وزارة الاستثمار
Ministry of Investment

Investor Guide

13th Edition 04 – 2026





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01

Purpose of This Guide

This guide aims to clarify the requirements and procedures of the services provided by the Ministry of Investment to enhance efficiency and ensure high-quality service execution for clients. It also serves as a reference for all Ministry employees, clients, and relevant entities, promoting transparency, clarity, and standardization of service procedures.



02

Introduction to Investment Registration in the Kingdom

The procedures for registering new investments in the Kingdom and making amendments are based on solid foundations and objective criteria. These procedures aim to attract and empower serious investments that positively contribute to national economic growth and sustainable development, including:

- Development of Saudi human resources
- Technology transfer and localization
- Diversification of income sources
- Enhancing economic competitiveness in local and global markets
- Balanced regional development
- Export growth

The Ministry of Investment welcomes investors who possess distinguished local or international expertise, financial capability, and organizational structure to activate their investments in the Kingdom.

The Ministry also works on improving the investment environment by offering various opportunities, attracting high-value investments, and providing advanced e-services that ensure speed and flexibility in transactions between investors and the Ministry. Additionally, it coordinates with relevant government agencies and offers post-registration services through Investor Relations Centers.

Furthermore, the Ministry seeks to facilitate the entry of entities with added value, as well as holders of special residency permits, to explore the Saudi market and establish companies under the corporate laws.



03

The Ministry of Investment Services

03.01: Registering for investment

3.1.1 Registering for investment

Service Description

This service enables establishments to register for investment in the Kingdom in accordance with the Investment Law and its Executive Regulations. Registration is available for approved economic activities in Saudi Arabia open to investment (ISIC4) According to the requirements of the activity category (available or restricted).

The investor is entitled to obtain a single investment registration covering multiple activities and fields across different sectors, except for professional activities that require a separate investment registration.

Service Fees

The applicant commits to paying the registration fee later, as determined by the ministry upon approval of the application. Payment must be made within a period not exceeding fifteen (15) business days from the date of notification of the due amount for the service; otherwise, the registration will be considered void.

Service Application Portal

Service Application Portal

Estimated Processing Time

10 Working day

Required Documents

1. A copy of the Commercial Registration of the foreign partner, certified by the Saudi Embassy, along with an attached copy of the registration of the parent company that owns the Commercial Registration of the applying company, in case the nationality of the parent company differs from that of the applying company.
2. A copy of the identity document if one of the partners is a natural person (individual) holding the nationality of a GCC country (if their information is not registered in the Absher system).
3. Financial statements for the last fiscal year of the foreign company applying for registration, authenticated by the Saudi Embassy.
4. Providing the requirements related to the type of activity to be registered in accordance with Section (05.00) of this guide.
5. Holders of the Special Residency Permit are exempted from submitting requirements (1–3) above.

Service Conditions & Restrictions

- The total percentage of the Saudi partner(s) and the capital shall comply with the minimum limits specified for the type of activity in Section (05.00) of this guide.
- Compliance with the specific conditions applicable to the activity to be registered, as set out in Section (05.00) of this guide.
- Disclosure of Beneficial Owner Information in accordance with Section (07.03) of this guide.

3.1.2 Registration of Non-Saudi Companies for the Purpose of Real Estate Ownership

Service Description

This service enables the registration of non-Saudi companies licensed outside the Kingdom that wish to own real estate within the Kingdom of Saudi Arabia, without engaging in any economic activity inside the Kingdom.

Service Conditions & Restrictions

- Appointment of an Individual Authorized Representative on the Company's Official Letterhead - Translated
- Completion of the Digital Identity issuance process through the Kingdom of Saudi Arabia's Missions Abroad, if no identity has been issued in accordance with the applicable regulations in the Kingdom.
- Disclosure of Beneficial Owner Information in accordance with Section (07.03) of this guide.

Required Documents

1. Commercial Registration - Translated
2. Articles of Association - Translated
3. Authorization for the Appointment of the Company's Authorized Representative Ministry Approved Template – Authorization Form (07.02)

Service Fees

No fees apply

Service Application Portal

Electronic Services Portal -Registration for the Purpose of Real Estate Ownership

Estimated Processing Time

10 working days



03.02

Post-Registration Services

3.2.1 Annual Registration Update

Service Description

This service allows for the annual update of data or information of the facility registered in the Ministry of Investment's systems in accordance with what is stipulated in the executive regulations of the investment system.

Required Documents

None

Service Conditions & Restrictions

Disclosure of Beneficial Owner Information in accordance with Section (07.03) of this guide.

Service Fees

The applicant commits to paying the annual update fee later, as determined by the ministry upon approval of the application. Payment must be made within a period not exceeding fifteen (15) business days from the date of notification of the due amount for the service; otherwise, the registration will be considered void.

Service Application Portal

Electronic Services Portal - Investment Registration

Estimated Processing Time

5 working days

3.2.2 Annual Update of Property Ownership Registration for Non-Saudi Companies

Service Description

This service enables the submission of an annual update for companies that own property within the Kingdom of Saudi Arabia. It applies to companies previously registered and holding an active property ownership registration, allowing the competent authority to verify the continuity of the company's legal and operational status

Service Fees

No fees apply

Service Application Location

Electronic Services Portal –Property Ownership

Estimated Processing Time

Immediate

Required Documents

None

Service Conditions & Restrictions

- The company is obligated to ensure that no changes have been made to it in its country of origin after its registration with the Ministry of Investment.
- Disclosure of Beneficial Owner Information in accordance with Section (07.03) of this guide.

Service Conditions & Restrictions

- Fulfilling the conditions and requirements for each service associated with the procedure to be implemented.
- The integration of investment registers and the transfer of economic activities are in accordance with the regulations and categories of investment registers (the following categories of investment records are not integrated: Regional Headquarters(RHQ)/Scientific offices/Economic offices/Professional companies).
- The establishment must comply with the procedures for amending the partner's decision and registering the commercial register within 60 days from the date of amending the investment registration If this is not done, the Ministry of Investment has the right to restore the investment register data to its previous status.
- The total percentage of Saudi (partner(s) and capital shall be consistent with the minimum limits specified for the type of activity in Section (05.00) of this Guide.
- Fulfilling the special requirements contained in Section (05.00) of this Guide.

Service Fees

No fees apply

Service Application Portal

Electronic Services Portal - Ministry Services

Estimated Processing Time

5 working days

3.2.3 Merge Investment Registers

Service Description

This service is provided to establishments that have more than one investment
registration and wish to merge these registrations into a single registration, or to establishments that wish to acquire a different establishment.

Merging cases:

If the request is to acquire an independent legal entity with different partner(s):

1. In the case of a change in partners, a change in shares between partners, or a change in capital, Must be applied for service number 3.2.4.
2. If you wish to add economic activities, apply for the activity modification number service 3.2.6.
3. A request is submitted to cancel one of the establishments/establishments Cancellation service number 3.2.8.

If the application is to merge investment records owned by one legal entity and the same partner(s):

1. In the case of a change in partners, a change in shares between partners, or a change in capital, Must be applied for service number 3.2.4.
2. If you wish to add economic activities, apply for the activity modification number service 3.2.6.
3. A request is submitted to cancel one of the establishments/establishments Cancellation service number 3.2.8.

Required Documents

1. Depending on the type of modification required
2. Partner's decision of merge

3.2.4 Amendment of ownership in registration

Service Description

This service is provided for establishments that wish to amend ownership in the investment registration, for example through redistribution of shares among partners, entry or exit of partners, replacement of an heir, or conversion of the establishment into a 100% national entity, or establishments registered with the Ministry of Investment that wish to merge into another existing company of the same type or a different type, or merge two or more companies to establish a new company, and any changes that may accompany such actions resulting in amendments to the investment registration, or any amendments related to the establishment.

Service Conditions & Restrictions

- The establishment shall complete the procedures for amending the partners' resolution and updating the Commercial Registration within thirty (30) days from the date of amendment of the Investment Registration. If this is not completed, the Ministry of Investment shall have the right to restore the Investment Registration data to its previous status.
- The aggregate percentage of Saudi partners/shareholders in the capital shall comply with the minimum thresholds specified for the type of activity in Section (05.00) of this guide
- Compliance with the special requirements stipulated in Section (05.00) of this guide.
- Disclosure of Beneficial Owner Information in accordance with Section (07.03) of this guide.

Service Fees

No fees apply

Required Documents

1. A letter/resolution of the partners reflecting the required amendment, authenticated by the Chamber of Commerce or the Saudi Embassy for companies from outside the Kingdom.
2. In the event of the entry of a new partner, the requirements and documents for the new partner must be provided in accordance with the registration conditions stated in Section (05.00) of this Guide.
3. In the event of succession by heirs: A document issued by a court or an authorized law firm, specifying the legal shares of the heirs according to Sharia, the method of distribution, and the percentage of each heir's stake in the entity.
4. Submission of the Articles of Association after being aligned by the Ministry of Commerce (Applicable to conversion of the establishment into a 100% national entity requests).

Service Application Portal

- Electronic Services Portal
- Investment Registration

Estimated Processing Time

5 working days

3.2.5 Amendment Property Ownership Registration Information for Non-Saudi Companies

Service Description

This service allows submitting requests to update the amendments and changes made to non-Saudi companies registered with the Ministry of Investment for property ownership, whether the amendment is to:

- Legal entity
- Establishment name
- Company nationality
- Partner names
- Location
- Distribution of shares among partners
- Entry or exit of partners

Service Conditions & Restrictions

Disclosure of Beneficial Owner Information in accordance with Section (07.03) of this guide.

Service Fees

No fees apply

Service Application Location

Electronic Services Portal –Property Ownership

Estimated Processing Time

5 working days

Required Documents

Amendment to Authorized Representative's Details:

- A copy of the power of attorney, plus a passport if the authorized representative is a foreigner.

