



وزارة الاستثمار
Ministry of Investment

SERVICES MANUAL

Tenth Edition

01

2023

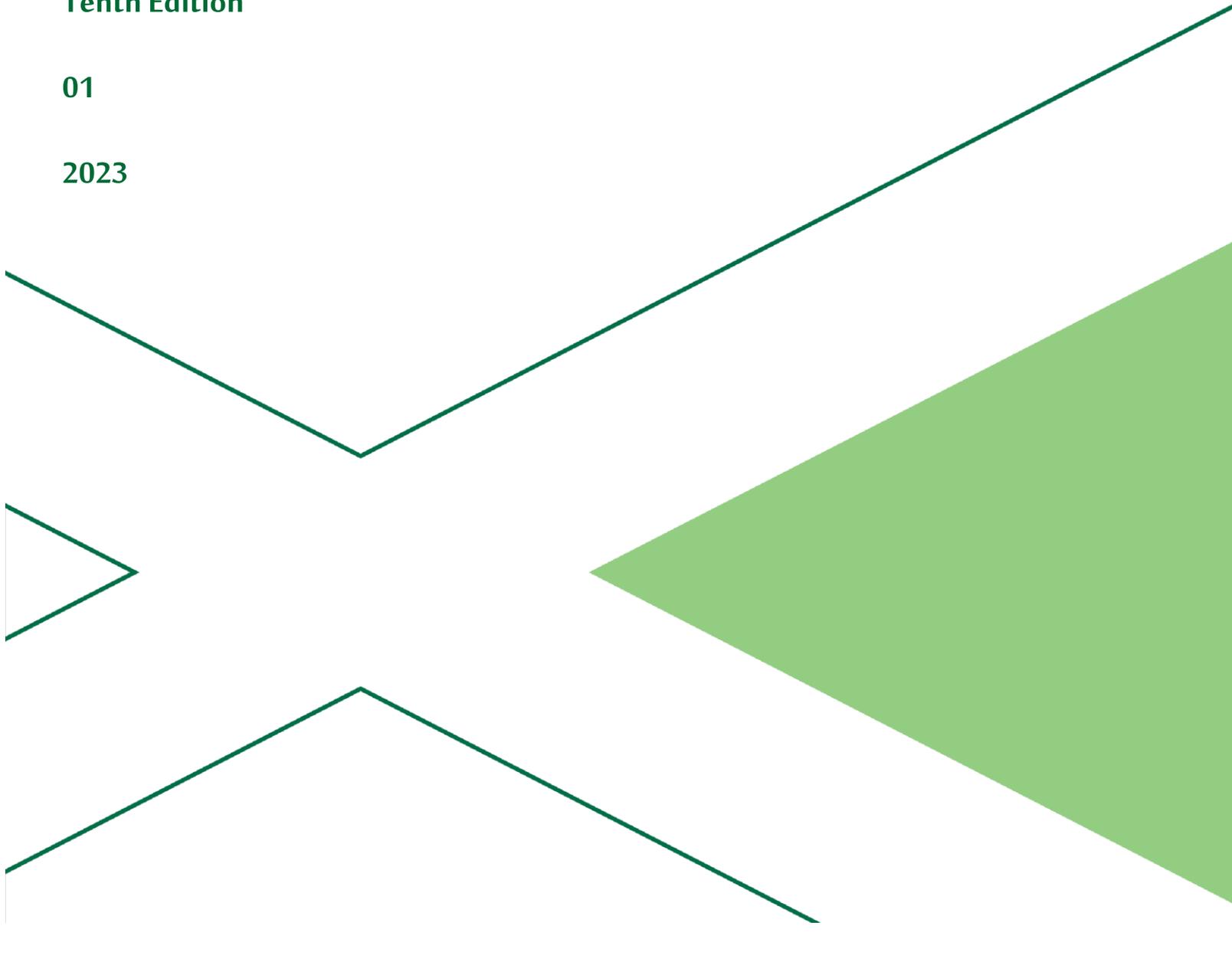


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01.00: The aim of This Manual

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.



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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 and Premium residence holders to discover the Saudi market and provide the opportunity to establish companies to practice various activities by establishing the following legal entities:

1. Limited Liability Company (LLC).
2. Limited Liability One-person Company.
3. Joint Stock Company.
4. Foreign Company Branch.
5. Solidarity professional company.

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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:

Companies and Foreign Company Branches

STAGE	1 Issuance of Investment License	2 Documentation of Memorandum of Association	3 Issuance of Commercial Registration	4 Open Files	5 Issuance of General Directors Visa
REQUIREMENTS	<ol style="list-style-type: none"> The Company's commercial registration certified by the Saudi Embassy The last year financial statements for certified by the Saudi Embassy 	<p>* Branches of foreign companies must submit a decision to open the branch in the Kingdom only to complete the issuance of the Commercial Register.</p>	<ol style="list-style-type: none"> Commercial registration of the parent company Decision of the Board of directors of opening a branch (branches of foreign companies only) Memorandum of Association (for new companies) Appointing the general director Proof of the owners and general director's ID 	<ol style="list-style-type: none"> Obtaining a file of the General Authority of Zakat and Tax Obtaining a file of Saudi Ministry of Labor and Social Development Obtaining a file of The General Organization for Social Insurance 	<ol style="list-style-type: none"> A letter of appointing the general director Proof of the general director's ID
Responsible Provider	 وزارة الاستثمار Ministry of Investment	 وزارة التجارة Ministry of Commerce	 وزارة التجارة Ministry of Commerce	 Ministry of Human Resources and Social Development  وزارة العمل والتنمية الاجتماعية Ministry of Labor and Social Development  وزارة التأمين الاجتماعي Ministry of Social Insurance	 وزارة الاستثمار Ministry of Investment
Application Mechanism	 وزارة الاستثمار Ministry of Investment MISA's website- E-services portal MERAS	 وزارة التجارة Ministry of Commerce Visit the Ministry of Commerce	 وزارة التجارة Ministry of Commerce Visit the Ministry of Commerce	 Official website – E-Services Portal MERAS	 وزارة الاستثمار Ministry of Investment MISA's website- E-services portal MERAS

03.00: ISSUANCE OF LICENSES

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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 and a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries (in case his data is not registered in the ABSHAR system).
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. (11.03) 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. The applicant must enter the data of the Saudi national identity / Premium residence / residence if one of the partners holds any of them, or the commercial registration data for the participating Saudi companies during the electronic application submission.

