one-time password will be sent to you. Navigate back to the candidate portal after copying the one-time password.

Dear QB Test,

To access and enable your account, please use the below listed Login Details:  
Please click the link below or copy the URL into your browser.

<https://maa.quadrabay.com>

Username:

Temporary Password: qbrs4260

Kind Regards,  
QuadraBay Team

APPLICATION  
GUIDE



DOWNLOAD

- 1 Open the Email received from [noreply@quadrabay.com](mailto:noreply@quadrabay.com)
- 2 Copy the One-Time Password Provided
- 3 Navigate back to the UOB Candidate Portal

## 1.4 Select the login option, enter your email address and log in using the one-time password you received.



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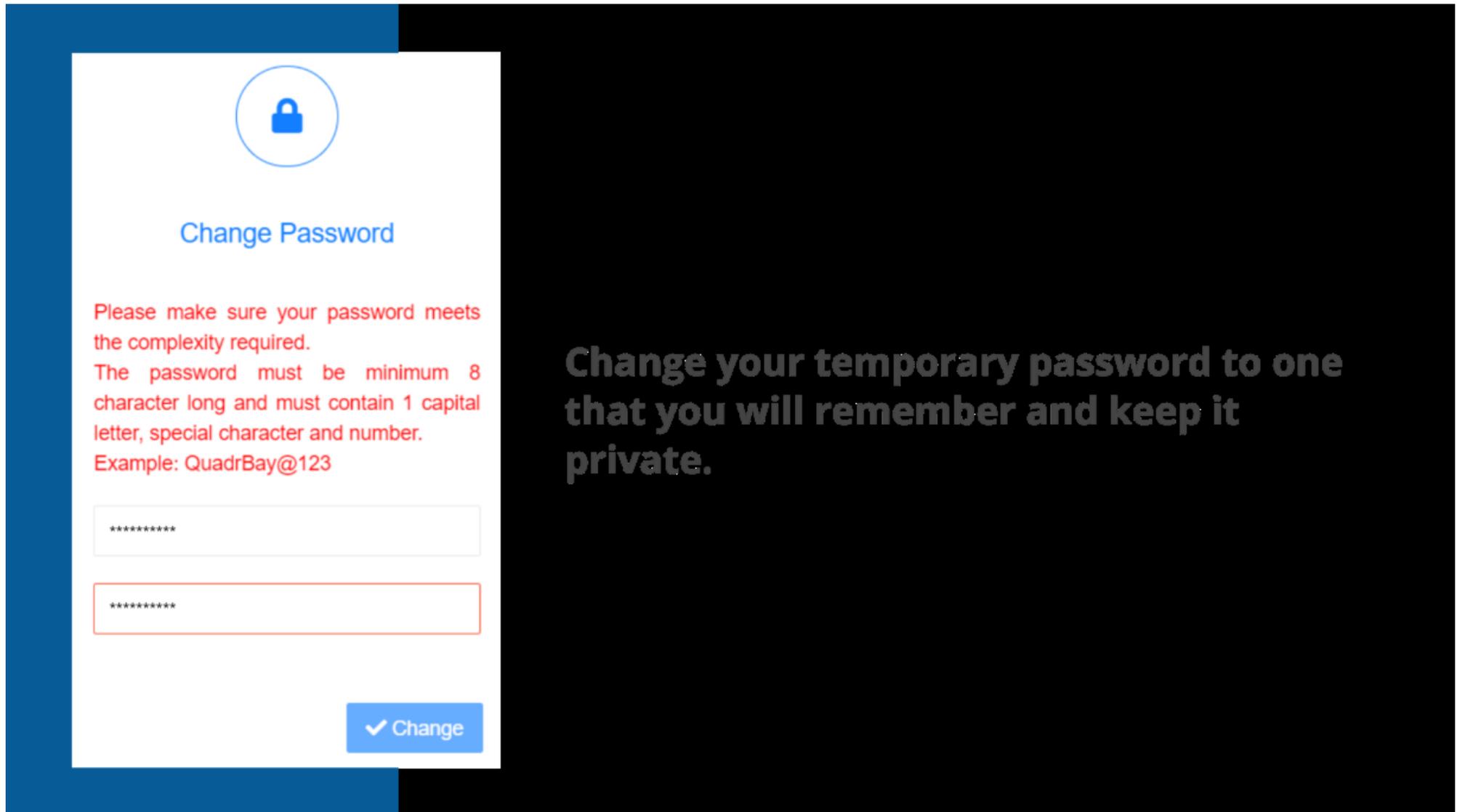
#### Easy Application

Intuitive application in less that 15 mins

[Login](#)
[Create an Account](#)


[Forgot Password?](#)

1.5 A prompt to change your password will appear.





### Change Password

Please make sure your password meets the complexity required.  
The password must be minimum 8 character long and must contain 1 capital letter, special character and number.  
Example: QuadrBay@123

\*\*\*\*\*

\*\*\*\*\*

 Change

**Change your temporary password to one that you will remember and keep it private.**

1.6 You will then be redirected to the candidate information page, which will have all the information and instructions you need to start your application. Please carefully read all the instructions. You can view packages and download the authorization letter, which will be required at a later stage. The details on the authorization letter should match the same details as your passport.

