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01.00: The aim of This Manual

This manual is intended to clarify the requirements and procedures for services provided in Ministry of Investment to raise the efficiency in the implementation of services with quality satisfying the customers. This manual also aims to provide a reference for all Ministry of Investment employees and its audience of customers and the relevant authorities to ensure enhancing transparency and clarity in the procedures of the provided services and standardize implementation mechanisms.
02. 00: Introduction to the Licenses and Investment

Welcome to the Kingdom of Saudi Arabia and Welcome to the Ministry of Investment. The granting of new licenses to invest in the Kingdom of Saudi Arabia and procedures of amendment requests of existing licenses are based on a fixed base that Saudi Arabia is seeking to attract and enable serious investments that contribute positively to the development of the national economy and sustainable development, including the following:

1. Transfer and localization of technical knowledge to the requests of the license in the industrial activities.
2. Diversifying sources of income in the Kingdom of Saudi Arabia.
3. Increase exports.
4. The development of the Saudi manpower.
5. Enhance the competitiveness of the economy and its products in the local and global markets.
6. Balanced development between the administrative regions of the Kingdom.

Therefore, Ministry of Investment welcomes you and looking forward to provide the applicants with the local or global characteristic expertise of investment applications, in addition to the financial and organizational ability to activate investment in the Kingdom through the following:

1. Production method according to the latest standards and international specifications.
2. Plan for hiring and training of the Saudi nationals.
3. A statement of such investment positive contribution in technology transfer, localization of specific jobs and enhance the competitiveness of the Kingdom of Saudi Arabia in global markets as well as increasing exports.

Ministry of Investment is also working on improving the investment environment through various opportunities for development to attract value-added investments and advanced electronic services. This offers the flexibility in dealings between investors and Ministry of Investment in issuing licenses; in addition to the coordination with various concerned government agencies and provide post-licensing services with other government agencies represented in Ministry of Investment investors’ relations centers as shown in section (12, 00) of this manual.

Ministry of Investment seeks to facilitate the entry of foreign value-added enterprises to discover and participate in the Saudi market in various activities by the establishment of legal entities limited to the following:

1. Limited Liability Company (LLC).
2. Limited Liability One-person Company.
4. Foreign Company Branch.
Finally, we would emphasize that the investment is open in all fields except those specified in the negative list as annex no. (1) Of this manual. In addition, in order to facilitate business investments in Saudi Arabia, we offer you below the plan for the issuance of the relevant government licenses and the investor journey to establish business:

![Diagram]

**Companies and Foreign Company**

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03.00: ISSUANCE OF LICENSES
03.01 **Services License**

**Service Description**

Service activity license comprises of the following activities: (Constructions, Administrative Investment, Information Technology, Tourism, Training, Health, Insurance and Re-Insurance, Education, Advertising and Media, Logistic Services, Organizing Exhibitions, Catering and Food Services, Financial Services, Aviation and Handling Services, etc.).

**Service Documentations**

1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy or a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries, or a copy of the national identity if one of the partners is holding the Saudi nationality and a statement issued by “ABSHAR” System to prove the profession; or a copy of the commercial registration for Saudi companies.

2. Financial statements of the last financial year of the applicant foreign company and certified by the Saudi Embassy.

**Service Rules and Restrictions**

1. Consistency between the total percentage of the Saudi (shareholder/ shareholders) and the capital according to the financial limits set forth for the type of activity as show in Section No. (11.04) of this manual.

2. Premium residence holders are exempted from the above documents.

3. In case that one of the partners was previously licensed by Ministry of Investment, it must be clarified when filling in the partners’ data while submitting the electronic application.

4. In case the licensed business related to construction, the company should not practice any activity related to provision of consultations of any kind.

5. In case the license is a health activity, the following shall be required:
   - The legal entity must be a company.
   - The health facility must have accreditation from a recognized health organization.
   - Have at least three years of experience in the country of the establishment.

**Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from Ministry of Investment investors’ relations centers. **Afterward, the fees is applied as subscription fees for services in the following years (SR 60,000).**
• Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment’s delay within the identified period, the service will be cancelled and the applicant have to apply again.

Application Mechanism

The website – E-Services Portal

Expected Time for Service Implementation

One working days.
03.02 Industrial License

**Service Description**

This service is provided to all industrial licenses, such as heavy and light industries and transformative industries.

**Service Documentations**

1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy or a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries, or a copy of the national identity if one of the partners is holding the Saudi nationality and a statement issued by “ABSHAR” System to prove the profession; or a copy of the commercial registration for Saudi companies.

2. Financial statements of the last financial year of the applicant foreign company and certified by the Saudi Embassy.

**Service Rules and Restrictions**

1. Premium residence holders are exempted from the above documents.

2. In case that one of the partners was previously licensed by Ministry of Investment, it must be clarified when filling in the partners’ data while submitting the electronic application.

3. The following phrase (The licensee must rehearse the ministry of commerce and industry to obtain an industrial license along with the General Presidency of Meteorology and Environmental Protection to acquire an environmental approval) is added to all licenses issued.

**Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.

- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from Ministry of Investment investors’ relations centers. **Afterward, the fees is applied as subscription fees for services in the following years (SR 60,000).**

- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment’s delay within the identified period, the service will be cancelled and the applicant have to apply again.

**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

One working days
03.03 License for a Scientific and Technical Office

Service Description
This service is provided to foreign companies that have a Saudi agent distributing the company’s products in the Kingdom, and such companies that wish to open an office to provide scientific and technical services to agents, distributors and consumers of their products.

Service Documentations
1. A copy of the commercial register of the participating entity authenticated by Saudi Embassy.
2. A copy of the agency authorizing the agent or distributor.

Service Rules and Restrictions
1. The office shall perform market feasibility studies on the type of the company’s activity, and prepare reports of this study for the main center. The office shall submit an annual summary of its activities to Ministry of Investment.
2. The office is prohibited from performing any contracts or commercial activities or investments in the Kingdom, directly or indirectly, while it is also prohibited from earning any fees for training Saudi technicians.
3. Ministry of Investment has the right to revoke the license or not to renew it whenever it deems that the office’s role is beyond the authorized purpose.

Service Fees
- Payment of license fee of two thousand (2000) Saudi Riyals annually for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from the Ministry of Investment investors’ relations centers. Afterward, the fees is applied as subscription fees for services in the following years (SR 60,000).
- Service fees shall be paid within (60) days from the date of bill issuance. In case of failure to make payment within such identified period, the service will be cancelled and the applicant have to apply again.

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
One working days.
03.04 Temporal certificate to submit proposals for government projects

Service Description

Entities that need to bid for government projects are able to submit an application to Ministry of Investment by requesting a temporary certificate to bid for government projects in accordance with the decision of the Council of Ministers No. (405) dated 22/10/1435 AH.

Service Documentations

1. A copy of the commercial register of the entity in its original country authenticated by Saudi Embassy.
2. Submit the Financial Statements for the last three years, prepared by an internationally acclaimed legal office with assurance that the reference guide is free of any errors.
3. Provide copies of letters of award for the three projects carried out by the company as the main contractor and accomplished within the last seven years. The value of each one of them should exceed the minimum value required from the contractors classified as a first degree in the Saudi Arabian Ministry of Municipal and Rural Affairs.
4. Provide a copy of the ISO 9001 certificate (valid).
5. Provide a copy of the ISO 14001 certificate or alternative certificates (valid).
7. Submit a confirmation confirming the reliability of the information provided, including that the person signed is authorized to make decisions explaining the means of communication

Service Rules and Restrictions

1. The period of the certificate is one year only.
2. This certificate does not entitle the entity to issue a commercial registration.
3. In case the government project awarded to the entity, it shall not execute the contract except by obtaining Service License No. (03.01) of this manual or obtaining a temporary license for the performance of government/semi-government contracts under the service no. (3.06) of this manual.
4. The company’s total revenue, according to the financial statements for the three years prior to the certificate request must be more than five hundred million Saudi riyals.
5. The company must have made profit in the three financial statements for the last five years in order to request a temporary certificate.
6. All documents provided for this application must be authorized by the Saudi embassy in the applicant country.
**Service Fees**

N/A

**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

One working days.
03.05 Real Estate License

Service Description
This service provided to foreign companies in property field in case that the total cost of the project, in terms of both land and construction, is not less than 30 million Saudi riyals in terms of land and construction and the investment established outside the borders of the cities of Mecca and Medina.

Service Documentations
1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy or a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries, or a copy of the national identity if one of the partners is holding the Saudi nationality and a statement issued by “ABSHAR” System to prove the profession; or a copy of the commercial registration for Saudi companies.
2. Financial statements of the last financial year of the applicant company and certified by the Saudi Embassy.

Service Rules and Restrictions
1. Consistency between the total percentage of the Saudi (shareholder/ shareholders) and the capital according to the financial limits set forth for the type of activity as show in Section No. (11.04) of this manual.
2. Premium residence holders are exempted from the above documents.
3. In case that one of the partners was previously licensed by Ministry of Investment, it must be clarified when filling in the partners’ data while submitting the electronic application.
4. In case the licensed business is related to property investment projects, the amount of the project to be constructed shall not be less than (30,000,000) Saudi Riyals for land and building outside the scope of Mecca and Medina.

Service Fees
- Payment of license fee of two thousand (2000) Saudi Riyals after the first year.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from Ministry of Investment investors’ relations centers. Afterward, the fees is applied as subscription fees for services in the following years (SR 60,000).
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment’s delay within the identified period, the service will be cancelled and the applicant have to apply again.
Application Mechanism

The website – E-Services Portal

Expected Time for Service Implementation

One working days.
03.06 **Temporary licenses for the performance of a government/ semi-government contract**

**Service Description**

This service shall be provided to the foreign entities that do not have foreign investment License for the contract activity, for which a government or semi-government contract is awarded, providing the possibility to apply for a temporary license to execute a government or semi-government contract, this license expires at the end of the contract tenor.

**Service Documentations**

1. A copy of the commercial register of the entity in its original country authenticated by Saudi Embassy.
2. A copy of the awarding letter or the project execution contract signed by the competent authority including the duration of the contract.

**Service Rules and Restrictions**

N/A

**Service Fees**

- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from Ministry of Investment investors’ relations centers. *Afterward, the fees is applied as subscription fees for services in the following years (SR 60,000).*
- Service fees shall be paid within (60) days from the date of bill issuance. In case of failure to make payment within such identified period, the service will be cancelled and the applicant have to apply again.

**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

One working days.
03.07 *Commercial License*

Considering the importance of commercial activities in the Kingdom of Saudi Arabia and the pursuit the Kingdom to facilitate the entry of foreign entities to perform an activity in the wholesale trade and retail trade in the Saudi market, according to specific guidelines and conditions, it has introduced a number of options for ambitious foreign, namely:

1. Commercial license with Saudi shareholder under the service number (03.07.01) of this manual.
2. 100% foreign commercial license under the service number (03.07.02) of this manual.
03.07.01 Commercial license with Saudi shareholder

Service Description
This Service is provided to foreign entities that are interested in the activity of wholesale and retail trade in the Kingdom of Saudi Arabia with a Saudi shareholder.

Service Documentations
1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy or a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries, or a copy of the national identity if one of the partners is holding the Saudi nationality and a statement issued by “ABSHAR” System to prove the profession; or a copy of the commercial registration for Saudi companies.
2. Financial statements of the last financial year of the applicant company and certified by the Saudi Embassy.

Service Rules and Restrictions
1. The existence of a Saudi shareholder in the investment license with a share of not less than 25% of the company.
2. Premium residence holders are exempted from the above documents.
3. In case that one of the partners was previously licensed by Ministry of Investment, it must be clarified when filling in the partners' data while submitting the electronic application.

Service Fees
- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from Ministry of Investment investors’ relations centers. Afterward, the fees is applied as subscription fees for services in the following years (SR 60,000).
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment’s delay within the identified period, the service will be cancelled and the applicant have to apply again.

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
One working days.
03.07.02  **100% foreign commercial license**

**Service Description**

This Service is provided to 100% foreign entities that are interested in the activity of wholesale and retail trade and e-commerce in the Kingdom of Saudi Arabia.

**Service Documentations**

1. A copy of the commercial register in at least in (3) regional or international markets of the participating entity authenticated by the Saudi Embassy.
2. Financial statements of the last financial year of the applicant company and certified by the Saudi Embassy.

**Service Rules and Restrictions**

1- This service is limited to the foreign companies that have a presence at least in (3) regional or international markets.
2- In case that one of the partners was previously licensed by Ministry of Investment, it must be clarified when filling in the partners' data while submitting the electronic application.
3- The company shall comply to achieve following standards during the first five years:
   - The company shall comply to achieve the localization rates as determined by the Ministry of Labor and Social Development. The company shall develop and implement a plan to locate them in senior management posts in the first five years and to ensure their continuation.
   - The company is complying with train (30%) of Saudi employees annually.
4- The company shall comply to achieve one of the following options:
   - Option 1: the company shall comply with investing an amount of no less than 300 million Saudi Riyals (including 30 million Saudi Riyals as the cash capital of the company) over five years starting from the date of obtaining the investment license.
   - Option 2: the company shall comply with investing an amount of no less than 200 million Saudi Riyals (including 30 million Saudi Riyals as the cash capital of the company) over five years starting from the date of obtaining the investment license, in addition to achieving one or more of the following requirements during the first five years:
<table>
<thead>
<tr>
<th>The standard</th>
<th>The minimum requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturing</td>
<td>% 30 or more of the company’s products distributed locally shall be manufactured in the Kingdom of Saudi Arabia</td>
</tr>
<tr>
<td>Research and development programs</td>
<td>% 5 or more of total sales shall be allocated to the establishment of a research and development programs in the Kingdom</td>
</tr>
<tr>
<td>Logistics and distribution</td>
<td>The establishment of a unified center to provide those services, and provide after-sales services</td>
</tr>
</tbody>
</table>

**Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from Ministry of Investment investors’ relations centers. **Afterward, the fees is applied as subscription fees for services in the following years (SR 60,000).**
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment’s delay within the identified period, the service will be cancelled and the applicant have to apply again.

**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

One working days.
03.08 **License for transport**

This service is provided for international companies that wish to provide public land transport services. The Kingdom of Saudi Arabia provides many areas for investment in public transport services, namely:

1. Service for issuing license to practice bus public transportation within cities, under the service no. (03.08.01) of this manual.

2. Service for issuing license to practice metro public transportation within cities, under the service no. (03.08.02) of this manual.

3. Service for issuing license to practice other transport, under the service no. (03.08.03) of this manual.
03.08.01 Service for issuing license to practice buses land public transport within cities

Service Description

This service is provided for international companies that wish to provide public land transport services by buses in cities in the kingdom of Saudi Arabia.

