

Business Center
Saudi Arabian General Investment Authority

Licenses Issuance Guide

Foreign & Joint Projects

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Table of Contents

- 5 – Introduction
- 6 - Investor’s Information (Definitions and registration method)
- 7 - **First** : Definitions
- 8 - **Second**: The method of registering a legal entity conforming to activity
- 9 - License conditions and documents
- 10 - Sole Establishment license conditions
- 11 - Required documents to obtain sole establishment license
- 12 - Company license conditions
- 13 - Required documents to issue sole establishment license (owned by persons)
- 14 - Required documents to issue company license (owned by companies and persons)
- 14 - Required documents to issue company license (owned by companies)
- 16 - Foreign Company Branch license conditions
- 17 - Required documents to issue a Foreign Company Branch license
- 18 - The conditions to issue a license of a foreign company scientific and technical office
- 19 - The documents required to issue a license of a Company scientific and technical office
- 20 - Temporal license conditions
- 21 - Required documents to issue a temporal license
- 22 - Required documents to obtain another license for those who have previous license

Third Part: Activities Requirements:

- 31 – Industrial activity requirements
- 32 – Commercial activity requirements
- 33 – Agricultural activity requirements
- 34 – Contracting activity requirements
- 35 – Real estate activity requirements
- 36 – Specialized services activity requirements
- 37 – Non – Specialized services activity requirements
- 38 – Consultant’s activity requirements

Fourth Part: Required documents to amend the license

- 41 – Required documents to change sole establishment into company
- 42- Required documents to change a company into sole establishment
- 43 - Required documents to change a national project into a joint project
- 44 - Required documents to change a joint project (company) into a national project (company)
- 45 - Required documents to amend a propriety into successors
- 46 - Required documents for partners entry (new investor)
- 47 - Required documents for partners entry (an investor who has a license or participates in it)

- 48 - Required documents for entry of Saudi partners
- 49 - Required documents to for entry of partners (licensed company in the kingdom)
- 51 - Required documents for partners' exit
- 52 - Required documents for partners' exit – entry
- 53 - Required documents to redistribute the shares
- 54 - Required documents for merger among industrial projects
- 55 - Required documents for merger among services projects
- 56 - Required documents to amend the trade name
- 57 - Required documents to amend the name of a co. / Est. in a project
- 58 - Required documents to amend products of the industrial projects
- 59 - Required documents to increase the manpower of the industrial projects
- 60 - Required documents to add / amend services project activity
- 61 - Required documents to amend a site
- 62 - Required documents to amend data
- 63 - Required documents to increase the capital
- 64 - Required documents to decrease the capital
- 65 - Required documents to open branches for the licensed company by the authority
- 66 - Required documents to open marketing centers of the industrial projects
- 67 - Required documents to renew the license
- 68 - Required documents to issue a license instead of a lost / damaged old license
- 69 - Required documents to cancel the license

Fifth part: Service addresses and contact numbers:

Introduction:

To prepare the suitable environment to investment, Saudi Arabian General Investment Authority has been concerned to inter into contracts with the local and int'l expertise enterprises to carry out a number of development studies to improve its services, provide all required information for the local and foreign investor in modern and new method through its e-mail, booklets or the guides distributed to the investors; this is an essential aspect to encourage investment in Kingdom of Saudi Arabia.

Accordingly, Saudi Arabian General Investment Authority, entered into contract with a local expert house in order to carry out a study involving developing controls and requirements of issuing the licenses related to foreign and joint projects in the kingdom of Saudi Arabia. One output of the study represented in issuing an comprehensive guide involving licenses issuance conforming to the regulations and laws prevailing in the kingdom of Saudi Arabia according to the signed agreement with the World Trade Organization. This guide shall be as the main reference for the investors and the employees of the Saudi Arabian General Investment Authority and other concerned authorities regarding its contents of conditions, documents, requirements and procedures to ensure clarity and transparency in applying licenses issuance procedures.

This guide has been divided into 5 parts to be used easily; these five parts include: Investor's Information (Definitions and registration method), License conditions and documents, activities requirements, required documents to amend the license, service addresses and contact numbers:

Finally, Saudi Arabian General Investment Authority hopes that this guide would satisfy the users supporting them to access the required information easily.

Part One

Investor's Information (Definitions and registration method)

First: Definitions:

- Authority: is the Saudi Arabian General Investment Authority
- Foreign investor: is the natural person who has Saudi nationality or the legal entity where all the partners have not Saudi nationality
- Foreign investment: is investing foreign finance in licensed activity conforming to this system
- Foreign capital: is the capital including and not restricting to finance and the following rights when they belong to a foreign investor:
 - 1- Money, financial and commercial securities
 - 2- Foreign investment profits in case they are used to increase the capital, expand existing projects or creating new projects
 - 3- Machines, equipments, spare parts, transportation means and production supplies relating to investment
 - 4- Intangible rights represented in licenses, intellectual property rights, know how, administrative skills and production means
 - 5- Commodity enterprises as production projects of industrial and agriculture commodities
- Sole Establishment: is owned by one person who shall be responsible for the debt of the establishment
- Company (consisting of persons): is the company consisting of more than two partners who shall be responsible for the debt of the company conforming to their shares in the capital; the partners number in this company shall not exceed 5 partners
- Company (consisting of persons and companies) : is a company consisting of more than one partner and company responsible for the company debt conforming to their shares in the capital; the partners number in this company shall not exceed 50 partners
- Company (consisting of companies): is a company consisting of more than two companies responsible for the company debt conforming to their shares in the capital; the partners number in this company shall not exceed 50 partners
- Applicant: is the person or any other party authorized to apply and finalize the related procedures conforming to a power of attorney or attested authorization provided that its shall be the investor itself, any of the partners, lawyer office, expedition office or employee who is registered in G O S I

Second: The method of registering a legal entity conforming to activity:

