



General  
Investment  
Authority

# SERVICES MANUAL

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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 SAGIA to raise the efficiency in the implementation of services with quality satisfying the customers. This manual also aims to provide a reference for all SAGIA employees and its audience of customers and the relevant authorities to ensure enhancing transparency and clarity in the procedures of the provided services and standardize implementation mechanisms.

## 02. 00: Introduction to the Licenses and Investment

Welcome to the Kingdom of Saudi Arabia and Welcome to the Saudi Arabian General Investment Authority (SAGIA). 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, SAGIA 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.

SAGIA 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 SAGIA in issuing licenses; in addition to the coordination with various concerned government agencies and provide post-licensing services with other government agencies represented in SAGIA investors' relations centers as shown in section (12, 00) of this manual.

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

1. Limited Liability Company (LLC).
2. Limited Liability One-person Company.



3. Joint Stock Company.
4. Foreign Company Branch.

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

## Foreign Company Branches





## Limited Liability Company (LLC), Single Member Limited Liability Company (SMLLC), Joint Stock Company (JSC)



الهيئة العامة للاستثمار  
General Investment Authority

**Signing on SAGIA website**



الهيئة العامة للاستثمار  
General Investment Authority

**Issuance of Investment License**



وزارة التجارة والاستثمار  
Ministry of Commerce and Investment

**Memorandum of Association**



وزارة العدل  
Ministry of Justice

**Documentation of Memorandum of Association**



وزارة التجارة والاستثمار  
Ministry of Commerce and Investment

**Issuance of Commercial Registration**



**(Optional)  
Opening of a Bank Account**

- The Company's commercial registration certified by the Saudi Embassy
- The last year financial statements for certified by the Saudi Embassy.
- Reservation of trade name
- Copy of the general director's passport or Iqama
- National address registration
- Power of Attorney
- Local bank to deposit the capital



### Online Registrations



وزارة العمل  
المملكة العربية السعودية



الهيئة العامة للزكاة والدخل  
General Authority of Zakat & Tax



المؤسسة العامة للتأمينات الاجتماعية  
General Organization for Social Insurance



**Issuance of Municipal License**

- Sketching the location and office and their coordinates
- Construction license
- Building completion certificate
- Lease contract
- Power of Attorney
- External picture of the offices

**Issuance of General Directors Visa**

## **03.00: ISSUANCE OF LICENSES**

### 03.01 Services License

#### Service Description

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

#### Service Documentations

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

#### Service Rules and Restrictions

1. Consistency between the total percentage of the Saudi (shareholder/ shareholders) and the capital according to the financial limits set forth for the type of activity as show in Section No. (11.04) of this manual.
2. In case the licensed business related to construction, the company should not practice any activity related to provision of consultations of any kind.

#### Service Fees

1. Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
2. Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA investors' relations centers.
3. Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service will be cancelled and the applicant have to apply again.

### **Application Mechanism**

The website – E-Services Portal

### **Expected Time for Service Implementation**

Two working days.

## 03.02 Industrial License

### Service Description

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

### Service Documentations

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

### Service Rules and Restrictions

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

### Service Fees

1. Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
2. Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA investors' relations centers.
3. Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service will be cancelled and the applicant have to apply again.

### Application Mechanism

The website – E-Services Portal

### Expected Time for Service Implementation

Two working days

### 03.03 License for a Scientific and Technical Office

#### Service Description

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

#### Service Documentations

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

#### Service Rules and Restrictions

1. The restricted number of technical employees for the office is (50) employees and this number shall not be increased except with a prior SAGIA approval.
2. 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 SAGIA.
3. 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 two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from the SAGIA investors' relations centers.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of failure to make payment within such identified period, the service will be cancelled and the applicant have to apply again.

#### Application Mechanism

The website – E-Services Portal

#### Expected Time for Service Implementation

Two working days.

### 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 SAGIA 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 riya



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**

Two working days.

### 03.05 Real Estate License

#### Service Description

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

#### Service Documentations

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

#### Service Rules and Restrictions

1. Consistency between the total percentage of the Saudi (shareholder/ shareholders) and the capital according to the financial limits set forth for the type of activity as show in Section No. (11.04) of this manual.
2. In case the licensed business is related to property investment projects, the amount of the project to be constructed shall not be less than (30,000,000) Saudi Riyals for land and building outside the scope of Mecca and Medina.

#### Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals after the first year.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA investors' relations centers.
- 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**

Two working days.

### 03.06 Temporary licenses for the performance of a government/ semi-government contract

#### **Service Description**

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

#### **Service Documentations**

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

#### **Service Rules and Restrictions**

N/A

#### **Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals annual for the contract period.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA investors' relations centers.
- Service fees shall be paid within (60) days from the date of bill issuance. In case of failure to make payment within such identified period, the service will be cancelled and the applicant have to apply again.

#### **Application Mechanism**

The website – E-Services Portal

#### **Expected Time for Service Implementation**

Two working days.

### 03.07 Commercial License

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

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

### 03.07.01 Commercial license with Saudi shareholder

#### **Service Description**

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

#### **Service Documentations**

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

#### **Service Rules and Restrictions**

1. The existence of a Saudi shareholder in the investment license with a share of not less than 25% of the company.

#### **Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA investors' relations centers. 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**

Two working days.

### 03.07.02 100% foreign commercial license

#### **Service Description**

This Service is provided to 100% foreign entities that are interested in the activity of wholesale and retail trade 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 company shall comply to achieve following standards during the first five years:
  - The company shall comply to achieve the localization rates as determined by the Ministry of Labor and Social Development. The company shall develop and implement a plan to locate them in senior management posts in the first five years and to ensure their continuation.
  - The company is complying with train (30%) of Saudi employees annually.
- 3- 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
<b>Manufacturing</b>	% 30 or more of the company's products distributed locally shall be manufactured in the Kingdom of Saudi Arabia
<b>Research and development programs</b>	% 5 or more of total sales shall be allocated to the establishment of a research and development programs in the Kingdom
<b>Logistics and distribution</b>	The establishment of a unified center to provide those services, and provide after-sales services

#### **Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA investors' relations centers.
- 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**

Two working days.



### 03.08 License for public transport

This service is provided for international companies that wish to provide public land transport services (buses / metros) within cities in the Kingdom. The Kingdom of Saudi Arabia provides two areas for investment in public transport services, namely:

1. Service for issuing license to practice bus transportation within cities, under the service no. (03.08.01) of this manual.
2. Service for issuing license to practice metro transportation within cities, under the service no. (03.08.02) of this manual.
3. Service for issuing license to practice other transport, under the service no. (03.08.03) of this manual.

### 03.08.01 Service for issuing license to practice buses land 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. A copy of Department of Transportation / Public Transportation Authority License to exercise bus transportation activity by the Saudi shareholder.
4. Provide a proof of commitment to periods of the execution of contracts in the past five years.
5. A proof of the financial capability consistent with project's capital, the share of each shareholder, consistency with the executive action plan for the project and according to the financial limits set forth for the type of activity in Section No. (11.04) of this manual
- 6.

#### Service Rules and Restrictions

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

#### Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
  - Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA investors' relations centers.
- 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**

Two working days.

### 03.08.02 Service for issuing license to practice land transport by metros within cities

#### **Service Description**

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

#### **Service Documentations**

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

#### **Service Rules and Restrictions**

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.04) of this manual.
2. The foreign company's average revenue (partner), for the previous three years prior to granting the license, shall be equal or more than 3 billion Saudi riyals. Company's assets value shall be 1.5 billion Saudi riyals at least.
3. The Foreign company (partner) shall be licensed in two countries at least, and at least 15 thousand employees.
4. The minimum capital required for the supply, operation and maintenance of the buses shall comply with SAGIA practices for the services sector companies (500,000) SR.

#### **Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA investors' relations centers.
- 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**

Two working days.

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

#### Service Rules and Restrictions

1. Presenting in 3 international markets for the same activity planning to practice.
2. 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.
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 Labor 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.

#### **✦ Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA investors' relations centers.
- 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**

Two working days.

### 03.09 Consulting License for Engineering Offices

#### **Service Description**

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

#### **Service Documentations**

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

#### **Service Rules and Restrictions**

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

#### **Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA investors' relations centers.
- 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**

Two working days.



## 03.10 Entrepreneur Licenses

### Service Description

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

### Service Documentations

1. The Board of Directors decision of their desire to get a license, stating the invention type, its sponsors and the powers. And a copy of the national identity if one of the partners is a natural person holding the nationality of one of the countries of the Gulf Cooperation Council; and a copy of the national identity if one of the partners is holding the Saudi nationality/ Iqama and passport for the license applicant.
2. Obtain a letter of support from the supervising authority (Saudi universities or business incubators) within the Kingdom.

### Service Rules and Restrictions

1. Authorized Saudi universities or business incubators shall approve the license applications.
2. If the applicant is a resident of the Kingdom, the Saudi sponsor should submit a letter of no objection.
3. The duration of the license is one year and is renewed annually for the first five years.

### Service Fees

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

### Application Mechanism

The website – E-Services Portal

### Expected Time for Service Implementation

Two working days.