**Please ensure that you have the following documents ready before you start your application process:**

You will need clear and readable copies of the indicated documents below:

[Click to view packages](#) 

-   
PASSPORT COPY
-   
DOCUMENTS TO BE VERIFIED
-   
CONSENT / AUTHORIZATION LETTER  
[Download Consent](#)

[Chat now](#)

The screenshot shows a user interface with a blue header and a white main area. At the top, there's a blue bar with the text 'Click to view packages' and a dropdown arrow. Below this, there are three document categories, each with an icon and a label. The first is 'PASSPORT COPY' with an icon of two passports. The second is 'DOCUMENTS TO BE VERIFIED' with an icon of a folder and papers. The third is 'CONSENT / AUTHORIZATION LETTER' with an icon of a document and a pen, and a 'Download Consent' button. There are two red circular arrows pointing left, one above the second category and one below the third. A 'Chat now' button is in the bottom left corner.

## 1.7 If you have any questions, kindly refer to the FAQ section on the candidate landing page.

How long will it take me to complete and submit my application?

The application process is designed to be as simple as possible. Our research suggests that most participants complete the process within 15 minutes.

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What is the expected process time of my application?

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What happens if there is an information missing from my application?

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Whom can I contact if I need support with my application?

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How do I know that my application was submitted successfully?

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Will I get a copy of my verification report?

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How can I track my application?

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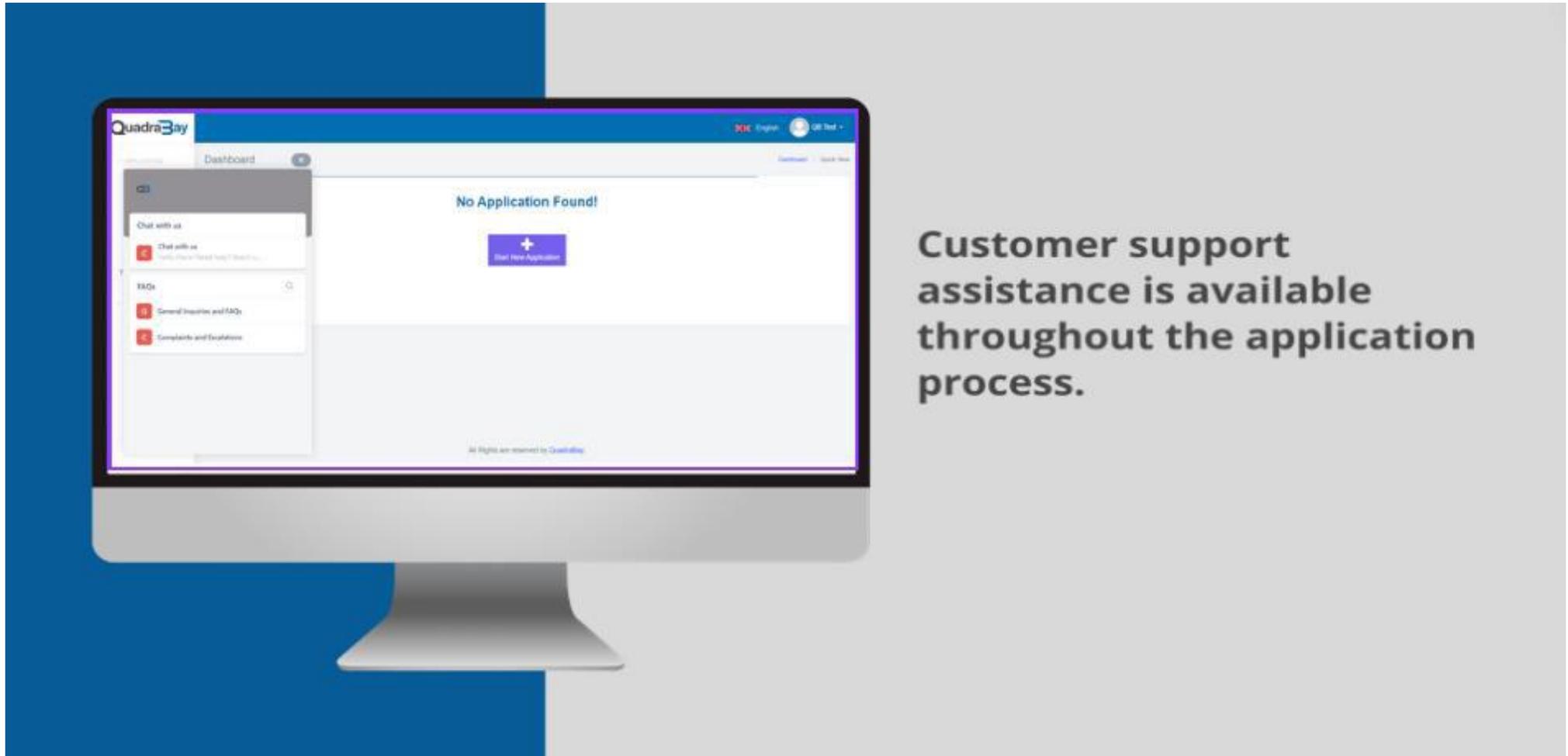
Can I cancel my application?