Every investor shall follow the following steps in filling in the investment license form so that to register the legal entity conforming to the related activity; this shall be as follows:

First: choosing the legal entity subject to the license requested by the investor; for example: when the investor selects company license, it shall review the conditions required to fulfilling the requirements

Second: the investor shall select the involving activity and fulfill the related requirements

Third: after finalizing all related documents; they shall be submitted to Saudi Arabian General Investment Authority to issue the license

Second Part

License Conditions and documents

License types according to the legal entity:

Saudi Arabian General Investment Authority shall grant investment license conforming to legal entity as follows:

- 1- Proprietary establishment license
- 2- Company license
- 3- Foreign company branch license
- 4- Technical and scientific office license
- 5- Temporary license

Conditions and documents required to issue the license:

First: Proprietary Establishment conditions

- 1- The investment activity shall not be from the exempted activities of foreign investment
- 2- The applicant shall enter the kingdom for investment; in case the applicant has been working or staying in the kingdom during the previous 3 years, it shall provide no objection letter from its sponsor conforming to the approved form; this letter shall be attested from chamber of commerce
- 3- The investor shall apply all regulations and laws prevailing in the kingdom including (workmen and labor law, G O S I, Zakat, taxes, customs, legal defense regulation, penal procedures regulation, lawyer regulation, companies laws related to commercial registration, commercial fraud, banks control, intellectual property protection regulations, commercial relations regulation, author rights protection regulation, patents regulation, residence regulation, foreign investment law and implementing regulations, complementary decisions, non Saudis property regulation related to real estate and investment and the national industries protection and encouragement regulation) .
- 4- Scientific qualifications and practical experience suitable to the activity to be licensed provided that the profession of the applicant relates to labor or student status
- 5- Providing time table of the project execution
- 6- The investor shall not have been subject to any conviction relating to financial and commercial violation or subject to any violation related to these regulations; it shall not be subject to any future judicial procedures under process in the courts

Required documents to obtain proprietary establishment license:

- 1- The applicant shall fill in an investment license form (typing)
- 2- Copy of the passport
- 3- Two photos of the applicant
- 4- Copy of the enterprise commercial registration from the investor's country attested from the issuing authority and the Saudi embassy in the enterprise country
- 5- Investor's profile
- 6- A copy of trade name booking in case the investor desire to obtain trade name.
- 7- No objection letter from the last sponsor in case the investor has been staying during the last 3 years in the Kingdom starting from the date of the application conforming to the approved form; this letter shall be attested from chamber of commerce
- 8- In case related activity requires the approval of the concerned authority as (financial services, insurance, information, tourism, health or educations), the applicant shall provide the approval of the concerned ministry.
- 9- Authorization to a lawyer office approved to finalize all the procedures, this authorization shall be attested by the Saudi embassy or by the investor in case it enters the kingdom conforming to commercial visa
- 10- Paying all the license issuance fees amounting to SR 2000 (new license)

Note: All documents shall be translated into Arabic by a local approved translation office, in case such documents are in Arabic

Second: Company license conditions:

- 1- The investment activity shall not be from the exempted activities of foreign investment
- 2- All partners (persons) shall enter the kingdom as investors
- 3- The investor shall apply all regulations and laws prevailing in the kingdom including (workmen and labor law, G O S I, Zakat, taxes, customs, legal defense regulation, penal procedures regulation, lawyer regulation, companies laws related to commercial registration, commercial fraud, banks control, intellectual property protection regulations, commercial relations regulation, author rights protection regulation, patents regulation, residence regulation, foreign investment law and implementing regulations, complementary decisions, non Saudis property regulation related to real estate and investment and the national industries protection and encouragement regulation) .
- 4- Providing time table of the project execution
- 5- The investor shall not have been subject to any conviction relating to financial and commercial violation or subject to any violation related to these regulations; it shall not be subject to any future judicial procedures under process in the courts
- 6- The decision of the company board including agreement to participate in the investment in the kingdom, this decision shall be attested from the Saudi embassy for the legal personalities.
- 7- Clarifying if the any of the partners owns ore participates in a previous license issued by Saudi Arabian General Investment Authority where the project is activated or providing a reasonable cause relating to inactivate project
- 8- In case the activity is the same as that of the any of the partners, it is necessary to provide an agreement from the current partners.

Required documents to issue a company license (owned by persons):

- 1- The applicant shall fill in an investment license form (typing)
- 2- Copy of the passport of each partner
- 3- Two photos of the applicant of each partner
- 4- Copy of the enterprise commercial registration from the investor's country attested from the issuing authority and the Saudi embassy in the enterprise country
- 5- Investor's profile of each partner
- 6- A copy of trade name booking in case the investor desires to obtain trade name.
- 7- No objection letter from the last sponsor in case any of the partners have been staying during the last 3 years starting from the date of the application conforming to the approved form; this letter shall be attested from chamber of commerce
- 8- In case related activity requires the approval of the concerned authority as (financial services, insurance, information, tourism, health or educations), the applicant shall provide the approval of the concerned ministry.
- 9- Authorization to a lawyer office approved to finalize all the procedures, this authorization shall be attested by the Saudi embassy or by the investor in case it enters the kingdom conforming to commercial visa
- 10- Paying all the license issuance fees amounting to SR 2000 (new license)

Note: All document shall be translated into Arabic by a local approved translation office, in case such documents are in Arabic

In case there is a Saudi partner:

- I D copy together with family card ore a commercial registration to prove the profession
- An authorization by the Saudi partner to the applicant

In case there is a foreign partner owns or participates in a licensed enterprise:

- 1- License copy
- 2- Commercial registration copy
- 3- The balance sheet of the last fiscal year, in case one year and a half passed at least
- 4- A copy of the valid Zakat and income certificate
- 5- G O S I certificate
- 6- Print (7000)
- 7- A report from the follow up department stating that there are not violations or remarks

