



Guide to Services Provided for Expatriates

1445-2024

Human Resources and Social Development

66666









My primary goal is for our country to be a successful and leading model worldwide in all aspects, and I will work with you to achi eve that.

Custodian of the Two Holy Mosques



King Salman bin Abdulaziz may God protect him

x





government performance to serve the citizens. Together, we will continue building our country to be prosperous and strong, relying on the efforts of its sons and daughters and benefiting from its capabilities.

His Royal Highness, Prince



Mohammed bin Salman bin Abdulaziz Crown Prince and Prime Minister

may God protect him





The word of His Excellency **the Minister**

The Saudi Vision 2030 represents a roadmap for economic activity and improvement of the quality of life. The vision identifies a "prosperous economy" as a central axis and a goal to aspire to. To achieve this goal, the Kingdom has focused on enhancing quality, promoting sustainable development, and improving the business environment in various sectors. The Kingdom has launched a labor market strategy consisting of 11 reformative steps and 28 initiatives aimed at enhancing the efficiency and attractiveness of the market. Our local economy is envisioned to have one of the most diversified workforces globally and to be internationally competitive. It serves as a fundamental pillar in attracting foreign direct investment. This governmental strategy will empower both the private and public sectors to evolve, grow, and prosper. In the Ministry of Human Resources and Social Development, we work on attracting highly qualified international professionals to the market. Additionally, we are committed to providing more job opportunities for our sons and daughters, enhancing their capabilities, and equipping them with skills that align with the needs of the job market.

Engineer Ahmed bin Suleiman Al Rajhi

Minister of Human Resources and Social Development

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Human Resources and Social Development



Contract documentation and management



Field: Work and Employment

Service Description

A service that enables establishments to create, document, and terminate employee contracts electronically. Once the employment contract is created, the employee can approve, reject, or request modifications to the contract through their Qiwa Individuals account. If both parties agree, the contract is then officially documented by the Ministry of Human Resources and Social Development.

Steps to Obtain the Service:

Steps to Create Contracts (Organization):

- · Log in to your Qiwa Business account.
- Select "Contract Management."
- Choose "Create New Contract."

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- · Choose the option for one employee or multiple employees.
- · Select the employee's location. Choose the contract language.
- Enter the following information: the role of the authorized person, the organization's location, and the email address.
- · Then select "Specify Employee Details.
- The employee's date of birth, then select Download Employee Details.
- Enter the following employee information: education level, field of specialization, IBAN number, mobile number, and email address.
- · Select Define Contract Details.
- · Enter the required contract details.
- · Choose Go to Summary and verify the contract details, then
- select Create and Send Contract.

Steps to Modify Contracts (Organizations):

- · Log in to your Qiwa Business account.
- Access the electronic services.
- · Go to Employee Management and then Contract Management.
- · Access the contract you wish to modify, make the changes, and send it for approval.
- Steps to Create Contracts:
- · Enter the employee's date of birth and then select "Upload Employee Details.".
- · Access the contract you wish to modify.
- Make the necessary changes and send it to the employee for approval.

Steps to Create Contracts (Organization) :

- · Enter the employee's information.
- Select "Specify Contract Details."
- Enter the required contract details.
- · Click "Create and Send Contract." Select "Go to Summary" and confirm the contract details.
- Steps to Terminate Contracts (for Organizations):
- Log in to your Qiwa Business account.
- Go to the Services page and select "Contract Management."
- Choose "Terminate Contract" from the "Requests" section.
- · Select the employee whose contract you wish to terminate.
- Choose the correct reason for terminating the contract and click "Send Reason."

Steps to Terminate Contracts (Individuals):

- Log in to Qiwa Individuals.
- Go to Services, select Employment Contracts, and choose Your Current Contracts.
- Review your current employment contract(s).
- · Find the contract you wish to terminate, then select Terminate Contract.
- · Choose the reason for terminating the contract, then select Next Step.
- Set the contract termination date and click Next Step.
- · Review the details and select Submit Termination Request.