### 03.11 Immediate License

#### **Service Description**

This service is offered to any company in the world and wants to open a headquarters in Saudi Arabia to engage in investment activity immediately and provide documents that meet the standards required for the activity

#### **Service Documentations**

1. One of the following documents shall be submitted:
  - Proof of the company registration number on the ISIN CODE.
  - Copy of certified financial position of the entity for the last two years with the revenues.
  - Copy of the Commercial Register of branches of the regional establishment outside its country certified by the Saudi Embassy.
  - Provide a statement indicating the quality, quantity and amount of exports of the entity and the country of export during the last year with enclosing a copy the biggest 3 consignments of export of the entity during the same year.
  - A letter or certificate issued by a governmental organization in the country of the parent company indicating the total number of employees of such entity.
  - A copy of the patent certificate issued by an accredited body.

#### **Service Rules and Restrictions**

1. Upon applying for license, one of the following standards shall be achieved:

Financial standards	Technical standards	Experience indicators	General indicators
<b>Financial plans: revenues – expenses – profits</b> <ul style="list-style-type: none"><li>- revenues of a partner or the parent company is more than 70 million Riyals or the equivalent during 2 years</li><li>- the value of assets owned by a partner or the parent company is more than 100 million Riyals or the equivalent during 2 years</li><li>- net profits for a partner or the parent company is more than 30 million Riyals or the equivalent during 2 years</li></ul>	<b>Manpower</b> <ul style="list-style-type: none"><li>- The manpower is no less than 10 thousand persons in the establishment.</li></ul>	<b>Professional Certificates</b> <ul style="list-style-type: none"><li>- to get ISIN CODE (registration number of the parent company in stock market or a partner is a member in national or international stock market)</li></ul>	<b>Branches</b> <ul style="list-style-type: none"><li>- The entity or a partner for which a license is requested will currently have 3 regional branches outside its origin country.</li></ul> <b>Products export</b> <ul style="list-style-type: none"><li>- Percentage of exporting the entity's products in the homeland is 50% or more.</li></ul> <b>Patent</b> <ul style="list-style-type: none"><li>- The entity or a partner for which a license is requested will have a patent relating to the business for which the license is applied.</li></ul>

### **✦ Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals after the first year.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA investors' relations centers.
- 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.

### 03.12 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 SAGIA from ministries, governmental bodies and competent authorities to open a technical and communication office in the Kingdom.
2. Submitting a letter from the Embassy of the concerned country addressed to SAGIA requesting an issuance of license for opening an Office of Economic and Technical Communication.
3. Providing a detailed work plan for the businesses and services to be provided within the Kingdom.

#### **Service Rules and Restrictions**

1. The restricted number of technical employees for the office shall be (50) employees and shall not be increased except with a prior approval of SAGIA.
2. The office may study markets and prepare reports of this study for concerned bodies in the countries that want to have license. The office shall submit an annual summary of its businesses to SAGIA.
3. The office prohibited to execute any contracts, businesses, or investments in the Kingdom, directly or indirectly.

#### **Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals after the first year.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA investors' relations centers.
- 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**

Two working days.

### 03.13 License for Agents of recruitment and hiring of domestic labor services

#### Service Description

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

#### Service Documentations

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

#### Service Rules and Restrictions

1. The commercial registration of the entity requesting the license must have been at least 3 years.

#### Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals after the first year.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA investors' relations centers.
- 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**

Two working days.

### 03.14 Licensing of university colleges and constant universities

#### **Service Description**

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

#### **Service Documentations**

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

#### **Service Rules and Restrictions**

1. The educational institution requesting the license must have an advanced class in the international classification of universities and colleges according to the international standards approved by the Ministry of Education as follows:
  - Academic programs for the bachelor's level: should be included in the list of the best (200) universities according to each of the academic disciplines classified according to international standards QS <http://www.qs.com/rankings>
  - Postgraduate programs: The university's classification in the program (specialization) should be in the list of the top (200) programs according to Shanghai classification of graduate programs <http://www.shanghairanking.com/index.html>



### **Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals after the first year.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA investors' relations centers.
- 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**

Two working days.

### 03.15 Licensing of Audiovisual Media

#### Service Description

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

#### Service Documentations

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

#### Service Rules and Restrictions

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

#### Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals after the first year.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA investors' relations centers.
- 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**

Two working days.

### 03.16 Entities with existing license

#### Service Description

This service provided to the entities that have an existing license, and would like to request a license for another new activity.

#### Service Documentations

1. A copy of the commercial registers of the previous investments that had been issued by Ministry of Commerce and Investment.

#### Service Rules and Restrictions

1. In case of the registration of a commercial name, the Ministry of commerce and investment shall approve the proposed name for the company.
2. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.04) of this manual.

#### Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum.
- Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA investors' relations centers.
- Service fees shall be paid within (60) days from the date of bill issuance. The service will be cancelled in case of not payment and the applicant have to apply again.

#### Application Mechanism

The website – E-Services Portal

#### Expected Time for Service Implementation

Two working days.

## **04.00: AMENDMENT OF LICENSE**

## 04.01 Re-Allocation of Shares

### Service Description

This service is for any entity that wants to modify shares between the shareholders under the agreement endorsed between them.

### Service Documentations

1. Decision of the shareholders to modify the shares, authenticated by the Chamber of Commerce, or a letter signed and attested by the person in-charge.
2. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan

### Service Rules and Restrictions

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.04) of this Manual.
2. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise SAGIA shall be entitled to return the license data to the previous situation.

### Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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

Two working days

## 04.02 Exit of Shareholders

### **Service Description**

This service is for entities that want to exit any partner or shareholder under the agreement signed between the shareholders.

### **Service Documentations**

1. Decision of the shareholders on the exit of (a shareholder / shareholders) from the entity, specifying names of the shareholders, shares sold and shares of the shareholders after sales, authenticated by the Chamber of Commerce.
2. Sales agreement signed by the buyer and seller, authenticated by the Chamber of Commerce.
3. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.

### **Service Rules and Restrictions**

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.04) of this Manual.
2. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise, SAGIA shall be entitled to return the license data to the previous situation.

### **Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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**

Two working days.

### 04.03 Entry of Partners (New Investor / New Company)

#### **Service Description**

This service is for entities that want to exit any partner or shareholder under the agreement signed between the shareholders.

#### **Service Documentations**

1. Decision of the shareholders on the entry of new (shareholder / shareholders) and specifying names of the shareholders and share of every shareholder, authenticated by the Chamber of Commerce.
2. Sale agreement signed by the buyer and seller; and seller's signature shall be attested by Chamber of Commerce .
3. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.
4. 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 .

#### **Service Rules and Restrictions**

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.04) of this manual.
2. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise, SAGIA shall be entitled to return the license data to the previous situation.

#### **Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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**

Two working days.

#### 04.04 Entry of Partners (Companies Licensed by SAGIA)

##### Service Description

Entities licensed by SAGIA are entitled to collaborate with other companies that are licensed by SAGIA.

##### Service Documentations

###### **For Existing Company:**

1. Decision of the shareholders on the entry of new (shareholder / shareholders) and specifying names of the shareholders, share of every shareholder, and the proposed commercial name.
2. Sale agreement signed by the buyer and seller, and attestation of their signatures from Chamber of Commerce .
3. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.

###### **For New Company:**

1. Copy of Commercial Registration (CR).
2. Copy of the last certified budget.

##### Service Rules and Restrictions

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.04) of this manual.
2. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise, SAGIA shall be entitled to return the license data to the previous situation.

##### Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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**

Two working days.

## 04.05 Conversion of Individual Entities into a Company

### Service Description

This service is for individual establishments that are licensed by SAGIA, and want to convert the establishment into a company by enrolling:

- Saudi shareholder or shareholders (natural / legal).
- New foreign companies (natural / legal).
- Foreign investors who have licenses from SAGIA (natural / legal).

### Service Documentations

1. A letter from the entity requesting to convert the establishment into a limited liability company, by enrolling shareholders, indicating the commercial name for the company, names of the shareholders and shares.
2. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.
3. Documents of the new shareholder or shareholders in accordance with the conditions of issuing investment license contained in Services No. (3.00) of this manual.

### Service Rules and Restrictions

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.04) of this manual.
2. The 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, SAGIA shall be entitled to return the license data to the previous situation.

### **✦ Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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**

Two working days.

## 04.06 Transfer of Ownership to Inheritors of Individual Entities into a Company

### **Service Description**

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

### **Service Documentations**

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

### **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, SAGIA shall be entitled to return the license data to the previous situation.

### **Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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**

Two working days.

## 04.07 Opening of Branches or Marketing Centers

### Service Description

This service designed for all entities that licensed by SAGIA, 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 SAGIA electronic system.
2. Each single entity shall have the right to open a maximum of five or marketing centers of industrial projects in one application and a re- application is allowed after the payment completed.
3. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise, SAGIA shall be entitled to return the license data to the previous situation.

### Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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

## 04.08 Closure of Branches or Marketing Centers

### Service Description

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

### Service Documentations

N/A

### Service Rules and Restrictions

1. Updating the government data of the entity in SAGIA 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, SAGIA shall be entitled to return the license data to the previous situation.

### Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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



## 04.09 Adding or Modifying the Activity of a Service License

### Service Description

This service is for services entities licensed by SAGIA, and want to modify the activity by adding or deleting.

### Service Documentations

1. A letter from the entity or decision of the shareholders to add or modify an activity, and to specify the activity to be added or modified, and providing justifications for such addition or modification.

### Service Rules and Restrictions

1. Consistency between the total percentage of the Saudi (shareholder / shareholders) and the capital according to the financial limits set forth for the type of activity in Section No. (11.04) of this manual.
2. The entity shall abide by the procedures of amending shareholders' resolution and the registration of the commercial register within 30 days from the date of amending the investment license; otherwise, SAGIA shall be entitled to return the license data to the previous situation.

### Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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.

## 04.10 Adding, Modifying, or Eliminating Products of Industrial Projects

### **Service Description**

This service is designed for industrial entities licensed by SAGIA, and want to increase / cancel / modify their products.

### **Service Documentations**

1. A letter from the entity or decision of the shareholders to add or modify the products.
2. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.

### **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 SAGIA shall be entitled to return the license data to the previous situation.

### **Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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**

Two working days.

## 04.11 Capital Reduction

### Service Description

This service is for entities licensed by SAGIA that want to reduce 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 60 days from the date of amending the investment license, otherwise SAGIA shall be entitled to return the license data to the previous situation.

### Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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

## 04.12 Capital Increase

### Service Description

This service is for entities licensed by SAGIA 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, SAGIA shall be entitled to return the license data to the previous situation.

### Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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

#### 04.13 Increase of Manpower for Industrial Projects

##### Service Description

This service is for industrial entities licensed by SAGIA, 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 SAGIA 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, SAGIA shall be entitled to return the license data to the previous situation.

##### Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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

## 04.14 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, SAGIA shall be entitled to return the license data to the previous situation.

### Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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.

## 04.15 Change of Commercial Name

### Service Description

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

### Service Documentations

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

### Service Rules and Restrictions

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

### Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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

Two working days.

#### 04.16 Increase of Manpower for Scientific and Technical Office

##### Service Description

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

##### Service Documentations

N/A

##### Service Rules and Restrictions

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



### **✦ Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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.

## 04.17 Modifying the Nationality of the Foreign Investor

### Service Description

This service is for industrial entities licensed by SAGIA 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.
2. A copy of the residence identity.

### 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, SAGIA shall be entitled to return the license data to the previous situation.

### Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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

Two working days.

## 04.18 Change the legal entity

### Service Description

This service is provided to the establishments that are licensed by SAGIA 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%.
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, SAGIA shall be entitled to return the license data to the previous situation.

### Service Fees

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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

## 04.19 Merge Companies

### Service Description

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

### Service Documentations

1. A letter / decision of partners for each company to merge with specifying the number of shares or shares belonging to each company in the capital of the merging company or the company arising from the merger certified by the Chamber of Commerce.
2. A letter of approval from the General Authority of Competition for Merger.
3. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.

### Service Rules and Restrictions

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

### **✦ Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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**

Two working days.

## 04.20 Changing the business name of the partner

### **Service Description**

This service provided to the establishments that are licensed by SAGIA and wish to change the business name of the partner in its homeland.

### **Service Documentations**

1. Copy of the CR proving the change of partner's name in its homeland.
2. A letter of the establishment /shareholders' resolution to request changing the name of a partner and it should be attested by Chamber of Commerce.

### **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, SAGIA shall be entitled to return the license data to the previous situation.

### **Service Fees**

- Payment of license fee of two thousand (2000) Saudi Riyals.
- 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**

Two working days.

## **05.00: RENEWAL OF LICENSES**

### **Service Description**

This service is for all the entities licensed by SAGIA 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 authority 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 ensure that the Certificate of Zakat and Income is valid.
4. Upon applying for constructions license renewal, the company shall realize one of the following criteria:
  - The first criterion: Obtain the third-class classification issued by the Ministry of Municipal and Rural Affairs in the Kingdom of Saudi Arabia.
  - The second criterion: Achieving financial or technical requirements in the table below:

Financial Standards		Technical Standards			
Standard	Mini. Requirement	Standard		Mini. Requirement	
Fixed assets (1 million SR)	10	Equipment (tools)		7	
		Manpower	Profession	Saudis (Mini. Requirement)	
Engineers	5		7		
Technicians	3		10		
Admin.	5		2		
Earnings (1 million SR)	15		Classification	Medium Green	



### **Service Fees**

1. Payment of license fee of two thousand (2000) Saudi Riyals annual for 5 years as maximum for each branch if existed.
2. Payment of ten thousand (10,000) Riyals as subscription for the first year to obtain services from SAGIA investors' relations centers.
3. Service fees shall be paid within (60) days from the date of bill issuance. In case of the payment's delay within the identified period, the service will be cancelled and the applicant have to apply again

### **Application Mechanism**

The website – E-Services Portal

### **Expected Time for Service Implementation**

Immediate.

## **06.00: PROPERTY OWNERSHIP AND SALE**

## 06.01 Property Ownership Service

### Service Description

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

### Service Documentations

1. A letter from the entity or decision of the shareholders requesting ownership, stating the purpose of ownership, lot number, deed number and its date, authenticated by the Chamber of Commerce.
2. Copy of a property deed.
3. 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. 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**

Two working days.

## 06.02 Sale of Property

### Service Description

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

### Service Documentations

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

### 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.

### Service Fees

N/A

### Application Mechanism

The website – E-Services Portal

### Expected Time for Service Implementation

Two working days.

## 06.03 Property Ownership Service for Property Investment

### Service Description

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

### Service Documentations

1. A letter from the entity or decision of the shareholders requesting ownership, indicating the purposes of ownership, lot number, deed number and its date, authenticated by the Chamber of Commerce.
2. Owner's preliminary approval (and not final sales) to transfer property ownership to the company's name, indicating lot number, deed number and its date.
3. Copy of a property deed.
4. A report from an engineering office approved by the Saudi Council of Engineers locally, indicating the total cost of the project.
5. A commitment to utilize the land for the specified purpose within five (5) years.

### Service Rules and Restrictions

1. The cost of the project must not be less than thirty (30) million Saudi Riyals (land and building).
2. The property must be outside the boundary of Makkah and Madinah Al-Munawwarah 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.

### Service Fees

N/A

### Application Mechanism

The website – E-Services Portal

### Expected Time for Service Implementation

Two working days.

## 06.04 Property Selling Service for Property Investment

### Service Description

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

### Service Documentations

1. A letter from the entity or decision of the shareholders requesting sales of the Property, indicating the purposes of the sales, lot number, deed number and its date, authenticated by the Chamber of Commerce.
2. Copy of a property deed.

### Service Rules and Restrictions

1. 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

Two working days.

## **07.00: CONVERSION OF FOREIGN ENTITY TO 100% NATIONAL ENTITY**



### **Service Description**

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

### **Service Documentations**

1. A letter from the entity or decision of the shareholders requesting conversion of the entity into 100% national project, containing justifications of the application, authenticated by the Chamber of Commerce.
2. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.
3. The last financial report of the company.

### **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**

Two working days.

## **08.00: VOLUNTARILY CANCELLATION OF LICENSE**

## 08.01 Notification for The Purpose of Voluntary Cancellation of the License

### Service Description

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

### Service Documentations

1. An authenticated letter printed on the entity's letterhead requesting cancellation (for establishments), or decision of the shareholders for liquidation and cancellation (for companies and branches of foreign companies), authenticated by the Chamber of Commerce.
2. A copy of the investment license.
3. A copy of the commercial register.
4. A copy of Municipality License.
5. Submission of number 700.

### Service Rules and Restrictions

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

### **✦ Service Fees**

N/A

### **🌐 Application Mechanism**

The website – E-Services Portal

### **🕒 Expected Time for Service Implementation**

Three working days.

## 08.02 Apply of Voluntary Cancellation of the License

### **Service Description**

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

### **Service Documentations**

#### **Establishments:**

1. Letter printed on the entity's letterhead and authenticated by the Chamber of Commerce.
2. Proof of revoking the Commercial Registration.
3. Letter from the supervising authority over the activities approving cancellation of the license.
4. Proof of closing the firm's file with the Zakat and Income Department.
5. Approval of the Saudi Industrial Development Fund (SIDF) on the requested modification for industrial projects in the case of industrial loan.

#### **Companies:**

N/A

### **Service Rules and Restrictions**

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

### **Service Fees**

N/A

### **Application Mechanism**

The website – E-Services Portal

### **Expected Time for Service Implementation**

Five working days for establishments

Immediately for companies

## **09.00: SAGIA SPECIAL SERVICES**

## 09.01 License Renewal (For Companies Delayed On CR Issuance)

### **Service Description**

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

### **Service Documentations**

1. A Copy of the investment license.
2. Written commitment by the entity to seek and obtain commercial registration and mandatory government documents within the validity of the license.

### **Service Rules and Restrictions**

1. The license must not have been issued more than two years earlier.

### **Service Fees**

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

### **Application Mechanism**

The website – E-Services Portal

### **Expected Time for Service Implementation**

One working day.