Service Documentations

1. Decision of the Company’s Board of Directors expressing their intent to invest in the Kingdom of Saudi Arabia, indicating the shareholders' names, capital, shareholders' shares, activity, location and appointment of the General Manager and his powers, duly authenticated by the Saudi Embassy.
2. A Copy of the Commercial Register of the entity in the country of incorporation, duly authenticated by the Saudi Embassy.
3. Provide a proof of commitment to periods of the execution of contracts in the past five years.
4. A proof of the financial capability consistent with project's capital, the share of each shareholder, consistency with the executive action plan for the project and according to the financial limits set forth for the type of activity in Section No. (11.04) of this manual

Service Rules and Restrictions

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.04) of this manual.
2. The foreign company's average revenue (partner), for the previous three years prior to granting the license, shall be equal or more than 3 billion Saudi riyals. Company's assets value shall be 1.5 billion Saudi riyals at least.
3. The Foreign company (partner) shall be licensed in two countries at least, and at least 10 thousand employees.
4. The minimum capital required for the supply, operation and maintenance of the buses shall comply with Ministry of Investment practices for the services sector companies (500,000) SR.
5. In case of a Saudi shareholder, a copy of Department of Transportation / Public Transportation Authority License to exercise bus transportation activity is needed.
**Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from Ministry of Investment investors’ relations centers. **Afterward, the fees is applied as subscription fees for services in the following years (SR 60,000).**
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment’s delay within the identified period, the service will be cancelled and the applicant have to apply again.

**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

One working days.
03.08.02  Service for issuing license to practice land public transport by metros within cities

Service Description

This service is provided for international companies that wish to provide public land transport services by metros in cities in the kingdom of Saudi Arabia.

Service Documentations

1. Decision of the Company’s Board of Directors expressing their intent to invest in the Kingdom of Saudi Arabia, indicating the shareholders’ names, capital, shareholders’ shares, activity, location and appointment of the General Manager and his powers, duly authenticated by the Saudi Embassy.

2. A Copy of the Commercial Register of the entity in the country of incorporation, duly authenticated by the Saudi Embassy.

3. Provide a proof of commitment to periods of the execution of contracts in the past five years.

4. A proof of the financial capability consistent with project’s capital, the share of each shareholder, consistency with the executive action plan for the project and according to the financial limits set forth for the type of activity in Section No. (11.04) of this manual.

Service Rules and Restrictions

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.04) of this manual.

2. The foreign company’s average revenue (partner), for the previous three years prior to granting the license, shall be equal or more than 3 billion Saudi riyals. Company’s assets value shall be 1.5 billion Saudi riyals at least.

3. The Foreign company (partner) shall be licensed in two countries at least, and at least 15 thousand employees.

4. The minimum capital required for the supply, operation and maintenance of the buses shall comply with Ministry of Investment practices for the services sector companies (500,000) SR.

Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.

- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from Ministry of Investment investors’ relations centers. Afterward, the fees is applied as subscription fees for services in the following years (SR 60,000).
• Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment’s delay within the identified period, the service will be cancelled and the applicant have to apply again.

Application Mechanism

The website – E-Services Portal

Expected Time for Service Implementation

One working days
Service for issuing license to practice other transport

Service Description

This service is provided for international companies 100% that wish to provide public land transport services in the kingdom of Saudi Arabia through the activities below:

- Taxi (public / private)
- Transfer "school - tourism - parameters - materials"
- Transfer of pilgrims and visitors from inside and outside the Kingdom
- Carriage of passengers by buses outside the Kingdom
- Directing taxis
- Car Rental - Trucks - Buses - Car Hire Brokers - Freight Brokers

Service Documentations

1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy or a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries, or a copy of the national identity if one of the partners is holding the Saudi nationality and a statement issued by “ABSHAR” System to prove the profession; or a copy of the commercial registration for Saudi companies.

2. Financial statements of the last financial year of the applicant company and certified by the Saudi Embassy.

Service Rules and Restrictions

1. Presenting in 3 international markets for the same activity planning to practice.

2. Premium residence holders are exempted from the above documents.

3. Practicing for the same activity for more than 10 years in his country of origin, and the establishment shall be one of the establishments that provide a distinctive quality service in the field of road transport after evaluation by the public transport authority.

4. The capital shall not be less than 10 million riyals.

5. Commitment to the implementation of all the organized commitments of the activity, including the standards and percentages of Saudization approved by the Ministry of Labor and Social Development and the establishment of a mechanism for that.

6. An entity, which relies on the provision of the service through technical channels, shall be excluded from the application of the above requirements.
7. In the event that the leasing activity "Cars - Trucks - Buses - Car Rental Brokers - Freight Brokers" without driver, the enterprise is excluded from applying the above requirements.

**Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from Ministry of Investment investors’ relations centers. **Afterward, the fees is applied as subscription fees for services in the following years (SR 60,000).**
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment’s delay within the identified period, the service will be cancelled and the applicant have to apply again.

**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

One working days.
03.09 Consulting License for Engineering Offices

Service Description

This service provided to foreign companies that wish to provide the engineering consultation services inside the Kingdom with a 100% possession.

Service Documentations

1. Copies of the commercial registrations of the participating entity in the same field in four countries authenticated by the Saudi Embassy.
2. Financial statements of the last financial year of the applicant company and certified by the Saudi Embassy.

Service Rules and Restrictions

1. The foreign company or its related companies shall be licensed by in the same field at least 4 countries.
2. The company shall have at least 10 years of experience.

Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from Ministry of Investment investors’ relations centers. Afterward, the fees is applied as subscription fees for services in the following years (SR 60,000).
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment’s delay within the identified period, the service will be cancelled and the applicant have to apply again.

Application Mechanism

The website – E-Services Portal

Expected Time for Service Implementation

One working days.
03.10 **Entrepreneur Licenses**

**Service Description**

This service provided to entrepreneurs who wish to establish pilot projects accredited by Saudi universities or business incubators.

**Service Documentations**

1. The Board of Directors decision of their desire to get a license, stating the invention type, its sponsors and the powers. And a copy of the national identity if one of the partners is a natural person holding the nationality of one of the countries of the Gulf Cooperation Council; and a copy of the national identity if one of the partners is holding the Saudi nationality/ Iqama and passport for the license applicant.

2. Obtain a letter of support from the supervising authority (Saudi universities or business incubators) within the Kingdom includes the name of the project, the required activity, ownership data and contact information for the supervising authority.

**Service Rules and Restrictions**

1. In case that one of the partners was previously licensed by Ministry of Investment, it must be clarified when filling in the partners’ data while submitting the electronic application.

2. Authorized Saudi universities or business incubators shall approve the license applications.

3. If the applicant is a resident of the Kingdom, the Saudi sponsor should submit a letter of no objection.

4. The duration of the license is one year and is renewed annually for the first five years with the approval of the supervising authority.

**Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment for obtaining services from Ministry of Investment investors’ relations centers according to the entity’s classification rather than entrepreneur license at the end of the 5th year.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment’s delay within the identified period, the service will be cancelled and the applicant have to apply again.
**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

One working days.
03.11 Consulting License for Technical & Economic Communication Offices

**Service Description**
This service is provided to economic and technical Offices associated to countries wish to have license.

**Service Documentations**
1. A resolution addressed to Ministry of Investment from ministries, governmental bodies and competent authorities to open a technical and communication office in the Kingdom.
2. Submitting a letter from the Ministry of exterior addressed to Ministry of Investment requesting an issuance of license for opening an Office of Economic and Technical Communication with a detailed work plan for the businesses and services to be provided within the Kingdom.

**Service Rules and Restrictions**
1. The office may study markets and prepare reports of this study for concerned bodies in the countries that want to have license. The office shall submit an annual summary of its businesses to Ministry of Investment.
2. The office prohibited to execute any contracts, businesses, or investments in the Kingdom, directly or indirectly.
3. Ministry of Investment has the right to revoke the license or not to renew it whenever it deems that the office’s role is beyond the authorized purpose.

**Service Fees**
- Payment of license fee of two thousand (2000) Saudi Riyals after the first year.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from Ministry of Investment investors’ relations centers. Afterward, the fees is applied as subscription fees for services in the following years (SR 60,000).
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment’s delay within the identified period, the service will be cancelled and the applicant have to apply again.
Application Mechanism

The website – E-Services Portal

Expected Time for Service Implementation

One working days.
03.12  License for Serving agents and providing workers services

**Service Description**

This service provided to foreign companies that wish to engage the activities of domestic labor placement services and temporary employment agency activities for home services in the Kingdom.

**Service Documentations**

1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy or a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries, or a copy of the national identity if one of the partners is holding the Saudi nationality and a statement issued by “ABSHAR” System to prove the profession; or a copy of the commercial registration for Saudi companies.
2. Financial statements of the 3 last financial year of the applicant company and certified by the Saudi Embassy.

**Service Rules and Restrictions**

1. In case that one of the partners was previously licensed by Ministry of Investment, it must be clarified when filling in the partners’ data while submitting the electronic application.
2. The commercial registration of the entity requesting the license must have been at least 3 years for practice the activity.

**Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals after the first year.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from Ministry of Investment investors’ relations centers. Afterward, the fees is applied as subscription fees for services in the following years (SR 60,000).
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment’s delay within the identified period, the service will be cancelled and the applicant have to apply again

**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

One working days.
03.13 Licensing of university colleges and constant universities

>S Service Description

The service is provided to foreign companies that wish to conduct educational activities through the university colleges and constant universities in the Kingdom 100%.

>S Service Documentations

1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy or a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries, or a copy of the national identity if one of the partners is holding the Saudi nationality and a statement issued by “ABSHAR” System to prove the profession; or a copy of the commercial registration for Saudi companies.
2. Financial statements of the last financial year of the applicant company and certified by the Saudi Embassy.

>S Service Rules and Restrictions

1. In case that one of the partners was previously licensed by Ministry of Investment, it must be clarified when filling in the partners’ data while submitting the electronic application.
2. The educational institution requesting the license must have an advanced class in the international classification of universities and colleges according to the international standards approved by the Ministry of Education as follows:
   • Academic programs for the bachelor’s level: should be included in the list of the best (200) universities according to each of the academic disciplines classified according to international standards QS http://www.qs.com/rankings
   • Postgraduate programs: The university’s classification in the program (specialization) should be in the list of the top (200) programs according to Shanghai classification of graduate programs http://www.shanghairanking.com/index.html

>S Service Fees

• Payment of license fee of two thousand (2000) Saudi Riyals after the first year.
• Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from Ministry of Investment investors’ relations centers. Afterward, the fees is applied as subscription fees for services in the following years (SR 60,000).
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment’s delay within the identified period, the service will be cancelled and the applicant have to apply again.

**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

One working day.
03.14 Licensing of Audiovisual Media

**Service Description**

The service provided to foreign companies that wish to conduct audio and visual activities.

**Service Documentations**

1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy or a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries, or a copy of the national identity if one of the partners is holding the Saudi nationality and a statement issued by “ABSHAR” System to prove the profession; or a copy of the commercial registration for Saudi companies.

2. Financial statements of the last financial year of the applicant company and certified by the Saudi Embassy.

**Service Rules and Restrictions**

1. In case that one of the partners was previously licensed by Ministry of Investment, it must be clarified when filling in the partners’ data while submitting the electronic application.

2. Premium residence holders are exempted from the above documents.

3. Commitment to implement all the organized commitments of the activity, including the standards and percentages of Saudization approved by the Ministry of Labor and Social Development

**Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals after the first year.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from Ministry of Investment investors’ relations centers. *Afterward, the fees is applied as subscription fees for services in the following years (SR 60,000).*
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment’s delay within the identified period, the service will be cancelled and the applicant have to apply again

**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

One working days.
03.15 Licensing of Printing and Publishing

**Service Description**

The service provided to foreign companies that wish to conduct many activities in printing and publishing activities.

**Service Documentation**

1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy or a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries, or a copy of the national identity if one of the partners is holding the Saudi nationality and a statement issued by “ABSHAR” System to prove the profession; or a copy of the commercial registration for Saudi companies.
2. Financial statements of the last 3 financial year of the applicant company and certified by the Saudi Embassy.
3. Copies of the commercial registrations of the participating entity in the same field in 3 international countries authenticated by the Saudi Embassy.

**Service Rules and Restrictions**

1. In case that one of the partners was previously licensed by Ministry of Investment, it must be clarified when filling in the partners’ data while submitting the electronic application.
2. Commitment to implement all the organized commitments of the activity, including the standards and percentages of Saudization approved by the Ministry of Labor and Social Development.
3. The foreign company shall be licensed by in the same field at least 3 countries.
4. The company shall have at least 3 years of experience in the same field

**Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals after the first year.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from Ministry of Investment investors’ relations centers. Afterward, the fees is applied as subscription fees for services in the following years (SR 60,000).
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment’s delay within the identified period, the service will be cancelled and the applicant have to apply again
**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

One working days.
04.00: AMENDMENT OF LICENSE
04.01 Re-Allocation of Shares Or Exit/ Entry of Shareholders

Service Description
This service is for any entity that wants to modify shares or exit or entry between the shareholders under the agreement endorsed between them.

Service Documentations
In case of entry Partners (New Investor / New Company):
1. Documents of the new shareholder or shareholders in accordance with the conditions of issuing investment license stated in item no. (03.00) of this manual.

In case of entry Partners (Companies Licensed by Ministry of Investment):
1. Copy of Commercial Registration (CR) in case if the license has been licensed for more than one year

Service Rules and Restrictions
1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.04) of this Manual.
2. In case that one of the partners was previously licensed by Ministry of Investment, it must be clarified when filling in the partners’ data while submitting the electronic application.
3. The entity shall abide by the procedures of amending shareholders’ resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise Ministry of Investment shall be entitled to return the license data to the previous situation.

Service Fees
- Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment’s delay within the identified period, the service will be cancelled and the applicant have to apply again.

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
One working days.
04.02 Transfer of Ownership to Inheritors of Individual Entities into a Company

Service Description
This service is for entities that are licensed by Ministry of Investment and which one of its shareholders has died and want to transfer the shares to the heirs or successors.

Service Documentations
1. A letter from the company, the establishment, or the equivalent with the required amendment.
2. A copy of I.D’s of inheritors / successors as per family documents ( Saudis) in addition to the passport and resident permit (foreigners).
3. A letter issued by the court or approved Law Entity stating the legal inheritors / successors and distribution way with share percentages for the inheritors shares.

Service Rules and Restrictions
1. The entity shall abide by the procedures of amending shareholders’ resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise, Ministry of Investment shall be entitled to return the license data to the previous situation.

Service Fees
N/A

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
One working days.
04.03 Opening of Branches or Marketing Centers

Service Description

This service designed for all entities that licensed by Ministry of Investment, and want to open branches for the same activity, and to industrial entities that want to open centers to market their products.

Service Documentations

N/A

Service Rules and Restrictions

1. Updating the government data of the entity in Ministry of Investment electronic system.
2. Each single entity shall have the right to open a maximum of five or marketing centers of industrial projects in one application and a re-application is allowed after the payment completed.
3. The entity shall abide by the procedures of amending shareholders’ resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise, Ministry of Investment shall be entitled to return the license data to the previous situation.