E-mail: cc@hrsd.gov.sa Response Hours: 08:00 AM - 02:20 PM





Labour Office



Field: Work and Employment



Steps to Obtain the Service:

Steps to Authenticate Contracts (Individuals):

- · Log in to your Qiwa Individuals account.
- · Select "Employment Contracts."
- Choose "Job Offer."Select "View Employment Contracts."
- · Choose "Accept," "Request Modification," or "Reject Contract.

Steps to Terminate Contracts (Organizations):

- Log in to your Qiwa account.
- Go to the Services page and select Contract Management.
- · Choose Terminate Contract from the Termination Requests section.
- · Select the employee whose contract you wish to terminate.
- · Choose the appropriate reason for terminating the contract, then select Submit Reason.



Service fees and conditions:

Service fees: • No Fees

Terms of service:

· The organization shall be active.

Customer televices:

E-mail: cc@hrsd.gov.sa Response Hours: 08:00 AM - 02:20 PM Channels Service Delivery





Managing the Curriculum Vitae



Service Description

Field: Work and Employment

The importance of the CV lies in being a reliable source of professional information required in the Saudi job market for both citizens and residents. Therefore, the Qiwa platform provides a CV addition service to facilitate related services. This service enables employers to easily access employees' professional information, such as education and previous work experience, and also allows for easy verification of the CV through the platform.

Steps to Obtain the Service:

- · Log in to your "Qiwa" individual account.
- Select "Services" from the side menu.
- Choose "Share CV."
- Enter a title for the CV link, then select an expiration date for the link (optional), and click on "Create Link." The CV link will be generated automatically.
- To share the link, click on "Copy Link" and share it with recruitment administrators.
- In order to delete the CV:
- Log in to your "Qiwa" individual account.
- Select "Services."
- Choose "Share CV."
- · Click on "Delete" next to the link you want to remove.
- Confirm the deletion by clicking on "Delete Link."



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Service fees and conditions:









Salary Certificate



Field: Work and Employment

Service Description

The salary certificate contains information related to your current job position if you are currently employed. If you require information regarding your previous work experiences, you can request a "Service Certificate" through your individual account on Qiwa.

Steps to Obtain the Service:

- Log in to your individual account on Qiwa.
 Go to "Services" and select "Job Certificates."
- Choose "Request New Certificate."
- Select the type of certificate needed.
- Choose the job position for which you require a salary certificate.
- Specify the requesting entity for the salary certificate.
- · Select the type of salary certificate.
- · Review your request and submit it for your employer to verify your job information.



Service fees and conditions:

 Service fees:	
 No Fees. 	
Terms of Service:	
 No terms. 	



Website: www.hrsd.gov.sa Phone Number: 19911 E-mail: cc@hrsd.gov.sa Response Hours: 08:00 AM - 02:20 PM Channels Service Delivery:



Service Certificate





Service Description

Field: Work and Employment

Such a document certifies the employee's experience in previous establishments, enabling them to document their experience, develop their resume, and increase priority in obtaining opportunities.



Steps to Obtain the Service:

- Log in to your Qiwa individual account.
- Go to "Services" and select "Job Certificates."
- Choose "Request New Certificate."
- · Select the type of certificate needed.
- Choose the experience from which you wish to obtain the service certificate.
- Review the certificate and issue it.



Service fees and conditions:

Service fees: • No Fees. Terms of Service: • The employee is registered within the establishment.



Website: www.hrsd.gov.sa Phone Number: 19911 E-mail: cc@hrsd.gov.sa Response Hours: 08:00 AM - 02:20 PM Channels Service Delivery:





End of Service Calculation





Service Description

Field: Work and Employment

In accordance with the Saudi labor law regulations, the Qiwa platform facilitates calculating end-of-service benefits in case of contract termination.

Steps to Obtain the Service:

- Log in to the Oiwa platform.
- Select "Tools and Calculators."
- Choose the End of Service Benefits Calculator.
- The Ministry's portal also offers the same service.