Service Fees

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

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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 and a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries (in case his data is not registered in the ABSHAR system).
2. Financial statements of the last financial year of the applicant foreign 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. The applicant must enter the data of the Saudi national identity / Premium residence / residence if one of the partners holds any of them, or the commercial registration data for the participating Saudi companies during the electronic application submission.
4. The licensee must train at the Ministry of Industry and Mineral Resources to obtain an industrial license and National Center for Environmental Compliance an Obtaining an environmental approval.

Service Fees

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

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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.

Service Fees

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

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03.04 Temporary 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).
6. Provide a copy of the Occupational Safety Certificate OSHAS 18001 (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 to two working days.

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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 and a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries (in case his data is not registered in the ABSHAR system).
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. (11.03) 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. The applicant must enter the data of the Saudi national identity / Premium residence / residence if one of the partners holds any of them, or the commercial registration data for the participating Saudi companies during the electronic application submission.
5. 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 (2000) Saudi Riyals after the first year.
- Payment of (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 to two working days.

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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 governmental entity 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 license fee of (2000) Saudi Riyals annual for the contract period.
- Payment of (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 to two working days.

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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

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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 and a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries (in case his data is not registered in the ABSHAR system).
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.
4. The applicant must enter the data of the Saudi national identity / Premium residence / residence if one of the partners holds any of them, or the commercial registration data for the participating Saudi companies during the electronic application submission.

Service Fees

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

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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- The minimum capital required to practice wholesale and retail trade activity, according to Ministry of Investment for foreign companies with a 100% ownership percentage, is (30) million Saudi Riyals.
- 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- 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 Human Resource 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.
- 5- 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:

The standard	The minimum requirement
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Manufacturing	% 30 or more of the company's products distributed locally shall be manufactured in the Kingdom of Saudi Arabia
Research and development programs	% 5 or more of total sales shall be allocated to the establishment of a research and development programs in the Kingdom
Logistics and distribution	The establishment of a unified center to provide those services, and provide after-sales services

6- If it is difficult to achieve the above requirements, you can contact the e-mail (InvestorCare@misa.gov.sa) to provide support and assistance.

Service Fees

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

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One to two working days.

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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.

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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. (11.03) 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. (11.03) 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.
6. Applying the nationalization percentages stipulated in the transportation services of the Ministry of Labor and Social Development, as amended.
7. The record of establishments requesting license shall not contain decisions to revoke their licenses, inside or outside KSA, for the ten years preceding the request for license.
8. The record of establishments requesting license shall not contain any notes or penalties, issued inside or outside KSA, regarding traffic safety for the ten years preceding the request for license.
9. Approving the use of public transportation - in the event of disasters, crises and wars - as issued by the concerned authorities in the Saudi Arabia.

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10. Technical specification and production method of the product shall conform to the Saudi, Gulf or international standards.
11. Submission of annual security levels improvement plans to the Public Transport Ministry for review.
12. The applicant must enter the data of the Saudi national identity / Premium residence / residence if one of the partners holds any of them, or the commercial registration data for the participating Saudi companies during the electronic application submission.

Service Fees

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

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The website – E-Services Portal

Expected Time for Service Implementation

One to two working days.

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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. (11.03) 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. (11.03) 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.
5. Applying the nationalization percentages stipulated in the transportation services of the Ministry of Labor and Social Development, as amended.
6. The record of establishments requesting license shall not contain decisions to revoke their licenses, inside or outside KSA, for the ten years preceding the request for license.
7. The record of establishments requesting license shall not contain any notes or penalties, issued inside or outside KSA, regarding traffic safety for the ten years preceding the request for license.
8. Approving the use of public transportation - in the event of disasters, crises and wars - as issued by the concerned authorities in the Saudi Arabia.
9. Technical specification and production method of the product shall conform to the Saudi, Gulf or international

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standards.

10. Submission of annual security levels improvement plans to the Public Transport Ministry for review.
11. The applicant must enter the data of the Saudi national identity / Premium residence / residence if one of the partners holds any of them, or the commercial registration data for the participating Saudi companies during the electronic application submission.

Service Fees

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

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One to two working days.

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03.08.03 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 and a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries (in case his data is not registered in the ABSHAR system).
2. Financial statements of the last 3 financial year of the applicant company and certified by the Saudi Embassy.
3. Presenting a business plan for opening the company's branches and locations mentioned in the economic feasibility study

Service Rules and Restrictions

1. Presenting in 3 international markets for the same activity planning to practice.
2. 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.
3. The capital shall not be less than 10 million riyals according to the minimum limits specified by the type of activity in Section No. (11.03) of this Services Manual.
4. Commitment to the implementation of all the organized commitments of the activity, including the standards and percentages of Saudization approved by the Ministry of Human Resource and Social Development and the establishment of a mechanism for that.
5. An entity, which relies on the provision of the service through technical channels, shall be excluded from the application of the above requirements.
6. 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.

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Service Fees

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

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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.
3. The applicant must enter the data of the Saudi national identity / Premium residence / residence if one of the partners holds any of them, or the commercial registration data for the participating Saudi companies during the electronic application submission.

Service Fees

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

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One to two working days.

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03.10 Entrepreneur Licenses

Service Description

The service is provided to business leaders who wish to establish emerging technical, innovative or distinguished companies capable of expansion and growth to provide a better and different product or service in the Saudi market and have supportive entities approved by the ministry of investment.

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 GCC countries (in case his data is not registered in the ABSHAR system).
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.
5. The applicant must enter the data of the Saudi national identity / Premium residence / residence if one of the partners holds any of them, or the commercial registration data for the participating Saudi companies during the electronic application submission.