Amendment to Establishment Details:

- A copy of the commercial registration, plus a copy of the articles of incorporation translated by a certified translation office and authenticated by the Saudi Embassy.

Amendment of Partners' Information:

A copy of the amended Articles of Association / Partners' Resolution, translated by a certified translation office and authenticated by the Saudi Embassy.

3.2.6 Amendment on Economic Activities

Service Description

This service enables the establishment to modify, add or delete activities in its investment register in accordance with the procedures regulating the type of activity (available-restricted), or any amendments related to the establishment.

Required Documents

Fulfilling the special requirements contained in Section (05.00) of this Guide.

Service Conditions & Restrictions

Fulfilling the special requirements contained in Section (05.00) of this Guide.

Service Fees

No fees apply

Service Application Portal

Electronic Services Portal - Ministry Services

Estimated Processing Time

5 working days: for restricted activities/entrepreneurial registration

Immediate: for available activities

3.2.7 Updating/Amendment facility information and data

Service Description

This service aims to provide the Ministry of Investment with an update on the establishment's data, for example (legal entity – name of the establishment – nationality of the partner location – contact officer) and with the information of the general manager and representatives of the establishment, and to designate a delegate with the ministry to receive notices, notifications, decisions, and the like. As well as submitting requests for the facility to the Ministry.

Required Documents

Depending on the type of update requested

Service Conditions & Restrictions

None

Service Fees

No fees apply

Service Application Portal

Electronic Services Portal - Investment Registration

Estimated Processing Time

5 Working days: Capital reduction / Partner nationality / Contact officer

Immediate: Establishment name / Legal entity / Establishment location / Capital increase

3.2.8.2 Issuing a decision to voluntarily cancel registration

Service Description

This service is available for all establishments that wish to issue a decision for voluntary registration cancellation after completing the termination and cancellation of all records, licenses, and certificates associated with their registration with the Ministry of Investment.

Required Documents

1. A certificate of commercial registration cancellation or a statement of non-issuance of a commercial registration issued by the Ministry of Commerce.
2. Proof of the cessation of the unique number with the Zakat, Tax, and Customs Authority.

Service Conditions & Restrictions

Before applying for the service, the establishment must ensure the following:

- Workforce Clearance.
- Closure of the establishment's website and suspension of its business activities.
- Not conducting business or carrying out activities, directly or indirectly.
- Cancellation of the Commercial Registration by the Ministry of Commerce.
- Fulfillment of all outstanding obligations to external parties, including the Ministry of Investment.

Service Fees

No fees apply

Service Application Portal

Electronic Services Portal - Investment Registration

Estimated Processing Time

2 working days

3.2.8 Registration Cancellation

3.2.8.1 Confirmation for Voluntary Cancellation

Service Description

This service is available for all establishments that wish to voluntarily cancel their registration and require endorsement letters from relevant government entities to facilitate the completion of their procedures and the liquidation of the establishment.

Required Documents

- None

Service Conditions & Restrictions

- None

Service Fees

- No fees apply.

Service Application Portal

Electronic Services Portal - Investment Registration

Estimated Processing Time

2 working days

3.2.9 Cancellation of Property Ownership Registration for Non-Saudi Companies

Service Description

This service enables submitting a request by the non-Saudi company to cancel its registration with the Ministry of Investment after verifying that there is no property owned by the establishment or any financial obligations owed by it.

Required Documents

None.

Service Conditions & Restrictions

No property owned by the establishment.

Service Fees

No fees apply

Service Application Location

Electronic Services Portal –Property Ownership

Estimated Processing Time

Immediate

3.3

3.3 Value-Added Services

3.3.1 Strategic Investor Program

Service Description & Benefits

The Strategic Investor Program offers a package of services and benefits to both national and foreign companies that meet the eligibility criteria announced on "Invest in Saudi Arabia." The program aims to enhance the investment environment, create new opportunities for investment, and strengthen confidence. This leads to the diversification of economic activities and an increase in the local economy. The key benefits include:

- Support for the development of investment opportunities
- Provision of specialized economic sector data and information
- Investment reports tailored to foreign countries investing in Saudi Arabia
- Advisory support on legislation and regulations in Saudi Arabia
- Support for issuing professional and operational licenses.
- Guidance on industrial and economic zones
- Consultation on visa requirements and procedures
- Consultation on Saudization requirements and procedures
- Support and solutions to enable investors.
- Support for finding Saudi talent (Miza)
- .Development of investment opportunities in international markets
- Support for communication with foreign governments on investment matters
- Consultation on investment incentives
- Guidance on funding opportunities
- Development of commercial and investment partnerships (alignment)
- Strengthening collaboration in research and development with research centers

Key Benefits for Program Participants:

- Priority access to events
- Event sponsorship and partnership opportunities
- A regular newsletter to track developments in business laws and regulations in Saudi Arabia
- Membership in other government programs for prominent investors
- Access to exclusive products from the private sector
- Dedicated relationship manager support
- Facilitation of obtaining premium residency
- Opportunities to network with decision-makers and leading investors in the Kingdom
- Exclusive channels for investor feedback and suggestions

Service Fees

The establishment must pay the service fees, if applicable, as determined by the Ministry upon approval of the classification mechanism. Payment must be made within 30 days from the notification date of the classification and the applicable fees.

Service Application Portal

Electronic Portal – Strategic Investor Program

Estimated Processing Time

10 working days

For more details about the program and services offered, visit here.

Required Documents for the Service

• Attach the required documents in the electronic application submission form.

Service Conditions & Restrictions

• Registration on the Ministry of Investment website.
• Meeting the eligibility criteria based on the establishment's classification.

Eligibility Criteria

1. Companies registered in prominent government programs.
2. Company size and economic impact.
3. Strategic companies.

Target Groups (Eligible Entities)

• National companies
• Foreign companies registered with the Ministry of Investment
• Companies not registered in the Kingdom.



3.3.2

Miza Program

Service Description

Miza is a leading program under the National Investment Strategy initiatives aimed at enhancing the investor's experience through a seamless and integrated investment journey in the Kingdom of Saudi Arabia. The program offers value-added services through a regulated electronic portal that facilitates investors' access to private sector business service providers, boosting the efficiency of the investment environment and supporting a competitive and sustainable business ecosystem.

Types of Services

The Miza program provides a wide range of services across 12 service portfolios for both local and foreign investors:

- Financial and Accounting
- Legal, tax and compliance
- Business Support
- Information & Communication Technology
- Concierge and Logistics
- Marketing and PR
- Market Analysis
- Human Capital
- Quality Education
- Networking and Events
- Insurance Services
- Real Estate

Required Documents for the Service

None

Service Application Portal

Electronic Portal – Miza Program

Service Conditions & Restrictions

Registration on the Ministry of Investment website

Electronic Portal – Miza Program Estimated Processing Time

5 working days

Service Fees

No fees

For more details about the program and the services provided, visit here.

3.3.3 Investors Matchmaking Service

Service Description

The Investors Matchmaking service is a platform that connects the private sector with promising investment opportunities by providing a comprehensive guide for companies and enabling the presentation and sharing of investment opportunities in an organized and secure environment, The service enables investors to reach strategic partners and build effective investment partnerships that contribute to achieving growth and expansion.

Service Requirements

- Registration in the Investors Matchmaking service.
- Service Conditions & Restrictions
- Presenting investment opportunities / adding the company to the company's directory through the Investors Matchmaking service enables investors to reach potential partners and relevant investors.
- Sharing investment opportunities with current and prospective investors.

Service Fees

No fees apply

Service Application Portal

The electronic portal for the Investors Matchmaking service Investors MatchMakings

Estimated Processing Time

3 working days



04

Government Services at One-Stop-Shop Service Centers

04.01.02 Industrial Mortgage

Service Description

This service is provided to industrial companies that wish to mortgage assets to obtain specific facilities or services.

Required Documents

1. Copy or number of the commercial registration.
2. Articles of incorporation for companies (showing authority for the company's manager to mortgage and sign on behalf of the company), or a legal power of attorney specifying the mortgage.
3. If the mortgaged asset includes property, the original deed must be attached.
4. Provide a letter requesting the Ministry of Investment's endorsement of the mortgage.
5. Provide a letter from the Industrial Development Fund.
6. Provide a statement of the mortgaged assets.

Service Conditions & Restrictions

1. The letter of approval from the Ministry of Investment must include specific details about the mortgaged property, such as the deed number and date, and mention the requesting authority (e.g., court, etc.).

Service Fees

Payment of applicable fees for the government agency providing the service (if any)

Service Application Location

One-Stop Services centers (Jeddah, Dammam)

Estimated Processing Time

1 working day

04.01 Ministry of Justice

04.01.01 Issuance of Power of Attorney

Service Description

This service is provided to companies that wish to issue powers of attorney to representatives for following up on their business operations.

Required Documents

1. Copy of the commercial registration.
2. Proof of identity of the applicant and their position.
3. Articles of Incorporation.

Service Conditions & Restrictions

1. The application number must be attached, filled electronically on the Ministry of Justice website.
2. The official power of attorney form must be completed electronically.
3. For those holding a visitor visa, registration in the Absher service with the border number is required.

Service Fees

Payment of the applicable fees for the government agency providing the service (if any)

Service Application Location

One-Stop Services centers

Estimated Processing Time

1 working day

Service Conditions & Restrictions

For Heirs:
1. The in-kind shares must be detailed (e.g., vehicles should specify type, model, and value; buildings and facilities should specify whether they are leased or provided by the partners).
2. Update the investment registration based on the inheritance deed and legal office's letter.
3. The heirs or their representative must be present.

For Minors:
The guardian or legal representative must either be present with a power of attorney or guardianship.
For Judicial Rulings:
A letter from the family court authorizing the requested amendment, whether it is for sale, transfer, etc., is required.