Required documents to issue company license (owned by companies and persons)

- 1- The applicant shall fill in an investment license form (typing)
- 2- The company board resolution stating that they desire to invest in the kingdom including partners' names, capital, each partner's percentage, activity, general manger appointment; this decision shall be attested by the concerned authorities and Saudi embassy
- 3- A copy of the participating enterprise commercial registration attested by the concerned authorities and Saudi embassy.
- 4- A copy of the enterprise articles of incorporation attested by the concerned authorities and Saudi embassy
- 5- Copy of the passport of the general manager
- 6- Individual partners requirements (as per the individuals' required documents)
- 7- In case the activity requires the approval of the concerned authority including (financial services, insurance, information, tourism, health or educations), the applicant shall provide the approval of the concerned ministry.
- 8- A copy of trade name booking in case the company desires to obtain trade name.
- 9- Authorization to a lawyer office approved to finalize all the procedures, this authorization shall be attested by the Saudi embassy or by the investor in case it enters the kingdom conforming to commercial visa
- 10- Paying all the license issuance fees amounting to SR 2000 (new license)

Required documents to issue company license (owned by companies):

- 1- The applicant shall fill in an investment license form (typing)
- 2- The company board resolution stating that they desire to invest in the kingdom including partners' names, capital, each partner's percentage, activity, general manger appointment; this decision shall be attested by the concerned authorities and Saudi embassy
- 3- A copy of the participating enterprise commercial registration attested by the concerned authorities and Saudi embassy
- 4- A copy of the enterprise articles of incorporation attested by the concerned authorities and Saudi embassy
- 5- Copy of the passport of the general manager
- 6- In case the activity requires the approval of the concerned authority including (financial services, insurance, information, tourism, health or educations), the applicant shall provide the approval of the concerned ministry.
- 7- A copy of trade name booking in case the company desires to obtain trade name.
- 8- Authorization to a lawyer office approved to finalize all the procedures, this authorization shall be attested by the Saudi embassy or by the investor in case it enters the kingdom conforming to commercial visa
- 9- Paying all the license issuance fees amounting to SR 2000 (new license)

Third : Required documents to issue a Foreign Company Branch license:

- 1- The investment activity shall not be from the exempted activities of foreign investment
- 2- The general manager shall not be a resident of the kingdom in case he is from the owners of the company
- 3- The investor shall apply all regulations and laws prevailing in the Kingdom including (workmen and labor law, G O S I, Zakat, taxes, customs, legal defense regulation, penal procedures regulation, lawyer regulation, companies laws related to commercial registration, commercial fraud, banks control, intellectual property protection regulations, commercial relations regulation, author rights protection regulation, patents regulation, residence regulation, foreign investment law and implementing regulations, complementary decisions, non Saudis property regulation related to real estate and investment and the national industries protection and encouragement regulation) .
- 4- The company shall not have been subject to any conviction relating to financial and commercial violation or subject to any violation related to these regulations; it shall not be subject to any future judicial procedures under process in the courts
- 5- The decision of the company board or the partners stating their desire to open a branch in the kingdom specifying the related activity and appointing the general manger; this decision shall be attested from the Saudi embassy
- 6- The activity to be licensed shall have similar activity in the mother company county

Fourth: The conditions to issue a license of a foreign company scientific and technical office:

- 1- The investment activity shall not be an exempted activity of foreign investment
- 2- The investor shall apply all regulations and laws prevailing in the Kingdom including (workmen and labor law, G O S I, Zakat, taxes, customs, legal defense regulation, penal procedures regulation, lawyer regulation, companies laws related to commercial registration, commercial fraud, banks control, intellectual property protection regulations, commercial relations regulation, author rights protection regulation, patents regulation, residence regulation, foreign investment law and implementing regulations, complementary decisions, non Saudis property regulation related to real estate and investment and the national industries protection and encouragement regulation) .
- 3- The mother company shall not have been subject to any conviction relating to financial and commercial violation or subject to any violation related to these regulations; it shall not be subject to any future judicial procedures under process in the courts
- 4- The approval of the mother company board of directors to open the related office
- 5- The mother company shall be industrial company
- 6- The approval of the Saudi Agency

Required documents to obtain license for scientific and technical office to a Foreign Company:

- 1- The applicant shall fill in an investment license form (typing)
- 2- Two photos of the general manager
- 3- Copy of the passport of the general manger
- 4- The company board decision stating that they desire to invest and open a scientific and technical office of the company in the Kingdom including the activity and appointing the general manager; this decision shall be attested by the concerned authorities and Saudi embassy
- 5- Copy of the enterprise commercial registration from the enterprise country attested from the issuing authority and the Saudi embassy in the enterprise country.
- 6- A copy of the enterprise articles of incorporation attested by the concerned authorities and Saudi embassy
- 7- A copy of the commercial agency of the Saudi agent
- 8- A letter from the Saudi agent stating no objection to open a company technical and scientific office to provide scientific an technical services to the company customers; this letter shall be attested from the chamber of commerce
- 9- Providing the documents stating that the mother company is an industrial company specifying number of technical require to this office
- 10- Authorization to a lawyer office approved to finalize all the procedures, this authorization shall be attested by the Saudi embassy or by the investor in case it enters the kingdom conforming to commercial visa
- 11-Paying all the license issuance fees amounting to SR 2000 (new license)