Service Fees

- Payment of license fee of (2000) Saudi Riyals annual for (5) years as maximum.
- Payment for obtaining services from Ministry of Investment investors' relations centers is (10,000) Saudi riyals for each year starting from the beginning of the fourth year, and after the end of the fifth year, the entity is reclassified and the Payment for services is applied as a regular license.
- 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

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One to two working days.

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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 (2000) Saudi Riyals after the first 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

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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 and a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries (in case his data is not registered in the ABSHAR system).
2. Financial statements of the 3 last financial year of the applicant company and certified by the Saudi Embassy.

Service Rules and Restrictions

1. The obligation to submit a performance evaluation certificate from the authority supervising the activity of exporting the activity in the country of dispatch indicating the applicant's historical record and the legal notes, if any.
2. The obligation to submit a certificate issued by the supervisory authority in the investor / investor country that no final judgment was issued against any of the natural partners for a crime involving dishonor or breach of trust, or any of the violations related to the provisions governing child protection or combating trafficking in persons, unless he is considered.
3. Commitment to the undertaking that any of the partners has not previously obtained a license to export labor or was a partner in a company practicing this activity and its license has been revoked by a decision or a court ruling, unless at least five years have passed since that.
4. Commitment to acknowledge and read and abide by the regulations and instructions in the Kingdom, and the regulations and instructions governing the recruitment activity in the Kingdom.
5. 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.
6. The commercial registration of the entity requesting the license must have been at least 3 years for practice the activity.
7. The applicant must enter the data of the Saudi national identity / Premium residence / residence if one of the partners holds any of them, or the commercial registration data for the participating Saudi companies during the electronic application submission.

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Service Fees

- Payment of license fee of (2000) Saudi Riyals after the first year.
- Payment of (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

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03.13 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 and a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries (in case his data is not registered in the ABSHAR system).
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
4. The applicant must enter the data of the Saudi national identity / Premium residence / residence if one of the partners holds any of them, or the commercial registration data for the participating Saudi companies during the electronic application submission.

Service Fees

- Payment of license fee of (2000) Saudi Riyals after the first year.
- Payment of (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.

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03.14 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 Documentations

1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy and a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries (in case his data is not registered in the ABSHAR system).
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. The applicant must enter the data of the Saudi national identity / Premium residence / residence if one of the partners holds any of them, or the commercial registration data for the participating Saudi companies during the electronic application submission.
3. Commitment to implement all the organized commitments of the activity, including the standards and percentages of Saudization approved by the Ministry of Human Resource and Social Development.
4. The foreign company shall be licensed by in the same field at least 3 countries.
5. The company shall have at least 3 years of experience in the same field

Service Fees

- Payment of license fee of (2000) Saudi Riyals after the first year.
- Payment of (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

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One to two working days.

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03.15 Professional license with Saudi shareholder

Service Description

The service provided to foreign companies wishing to practice professional activities in the Kingdom with a Saudi partner.

Service Documentations

For professional partners:

1. A copy of the commercial registration of the participating foreign establishment, authenticated by the Saudi Embassy (the commercial registration shows the professional activity of the company).
2. Financial statements of the last financial year of the applicant company and certified by the Saudi Embassy (if the company does not licensed by the Ministry of Commerce with a previous professional activity.)
3. A copy of the national identity if one of the partners is a natural person (individual) holding the nationality of one of the GCC ,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. And a copy of the professional license for each partner from the competent authority in the Kingdom.

For non-professional partners:

1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy and a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries (in case his data is not registered in the ABSHAR system).
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 professionally licensed Saudi partner with a share not less than 25%, according to the minimum limits specified by the type of activity in Section No. (11.03) of this Services Manual.
2. The percentage of shares of non-professionals, whether Saudi or Gulf, or holders of distinctive residence or non-professional companies, does not exceed 30%.
3. The non-Saudi professional company participating or contributing to the company should have a distinguished reputation in the field of the free profession.
4. The non-Saudi professional company participating or contributing to the professional company should has one or more representatives who have a license to practice the profession that replaces the activity of the professional company from the competent authority in the country of the non-Saudi professional company or in his country, in every profession in which the company participates or contributes professional.
5. The non-Saudi professional company provide expertise and technical knowledge to the professional company and train Saudis in it.
6. Obtaining the approval of the competent authority in the Kingdom in cases where this is required.

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7. 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.
8. The applicant must enter the data of the Saudi national identity / Premium residence / residence if one of the partners holds any of them, or the commercial registration data for the participating Saudi companies during the electronic application submission.

Service Fees

- Payment of license fee of (2000) Saudi Riyals after the first year.
- Payment of (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

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One to two working days.

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03.16 Agricultural License

Service Description

This service is provided to establishments that wish to practice agricultural activities.

Service Documentations

1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy and a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries (in case his data is not registered in the ABSHAR system).
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. (11.03) 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. The applicant must enter the data of the Saudi national identity / Premium residence / residence if one of the partners holds any of them, or the commercial registration data for the participating Saudi companies during the electronic application submission.

Service Fees

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

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One to two working days.

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03.17 Mining License

Service Description

This service is provided to establishments that wish to practice mining activities in the Kingdom.

Service Documentations

1. A copy of the commercial registration of the shareholding partner certified by the Saudi Embassy and a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries (in case his data is not registered in the ABSHAR system).
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. (11.03) 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. The applicant must enter the data of the Saudi national identity / Premium residence / residence if one of the partners holds any of them, or the commercial registration data for the participating Saudi companies during the electronic application submission.

Service Fees

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

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03.18 License issuance service for beneficiaries of the corrective period for the national program to combat commercial concealment

Service Description

This service is provided to entities wishing to rectify their situation during the corrective period of the national program to combat commercial concealment by transferring them to investment entities licensed in accordance with the foreign investment regulation.