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Channels
Service Delivery:
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Amicable Settlement For Professional Labor Disputes



Field: Work and Employment

Service Description

The amicable settlement is the initial stage in the process of resolving disputes between a foreign worker and their employer. It involves receiving and reviewing claims related to labor disputes and attempting to reach a friendly resolution within 21 working days. If an amicable settlement cannot be reached within this period, the dispute is then referred to the labor courts.

Steps to Obtain the Service:

- Log in to the electronic services portal (individual portal for individuals or establishment portal for entities).
 Select the "Amicable Settlement Lawsuit Filing" service.
- Fill in the mandatory fields to submit the lawsuit statement (claimant's details, settlement office details, defendant's details, job
 details). Note: Jurisdiction is determined based on the workplace address and the settlement office chosen.
- Choose the subject of the lawsuit.
- Attach the required documents.
- Select the approval of non-connivance agreement.
- Review the application and click "Submit."
- The application shall be reviewed by specialists. If the application is rejected, reasons for rejection can be found through the "My Lawsuits" service in the electronic services.
- · Text messages and emails are sent to all parties involved in the lawsuit upon acceptance.

- · Notification messages with session details are sent to all parties involved in the lawsuit.
- If the claimant does not attend, the lawsuit is saved, and they have the right to reopen it within 21 working days.
- If the defendant does not attend the first session, their services are suspended by the ministry, and another session is scheduled.
- If the defendant repeatedly fails to attend, the claimant's (foreigner's) services may be transferred without the current
 employer's consent, and the lawsuit is referred to the labor courts.
- If a settlement is reached, a settlement report is prepared and can be printed using the "My Lawsuits" service in electronic services.
- If no agreement is reached, the lawsuit is transferred to the labor courts. Note: This will be done by the Ministry of Justice, and the lawsuit is considered concluded.
- · Session scheduling details are determined later in the amicable settlement process.

Service fees and conditions:

Service fees:

• 100 SR

Terms of Service

· Existence of an employment contract by and between the individual and the employer.



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Channels
Service Delivery:
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Committees for resolving disputes involving domestic workers



Field: Work and Employment

Service Description

Such a service enables parties in the contractual relationship (domestic worker and employer) to submit financial claims and non-criminal violations arising between them for resolution. In case of disputes, claims are registered with committees for resolving disputes of domestic workers and those under their jurisdiction, as they are authorized by law.



Steps to Obtain the Service:

- · Log in to the Electronic Services Portal or through the Unified Mobile Application Individuals Portal.
- Select My Services, then choose the Settlement Claims for Domestic Workers service.
- Fill in the mandatory fields (Plaintiff's details, the committee handling the claim, Defendant's details).
- Select the subject of the claim.
- Attach the required documents.
- Choose to agree to the declaration of the claim's authenticity.
- · Review the request, then click Submit



Service fees and conditions:

Service fees:

No Fees

Terms of service:

- · The lawsuit shall be filed according to jurisdictional competence and venue.
- · The claimant shall have legal capacity and standing if the original party in the lawsuit.
- · A power of attorney shall be submitted if the plaintiff is representing the claimant or defendant.
- One of the parties shall be domestic workers or those under their jurisdiction.
- · There shall be an existing lawsuit related to rights arising from an employment contract.
- Required Documents:
- · All original documents (national ID, residency permit, or passport).
- Presentation of the power of attorney, including the right to plead, defend, and reconcile, along with proof of identity if the
 representative is present.
- · Other documents as requested by the committee.



Website: www.hrsd.gov.sa Phone Number: 19911 E-mail: cc@hrsd.gov.sa Response Hours: 08:00 AM - 02:20 PM Channels Service Delivery





Reports of Violations of Labor Law



Field: Work and Employment

Service Description

This electronic service enables the public to collaborate with the Ministry of Human Resources and Social Development team in monitoring and reporting violations of labor market regulations within the private sector.