Service Fees

N/A

Application Mechanism

The website – E-Services Portal

Expected Time for Service Implementation

Immediate
04.04 Closure of Branches or Marketing Centers

Service Description

This service is for entities that have branches or marketing centers licensed by Ministry of Investment and wish to close them.

Service Documentations

N/A

Service Rules and Restrictions

1. Updating the government data of the entity in Ministry of Investment electronic system.
2. The entity shall cancel the commercial register of the branch prior to applying for the service.
3. The entity shall abide by the procedures of amending shareholders’ resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise, Ministry of Investment shall be entitled to return the license data to the previous situation.

Service Fees

N/A

Application Mechanism

The website – E-Services Portal

Expected Time for Service Implementation

Immediate
04.05 Adding or Modifying or Eliminating Services or Products of (Services/Industrial Projects)

Service Description
This service is for services and industrial entities licensed by Ministry of Investment, and want to modify the activity/products by adding or deleting.

Service Documentations
N/A

Service Rules and Restrictions
1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.04) of this manual.
2. In case if the activity required to be added requires the fulfillment of requirements in accordance with the activities described in Section No. (03.00) in this guide, it is necessary to attach a statement that fulfills those conditions.
3. The entity shall abide by the procedures of amending shareholders’ resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise, Ministry of Investment shall be entitled to return the license data to the previous situation.

Service Fees
N/A

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
One working days.
04.06 Capital Reduction

Service Description
This service is for entities licensed by Ministry of Investment that want to reduce capital or total financing of industrial license.

Service Documentations
N/A

Service Rules and Restrictions
1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.04) of this manual.
2. The entity shall abide by the procedures of amending shareholders’ resolution and the registration of the commercial register within 60 days from the date of amending the investment license, otherwise Ministry of Investment shall be entitled to return the license data to the previous situation.

Service Fees
N/A

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
One working days.
04.07 Capital Increase

Service Description
This service is for entities licensed by Ministry of Investment that want to increase capital or total financing of industrial license.

Service Documentations
N/A

Service Rules and Restrictions
1. The entity shall abide by the procedures of amending shareholders’ resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise, Ministry of Investment shall be entitled to return the license data to the previous situation.

Service Fees
N/A

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
Immediate
04.08 Increase of Manpower for Industrial Projects

Service Description
This service is for industrial entities licensed by Ministry of Investment, that want to increase their respective manpower in the license.

Service Documentations
N/A

Service Rules and Restrictions
1. Updating the government data of the entity in Ministry of Investment electronic system.
2. The entity shall abide by the procedures of amending shareholders’ resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise, Ministry of Investment shall be entitled to return the license data to the previous situation.

Service Fees
N/A

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
Immediate
04.09 Change of Location

Service Description
This service is for entities that have licenses and want to transfer their locations to other cities.

Service Documentations
N/A

Service Rules and Restrictions
1. The entity shall abide by the procedures of amending shareholders’ resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise, Ministry of Investment shall be entitled to return the license data to the previous situation.

Service Fees
N/A

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
Immediate
04.10 Change of Commercial Name or one of the partners

**Service Description**
This service is for any entity that has obtained a commercial name from the Ministry of commerce and Investment, and wants to modify it in the investment license or modify the business name of the partner in its country.

**Service Documentations**
1. A letter from the entity or decision of the shareholders to modify the designation (commercial Name) of the company or partnering entity/ partner’s name.
2. Copy of the new commercial name reservation with the Ministry of Commerce under the services no. (10.01.01) of this manual or commercial registration (CR)/certificate of company or partner change name from its country.

**Service Rules and Restrictions**
1. The entity shall abide by the procedures of amending shareholders’ resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise, Ministry of Investment shall be entitled to return the license data to the previous situation.

**Service Fees**
N/A

**Application Mechanism**
The website – E-Services Portal

**Expected Time for Service Implementation**
One working days.
04.11 Increase of Manpower for Scientific and Technical Office

**Service Description**

This service is for industrial entities licensed by Ministry of Investment as scientific and technical office, that want to increase their respective manpower.

**Service Documentations**

N/A

**Service Rules and Restrictions**

1. Commitment to the market studies for the type of activity of the company and the preparation of reports on this study to the main center. The Office shall submit a summary of the activity to the Ministry of Investment on annual basis.
2. The office is prohibited from executing any contract, or perform any commercial or investment activity in the Kingdom of Saudi Arabia, directly or indirectly. It is also prohibited from charging any fees for training Saudi technicians.
3. The professional staff of scientific and technical office shall not be assigned to occupations of commercial, industrial, or marketing nature, such work (sales representatives or marketing representatives).
4. Scientific and Technical Office is committed to adopting the localization limits set by the Ministry of Labor and Social Development regulations.
5. The entity shall abide by the procedures of amending shareholders’ resolution and the registration of the commercial register within 30 days from the date of amending the investment license, otherwise Ministry of Investment shall be entitled to return the license data to the previous situation.

**Service Fees**

N/A

**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

One working days.
04.12 Modifying the Nationality of the Foreign Investor

Service Description
This service is for industrial entities licensed by Ministry of Investment that wants to modify the nationality of the investment license holder / holders.

Service Documentations
1. A copy of the new nationality passport and the old one.

Service Rules and Restrictions
1. The entity shall abide by the procedures of amending shareholders’ resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise, Ministry of Investment shall be entitled to return the license data to the previous situation.

Service Fees
N/A

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
One working days.
04.13 Change the legal entity

**Service Description**
This service is provided to the establishments that are licensed by Ministry of Investment and wish to change the legal entity of license.

**Service Documentations**
N/A

**Service Rules and Restrictions**
1. In case of modifying the legal entity of the investment license to a limited liability company of one person, the following rules must be considered:
   - The current legal entity of the entity shall be a limited liability company or sole establishment or branch of foreign company.
   - After changing, the share of the foreign license owner shall be 100%.
   - A single person company previously licensed by Ministry of Investment is not entitled to issue more than one license for a single person company entity with limited liability in accordance with the Companies Law
2. The entity shall abide by the procedures of amending shareholders’ resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise, Ministry of Investment shall be entitled to return the license data to the previous situation.

**Service Fees**
N/A

**Application Mechanism**
The website – E-Services Portal

**Expected Time for Service Implementation**
One working days.
04.14 Merge Companies

Service Description
This service is provided to the licensed entities by Ministry of Investment and wishes to merge into another company of its kind or of another type, or to merge two or more companies to establish a new company.

Service Documentations
1. A letter / decision of partners for each company to merge with specifying the number of shares or shares belonging to each company in the capital of the merging company or the company arising from the merger certified by the Chamber of Commerce.
2. A letter of approval from the General Authority of Competition for Merger.

Service Rules and Restrictions
1. Each company incorporated in the merger shall issue a decision to merge in accordance with the conditions prescribed for the amendment of the company's Articles of Association or its Articles of Association.
2. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.04) of this manual.
3. The entity shall abide by the procedures of amending shareholders’ resolution and the registration of the commercial register within 60 days from the date of amending the investment license; otherwise, Ministry of Investment shall be entitled to return the license data to the previous situation.
4. Merging of foreign legal entities only.
5. If the type of license of the merged and merged company is different, the license of the merged company is retained as a branch of the merging company.

Service Fees
N/A

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
One working days.
05.00: RENEWAL OF LICENSES
**Service Description**
This service is for all the entities licensed by Ministry of Investment and want to renew their investment licenses.

**Service Documentations**
N/A

**Service Rules and Restrictions**
1. Investment entities requesting renewal shall be committed to update and adopt its data at the Ministry of Investment annually.
2. The entity shall review the requirements of the license in section no. (03.00) of this manual before applying for renewal.
3. Before applying for the service, the entity must be ensure that the Certificate of Zakat and Income is valid.

**Service Fees**
1. Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
2. Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from Ministry of Investment investors’ relations centers.
3. Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment’s delay within the identified period, the service will be cancelled and the applicant have to apply again
4. A valid zakat certificate must be attached in case of a technical problem occurred while submitting the application.

**Application Mechanism**
The website – E-Services Portal

**Expected Time for Service Implementation**
Immediate
06.00: PROPERTY OWNERSHIP AND SALE
06.01 Property Ownership Service

Service Description
1. Licensed entities are permitted to own property as per the need of the entity, as follows:
   - Property ownership for private housing.
   - Property ownership as headquarter of the industrial entity.
   - Property as administrative headquarter or residence for the employees.
   - Property ownership for warehouses.

Service Documentations
1. Copy of the Municipality permit to build or an approval letter from the Municipality, indicating type of use of the land to be owned.
2. Copy of the Municipality permit to build or an approval letter from the Municipality, indicating type of use of the land to be owned.

Service Rules and Restrictions
1. The property must be outside the perimeter of Makkah and Madinah Al-Munawarah cities.
2. The capital must not be less than the value of the property to be purchased, or the entity would have to submit a property preliminary funding from the funding agency.
3. The area must be within the perimeter of imperative need.
4. The property to be owned must be in one of the industrial cities approved (for factories).
5. The project shall be active and there is no violation of the foreign investment law.
6. A Copy of a property deed must be attached in case of a technical problem occurred while submitting the application.
7. The applicant shall follow up with Ministry of Justice afterward of decision issuance. The validity of the letter addressed to the notary at the Ministry of Justice must be six (6) months.

Service Fees
N/A

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
One working days.
06.02  Sale of Property

Service Description
This service is for entities with an issued decision to own Property, and want to sell it for liquidation purposes or expansion of activities.

Service Documentations
1. A letter from the entity or decision of the shareholders requesting to sell the Property, indicating the purposes of selling, lot number, deed number and its date, authenticated by the Chamber of Commerce.

Service Rules and Restrictions
1. The purpose of such sales shall not be commercial.
2. The applicant shall follow up with Ministry of Justice afterward of decision issuance. The validity of the letter addressed to the notary at the Ministry of Justice must be six (6) months.
3. A Copy of a property deed must be attached in case of a technical problem occurred while submitting the application.

Service Fees
N/A

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
One working days.
06.03 Property Ownership Service for Property Investment

-service description
This service is for entities that possess a property license and want to undertake a property investment project in the Kingdom.

-service documentations
1. A letter from the entity or decision of the shareholders requesting ownership, indicating the purposes of ownership, lot number, deed number and its date, authenticated by the Chamber of Commerce.
2. A report from an engineering office approved by the Saudi Council of Engineers locally, indicating the total cost of the project.
3. A commitment to utilize the land for the specified purpose within five (5) years.

-service rules and restrictions
1. The cost of the project must not be less than thirty (30) million Saudi Riyals (land and building).
2. The property must be outside the boundary of Makkah and Madinah Al-Munawarrah cities.
3. The applicant shall follow up with Ministry of Justice afterward of decision issuance. The validity of the letter addressed to the notary at the Ministry of Justice must be six (6) months.
4. A copy of a property deed must be attached in case of a technical problem occurred while submitting the application.

-service fees
N/A

-application mechanism
The website – E-Services Portal

-expected time for service implementation
One working days.
06.04 Property Selling Service for Property Investment

**Service Description**
This service is for entities that possess a property license and want to sell Property.

**Service Documentations**
1. A letter from the entity or decision of the shareholders requesting sales of the Property, indicating the purposes of the sales, lot number, deed number and its date, authenticated by the Chamber of Commerce.

**Service Rules and Restrictions**
1. A Copy of a property deed must be attached in case of a technical problem occurred while submitting the application.
2. The applicant shall follow up with Ministry of Justice afterward of decision issuance. The validity of the letter addressed to the notary at the Ministry of Justice must be six (6) months.

**Service Fees**
N/A

**Application Mechanism**
The website – E-Services Portal

**Expected Time for Service Implementation**
One working days.
07.00: CONVERSION OF FOREIGN ENTITY TO 100% NATIONAL ENTITY
**Service Description**

This service is for any entity that wants to end its status with Ministry of Investment with the exit of the foreign shareholders and conversion of the entity into a 100% national owned business.

**Service Documentations**

1. A letter from the entity or decision of the shareholders requesting conversion of the entity into 100% national project, containing justifications of the application, authenticated by the Chamber of Commerce.

**Service Rules and Restrictions**

1. Conversion to national entity shall be valid only for existing foreign entities with no violations.
2. Conversion to national entity shall be valid only for entities after the payment of the fine (if any found).
3. Once the decision to convert to national is announced it will be implemented immediately and the previous owners do not have the right to appeal or cancel the decision.
4. This service is not provided to Foreign Company Branch.

**Service Fees**

N/A

**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

One working days.
08.00: VOLUNTARILY CANCELLATION OF LICENSE
08.01 Notification for The Purpose of Voluntary Cancellation of the License

Service Description
This service is for any entity that wants to end its status with Ministry of Investment with the exit of the foreign shareholders and conversion of the entity into a 100% national owned business.

Service Documentations
1. An authenticated letter printed on the entity’s letterhead requesting cancellation (for establishments), or decision of the shareholders for liquidation and cancellation (for companies and branches of foreign companies), authenticated by the Chamber of Commerce.

Service Rules and Restrictions
1. Employees discharge.
2. Closure of the entity’s location and stop the practice of activity.
3. Not to work or exercise activity directly or indirectly.
4. In case of non-issuance or CR for the company, then visiting the Ministry of Commerce will be satisfied.
5. Letters are issued and the below governmental bodies will be visited with service number for having information:
   - Ministry of Commerce & Investment
   - Zakat and Income Tax Department
   - Chamber of Commerce
   - Social insurance
   - Ministry of Labor
   - Municipality

Service Fees
N/A

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
Two working days.
08.02 Apply of Voluntary Cancellation of the License

Service Description
This service is for all the entities that seek a decision for a voluntary cancellation of license. Such entities will have revoked all the records, licenses and certificates that are connected with such license at Ministry of Investment.

Service Documentations

Establishments:
1. Letter printed on the entity’s letterhead and authenticated by the Chamber of Commerce.

Companies:
N/A

Service Rules and Restrictions
1. Before applying for this service, the entity must verify the following:
   - Employees discharged.
   - Closure of the entity’s location and stop the practice its business.
2. Not to work or exercise activity directly or indirectly.
3. Deregistration of commercial registration of branches/ marketing centers that are intended to be closed.

Service Fees
N/A

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
Three working days for establishments
Immediately for companies
09.00: MINISTRY OF INVESTMENT SPECIAL SERVICES
09.01 License Renewal (For Companies Delayed On CR Issuance)

Service Description
This service is for all expired licenses for which no commercial registration was issued.

Service Documentations
1. Written commitment by the entity to seek and obtain commercial registration and mandatory government documents within the validity of the license.

Service Rules and Restrictions
1. If the license issuance period exceeds more than two years, it is necessary to review the Follow-up Department and implement the decisions.
2. The license must not have been issued more than two years earlier.