Service Documentations

1. A copy of the commercial registration of the national entity, and a copy of the national identity, if one of the partners is a natural person holding the nationality of one of the GCC countries.
2. A copy of Iqama residence for the new partner.
3. A copy of the General Organization for Social Insurance (GOSI), stating the total number of the establishment's employment.
4. Financial statements of the last financial year of the applicant company and certified by a certified auditor and deposited with Qawaem program.
5. A letter of no objection from the Saudi sponsor/ employer.

Service Rules and Restrictions

1. The entity requesting correction from the National Program for Combating Commercial Concealment shall comply with the total percentage of Saudi (partner / partners) according to the type of activity, and to achieve the minimum capital according to the minimum limits for the type of activity in Section No. (11.03) of this guide gradually over a maximum period of five years of license issuance.
2. The establishment requesting correction in the activities of retail and wholesale trade and transportation is excluded from the above condition.
3. A review completion on the application submitted to the platform of the National Program for Combating Commercial Concealment.
4. The entity requesting the correction has 50 or higher of workers or the establishment's revenues for the last year are 2 million riyals or higher.
5. The commercial registration of applicant entity shall be issued before the correction campaign period.
6. The foreign partner shall have an Iqama residence before the correction campaign period, and working in the applicant entity.
7. If the applicant is a resident of the Kingdom, the Saudi sponsor/ employer should submit a letter of no objection.
8. It is not necessary to submit proof of international presence in activities that require presence in several countries for this service.

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Service Fees

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

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03.19 Regional Headquarters (RHQ) License

Service Description

This service is provided to Multinational Groups wishing to establish their RHQ in the Kingdom as a unit duly established under the laws of Saudi Arabia for the purpose of supporting, managing, and providing strategic direction to its branches, subsidiaries and affiliates operating in MENA region.

Service Documentations

1. A copy of the applicant's commercial registration or commercial license, attested at the level of the Saudi Embassy in the respective country.
2. Copies of at least two commercial registrations or commercial licenses issued in two different countries, excluding the Kingdom of Saudi Arabia and the country in which the headquarters of the Multinational Group is located, attested at the level of the Saudi Embassy in the respective countries.
3. The annual audited consolidated financial statements of the last financial year of the applicant, attested at the level of the Saudi Embassy in the respective country.

Service Rules and Restrictions

1. The Multinational Group has minimum presence in two different countries, excluding the Kingdom of Saudi Arabia and the country in which the headquarter of the Multinational Group is located, either through Subsidiaries or Branches.
2. The RHQ is established as a separate legal personality in the Kingdom of Saudi Arabia either as a company or as a registered branch of a foreign company.
3. The RHQ shall not directly conduct commercial operations that generate revenue other than RHQ License activities.
4. The RHQ must commence the mandatory RHQ activities* within six months of issuing the License.
5. The RHQ must commence at least three optional RHQ activities** within one year of issuing the RHQ License.
6. RHQ employees carrying on mandatory RHQ License activities must have the relevant skills and knowledge developed at the headquarters or another regional headquarters of the Multinational Group, at least 3 employees of which must be of Executive Director level and Vice-President level.
7. The RHQ must employ at least 15 full time employees deployed in the conduct of RHQ activities within one year of issuing the RHQ License (including the senior level executives mentioned in point 6 above).
8. The RHQ License is subject to cancellation by the Ministry of Investment in any of the following situations:
 - Failure to commence the mandatory or optional RHQ License activities, or hiring the minimum number of employees, within the stipulated time periods.

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- The cessation of any mandatory RHQ activities or a minimum of three optional RHQ activities.
- The cessation of satisfying any of the RHQ License conditions by the RHQ or the Multinational Group.
- Violation of any licensing regulation established by MISA constituting 'Grounds for Cancellation'.

**The mandatory RHQ activities are the provision of strategic direction and management functions. RHQ strategic direction functions include: (a) Formulate and monitor the regional strategy, (b) Coordinate strategic alignment, (c) Embed products and/or services in the region, (d) Support acquisitions, mergers and divestments, and (e) Review financial performance. RHQ management functions include: (a) Business planning, (b) Budgeting, (c) Business coordination, (d) Identification of new market opportunities, (e) Monitoring of the regional market, competitors, and operations, (f) Marketing plan for the region, and (g) Operational and financial reporting.*

*** The optional RHQ activities are: (a) Sales and Marketing Support, (b) Human Resources, and Personnel Management, (c) Training Services, (d) Financial Management, Foreign Exchange, and Treasury Centre Services, (e) Compliance and Internal Control, (f) Accounting, (g) Legal, (h) Auditing, (i) Research and Analysis, (j) Advisory Services, (k) Operations Control, (l) Logistics and Supply chain management, (m) International Trading, (n) Technical Support or Engineering Assistance, (o) Network Operations for IT System, (p) Research and Development, (q) Intellectual Property Rights Management, (r) Production Management, and (s) Sourcing of Raw Materials and Parts.*

Service Fees

- Payment of license fee of (2000) Saudi Riyals annually.
- Payment of (10,000) Riyals as subscription for the first year to obtain services from Ministry of Investment investors' relations centers.
- Subscription to obtain services from Ministry of Investment investors' relations centers for the years following the first year will be free of charge.
- The entity is obligated to pay the financial consideration for the entire period of the license - if any - as determined by the Ministry when approving the classification mechanism within a period of 60 days from the date of notifying it of the classification and the financial consideration due from it, and in the event of non-payment within the specified period, the license is considered expired.

Application Mechanism

The website – E-Services Portal

Expected Time for Service Implementation

One to two working days.

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03.20 Foreign Law Firms License

Service Description

This service is provided to foreign companies which desire to provide legal service within the Kingdom through the participation of a licensed Saudi lawyer or by establishing a branch of the company with 100%, in accordance with the Companies.

Service Documentations

For professional partners:

1. A copy of the commercial registration of the participating foreign company certified by the Saudi embassy (provided that the commercial registration specify the professional activity of the company)
2. The financial statements of the last financial year of the foreign company requesting the license, certified by the Saudi embassy.
3. Letter of support issued by the Saudi Ministry of Justice.
4. A copy of the professional license issued by the competent authority in the Kingdom for each professional partner holding Saudi nationality or one of the Gulf Cooperation Council countries national.