Fifth: Provisional license conditions

- 1- The applicant shall be a body corporate entering the Kingdom as a investor
- 2- The investor shall apply all regulations and laws prevailing in the Kingdom including (workmen and labor law, G O S I, Zakat, taxes, customs, legal defense regulation, penal procedures regulation, lawyer regulation, companies laws related to commercial registration, commercial fraud, banks control, intellectual property protection regulations, commercial relations regulation, author rights protection regulation, patents regulation, residence regulation, foreign investment law and implementing regulations, complementary decisions, non Saudis property regulation related to real estate and investment and the national industries protection and encouragement regulation) .
- 3- The investor shall not have been subject to any conviction relating to financial and commercial violation or subject to any violation related to these regulations; it shall not be subject to any future judicial procedures under process in the courts
- 4- The investor shall have a government contract conforming to a letter from the client confirming this
- 5- The decision of the company board stating their desire to open a temporal license in the kingdom, appointing the general manager and specifying its powers

Required documents to issue a provisional license:

- 1- The applicant shall fill in an investment license form (typing)
- 2- Two photos of the general manager
- 3- Copy of the passport of the general manger
- 4- The company board decision stating their desire of temporal desire to invest in the kingdom clarifying the site, activity, appointing the general manager and specifying its powers; this decision shall be attested by the concerned authorities and Saudi embassy
- 5- A copy of the enterprise commercial registration from its country attested by the concerned authorities and Saudi embassy
- 6- A copy of the enterprise articles of incorporation from its country attested by the concerned authorities and Saudi embassy
- 7- A copy of the awarding letter or project execution contract signed by the concerned government authority
- 8- Authorization to approved lawyer office or service office to finalize all the procedures, this authorization shall be attested by the Saudi embassy or by the investor in case it enters the kingdom conforming to commercial visa
- 9- Paying all the license issuance fees amounting to SR 2000 (new license)

Required documents to obtain another license for those who have previous license:

- 1- Filling in an investment license form
- 2- A copy of the previous investment(s)
- 3- A copy of the commercial registration of the previous investment(s)
- 4- A copy of the Zakat and income certificate of the previous investment(s)
- 5- A copy of the latest balance sheet of the previous investment(s)
- 6- In case registering any trade mark / name, the approval of the ministry of commerce is required for the suggested name
- 7- A report of visiting the enterprise by the follow up department
- 8- In case the activity is the same as that of the any of the partners, it is necessary to provide an agreement from the current partners.
- 9- A copy of the residence permit / passport where the sponsorship of the investors shall be transferred

Third Part

Activities Requirements

Types of Activities:

The foreign investor shall select the activity type to fulfill related requirements after selecting the legal entity. The activities consist of the following:

- 1- Industrial activity
- 2- Commercial activity
- 3- Agricultural activity
- 4- Contracting activity
- 5- Real estate activity
- 6- Specialized services activity
- 7- Non specialized services activity
- 8- Consulting activity

Special requirement to issue the license of each activity:

First: Industrial activity requirements:

- 1- Undertaking to apply Saudi, U S A and European specifications on the products and manufacturing method where the product specifications and method of production shall conform to the prevailing regulations of the kingdom otherwise U S A and European specifications shall prevail
- 2- The capital shall not be less than one million Saudi Riyal
- 3- Providing a timetable of the project execution steps
- 4- The investor shall provide an undertaking to buy or lease an industrial land to practice investment activity; this shall within one year starting from the license issuance date in case it dose not obtain the land inside the area of industrial cities authority
- 5- In case the capital is more than 5 million Saudi Riyal, the investor shall provide a banking certificate amounting to 25 % of the capital conforming to each partner's share. In case the capital is less than 5 million Saudi Riyal, the investor shall provide a banking certificate amounting to the total capital amount conforming to each partner's share provided that this certificate shall be attested from the Saudi embassy
- 6- The investor shall deposit the capital in an approved bank in kingdom of Saudi Arabia, after investment license issuance and providing the deposit certificate in the name of the enterprise before obtaining the commercial registration (providing a commitment undertaking)

Second: Commercial Activity Requirements;

This included wholesale and retail activities and every field subject to trade investment:

- 1- Providing an undertaking that the percentage of Saudi administrators and technicians shall not be less than 75 %
- 2- A Saudi partner whose shares shall not be less than 25 % from the capital
- 3- The foreign partner's share shall not exceed 75 % of the capital (it shall not be less than 20 million and a figure)
- 4- Providing a commitment undertaking to train 15 % at least of the Saudi employees per year
- 5- Providing a banking certificate stating the financial ability of the foreign investor amounting to (20) million Saudi Riyal conforming to each partner's share; this certificate shall be attested from the Saudi embassy
- 6- Providing a timetable of the project execution steps
- 7- The investor shall deposit the capital in an approved bank in Kingdom of Saudi Arabia, after investment license issuance and providing the deposit certificate in the name of the enterprise before obtaining the commercial registration

Third: Agricultural activity requirements:

- 1- The minimum investment limit is (25) million Saudi Riyal
- 2- Ministry of Agriculture approval
- 3- Providing a banking certificate stating the financial ability of the foreign investor amounting to (25) million Saudi Riyal conforming to each partner's share in the capital; this certificate shall be attested from the Saudi embassy
- 4- Providing a timetable of the project execution steps
- 5- The investor shall present declaration to deposit the capital in an approved bank in kingdom of Saudi Arabia, after investment license issuance and providing the deposit certificate in the name of the enterprise before obtaining the commercial registration.