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[Terms of use](#) | [Privacy Policy](#)

By selecting this box, you indicate that you have read and understood the QuadraBay Terms and Conditions associated with the services provided and are in acceptance of it.

1.8 Throughout the application process, the 'chat now' button can be used to get in touch with a customer service representative.



## Step 2: Application Details

2.1 Select the 'New Application' option and then select the package that suits your requirements. Once completed, click at 'Start Registration.'

The screenshot displays the 'Application Details' page on the QuadraBay website. The page is divided into several sections: a top navigation bar with 'APPLICATION DETAILS' highlighted, a sidebar on the left with 'New Application' selected, and a main content area. In the main content area, there are two dropdown menus: 'Packages' and 'Service Type'. The 'Packages' dropdown is open, showing the following options: '-- Select Package --', 'Veterinarian Package', 'Assistant Veterinarian Package', and 'Single Document'. The 'Service Type' dropdown is currently closed and shows '-- Select Service Type --'. The page also includes a footer with the text 'All Rights are reserved by QuadraBay.'

### Package Breakdown:

#### Specialist Practice Package:

(1) Educational document, (2) Employment certificates (Covering at least 5 years of employment), (1) Practice License from Origin Country.

**Technician Package:** (1) Educational document, (1) Employment certificate (Covering at least 3 years of experience).

**Single Document:** Any single document verification

### Step 3: Personal Details

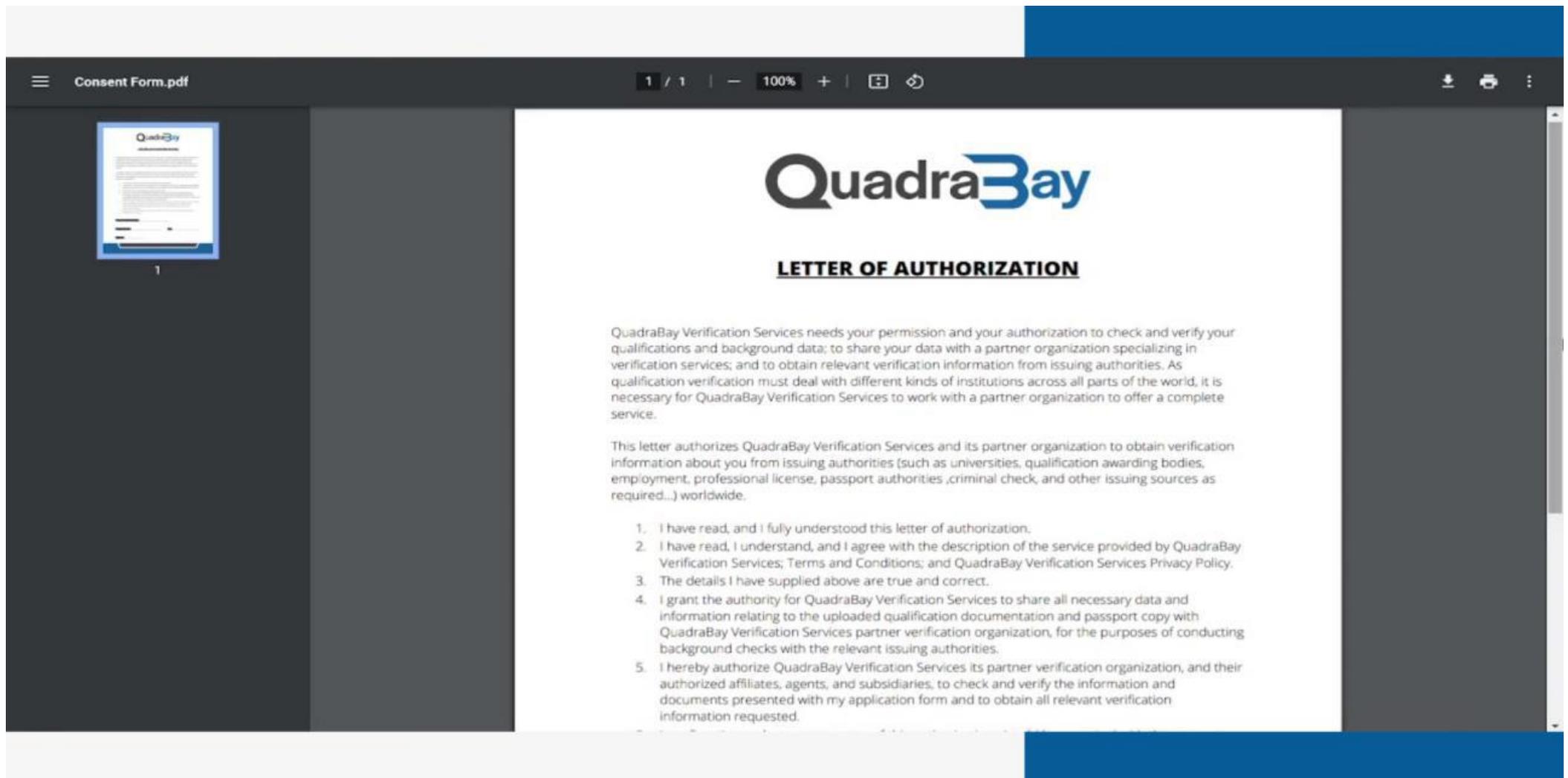
3.1 Fill in your personal details and passport details. The fields highlighted with a red asterisk (\*) need to be filled out since they are mandatory