For non-professional partners:

1. A copy of the commercial registration of the participating foreign company certified by the Saudi Embassy, or a copy of the national identity if one of the partners is a natural person (individual) with the nationality of one of the Gulf Cooperation Council countries.
2. The financial statements for the last financial year of the foreign company requesting a license, certified by the Saudi Embassy

Service Rules and Restrictions

1. A foreign law firm which desire to practice law within the Kingdome must take one of the following two;
 - Establishing a professional company in participation of a Saudi lawyer (or more) registered in the list of practicing lawyers who own at least 25% according to the Companies Law.
 - Establishing a branch (or more) in the Kingdom with 100% ownership.
2. The foreign law firm should submit a support letter from the Saudi Ministry of Justice to obtain investment license.
3. The percentage of shares of non-professionals, whether Saudi or GCC National, holders of premium residency or non-professional companies, should not exceed 30%.
4. In the case that one of the partners was previously licensed by the Ministry of Investment, it must be clarified when filling in the partners' data during the electronic application submission in addition to, the the Saudi

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national identity data / premium residency / residency -if one of the partners holds any of them- /or the commercial registration data of participating Saudi companies during submission Electronic request.

5. Compliance with the executive regulations regulating licensing of foreign law firms is required.

Service Fees

- Payment of license fee of (2000) Saudi Riyals after the first year.
- Payment of (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

Via website – E-Services Portal

Expected Time for Service Implementation

One to two working days.

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04.00: AMENDMENT OF LICENSE



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04.01 Re-Allocation of Shares or Exit/ Entry of Shareholders or Merge Companies

📄 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, or 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

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):

N/A

In case of Merge companies:

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.

📄 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. (11.03) 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; and (60) days for the merged companies, otherwise Ministry of Investment shall be entitled to return the license data to the previous situation.
4. In the case of merge companies, the entity shall abide by the following:
 - 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.
 - Merging of foreign legal entities only.
 - The license status of the merging company must be processed immediately after approval of the merger by submitting a cancellation request and 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.

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5. The applicant must enter the data of the Saudi national identity / Premium residence / residence if one of the partners holds any of them, or the commercial registration data for the participating Saudi companies during the electronic application submission.

 **Service Fees**

N/A

 **Application Mechanism**

The website – E-Services Portal

 **Expected Time for Service Implementation**

One to two working days.

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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 copy of I.D's of inheritors / successors as per family documents (Saudis) in addition to the passport and resident permit (foreigners).
2. 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 to two working days.

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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. 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

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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

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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. (11.03) 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

Immediate to modify the activity

One to two working days.

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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. (11.03) 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 to two working days.

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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

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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

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Immediate

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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

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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 wants to modify it in the investment license or modify the business name of the partner in its country.

Service Documentations

1. 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

Immediate

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04.11 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 to two working days.

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04.12 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

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One to two working days.

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05.00: RENEWAL OF LICENSES

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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.
4. A valid zakat certificate must be attached in case of a technical problem occurred while submitting the application.

Service Fees

- Payment of license fee of (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of (60,000) Riyals for each 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

Immediate

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06.00: PROPERTY OWNERSHIP AND SALE



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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.

Service Rules and Restrictions

1. The property must be outside the perimeter of Makkah and Madinah Al-Munawwarrah 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

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Expected Time for Service Implementation

One working day.

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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

N/A

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 day.

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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 report from an engineering office approved by the Saudi Council of Engineers locally, indicating the total cost of the project.

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-Munawwarrah 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.
5. The applicant shall commit to utilize the land for the specified purpose within five (5) years.

Service Fees

N/A

Application Mechanism

The website – E-Services Portal

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One working day.

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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

N/A

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

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07.00: CONVERSION OF FOREIGN ENTITY TO 100% NATIONAL ENTITY

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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

N/A

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

Immediate

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08.00: VOLUNTARILY CANCELLATION OF LICENSE

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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

N/A

📄 Service Rules and Restrictions

1. Employees discharge.
2. Closure of the entity's location and stop the practice of activity.
3. Stop working or practicing the activity either directly or indirectly.
4. If the company haven't issued the CR, it is sufficient to refer to the Ministry of Commerce.
5. Letters are issued. Refer to the following Government agencies, provide them with the service number to request the cancellation statement:
 - Ministry of Commerce
 - Zakat and Income Tax Department
 - Chamber of Commerce
 - Social insurance
 - Ministry of Human Resource and Social Development
 - Municipality

✦ Service Fees

N/A

🌐 Application Mechanism

The website – E-Services Portal

🕒 Expected Time for Service Implementation

Two working days.

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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

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

Immediate.

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09.00: MINISTRY OF INVESTMENT SPECIAL SERVICES

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09.01 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. 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.
3. Cancellation decision / non-renewal / withdrawal of license issued to the entity must be received before submission of application.
4. 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).
5. 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

- Payment of license fee of (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of (60,000) Riyals for each 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

Immediate

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09.02 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

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09.03 Transfer of Sponsorship of the Foreign Investor

Service Description

The services transfer is granted to the resident foreign investor who received a decision to cancel (punitive/withdrawal of license/non-renewal/optional/transfer to 100% national).

Service Documentations

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

Service Rules and Restrictions

1. 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).
2. 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.
3. In the case of a decision to cancel the punitive / withdraw the license, proof of completion of the government documents procedures must be submitted (cancelling the commercial register, municipality license, social insurance, zakat and income, chamber of commerce, labor office, extract from file 700, and residence number).
4. In the case if the investment license is transferred to a 100% national, a commercial register of the new entity must be submitted.
5. Access of the investor(s) to the service is subject to the laws and regulations of the government agencies or institutions providing the service.
6. The investor must complete the procedures for transferring the services within (30) days from the date of approval of the transfer of the services.