Service Fees

Payment of applicable fees for the government agency providing the service (if any)

Service Application Location

- One-Stop Services centers (Jeddah) for requests concerning heirs or minors
- One-Stop Services centers (Dammam) for requests concerning heirs, minors, or judicial rulings

Estimated Processing Time

2 working days

04.01.03 Documenting of Company Establishment Contracts

Service Description

This service is provided to companies wishing to document a new or amended founding contract (for heirs, minors, or judicial rulings).

Required Documents

1. Proof of identity for the partners and the company's establishment contract, along with any amendments (if applicable). Alternatively, provide the original notarized and stamped power of attorney, with translations, from all company partners or the manager authorized to sign the establishment contracts.
2. A notarized authorization for the applicant, with proof of the identity of the authorized person, or provide the original legal power of attorney (notarized, stamped, and translated).
3. The inheritance certificate if the request concerns heirs or minors.
4. Guardianship documents for minors and proof of permission for entry or exit of the minor if the request concerns minors.
5. A judicial ruling in the executable format if the request involves a judicial ruling.

Service Conditions & Restrictions

For Heirs:
1. The in-kind shares must be detailed (e.g., vehicles should specify type, model, and value; buildings and facilities should specify whether they are leased or provided by the partners).
2. Update the investment registration based on the inheritance deed and legal office's letter.
3. The heirs or their representative must be present.

For Minors:
The guardian or legal representative must either be present with a power of attorney or guardianship.

For Judicial Rulings:
A letter from the family court authorizing the requested amendment, whether it is for sale, transfer, etc., is required.

Service Fees

Payment of applicable fees for the government agency providing the service (if any)

Service Application Location

- One-Stop Services centers (Jeddah) for requests concerning heirs or minors
- One-Stop Services centers (Dammam) for requests concerning heirs, minors, or judicial rulings

Estimated Processing Time

2 working days

04.01.04 Documenting an Amended Establishment Contract

Service Description

This service is provided to companies wishing to document an amended founding contract for (heirs, minors, or judicial rulings).

Required Documents

1. A copy of the commercial registry.

2. The establishment contract, certified by the Ministry of Commerce (along with the application number from the Ministry of Commerce, if available).

3. Proof of identity for the partners and the company's establishment contract, along with any amendments (if applicable), or provide the original notarized and stamped power of attorney with translations from all company partners or the manager authorized to sign the establishment contracts.

4. A notarized authorization for the applicant, with proof of the identity of the authorized person, or provide the original legal power of attorney (notarized, stamped, and translated).
5. The inheritance certificate if the request concerns heirs or minors.
6. Guardianship documents for minors and proof of permission for entry or exit of the minor if the request concerns minors.
7. A judicial ruling in the executable format if the request involves a judicial ruling.

04.01.06 Trademark Usage Documentation

Service Description

This service is provided to companies wishing to document the usage of their trademarks.

Required Documents

1. A copy of the commercial registration.
2. A copy of the incorporation contracts if the entity is a company.
3. Identification documents for the authorized signatories registered in the incorporation contract and commercial registry, or power of attorney and ID for the agent.

Service Conditions & Restrictions

A letter of intellectual property ownership must be provided

Service Fees

Payment of applicable fees for the government agency providing the service (if any)

Service Application Location

One-Stop Services centers (Jeddah, Dammam)

Estimated Processing Time

1 working day

04.01.05 Real Estate Transfer

Service Description

This service allows for the registration of real estate transfer requests after completing the requirements for the property sale and ownership service.

Required Documents

1. A copy of the commercial registration.
2. A copy of the incorporation contracts if the entity is a company.
3. Identification documents for the authorized signatories registered in the incorporation contract and commercial registry, or power of attorney and ID for the agent.

Service Conditions & Restrictions

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

Service Fees

Payment of applicable fees for the government agency providing the service (if any).

Service Application Location

One-Stop Services centers (Jeddah, Dammam).

Estimated Processing Time

1 working day

04.01.08 Mortgage and Mortgage Release

Service Description

This service is provided to companies wishing to mortgage their property or release the mortgage on their deeds.

Required Documents

1. A copy of the commercial registration.
2. A copy of the incorporation contracts if the entity is a company.
3. Identification documents for the authorized signatories registered in the incorporation contract and commercial registry, or power of attorney and ID for the agent.

Service Conditions & Restrictions

A letter from the mortgaging entity.

Service Fees

Payment of applicable fees for the government agency providing the service (if any)

Service Application Location

One-Stop Services centers (Jeddah)

Estimated Processing Time

1 working day

04.01.07 Debt Acknowledgment and Clearance

Service Description

This service is provided to companies or institutions wishing to create an acknowledgment of debt between themselves and another party or to clear an existing debt.

Required Documents

1. A copy of the commercial registration.
2. A copy of the incorporation contracts if the entity is a company.
3. Identification documents for the authorized signatories registered in the incorporation contract and commercial registry, or power of attorney and ID for the agent.

Service Conditions & Restrictions

None

Service Fees

Payment of applicable fees for the government agency providing the service (if any).

Service Application Location

Service Application Location

Estimated Processing Time

1 working day

04.01.10 Deed Update

Service Description

This service is provided to companies wishing to update their real estate deeds.

Required Documents

1. A copy of the commercial registration.
2. A copy of the incorporation contracts if the entity is a company.
3. Identification documents for the authorized signatories registered in the incorporation contract and commercial registry, or power of attorney and ID for the agent.
4. A copy of the deed to be updated or its number.

Service Conditions & Restrictions

None

Service Fees

Payment of applicable fees for the government agency providing the service (if any)

Service Application Location

• Ministry of Justice Electronic Portal (Najiz)
• If you encounter any technical issues, we are happy to assist you at the One-Stop Services centers (Jeddah)

Estimated Processing Time

1 working day

04.01.09 Deed Modification

Service Description

This service is provided to companies wishing to modify their real estate deeds.

Required Documents

1. A copy of the commercial registration.
2. A copy of the incorporation contracts if the entity is a company.
3. Identification documents for the authorized signatories registered in the incorporation contract and commercial registry, or power of attorney and ID for the agent.

Service Conditions & Restrictions

None

Service Fees

Payment of applicable fees for the government agency providing the service (if any).

Service Application Location

One-Stop Services centers (Jeddah).

Estimated Processing Time

1 working day

04.02.02 Final Exit Visa for Investors and Senior Professions

Service Description

This service is provided to company owners who wish to obtain a final exit visa for themselves or their senior professionals (Investor, General Manager, CEO, Chairman of the Board) only.

Required Documents

1. A copy of the commercial registration.
2. A copy of the incorporation contracts if the entity is a company.
3. A copy of the commercial registration.
4. Original and copy of the residence permit.
5. Original and copy of the passport.
6. A copy of the investment registration

Service Conditions & Restrictions

1. If the investor requests a final exit visa while the company remains operational, they must provide proof of exit from the company and document the establishment or appointment of a proxy to sign the contract for the investor's exit. Additionally, they must submit a clearance letter for domestic workers under their sponsorship.
2. Fill out the approved unified passport form by the General Directorate of Passports.

Service Fees

Payment of applicable fees for the government agency providing the service (if any)

Service Application Location

- In-person for investors at the service provider's location – One-Stop Services centers
- Electronic Government Services Portal - Government Services - General Directorate of Passports

Estimated Processing Time

1 working day

04.02 General Directorate of Passports

04.02.01 Exit and Re-Entry Visa

Service Description

This service is provided to company owners who wish to obtain a new exit and re-entry visa for the owners or directors of the company in professions such as Investor, General Manager, CEO, or Chairman of the Board, as well as their companions.

Required Documents

1. A valid copy of the commercial registration.
2. A valid copy of the investment registration.
3. A copy of the residence permit and passport.
4. A copy of the head of household's residence permit.

Service Conditions & Restrictions

1. Fill out the approved unified passport form by the General Directorate of Passports, and have the form approved by the service center.
2. This service is provided through the Absher or Muqeem system. If the application cannot be submitted, proof of the issue should be provided.

Service Fees

Payment of applicable fees for the government agency providing the service (if any)

Service Application Location

- Electronic portal (Absher platform for investors, Muqeem platform for senior professions).
- Electronic Government Services Portal - Government Services - General Directorate of Passports.
- If you encounter any technical issues, we are happy to assist you at the One-Stop Services centers.

Estimated Processing Time

1 working day

Service Fees

Payment of applicable fees for the government agency providing the service (if any)

Service Application Location

- Electronic Portal (Absher Platform – Muqeem Platform)
- Government Services Portal - General Directorate of Passports
- In case of technical issues, the service is available at the One-Stop Services centers

Estimated Processing Time

1 working day

04.02.03 Cancel Exit and Re-Entry Visa

Service Description

This service is available for company owners and employees who wish to cancel a previously issued exit and re-entry visa.

Required Documents

1.A copy of commercial registration.
2.A copy of the investment registration.
3.Submission of a letter from the company or establishment stating the application.

Service Conditions & Restrictions

1. If the visa has been unused for more than 3 months, a penalty of 1,000 SAR will apply, to be paid through an ATM.
2. This service can be accessed via the Absher or Muqeem systems (if unable to apply online, proof of this must be provided).

Service Fees

Payment of applicable fees for the government agency providing the service (if any).

Service Application Location

• Electronic Portal (Absher Platform – Muqeem Platform).
• Government Services Portal - General Directorate of Passports.
• In case of technical issues, the service is available at the One-Stop Services centers.

Estimated Processing Time

1 working day

04.02.04 Issuance of a New Residency Permit

Service Description

This service is available for company owners who wish to issue a new residency permit.

Required Documents

1. A copy of the valid commercial registration.
2. A copy of the valid investment registration.
3. A copy of the passport with the entry visa

Service Conditions & Restrictions

1. If the request is for issuing a residency permit for a General Manager, a copy of the commercial registration with the General Manager's name must be provided.
2. If requesting a residency permit for the General Manager, an electronic work permit must be issued from the Ministry of Human Resources and Social Development's website.
3. A comprehensive medical report must be electronically submitted to the General Directorate of Passports.
4. An electronic health insurance certificate must be submitted to the General Directorate of Passports.
5. Fill out the unified (passport) form approved by the General Directorate of Passports and have it verified by the One-Stop Services centers.
6. This service can be accessed via the Absher or Muqeem systems (if unable to apply online, proof of this must be provided).