Steps to Obtain the Service:

- Log in using the unified national ID.
- · Access the Labor Law Violation service.
- · Complete the violation report form until it is automatically submitted.



services:

Service fees and conditions:

/							
<u> </u>	Service fees:						
	 No fees. 						
	Terms of service:						
	 No terms. 						
	Required Documents:						
	 Establishment location. 						
	 Copy of the violation. 						
	 Establishment details. 						
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	Customer	Website: www.hrsd.gov.sa	E-mail: cc@hrsd.gov.sa	1	Channels	Labour Office	
(8)	services	Phone Number: 19911	Bespapse Hours: 08:00	AM - 02-20 PM	Service Delivery	e-service	美国教







Salary Protection Program



Field: Work and Employment

Service Description

This is a program aimed at providing a suitable and safe working environment in the private sector, focusing on enhancing transparency and safeguarding the rights of contractual parties. The system monitors wage payments for all male and female workers in the private sector (both Saudis and expatriates), assessing establishments' compliance with paying wages on time and as agreed upon. Its goal is to reduce wage discrepancies between establishments and employees in the private sector.



Steps to Obtain the Service:

Access the link sent to the worker to approve or reject the justification provided by the establishment (Yes or No).

· Take appropriate action based on this to ensure the expatriate receives their wage or to determine the genuine reason for nonpayment or deduction of wages.



Service fees and conditions:

Service fees: No Fees. Terms of Service: No Terms



Website: www.hrsd.gov.sa Phone Number: 19911

E-mail: cc@hrsd.gov.sa Response Hours: 08:00 AM - 02:20 PM Channels Service Delivery





Accompanying Ajeer



Field: Work and Employment



Service Description

Such service enables establishments in the health and education sectors to employ expatriates holding accompanying person visas, in accordance with the Kingdom's labor laws.

Steps to Obtain the Service:

- Log in to the Ajeer platform.
- + After logging into the Ajeer platform, the dashboard will appear.
- Click on "Contracts" from the sidebar menu.
- Then, click on "Issue Contract" and select "Contracting Service Between Workforce"
- Select the Ajeer Accompanying Service.
- Fill in and send the contract from the service provider.
- The beneficiary approves the contract.
- Issue the permit.



Service fees and conditions:

Service fees:

No Fees

Terms of service:

Special Conditions for organization :

- The establishment must be within the low green zone or higher and fall under the following sectors:
- Education
- Human Health and Social Work

Special Conditions for Individuals:

- · The accompanying person and the primary expatriate must have valid residencies.
- · The accompanying person must be at least 18 years old.
- The accompanying person must obtain the necessary professional certifications, if required.
- The relationship between the accompanying person and the primary expatriate must be: spouse, wife, or mahram (guardian).



Website: www.hrsd.gov.sa Phone Number: 19911 E-mail: cc@hrsd.gov.sa Response Hours: 08:00 AM - 02:20 PM





Temporary Work - Ajeer secondment



Field: Work and Employment

Service Description

It enables establishments to issue Ajeer permits to regulate the presence of their employees at the work sites of the beneficiary establishments, in compliance with the labor law in the Kingdom.

Steps to Obtain the Service:

- · Log in to the Ajeer platform.
- After logging into the Ajeer platform, the dashboard will appear. Click on "Contracts" from the sidebar menu.
- Then, click on "Issue Contract" and select "Contracting Service Between organization".
- · Select the Ajeer secondment service.
- Fill out and send the contract by the provider.
- Approval of the contract by the beneficiary.
- Issuance of the Ajeer secondment permit.
- Issuing the Permit



Service fees and conditions:

Service fees:

No Fees

Terms of service:

Special terms for the Service-Providing Organization

- The establishment's activity must fall under one of the following categories: construction and building, cleaning and catering,
- maintenance and operations, consulting services and businesses, or institutes and colleges.

The establishment must be within the low green zone or higher.

Special terms for the Service-Providing Organization :

· All organizations across various sectors can benefit from the service.