## 09.02 Renewal of Licenses for Liquidation Purposes

### Service Description

The following license categories can be renewed for liquidation purposes:

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

### Service Documentations

N/A

### Service Rules and Restrictions

1. The immediate service is provided for first time in the first year of the license expiration date.
2. The entity is exempted from the service fees and outstanding fee for the first year during renewal of license “for liquidation purpose.”
3. 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.
4. Cancellation decision / non-renewal / withdrawal of license issued to the entity must be received before submission of application.
5. 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).
6. 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 .
7. A valid certificate of Zakat and income must be submitted.



### **Service Fees**

N/A for the first year only

### **Application Mechanism**

The website – E-Services Portal

### **Expected Time for Service Implementation**

Immediate.

### 09.03 Updating Entity's Contact Information

#### **Service Description**

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

#### **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 SAGIA.

#### **Service Rules and Restrictions**

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

#### **Service Fees**

N/A

#### **Application Mechanism**

The website – E-Services Portal

#### **Expected Time for Service Implementation**

One working day.

## 09.04 Transfer of Sponsorship of the Foreign Investor Entity's

### **Service Description**

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

- Optional cancellation decision. According to the service number (08, 00) of this Guide.
- The Issuance of converting the entity to national.
- The issuance of non-renewal decision.
- The issuance of the decision to cancel the punitive / withdrawal of the license / non-renewal, all of which any of the following conditions are met:
  - If the Foreign Investor is married to a Saudi female and has children from her.
  - Son of Saudi mother
  - If the Investor is a Palestinian national holding an Egyptian identification document.
  - If the Investor is a holder of another license granted by SAGIA, and wants to transfer his sponsorship to the other entity, provided that the project is legitimate.

### **Service Documentations**

1. Copy of the investor's residence permit and passport.
2. A letter from the entity that requires transfer of sponsorship of the investor, indicating the profession to be held by the investor.
3. Copy of the Commercial Registration (CR) of the entity seeking transfer of sponsorship of the investor.
4. Copy of cancellation decision (punitive / withdrawal of license / non-renewal / voluntary) or conversion to national entity.

### **Service Rules and Restrictions**

1. The service shall not be provided to cancel the punitive or non-renewal only after the submission of the documents mentioned in the Government service number (08, 02 ) of this manual to demonstrate the entity liquidation.
2. If the transfer is for the Saudi wife/ mother, the applicant must submit (a copy of the wife's ID, and marriage contract and if he was the son then he should submit a birth certificate).

3. Access of the investor(s) to the service is subject to the laws and regulations of the government agencies or institutions providing the service.

**✦ Service Fees**

N/A

**🌐 Application Mechanism**

The website – E-Services Portal

**🕒 Expected Time for Service Implementation**

Three working day.

## 09.05 Renewal of Residence Permit of the Investor whose License is Cancelled

### **Service Description**

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

### **Service Documentations**

1. Copy of the foreign investor's residence permit.
2. Copy of Commercial Registration (CR).

### **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 days.

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

### Service Description

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

### Service Documentations

1. Copy of the foreign investor's residence permit.
2. Copy of Commercial Registration (CR).

### 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 SAGIA, for the investors' need, while considering humanitarian conditions, for example, but not limited to:
  - Sick conditions and provision of medical report
  - Marriage of one of the investor's first-class lineage.
  - Request for exit-re-entry for family members.
3. For investor/investors to acquire a service relays on the governmental agencies rules and procedures to obtain such a service.
4. In case that the entity's owners presented the request to voluntary cancellation, only checks the application on cancellation support letters service under the service no. (08.01) of this manual.

### Service Fees

N/A

### Application Mechanism

The website – E-Services Portal

### Expected Time for Service Implementation

Three working day

## 09.07 Final Exit of the Investor whose License is Cancelled

### Service Description

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

### Service Documentations

1. 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.
2. Copy of the foreign investor's residence permit.
3. Copy of Commercial Registration (CR) after conversion to national entity.

### 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.

### Service Fees

N/A

### Application Mechanism

The website – E-Services Portal

### Expected Time for Service Implementation

Three working days.

## 09.08 Issuance of Supporting Letter for Investor Profession

### Service Description

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

### Service Documentations

1. A copy of the applicant's passport or a copy of the residence in case that the applicant is residing in the kingdom.
2. A proof of the achievement of one of the criteria shall be provided, according to the table below:

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"> <li>1- Patent or intellectual property rights must be registered.</li> <li>2- License activity must reflect investment of the patent or intellectual property rights as a product or innovative activity in the Kingdom.</li> </ol>
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"> <li>1- The ratio of products export shall exceed 80 % of the total quantities licensed by the Authority</li> <li>2- Entity's sales of not less than 15 million SAR during the last two years.</li> <li>3- Product specifications conformity with Saudi Arabia or the Gulf or international specifications</li> </ol>
		New licenses	<ol style="list-style-type: none"> <li>1- The submitted plan shall include a proof that the product is aiming to export.</li> </ol>
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"> <li>1- Manpower of not less than 50.</li> <li>2- Foreigners' ratio in the entity shall not exceed % 25</li> </ol>
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"> <li>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.</li> <li>2- Provide a local bank certificate of cash assets of the entity.</li> </ol>
		New licenses	<ol style="list-style-type: none"> <li>1- Clarify what shows the financial capacity to provide the capital and operating expenses.</li> </ol>



### **Service Rules and Restrictions**

1. The following shall be taken into account in case of requesting investor profession
  - The number of holders of the profession shall not exceed for one person "for each entity."
  - No judicial rulings in criminal or commercial case in the Kingdom or abroad have been passed against the entity or the applicant. The entity and the applicant shall not have any pending cases inside or outside the Kingdom.
  - The scientific qualification for those who wish to obtain this profession shall be the university degree at least.
2. In case of failure in applying the criteria of investor profession, the entity should adapt its situation within a period not exceeding 24 months or before the second renewal of the license.

### **Service Fees**

N/A

### **Application Mechanism**

The website – Complaints and inquiries

### **Expected Time for Service Implementation**

Five working days.

## 09.09 Extension of the Written Notification Deadline

### Service Description

This service provided to extend the grace period issued by SAGIA 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 days.

## 09.10 Reply to the Written Notification

### Service Description

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

### Service Documentations

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

### Service Rules and Restrictions

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

### Service Fees

N/A

### Application Mechanism

The website – E-Services Portal

### Expected Time for Service Implementation

Three working days.

## 09.11 Government Data Update Service

### Service Description

It is a service that aims to reach the "Integrated e-service" through updating government data of investment entity licensed by the SAGIA 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

#### **The Head Office data (mandatory)**

1. Commercial Registration No.
2. Social Security Subscription No.
3. Labor Office No.
4. Identification Number for Zakat
5. Municipal license No., if any (non-mandatory)

#### **Branches data (if any)**

1. Commercial Registration No.
2. Municipal license No., if any (non-mandatory)
3. Branch's location on map (non-mandatory)

### 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 SAGIA 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 SAGIA, 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 days.

## 09.12 Ending of Service Suspension for an Investor in Passports Department

### **Service Description**

A service allowing the entity that cancelled by SAGIA to request ending the suspension at the General Directorate of Passports.

### **Service Documentations**

1. Copy of Commercial Registration (CR).
2. A copy of the investor's Iqama or the general manager's Iqama.

### **Service Rules and Restrictions**

1. Former suspension of services in Passports Dept. requested by SAGIA
2. Investor's need to end such suspension for a period determined by Passports Department.

### **Service Fees**

N/A

### **Application Mechanism**

SAGIA investors' relations centers– appointment reservation

### **Expected Time for Service Implementation**

One working day.

### 09.13 Opening an Account for the Saudi Investor

#### **Service Description**

This service is provided to the Saudi investor who wish to execute their entity's services from the SAGIA investors' relations centers including the e-services.

#### **Service Documentations**

1. A letter issued by the entity and certified by Chamber of Commerce for the request of opening an account in SAGIA.
2. Copy of Commercial Registration (CR).
3. A copy of National ID.

#### **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**

One working day.

## 09.14 Changing the E-Mail

### Service Description

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

### Service Documentations

N/A

### Service Rules and Restrictions

1. The password could be reset in accordance with the following requirements:
  - The password should consist of at least 8 digits: 5 letters, 2 numbers, and one special tag @ !)  
(\$ #
2. Apply for "entity data service update" through service (09.03) of this manual.

### Service Fees

N/A

### Application Mechanism

The website – Contact Us.

### Expected Time for Service Implementation

Immediate.



# **10.00: GOVERNMENT ENTITIES' SERVICES IN SAGIA INVESTORS' RELATIONS CENTERS.**

## **10.01 Ministry of Commerce and Investment**

### **10.01.01 Booking Commercial Name**

#### **Service Description**

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

#### **Service Documentations**

1. A copy of the registration of the foreign company if the intended name is a foreign name.
2. Fill the forms of "Booking Commercial Name" approved by Ministry of commerce and Investment.
3. 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.

#### **Service Fees**

- Payment of fees for the service provider.