Service Fees

N/A

Application Mechanism

The website – E-Services Portal

Expected Time for Service Implementation

Three working day

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09.04 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

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09.05 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.

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09.06 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

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09.07 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:

No.	The Standard		Mean of proof
1	The entity shall have inventive activity, or registered patent to engage in the same activity.	New and existing licenses	<ol style="list-style-type: none"> 1- Patent or intellectual property rights must be registered. 2- License activity must reflect investment of the patent or intellectual property rights as a product or innovative activity in the Kingdom.
2	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.	Existing licenses	<ol style="list-style-type: none"> 1- The ratio of products export shall exceed 80 % of the total quantities licensed by the Ministry of Investment 2- Entity's sales of not less than 15 million SAR during the last two years. 3- Product specifications conformity with Saudi Arabia or the Gulf or international specifications
		New licenses	<ol style="list-style-type: none"> 1- The submitted plan shall include a proof that the product is aiming to export.
3	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).	New and existing licenses	<ol style="list-style-type: none"> 1- Manpower of not less than 50. 2- Foreigners' ratio in the entity shall not exceed % 25
4	Entity's capital in the Kingdom of Saudi Arabia of at least 37.500 million Saudi riyals	Existing licenses	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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

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- 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

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09.08 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

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09.09 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

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09.10 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.

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09.11 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

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09.12 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

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09.13 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

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09.14 Issuance of Supporting Letter for Higher Professions

Service Description

Service is provided to natural persons who own or manage investment companies (new or existing) within the Kingdom, and who have the desire to obtain a higher profession (general manager, executive director, chairman of the board).

Service Documentations

1. A copy of the applicant's passport.
2. A copy or number of the commercial registration in which the applicant is appointed (general manager, executive director, chairman of the board).

Service Rules and Restrictions

1. The name of the position to be supported must be mentioned in the commercial registration.
2. Opening a file in the Ministry of Human Resources system and stating the file number.
3. Paying the amount of (2000) riyals as government fees for the visa on number (700).
4. Determine the point of arrival, in case of desire to come from other than the country of nationality.

Service Fees

N/A

Application Mechanism

The website – Complains and inquiries

Expected Time for Service Implementation

3 working day

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**10.00: GOVERNMENT ENTITIES’
SERVICES IN MINISTRY OF
INVESTMENT INVESTORS’ RELATIONS
CENTERS.**

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10.01 Ministry of Commerce

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 website.
3. Fill the forms of “Booking Commercial Name” approved by Ministry of commerce.

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

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10.01.02 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 .
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 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

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10.01.03 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

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10.01.04 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

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10.01.05 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 Documentations

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

- 1- The entity shall present a draft of the Articles of Association of the company in WORD version.

★ Service Fees

- Payment of fees for the service provider.

🌐 Application Mechanism

The website – E-Services Portal

🕒 Expected Time for Service Implementation

Two working day

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10.01	15/06/2023	10.00	86

10.01.06 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

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10.01.07 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

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10.01.08 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 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

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10.01.09 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
- E-Services Portal of the Chamber of Commerce (**My Business**).

🕒 Expected Time for Service Implementation

Two working day

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10.01.10 Amendment of Commercial Registration for Companies

Service Description

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

Service Documentations

1. A copy or number of the commercial registration.
2. A copy of Articles of Association.
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 of the summary of the Memorandum of Association.

Service Fees

- Payment of fees for the service provider.

Application Mechanism

- The website – E-Services Portal
- E-Services Portal of the Chamber of Commerce (**My Business**).

Expected Time for Service Implementation

Two working day

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10.01.11 Amendment of Sole Establishment Address

🔍 Service Description

This service is provided to sole establishments 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

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

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10.01.12 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 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

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10.01.13 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

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10.02 Ministry of Justice

10.02.01 Issuance of attorney

Service Description

This service is provided to companies that desire to issue attorneys to delegates in order to carry on its business.

Service Documentations

1. A copy or number of the commercial registration.
2. A proof of identity for the applicant.

Service Rules and Restrictions

1. The number of the application filed electronically on Ministry of Justice website shall be attached.
2. Fill the attorney forms approved by Ministry of Justice Electronically.

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

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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

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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.

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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. 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.
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 .
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

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🕒 Expected Time for Service Implementation

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10.02.05 Property Conveyance

Service Description

This service allows for real estate conveyance requests to be registered directly after completing the requirements of selling and owning the property service.

Service Documentations

1. A copy or number of the commercial registration.
2. A copy or number of applicant ID.
3. A copy of the property deed.

Service Rules and Restrictions

1. The property deed must be updated and within the city limits of the applicant.
2. The area should not exceed (10,000) square meters.
3. In the event that the applicant is the representative, the agency and the national identity must be presented with an authority of buy/sell property.

Service Fees

- Payment of fees for the service provider.

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10.03 General Department of Passports

10.03.01 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
- E-Services portal of (**Absher**).

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10.03.02 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

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10.03.03 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
- E-Services portal of (Absher).

🕒 Expected Time for Service Implementation

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10.03.04 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

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10.03.05 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

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10.03.06 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 "Muqem" 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

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10.03.07 Dismissal of a Subordinates 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

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10.03.08 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
- E-Services portal of (**Absher**).

🕒 Expected Time for Service Implementation

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10.03.09 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 Documentations

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

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10.03.10 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 Documentations

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.

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The website – E-Services Portal

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10.03.11 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

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10.03.12 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

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10.03.13 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

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10.03.14 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

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10.03.15 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 companions included in the passport, the original of birth certificate of the companions 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

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10.03.16 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
- E-Services portal of (**Absher**).

🕒 Expected Time for Service Implementation

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10.03.17 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
- E-Services portal of (Absher).

🕒 Expected Time for Service Implementation

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10.03.18 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

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10.04 Ministry of Human Resource and Social Development

10.04.01 Data Updating

📄 Service Description

This service is provided to entities that desire to update their data.

📄 Service Documentations

1. A copy or number of the commercial registration.
2. A copy of Zakat and Income Tax Certificate.
3. A copy of Social Insurances Certificate.
4. A copy of Municipality License.