04.02.06 Separation of Dependent with Independent Residence Permit

Service Description

This service is provided to company owners and workers who wish to separate a dependent with an independent residence permit.

Required Documents

1. A copy of the commercial registration.
2. A copy of the investment registration.
3. A passport copy.
4. Original residence permit of the head of the family.
5. Proof of education for male children who are over 18 years old.
6. A commitment not to marry for female children over 18 years old

Service Conditions & Restrictions

1. Filling out the approved "Separation of Dependent with Independent Residence Permit" form from the General Directorate of Passports.
2. This service is provided through the Absher or Muqeem systems (if issuance is not possible, proof of this must be provided).

Service Fees

Payment of any applicable fees to the government entity providing the service

Service Application Location

-Electronic Services Portal - Government Services - General Directorate of Passports.
-Electronic Portal (Absher Platform - Muqeem Platform).
-If you face any technical issues, we are happy to assist you at the One-Stop Services centers.

Estimated Processing Time

1 working day

04.02.05 Issuance of Residence Permit for Private Driver or Maid

Service Description

Service Description:
This service is provided to company owners who wish to issue a new residence permit for a private driver or domestic worker.

Required Documents

1. A valid commercial registration copy.
2. A copy of the investment registration.
3. A passport copy.
4. A copy of the Employer residence permit.

Service Conditions & Restrictions

- This service is provided through the Absher or Muqeem systems (if issuance is not possible, proof of this must be provided).
- A comprehensive electronic medical report sent to the General Directorate of Passports.
- Filling out the approved "Issuance of Residence Permit" form from the General Directorate of Passports.

Service Fees

Payment of any applicable fees to the government entity providing the service

Service Application Location

- Electronic Portal (Absher Platform - Muqeem Platform)
- Electronic Services Portal - Government Services - General Directorate of Passports
- If you face any technical issues, we are happy to assist you at the One-Stop Services centers

Estimated Processing Time

1 working day

04.02.08 Cancellation of Residence Permit for Individuals Who Left and Did Not Return

Service Description

This service is provided for establishments that wish to cancel the residence permit for investors or managers who left the Kingdom and did not return within the visa validity period

Required Documents

1. A copy or number of the commercial registration.
2. A copy of the investment registration.
3. Original residence permit.

Service Conditions & Restrictions

1. The application must be submitted after 31 days have passed since the return visa expiration.
2. Payment of the fine for losing the residence permit (1000 SAR).
3. Submission of a letter on the establishment's letterhead requesting the service, certified by the Chamber of Commerce.

Service Fees

Payment of any applicable fees to the government entity providing the service

Service Application Location

• Electronic Services Portal - Government Services - General Directorate of Passports
• If you face any technical issues, we are happy to assist you at the One-Stop Services centers

Estimated Processing Time

1 working day

04.02.07 Residence Permit Renewal

Service Description

This service is provided to company owners who wish to issue a new residence permit for owners, managers, and their dependents.

Required Documents

1. A copy of the commercial registration.
2. A copy of the investment registration.
3. A copy of the residence permit and passport.

Service Conditions & Restrictions

If renewing the residence permit for the General Manager, the following must be provided:

- Work card.
- Commercial registration containing the name of the General Manager.
- Filling out the approved "Residence Permit Renewal" form from the General Directorate of Passports.
- A comprehensive electronic medical insurance report sent to the General Directorate of Passports.
- This service is provided through the Absher or Muqeem systems (if issuance is not possible, proof of this must be provided).

Service Fees

Payment of any applicable fees to the government entity providing the service

Service Application Location

• Electronic Portal (Absher Platform - Muqeem Platform)
• Electronic Services Portal - Government Services - General Directorate of Passports
• If you face any technical issues, we are happy to assist you at the One-Stop Services centers

Estimated Processing Time

1 working day

04.02.10 Adding Dependent to Head of Household

Service Description

This service is provided to company owners who wish to add a dependent to the head of household.

Required Documents

1. A copy of the commercial registration.
2. A copy of the investment registration.
3. A copy of the residence permit and passport.
4.The original copy of Paterfamilias Iqama.

Service Conditions & Restrictions

1. A birth certificate must be provided if the dependent was born in the Kingdom of Saudi Arabia.
2. Filling out the approved "Add Dependent" form from the General Directorate of Passports.

Service Fees

Payment of any applicable fees to the government entity providing the service

Service Application Location

• Electronic Services Portal - Government Services - General Directorate of Passports
• If you face any technical issues, we are happy to assist you at the One-Stop Services centers

Estimated Processing Time

1 working day

04.02.09 Issuance of Replacement for Lost Residence Permit

Service Description

This service is provided to company owners and workers who wish to issue a replacement for a lost residence permit.

Required Documents

1. A copy or number of the commercial registration.
2. A copy of the investment registration.
3. A copy of the residence permit (if available).

Service Conditions & Restrictions

1. Filling out the approved "Residence Permit Issuance" form from the General Directorate of Passports.
2. Filling out the approved "Lost Residence Permit" form from the General Directorate of Passports

Service Fees

Payment of any applicable fees to the government entity providing the service

Service Application Location

• Electronic Services Portal - Government Services - General Directorate of Passports
• If you face any technical issues, we are happy to assist you at the One-Stop Services centers

Estimated Processing Time

1 working day

04.02.11 PRINT Application

Service Description

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

Required Documents

1.A copy of commercial registration.
2.A copy of the investment license.
3.A letter from the company or establishment stating the request for PRINT document

Service Conditions & Restrictions

None

Service Fees

Payment of any applicable fees to the government entity providing the service

Service Application Location

•E-Services Portal - Government Services - General Department of Passports
•If you encounter any technical problem, we will be pleased to serve you at Ministry of Investment investors' relations centers (Jeddah and Riyadh cities)

Estimated Processing Time

1 working day

04.02.12 Biometric Fingerprint

Service Description

This service is provided to establishments that wish to register biometric fingerprints for investors and managers.

Required Documents

1. A copy of the commercial registration.
2. A copy of the investment registration.
3. Original and copy of the passport.
4. Original and copy of the residence permit for residents.

Service Conditions & Restrictions

None

Service Fees

Payment of any applicable fees to the government entity providing the service

Service Application Location

One-Stop Services centers (Jeddah - Riyadh)

Estimated Processing Time

1 working day

04.02.13 Passport Information Update

Service Description

This service is provided to company owners and managers who wish to update their passport details.

Required Documents

1. A copy of the commercial registration.
2. A copy of the investment registration.
3. The old and new passport, along with the originals.
4. Original residence permit.

Service Conditions & Restrictions

1. Filling out the approved "Passport Information Update" form from the General Directorate of Passports.

Service Fees

Payment of any applicable fees to the government entity providing the service.

Service Application Location

- Electronic Services Portal - Government Services - General Directorate of Passports
- If you face any technical issues, we are happy to assist you at the One-Stop Services centers

Estimated Processing Time

1 working day

04.02.14 Sponsorship Transfer and Modification of Senior Occupations

Service Description

This service is provided to establishments that wish to transfer sponsorship or modify the profession for senior positions (General Manager, CEO, Chairman of the Board).

Required Documents

1. A copy of the commercial registration.
2. A copy of the investment registration.
3. Original and copy of the passport.
4. Original and copy of the residence permit.
5. A letter of resignation from the previous employer, certified by the Chamber of Commerce.
6. A letter from the establishment requesting the profession modification and sponsorship transfer.
7. Approval from the Ministry of Human Resources and Social Development for Transfer of Worker's (service No. 04.03.02) and Change of Occupation (service No. 04.03.04) as per this guide.
8. A certified authorization letter for the applicant with proof of the authorized person's identity or a legal power of attorney.

Service Conditions & Restrictions

1. Completion of the electronic procedures for employer approval.
2. Filling out the approved "Sponsorship Transfer and Profession Modification" form from the General Directorate of Passports.

Service Fees

Payment of any applicable fees to the government entity providing the service

Service Application Portal

- Electronic Services Portal - Government Services - General Directorate of Passports.
- Electronic Portal (Absher Platform - Muqeem Platform)
- If you face any technical issues, we are happy to assist you at the One-Stop Services centers

Estimated Processing Time

1 working day

04.02.15 Transfer of Sponsorship for Private Driver or Domestic Worker

Service Description

This service is provided to company owners who wish to transfer the sponsorship for a private driver or domestic worker.

Required Documents

1. A copy of the commercial registration.
2. A copy of the investment registration.
3. Original and copy of the passport.
4. A copy of the new employer's residence permit.
5. A resignation letter from the previous employer, certified by the General Directorate of Passports.
6. A copy of the private driver's driving license.
7. A bank statement or a salary printout from social insurance.

Service Conditions & Restrictions

1. Filling out the approved "Sponsorship Transfer" form from the General Directorate of Passports.
2. Submitting the request in advance via the "Musaned" platform and obtaining approval before visiting the General Directorate of Passports.

Service Fees

Payment of any applicable fees to the government entity providing the service

Service Application Portal

- Electronic Portal (Absher Platform - Muqeem Platform)
- If you face any technical issues, we are happy to assist you at the One-Stop Services centers

Estimated Processing Time

1 working day

04.03 Ministry of Human Resources and Social Development

04.03.01 Data Update

Service Description

This service is provided to establishments that wish to update their data.

Required Documents

1. A copy of the investment registration.
2. A copy of the commercial registration.
3. A license from the relevant authority (if available).
4. A copy of the municipal license.

Service Conditions & Restrictions

1. A registered Saudi authorized representative who is listed as a user of the establishment or account manager in electronic services.