#### **Application Mechanism**

SAGIA investors' relations centers– Appointment Reservation

#### **Expected Time for Service Implementation**

One working day.

## 10.01.02 Issuance of Commercial Registration for Sole establishment

### Service Description

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

### Service Documentations

1. A copy of the investment license.
2. Providing identity proof or endorsement letter from the SAGIA if there is no Iqama.
3. The original and a copy of "Booking Commercial Name" according to Service No (10.1.1) of this Manual.
4. Delegation approved for the applicant with a proof of delegating person identity.

### Service Rules and Restrictions

N/A

### Service Fees

- Payment of fees for the service provider.

### Application Mechanism

The website – E-Services Portal

### Expected Time for Service Implementation

Two working days.

### 10.01.03 Issuance of Commercial Registration for Company

#### **Service Description**

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

#### **Service Documentations**

1. A copy of the investment license .
2. The original copy of Articles of Association after notarized by the Notary .
3. Shareholders' resolution to appoint the general manager – if through a separate contract – authenticated by Ministry of commerce and Investment .
4. 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.
5. The original and a copy of "Booking Commercial Name" according to Service No (10.1.1) of this Manual.
6. Delegation approved for the applicant with a proof of delegating person identity.

#### **Service Rules and Restrictions**

1. The company is committed to make an electronic publication through the portal of "my Business" on the website of the Ministry of Commerce and Investment to summarize the contract of incorporation.

#### **Service Fees**

- Payment of fees for the service provider

#### **Application Mechanism**

The website – E-Services Portal

#### **Expected Time for Service Implementation**

Two working days.

#### 10.01.04 Registration of Sole Establishment Branch

##### Service Description

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

##### Service Documentations

1. A copy of the investment license and sublicense.
2. A copy of the main commercial registration.
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 days.

### 10.01.05 Registration of Company Branch

#### Service Description

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

#### Service Documentations

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

#### Service Rules and Restrictions

N/A

#### Service Fees

- Payment of fees for the service provider.

#### Application Mechanism

The website – E-Services Portal

#### Expected Time for Service Implementation

Two working days.

## 10.01.06 Study of Articles of Association of New Company

### Service Description

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

### Service Documentations

1. A copy of the investment license.
2. The Articles of Association of the company.
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. A copy of "Booking Commercial Name" according to Service No (10.01.01) of this Manual.
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

The website – E-Services Portal

### Expected Time for Service Implementation

Two working days.

## 10.01.07 Renewal of Commercial Registration for Sole Establishments

### **Service Description**

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

### **Service Documentations**

1. A copy of the investment license.
2. The original of the commercial registration.
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 days.



## 10.01.08 Renewal of Commercial Registration for Companies

### **Service Description**

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

### **Service Documentations**

1. A copy of the investment license.
2. The original of the commercial registration.
3. 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 days.

## 10.01.09 Conversion of Commercial Registration from Sole establishment to Company

### **Service Description**

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

### **Service Documentations**

1. A copy of the investment license.
2. The original of the commercial registration.
3. The original copy of Articles of Association after notarized by the notary.
4. 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.
5. Providing a bank certificate in case of capital increase.
6. Delegation approved for the applicant with a proof of delegating person identity or power of attorney .

### **Service Rules and Restrictions**

1. The company is committed to make an electronic publication through the portal of "my Business" on the website of the Ministry of Commerce and Investment of the summary of the Memorandum of Association.

### **Service Fees**

- Payment of fees for the service provider.

### **Application Mechanism**

The website – E-Services Portal

### **Expected Time for Service Implementation**

Two working days.

## **10.01.10 Amendment of Commercial Registration for Sole Establishment for Sole Establishments**

### **Service Description**

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

### **Service Documentations**

1. A copy of the investment license after the amendment and the original to validate.
2. The original of the commercial registration.
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 days.

### 10.01.11 Amendment of Commercial Registration for Companies

#### **Service Description**

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

#### **Service Documentations**

1. A copy of the investment license after the amendment and the original to validate.
2. The original of the commercial registration.
3. A copy of Articles of Association.
4. Shareholders' resolution to amend after notarized by the notary and a copy of Articles of Association.
5. Delegation approved for the applicant with a proof of delegating person identity or power of attorney .

#### **Service Rules and Restrictions**

1. The company is committed to make an electronic publication through the portal of "my Business" on the website of the Ministry of Commerce and Investment of the summary of the Memorandum of Association.

#### **Service Fees**

- Payment of fees for the service provider.

#### **Application Mechanism**

The website – E-Services Portal

#### **Expected Time for Service Implementation**

Two working days.

## 10.01.12 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 of the investment license.
2. A copy of the commercial registration.
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 days.

### 10.01.13 Amendment of Company Address

#### Service Description

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

#### Service Documentations

1. A copy of the investment license.
2. A copy of the commercial registration.
3. Delegation approved for the applicant with a proof of delegating person identity or power of attorney .

#### Service Rules and Restrictions

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

#### Service Fees

- Payment of fees for the service provider.

#### Application Mechanism

The website – E-Services Portal

#### Expected Time for Service Implementation

Two working days.

## 10.01.14 Issuance of the Commercial Register for branches of foreign companies

### **Service Description**

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

### **Service Documentations**

1. A copy of the investment license.
2. 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.
3. The partners' decision to open the branch is translated from an approved office approved by the Ministry of Foreign Affairs and the Saudi Embassy.
4. The decision to appoint the branch manager is translated from an accredited office approved by the Ministry of Foreign Affairs and the Saudi Embassy.
5. A copy of the residence of the branch manager or a copy of the passport as detailed in the decision of the partners.
6. 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**

SAGIA investors' relations centers– Appointment Reservation

### **Expected Time for Service Implementation**

Two working days.

## 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 of the investment license.
2. A copy of the commercial registration.
3. Fill the attorney forms approved by Ministry of Justice Electronically.
4. 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.

#### Service Fees

- Payment of fees for the service provider.

#### Application Mechanism

SAGIA investors' relations centers– Appointment Reservation

#### Expected Time for Service Implementation

One working day.



## 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 of the investment license.
2. A copy of the commercial registration.
3. Companies' Article of Association (presence of powers for company manager to mortgage and sign for the company) or power of attorney stating the mortgage.
4. If there is any property in the assets to be mortgaged, the original of title instrument shall be attached.

### Service Rules and Restrictions

N/A

### Service Fees

- Payment of fees for the service provider.

### Application Mechanism

SAGIA investors' relations centers– Appointment Reservation

### Expected Time for Service Implementation

One working day.

### 10.02.03 Authentication of Companies' Article of Association

#### **Service Description**

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

#### **Service Documentations**

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

#### **Service Rules and Restrictions**

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

#### **Service Fees**

- Payment of fees for the service provider.

#### **Application Mechanism**

SAGIA investors' relations centers– Appointment Reservation

#### **Expected Time for Service Implementation**

One working day.

#### 10.02.04 Authentication of Amendment Resolution of Companies' Article of Association

##### Service Description

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

##### Service Documentations

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

##### Service Rules and Restrictions

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

##### Service Fees

- Payment of fees for the service provider.

##### Application Mechanism

SAGIA investors' relations centers– Appointment Reservation

##### Expected Time for Service Implementation

One working day.

## 10.03 Recruitment Affairs

### 10.03.01 Recruitment of Investors' Families

#### Service Description

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

#### Service Documentations

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of the investor's passport.
4. A copy of the Iqama.
5. A copy of the passport of the wife and sons to be recruited.
6. A copy of the marriage contract authenticated by the Saudi Embassy.
7. Fill the "**Recruitment Form**" approved by Recruitment Affairs for the names to be recruited using the same language of the passport authenticated by the Commerce Chamber.

#### Service Rules and Restrictions

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

#### Service Fees

- Payment of fees for the service provider.

#### Application Mechanism

The website – E-Services Portal

#### Expected Time for Service Implementation

Five working day.

### 10.03.02 Recruitment of High Professions' Families

#### **Service Description**

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

#### **Service Documentations**

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of the investor's passport.
4. A copy of the Iqama.
5. A copy of the passport of the wife and sons to be recruited.
6. A copy of the marriage contract authenticated by the Saudi Embassy.
7. A copy of the academic qualification of the applicant authenticated by the Saudi Embassy.
8. Submission of a letter from the entity showing the salary, job title and approval over recruitment for the applicant authenticated by the Commerce Chamber.
9. Fill the "Recruitment Form" approved by Recruitment Affairs for the names to be recruited using the same language of the passport authenticated by the Commerce Chamber.

#### **Service Rules and Restrictions**

1. If the applicant is engineer or accountant, a proof from the Saudi Authority of Engineers and Accountants shall be submitted.

#### **Service Fees**

- Payment of fees for the service provider.

#### **Application Mechanism**

The website – E-Services Portal

#### **Expected Time for Service Implementation**

Five working days.

## 10.04 General Department of Passports

### 10.04.01 Extension of Visit Period

#### Service Description

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

#### Service Documentations

1. Fill the form of "Extension of Visit Period" approved by General Department of Passports.
2. A copy of the visitor's passport and a copy of the visa he/she has used to enter.
3. A copy of the license and the commercial registration.
4. Submission a letter from the entity stating its desire to extend the visa period.
- 5.