Service Fees
- Payment of license fee two thousand (2000) Saudi Riyals annually for each branch.
- Payment of subscription fee for Ministry of Investment investors’ relations centers.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of failure to make payment within such identified period, the service will be cancelled and the applicant have to apply again.

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
One working day
**09.02 Renewal of Licenses for Liquidation Purposes**

**Service Description**

The following license categories can be renewed for liquidation purposes:

- Licenses for which voluntary cancellation applications are submitted.
- Licenses for which a “non-renewable” decision has been issued.
- Licenses for which a “punitive decision” has been issued.
- Licenses for which a “withdrawal decision” has been issued.

**Service Documentations**

N/A

**Service Rules and Restrictions**

1. The immediate service is provided for first time in the first year of the license expiration date.
2. The entity is exempted from the service fees and outstanding fee from the expiry date of the renewed license “for the purpose of liquidation”, and excluded from the receivable for previous years.
3. Point (2) above shall be deemed cancelled in the case if the Company normally renew the license.
4. Duration of renewal for liquidation purpose shall be maximum five years for companies starting from the date of decision of shareholders or general assembly or a judicial liquidation decision taken by the competent judicial authority, or shall be one (1) year for establishments starting from the application date for renewal for purpose of liquidation.
5. Cancellation decision / non-renewal / withdrawal of license issued to the entity must be received before submission of application.
6. The activity is deleted from the license and the following phrase is affixed (license renewed for liquidation purpose and shall not be used by the entity for any new commercial obligations or for contracts or tender purposes).
7. In case the establishment, for which the voluntary cancellation is issued, requested to have a renewal license for purpose of liquidation for more than one year, then it must apply for renewal under service No. (05.00) of this manual.

**Service Fees**

N/A for the first year only

**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

Immediate
09.03 Updating Entity’s Contact Information

**Service Description**
This service aims at providing Ministry of Investment with data about the General Manager and representatives of the entity, identifying a commissar with Ministry of Investment for notifications, announcements, decisions, and to submit applications related to the entity to Ministry of Investment.

**Service Documentations**
1. Completing and attesting Form No. (13.01) of this manual designed for identifying corporate address, website and the commissar.
2. Copy of the national ID or residence permit of the General Manager, authenticated by the Chamber of Commerce.
3. National ID copy of the representative of the entity at Ministry of Investment.

**Service Rules and Restrictions**
1. Entities licensed over or less than (6) months are exempt from this service.
2. In case of any modification in the entity’s contact data, it must be updated on the website, as per this service.

**Service Fees**
N/A

**Application Mechanism**
The website – E-Services Portal

**Expected Time for Service Implementation**
One working day
09.04  Transfer of Sponsorship of the Foreign Investor

**Service Description**
A resident expatriate possessing an investor(s) license is allowed to transfer sponsorship under the following circumstances:

- If the Foreign Investor is married to a Saudi female and has children from her.
- Son of Saudi mother
- If the Investor is a Palestinian national holding an Egyptian identification document.
- If the Investor is a holder of another license granted by Ministry of Investment, and wants to transfer his sponsorship to the other entity, provided that the project is legitimate.

**Service Documentations**
1. A letter from the entity that requires transfer of sponsorship of the investor, indicating the profession to be held by the investor authenticated by the Chamber of Commerce.

**Service Rules and Restrictions**
1. The service shall not be provided to cancel the punitive or non-renewal only after the submission of the documents mentioned in the Government service number (08, 02) of this manual to demonstrate the entity liquidation.
2. If the transfer is for the Saudi wife/ mother, the applicant must submit (a copy of the wife’s ID, and marriage contract and if he was the son then he should submit a birth certificate).
3. Access of the investor(s) to the service is subject to the laws and regulations of the government agencies or institutions providing the service.
4. The entity wishes to Transfer of Sponsorship of the Foreign Investor shall keep the Municipality License and of Zakat and Income Tax Certificate are valid.

**Service Fees**
N/A

**Application Mechanism**
The website – E-Services Portal

**Expected Time for Service Implementation**
Three working day
09.05 Renewal of Residence Permit of the Investor whose License is Cancelled

**Service Description**

Renewal of the Residence permit for a maximum of one year for the foreign investor for whom a cancellation decision under the service no. (09.02) of this manual.

**Service Documentations**

N/A

**Service Rules and Restrictions**

1. The investor(s) shall be granted residence renewal application for one time only.
2. Access of the investor(s) to the service is subject to the laws and regulations of government agencies or institutions providing the service.
3. In case that the entity’s owners presented the request to voluntary cancellation, only checks the application on cancellation support letters service under the service no. (08.01) of this manual.

**Service Fees**

N/A

**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

Three working day
09.06 Exit-Re-Entry Visas of the Investor whose License is Cancelled (Licenses for liquidation purpose)

**Service Description**

Single exit-re-entry visa is granted for a period three (3) months to the resident foreign investor for whom a cancellation decision was issued (punitive / withdrawal of license / non-renewal/ conversion to national / voluntary), whenever it is necessary.

**Service Documentations**

N/A

**Service Rules and Restrictions**

1. The Residence of the applicant must be valid in order to applying for the service.
2. This service is only provided under maximum imperative necessity and according to the discretion of Ministry of Investment, for the investors’ need, while considering humanitarian conditions, for example, but not limited to:
   - Sick conditions and provision of medical report
   - Marriage of one of the investor’s first-class lineage.
   - Request for exit-re-entry for family members.
3. For investor/investors to acquire a service relays on the governmental agencies rules and procedures to obtain such a service.
4. In case that the entity’s owners presented the request to voluntary cancellation, only checks the application on cancellation support letters service under the service no. (08.01) of this manual.

**Service Fees**

N/A

**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

Three working day.
09.07 Final Exit of the Investor whose License is Cancelled

Service Description
The final exit is granted to foreign investor for whom a cancellation decision was issued (punitive / withdrawal of license / non-renewal / conversion to national / voluntary).

Service Documentations
N/A

Service Rules and Restrictions
1. For an investor/ investors to acquire a service relays on the governmental agencies rules and procedures to obtain such a service.
2. The entity shall Finalize the government documents (write-off record, municipal license, social insurance, Zakat and Income, the Chamber of Commerce, Labor Office, an extract of the 700 file, extract of the residence number) with the exception of voluntary cancellation.

Service Fees
N/A

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
Three working day
09.08 Issuance of Supporting Letter for Investor Profession

Service Description

Service is provided to natural persons who have investment licenses (new or existing) in the Kingdom of Saudi Arabia and they have a desire to have an investor or general manager profession.

Service Documentations

1. A copy of the applicant’s passport or a copy of the residence in case that the applicant is residing in the kingdom.

2. A proof of the achievement of one of the criteria shall be provided, according to the table below:

<table>
<thead>
<tr>
<th>No.</th>
<th>The Standard</th>
<th>Mean of proof</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The entity shall have inventive activity, or registered patent to engage in the same activity.</td>
<td>1- Patent or intellectual property rights must be registered.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2- License activity must reflect investment of the patent or intellectual property rights as a product or innovative activity in the Kingdom.</td>
</tr>
<tr>
<td>2</td>
<td>To be one of the entities targeting export, where the technical specifications of the product and the method of its production conforming to Saudi Arabia or the Gulf or international.</td>
<td>1- The ratio of products export shall exceed 80 % of the total quantities licensed by the Ministry of Investment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2- Entity’s sales of not less than 15 million SAR during the last two years.</td>
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<tr>
<td></td>
<td></td>
<td>3- Product specifications conformity with Saudi Arabia or the Gulf or international specifications</td>
</tr>
<tr>
<td>3</td>
<td>The entity’s activity is aiming at employment of Saudis according to the Kingdom of Saudi Arabia’s obligations to the World Trade Organization, and of (25% of the employees in its country of managers, executives and specialists, or 15% of its staff in its country and % 10 from outside of origin).</td>
<td>1- Manpower of not less than 50.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2- Foreigners’ ratio in the entity shall not exceed % 25</td>
</tr>
</tbody>
</table>
| 4 | Entity’s capital in the Kingdom of Saudi Arabia of at least 37.500 million Saudi riyals | Existing licenses | 1- The entity’s assets of not less for 37.500 million Saudi Riyals, % 50 in cash according to the latest financial statement of the entity.  
2- Provide a local bank certificate of cash assets of the entity. |
| --- | --- | New licenses | 1- Clarify what shows the financial capacity to provide the capital and operating expenses. |

**Service Rules and Restrictions**

1. The following shall be taken into account in case of requesting investor profession
   - The number of holders of the profession shall not exceed for one person "for each entity."
   - No judicial rulings in criminal or commercial case in the Kingdom or abroad have been passed against the entity or the applicant. The entity and the applicant shall not have any pending cases inside or outside the Kingdom.
   - The scientific qualification for those who wish to obtain this profession shall be the university degree at least.

2. In case of failure in applying the criteria of investor profession, the entity should adapt its situation within a period not exceeding 24 months or before the second renewal of the license.

**Service Fees**

N/A

**Application Mechanism**

The website – Complains and inquiries

**Expected Time for Service Implementation**

Five working day
09.09 **Extension of the Written Notification Deadline**

**Service Description**
This service provided to extend the grace period issued by Ministry of Investment in the written notification through which the entity informed about the existence of irregularities and granting a grace period to the entity to take corrective actions.

**Service Documentations**
1. Any document that the entity deems that it supports its application for extension of the period in the written notification (no mandatory document).

**Service Rules and Restrictions**
1. The application shall be submitted during the grace period given in the written notification stating justification for the request in the designated box
2. If there is a request from the entity under study, it cannot submit a new application until deciding on the pending application.
3. The request to extend the grace period given in the written notification shall not be accepted except for one time only

**Service Fees**
N/A

**Application Mechanism**
The website – E-Services Portal

**Expected Time for Service Implementation**
Three working day
09.10 Reply to the Written Notification

**Service Description**

This service is provided to reply to the written notification through which the entity was informed about the existence of irregularities and grant it a corrective grace period. The entity, through this service, can respond to the said irregularities through providing the reasons and justifications and prove its removal (if any).

**Service Documentations**

1. Any document that the entity deems that it supports its application for extension of the period in the written notification (no mandatory document).

**Service Rules and Restrictions**

1. The application shall be submitted during the grace period given in the written notification stating justification for the request in the designated box
2. If there is a request from the entity under study, it cannot submit a new application until deciding on the pending application.
3. The request to extend the grace period given in the written notification shall not be accepted except for one time only.

**Service Fees**

N/A

**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

Three working day
09.11 Government Data Update Service

**Service Description**

It is a service that aims to reach the "Integrated e-service" through updating government data of investment entity licensed by the Ministry of Investment to reach reliable and updated government database by direct linkage to “YESSER” system without the need to attach government documents from the entity.

**Service Documentations**

N/A

**Service Rules and Restrictions**

1. Update - for once only - is mandatory for all licensed entities, holding a license of two years or more, that did not provide Ministry of Investment with the data in earlier time.

2. The service shall be suspended for licensed entities that have a shortage or mismatch in government documents figures with "YESSER" data until updating their government data in the electronic system of Ministry of Investment, and verification of data on compliance with the "YESSER".

**Service Fees**

N/A

**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

Three working day.
09.12 Ending of Service Suspension for an Investor in Passports Department

Service Description
A service allowing the entity that cancelled by Ministry of Investment to request ending the suspension at the General Directorate of Passports.

Service Documentations
N/A

Service Rules and Restrictions
1. Former suspension of services in Passports Dept. requested by Ministry of Investment.
2. Investor’s need to end such suspension for a period determined by Passports Department.

Service Fees
N/A

Application Mechanism
Ministry of Investment investors’ relations centers– appointment reservation

Expected Time for Service Implementation
One working day
09.13 Opening an Account for the Saudi Investor

Service Description
This service is provided to the Saudi investor who wish to execute their entity’s services from the Ministry of Investment investors’ relations centers including the e-services.

Service Documentations
N/A

Service Rules and Restrictions
1. All submitted document must be valid.

Service Fees
N/A

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
Immediate
09.14 Changing the E-Mail

Service Description
The e-mail amendment service is provided in the event that the entity loses the access information and wishes to change the person authorized to manage the electronic account, or that the company has no employee on the establishment and has not completed its governmental procedures and is still under foundation or cancellation.

Service Documentations
N/A

Service Rules and Restrictions
1. The password could be reset in accordance with the following requirements:
   - The password should consist of at least 8 digits: 5 letters, 2 numbers, and one special tag (!)
     ($ # @)
2. Apply for “entity data service update” through service (09.03) of this manual.
3. If the company has lost the Log In details and wish to amend the mail, it must attach a written letter and the identity of the person authorized.

Service Fees
N/A

Application Mechanism
The website – Contact Us.

Expected Time for Service Implementation
Immediate
10.00: GOVERNMENT ENTITIES’ SERVICES IN MINISTRY OF INVESTMENT INVESTORS’ RELATIONS CENTERS.
10.01 Ministry of Commerce and Investment

10.01.01 Booking Commercial Name

**Service Description**
This service provided to new entities that desire to choose a commercial name.

**Service Documentations**
1. A copy of the registration of the foreign company if the intended name is a foreign name.
2. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.

**Service Rules and Restrictions**
1. In case of booking a commercial name for a company, the foreign partner shall approve booking such name.
2. If the name is booked of Arabic names, the booking can be made directly from the Ministry of Commerce and Investment website.
3. Fill the forms of “Booking Commercial Name” approved by Ministry of commerce and Investment.

**Service Fees**
- Payment of fees for the service provider.

**Application Mechanism**
Ministry of Investment investors’ relations centers– Appointment Reservation

**Expected Time for Service Implementation**
One working day
10.01.02  Issuance of Commercial Registration for Sole establishment

**Service Description**
This service provided to sole establishments that desire to issue a commercial registration after obtaining the investment license.

**Service Documentation**
1. Providing identity proof or endorsement letter from the Ministry of Investment if there is no Iqama.
2. The original and a copy of “Booking Commercial Name” according to Service No (10.1.1) of this Manual.
3. Delegation approved for the applicant with a proof of delegating person identity.

**Service Rules and Restrictions**
N/A

**Service Fees**
- Payment of fees for the service provider.

**Application Mechanism**
The website – E-Services Portal

**Expected Time for Service Implementation**
Two working day
10.01.03 Issuance of Commercial Registration for Company

**Service Description**
This service provided to entity that desires to issue a commercial registration after obtaining the investment license.

**Service Documentations**
1. The original copy of Articles of Association after notarized by the Notary.
2. Shareholders’ resolution to appoint the general manager – if through a separate contract – authenticated by Ministry of commerce and Investment.
3. Providing identity proof for the foreign shareholders and directors, a copy of national ID if any of the shareholders holds Saudi nationality and a document by “ABSHAR” System to prove profession or a copy of the commercial registration, shareholders’ resolution and the articles of association for the engaged Saudi companies.
4. The original and a copy of “Booking Commercial Name” according to Service No (10.1.1) of this Manual.
5. Delegation approved for the applicant with a proof of delegating person identity.