Service Fees

Payment of any applicable fees to the government entity providing the service

Service Application Location

- The Ministry of Human Resources and Social Development Electronic Portal
- Electronic Services Portal - Government Services - Ministry of Human Resources and Social Development.
- If you face any technical issues, we are happy to assist you at the One-Stop Services centers

Estimated Processing Time

1 working day

04.03.02 Transfer of Worker's Services

Service Description

This service is provided to establishments that wish to transfer a worker's services to their company.

Service Fees

Payment of any applicable fees to the government entity providing the service

Service Application Location

- Electronic Services Portal - Government Services - Ministry of Human Resources and Social Development
- If you face any technical issues, we are happy to assist you at the One-Stop Services centers (Jeddah - Riyadh)

Estimated Processing Time

2 working days

Required Documents

1. A letter to the representative of the Ministry of Human Resources and Social Development, stating the establishment's request to transfer the worker to work with them, certified by the Chamber of Commerce.
2. A resignation letter from the previous establishment on its letterhead, certified by the Chamber of Commerce.
3. A declaration from the concerned worker agreeing to transfer the sponsorship.
4. A copy of the investment registration.
5. A copy of the commercial registration.
6. A copy of the residence permit.
7. A copy of the passport.
8. A certified authorization letter for the applicant with proof of the authorized person's identity or a legal power of attorney

Service Conditions & Restrictions

1. The sponsorship transfer is carried out via the Qiwa platform, affiliated with the Ministry of Human Resources and Social Development.
2. The service is provided only for dependents and those facing issues with the system, via the electronic services portal on the Qiwa platform, affiliated with the Ministry of Human Resources and Social Development.
3. Filling out the approved "Transfer of Services" form from the Ministry of Human Resources and Social Development.

04.03.03 Modify Trade Name

Service Description

This service is provided to establishments that wish to modify the registered name of the establishment.

Required Documents

1. A copy of the investment registration before and after the modification.
2. A copy of the commercial registration before and after the modification.
3. A copy of the founding contract before and after the modification.

Service Conditions & Restrictions

None.

Service Fees

Payment of any applicable fees to the government entity providing the service

Service Application Location

• Electronic Services Portal - Government Services - Ministry of Human Resources and Social Development

• The Ministry of Human Resources and Social Development Electronic Portal (Qiwa Platform).

• If you face any technical issues, we are happy to assist you at the One-Stop Services centers (Jeddah - Riyadh)

Estimated Processing Time

1 working day

04.03.04 Change of Occupation (Executive Positions)

Service Description

This service is provided to companies that wish to modify occupations to executive positions (General Manager, CEO, Chairman of the Board).

Required Documents

1. A copy of the investment registration.
2. A copy of the commercial registration.
3. A copy of the founding contract.
4. A request letter for the occupation change on the company's letterhead, certified by the Chamber of Commerce.
5. A declaration from the foreign worker requesting the occupation change.
6. A copy of the residence permit.
7. A copy of the applicant's ID.

Service Conditions & Restrictions

1. The request must be submitted through the Electronic Services Portal on the Qiwa platform of the Ministry of Human Resources and Social Development.
2. If there is an issue submitting the request through the platform, manual submission or submission via the Ministry of Investment's electronic services is required, with the noted issue attached.
3. A Saudi-appointed authorized person must be registered as the company's user or account manager in the electronic services.
4. Fill out the "Transfer of Services" form approved by the Ministry of Human Resources and Social Development.

Service Fees

Payment of any applicable fees to the government entity providing the service

Service Application Location

1. The Ministry of Human Resources and Social Development Electronic Portal (Qiwa Platform)
2. If you face any technical issues, we are happy to assist you at the One-Stop Services centers

Estimated Processing Time

2 working days

04.03.05 Activate Business File

Service Description

This service is provided to companies that wish to activate a new business file.

Required Documents

1. A copy of the investment registration.
2. A copy of the commercial registration.
3. The file opening request number.

Service Conditions & Restrictions

1.The file opening request must be submitted through the Ministry of Human Resources and Social Development website.

Service Fees

Payment of any applicable fees to the government entity providing the service

Service Application Location

• The Ministry of Investment website – Electronic Services Portal for inquiries and complaints

• If you face any technical issues, we are happy to assist you at the One-Stop Services centers

Estimated Processing Time

1 working day

04.03.06 Cancel Business File

Service Description

This service is provided to companies that wish to cancel their business file with the Ministry of Human Resources and Social Development

Required Documents

1. A copy of the commercial registration cancellation.
2. Cancellation of related licenses

Service Conditions & Restrictions

1. A designated account manager for the company is required.
2. The request must be submitted through the Ministry of Human Resources and Social Development's electronic services. If there is no account manager for the unified number, a legal authorization from a Saudi agent with a copy of their ID must be provided.

Service Fees

Payment of any applicable fees to the government entity providing the service

Service Application Location

• Ministry of Human Resources and Social Development website

• If you face any technical issues, we are happy to assist you at the One-Stop Services centers

Estimated Processing Time

1 working day

04.03.07 Transfer of Establishment File Under Process

Service Description

This service is offered to businesses that wish to convert their file from an individual establishment (institution) to a company.

Service Application Location

None

Estimated Processing Time

1 working day

Required Documents

1. A copy of the investment register.
2. A copy of the commercial register.
3. A copy of the founding contract.
4. A certificate from the Ministry of Commerce.
5. A certified commitment letter from the Chamber of Commerce addressed to the Ministry of Human Resources and Social Development, confirming the transfer of all labor and that there are no workers outside the kingdom or unused visas.
6. A certificate of cancellation or transfer of ownership for licenses to a company (municipality, Ministry of Transport, Ministry of Health, Ministry of Education, Ministry of Media).
7. A copy of the employer's ID.

Service Conditions & Restrictions

1. Payment of the consolidated bill.
2. Resolving any existing issues if present.
3. No labor disputes pending against the establishment.
4. No expired work permits.

Service Fees

Payment of any applicable fees to the government entity providing the service

04.03.09 Issuance of Visa for Senior Professions

Service Description

This service is for businesses wishing to issue a new work visa for high-level professions (General Manager, CEO, Chairman of the Board).

Required Documents

1. A copy of the investment register.
2. A copy of the commercial register.
3. A copy of the passport.
4. A copy of the founding contract.
5. Specify nationality and country of arrival.

Service Conditions & Restrictions

If a visa has been issued for one of the high-level professions before, the second visa can be issued via the electronic services of the Ministry of Human Resources under the establishment's account.

Service Fees

Payment of any applicable fees required by the government entity providing the service

Service Application Location

• The website of the Ministry of Investment – Electronic Services Portal (inquiries and complaints)
• The website of the Ministry of Human Resources and Social Development – Establishment account.
• In case of technical issues, the service can also be accessed at One-Stop Services centers

Estimated Processing Time

1 working day

04.03.08 Registration of Unified Number Account Manager

Service Description

This service is for establishments that desire to register an account manager in the Ministry of Human Resources and Social Development.

Required Documents

1.A copy of the commercial registration.
2.A copy of the Articles of Association.
3.A copy of the applicant's ID.
4.A letter from the establishment requesting the registration of an account manager certified by the Chamber of Commerce.

Service Conditions & Restrictions

•E- Services portal of Ministry of Human Resource and Social Development.
•In the event of technical difficulties, the application can be submitted manually or through the Ministry of Investment's E-Services Portal - Government Services - Ministry of Human Resource and Social Development with the attached proof..

Service Fees

Payment of any applicable fees required by the government entity providing the service

Service Application Location

Ministry of Investment investors' relations centers

Estimated Processing Time

1 working day

04.03.11 Update Expatriate Information

Service Description

This service is provided for establishments seeking to update expatriate information.

Required Documents

Copy of the residency/Iqama..

Service Conditions & Restrictions

None.

Service Fees

Payment of any applicable fees required by the government entity providing the service

Service Application Location

•E-Services Portal - Government Services - Ministry of Human Resource and Social Development
•If you encounter any technical problem, we will be pleased to serve you at Ministry of Investment investors' relations centers

Estimated Processing Time

1 working day

04.03.10 Issuance of Work Permit for Senior Professions

Service Description

This service is for businesses wishing to issue a work permit for high-level professions (General Manager, CEO, Chairman of the Board).

Required Documents

1. A copy of the investment register.
2. A copy of the commercial register.
3. A copy of the passport.
4. A copy of the border number.

Service Conditions & Restrictions

None.

Service Fees

Payment of any applicable fees required by the government entity providing the service

Service Application Location

• The website of the Ministry of Investment – Electronic Services Portal (inquiries and complaints)
• In case of technical issues, the service can also be accessed at One-Stop Services centers

Estimated Processing Time

1 working day

04.04 Recruitment Affairs Department at the Ministry of Interior

04.04.01 Family Visa Sponsorship

Service Description

This service is for companies wishing to bring in the family of an investor or a professional in senior roles (e.g., general manager, CEO, board chairman).

Service Application Location

• Electronic Services Portal - Inquiries and Complaints

• If you face any technical issues, the service is also available at One-Stop Services centers.

Estimated Processing Time

1 working day

Required Documents

1. Copy of the investment license.
2. Copy of the commercial registration.
3. Copy of the Articles of Incorporation.
4. A letter addressed to the Ministry of Investment, certified by the Chamber of Commerce.
5. A letter addressed to the Recruitment Affairs, certified by the Chamber of Commerce.
6. Copy of the residency permit.
7. Copy of the passport.
8. Copy of the marriage certificate and the wife's passport.
9. Birth certificates for children, along with copies of their passports.

Service Conditions & Restrictions

• Complete and sign the recruitment application form.

Service Fees

Payment of any applicable fees to the government entity providing the service

04.05 Ministry of Foreign Affairs

04.05.01 Change Account Manager

Service Description

This service is for companies wishing to update the account manager on the Social Insurance website.