The screenshot displays the 'Personal Details' section of an application form on the Quadra3ay platform. The form is part of a multi-step process, with 'PERSONAL DETAILS' being the current step. The form includes the following fields:

- Title:\*** (Mandatory): A text input field containing 'xxx'.
- First Name:\*** (Mandatory): A text input field containing 'xxx'.
- Middle Name:\*** (Mandatory): A text input field containing 'N/A'.
- Last Name:\*** (Mandatory): A text input field containing 'xxx'.
- Other Name:** A checkbox labeled 'Other Name (If your name was changed at any point please click here and complete the form.)' which is currently unchecked.
- Date of Birth:\*** (Mandatory): A date input field containing 'xxx'.
- Country of Birth:\*** (Mandatory): A dropdown menu containing 'xxx'.
- Nationality:\*** (Mandatory): A dropdown menu containing 'xxx'.
- Gender:\*** (Mandatory): A dropdown menu containing 'Female'.

A 'Chat now' button is located in the bottom left corner of the form. The Quadra3ay logo is visible in the top left corner of the page.

3.2 The Letter of Authorization (LOA) can be signed digitally by choosing 'Digital LOA'. Read the details carefully and ensure that the information is accurate. Add your signature, save, and close.



3.3 Letter of Authorization can also be downloaded by clicking on 'Download Consent', Once completed, add it to your application by selecting 'Browse'

The screenshot displays the QuadraBay application interface. On the left, a navigation menu includes 'APPLICATION' (New Application, Track My Application) and 'INFORMATION' (FAQ, Application Guide). The main content area is divided into sections: 'Gender:\*' (Female), 'Passport Details' (Passport No.:\*, Issuing Country:\*, Expiry Date:\*, Upload only PDF, JPEG, JPG, PNG & maximum 5MB\*), and 'Consent Form' (Upload only PDF, JPEG, JPG, PNG & maximum 5MB\*). The 'Consent Form' section features a 'Signed LOA.pdf' field with a 'Browse' button, and two buttons: 'Digital LOA' and 'Download Consent'. At the bottom, there are 'Previous Step' and 'Save & Continue' buttons, a 'Leave a message' button, and a footer stating 'All Rights are reserved by QuadraBay.'

**Gender:\***  
Female

**Passport Details**

**Passport No.:\*** xxx

**Issuing Country:\*** xxx

**Expiry Date:\*** xxx

Upload only PDF, JPEG, JPG, PNG & maximum 5MB \*

Passport Copy.pdf Browse

**Consent Form**  
(Please Use the Digital LOA Signature or download, complete and sign the consent form by clicking "download Consent", then scan and upload it.)

Upload only PDF, JPEG, JPG, PNG & maximum 5MB \*

Signed LOA.pdf Browse Digital LOA Download Consent

Previous Step Save & Continue

Leave a message

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3.4 Then, a pop up will appear; read it carefully before pressing OK.

The screenshot displays the QuadraBay application portal interface. A central pop-up dialog box with a warning icon (a blue triangle inside a circle) contains the following text:

It is your sole responsibility to ensure that you have read and understood the Ministry of Municipalities Affairs And Agriculture's Requirements and Registration Criteria carefully before starting this application process. You are solely responsible to submit all the relevant documents for verification in accordance to the Ministry of Municipalities Affairs And Agriculture. QuadraBay does not hold any responsibility if incorrect documents are submitted.

Below the text in the dialog box are two buttons: "Ok" and "Cancel".