#### Service Rules and Restrictions

1. Business and commercial visits can only be extended for one time while family visit can be extended for two times (family visit through Absher System)

#### Service Fees

- Payment of fees for the service provider.

#### Application Mechanism

SAGIA investors' relations centers– Appointment Reservation

#### Expected Time for Service Implementation

One working day.

## 10.04.02 Extension of Travel Visa Period

### **Service Description**

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

### **Service Documentations**

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

### **Service Rules and Restrictions**

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

### **Service Fees**

- Payment of fees for the service provider.

### **Application Mechanism**

SAGIA investors' relations centers– Appointment Reservation

### **Expected Time for Service Implementation**

One working day.

### 10.04.03 Exit and Return Visa

#### **Service Description**

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

#### **Service Documentations**

1. A copy of the investment license .
2. A copy of the commercial registration .
3. A copy of Iqama and passport .
4. Fill the form of "Exit and Return Visa" approved by General Department of Passports .

#### **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**

One working day.



#### 10.04.04 Final Exit Visa (For Investors and General Managers Only)

##### **Service Description**

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

##### **Service Documentations**

1. A copy of the investment license.
2. A copy of the commercial registration.
3. The original copy of Iqama.
4. Fill the form of "Exit and Return Visa" approved by General Department of Passports.

##### **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.

##### **Service Fees**

- Payment of fees for the service provider.

##### **Application Mechanism**

SAGIA investors' relations centers– Appointment Reservation

##### **Expected Time for Service Implementation**

One working day.

#### 10.04.05 Exit and Return Visa for Accompaniers

##### **Service Description**

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

##### **Service Documentations**

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of Iqama.
4. A copy of Paterfamilias's Iqama.
5. Submission of a study proof for male sons who desire to have a visa period more than 6 months.
6. Fill the form of "Exit and Return Visa" approved by General Department of Passports.

##### **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).

##### **Service Fees**

- Payment of fees for the service provider.

##### **Application Mechanism**

The website – E-Services Portal

##### **Expected Time for Service Implementation**

One working day.

#### 10.04.06 Cancellation of Exit and Return Visa

##### **Service Description**

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

##### **Service Documentations**

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

##### **Service Rules and Restrictions**

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

##### **Service Fees**

- Payment of fees for the service provider.

##### **Application Mechanism**

The website – E-Services Portal

##### **Expected Time for Service Implementation**

One working day.

#### 10.04.07 Issuance of New Iqama

##### Service Description

This service is provided to companies' owners who desire to issue a new Iqama.

##### Service Documentations

1. Shareholders' resolution stating the appointment of the General Manager authenticated by the Commerce Chamber.
2. A copy of the investment license .
3. A copy of the commercial registration .
4. A copy of the passport and entrance visa .
5. Submission of overall medical report .
6. Submission of medical insurance .
7. Fill the "Issuance of Iqama form" approved by General Department of Passports .

##### 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.

##### Service Fees

- Payment of fees for the service provider.

##### Application Mechanism

The website – E-Services Portal

##### Expected Time for Service Implementation

One working day.

#### 10.04.08 Issuance of Iqama for Private Driver or Maid

##### **Service Description**

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

##### **Service Documentations**

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of the passport.
4. A copy of Paterfamilias's Iqama.
5. Submission of overall medical report.
6. Fill the "Issuance of Iqama form" approved by General Department of Passports.

##### **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).

##### **Service Fees**

- Payment of fees for the service provider.

##### **Application Mechanism**

The website – E-Services Portal

##### **Expected Time for Service Implementation**

One working day.

#### 10.04.09 Dismissal of an Employee Holding Separate Iqama

##### Service Description

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

##### Service Documentations

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of the passport.
4. The original copy of Paterfamilias's Iqama.
5. Submission of a study proof for male sons who have reached 18 years old.
6. Fill the "Dismissal of an Employee Holding Separate Iqama form" approved by General Department of Passports.

##### 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

One working day.

#### 10.04.10 Renewal of Iqama

##### **Service Description**

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

##### **Service Documentations**

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of Iqama and the passport.
4. Submission of medical insurance.
5. Fill the "Renewal of Iqama form" approved by General Department of Passports.

##### **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.

##### **Service Fees**

- Payment of fees for the service provider.

##### **Application Mechanism**

The website – E-Services Portal

##### **Expected Time for Service Implementation**

One working day.

#### 10.04.11 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 of the investment license.
2. A copy of the commercial registration.
3. 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 SAGIA if the profession is an investor or general manager.

##### **Service Fees**

- Payment of fees for the service provider.
- 

##### **Application Mechanism**

SAGIA investors' relations centers– Appointment Reservation

##### **Expected Time for Service Implementation**

One working day.



#### 10.04.12 Issuance of replacement Copy of Damaged Iqama

##### **Service Description**

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

##### **Service Documentations**

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of Iqama.
4. Fill the "Issuance of Iqama form" approved by General Department of Passports.

##### **Service Rules and Restrictions**

1. Iqama will be delivered through Wasel Service.

##### **Service Fees**

- Payment of fees for the service provider.

##### **Application Mechanism**

The website – E-Services Portal

##### **Expected Time for Service Implementation**

One working day.

#### 10.04.13 Addition of Subordinates to Paterfamilias

##### **Service Description**

This service is provided to companies' owners who desire to add a subordinate to paterfamilias.

##### **Service Documentations**

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of the passport and the visa.
4. A copy of Paterfamilias's Iqama.
5. Submission of a medical report for person above 10 years old.
6. Fill the "Addition of Subordinate form" approved by General Department of Passports.

##### **Service Rules and Restrictions**

1. A copy of birth certificate shall be submitted if the subordinate is born in the Kingdom of Saudi Arabia.

##### **Service Fees**

- Payment of fees for the service provider.

##### **Application Mechanism**

SAGIA investors' relations centers– Appointment Reservation

##### **Expected Time for Service Implementation**

One working day.

#### 10.04.14 Issuance of replacement Copy of Damaged Passport

##### Service Description

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

##### Service Documentations

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of passports.
4. A copy of Iqama.
5. A copy of the entrance visa.
6. Submission of the original of aforementioned passports, if any.
7. Submission of an accredited check against a fine of (1,000 SR).
8. Fill the "Issuance Certificate of replacement Copy of Damaged Passport for Expatriates" approved by General Department of Passports.
9. Fill the "Acknowledgment of Passport Loss form" approved by General Department of Passports.

##### Service Rules and Restrictions

N/A

##### Service Fees

- Payment of fees for the service provider.

##### Application Mechanism

SAGIA investors' relations centers– Appointment Reservation

##### Expected Time for Service Implementation

One working day.

#### 10.04.15 PRINT Application

##### Service Description

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

##### Service Documentations

1. A copy of the investment license.
2. A copy of the commercial registration.
3. 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

SAGIA investors' relations centers– Appointment Reservation

##### Expected Time for Service Implementation

One working day.

## 10.04.16 Bio Fingerprint

### Service Description

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

### Service Documentations

1. A copy of the investment license .
2. A copy of the commercial registration .
3. Submission of the original and a copy of the passport for the new expatriates .
4. 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

SAGIA investors' relations centers– Appointment Reservation

### Expected Time for Service Implementation

One working day.

## 10.04.17 Amendment of Passport Data

### **Service Description**

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

### **Service Documentations**

1. A copy of the investment license.
2. A copy of the commercial registration.
3. Submission of the passport with which he/she has entered the Kingdom and the new subsequent passports with copies thereof.
4. The original copy of Iqama.
5. Fill the "Amendment of Data form" approved by General Department of Passports.

### **Service Rules and Restrictions**

1. If there are accompaniers included in the passport, the original of birth certificate of the accompaniers born in the Kingdom shall be submitted as well as a copy thereof.

### **Service Fees**

- Payment of fees for the service provider.

### **Application Mechanism**

SAGIA investors' relations centers– Appointment Reservation

### **Expected Time for Service Implementation**

One working day.

#### 10.04.18 Information Transfer

##### Service Description

This service is provided to companies' owners who desire to transfer the passport information.

##### Service Documentations

1. A copy of the investment license.
2. A copy of the commercial registration.
3. Submission of the original and a copy of the old passport (all previous passports).
4. Fill the "Information Transfer form" approved by General Department of Passports.

##### Service Rules and Restrictions

N/A

##### Service Fees

- Payment of fees for the service provider.

##### Application Mechanism

SAGIA investors' relations centers– Appointment Reservation

##### Expected Time for Service Implementation

One working day.

## **10.04.19 Sponsorship Transfer and Profession Amendment for General Manager of Foreign Companies Branch**

### **Service Description**

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

### **Service Documentations**

1. A copy of the Companies' Articles of Association authenticated by the Saudi Embassy or a copy of Shareholders' Resolution authenticated by the Saudi Embassy and Articles of Association of the Parent Company in its country authenticated by the Saudi Embassy if shareholders include companies.
2. A copy of the investment license.
3. A copy of the commercial registration.
4. A copy of passports.
5. A copy of Iqama.
6. Submission of the waiver letter issued by the previous Employer authenticated by the Commerce Chamber.
7. Submission of the letter issued by the entity to amend the profession and transfer the sponsorship.
8. Submission of the endorsement letter issued by the SAGIA according to Service No (09.08) of this Manual.
9. 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.
10. Fill the "Sponsorship Transfer and Profession Amendment form" approved by General Department of Passports.
11. 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.