Required Documents

1. Copy of the investment license.
2. Copy of the commercial registration.
3. A letter from the company on official letterhead requesting the change of account manager, certified by the Chamber of Commerce.

Service Conditions & Restrictions

• Complete the Employer Operations form, as approved by Social Insurance.

Service Fees

Payment of any applicable fees required by the government entity providing the service

Service Application Location

• Ministry of Investment website - Electronic Services Portal (Inquiries and Complaints)
• Social Insurance website.
• If you face any technical issues, the service is also available at One-Stop Services centers

Estimated Processing Time

1 working day

04.05.02 Separation of Individual Establishments from the Company

Service Description

This service is for companies that wish to separate their individual establishments from the company in the Social Insurance system.

Required Documents

1. Copy of the investment license.
2. Copy of the commercial registration.
3. Copy of the incorporation contract

Service Conditions & Restrictions

• Complete the Employer Operations form, as approved by Social Insurance.

Service Fees

Payment of any applicable fees required by the government entity providing the service

Service Application Location

• Social Insurance website

• If you face any technical issues, the service is also available at One-Stop Services centers

Estimated Processing Time

1 working day

04.06 Ministry of Foreign Affairs

04.06.01 Commercial Document Certification

Service Description

This service is provided for companies wishing to authenticate their official commercial documents (e.g., incorporation contracts, commercial registration extracts, financial statements, official company agencies, etc.).

Required Documents

1. Original documents to be authenticated.
2. Proof of the applicant's status.

Service Conditions & Restrictions

None

Service Fees

Payment of any applicable fees required by the government entity providing the service

Service Application Location

• One-Stop Services centers

Estimated Processing Time

1 working day

04.06.03 Modification of Arrival Destination

Service Description

This service is provided for senior professionals who have issued a visa and wish to modify their arrival country to the Kingdom from a country where they hold residency, different from their country of citizenship registered in their passport.

Required Documents

1. Copy of the applicant's residency in the country they wish to arrive from.
2. Copy of the issued visa.

Service Conditions & Restrictions

None.

Service Fees

Payment of any applicable fees required by the government entity providing the service

Service Application Location

• Ministry of Investment's website – Electronic Services Portal for inquiries and complaints

Estimated Processing Time

1 working day

04.06.02 Family Visit Service for Senior Professions on the E-Visa Platform

Service Description

This service is provided for companies wishing to issue family visit visas for employees in senior professions.

Required Documents

1. Copy of the investment registration.
2. Copy of the commercial registration.
3. Copy of the identification

Service Conditions & Restrictions

None.

Service Fees

Payment of any applicable fees required by the government entity providing the service

Service Application Location

• One-Stop Services centers (Jeddah)

Estimated Processing Time

1 working day

04.06.04 Business visit visa

Service Description

It is an electronic service provided to investors wishing to visit the Kingdom of Saudi Arabia to explore investment opportunities and take a general overview of the desired market, attend meetings and conferences, or sign contracts and establish partnerships. It may require an invitation from a Saudi resident (company/institution).

Service Fees

Payment of any applicable fees required by the government entity providing the service

Service Application Location

Visa platform – Ministry of Foreign Affairs website

Estimated Processing Time

1-3 working days

Required Documents

1. Invitation letter issued electronically from the Saudi Chamber of Commerce.
2. Passport valid for no less than 6 months.
3. A personal photo.
4. A copy of the commercial registration of the host company.

Service Conditions & Restrictions

- The duration and type are specified in the invitation letter. It may be for a single entry or multiple entries, and its validity varies depending on the approved visa type.
- After the visa validity expires, the investor can extend the visa through the electronic website of the Ministry of Foreign Affairs.
- In case there is no invitation letter or a local host entity, a document containing information about the investor's work must be attached in the visa application.

05

Requirements and Obligations



5.1 Requirements for registration of special categories

5.1.1 Types of activities, their requirements, minimum capital requirements, and national participation percentage

Type of Activity	Minimum Capital (SR)	Minimum Saudi Participation (%)	Additional requirements
Commercial with Saudi partner	26,666,667	25%	-
100% Foreign Commercia	30,000,000	-	▪ Presence in at least (3) regional or global markets
Communications Activities	-	40%	-
Supportive communications activities		30%	
Professional Activities with Saudi Partner	-	25%	▪ Both partners (local and foreign) must be licensed in the same field. If there is a non-professional partner, their share must not exceed 30%
Engineering Consulting Activities 100% Foreign	-	-	▪ Presence in 4 countries ▪ At least 10 years of experience

5.1 Requirements for registration of special categories

5.1.1 Types of activities, their requirements, minimum capital requirements, and national participation percentage

Type of Activity	Minimum Capital (SR)	Minimum Saudi Participation (%)	Additional requirements
Recruitment Agents and Domestic Worker Rental Activity	-	-	▪ The Commercial Registration of the establishment applying for registration must have been issued at least two years prior to the application for practicing the recruitment activity. ▪ The financial statements for the last three years of the foreign company applying for registration, authenticated by the Saudi Embassy. ▪ The establishment must provide the Ministry with a list of the entities contracted with to provide the services subject to registration, prior to submission. ▪ The establishment must submit a certificate issued by the regulatory authority in the country of investment, stating that no judicial ruling has been issued against the applying partners for violating labor regulations and laws, or any regulations related to the provisions governing the protection of human rights or combating human trafficking, during the period of its operation. ▪ The establishment must provide a declaration that none of the partners has previously obtained a license to recruit domestic workers, or held shares in a company practicing such activity, and that such license was subsequently revoked by a judicial or administrative decision issued against them, during the last (5) years.

5.1 Requirements for registration of special categories

5.1.1 Types of activities, their requirements, minimum capital requirements, and national participation percentage

Type of Activity	Minimum Capital (SR)	Minimum Saudi Participation (%)	Additional requirements
100% Foreign Legal Activity	-	-	**Registration Requirements:** ▪ Four (4) certified professional licenses for the firm, including the license of the head office, issued in different countries, or six (6) certified professional licenses, including the license of the head office, issued in different regions within the same country, provided that the laws and regulations of that country allow differences in the regulations governing the practice of law across its regions. ▪ If the legal system of the country/region does not issue professional licenses, Commercial Registrations may be submitted. ▪ A certified professional license or Commercial Registration confirming that the firm has been established for at least ten (10) years. ▪ A professional license for the foreign professional partner (the firm's representative in the Kingdom), confirming at least ten (10) years of professional practice. ▪ If the license has been valid for less than this period, a certified statement, along with supporting documents, must be submitted by the authorized person at the firm, confirming that the partner has at least ten (10) years of experience, along with a professional license valid for at least three (3) years. ▪ A professional license for at least one Saudi professional partner, confirming at least seven (7) years of professional practice.

5.1 Requirements for registration of special categories

5.1.1 Types of activities, their requirements, minimum capital requirements, and national participation percentage

Type of Activity	Minimum Capital (SR)	Minimum Saudi Participation (%)	Additional requirements
100% Foreign Legal Activity	-	-	▪ If the license has been valid for less than this period, certified supporting documents confirming at least seven (7) years of experience must be submitted, along with a professional license valid for at least three (3) years. ▪ A statement from the authorized person at the firm, on the firm's letterhead, including the names of three (3) employees engaged in legal work at each of the firm's branches outside the Kingdom. ▪ Certified and authenticated financial statements for the latest financial year. ▪ A declaration by the firm and its partners confirming that no final judgment has been issued against them for a crime involving dishonesty or breach of trust, or a final decision for a serious professional violation, in any country where they practice the profession, unless at least (5) years have passed since the completion of the enforcement of the judgment or decision. **Registration Conditions:** ▪ If a non-professional partner is involved, their ownership percentage must not exceed 30%. ▪ If a Saudi professional partner is involved, their ownership percentage must not be less than 25%. ▪ If the firm establishes a branch in accordance with Article (50) of the Law, the firm must be 100% owned by the foreign firm.

5.1.2 Requirements for registering special categories

Filing Categories	Definition	Requirements	Financial Consideration	Filing Categories
Regular Registration of Establishments	This service enables establishments to register for investment in the Kingdom in accordance with the Investment Law and its Executive Regulations. Registration is available for approved economic activities in Saudi Arabia open to investment (ISIC4)	▪ A copy of the Commercial Registration of the foreign partner, certified by the Saudi Embassy, along with an attached copy of the Commercial Registration of the parent company that owns the Commercial Registration of the applying company, in case the nationality of the parent company differs from that of the applying company. ▪ A copy of the identity document if one of the partners is a natural person (individual) holding the nationality of a GCC country (if their information is not registered in the Absher system). ▪ Financial statements for the last fiscal year of the company applying for registration, authenticated by the Saudi Embassy. ▪ Providing the requirements related to the type of activity to be registered in accordance with Section (05.00) of this guide. ▪ Holders of the Special Residency Permit are exempted from submitting requirements (1-3) above.	▪ Registration ▪ Annual Update	The establishment is obligated to pay the financial fee for the entire registration period, as determined by the Ministry when approving its registration, The establishment is obligated to pay within 15 days of notification of the due amount, If payment is not made within the specified period, the registration will be deemed void
Registration for Entrepreneurial Establishments	They are entrepreneurs and startups who wish to establish innovative, distinguished, or emerging technology companies that are capable of expansion and growth to provide a better and different product or service in the Saudi market and have support entities approved by the Ministry	▪ A copy of the Commercial Registration of the foreign partner, certified by the Saudi Embassy, along with an attached copy of the Commercial Registration of the parent company that owns the Commercial Registration of the applying company, in case the nationality of the parent company differs from that of the applying company. ▪ A copy of the identity document if one of the partners is a natural person (individual) holding the nationality of a GCC country (if their information is not registered in the Absher system). ▪ Submission of a letter of support or proof of project accreditation issued by the supervising authority (a Saudi university or an accredited business incubator) Including ISIC activity and company ownership data. ▪ If the application is submitted by individuals residing in the Kingdom, a No-Objection Letter from the employer must be provided and a copy of the residence permit. ▪ Providing the requirements related to the type of activity to be registered in accordance with Section (05.00) of this guide. ▪ Holders of the Special Residency Permit are exempted from submitting requirement (1) above.	▪ Registration ▪ Annual Update	The establishment is obligated to pay the financial fee for the entire registration period, as determined by the Ministry when approving its registration, The establishment is obligated to pay within 15 days of notification of the due amount, If payment is not made within the specified period, the registration will be deemed void
Temporary Registration for the implementation of a Government Contracts	These are foreign companies that have obtained a government contract and apply for temporary investment registration to implementation the government/semi-government contract. This registration ends at the end of the contract	▪ A copy of the letter issued by the government authority or the project implementation contract signed with the relevant authority, provided that the contract term includes the duration of the contract. ▪ A copy of the Commercial Registration of the foreign partner, along with an attached copy of the Commercial Registration of the parent company that owns the Commercial Registration of the applying company, in case the nationality of the parent company differs from that of the applying company.	▪ Registration ▪ Annual Update	The establishment is obligated to pay the financial fee for the entire registration period, as determined by the Ministry when approving its registration, The establishment is obligated to pay within 15 days of notification of the due amount, If payment is not made within the specified period, the registration will be deemed void