Fourth: Contracting Activity Requirements:

- 1- The investor shall provide the balance sheet of its enterprise outside the kingdom for the previous 3 years stating the good financial position. This balance sheet shall be prepared by an approved accounting office, attested from the taxes concerned authority in the investor's country and from the kingdom embassy.
- 2- The distinguished works the enterprise performed in the field the investor desires to invest together with the achievement certificates obtained by the enterprise
- 3- The company shall be classified in the same activity in its country; the classification grade shall not be less than the 3rd grade or what is equivalent; this certification shall be attested from the Saudi embassy
- 4- Providing a banking certificate stating each partner' share is not less than (250) thousand Saudi Riyal: this certificate shall be attested from the Saudi embassy
- 5- The legal entity shall be of limited liability
- 6- Providing a timetable of the project execution steps
- 7- The investor shall deposit the capital in an approved bank in kingdom of Saudi Arabia, after investment license issuance and providing the deposit certificate in the name of the enterprise before obtaining the commercial registration

Fifth: Real Estate Activity:

- 1- The real estate value including land shall not be less than (30) million Saudi Riyal
- 2- The real estate shall be invested within 5 years starting from the date of ownership
- 3- The real estate shall be outside the limits of Mecca and Madina
- 4- Providing a banking certificate including the capital or share of each partner in the capital, this certificate shall be attested from the Saudi Embassy
- 5- Providing a timetable of the project execution steps
- 6- Providing a study from a local approved engineering office including the land value and the total value of the project before obtaining the decision the ownership of the estate to be invested
- 7- Providing a commitment undertaking to deposit the capital in an approved bank in the kingdom of Saudi Arabia after issuance of investment license and deposit certificate in the name of the enterprise before obtaining the commercial registration

Sixth: Specialized services activity requirements:

- 1- Obtaining initial approval from the concerned authority
- 2- Providing a timetable of the project execution steps
- 3- Providing a commitment undertaking to deposit the total capital in an approved bank in the kingdom of Saudi Arabia after issuance of investment license; in case the capital is more 5 million Saudi Riyal, depositing 25 % of the capital is sufficient and a deposit certificate in the name of the enterprise before obtaining the commercial registration

Seventh: Non – Specialized services activity requirements:

- 1- Providing a commitment undertaking to employ 50 % of enterprise employees of Saudis
- 2- Providing a timetable of the project execution steps
- 3- Providing a banking certificate stating each partner' share is not less than (250) thousand Saudi Riyal: this certificate shall be attested from the Saudi embassy
- 4- The legal entity shall be of limited liability
- 5- Providing 3 balance sheets attested from the concerned tax authority in the investor's country and Saudi embassy
- 6- Providing a commitment undertaking to deposit the capital in an approved bank in the kingdom of Saudi Arabia after issuance of investment license and deposit certificate in the name of the enterprise before obtaining the commercial registration

Eighth: Consulting activity requirements:

- 1- The license applicant shall have master degree at least in the same activity field; this degree shall be attested from the Saudi embassy
- 2- Providing three recommendation certificates from consulting enterprises, these certificates shall be attested from the Saudi Embassy
- 3- Providing experience certificates indicating practicing the same consulting activity for 5 years at least
- 4- Providing commitment undertaking to employ 75 % the enterprises manpower from Saudis

Fourth Part :

Required documents to amend the license:

First: Changing a proprietary establishment into a company:

Required document to change a sole establishment into a company:

- 1- A letter from the establishment requiring changing the establishment into a company of limited liability including the partners, trade name of the company, names of the partners and their shares provided that shall include a purchasing contract signed by the seller (establishment owner) and the buyer (partner) with their signatures, this letter shall be attested from chamber of commerce
- 2- Original Investment license certificate
- 3- Copy of C. R
- 4- Copy of Zakat and income certificate
- 5- In case there is a Saudi partner, it shall provide copy of I D and a print from the civil status authority indicating the profession
- 6- Filling the license application form (new status)
- 7- In case of registering a commercial name, the approval of the ministry of commerce is required for the suggested name of the company
- 8- The documents of the new (partner(s)) conforming to investment conditions
- 9- The approval of the Saudi development industrial fund related to the industrial projects to be amended or a certificate indicating that there is no existing industrial loan
- 10-An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce
- 11-A report from the follow up department stating that there are not violations or remarks
- 12-Paying all the license amendment fees amounting to SR 2000

Second: Changing a company into a proprietary Est.:

Required documents to change a company into a sole Establishment :

- 1- A letter from the company board requiring changing the company into an establishment after some partners leave the company and sell their shares, the name of the establishment providing that the decision include a purchasing contract signed by the seller (leaving partners) and the buyer (remaining partners); this letter shall be attested from the chamber of comers
- 2- Original Investment license certificate
- 3- Copy of C. R
- 4- Copy of Zakat and income certificate
- 5- Filling the license application form (new status)
- 6- In case of registering a commercial name, the approval of the ministry of commerce is required for the suggested name of the company
- 7- The approval of the Saudi development industrial fund related to the industrial projects to be amended or a certificate indicating that there is no existing industrial loan
- 8- Finalizing the status of the leaving (investor(s) and visiting the follow up department to finalize their procedures
- 9- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce
- 10- A report from the follow up department stating that there are not violations or remarks.
- 11- Paying all the license amendment fees amounting to SR 2000

Changing a national project into a joint project:

Required documents to change a national project into a joint project:

- 1- The resolution of the Saudi company board to change the company into joint investment project together with specifying the partners names, the share of each of them and the commercial suggested name provided that it shall include purchasing contract signed by the buyer and seller; this decision shall be attested from chamber of commerce
- 2- Copy of C. R
- 3- Copy of the company article of incorporation
- 4- Copy of Zakat and income certificate
- 5- Copies of partners' I Ds
- 6- The documents of the new foreign partner(s) conforming to investment conditions
- 7- The approval of the Saudi development industrial fund related to the industrial projects to be amended or a certificate indicating that there is no existing industrial loan
- 8- Filling the license application form (new status)
- 9- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce
- 10- Paying all the license amendment fees amounting to SR 2000

Fourth: Changing joint project into national project:

Require documents to change joint project into national project:

- 1- The decision of the joint project (company) board requiring to change the company into 100 % national investment provided that it shall include purchasing contract signed by the buyer and seller; this decision shall be attested from chamber of commerce
- 2- Copy of C. R.
- 3- Original investment license
- 4- Copy of the company article of incorporation
- 5- Copy of Zakat and income certificate
- 6- Copies of partners' I Ds
- 7- The approval of the Saudi development industrial fund related to the industrial projects to be amended or a certificate indicating that there is no existing industrial loan
- 8- Finalizing the status of the leaving (investor(s) and visiting the follow up department to finalize their procedures
- 9- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce
- 10-Paying all the license amendment fees amounting to SR 2000