The background interface shows the "Passport Details" section with the following information:

- Gender: Male
- Passport No.\*: 000000
- Expiry Date\*: 2033-09-01

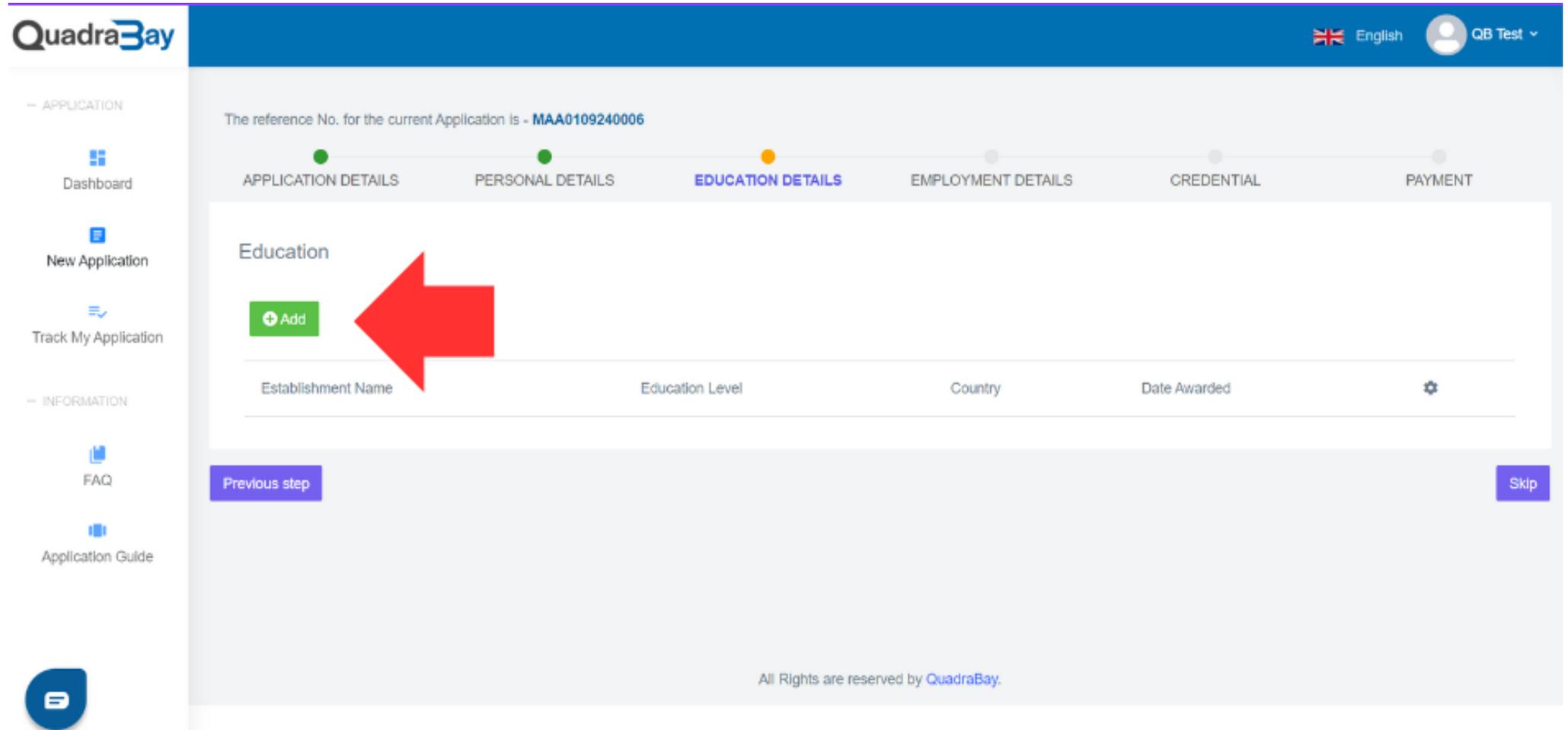
Below the "Passport Details" section is the "Consent Form" section with the following text:

( Please Use the Digital LOA (Letter Of Authorization) Signature or download, complete and sign the consent form by clicking "download Consent", then scan and upload it. )

Buttons for "View Document" and "Download Consent" are visible under the "Consent Form" section. At the bottom of the page, there are buttons for "Previous step" and "Save and Continue". The footer text reads "All Rights are reserved by QuadraBay."

## Step 4: Education Details

### 4.1 Select the 'Add' option to add your education details



The screenshot displays the QuadraBay application interface. The top navigation bar includes the QuadraBay logo, a language selector set to English, and a user profile labeled 'QB Test'. The main content area shows a progress bar with six steps: APPLICATION DETAILS, PERSONAL DETAILS, EDUCATION DETAILS (highlighted in blue), EMPLOYMENT DETAILS, CREDENTIAL, and PAYMENT. Below the progress bar, the 'Education' section is visible, featuring a green 'Add' button with a plus icon. A large red arrow points to this button. Below the button is a table with columns for Establishment Name, Education Level, Country, and Date Awarded, along with a settings gear icon. At the bottom of the form, there are 'Previous step' and 'Skip' buttons. The footer contains the text 'All Rights are reserved by QuadraBay.'