5.1.2 Requirements for registering special categories

Filing Categories	Definition	Requirements	Financial Consideration	Filing Categories
Registration for the Scientific and Technical Office	These are foreign companies that have a Saudi agent or authorized distributor in the Kingdom and wish to open an office to provide scientific and technical services to agents, distributors, and consumers of the company's products	▪ A copy of the Power of Attorney issued to the agent or the Saudi distributor. ▪ A copy of the Commercial Registration of the foreign partner, along with an attached copy of the Commercial Registration of the parent company that owns the Commercial Registration of the applying company, in case the nationality of the parent company differs from that of the applying company.	▪ Registration ▪ Annual Update	The establishment is obligated to pay the financial fee for the entire registration period, as determined by the Ministry when approving its registration, The establishment is obligated to pay within 15 days of notification of the due amount, If payment is not made within the specified period, the registration will be deemed void
Registration for Economic and Technical Liaison Offices	These are the economic and technical offices of countries wishing to register in the Kingdom for the purpose of studying markets and preparing reports on this study for the relevant institutions in their country without executing any contracts or carrying out commercial or investment activity in the Kingdom, directly or indirectly.	▪ A decision addressed to the Ministry of Investment issued by the relevant ministries, government entities, or institutions, permitting the establishment of an economic and financial liaison office in the Kingdom. ▪ A copy of the Commercial Registration of the foreign partner, certified by the Saudi Embassy, along with an attached copy of the Commercial Registration of the parent company that owns the Commercial Registration of the applying company, in case the nationality of the parent company differs from that of the applying company.	▪ Registration ▪ Annual Update	The establishment is obligated to pay the financial fee for the entire registration period, as determined by the Ministry when approving its registration, The establishment is obligated to pay within 15 days of notification of the due amount, If payment is not made within the specified period, the registration will be deemed void
Regional Headquarters (RHQ) License	It is a foreign multinational company that wishes to establish an entity in the Kingdom of Saudi Arabia as its regional headquarters, in accordance with the laws of the Kingdom of Saudi Arabia, for the purposes of supporting, managing, and strategically directing its branches and subsidiaries operating in the Middle East and North Africa region	A copy of two valid Commercial Registrations of two different business entities, certified by the Saudi Embassy in the Kingdom where the entity's head office is located. The audited financial statements of the applying company for the latest fiscal year preceding the date of application for the license.	▪ Registration ▪ Annual Update	The establishment is obligated to pay the financial fee for the entire registration period, as determined by the Ministry when approving its registration, The establishment is obligated to pay within 15 days of notification of the due amount, If payment is not made within the specified period, the registration will be deemed void

5.1.3 Additional obligations based on the category and type of registered activity

Additional obligations that applicants for registration must adhere to depending on the type of investment registration upon issuance:

<table>
<tr><th>Categories/Activity</th><th>Obligations</th></tr>
<tr><td>Commercial activity (100% foreign Ownership)</td><td>

Training 30% of Saudis.
The company shall comply to achieve following standards during the first five years:
The company shall comply to achieve the localization rates as determined by the Ministry of Human Resource and Social Development. The company shall develop and implement a plan to locate them in senior management posts in the first five years and to ensure their continuation.
The company is complying with train (30%) of Saudi employees annually.
The company shall comply to achieve one of the following options:
Option 1: the company shall comply with investing an amount of no less than (300) million Saudi Riyals (including 30 million Saudi Riyals as the cash capital of the company) over five years starting from the date of obtaining the investment license.
Option 2: the company shall comply with investing an amount of no less than (200) million Saudi Riyals (including 30 million Saudi Riyals as the cash capital of the company) over five years starting from the date of obtaining the investment license, in addition to achieving one or more of the following requirements during the first five years:

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

The office shall perform market feasibility studies on the type of the company’s activity and prepare reports of this study for the main center. The office shall submit an annual summary of its activities to Ministry of Investment.
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.
Ministry of Investment has the right to revoke the license or not to renew it whenever it deems that the office's role is beyond the authorized purpose.

</td></tr>
<tr><td>Registration for Economic and Technical Liaison Offices</td><td>

The office may study the markets and prepare reports on this study for the relevant institutions in the country wishing to obtain registration, The office must submit an annual summary of its activities to the Ministry of Investment.
The office is prohibited from performing any contracts or commercial activities or investments in the Kingdom, directly or indirectly.
Ministry of Investment has the right to revoke the license or not to renew it whenever it deems that the office's role is beyond the authorized purpose.

</td></tr>
</table>

5.1.3 Additional obligations based on the category and type of registered activity

Additional obligations that applicants for registration must adhere to depending on the type of investment registration upon issuance:

Categories/Activity	Obligations
Regional Headquarters (RHQ) License	▪ The RHQ is established as a separate legal personality in the Kingdom of Saudi Arabia either as a company or as a registered branch of a foreign company. ▪ The RHQ shall not directly conduct commercial operations that generate revenue other than RHQ License activities. ▪ The RHQ must commence the mandatory RHQ activities* within six months of issuing the License. ▪ The RHQ must commence at least three optional RHQ activities** within one year of issuing the RHQ License(The applicant selects the optional activities when applying for registration). ▪ RHQ employees carrying on mandatory RHQ activities must have the relevant skills and knowledge developed at the headquarters or another regional headquarters of the Multinational Group, at least 3 employees of which must be of Executive Director level and Vice-President level. ▪ The RHQ must employ at least 15 full time employees deployed in the conduct of RHQ activities within one year of issuing the RHQ Register (including the senior level executives mentioned in point above).
All registered categories/All Economic activities	▪ Establishments are committed to filling out the questionnaire shared with them by the Ministry, within a period not exceeding (14) working days from the date of notification, in order to avoid the investment establishment being subject to any effects that may result from the delay in providing the required data.



06

Communication with the Ministry of Investment



6.1

Communication Mechanism with the Ministry of Investment

To ensure continuous support and timely responses to investor inquiries, the Ministry of Investment provides the following official contact channels through which investors may contact the Investor Care team:

- Toll-free number within the Kingdom of Saudi Arabia: 8002449990
- International contact number: +966115065777
- Establishment Account through the Ministry's e-Services Portal: https://eservices.investsaudi.sa/login
- Contact Us page on the Ministry's website
- Investor Care account on X: @MisaCare
- Email: InvestorCare@misa.gov.sa

Tracking Requests and Inquiries

To follow the status of submitted tickets and requests, investors may visit the Ministry of Investment website at www.misa.gov.sa and access their Establishment Account to view the status of electronically submitted requests. Investors may also review the Inquiries section for requests submitted through the One stop shop centers.

Escalation of E-Services Issues

Inquiries or issues related to electronic services may be escalated through the Digital Report (AMER) service via the following link:
Digital Report (AMER)

6.2

Addresses of One-Stop Services centers

العنوان التفصيلي	الاحداثيات	QR CODE	الرقم المجاني
Riyadh			
Imam Saud Bin Abdulaziz Bin Mohammad Road, after the intersection with Takhassusi Street heading west National Address: Building Number: 3912 Additional Number: 6229 Postal Code: 12382	24.737844, 46.637261	Google Map	
Jeddah			
Prince Sultan Street, after the intersection with Hope Street, heading north Building Number: 7241 Additional Number: 2810 Postal Code: 23621	21.633861, 39.133348	Google Map	8002449990
Al Khobar			
Prince Turki Street Building Number: 3920 Postal Code: 34425 Additional Number: 8337 District: Al-Khobar Al-Shamaliyah	26.3005847, 50.2208756		
AL Madinah AL Munawwarah			
Tariq bin Ziad Street (intersection with Granada Street) Al-Rakah Al-Janubiyah District Building Number: 7296 Additional Number: 2231 Postal Code: 34227	24.482325207094007 ,39.57270753320472		

07

Attachments



07.01 List of violations

The Ministry is responsible for monitoring gross and non-corporeal violations against the registered establishment in accordance with what is stipulated in the executive regulations of the investment system.

07.01.01 List of serious violations:

Engaging in an investment activity without the registration.

Practicing investment in exempt activities without obtaining approval, or after its expiration or cancellation, or in violation of the conditions related to its practice.

Change of ownership of restricted activities without prior approval.

The investor provides misleading or incorrect information to the ministry or competent authority.

The investor prevents or obstructs the regulatory official from carrying out his duties under the regulations.

07.02 List of violations

The Ministry is responsible for monitoring gross and non-corporeal violations against the registered establishment in accordance with what is stipulated in the executive regulations of the investment system.

07.01.02 List of serious violations:

Engaging in an investment activity without reactivating the registration.

Failure to provide the Ministry with the requested documents, information, or data for the purpose of assessing compliance with the required conditions for conducting activities.