### **Service Fees**

- Payment of fees for the service provider.

### **Application Mechanism**

The website – E-Services Portal

### **Expected Time for Service Implementation**

One working day.

## 10.04.20 Services Transfer for Private Driver and Maid

### Service Description

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

### Service Documentations

1. A copy of the investment license.
2. A copy of the commercial registration.
3. The original and a copy of the passport (all previous passports).
4. A copy of the new Employer's Iqama.
5. Submission of the waiver letter issued by the previous Employer authenticated by the General Department of Passports.
6. A copy of the driving license for the private driver.
7. Fill the "Sponsorship Transfer form" approved by General Department of Passports.

### Service Rules and Restrictions

N/A

### Service Fees

- Payment of fees for the service provider.

### Application Mechanism

SAGIA investors' relations centers– Appointment Reservation

### Expected Time for Service Implementation

One working day.

## 10.05 Ministry of Labor and Social Development

### 10.05.01 Cancellation of Drivers and Servants Visas

#### **Service Description**

This service is provided to companies' owners and employees who desire to cancel the visas previously issued for drivers and servants.

#### **Service Documentations**

1. A copy of the investment license .
2. A copy of the commercial registration .
3. A letter written on entity's publications that contains a table stating the visa number and the professions titles and names to be cancelled authenticated by the Commerce Chamber .
4. A copy of the investor's ID who has submitted the application .
5. The original copies of Iqama to be cancelled .
6. Submission of No (700) regarding the entity at the Recruitment Office.
7. 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 days.

## 10.05.02 Data Updating

### Service Description

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

### Service Documentations

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

### 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

One working day.

### 10.05.03 Services Transfer of Expatriates

#### Service Description

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

#### Service Documentations

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

#### Service Rules and Restrictions

1. Sponsorship transfer is carried out through the Electronic Labor Office except for engineers, companions or any other profession included in the red range .
2. The service is provided only to the companions, subordinates and persons having problem with the system because of deletion or other reason.

#### Service Fees

- Payment of fees for the service provider.

#### Application Mechanism

The website – E-Services Portal

#### Expected Time for Service Implementation

Two working days.

#### 10.05.04 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 of the investment license .
2. A copy of the commercial registration or Municipality License .
3. Submission of the Articles of Association if the amendment is for a company .
4. 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 .
5. 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 .
6. Submission of a copy of the delegation authenticated by the Commerce Chamber or the power of attorney .
7. Delegation approved for the applicant with a proof of delegating person identity, power of attorney or Taqueeb 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

SAGIA investors' relations centers– Appointment Reservation

##### Expected Time for Service Implementation

Two working days

### 10.05.05 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 of the investment license.
2. A copy of the commercial registration.
3. A copy of Social Insurances Certificate.
4. A copy of Zakat and Income Tax Certificate.
5. A copy of the passport and Iqama with submission of the original copies for comparison.
6. The original and a copy of the academic qualification of the employees authenticated by the Saudi Embassy.
7. Application letter to amend the profession written on the company's publications.
8. Delegation for the applicant generated by computer with a proof of delegating person identity.

#### **Service Rules and Restrictions**

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

#### **Service Fees**

- Payment of fees for the service provider.

#### **Application Mechanism**

The website – E-Services Portal

#### **Expected Time for Service Implementation**

Two working days

# **11.00: GENERAL RULES AND PROVISIONS**



## 11.01 Restrictions on Licenses

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

No	Activity	Restrictions
1	Information Technology	- It is not allowed to open a shop
2	Trading Licenses (Foreign 100%)	- Train 15% of Saudis - Not to open more than a shop per district
3	Industrial Licenses	- It is not allowed to open shopping centers for products without obtaining the SAGIA approval
4	Scientific and Technical Office	- Number of technical employees in the office shall be (50) and this number can only increase after the prior consent of the SAGIA - 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 SAGIA annual summary on its activity - 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 - 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
5	Contractions	- It is not allowed to carry on any consultancy activities and design
6	Activities of holding companies	- Obtaining the prior approval of the General Authority for Investment for each project to be established and investment in it.
7	Real estate license	- obtaining the prior approval of the General Authority for 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
8	General restrictions and conditions to be followed by the investor after receiving the license	<u>License Applicant(s) / Entity shall be committed to the following:</u> <ol style="list-style-type: none"> <li>1. Obtaining the required post-SAGIA license's governmental documents within 3 months of issuance of the SAGIA license and obtaining the necessary's documents or licenses from related government agencies - where required- before or after obtaining SAGIA's investment license and SAGIA 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.</li> <li>2. Operating within the licensed field/ industry.</li> <li>3. Implementing the project within the time- frame indicated in this application and within licensed location or branch.</li> <li>4. Using licensed name - as per SAGIA's investment license- in all government documents.</li> <li>5. Renewing SAGIA's investment license annually on time.</li> <li>6. Receiving SAGIA's follow-up officers, cooperating with them and furnishing all required documents and proofs requested during the visit.</li> </ol>

	<ol style="list-style-type: none"> <li>7. Not marketing or selling any non- licensed inside the kingdom of Saudi Arabia.</li> <li>8. Respecting intellectual property rights of others.</li> <li>9. Taking all necessary measures to protect the environment.</li> <li>10. Respecting all local laws and regulations issued by Saudi ministries/ agencies for the entity and its employees.</li> <li>11. Notify SAGIA of any change in contact address, P.O Box, email or phones and fax numbers within (10) working days of the change using SAGIA designed forms no (13.01) from this manual.</li> </ol> <p>Investor(s) acknowledges and undertakes:</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- That licensee shall be use the license issued by the Saudi Arabian General Investment Authority (SAGIA) only for the purpose for which the license issued. The Saudi Arabian Government and SAGIA 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, SAGIA 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.</li> <li>- 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.</li> <li>- That no final ruling/verdicts have been issued against the investor in violation of Foreign Investment Act.</li> <li>- 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.</li> <li>- That the investor(s) will transfer the capital declared in this application to a local bank once the investment licensed is issued.</li> <li>- 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.</li> <li>- That the investor(s) have read and understood the above terms and conditions, commitments, obligations and undertakings and have agreed to them.</li> <li>- 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.</li> </ul>
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### 11.02 License Cancellation by a Resolution of SAGIA's Board (Punitive Cancellation)

Entities for which SAGIA's Board has issued a cancellation resolution is entitled to implement the decision to cancel by:

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

#### **Observations:**

Foreign investor is entitled to the following services:

1. Renewal of residence permit, as per Service No. (09.05) of this Manual;
2. Exit-re-entry visa for the investor whose license is revoked, as per Service No. (09.06) of this Manual.

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

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	--	% 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	--

\* 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.

## 11.04 Rights of Foreign Investor

### **First:** Rights of Foreign Investor in Investment

<b>First: Rights of Applicant of Issuance of New Investment License</b>
<ol style="list-style-type: none"><li>1. The right to respond the application of new license.</li><li>2. The right that the refusal of the new license shall be justified.</li><li>3. The right to appeal of refusal resolution before the Board of Grievances.</li></ol>
<b>Second: Rights of Foreign Investor throughout License Term</b>
<ol style="list-style-type: none"><li>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.</li><li>2. The right to renew the license (for the completed application).</li><li>3. The right to get a suitable period to cure breaches observed.</li><li>4. The right to respond the written letter of breaches within the specified period.</li><li>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.</li><li>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.</li><li>7. The right that the sponsorship of non-Saudi employees is covered by the licensed entity.</li><li>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.</li><li>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.</li><li>10. The right to respond the application of license amendment (for the completed application).</li><li>11. The right to obtain a justified refusal for any amendment application otherwise it will be included under special application in services manual.</li><li>12. The right to respond any inquiry or complaint.</li></ol>
<b>Third: Rights of Foreign Investor after License Cancellation</b>
<ol style="list-style-type: none"><li>1. The right to appeal SAGIA's resolutions after being aware thereof before Appeals Committee.</li><li>2. The right to appeal Appeals Committee's resolutions after being aware thereof before the Board of Grievances.</li><li>3. The right to issue license for liquidation purpose.</li><li>4. The right to sponsorship transfer for the resident foreigner who initiates the application of license cancellation voluntarily according to Service No (9.04) of this Manual.</li><li>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.</li><li>6. The right to obtain exit and re-entry visa for companions.</li><li>7. The right to renew Iqama for one time for the revoked license according to Service No (9.05) of this Manual.</li></ol>