**Service Rules and Restrictions**
1. The company is committed to make an electronic publication through the portal of “my Business” on the website of the Ministry of Commerce and Investment to summarize the contract of incorporation.

**Service Fees**
- Payment of fees for the service provider.

**Application Mechanism**
The website – E-Services Portal

**Expected Time for Service Implementation**
Two working day
10.01.04    Registration of Sole Establishment Branch

**Service Description**
This service is provided to sole establishments that wish to issue a commercial registration for its branch.

**Service Documentations**
1. A copy or number of the main commercial registration.
2. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.

**Service Rules and Restrictions**
N/A

**Service Fees**
- Payment of fees for the service provider.

**Application Mechanism**
The website – E-Services Portal

**Expected Time for Service Implementation**
Two working day
10.01.05 Registration of Company Branch

Service Description
This service is provided to foreign entities that desire to issue a commercial registration for its branch.

Service Documentations
1. A copy or number of the main commercial registration.
2. Submit a letter to the partner’s decision to open the branch and appoint the branch manager certified by the Chamber of Commerce.
3. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.

Service Rules and Restrictions
N/A

Service Fees
Payment of fees for the service provider.

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
Two working day
10.01.06 Study of Articles of Association of New Company

Service Description
This service is provided to companies that desire to provide its Articles of Association for study in order to establish a new or subsidiary investment entity in the Kingdom.

Service Documentation
1. The Articles of Association of the company.
2. Providing identity proof for the foreign shareholders and directors, a copy of national ID if any of the shareholders holds Saudi nationality and a document by “ABSHAR” System to prove profession or a copy of the commercial registration, shareholders’ resolution and the articles of association for the engaged Saudi companies.
3. A copy of “Booking Commercial Name” according to Service No (10.01.01) of this Manual.
4. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.

Service Rules and Restrictions
N/A

Service Fees
- Payment of fees for the service provider.

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
Two working day
10.01.07  Renewal of Commercial Registration for Sole Establishments.

Service Description
This service provided to companies that desire to provide its Articles of Association for study in order to establish a new or subsidiary investment entity in the Kingdom.

Service Documentations
1. A copy or number of the commercial registration.
2. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.

Service Rules and Restrictions
N/A

Service Fees
- Payment of fees for the service provider.

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
Two working day
10.01.08 Renewal of Commercial Registration for Companies

Service Description
This service is provided to foreign entities that desire to renew their commercial registration.

Service Documentations
1. A copy or number of the commercial registration.
2. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.

Service Rules and Restrictions
1. The financial statements for the last three years must be added on the portal of “my business” on the website of Commerce and Investment.

Service Fees
- Payment of fees for the service provider.

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
Two working day
10.01.09 Conversion of Commercial Registration from Sole establishment to Company

**Service Description**
This service is provided to sole establishment that desires to be converted into a company.

**Service Documentations**
1. A copy or number of the commercial registration.
2. The original copy of Articles of Association after notarized by the notary.
3. Providing identity proof for the foreign shareholders and directors, a copy of national ID if any of the shareholders holds Saudi nationality and a document by “ABSHAR” System to prove profession or a copy of the commercial registration, shareholders’ resolution and the articles of association for the engaged Saudi companies.
4. Providing a bank certificate in case of capital increase.
5. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.

**Service Rules and Restrictions**
1. The company is committed to make an electronic publication through the portal of “my Business” on the website of the Ministry of Commerce and Investment of the summary of the Memorandum of Association.

**Service Fees**
- Payment of fees for the service provider.

**Application Mechanism**
The website – E-Services Portal

**Expected Time for Service Implementation**
Two working day
10.01.10 Amendment of Commercial Registration for Sole Establishment for Sole Establishments

Service Description
This service is provided to sole establishments that desire to amend its commercial registration.

Service Documentations
1. A copy or number of the commercial registration.
2. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.

Service Rules and Restrictions
N/A

Service Fees
• Payment of fees for the service provider.

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
Two working day
10.01.11 Amendment of Commercial Registration for Companies

**Service Description**
This service is provided to foreign entities that desire to amend its commercial registration.

**Service Documentation**
1. A copy or number of the commercial registration.
3. Shareholders’ resolution to amend after notarized by the notary and a copy of Articles of Association after the amendment notarized by the notary.
4. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.

**Service Rules and Restrictions**
1. The company is committed to make an electronic publication through the portal of “my Business” on the website of the Ministry of Commerce and Investment of the summary of the Memorandum of Association.

**Service Fees**
• Payment of fees for the service provider.

**Application Mechanism**
The website – E-Services Portal

**Expected Time for Service Implementation**
Two working day
10.01.12 Amendment of Sole Establishment Address

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<th>Service Description</th>
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<td>This service is provided to sole establishments that desire to amend its address.</td>
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<td>1. A copy or number of the commercial registration.</td>
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<td>2. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.</td>
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10.01.13 Amendment of Company Address

Service Description
This service is provided to foreign entities that desire to amend its address.

Service Documentations
1. A copy or number of the commercial registration.
2. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.

Service Rules and Restrictions
1. The company is committed to make an electronic publication through the portal of “my Business” on the website of the Ministry of Commerce and Investment of the summary of the Memorandum of Association.
2. If the address is changed to another city, a copy of the Memorandum of Association shall be required after the amendment.

Service Fees
- Payment of fees for the service provider.

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
Two working day
10.01.14 Issuance of the Commercial Register for branches of foreign companies

Service Description
This service is provided to foreign entities that desire to issue a commercial registration for a branch within the Kingdom based on a decision of the partners.

Service Documentations
1. A copy of the commercial registration and the company’s incorporation contract translated from an approved office approved by the Ministry of Foreign Affairs and the Saudi Embassy.
2. The partners’ decision to open the branch is translated from an approved office approved by the Ministry of Foreign Affairs and the Saudi Embassy.
3. The decision to appoint the branch manager is translated from an accredited office approved by the Ministry of Foreign Affairs and the Saudi Embassy.
4. A copy of the residence of the branch manager or a copy of the passport as detailed in the decision of the partners.
5. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.

Service Rules and Restrictions
N/A

Service Fees
Payment of fees for the service provider.

Application Mechanism
Ministry of Investment investors’ relations centers – Appointment Reservation

Expected Time for Service Implementation
Two working day
10.02 Ministry of Justice

10.02.01 Issuance of attorney

<table>
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<th>Service Description</th>
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<td>This service is provided to companies that desire to issue attorneys to delegates in order to carry on its business.</td>
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<th>Service Documentations</th>
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<tr>
<td>1. A copy or number of the commercial registration.</td>
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<td>2. A proof of identity for the applicant.</td>
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<th>Service Rules and Restrictions</th>
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<tr>
<td>1. The number of the application filed electronically on Ministry of Justice website shall be attached.</td>
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<td>2. Fill the attorney forms approved by Ministry of Justice Electronically.</td>
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<td>Ministry of Investment investors’ relations centers—Appointment Reservation</td>
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<th>Expected Time for Service Implementation</th>
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10.02.02 Industrial Mortgage

**Service Description**
This service is provided to industrial companies that desire to mortgage in order to obtain certain facilities or services.

**Service Documentations**
1. A copy or number of the commercial registration.
2. Companies’ Article of Association (presence of powers for company manager to mortgage and sign for the company) or power of attorney stating the mortgage.
3. If there is any property in the assets to be mortgaged, the original of title instrument shall be attached.
4. Submit a letter to request a support from Ministry of Investment on the required mortgage.

**Service Rules and Restrictions**
1- The submitted support letter should include the required mortgage, with the real estate required to be mortgaged - the number and date of the instrument, for example - stating the authority that requested the approval of the commission (court, ...).

**Service Fees**
- Payment of fees for the service provider.

**Application Mechanism**
Ministry of Investment investors’ relations centers– Appointment Reservation

**Expected Time for Service Implementation**
One working day
10.02.03 Authentication of Companies’ Article of Association

**Service Description**
This service is provided to companies that desire to authenticate its Articles of Association.

**Service Documentations**
1. The original of the commercial registration.
2. Submission of summary of Articles of Association authenticated by Commerce and Investment.
3. Submission of identity proof for the shareholders, shareholders’ resolution, the articles of association for the companies and the last amendment resolution thereof if any or submission of power of attorney of all shareholders or manager of the company stating the legal capacity to sign articles of association.
4. Delegation approved for the applicant with a proof of delegating person identity or power of attorney

**Service Rules and Restrictions**
1. In-kind shares shall be stated in details such as for cars, (type – model – value) shall be stated and for buildings and facilities, its status shall be stated whether rented or gifted by the shareholders.

**Service Fees**
- Payment of fees for the service provider.

**Application Mechanism**
Ministry of Investment investors’ relations centers– Appointment Reservation

**Expected Time for Service Implementation**
One working day
10.02.04 Authentication of Amendment Resolution of Companies’ Article of Association

**Service Description**
This service is provided to companies that desire to amend its Articles of Association.

**Service Documentations**
1. A copy or number of the commercial registration.
2. The original of the commercial registration.
3. Submission of Articles of Association to be authenticated and all amendment resolutions with stating the full details of contracts, commercial registrations and license in the preamble.
4. Submission of identity proof for the shareholders, shareholders’ resolution, the articles of association for the companies and the last amendment resolution thereof if any or submission of power of attorney of all shareholders or manager of the company stating the legal capacity to sign articles of association.
5. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.

**Service Rules and Restrictions**
1. In-kind shares shall be stated in details such as for cars, (type – model – value) shall be stated and for buildings and facilities, its status shall be stated whether rented or gifted by the shareholders.
2. Attendance of the Parties or their respective ID under power of attorneys stating the required action and proving the legal capacity.

**Service Fees**
- Payment of fees for the service provider.

**Application Mechanism**
Ministry of Investment investors’ relations centers- Appointment Reservation

**Expected Time for Service Implementation**
One working day
10.03 Recruitment Affairs

10.03.01 Recruitment of Investors’ Families

[Service Description]
This service is provided to foreign entities owned by an investor who desires to bring his/her family to the Kingdom.

[Service Documentations]
1. A copy or number of the commercial registration.
2. A copy of the investor’s passport.
3. A copy of the Iqama.
4. A copy of the passport of the wife and sons to be recruited.
5. A copy of the marriage contract authenticated by the Saudi Embassy.

[Service Rules and Restrictions]
1. Iqama visa shall be given to the wife and minor sons only. In case the daughter has reached the legal age, a certificate from the court shall be submitted proving that she is not married authenticated by the Saudi Embassy.

2. Fill the “Recruitment Form” approved by Recruitment Affairs for the names to be recruited using the same language of the passport authenticated by the Commerce Chamber.

[Service Fees]
• Payment of fees for the service provider.

[Application Mechanism]
The website – E-Services Portal

[Expected Time for Service Implementation]
Five working day
10.03.02 Recruitment of High Professions’ Families

Service Description
This service is provided to foreign entities in which high professions such as (General Manager – Engineer – Legal Consultant – Accountant) desire to bring their family to the Kingdom.

Service Documentations
1. A copy or number of the commercial registration.
2. A copy of the investor’s passport.
3. A copy of the Iqama.
4. A copy of the passport of the wife and sons to be recruited.
5. A copy of the marriage contract authenticated by the Saudi Embassy.
6. A copy of the academic qualification of the applicant authenticated by the Saudi Embassy.
7. Submission of a letter from the entity showing the salary, job title and approval over recruitment for the applicant authenticated by the Commerce Chamber.

Service Rules and Restrictions
1. If the applicant is engineer or accountant, a proof from the Saudi Authority of Engineers and Accountants shall be submitted.
2. Fill the “Recruitment Form” approved by Recruitment Affairs for the names to be recruited using the same language of the passport authenticated by the Commerce Chamber.

Service Fees
- Payment of fees for the service provider.

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
Five working day
10.04 General Department of Passports

10.04.01 Extension of Visit Period

Service Description
This service is provided to entities that desires to extend the visit period for persons holding visit visa.

Service Documentations
1. A copy of the visitor’s passport and a copy of the visa he/she has used to enter.
2. A copy or number of the commercial registration.
3. Submission a letter from the entity stating its desire to extend the visa period.

Service Rules and Restrictions
1. Business and commercial visits can only be extended for one time while family visit can be extended for two times (family visit through Absher System)
2. Fill the form of “Extension of Visit Period” approved by General Department of Passports.

Service Fees
• Payment of fees for the service provider.

Application Mechanism
Ministry of Investment investors’ relations centers– Appointment Reservation

Expected Time for Service Implementation
One working day
10.04.02 Extension of Travel Visa Period

Service Description
This service is provided to entities that desires to extend the period of travel visas that has been applied for earlier.

Service Documentations
1. A copy or number of the commercial registration.
2. Submission of a letter from the company or foundation stating its desire to extend the visa period authenticated by the Commerce Chamber.
3. Submission of PRINT document to match information.

Service Rules and Restrictions
1. Extension is done through the Embassy (General Department of Passports delivers the form and PRINT document to the Applicant only; provided that Iqama must be valid and effective).

Service Fees
• Payment of fees for the service provider.

Application Mechanism
Ministry of Investment investors’ relations centers– Appointment Reservation

Expected Time for Service Implementation
One working day
10.04.03 Exit and Return Visa

**Service Description**
This service is provided to companies’ owners who desire to issue a new exit and return visa for the owners or employees.

**Service Documentations**
1. A copy or number of the commercial registration.
2. A copy of Iqama and passport.

**Service Rules and Restrictions**
1. Fill the form of “Exit and Return Visa” approved by General Department of Passports.

**Service Fees**
- Payment of fees for the service provider.

**Application Mechanism**
The website – E-Services Portal

**Expected Time for Service Implementation**
One working day
10.04.04 Final Exit Visa (For Investors and General Managers Only)

Service Description
This service is provided to companies’ owners who desire to issue a final exit visa for the owners or
general managers.

Service Documentations
1. A copy or number of the commercial registration.
2. The original copy of Iqama.

Service Rules and Restrictions
1. If the investor has applied for final exit visa, he/she shall submit clearance letter for the house
   workers covered by his/her sponsorship.
2. Fill the form of “Exit and Return Visa” approved by General Department of Passports.

Service Fees
• Payment of fees for the service provider.

Application Mechanism
Ministry of Investment investors’ relations centers– Appointment Reservation

Expected Time for Service Implementation
One working day
10.04.05 Exit and Return Visa for Accompaniers

**Service Description**
This service is provided to companies’ owners and employees who desire to issue an exit and return visa for the accompaniers.

**Service Documentations**
1. A copy or number of the commercial registration.
2. A copy of Iqama.
3. A copy of Paterfamilias’s Iqama.
4. Submission of a study proof for male sons who desire to have a visa period more than 6 months.

**Service Rules and Restrictions**
1. This service is provided through ABSHER or MUQEEM System (in case of inability to issue, a proof for that shall be submitted).
2. Fill the form of “Exit and Return Visa” approved by General Department of Passports.