Relocating or changing the establishment's site without notifying the Ministry within ten (10) working days of the change.

Changing or modifying the establishment's account manager details without notifying the Ministry within ten (10) working days of the change.

Non-compliance with the mandatory conditions for conducting permitted activities.

07.02 Authorization Form

To: Ministry of Investment,

Kind Regards,

We, the undersigned, ..., Commercial Registration No. ..... dated ..../..../..... , headquartered in the city of ....., in the country of ....., here by authorize Mr./Ms. ....., holder of ID/Passport No. ....., dated ..../..../....., Nationality ....., residing at ....., Contact No. ....., and Email ..... to:

To register the company with the Ministry of Investment and submit applications for ownership deeds through the electronic portal for non-Saudis. This is for the purpose of completing procedures related to the ownership of real estate rights within the Kingdom of Saudi Arabia, and managing or handling any action related to such ownership. This includes the issuance of deeds at the Real Estate Registry, buying and selling, acknowledging the buyer, receiving the price, purchasing, accepting the acknowledgment, paying the price, and paying real estate transaction taxes to the Real Estate General Authority.

For this purpose, the authorized person has the right to receive activation codes, notices, and decisions. This also includes registering the company with the Ministry, opening a bank account for the company in any commercial bank within the Kingdom, and conducting financial transactions related to the account for the benefit of the real estate ownership or any services related to the operation and management of the property. This includes handling transactions through electronic payment methods in accordance with the payment system and its services at the Saudi Central Bank (SAMA). The company acknowledges full responsibility for the outcomes and legal consequences resulting therefrom.

The company also commits to officially notifying the Ministry immediately upon appointing another authorized person or if any change occurs to his/her data, the company's addresses, or his/her powers. Such change shall not be considered effective unless approved by the Ministry of Investment.

Authorization Number:
Authorization Start Date:
Authorization End Date:
Country of Issuance:
Issuing Authority:

Please accept our sincere regards,

Signature:
Name:

Official Company Stamp: **Saudi Embassy Attestation:**

07.03 Ultimate Beneficial Owner

Criteria for Identifying the Ultimate Beneficial Owner:

1. Any natural person who directly owns a percentage of (25%) or more of the capital of the foreign legal entity, whether directly or indirectly.
2. If the ownership percentage referred to in paragraph (1) above is not met, or if there is doubt that the natural person who owns that percentage is the Ultimate Beneficial Owner, the Ultimate Beneficial Owner shall be any natural person who exercises ultimate effective control over the foreign legal entity by any means, whether directly or indirectly, other than through ownership of the capital of the foreign legal entity.
3. If it is not possible to identify a natural person in accordance with paragraphs (1) and (2) above, the Ultimate Beneficial Owner shall be the manager of the foreign legal entity or a member of its board of directors or its chairman, as applicable.
4. The Ministry may, based on its assessment of risks, the nature of the activity, the ownership structure, or the compliance requirements of the relevant profession, verify the Ultimate Beneficial Owner through other means in addition to those stipulated in paragraph (1) above, whenever necessary to identify or verify the Ultimate Beneficial Owner.

Requirements:

1. The establishment's organizational structure indicating the Ultimate Beneficial Owner.
2. A copy of the Articles of Association indicating the ownership of the natural or legal person.
3. Copies of the Commercial Registrations of the company in the case of a legal entity.
4. A copy of the passport of the natural person (non-resident).
5. The Commercial Registration of the Saudi company if the foreign legal entity is an investment fund.
6. Documents proving the source of the natural person's funds.

Ultimate Beneficial Owner Register:

1. The Ministry shall establish an Ultimate Beneficial Owner Register containing sufficient, accurate, and up-to-date information on the Ultimate Beneficial Owner and the date of the latest update.
2. The investor must provide, at a minimum, the following information for each Ultimate Beneficial Owner:
3. Full name.
4. Nationality.
5. Date and place of birth.
6. Resident identity information, if applicable.
7. Passport information and a copy thereof for non-residents.
8. Residential address.
9. Mobile phone number and email address, if applicable.
10. Job title, the criterion used to identify the Ultimate Beneficial Owner, and the nature and extent of ownership or control, in accordance with Article (3) of these Procedures.
11. Date on which the Ultimate Beneficial Owner acquired such status in the foreign legal entity.
12. Reasons for submitting a request to update the Ultimate Beneficial Owner's information, if applicable.

07.03 Ultimate Beneficial Owner

Registration and Annual Update Obligations:

1. The applicant for investment registration must disclose the Ultimate Beneficial Owner's information to the Ministry in accordance with these Procedures.
2. The investor registered with the Ministry of Investment must, upon the entry into force of these Procedures, disclose the Ultimate Beneficial Owner's information to the Ministry within a period ending on the due date of the annual registration update.

Ultimate Beneficial Owner Procedures:

New Registration

The applicant, in their official capacity, shall complete the Ultimate Beneficial Owner information through the electronic services portal.
The applicant, in their official capacity, shall verify the accuracy and validity of the information and sign the declaration undertakings.

Amendment / Update of Information

The applicant, in their official capacity, shall complete the information required to amend/update the Ultimate Beneficial Owner's information of the company registered and subject to the provisions of the Investment Law in the Kingdom and its Implementing Regulations through the electronic services portal.
The applicant, in their official capacity, shall verify the accuracy and validity of the information and sign the declaration undertakings.

General Obligations of the Investor:

1. The Investor Shall Comply with the Following:
2. The applicant must be the legal representative of the company.
3. The applicant must prepare a dedicated register for the Ultimate Beneficial Owner's information and provide the supporting documents.
4. The applicant must record any changes or amendments thereto as they occur, provided that this register is maintained at the entity's headquarters in the Kingdom.
5. The applicant must identify the Ultimate Beneficial Owner based on the criteria for identifying the Ultimate Beneficial Owner set out in this Guide.
6. The applicant must approve the declaration form confirming the accuracy of the information provided.
7. The declaration shall constitute an official document once completed and shall be the responsibility of the applicant in their official capacity.
8. The establishment must update the Ultimate Beneficial Owner's information within a period not exceeding fifteen (15) days from the date of the amendment.
9. All establishments subject to this procedure must disclose the Ultimate Beneficial Owner for all types of investment registration.

07.03 Ultimate Beneficial Owner

Procedures and Measures:
The Ministry has the right to request investors to disclose any information related to the Ultimate Beneficial Owner and to review the supporting documents for the disclosed information. Investors must provide the Ministry with such information within fifteen (15) days from the date of the Ministry's request.

Frequently Asked Questions (FAQs)

- **What is meant by the Ultimate Beneficial Owner?**

The Ultimate Beneficial Owner is the natural person who ultimately owns or exercises effective control, directly or indirectly, over the investment registered with the Ministry of Investment.

- **To whom do the Ultimate Beneficial Owner identification procedures apply?**

These procedures apply to all applicants for investment registration and investors registered with the Ministry of Investment.

- **How is the Ultimate Beneficial Owner identified if the actual owner or controller cannot be determined?**

If the Ultimate Beneficial Owner cannot be identified based on ownership or effective control, the manager of the foreign legal entity or a member of its board of directors or its chairman, as applicable, shall be considered the Ultimate Beneficial Owner.

- **Can persons who own less than 25% be required to disclose their information?**

Yes, the Ministry may require the disclosure of natural persons who own less than 25%.

- **What is the Ultimate Beneficial Owner Register?**

It is a register established by the Ministry that contains information on the Ultimate Beneficial Owners of investments registered with the Ministry, along with the date of the latest update.

- **What information must be disclosed regarding the Ultimate Beneficial Owner?**

The required information includes:

- Full name.
- Nationality.
- Date and place of birth.
- Resident identity information, if applicable.
- Passport information for non-residents.
- Residential address.
- Mobile phone number and email address, if applicable.
- Nature and extent of ownership or control.
- Date on which the person acquired Ultimate Beneficial Owner status.

07.03 Ultimate Beneficial Owner

Frequently Asked Questions (FAQs)

- **Is it mandatory to disclose the Ultimate Beneficial Owner's information when submitting an investment registration application?**

Yes, all applicants for investment registration must disclose the Ultimate Beneficial Owner's information in accordance with the approved procedures.

- **When must existing investors (those registered before the implementation of Ultimate Beneficial Owner) disclose the Ultimate Beneficial Owner's information?**

Investors registered with the Ministry must disclose the Ultimate Beneficial Owner's information upon the entry into force of the procedures at the time of the annual investment registration update.

- **Is the investor required to maintain an Ultimate Beneficial Owner Register?**

Yes, the investor must prepare a dedicated register containing the Ultimate Beneficial Owner's information and supporting documents and maintain it at the headquarters of the legal entity established in the Kingdom.

- **What are the investor's obligations regarding the Ultimate Beneficial Owner's information?**

The investor must verify the accuracy of the information through reliable and independent sources, update it whenever any changes occur, and retain the supporting documents in accordance with Article (3) of the Ultimate Beneficial Owner Identification Procedures.

- **When must the Ultimate Beneficial Owner's information be updated?**

A request to update the information must be submitted to the Ministry within fifteen (15) working days from the date of any change or amendment thereto.

- **Can the Ministry request additional information or documents?**

Yes, the Ministry may request any information or documents related to the Ultimate Beneficial Owner, and the investor must provide them within fifteen (15) days from the date of the request.

- **Where are the Ultimate Beneficial Owner Identification Procedures published?**

The procedures are published in the Investor Guide and on the Ministry's electronic portal.

- **When do the Ultimate Beneficial Owner Identification Procedures come into effect?**

The procedures come into effect as of the date of their publication in the Investor Guide.

- **What is the purpose of implementing the Ultimate Beneficial Owner Identification Procedures?**

The procedures aim to enhance transparency, improve compliance, and identify the natural persons who ultimately own or effectively control investments registered with the Ministry.

وزارة الاستثمار
Ministry of Investment



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