Website: www.hrsd.gov.sa Phone Number: 19911 E-mail: cc@hrsd.gov.sa Response Hours: 08:00 AM - 02:20 PM Channels Service Delivery:





The insurance for domestic workers' contracts



Field: Work and Employment

Service Description

The service of insurance for domestic workers' contracts aims to protect the rights of both the employer and the domestic worker during the period of employment. It covers multiple insurance benefits as specified in the insurance policy issued by the insurance authority.

Steps to Obtain the Service:

- Initiate the recruitment process.
- Select the CV/resume of the worker.
- Transfer the employer to the insurance service provider portal to choose the appropriate insurance company.
- Use the Musaned platform to complete the payment.
- Return automatically.
- The insurance policy is automatically activated upon the domestic worker's arrival in the Kingdom of Saudi Arabia.
- Employers have the option to voluntarily insure domestic workers already present in the Kingdom of Saudi Arabia through insurance companies.



Service fees and conditions:



Terms of service:

- Valid domestic worker visa issued.
- · Existence of a recruitment contract request.



Website: www.hrsd.gov.sa Phone Number: 19911 E-mail: cc@hrsd.gov.sa Response Hours: 08:00 AM - 02:20 PM Channels Service Delivery:



Documenting a Contract Between the Employer and the Domestic Worker



Field: Work and Employment

Service Description

The electronic documentation of domestic workers' contracts coming to work in the Kingdom is done by finalizing a contract with agreed-upon details (such as the worker's salary and contract duration) through the Musaned platform. This helps preserve the rights of the contracting parties and ensures that the contract includes all necessary terms. It is worth noting that the contracts of new domestic workers coming to the Kingdom of Saudi Arabia are automatically documented.

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Steps to Obtain the Service:

- Registering with one of the accredited digital wallets and transferring salaries to it.
- Logging into the Musaned platform.
- Choosing "Domestic Workers" from the main menu.
- Select the domestic worker for whom you want to view financial transactions.
- View the financial transactions related to the domestic worker.

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Service fees:

No Fees.

Terms of service:

- · The employer shal have an account on the Musaned platform.
- · The personal profile information of the employer shall be complete and up-to-date.
- The employer shall have domestic workers.

Service fees and conditions:

The domestic worker shall have a valid residency permit.







Documentation of Domestic Workers' Salaries



Service Description

Field: Work and Employment

It is the documentation of domestic workers' salaries through digital wallets or approved banks on the Musaned platform.

Steps to Obtain the Service:

- · Register in one of the approved digital wallets and transfer the salaries to them.
- · Log in to the Musaned platform.
- Select "Labor" from the main menu.
- Select the domestic worker whose financial transactions you wish to view.
- · View the financial transactions of the domestic worker.



Service fees and conditions:

Service fees:

No Fees.

Terms of service:

- The employer must have an account on the Musaned platform.
- · The employer's profile information must be complete and up-to-date.
- The employer must have domestic workers.
- The domestic worker must have a valid residency.



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Channels
Service Delivery:
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Transferring domestic worker services from a recruitment company to an individual.





Transferring domestic worker services from a recruitment company to an individual.

Steps to Obtain the Service:

The initial request is submitted by the recruitment company.

- · The new employer logs into the Musaned platform, reviews the request details, completes the payment process, and attaches proof of financial capacity.
- A request for service transfer is submitted, and a visit to the passoort office is required to complete the service transfer process.



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Service fees and conditions:

Service fees:

No Fees

Terms of service:

· The employer shall be eligible to transfer the services of the domestic worker.



Website: www.hrsd.gov.sa Phone Number: 19911

E-mail: cc@hrsd.gov.sa Response Hours: 08:00 AM - 02:20 PM Channels Service Delivery:





Transfer of domestic worker services from one individual to another



Service Description

The current employer can transfer the services of the domestic worker to a new employer after the domestic worker's approval through a simplified electronic process. This process involves creating a new employment contract and submitting the request through the Absher platform to complete the necessary procedures.



Steps to Obtain the Service:

- Current Employer: • Log in to the Musaned platform.
- Choose "Start Service."
- · Read and agree to the "Declaration and Consent," then click "Next."
- · Select the domestic worker whose services you want to transfer.
- Fill out the request form.