**Service Fees**
- Payment of fees for the service provider.

**Application Mechanism**
The website – E-Services Portal

**Expected Time for Service Implementation**
One working day
10.04.06 Cancellation of Exit and Return Visa

Service Description
This service is provided to companies’ owners and employees who desire to cancel an exit and return visa that has been issued earlier.

Service Documentations
1. Submission of a letter from the entity stating the application.

Service Rules and Restrictions
1. If more than three months has passed from the visa period, a fine of (1,000 SR) is imposed and shall be paid through ATM.

Service Fees
- Payment of fees for the service provider.

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
One working day
10.04.07 Issuance of New Iqama

|| Service Description
This service is provided to companies’ owners who desire to issue a new Iqama.

|| Service Documentations
1. A copy or number of the commercial registration.
2. A copy of the passport and entrance visa.

|| Service Rules and Restrictions
1. If there is no commercial registration, an applicant shall provide a commitment of issuing a commercial registration within a month.
2. If the Iqama is to be issued for the General Manager, a copy of the commercial registration shall be submitted after adding the name of the General Manager.
3. If the Iqama is to be issued for the General Manager, a worker card from the Working Office’s official website shall be submitted.
4. The applicant should have an electronic overall medical report to be presented to the General Department of Passports.
5. The applicant should have an electronic of medical insurance be presented to the General Department of Passports.
6. Fill the “Issuance of Iqama form” approved by General Department of Passports.

|| Service Fees
- Payment of fees for the service provider.

|| Application Mechanism
The website – E-Services Portal

|| Expected Time for Service Implementation
One working day
10.04.08 Issuance of Iqama for Private Driver or Maid

**Service Description**

This service is provided to companies’ owners who desire to issue a new Iqama for the private driver or maid.

**Service Documentations**

1. A copy or number of the commercial registration.
2. A copy of the passport.
3. A copy of Paterfamilias’s Iqama.

**Service Rules and Restrictions**

1. This service provided through “Absher” or “Muqeem” System (in case of inability to issue, a proof for that shall be submitted).
2. The applicant should have an electronic overall medical report be presented to the General Department of Passports.
3. Fill the “Issuance of Iqama form” approved by General Department of Passports.

**Service Fees**

- Payment of fees for the service provider.

**Application Mechanism**

The website – E-Services Portal

**Expected Time for Service Implementation**

One working day
10.04.09 Dismissal of an Employee Holding Separate Iqama

Service Description
This service is provided to companies’ owners and employees who desire to dismiss any of their subordinates holding separate Iqama.

Service Documentations
1. A copy or number of the commercial registration.
2. A copy of the passport.
3. The original copy of Paterfamilias’s Iqama.
4. Submission of a study proof for male sons who have reached 18 years old.

Service Rules and Restrictions
1. Fill the “Dismissal of an Employee Holding Separate Iqama form” approved by General Department of Passports.

Service Fees
• Payment of fees for the service provider.

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
One working day
10.04.10 Renewal of Iqama

## Service Description

This service is provided to companies’ owners who desire to issue a new Iqama for the owners or employees.

## Service Documentations

1. A copy or number of the commercial registration.
2. A copy of Iqama and the passport.

## Service Rules and Restrictions

1. If the Iqama to be renewed is for the General Manager, the following shall be submitted :
   - Work card
   - Commercial registration containing the name of the General Manager.
2. The applicant should have an electronic medical insurance to be presented to the General Department of Passports.
3. Fill the “Renewal of Iqama form” approved by General Department of Passports.

### Service Fees

- Payment of fees for the service provider.

### Application Mechanism

The website – E-Services Portal

### Expected Time for Service Implementation

One working day
Cancellation of Iqama for Person who has leaved and has not returned

Service Description
This service is provided to entities that desire to cancel the Iqama of their employees who has leaved the Kingdom and has not returned during the visa period.

Service Documentation
1. A copy or number of the commercial registration.
2. The original copy of Iqama and the passport.

Service Rules and Restrictions
1. The application can be submitted only after (31) days from the expiry of return visa.
2. Submission of an accredited check against a fine of (1,000 SR) in case of Iqama loss.
3. Submission of endorsement letter issued by Government Relations Department in the Ministry of Investment if the profession is an investor or general manager.

Service Fees
- Payment of fees for the service provider.

Application Mechanism
Ministry of Investment investors’ relations centers– Appointment Reservation

Expected Time for Service Implementation
One working day
10.04.12 Issuance of replacement Copy of Damaged Iqama

[[ Service Description

This service is provided to companies’ owners and employees who desire to issue another copy of the damaged Iqama.

[[ Service Documentation

1. A copy or number of the commercial registration.
2. A copy of Iqama.

[[ Service Rules and Restrictions

1. Iqama will be delivered through Wasel Service.
2. Fill the “Issuance of Iqama form” approved by General Department of Passports.

[+] Service Fees

• Payment of fees for the service provider.

[+] Application Mechanism

The website – E-Services Portal

[+] Expected Time for Service Implementation

One working day
10.04.13 Addition of Subordinates to Paterfamilias

**Service Description**
This service is provided to companies’ owners who desire to add a subordinate to paterfamilias.

**Service Documentations**
1. A copy or number of the commercial registration.
2. A copy of the passport and the visa.
3. A copy of Paterfamilias’s Iqama.

**Service Rules and Restrictions**
1. A copy of birth certificate shall be submitted if the subordinate is born in the Kingdom of Saudi Arabia.
2. The applicant should have an electronic medical report for person above 10 years old be presented to the General Department of Passports.
3. Fill the “Addition of Subordinate form” approved by General Department of Passports.

**Service Fees**
- Payment of fees for the service provider.

**Application Mechanism**
Ministry of Investment investors’ relations centers– Appointment Reservation

**Expected Time for Service Implementation**
One working day
10.04.14 Issuance of replacement Copy of Damaged Passport

**Service Description**
This service is provided to companies’ owners and employees who desire to issue another copy of the damaged passport.

**Service Documentations**
1. A copy or number of the commercial registration.
2. A copy of passports.
3. A copy of Iqama.
4. A copy of the entrance visa.
5. Submission of the original of aforementioned passports, if any.
6. Submission of an accredited check against a fine of (1,000 SR).

**Service Rules and Restrictions**
1. Fill the “Issuance Certificate of replacement Copy of Damaged Passport for Expatriates” approved by General Department of Passports.
2. Fill the “Acknowledgment of Passport Loss form” approved by General Department of Passports.

**Service Fees**
*Payment of fees for the service provider.*

**Application Mechanism**
Ministry of Investment investors’ relations centers– Appointment Reservation

**Expected Time for Service Implementation**
One working day
10.04.15 PRINT Application

Service Description
This service is provided to entities who desire to issue PRINT document to be provided to other government entities.

Service Documentations
1. A copy or number of the commercial registration.
2. A letter from the entity to apply for PRINT document.

Service Rules and Restrictions
N/A

Service Fees
• Payment of fees for the service provider.

Application Mechanism
Ministry of Investment investors’ relations centers– Appointment Reservation

Expected Time for Service Implementation
One working day
10.04.16  Bio Fingerprint

Service Description
This service is provided to entities who desire to introduce the fingerprint service for its employees.

Service Documentations
1. A copy or number of the commercial registration.
2. Submission of the original and a copy of the passport for the new expatriates.
3. Submission of the original and a copy of Iqama for residents.

Service Rules and Restrictions
N/A

Service Fees
• Payment of fees for the service provider.

Application Mechanism
Ministry of Investment investors’ relations centers- Appointment Reservation

Expected Time for Service Implementation
One working day
10.04.17 Amendment of Passport Data

Service Description
This service is provided to companies’ owners and employees who desire to amend the passport data.

Service Documentations
1. A copy or number of the commercial registration.
2. Submission of the passport with which he/she has entered the Kingdom and the new subsequent passports with copies thereof.
3. The original copy of Iqama.

Service Rules and Restrictions
1. If there are accompaniers included in the passport, the original of birth certificate of the accompaniers born in the Kingdom shall be submitted as well as a copy thereof.
2. Fill the “Amendment of Data form” approved by General Department of Passports.

Service Fees
• Payment of fees for the service provider.

Application Mechanism
Ministry of Investment investors’ relations centers– Appointment Reservation

Expected Time for Service Implementation
One working day
10.04.18  Information Transfer

Service Description
This service is provided to companies’ owners who desire to transfer the passport information.

Service Documentations
1. A copy or number of the commercial registration.
2. Submission of the original and a copy of the old passport (all previous passports).

Service Rules and Restrictions
1. Fill the “Information Transfer form” approved by General Department of Passports.

Service Fees
- Payment of fees for the service provider.

Application Mechanism
Ministry of Investment investors’ relations centers– Appointment Reservation

Expected Time for Service Implementation
One working day
10.04.19 Sponsorship Transfer and Profession Amendment for General Manager of Foreign Companies Branch

Service Description
This service is provided to entities that desire to transfer the sponsorship or amend the profession for General Manager of Foreign Companies Branch.

Service Documentations
1. A copy of the Companies’ Articles of Association authenticated by the Saudi Embassy or a copy of Shareholders’ Resolution authenticated by the Saudi Embassy and Articles of Association of the Parent Company in its country authenticated by the Saudi Embassy if shareholders include companies.
2. A copy or number of the commercial registration.
3. A copy of passports.
4. A copy of Iqama.
5. Submission of the waiver letter issued by the previous Employer authenticated by the Commerce Chamber.
6. Submission of the letter issued by the entity to amend the profession and transfer the sponsorship.
7. Submission of the endorsement letter issued by the Ministry of Investment according to Service No (09.08) of this Manual.
8. Submission of the Labor Office’ approval on the sponsorship transfer according to Service No (10.05.03) of this Manual and on the profession amendment according to Service No (10.05.05) of this Manual.
9. Delegation approved for the applicant with a proof of delegating person identity or power of attorney.

Service Rules and Restrictions
1. Complete electronic procedures regarding the Employer’s approval.
2. Fill the “Sponsorship Transfer and Profession Amendment form” approved by General Department of Passports.

Service Fees
- Payment of fees for the service provider.
Application Mechanism

The website – E-Services Portal

Expected Time for Service Implementation

One working day
10.04.20 Services Transfer for Private Driver and Maid

Service Description
This service is provided to companies’ owners who desire to issue a new Iqama for the private driver or maid.

Service Documentations
1. A copy or number of the commercial registration.
2. The original and a copy of the passport (all previous passports).
3. A copy of the new Employer’s Iqama.
4. Submission of the waiver letter issued by the previous Employer authenticated by the General Department of Passports.
5. A copy of the driving license for the private driver.

Service Rules and Restrictions
1. Fill the “Sponsorship Transfer form“ approved by General Department of Passports.

Service Fees
- Payment of fees for the service provider.

Application Mechanism
Ministry of Investment investors’ relations centers - Appointment Reservation

Expected Time for Service Implementation
One working day
10.05 Ministry of Labor and Social Development

10.05.01 Data Updating

<table>
<thead>
<tr>
<th>Service Description</th>
</tr>
</thead>
</table>
This service is provided to entities that desire to update their data.

<table>
<thead>
<tr>
<th>Service Documentations</th>
</tr>
</thead>
</table>
1. A copy or number of the commercial registration.
4. A copy of Municipality License.

<table>
<thead>
<tr>
<th>Service Rules and Restrictions</th>
</tr>
</thead>
</table>
1. Fill the “Data updating form” authenticated by Ministry of Labor and Social Development and chamber of commerce.

<table>
<thead>
<tr>
<th>Service Fees</th>
</tr>
</thead>
</table>
Payment of fees for the service provider.

<table>
<thead>
<tr>
<th>Application Mechanism</th>
</tr>
</thead>
</table>
The website – E-Services Portal

<table>
<thead>
<tr>
<th>Expected Time for Service Implementation</th>
</tr>
</thead>
</table>
One working day
10.05.02 Services Transfer of Expatriates

Service Description
This service is provided to foreign entities that desire to transfer the services of an expatriate to it.

Service Documentations
1. Submission of a letter to the Representative of Ministry of Labor and Social Development stating the desire of the applicant entity to transfer the expatriate to work for it authenticated by the Commerce Chamber.
2. Delegation approved for the applicant with a proof of delegating person identity or power of attorney for entities that has workforce less than 50 employees.

Service Rules and Restrictions
1. Sponsorship transfer is carried out through the Electronic Labor Office except for engineers, accompaniers or any other profession included in the red range.
2. The service is provided only to the accompaniers, subordinates and persons having problem with the system because of deletion or other reason.
3. Fill the “Services Transfer form” authenticated by Ministry of Labor and Social Development.

Service Fees
- Payment of fees for the service provider.

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
Two working day
10.05.03 Amendment of Entity Name

**Service Description**

This service is provided to foreign entities that desire to amend its licensed name.

**Service Documentations**

1. A copy or number of the commercial registration or Municipality License.
2. Submission of the Articles of Association if the amendment is for a company.
3. Submission of the original copies of employees’ passport for comparison or a commitment written on the entity’s publications regarding data integrity and a statement of employees or a commitment of data integrity authenticated by the Commerce Chamber.
4. Submission of a commitment that the transformed entity does not have any visas that have not entered Saudi Arabia and that all employees have iqama.
5. Submission of a copy of the delegation authenticated by the Commerce Chamber or the power of attorney.
6. Delegation approved for the applicant with a proof of delegating person identity, power of attorney or Taqeeb Card of Labor Office.

**Service Rules and Restrictions**

1. If the Employer has passed away, the Principality’s approval shall be obtained.
2. If the amendment is from a company to an sole establishment, a shareholders’ waiver letter of their respective shares in employees authenticated by the Commerce Chamber shall be submitted.

**Service Fees**

- Payment of fees for the service provider.

**Application Mechanism**

Ministry of Investment investors’ relations centers– Appointment Reservation

**Expected Time for Service Implementation**

Two working day
Professions Amendment (High Professions)

Service Description
This service is provided electronically to the companies via the website of Ministry of Labor and Social Development except for engineers or accompaniers, it shall be provided as per below service.

Service Documentation
1. A copy or number of the commercial registration.
4. A copy of the passport and Iqama with submission of the original copies for comparison.
5. The original and a copy of the academic qualification of the employees authenticated by the Saudi Embassy.
6. Application letter to amend the profession written on the company’s publications.
7. Delegation for the applicant generated by computer with a proof of delegating person identity.

Service Rules and Restrictions
1. Persons who desire to amend the profession of general driver or truck driver shall submit the original and a copy of operation card and the car form to be amended. Persons who desire to amend the profession of road vehicles driver shall submit the sale contract or car form.
2. Persons who desire to amend the profession of doctor shall obtain and submit the approval of Medical Affairs Department and Labor Office shall communicate Human Resources Fund.
3. Agricultural Engineering Offices that desire to amend shall obtain and submit the approval of Saudi Engineers Authority.
4. For drivers, Traffic Department’s approval shall be obtained and submitted and driving license shall be translated from his home country.