Quadrabay

English QB Test

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS EMPLOYMENT DETAILS CREDENTIAL PAYMENT

The reference No. for the current Application is - **MAA0109240006**

Education

+ Add

Establishment Name	Education Level	Country	Date Awarded	
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Previous step Skip

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## 4.2 Fill out the mandatory fields marked with a red asterisk (\*) and upload clear copies of your educational documents

The screenshot displays the 'Education Details' form within the QuadraBay application. The form is a modal window with a blue header and contains various input fields for personal and educational information. Mandatory fields are marked with a red asterisk. At the bottom, there are two file upload sections with 'Drag & Drop files here' and 'Browse File' buttons. A 'Save' button is located at the bottom right of the form.

**Education Details**

Name as Per Degree\* Issuing Authority Name\* Country\* Study Country\*

Examination Location City\* Qualification Type\* Major/Specialization\*

Education Type\* Mode of Study\* Start Date\* End Date\*

Date Awarded\*

Did you complete the degree\* Number Of Transferred Credit Hours Student - Roll No/ ID Number College Name

Grade (GPA)\* Max Grade (GPA)\* Min Grade (GPA)\* No. Hours Studied In A Non Traditional Way

Issuing Authority Address

Upload Education (Degree certificate \*\* Only 1 file allowed)\* Upload Your Marksheet, Transcript, and Other Supporting Documents Here

Upload only PDF,JPEG,JPG,PNG & maximum 5MB Upload only PDF,JPEG,JPG,PNG & maximum 5MB

Drag & Drop files here OR Browse File

Drag & Drop files here OR Browse File

Save

## 4.3 After completion, review it and then proceed to the next step.

## Step 5: Employment Details

### 5.1 Select the 'Add' option to add your employment details.

The screenshot displays the QuadraBay application interface. The top navigation bar is blue with the QuadraBay logo on the left and 'English' and 'CR Test' on the right. Below the navigation bar, a progress indicator shows six steps: APPLICATION DETAILS, PERSONAL DETAILS, EDUCATION DETAILS, EMPLOYMENT DETAILS (highlighted with an orange dot), CREDENTIAL, and PAYMENT. The main content area is titled 'Employment Details' and features a green 'Add' button with a plus icon. A large blue arrow points to this button. Below the button is a table with columns for 'Company Name', 'Position', and 'Type'. A 'Previous step' button is located at the bottom left of the main content area. The footer contains the text 'All Rights are reserved by QuadraBay.'

The reference No. for the current Application is - MAA0109240005

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS EMPLOYMENT DETAILS CREDENTIAL PAYMENT

Employment Details

Add

Company Name	Position	Type
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Previous step

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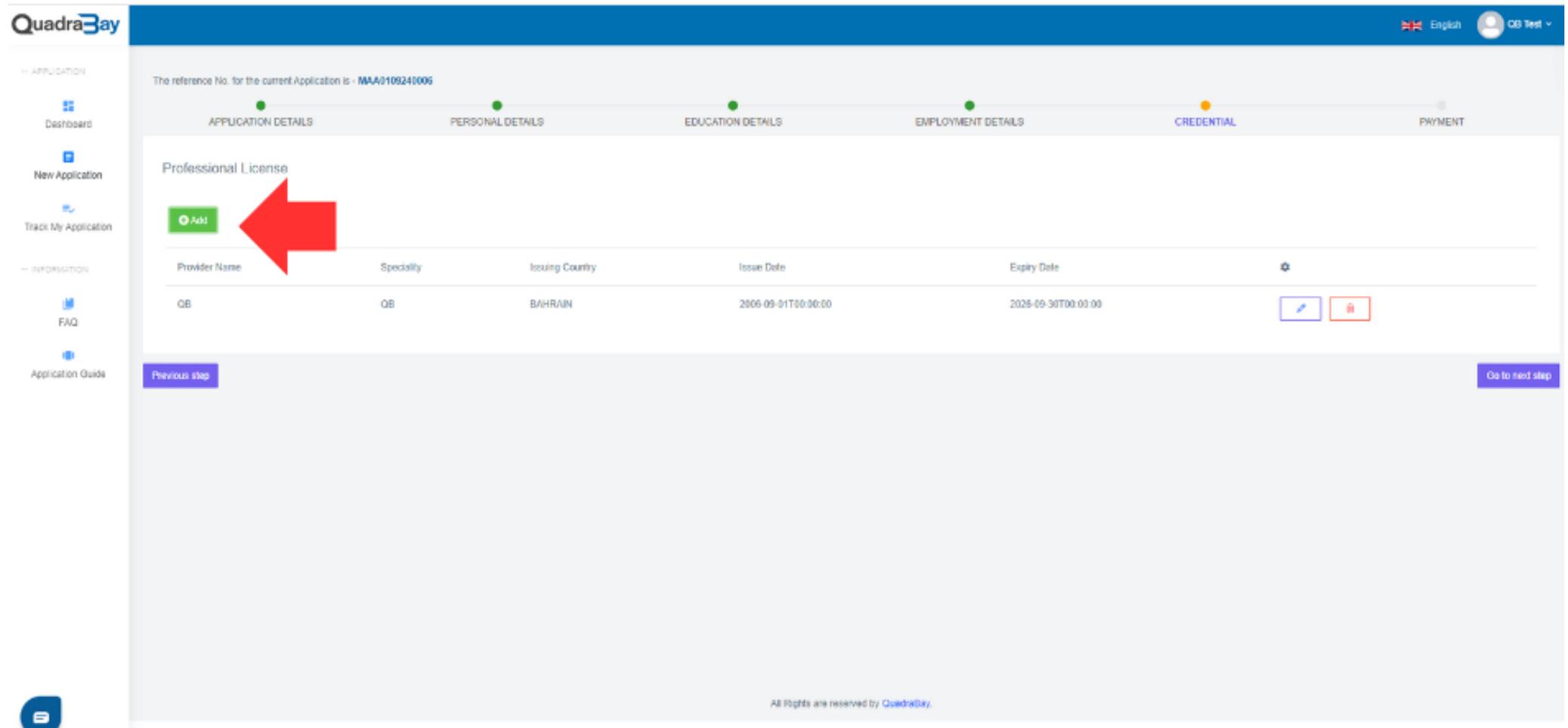
5.2 Fill out the mandatory fields marked with a red asterisk (\*) and upload clear copies of your employment documents.