**Second:** Jurisdiction of Judicial Authorities and Quasi-judicial Committees

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

	<p>fulfilled in order that commercial disputes be under the jurisdiction of the Office:</p> <ol style="list-style-type: none"> <li>1. The Plaintiff is a merchant i.e. falling under merchant definition set forth in Article (1) of the Commercial Court Law.</li> <li>2. The defendant is a merchant as well.</li> <li>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.</li> </ol>
<b>Executive Courts</b>	<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"> <li>1. Judgments, decisions and orders issued by the courts.</li> <li>2. The judgments of arbitrators appended by execution order in accordance with the arbitration law.</li> <li>3. Magistrate records interpreted by the relevant bodies or ratified by the courts.</li> <li>4. Commercial documentations.</li> <li>5. Documented contracts and documentations.</li> <li>6. Judgments, judicial orders, the judgments of arbitrators and the documented documentations issued in a foreign country.</li> <li>7. Ordinary documentations which content is acknowledged entirely or partially.</li> <li>8. Contracts and other documentations that have the implementation force under the law.</li> </ol>
<b>Elementary Body for Settlement of Labor Disputes</b>	<p>Elementary Body has jurisdiction to settle the following finally:</p> <ol style="list-style-type: none"> <li>1. Labor disputes of any kind which value does not exceed ten thousand (10,000) Saudi riyals.</li> <li>2. Objection to the penalty imposed by the employer on the worker.</li> <li>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.</li> </ol> <p>Elementary Body has jurisdiction to settle the following primarily:</p> <ol style="list-style-type: none"> <li>1. Labor disputes which value exceeds ten thousand (10,000) Saudi riyals.</li> <li>2. Compensation disputes for work injuries no matter the value of the compensation.</li> <li>3. Disputes of dismissal from work.</li> <li>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.</li> <li>5. The imposition of the penalties for violations, which its punishment is a fine plus consequent punishment.</li> </ol>

<b>Elementary Customs Committee</b>	<p>Customs Committee has jurisdiction over the following:</p> <ol style="list-style-type: none"> <li>1. Consider all smuggling offenses and the like.</li> <li>2. Consider all crimes and offenses committed against the provisions of the Unified Customs Law and its executive regulations.</li> <li>3. Consider the objections to the collection orders pursuant to the provisions of Article (147) of the Unified Customs Law.</li> <li>4. Consider the objections submitted to the fines resolutions in accordance with the provisions of Article 148 of the Unified Customs Law.</li> <li>5. The judgments of Elementary Customs Committee may be appealed before the Appeal Court of Customs Committee</li> <li>6. This Committee shall consider cases filed and issue its decisions by majority.</li> <li>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.</li> </ol>
<b>Committee for Settlement of Banking Disputes</b>	<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>
<b>Commission for Real Property Contributions</b>	<p>Consider all existing real property contributions (licensed and unlicensed).</p>
<b>Zakat and Tax Objection Elementary Committee</b>	<p>These Committees have jurisdiction over zakat and tax disputes arising out between the DZIT and the concerned parties.</p>



## 11.05 Rights of Saudi Arabian General Investment Authority

### **Saudi Arabian General Investment Authority is entitled to:**

1. Inquire about license applicant(s) at any public or private Department inside or outside the Kingdom in order to ensure the integrity of data or information provided by the applicant and such applicant is not entitled to object to this procedure .
2. Obtain the necessary or required information concerning the license applicant(s) account from the Saudi Credit Office (SIMAH). In addition, it is entitled to disclose account information of the license applicant(s) or any other account with the commissioner of the Saudi Credit Office (SIMAH) and / or any other party approved by the Saudi Arabian Monetary Agency (SAMA), if necessary .
3. Use of the information of license applicant(s) before and after the issuance of the license in its various reports and issuances and it is entitled to disclose the information and data on the licensed investment to a third party as it sees fit .
4. Inspect the entity to ensure its compliance with the terms of the investment and its commitment to the terms, commitments and acknowledgments contained in this application and the investor is not entitled to object to that but he must cooperate in providing any information requested during the visit .
5. Issue a query certificate on the licensed entity to whoever request – individuals or entities who wish to check the status of entity before dealing with or by the entity itself if so desired – showing any registered irregularities or complaints about the entity, whether such irregularities have been decided on or not .
6. Prevent the provision of some or all of the services for the investor / investors or for the entity until curing the irregularities committed by the entity, paying all fines and bringing a proof thereof .
7. Board is entitled to revoke the license permanently in cases where SAGIA 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 No (2/74) dated (12/05/1435 AH)

## **12.00: COMMUNICATION WITH SAGIA**

## 12.01 Mechanism of Communication with SAGIA

SAGIA welcomes communication with it through the following contact methods:

1. You can communicate with customer service on toll free number of SAGIA (8002449990) from the Kingdom and number (+966112035777) from outside the Kingdom.
  - Instant Chat by visiting SAGIA website ([www.sagia.gov.sa](http://www.sagia.gov.sa)) and accessing the entity's E-account and clicking on "help" icon.
  - Request to "re-contact" by visiting SAGIA's website ([www.sagia.gov.sa](http://www.sagia.gov.sa)) and accessing the entity's E-account and clicking on "help" icon.
  - SAGIA's official Twitter account @SagiaCare.
  - Contact us through the e-mail ([InvestorCare@sagia.gov.sa](mailto:InvestorCare@sagia.gov.sa)).
2. To inquire on the status of transactions and applications registered with the SAGIA, you can visit SAGIA website ([www.sagia.gov.sa](http://www.sagia.gov.sa)) and log in using the account of entity to know the status of the online application or the Department of Inquiries for the applications submitted through SAGIA investors' relations centers.
3. For complaints, inquiries, suggestions and objections, please visit the website of the SAGIA ([www.sagia.gov.sa](http://www.sagia.gov.sa)) and log in using the account of entity to submit an application. In the unavailability of an account, you can take advantage of the general inquiry form in the Contact Us page at the SAGIA 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.

## 12.02 Addresses of SAGIA investors' relations centers

Detailed Address	Coordinates	QR CODE	Toll-free
<b>Riyadh</b>			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	 Google Map	
<b>Jeddah</b>			
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	 Google Map	
<b>Dammam</b>			
Dammam-Khobar Highway, Cement Towers, the Eastern Province, ground floor Building No.: 8501 Additional No.: 2439 Postal Code: 34421	26.330732, 50.203827	 Google Map	
<b>Madinah</b>			
Al Munawwarah- King Abdullah road - King Abdulaziz roundabout "Tabah" - Comprehensive Service Center Beside Investment Bank Postal Code: 42363	24.482325207094007  ,39.57270753320472		
<b>Jubail Industrial</b>			
Royal Commission in Jubail Industrial Building Number: Investor Relations Department Additional number: 10001 Postal Code: 31961	27.10196, 49.564776		

# 13.00: FORMS

### 13.01 Form of Updating of Entity's Contact Details

M/s. Saudi Arabian General Investment Authority respected ,

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

We \ ..... licensed by Saudi Arabian General Investment Authority 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 Saudi Arabian General Investment Authority  
regarding entity license is the following email (.....). Entity assumes its  
responsibility for reading all messages directed to this email by the Saudi Arabian General  
Investment Authority. 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 Saudi Arabian General Investment Authority 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 Saudi Arabian General Investment Authority by  
any possible way including email, deliver the entity's response on the same and submit the entity's  
applications to the Saudi Arabian General Investment Authority. The entity is committed to notify  
the SAGIA officially immediately after appointment of another officer or change to his data or  
entity's address data .

Yours Sincerely ,

Name :

Signature :

Position:

Hijri Date :

Official Seal of Entity :

Commerce Chamber's Approval:

### 13.02 Service Manual Amendment Form

Service Guide Amendment form نموذج طلب تعديل إجراء على دليل الخدمات

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

**Notes:**

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

# **14.00: APPENDICES**



## **14.01 Appendix (1): List of Businesses Excluded from Foreign Investment**

### **Industrial Sector:**

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

### **Service Sector:**

1. Catering to military sectors.
2. Security and detective services.
3. Real estate investment in Makkah and Madina.
4. Tourist orientation and guidance services related to Hajj and Umrah.
5. Recruitment offices.
6. Printing and publishing. Except the following activities:
  - Pre-printing services internationally classified at (CPC 88442)
  - Printing Presses internationally classified at (CPC 88442)
  - Drawing and calligraphy internationally classified at (CPC 87501)
  - Photography internationally classified at (CPC 875)
  - Radio and Television Broadcasting Studios internationally classified at (CPC 96114)
  - Foreign Media Offices and Correspondents internationally classified at (CPC 962)
  - Promotion and Advertising internationally classified at (CPC 871)
  - Public Relations internationally classified at (CPC 86506)
  - Publication internationally classified at (CPC 88442)
  - Press Services internationally classified at (CPC 88442)
  - Production, selling and renting of computer software internationally classified at (CPC 88)
  - Media consultancies and studies internationally classified at (CPC 853)
  - Typing and copying internationally classified at (CPC 87505 + 87904).
  - Motion picture and video tape distribution services internationally classified at (CPC 96113).
7. Commission agents internationally classified at (CPC 621).
8. Services provided by midwives, nurses, physical therapy services and quasi-doctoral services internationally classified at (CPC 93191).
9. Fisheries.
10. Poison Centers, Blood Banks and Quarantine.