Service Fees
- Payment of fees for the service provider.

Application Mechanism
The website – E-Services Portal

Expected Time for Service Implementation
Two working day
11.00: GENERAL RULES AND PROVISIONS
11.01 **Restrictions on Licenses**

Below are the restrictions stipulated in the investment license upon issuance with which the entity shall comply:

<table>
<thead>
<tr>
<th>No</th>
<th>Activity</th>
<th>Restrictions</th>
</tr>
</thead>
</table>
| 1  | Trading Licenses (Foreign 100%)                      | 1. Train 15% of Saudis  
2. Not to open more than a shop per district                                                                                       |
| 2  | Industrial Licenses                                  | 1. The licensee must rehearse the ministry of commerce and industry to obtain an industrial license along with the General Presidency of Meteorology and Environmental Protection to acquire an environmental approval |
| 3  | Scientific and Technical Office                      | 1. Office may study the markets regarding the activity type of the company and prepare reports on such study to the headquarters. Office shall submit to the Ministry of Investment annual summary on its activity  
2. Office may neither implement any contracts nor carry out any commercial or investment activity directly or indirectly in the Kingdom as well as it may not charge any fees for training the Saudi technicians  
3. Company shall comply with all regulations and instructions applicable in the Kingdom of Saudi Arabia and this license will be withdrawn if the company has breached its terms and the relevant official entities will be so notified  
4. Ministry of Investment has the right to terminate or not renew the license whenever it is deemed that the role of the office is outside the purpose for which it is authorized |
| 4  | Consulting License for Technical & Economic Communication Offices | 1. The restricted number of technical employees for the office shall be (50) employees and shall not be increased except with a prior approval of Ministry of Investment.  
2. The office may study markets and prepare reports of this study for concerned bodies in the countries that want to have license. The office shall submit an annual summary of its businesses to Ministry of Investment.  
3. The office prohibited to execute any contracts, businesses, or investments in the Kingdom, directly or indirectly.  
4. Ministry of Investment has the right to revoke the license or not to renew it whenever it deems that the office’s role is beyond the authorized purpose. |
<table>
<thead>
<tr>
<th></th>
<th>Activities of holding companies</th>
<th>1. Obtaining the prior approval of the Ministry of Investment for each project to be established and investment in it.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Real estate license</td>
<td>1. - obtaining the prior approval of the Ministry of Investment on any property to be owned or invested so that the cost of any project is not less than 30 million riyals land and building, provided that they are not within the boundaries of the cities of Mecca or Medina</td>
</tr>
<tr>
<td></td>
<td>General restrictions and conditions to be followed by the investor after receiving the license</td>
<td>License Applicant(s) / Entity shall be committed to the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Obtaining the required post- Ministry of Investment license’s governmental documents within 3 months of issuance of the Ministry of Investment license and obtaining the necessary’s documents or licenses from related government agencies - where required- before or after obtaining Ministry of Investment license and Ministry of Investment should be notified by the investor if difficulties are faced in doing so not less than 3 months from the projects schedules start of operation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Operating within the licensed field/ industry.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Implementing the project within the time- frame indicated in this application and within licensed location or branch.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Using licensed name - as per Ministry of Investment investment license- in all government documents.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Renewing Ministry of Investment license annually on time.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Receiving Ministry of Investment follow-up officers, cooperating with them and furnishing all required documents and proofs requested during the visit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Not marketing or selling any non- licensed inside the kingdom of Saudi Arabia.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Respecting intellectual property rights of others.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Taking all necessary measures to protect the environment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10. Respecting all local laws and regulations issued by Saudi ministries/ agencies for the entity and its employees.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11. Notify Ministry of Investment of any change in contact address, P.O Box, email or phones and fax numbers within (10) working days of the change using Ministry of Investment designed forms no (13.01) from this manual.</td>
</tr>
</tbody>
</table>
Investor(s) acknowledges and undertakes:

- To abide by all rules and regulation started in the Foreign Investment act issued under the Royal Decree No (M/1) dated (15/01/1421 H) and all of its corresponding Executive Rules and guarantee the authenticity of the documents, information and data presented herein with this application.

- That licensee shall be use the license issued by the Ministry of Investment only for the purpose for which the license issued. The Saudi Arabian Government and Ministry of Investment will not be held responsible towards any part for any acts of misconduct committed, directly or indirectly, by the licensee, whether inside or outside Saudi Arabia, in violation of any laws of Saudi Arabia or elsewhere. Furthermore, Ministry of Investment reserves the right to revoke the license at any time if the license is convicted of any illegal acts or is deemed to pose national.

- That the purposes of this application is to obtain an investment license to start legitimate investment activity/activities. The investment license is revocable if at any time the data and information presented are found false or inaccurate.

- That no final ruling/verdicts have been issued against the investor in violation of Foreign Investment Act.

- That no ruling/verdicts have been issued against the investor in monetary or commercial related violations whether inside or outside the kingdom of Saudi Arabia.

- That the investor(s) will transfer the capital declared in this application to a local bank once the investment licensed is issued.

- That the investor(s) is not currently resident within the Kingdom of Saudi Arabia and that the investor(s) was not resident within the Kingdom of Saudi Arabia during the last 3 years.

- That the applicant who has obtained the investment license shall use it for the licensed purposes and that the Saudi Government and the Ministry of Investment will not directly or indirectly assume any liability towards third parties whether inside or outside the Kingdom of Saudi Arabia for any non-statuary action.

- That the investor(s) have read and understood the above terms and conditions, commitments, obligations and undertakings and have agreed to them.
- That the name(s) and signature(s) on this application belong to him/them or his/their legal representative and the signature of the letter is considered as his/their.
11.02 **License Cancellation by the Ministry of Investment (Punitive Cancellation)**

Entities for which Ministry of Investment has issued a cancellation resolution is entitled to implement the decision to cancel by:

- Submit a renewal application for liquidation purpose, as per Service No (9.02) of this Manual.
- Finalize the status of workers registered under the entity, and close the entity’s file with the Ministry of Labor.
- Settle outstanding dues with the General Organization for Social Insurance (GOSI) and close the entity’s file.
- Settle outstanding dues of the department of Zakat and Income Tax and close the entity’s file.
- Cancellation of municipality license.
- Cancellation of licenses issued by other government agencies (if any).
- Cancellation of the commercial registration.
- Cancellation of the investor(s) residence permit(s), and perform final exit from the Kingdom.

**Observations:**

Foreign investor is entitled to the following services:

1. Renewal of residence permit, as per Service No. (09.05) of this Manual;
2. Exit-re-entry visa for the investor whose license is revoked, as per Service No. (09.06) of this Manual.
### 11.03 Types of Licenses, Minimum Capital Requirement and Percentage of Saudi Partnership

<table>
<thead>
<tr>
<th>No</th>
<th>License Type</th>
<th>Minimum Capital (SR)</th>
<th>Minimum Saudi Participation (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Commercial with Saudi Partner</td>
<td>26,666,667</td>
<td>% 25</td>
</tr>
<tr>
<td></td>
<td>Foreign capital shareholding not less than twenty million (SR 20,000,000) and partnership not more than % 75.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>% 100 Foreign Commercial</td>
<td>30,000,000</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>Communications</td>
<td>--</td>
<td>% 40</td>
</tr>
<tr>
<td>3</td>
<td>Communications Value Added</td>
<td>--</td>
<td>% 30</td>
</tr>
<tr>
<td>4</td>
<td>Insurance</td>
<td>--</td>
<td>% 40</td>
</tr>
<tr>
<td>5</td>
<td>Reinsurance</td>
<td>--</td>
<td>% 40</td>
</tr>
<tr>
<td>6</td>
<td>Property Financing</td>
<td>200,000,000</td>
<td>% 40</td>
</tr>
<tr>
<td>7</td>
<td>Property Investment</td>
<td>The value of each project is not less than30,000,000 (covering land and construction) ; the land and building will be outside the perimeter of the two Holy Mosques</td>
<td>--</td>
</tr>
<tr>
<td>8</td>
<td>Management of Construction projects, detailed engineering design and EPC contracts</td>
<td>--</td>
<td>% 25</td>
</tr>
<tr>
<td>9</td>
<td>Public transport (bus transportation within cities)</td>
<td>500,000</td>
<td>% 30</td>
</tr>
<tr>
<td>10</td>
<td>Public transport (metro transportation within cities)</td>
<td>500,000</td>
<td>% 20</td>
</tr>
<tr>
<td>11</td>
<td>Joint Stock Company</td>
<td>500,000</td>
<td>--</td>
</tr>
<tr>
<td>12</td>
<td>Joint Stock One person company</td>
<td>5,000,000</td>
<td>--</td>
</tr>
<tr>
<td>13</td>
<td>practice other transports activities</td>
<td>10,000,000</td>
<td>--</td>
</tr>
</tbody>
</table>

* Related to the limit of the cost of a single project to be constructed. There is no minimum limit for the capital of property development projects.

** Government and semi-government companies are excluded.
### First: Rights of Foreign Investor in Investment

<table>
<thead>
<tr>
<th>First: Rights of Applicant of Issuance of New Investment License</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The right to respond the application of new license.</td>
</tr>
<tr>
<td>2. The right that the refusal of the new license shall be justified.</td>
</tr>
<tr>
<td>3. The right to appeal of refusal resolution before the Board of Grievances.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second: Rights of Foreign Investor throughout License Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The right to enjoy all benefits, incentives and guarantees granted to the national project as per regulations and instructions according to Law of Foreign Investment.</td>
</tr>
<tr>
<td>2. The right to renew the license (for the completed application).</td>
</tr>
<tr>
<td>3. The right to get a suitable period to cure breaches observed.</td>
</tr>
<tr>
<td>4. The right to respond the written letter of breaches within the specified period.</td>
</tr>
<tr>
<td>5. The right to own the property according to the regulations of Non-Saudis’ Ownership of Property according to Section No (6) of this Manual.</td>
</tr>
<tr>
<td>6. The right that investor’s investments may not be confessed without juridical judgment as well as the right that expropriation of the same will only be done for public interest against a compensation according to Law of Foreign Investment.</td>
</tr>
<tr>
<td>7. The right that the sponsorship of non-Saudi employees is covered by the licensed entity.</td>
</tr>
<tr>
<td>8. The right that the sponsorship of the investor is covered by the licensed entity in case of the fulfillment of the rules and conditions stipulated in Service (9.04) of this Manual.</td>
</tr>
<tr>
<td>9. The right to transfer or otherwise legally dispose of his/her portion from the sale of his/her share, the surplus of the liquidation or earnings achieved by the entity abroad as well as the right to transfer the amounts necessary for fulfilling any contractual obligations of the project.</td>
</tr>
<tr>
<td>10. The right to respond the application of license amendment (for the completed application).</td>
</tr>
<tr>
<td>11. The right to obtain a justified refusal for any amendment application otherwise it will be included under special application in services manual.</td>
</tr>
<tr>
<td>12. The right to respond any inquiry or complaint.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third: Rights of Foreign Investor after License Cancellation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The right to appeal Ministry of Investment resolutions after being aware thereof before Appeals Committee.</td>
</tr>
<tr>
<td>2. The right to appeal Appeals Committee’s resolutions after being aware thereof before the Board of Grievances.</td>
</tr>
<tr>
<td>3. The right to issue license for liquidation purpose.</td>
</tr>
</tbody>
</table>
4. The right to sponsorship transfer for the resident foreigner who initiates the application of license cancellation voluntarily according to Service No (9.02) of this Manual.
5. The right to obtain exit and re-entry visa for one time for the revoked license according to Service No (9.06) of this Manual.
6. The right to obtain exit and re-entry visa for accompaniers.
7. The right to renew Iqama for one time for the revoked license according to Service No (9.05) of this Manual.

Second: Jurisdiction of Judicial Authorities and Quasi-judicial Committees

<table>
<thead>
<tr>
<th>Judicial Authorities and Quasi-judicial Committees</th>
<th>Jurisdiction as per Foreign Investment’s Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>District Court</strong></td>
<td>1. Lawsuit to prevent exposure to possession and lawsuits to repossess</td>
</tr>
<tr>
<td></td>
<td>2. Lawsuits which value does not exceed twenty thousand (20,000) Saudi riyals.</td>
</tr>
<tr>
<td></td>
<td>3. Lawsuits related to lease in which rental value does not exceed one thousand (1,000) Saudi riyals per month; provided that such lawsuit does not include claiming more than twenty thousand (20,000) Saudi riyals.</td>
</tr>
<tr>
<td></td>
<td>4. Lawsuits related to employment contract in which wage or salary does not exceed one thousand (1,000) Saudi riyals per month; provided that such lawsuit does not include claiming more than twenty thousand (20,000) Saudi riyals.</td>
</tr>
<tr>
<td></td>
<td>5. Lawsuits of damages because of beneficiaries whether single persons or others.</td>
</tr>
<tr>
<td><strong>General Court</strong></td>
<td>1. All in-kind lawsuits related to the property.</td>
</tr>
<tr>
<td></td>
<td>2. All lawsuits of damages because of property itself including preventing of establishment of weddings hall or petrol station.</td>
</tr>
<tr>
<td></td>
<td>3. Lawsuit to prevent exposure to possession of the property and lawsuits to repossess the property.</td>
</tr>
<tr>
<td></td>
<td>4. Lawsuits which value exceeds twenty thousand (20,000) Saudi riyals.</td>
</tr>
<tr>
<td></td>
<td>5. Other lawsuits that deemed by law within the jurisdiction of the general court.</td>
</tr>
</tbody>
</table>
### Administrative Courts

1. Have jurisdiction over lawsuits relating to the cancellation of administrative decisions provided by concerned parties, when the cause of the appeal is lack of jurisdiction, the presence of a defect in the formation or the cause, violation of rules and regulations, fault in their application or interpretation, or abuse of power, including the disciplinary decisions, decisions issued by the quasi-judicial committees and disciplinary councils, as well as decisions by associations of public benefit, and their equivalents related to its activities. The refusal or refraining of the administrative body to make a decision that should have been made according to laws and regulations shall be deemed administrative decision.

2. Have jurisdiction over lawsuits of compensation submitted by concerned parties for decisions or acts of the administrative body, lawsuits relating to contracts in which the administrative body is a party, and disciplinary proceedings brought by the competent authority. Administrative Court shall also have jurisdiction over requests to implement foreign judgements and judgements of foreign arbitrators.

### Commercial Courts

The Commercial Court has jurisdiction over lawsuits arising from original business and consequent business; provided that the following shall be fulfilled in order that commercial disputes be under the jurisdiction of the Office:

1. The Plaintiff is a merchant i.e. falling under merchant definition set forth in Article (1) of the Commercial Court Law.

2. The defendant is a merchant as well.

3. The subject of the dispute is pure or consequent business, therefore disputes other than business shall be excluded such as professions of: hospitals, clinics, law, consulting, engineering and accounting offices and other professions with professional nature. It is required as well as that the law has not excluded such dispute, where the provision of Article (3) stipulates that property lawsuits and its leases may not be considered business.