📄 Service Rules and Restrictions

1. Fill the "Data updating form" authenticated by Ministry of Human Resource and Social Development and chamber of commerce.

✦ Service Fees

- Payment of fees for the service provider.

🌐 Application Mechanism

- The website – E-Services Portal
- E-Services portal of (**Ministry of Human Resource and Social Development**).

🕒 Expected Time for Service Implementation

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10.04.02 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 Human Resources 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 Human Resource and Social Development.

★ Service Fees

- Payment of fees for the service provider.

🌐 Application Mechanism

- The website – E-Services Portal
- E-Services portal of (**Ministry of Human Resource and Social Development**).

🕒 Expected Time for Service Implementation

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10.04.03 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

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10.04.04 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 Documentations

1. A copy or number of the commercial registration.
2. A copy of Social Insurances Certificate.
3. A copy of Zakat and Income Tax Certificate.
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
- E-Services portal of (**Ministry of Human Resource and Social Development**).

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11.00: GENERAL RULES AND PROVISIONS

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11.01 Additional obligations depending on the type of license

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

No	Activity	Restrictions
1	Trading Licenses (Foreign 100%)	1. Train 30% of Saudis
	Trading Licenses (With a Saudi partner)	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 Industry and Mineral Resources to obtain an industrial license and National Center for Environmental Compliance Obtaining 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 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.
5	Activities of holding companies	1. Obtaining the prior approval of the Ministry of Investment for each project to be established and investment in it.
6	Real estate license	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
7	General restrictions and conditions to be followed by the investor	<u>License Applicant(s) / Entity shall be committed to the following:</u> 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

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	<p>after receiving the license</p>	<p>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.</p> <ol style="list-style-type: none"> 2. Operating within the licensed field/ industry. 3. Implementing the project within the time- frame indicated in this application and within licensed location or branch. 4. Using licensed name - as per Ministry of Investment an investment license- in all government documents. 5. Renewing Ministry of Investment license annually on time. 6. Receiving Ministry of Investment follow-up officers, cooperating with them and furnishing all required documents and proofs requested during the visit. 7. Not marketing or selling any non- licensed inside the kingdom of Saudi Arabia. 8. Respecting intellectual property rights of others. 9. Taking all necessary measures to protect the environment. 10. Respecting all local laws and regulations issued by Saudi ministries/ agencies for the entity and its employees. 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. 12. Aware of the Ministry's entitlement to licensing fees, and the financial compensation for subscription in the services of the Investor Relations Centers, for the entire period required for the license, and my inability to claim a refund of it or part of it when the facility's activity stops or the license is canceled before the end of its term for any reason. <p>Investor(s) acknowledges and undertakes:</p> <ul style="list-style-type: none"> - 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.
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	<ul style="list-style-type: none"> - 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/theirs.
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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 Human Resource and Social Development.
- 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.

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11.03 Types of Licenses, Minimum Capital Requirement and Percentage of Saudi Partnership

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

* 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

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11.04 Rights of Foreign Investor

First: Rights of Foreign Investor in Investment

First: Rights of Applicant of Issuance of New Investment License

1. The right to respond the application of new license.
2. The right that the refusal of the new license shall be justified.
3. The right to appeal of refusal resolution before the Board of Grievances.

Second: Rights of Foreign Investor throughout License Term

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.
2. The right to renew the license (for the completed application).
3. The right to get a suitable period to cure breaches observed.
4. The right to respond the written letter of breaches within the specified period.
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.
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.
7. The right that the sponsorship of non-Saudi employees is covered by the licensed entity.
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.
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.
10. The right to respond the application of license amendment (for the completed application).
11. The right to obtain a justified refusal for any amendment application otherwise it will be included under special application in services manual.
12. The right to respond any inquiry or complaint.

Third: Rights of Foreign Investor after License Cancellation

1. The right to appeal Ministry of Investment resolutions after being aware thereof before Appeals Committee.
2. The right to appeal Appeals Committee's resolutions after being aware thereof before the Board of Grievances.
3. The right to issue license for liquidation purpose.
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 companions.
7. The right to renew Iqama for one time for the revoked license according to Service No (9.05) of this Manual.

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Second: Jurisdiction of Judicial Authorities and Quasi-judicial Committees

Judicial Authorities and Quasi-judicial Committees	Jurisdiction as per Foreign Investment's Needs
District Court	<ol style="list-style-type: none"> 1. Lawsuit to prevent exposure to possession and lawsuits to repossess 2. Lawsuits which value does not exceed twenty thousand (20,000) Saudi riyals. 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. 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. 5. Lawsuits of damages because of beneficiaries whether single persons or others.
General Court	<ol style="list-style-type: none"> 1. All in-kind lawsuits related to the property. 2. All lawsuits of damages because of property itself including preventing of establishment of weddings hall or petrol station. 3. Lawsuit to prevent exposure to possession of the property and lawsuits to repossess the property. 4. Lawsuits which value exceeds twenty thousand (20,000) Saudi riyals. 5. Other lawsuits that deemed by law within the jurisdiction of the general court.
Administrative Courts	<ol style="list-style-type: none"> 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 refrainment 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	<p>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:</p>

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	<ol style="list-style-type: none"> 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	<p>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:</p> <ol style="list-style-type: none"> 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	<p>Elementary Body has jurisdiction to settle the following finally:</p> <ol style="list-style-type: none"> 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. <p>Elementary Body has jurisdiction to settle the following primarily:</p> <ol style="list-style-type: none"> 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.

	<ol style="list-style-type: none"> 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	<p>Customs Committee has jurisdiction over the following:</p> <ol style="list-style-type: none"> 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 pronouncement if it issued in the defendant's presence and judgments of the appeal committee shall be final.
Committee for Settlement of Banking Disputes	<p>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.</p>
Commission for Real Property Contributions	<p>Consider all existing real property contributions (licensed and unlicensed).</p>
Zakat and Tax Objection Elementary Committee	<p>These Committees have jurisdiction over zakat and tax disputes arising out between the DZIT and the concerned parties.</p>

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. The Ministry of investment 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 .