The screenshot displays the 'Employment Details' form within the QuadraBay application. The form is a modal window with a blue header and a white body. It contains several input fields, some marked with a red asterisk to indicate they are mandatory. The fields are: Employer Name\*, Type\* (dropdown), Position\* (text), Current Employer\* (dropdown with 'No' selected), Start Date\* (calendar icon), End Date\* (calendar icon), Country\* (dropdown with '-- Select Country --'), City\* (text), Supervisor Name (text), Supervisor Email (text), Supervisor Phone (text), and Reason For Leaving (text with a small icon). Below the fields are two upload sections: 'Upload Document (\*\* Only 1 file allowed\*)' and 'Other Supporting Document (Optional \*\* Only 1 file allowed)'. Both sections specify 'Upload only PDF, JPEG, JPG, PNG & maximum 5MB' and feature a 'Drag & Drop files here OR Browse File' button. A green 'Save' button is at the bottom right. The background shows the QuadraBay dashboard with a sidebar and a top navigation bar.

5.3 After completion, review it and then proceed to the next step.

## Step 6: Credential Details

### 6.1 Select the 'Add' option to add your credential details.



The screenshot displays the QuadraBay application interface. The top navigation bar includes the QuadraBay logo, language selection (English), and user profile (QB Test). The main content area shows a progress bar with six steps: APPLICATION DETAILS, PERSONAL DETAILS, EDUCATION DETAILS, EMPLOYMENT DETAILS, CREDENTIAL (highlighted), and PAYMENT. Below the progress bar, the 'Professional License' section is visible. A green 'Add' button is highlighted with a red arrow. Below this, a table lists the license details:

Provider Name	Speciality	Issuing Country	Issue Date	Expiry Date	
QB	QB	BAHRAIN	2006-09-01T00:00:00	2026-09-30T00:00:00	 

At the bottom of the page, there are buttons for 'Previous step' and 'Go to next step'. The footer contains the text 'All Rights are reserved by QuadraBay.'

6.2 Fill out the mandatory fields marked with a red asterisk (\*) and upload clear copies of your employment documents.

The screenshot displays the 'Professional License' application form on the QuadraBay platform. The form is overlaid on a background page showing the application progress. The form includes the following fields and sections:

- Issuing Authority\***: Text input field.
- Speciality\***: Text input field.
- Document ID (Number)\***: Text input field.
- Issuing Country\***: Dropdown menu with "-- Select Country --".
- Issue Date\***: Date picker.
- Expiry Date**: Date picker.
- Upload Certificate (\*\* Only 1 file allowed)\***: Section for uploading a certificate, with instructions: "Upload only PDF, JPEG, JPG, PNG & maximum 5MB".
- Other Supporting Document (Optional \*\* Only 1 file allowed)**: Section for uploading a supporting document, with instructions: "Upload only PDF, JPEG, JPG, PNG & maximum 5MB".

Both upload sections include a "Drag & Drop files here OR Browse File" button. The background application page shows a progress bar with "APPLICATION DETAILS" and "PERSONAL DE" steps, and a "Go to next step" button. The QuadraBay logo is in the top left, and "English" and "QB Test" are in the top right. A footer note says "All Rights are reserved by QuadraBay".