### Executive Courts

Except for judgments and decisions issued in administrative and criminal lawsuits, execution judge shall have the authority to forced execution and supervision of the following:
1. Judgments, decisions and orders issued by the courts.
2. The judgments of arbitrators appended by execution order in accordance with the arbitration law.
3. Magistrate records interpreted by the relevant bodies or ratified by the courts.
4. Commercial documentations.
5. Documented contracts and documentations.
6. Judgments, judicial orders, the judgments of arbitrators and the documented documentations issued in a foreign country.
7. Ordinary documentations which content is acknowledged entirely or partially.
8. Contracts and other documentations that have the implementation force under the law.

**Elementary Body for Settlement of Labor Disputes**

Elementary Body has jurisdiction to settle the following finally:

1. Labor disputes of any kind which value does not exceed ten thousand (10,000) Saudi riyals.
2. Objection to the penalty imposed by the employer on the worker.
3. The imposition of the penalties stipulated in this Law for the violation which its prescribed punishment does not exceed five thousand (5,000) Saudi riyals and for violations which its total prescribed punishment does not exceed five thousand (5,000) Saudi riyals.

Elementary Body has jurisdiction to settle the following primarily:

1. Labor disputes which value exceeds ten thousand (10,000) Saudi riyals.
2. Compensation disputes for work injuries no matter the value of the compensation.
3. Disputes of dismissal from work.
4. The imposition of the penalties stipulated in Labor Law for the violation which its prescribed punishment exceeds five thousand (5,000) Saudi riyals and for violations which its total prescribed punishment exceeds five thousand (5,000) Saudi riyals.
5. The imposition of the penalties for violations, which its punishment is a fine plus consequent punishment.

**Elementary Customs Committee**

Customs Committee has jurisdiction over the following:

1. Consider all smuggling offenses and the like.
2. Consider all crimes and offenses committed against the provisions of the Unified Customs Law and its executive regulations.

3. Consider the objections to the collection orders pursuant to the provisions of Article (147) of the Unified Customs Law.

4. Consider the objections submitted to the fines resolutions in accordance with the provisions of Article 148 of the Unified Customs Law.

5. The judgments of Elementary Customs Committee may be appealed before the Appeal Court of Customs Committee.

6. This Committee shall consider cases filed and issue its decisions by majority.

7. Appeal period shall be thirty days from the date of notification of primary judgment issued by default and from the date of its pronunciation if it issued in the defendant’s presence and judgments of the appeal committee shall be final.

| Committee for Settlement of Banking Disputes | Committee for Settlement of Banking Disputes has the jurisdiction to settle offenses requiring punishment under Banks Control Law, in particularly banking lawsuits arising out because of the bank’s practicing of its banking activity such as opening credits, abroad accounts, deposits, transfers and others. The Committee has no jurisdiction over lawsuits of credit banks. |
| Commission for Real Property Contributions | Consider all existing real property contributions (licensed and unlicensed). |
| Zakat and Tax Objection Elementary Committee | These Committees have jurisdiction over zakat and tax disputes arising out between the DZIT and the concerned parties. |
11.05 Powers of Ministry of Investment

Ministry of Investment is entitled to:

1. Inquire about license applicant(s) at any public or private Department inside or outside the Kingdom in order to ensure the integrity of data or information provided by the applicant and such applicant is not entitled to object to this procedure.

2. Obtain the necessary or required information concerning the license applicant(s) account from the Saudi Credit Office (SIMAH). In addition, it is entitled to disclose account information of the license applicant(s) or any other account with the commissioner of the Saudi Credit Office (SIMAH) and / or any other party approved by the Saudi Arabian Monetary Agency (SAMA), if necessary.

3. Use of the information of license applicant(s) before and after the issuance of the license in its various reports and issuances and it is entitled to disclose the information and data on the licensed investment to a third party as it sees fit.

4. Inspect the entity to ensure its compliance with the terms of the investment and its commitment to the terms, commitments and acknowledgments contained in this application and the investor is not entitled to object to that but he must cooperate in providing any information requested during the visit.

5. Issue a query certificate on the licensed entity to whoever request – individuals or entities who wish to check the status of entity before dealing with or by the entity itself if so desired – showing any registered irregularities or complaints about the entity, whether such irregularities have been decided on or not.

6. Prevent the provision of some or all of the services for the investor / investors or for the entity until curing the irregularities committed by the entity, paying all fines and bringing a proof thereof.

7. Board is entitled to revoke the license permanently in cases where Ministry of Investment does not agree the application to extend the period specified in the schedule or when the non-seriousness of investor after the extension of the period is proved, and the licensed investor whose license is canceled shall bear consequences of this cancellation.

8. Impose any of penalties stipulated in Article (12) of in Law of Foreign Investment applicable in Kingdom of Saudi Arabia issued by Royal Decree No (M/1) date (15/01/1421 AH), if the foreign investor is proved to have committed any of the violations stipulated in Article (20) of Executive Regulations of Law of Foreign Investment issued by the Resolution of Saudi Arabian General Investment Authority Board at a previous period No (2/74) dated (12/05/1435 AH) and have cured such violation before the Ministry of Investment knowledge of such violation.
12.00: COMMUNICATION WITH MINISTRY OF INVESTMENT
12.01 **Mechanism of Communication with Ministry of Investment**

Ministry of Investment welcomes communication with it through the following contact methods:

1. You can communicate with customer service on toll free number of Ministry of Investment (8002449990) from the Kingdom and number (+966112035777) from outside the Kingdom.
   - Instant Chat by visiting Ministry of Investment website (www.sagia.gov.sa) and accessing the entity’s E-account and clicking on “help” icon.
   - Request to “re-contact” by visiting Ministry of Investment website (www.sagia.gov.sa) and accessing the entity’s E-account and clicking on “help” icon.
   - Ministry of Investment official Twitter account @SagiaCare.
   - Contact us through the e-mail (InvestorCare@sagia.gov.sa).

2. To inquire on the status of transactions and applications registered with the Ministry of Investment, you can visit Ministry of Investment website (www.sagia.gov.sa) and log in using the account of entity to know the status of the online application or the Department of Inquiries for the applications submitted through Ministry of Investment investors’ relations centers.

3. For complaints, inquiries, suggestions and objections, please visit the website of the Ministry of Investment (www.sagia.gov.sa) and log in using the account of entity to submit an application. In the unavailability of an account, you can take advantage of the general inquiry form in the Contact Us page at the Ministry of Investment website.

4. You can also suggest amendment to this manual according to the form of application of action amendment to the services manual directory No (13.02) of this Manual.
### Addresses of Ministry of Investment investors’ relations centers

<table>
<thead>
<tr>
<th>Detailed Address</th>
<th>Coordinates</th>
<th>QR CODE</th>
<th>Toll-free</th>
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<tr>
<td><strong>Riyadh</strong></td>
<td></td>
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<tr>
<td>Imam Saud bin Abdul Aziz bin Mohammed Road after the intersection of Takhassusi St in a westerly direction</td>
<td>24.737844, 46.637261</td>
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<td>National Address:</td>
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</tr>
<tr>
<td>Building No.: 3912</td>
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<td></td>
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</tr>
<tr>
<td>Additional No.: 6229</td>
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<td></td>
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</tr>
<tr>
<td>Postal Code: 12382</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Jeddah</strong></td>
<td></td>
<td></td>
<td>8002449990</td>
</tr>
<tr>
<td>Prince Sultan Street after the intersection of Amal Street in a northerly direction</td>
<td>21.633861, 39.133348</td>
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<td></td>
</tr>
<tr>
<td>Building No.: 7241</td>
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</tr>
<tr>
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<td></td>
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<tr>
<td><strong>AlKhobar</strong></td>
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<td>Tareq Bin Ziyad Street (Intersection of Granada Street) Southern district</td>
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<td><strong>Madinah Al Munawwarah</strong></td>
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<tr>
<td>King Abdullah road - King Abdulaziz roundabout “Tabah” - Comprehensive Service Center</td>
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</table>
13.00: FORMS
13.01 Form of Updating of Entity’s Contact Details

M/s. Ministry of Investment respected,

Peace and mercy of Allah and his blessings may be upon you

We \……………………………… licensed by Ministry of Investment under ( ) dated / /14 AH, registered in commercial register under ( ) dated / /14 AH, having headquarters in ………………., ………………… Road, Building No. …, Floor No. …, Office No. …………., having branches in …………………… and website is ………………………………

acknowledge and warrant that the entity address chosen and approved to receive notices, communications, resolutions and others from the Ministry of Investment regarding entity license is the following email (………………………………………). Entity assumes its responsibility for reading all messages directed to this email by the Ministry of Investment. This address shall cause all legal effects and the entity assumes full liability for the legal results and consequences thereof.

Entity acknowledges and warrants that Mr. …………………………… in his capacity as ………………… registered with General Organization for Social Insurance under Subscription No. ……………… is the communication officer with the Ministry of Investment announced on the entity’s website and that contact details are as follows Office Tel.: …………………… Mobile: …………………… Email: ……………………………… In addition, such officer has the right to receive notices, communications, resolutions and others from the Ministry of Investment by any possible way including email, deliver the entity’s response on the same and submit the entity’s applications to the Ministry of Investment.

The entity is committed to notify the Ministry of Investment officially immediately after appointment of another officer or change to his data or entity’s address data.

Yours Sincerely,

Name:
Signature:
Position:
Hijri Date:
Official Seal of Entity:
Commerce Chamber’s Approval:

13.02 Service Manual Amendment Form

نموذج طلب تعديل إجراء على دليل الخدمات

Service Guide Amendment form
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<th>Application Type</th>
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<td>تعديل □</td>
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<tr>
<td>Cancellation □</td>
<td>إلغاء □</td>
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<tr>
<td>Add □</td>
<td>إضافة □</td>
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<tr>
<td>نص الإجراء</td>
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<td>Procedure Text</td>
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<th>Suggestions</th>
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<table>
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<tr>
<th>Effects Of Suggested Procedure</th>
<th>أثر التعديل على الإجراءات الأخرى</th>
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<table>
<thead>
<tr>
<th>Occupation</th>
<th>مقدم الطلب</th>
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<tbody>
<tr>
<td>Applicant Name</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>التوقيع</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
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</tbody>
</table>

Notes:

- External applications are applied on the Email (InvestorCare@sagia.gov.sa)
- لمن خارج الهيئة، يرسل النموذج عن طريق البريد الالكتروني (InvestorCare@sagia.gov.sa)
14.00: APPENDICES
14.01 Appendix (1): List of Businesses Excluded from Foreign Investment

**Industrial Sector:**
1. Oil exploration, drilling and production. Except the services related to mining sector listed at (CPC 5115+883) in International Industrial classification codes.

**Service Sector:**
1. Catering to military sectors.
2. Security and detective services.
3. Real estate investment in Makkah and Madina.
4. Tourist orientation and guidance services related to Hajj and Umrah.
5. Recruitment offices.
6. Commission agents internationally classified at (CPC 621).
7. Services provided by midwives, nurses, physical therapy services and quasi-doctoral services internationally classified at (CPC 93191).
8. Fisheries.
14.02 Appendix (2): Authorization To Register Articles Of Association

M/S Ministry of Investment

Respected

Greetings,

I, Mr / …………………. Nationality ( ) as per Passport No. …………. The company shareholder / the company owner …………………... registered under CR. No.( ) dated / / 14H, its headquarter……………………………

Acknowledge and confess to authorize

Mr /………………as per (Saudi civil ID – Passport “for non-Saudi”) No:………… dated…………
Nationality………… Contact information…………………… Office Tel. No. ………………………
Mob No:………………. E-mail: (………………..)

To establish an investment company in the kingdom of Saudi Arabia, the Company /
……………………

Therefore, He hereby be entitled to register the company’s articles of association; complete all necessary procedures with all government bodies in order to carry out the business; Receive activation code, notifications, resolutions and similar transactions related to licensing the company. The company undertakes to assume the responsibility, implications and legal consequences thereof.

The company shall be obliged to inform the Ministry of Investment upon the appointment of another authorized person or in case of any change of his data or the company address data.

Best Regards.

Signed:

(Authenticated by the Embassy)

Name:
14.03  **Appendix (3): Laws and regulations**

1. Foreign investment system and its implementing regulations. (Link: http://www.ncar.gov.sa/)


3. Non-Saudis real estate ownership and investment system. (Link: http://www.ncar.gov.sa/)


5. The work system and the social insurance system. (Link: http://www.ncar.gov.sa/)


7. Sharia pleading system. (Link: http://www.ncar.gov.sa/)


9. The legal system. (Link: http://www.ncar.gov.sa/)

10. Corporate system. (Link: http://www.ncar.gov.sa/)

11. Commercial registration system. (Link: http://www.ncar.gov.sa/)

12. Commercial fraud system. (Link: http://www.ncar.gov.sa/)

13. Banking supervision system. (Link: http://www.ncar.gov.sa/)


15. Copyright System. (Link: http://www.ncar.gov.sa/)


17. Residence system. (Link: http://www.ncar.gov.sa/)

18. Rules for dealing with immigrants who violate the regulations. (Link: http://www.ncar.gov.sa/)

14.04 **Appendix (4): Requirements of the supervising authorities for some licensed activities**

1. **Requirements for health sector licenses**
   (Link: https://www.moh.gov.sa/eServices/Licences/Documents/73.pdf)

2. **Requirements for trade sector licenses**
   (Link: https://mci.gov.sa/ar/About/Departments/cp/Documents/Investor-Guide.pdf)

3. **Requirements for agricultural sector licenses**
   (Link: https://www.mewa.gov.sa/ar/Ministry/Agencies/AgencyforEconomicAffairsandInvestment/Topics/PublishingImages/Pages/30-10-2018-01/(%20%D8%A7%D8%B6%D8%BA%20%D8%B7%2020% D9%87%20D9%86%20D8%20A7%2020(%20.pdf)

4. **Requirements for educational sector licenses**

5. **Requirements for media sector licenses**
   (Link: Ministry of Information: https://lcsys.media.gov.sa/theme/investor_guide.pdf)
   (Link: Audiovisual Media Authority: http://policy.gcam.gov.sa/files/file1.pdf)

6. **Requirements for transport sector licenses**
   (Link: Public Transportation Authority: https://tga.gov.sa/ar/investor)
   (Link: Civil Aviation Authority: file: /// C: / Users / hfakhri / Downloads / GACA + Booklet + (Pagination2).pdf)
   (Link: Ports Public Authority: https://mawani.gov.sa/ar-sa/EServices/LicenseSystem/Documents/%d8%af%d9%84%d9%8a%d9%84%20%d8%a7%d9%84%d9%85% d8%b3%d8%aa%d8%ab%d9%85%d8%b1%20%d8%ac%d8%af%d9%8a%d8%af9.pdf)

7. **Requirements for telecommunications licenses**

8. **Requirements for entertainment sector licenses**