Fifth: Amending propriety to heirs successors:

Required documents to amend propriety into heirs;

- 1- A letter from the Co. / Est., etc. stamped with the Co. / Est. official stamp to amend
- 2- A copy of the decree of inheritors / successors together with the original document for verification
- 3- I.Ds 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 lawyer office stating the legal inheritors / successors and distribution way
- 5- Original Investment license
- 6- A copy of the articles of incorporation (companies)
- 7- A copy of the Zakat and income certificate and the last balance sheet
- 8- Approval of the Saudi industrial development fund or a certificate indicating that there is no existing industrial loan
- 9- Filling the license application form (new status)
- 10-An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I or the legal representative); this authorization shall be attested from chamber of commerce
- 11-Paying all the license amendment fees amounting to SR 2000

Sixth: Partners entry (New investor) :

Required documents for partners entry (new partners):

- 1- The decision of the company board including entry of new partners, their names, the share of each of them and suggested commercial name provided that it includes a purchasing contract signed by the buyer and the seller; this decision shall be attested from chamber of commerce
- 2- Copy of C. R
- 3- Copy of Zakat and income certificate
- 4- Original investment license
- 5- Filling the license application form (new status)
- 6- In case registering any trade mark / name, the approval of the ministry of commerce is required for the suggested name
- 7- The documents of the new partner(s) conforming to investment conditions
- 8- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 9- A report from the follow up department stating that there are not violations or remarks
- 10- Paying all the license amendment fees amounting to SR 2000

Seventh: Partners' entry (an investor who has a license or it is a participant in it):

Required documents for investors' entry:

- 1- The decision of the company board including entry of partners (foreign partner), their names, the share of each of them and suggested commercial name provided that it includes a purchasing contract signed by the buyer and the seller; this decision shall be attested from chamber of commerce
- 2- Original investment license
- 3- Copy of C. R
- 4- Copy of Zakat and income certificate
- 5- Filling the license application form (new status)
- 6- A copy of the articles of incorporation (for companies)
- 7- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 8- Paying all the license amendment fees amounting to SR 2000

In case the foreign investor partner (application to enter as a partner), it shall provide:

- 1- Copy of the investment license
- 2- Copy of C. R
- 3- Copy of Zakat and income certificate
- 4- Copy of the last balance sheet
- 5- A copy of the articles of incorporation (for companies)
- 6- A report from the follow up department stating that there are not violations or remarks
- 7- Paying all the license amendment fees amounting to SR 2000

Eighth: Saudi partners' entry:

Required documents for Saudi partners' entry:

- 1- The decision of the company board including entry of partners (Saudis), their names, the share of each of them and suggested commercial name provided that it includes a purchasing contract signed by the buyer and the seller; this decision shall be attested from chamber of commerce
- 2- Original investment license
- 3- Copy of C. R
- 4- Copy of Zakat and income certificate
- 5- Filling the license application form (new status)
- 6- In case registering any trade mark / name, the approval of the ministry of commerce is required for the suggested name
- 7- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 8- The Saudi partner shall provide a copy of the I D and family card to prove the profession
- 9- Paying all the license amendment fees amounting to SR 2000

**Ninth: Companies Entry (licensed companies in the Kingdom):
Required documents for (entry of licensed companies in the Kingdom):**

- 1- The decision of the company board including entry of licensed companies in the kingdom), their names, the share of each of them and suggested commercial name provided that it includes a purchasing contract signed by the buyer and the seller; this decision shall be attested from chamber of commerce
- 2- Original investment license
- 3- Copy of C. R
- 4- Copy of Zakat and income certificate
- 5- Filling the license application form (new status)
- 6- In case registering any trade mark / name, the approval of the ministry of commerce is required for the suggested name
- 7- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 8- Paying all the license amendment fees amounting to SR 2000

The licensed company in the kingdom which desires to enter as a partner shall provide the following:

- 1- The decision of the company board including entry of licensed company as a partner, name of the company and its share; this decision shall be attested from the chamber of commerce
- 2- A copy of the investment license for foreign companies licensed in the kingdom
- 3- Copy of C. R
- 4- Copy of articles of incorporation
- 5- Copy of Zakat and income certificate
- 6- Cop of the last balance sheet
- 7- A report from the follow up department stating that there are not violations or remarks

Tenth: Partners Exit:

Required documents for partners exit:

- 1- The decision of the company board including exit of partner(s), names of the partners, sold share, partners shares after selling provided that there is a purchasing contract signed by the buyer and seller; this decision shall be attested from the chamber of commerce
- 2- Original investment license
- 3- Copy of C. R
- 4- Copy of Zakat and income certificate
- 5- Filling the license application form (new status)
- 6- Finalizing the status of the exiting (investor(s)) from the company and visiting the follow up department to finalize related procedures
- 7- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 8- The approval of the Saudi development industrial fund related to the industrial projects to be amended or a certificate indicating that there is no existing industrial loan
- 9- Paying all the license amendment fees amounting to SR 2000

Eleventh: Exit / Entry Partners:

Required documents for Exit / Entry Partners:

- 1- The decision of the company board including exit / entry partners, names of the partners, sold share, partners shares after selling provided that there is a purchasing contract signed by the buyer and seller; this decision shall be attested from the chamber of commerce
- 2- Original investment license
- 3- Copy of C. R
- 4- Copy of Zakat and income certificate
- 5- Filling the license application form (new status)
- 6- Finalizing the status of the exiting (investor(s)) from the company and visiting the follow up department to finalize related procedures
- 7- New partners' documents as per investment conditions
- 8- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 9- The approval of the Saudi development industrial fund related to the industrial projects to be amended or a certificate indicating that there is no existing industrial loan
- 10- Paying all the license amendment fees amounting to SR 2000