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12.00: COMMUNICATION WITH MINISTRY OF INVESTMENT



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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.misa.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.misa.gov.sa) and accessing the entity's E-account and clicking on "help" icon.
 - Ministry of Investment official Twitter account @MISACare.
 - Contact us through the e-mail (InvestorCare@misa.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.misa.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.misa.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.

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12.02 Addresses of Ministry of Investment investors' relations centers

Detailed Address	Coordinates	QR CODE	Toll-free
Riyadh			8002449990
Imam Saud bin Abdul Aziz bin Mohammed Road after the intersection of Takhassusi St in a westerly direction National Address: Building No.: 3912 Additional No.: 6229 Postal Code: 12382	24.737844, 46.637261	 <small>Google Map</small>	
Jeddah			
Prince Sultan Street after the intersection of Amal Street in a northerly direction Building No.: 7241 Additional No.: 2810 Postal Code: 23621	21.633861, 39.133348	 <small>Google Map</small>	
AlKhubar			
Tareq Bin Ziyad Street (Intersection of Granada Street) Southern district Building No.: 7296 Additional No.: 2231 Postal Code: 34227	50.196423 ,26.348312	 <small>Google Map</small>	
Madinah Al Munawwarah			
King Abdullah road - King Abdulaziz roundabout "Tabah" - Comprehensive Service Center Building No.: 7667 Additional No.:4428 Postal Code: 42351	24.482325207094007 ,39.57270753320472	 	

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13.00: FORMS

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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:

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Service Guide Amendment form

نموذج طلب تعديل إجراء على دليل الخدمات

Application Type		نوع الطلب	
Amendment <input type="checkbox"/> تعديل		Cancellation <input type="checkbox"/> إلغاء	
		Add <input type="checkbox"/> إضافة	
Targeted Procedure		الإجراء المستهدف	
		رقم الإجراء Procedure No.	
		نص الإجراء Procedure Text	
Request's Justification		مبررات الطلب	
Suggestions		الاقتراح	
Effects Of Suggested Procedure		أثر التعديل على الإجراءات الأخرى	
	الصفة Occupation		مقدم الطلب Applicant Name
	التاريخ Date		التوقيع Signature

Notes:

ملاحظات:

- لمن خارج الهيئة، يرسل النموذج عن طريق البريد الإلكتروني (InvestorCare@misa.gov.sa)
- External applications are applied on the Email (InvestorCare@misa.gov.sa)

14.00: APPENDICES

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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 .
5. Recruitment services.
6. Commission agents internationally classified at (CPC 621).
7. Fishing/ hunting marine living resources.

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14.02 Appendix (2): Authorization To Register Articles Of Association

M/S Ministry of Investment

Respected

Greetings,,

We, Mr /..... as per (ID/Passport) No., and the company 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; and amendments on it; and 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.

This attorney also cancels its predecessors from other previous attorneys, if any.

Best Regards.

Name:

Signed:

(Authenticated by the Embassy)

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14 . 03 Appendix (3): Laws and regulations

- 1.Foreign investment system and its implementing regulations. (Link: <http://www.ncar.gov.sa/>)
- 2.Organization of the General Investment Authority and its executive regulations. (Link: <http://www.ncar.gov.sa/>)
- 3.Non-Saudis real estate ownership and investment system. (Link: <http://www.ncar.gov.sa/>)
- 4.The unified industrial organization of the Cooperation Council for the Arab States of the Gulf. (Link: <http://www.ncar.gov.sa/>)
- 5.The work system and the social insurance system. (Link: <http://www.ncar.gov.sa/>)
- 6.Zakat, tax and customs regulations. (Link: <http://www.ncar.gov.sa/>)
- 7.Sharia pleading system. (Link: <http://www.ncar.gov.sa/>)
- 8.The Law of Criminal Procedure. (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/>)
- 14 .Trademarks System. (Link: <http://www.ncar.gov.sa/>)
- 15 .Copyright System. (Link: <http://www.ncar.gov.sa/>)
- 16 .Patent 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/>)

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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

<https://mewa.gov.sa/ar/Ministry/Agencies/AgencyforEconomicAffairsandInvestment/Topics/PublishingImages/Pages/30-10-2018-01/%d9%83%d8%aa%d9%8a%d8%a8%20%d8%a7%d9%84%d8%aa%d8%b1%d8%a7%d8%ae%d9%8a%d8%b52019.pdf>

4. Requirements for educational sector licenses

(Ministry of education Link: <https://www.moe.gov.sa/ar/news/Documents/inv-guide.pdf>)

(Technical and Vocational Training Corporation Link:

<https://www.tvtc.gov.sa/Arabic/Departments/Departments/pt/MediaCenter/Memos/Documents/guidebookv3.pdf>

5. Requirements for media sector licenses

(Link: Ministry of Information: https://lcsys.media.gov.sa/theme/investor_guide.pdf)

(Link: Audiovisual Media Authority:

[https://www.gcam.gov.sa/ar/PoliciesAndGuidelines/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%B12%20\(1\).pdf](https://www.gcam.gov.sa/ar/PoliciesAndGuidelines/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%B12%20(1).pdf)

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6. Requirements for transport sector licenses

(Link: Public Transportation Authority: <https://tga.gov.sa/assetsAdmin/images/uploads/land/investor%20guide.pdf>)

(Link: Civil Aviation Authority:

https://gaca.gov.sa/scs/Satellite?c=GACA_Media_C&cid=1440409803090&pagename=GACA%2FGACA_Media_C%2FGACA_LinkDocument_PT)

(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](https://mawani.gov.sa/ar-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

(Link: <https://www.citc.gov.sa/ar/services/licensing/Documents/InvestorGuide.pdf>)

8. Requirements for entertainment sector licenses

(Link: <https://e.gea.gov.sa/wp-content/uploads/2019/08/InvestmentGuideBookFinalAug27V7.pdf>)

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