6.3 After completion, review it and then proceed to the next step.

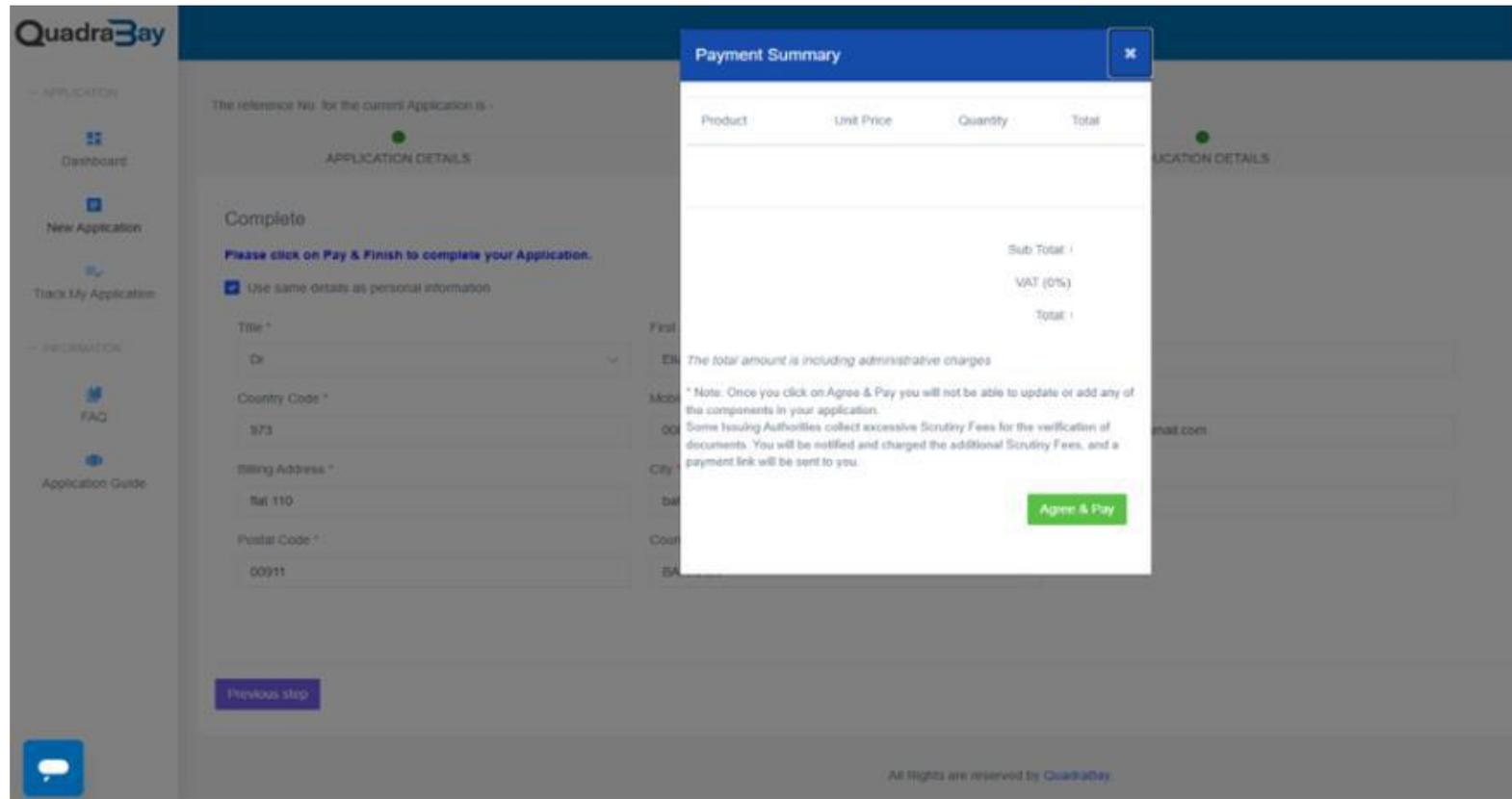
## Step 7: Payment

After you have finished uploading all the documents, the next step is making the payment.

7.1 You can tick the 'Use Same Details as Personal Information' option, The required fields of information will be filled up automatically once this option is enabled

The screenshot displays the QuadraBay application interface for the payment step. The top navigation bar includes the QuadraBay logo, language selection (English), and a user profile (QB Test). The left sidebar contains navigation options: APPLICATION (Dashboard, New Application, Track My Application) and INFORMATION (FAQ, Application Guide). The main content area shows a progress bar with six steps: APPLICATION DETAILS, PERSONAL DETAILS, EDUCATION DETAILS, EMPLOYMENT DETAILS, CREDENTIAL, and PAYMENT. The PAYMENT step is highlighted. Below the progress bar, the text reads: "The reference No. for the current Application is - MAA0109240006". The form is titled "Complete" and includes a "Remark" button. A message states: "Please click on Pay & Finish to complete your Application." There is a checkbox labeled "Use same details as personal information". The form contains several input fields: Title (dropdown), First Name, Last Name, Country Code, Mobile Number, Email, Billing Address, City, State, Postal Code, and Country (dropdown). At the bottom, there are "Previous step" and "Pay and Finish" buttons. A footer note states: "All Rights are reserved by QuadraBay."

7.2 Next, your payment summary will pop up. Carefully review it and then proceed to pay. Upon completion, a payment receipt will be sent to your registered email address.



### Next Steps:

- \* You can also keep track of your application by selecting the option on the left side of the candidate dashboard or visit [www.Track.quadrabay.com](http://www.Track.quadrabay.com).
- \* Check your email regularly for any updates.