Twelfth: Shares Redistribution:

Required documents for shares redistribution:

- 1- The decision of the company board including shares amendment provided that this decision is attested from the chamber of commerce
- 2- Original investment license
- 3- Copy of C. R
- 4- Copy of the Articles of incorporation
- 5- Copy of Zakat and income certificate
- 6- Filling the license application form (new status)
- 7- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 8- The approval of the Saudi development industrial fund related to the industrial projects to be amended or a certificate indicating that there is no existing industrial loan
- 9- Paying all the license amendment fees amounting to SR 2000

Thirteenth: Merging industrial projects:

Required documents for merger among industrial projects:

- 1- The decision of each company including the merging company and the company to be merged; this decision shall be stamped with the company stamp only
- 2- A copy of the merging agreement between the merging company and the company to be merged signed by all parties stating the percentage of each partner; this shall be attested from the chamber of commerce; in case there are representatives, copies of power of attorneys shall be attached
- 3- Original investment license
- 4- Copy of C. R for the merging company and the company to be merged
- 5- Copy of Articles of incorporation of such companies and supporting documents
- 6- Copy of Zakat and income certificate for the merging company and the company to be merged together with the last balance sheet
- 7- Filling the license application form (new merging status)
- 8- A copy of trade name booking in case the investor desire to obtain trade name.
- 9- The approval of the Saudi development industrial fund related to the industrial projects to be amended or a certificate indicating that there is no existing industrial loan
- 10-An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 11-Paying all the license amendment fees amounting to SR 2000

Fourteenth: Merging services projects:

Required documents for merging services projects:

- 1- The decision of each company including the merging company and the company to be merged stamped with the company official stamp only
- 2- A copy of the merging agreement between the merging company and the company to be merged signed by all parties stating the percentage of each partner; this shall be attested from the chamber of commerce; in case there are representatives, copies of power of attorneys shall be attached
- 3- Original investment license
- 4- Copy of C. R for the merging company and the company to be merged
- 5- Copy of Articles of incorporation of such companies and supporting documents
- 6- Copy of Zakat and income certificate for the merging company and the company to be merged together with the last balance sheet
- 7- Filling the license application form (new merging status)
- 8- In case of registering a commercial name, it is necessary to obtain the approval of the ministry of commerce on the suggested name
- 9- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 10-Paying all the license amendment fees amounting to SR 2000

Fifteenth: Commercial name amendment:

Required documents to amend the commercial name:

- 1- A letter from the Est. or the decision of the company board requiring amending the commercial name; this letter / decision shall be attested from chamber of commerce.
- 2- Providing a certificate from ministry of commerce regarding the suggested name
- 3- Original investment license
- 4- Copy of C. R
- 5- Copy of Zakat and income certificate
- 6- Filling the license application form (new status)
- 7- The approval of the Saudi development industrial fund related to the industrial projects to be amended or a certificate indicating that there is no existing industrial loan
- 8- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 9- Paying all the license amendment fees amounting to SR 2000

Note: All documents and licenses shall be amended conforming to the new name

Sixteenth: Amending the name of a Co. / Est. in the project:

Required documents to amend the name of a Co. / Est. in the project:

- 1- The decision of the company board to amend the name of the partner Co. / Est. provided that this decision shall be attested from chamber of commerce
- 2- Copy of the C. R. of the Co. Est. subject to amendment
- 3- Original investment license
- 4- Copy of C. R
- 5- A copy of Articles of incorporation of each Co. / Est.
- 6- Copy of Zakat and income certificate
- 7- Filling the license application form (new status)
- 8- The approval of the Saudi development industrial fund related to the industrial projects to be amended or a certificate indicating that there is no existing industrial loan
- 9- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 10-Paying all the license amendment fees amounting to SR 2000

**Eighteenth: Increase or modification of industrial project products:
Required documents for increase or amendment of industrial projects
products:**

- 1- A letter from the Est. or the decision of the company board requiring increase or amending the products; this letter / decision shall be attested from chamber of commerce.
- 2- Original investment license
- 3- Copy of C. R
- 4- Copy of Zakat and income certificate
- 5- Filling the license application form (new status)
- 6- The approval of the Saudi development industrial fund related to the industrial projects to be amended or a certificate indicating that there is no existing industrial loan
- 7- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 8- Paying all the license amendment fees amounting to SR 2000

**Eighteenth: Increasing manpower in the industrial projects:
Required documents to increase the manpower in the industrial projects:**

- 1- A letter from the Est. or the decision of the company board requiring increasing or the manpower in the projects; specifying the required number and reasonable causes of increase; this letter / decision shall be attested from chamber of commerce.
- 2- Original investment license
- 3- Copy of C. R
- 4- Copy of Zakat and income certificate
- 5- Filling the license application form (new status)
- 6- Print (700) and G O S I certificate
- 7- A report from the follow up dept. confirming the actual number of manpower.
- 8- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 9- Paying all the license amendment fees amounting to SR 2000

**Nineteenth: Adding or amending any activity to the services projects:
Required documents of adding or amending any activity to the services projects:**

- 1- A letter from the Est. or the decision of the company board requiring adding and amending the new required activity; specifying the required activity and reasonable causes of addition or amendment; this letter / decision shall be attested from chamber of commerce.
- 2- Original investment license
- 3- Copy of C. R
- 4- Copy of Zakat and income certificate
- 5- Filling the license application form (new status)
- 6- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 7- Paying all the license amendment fees amounting to SR 2000

Twentieth: Site amendment:

Required documents of site amendment:

- 1- A letter from the Est. or the decision of the company board requiring amending the site and specifying the project site and the reasonable causes in this regard; this letter / decision shall be attested from chamber of commerce.
- 2- Original investment license
- 3- Copy of C. R
- 4- Copy of Zakat and income certificate
- 5- Filling the license application form (new status)
- 6- The approval of the Saudi development industrial fund related to the industrial projects to be amended or a certificate indicating that there is no existing industrial loan
- 7- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 8- Paying all the license amendment fees amounting to SR 2000

Twenty One: Data Amendment:
Required documents of data amendment:

- 1- A letter from the Est. or the decision of the company board requiring amending the data specifying the data subject for amendment; this letter / decision shall be attested from chamber of commerce.
- 2- Original investment license
- 3- Copy of C. R
- 4- Copy of Zakat and income certificate
- 5- Filling the license application form (new status)
- 6- The approval of the Saudi development industrial fund related to the industrial projects to be amended or a certificate indicating that there is no existing industrial loan
- 7- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 8- Paying all the license amendment fees amounting to SR 2000

Twenty two: Capital Increase:
Required documents for capital increase:

- 1- A letter from the Est. or the decision of the company board requiring increasing the capital specifying the required capital; this letter / decision shall be attested from chamber of commerce.
- 2- Original investment license
- 3- Copy of C. R
- 4- Copy of Article of incorporation for companies
- 5- Copy of Zakat and income certificate
- 6- Filling the license application form (new status)
- 7- The approval of the Saudi development industrial fund related to the industrial projects to be amended or a certificate indicating that there is no existing industrial loan
- 8- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 9- Paying all the license amendment fees amounting to SR 2000

Twenty Three: Capital Decrease:

Required documents for capital decrease:

- 1- A letter from the Est. or the decision of the company board requiring decreasing the capital specifying the required capital; this letter / decision shall be attested from chamber of commerce.
- 2- Original investment license
- 3- Copy of C. R
- 4- Copy of Article of incorporation for companies
- 5- Copy of Zakat and income certificate
- 6- Filling the license application form (new status)
- 7- A report from an approved accountant stating increase of the capital of the enterprise.
- 8- Approval of the Saudi development industrial fund related to the industrial projects to be amended or a certificate indicating that there is no existing industrial loan
- 9- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 10-Paying all the license amendment fees amounting to SR 2000

Twenty Four: Opening branches for the licensed company from the authority:

Required documents for opening branches for the licensed company from the authority:

- 1- A letter from the Est. or the decision of the board of the company licensed by the authority requiring opening branches for the company specifying the site; this letter / decision shall be attested from chamber of commerce.
- 2- Original investment license
- 3- Copy of C. R
- 4- Copy of Article of incorporation for companies
- 5- Copy of Zakat and income certificate
- 6- A report from the follow up dept. stating that there are no violations or remarks.
- 7- Filling the license application form (new status)
- 8- The approval of the Saudi development industrial fund related to the industrial projects to be amended or a certificate indicating that there is no existing industrial loan
- 9- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 10-Paying all the license amendment fees amounting to SR 2000

**Twenty Five: Opening marketing center for the industrial projects:
Required documents of opening marketing center for the industrial projects:**

- 1- A letter from the Est. or the decision of the board of the company requiring opening marketing centers specifying the site and number of centers; this letter / decision shall be attested from chamber of commerce.
- 2- Original investment license
- 3- Copy of C. R
- 4- Copy of the last balance sheet
- 5- Copy of Zakat and income certificate
- 6- Filling the license application form (new status)
- 7- A report from the follow up dept. (in case opening a marketing center for the first time).
- 8- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 9- Paying all the license amendment fees amounting to SR 2000

Twenty Sixth: License renewal:

Required documents to renew the license:

- 1- Filling the application form of license renewal
- 2- Original investment license
- 3- Copy of C. R
- 4- Copy of Zakat and income certificate
- 5- Copy of G O S I certificate
- 6- Copy of municipality certificate
- 7- Copy of chamber of commerce subscription
- 8- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 9- Paying all the license amendment fees amounting to SR 2000

**Twenty Seven: Issuing a license in lieu of lost / damaged license:
Required documents to issue a license instead of lost / damaged old license:**

- 1- A letter from the Est. or the decision of the board of the company requiring **issuing a license instead of lost / damaged old license**; this letter / decision shall be attested from chamber of commerce.
- 2- Original investment license
- 3- Copy of C. R
- 4- Copy of Zakat and income certificate
- 5- A copy of G O S I certificate
- 6- Filling the license application form (lost / damaged old license)
- 7- Undertaking by the investor stating that it has lost the old license.
- 8- Advertisement in an official gazette in this regard.
- 9- An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.
- 10-Paying all the license amendment fees amounting to SR 2000

**Twenty Eight: License Cancellation:
Required documents to cancel the license:**

- 1- A letter from the Est. or the decision of the board of the company requiring canceling the license; this letter / decision shall be stamped with the company official stamp.
- 2- Announcing of canceling the enterprise per the approved form
- 3- Original investment license
- 4- A certificate stating C. R. deletion
- 5- Copy of Zakat and income certificate
- 6- A clearance letter from labor office (print 700)
- 7- A clearance letter from recruitment office (print conforming to resident permit number)
- 8- Clearance letter from G O S I
- 9- Canceling municipality license ore a letter stating that no license have been issued
- 10-Canceling chamber of commerce subscription
- 11-Correcting the investor status in the follow up dept., passport office indicating sponsorship transfer / exit visa only, etc. after the decision of cancellation
- 12-The approval of the Saudi development industrial fund or a certificate indicating that there is no existing industrial loan
- 13-An authorization to the applicant (approved lawyer office, approved services office or Saudi employee included in G O S I); this authorization shall be attested from chamber of commerce.

Note: In case there is no C. R., it is enough to have a letter from ministry of commerce indicating that there is no C. R. in this regard

Fifth Part:

**Comprehensive Service Addresses and contact
Numbers**