New Employer:

- · Select "Transfer Services" from the main menu.
- · Choose "Individual to Individual Service."

Service fees and conditions:

Service fees:

- No Fees
- Terms of service:
- The domestic worker shall have an account on Absher.
- The employer must have an account on the Musaned platform.
- · The employer's personal profile information shall be complete and up-to-date.
- · The employer shall be qualified.





- Review the requests and select the request.
- Accept or reject the request.



Ministry of Interior

Issuance of Residence - Absher

Service Description



Field: Residents' Affairs and Visits

Electronic service that enables an individual to issue the Resident ID (residency) of a family member or his registered domestic worker electronically via Absher platform.

Steps to Obtain the Service:

- Login with user's name or ID number and password via Absher Platform.
- A text message will be sent to the mobile number registered in Absher.
- · Press the electronic services and choose the services of the warrants.
- · Choose (Issuance of Residence) from the list.
- · Read the service instructions, and press (next).
- Select the warranted person to whom a residency is issued.

• Press (issuance).

 the residency will be received through the document delivery service by Saudi Arabia post to a Receiver address, if you do not have a receiver address, please Create an address through the Saudi Post website.

Service fees and conditions:

Service fees:

• 600 SAR

Terms of Service:

- · Payment of residence issuance Fees and late fines, if any.
- · Payment of traffic violations registered against a family member or expatriate, if any.
- Passing the medical examination for a family member or an expatriate in approved medical centers.
- the presence of the individual that we need to issue the residence for or the expatriate with in Saudi Arabia land.
- passport validity while using the service.
- Registering the fingerprint and photo of the individual to whom the residence is to
- be issued, the expatriate or the family member.
- The expat can not be registered as absent from work.



Website: www.moi.gov.sa Phone Number: 920020405 E-mail: info@moi.gov.sa Response Hours: 24 hours Channels Service Delivery:



Mobile Apps

F-Portal

Extending the exit and re-entry visa outside the Kingdom through Muqeem platform





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Service Description

This service allows extending the exit and return visa for those outside the Kingdom through Muqeem platform

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Steps to Obtain the Service:

- Enter Muqeem portal.
- Select (Residents Department) and search by the residence number or passport number of the resident requesting the extend.
- extend his visa.
- Choose the visa.
- The visa information will appear for you, select (Visa extension).

- Select the extension period.
- The visa information will appear for you, select (Visa extension).
- You will receive a notification that your exit and re-entry visa has been successfully extended.



Extending a visitor's visa



Service Description

Field: Residents' Affairs and Visitors

An electronic service provided by the Ministry of Interior, which enables resident individuals to request an extension of a visit visa to benefit from staying in the Kingdom of Saudi Arabia.

Steps to Obtain the Service:

- Log in to Absher platform.
- Choose passport services from the list of electronic services.
- Choose the service (extending a visit visa).
- Enter the required data and attachments.
- Pay the fees.
- Submit your application.



Service fees and conditions:

Service fees:

• 100 SAR

Terms of Service:

- · The visa to be extended must be valid and remain valid
- a week or less.
- No traffic violations for the visitor
- Customer ¹ Services:

Website: www.moi.gov.sa Phone Number: 920020405 E-mail: info@moi.gov.sa Response Hours: 24 hours Channels Service Delivery:

• The presence of the visitor inside the Kingdom.

· The validity of the visitor's passport.

Pay the fees.





Inquire about exit and re-entry visa status - Absher



Service Description Field: Residents' Affairs and Visitors This service is used to inquire about an exit and re-entry visa, showing the type, validity and details of the visa. Image: Comparison of the visa of th



Service fees and conditions:

Service fees:				• The Visa or Pas	sport Number.		
• No Fees.							
Terms of Service	:						
• The residence lic	ense number.						
• The guarantor	ID number						
• The visual code							
Customer services:	Website: www.moi.gov.sa Phone Number: 920020405		E-mail: info@moi.gov.sa Response Hours: 24 hou	rs	Channels Service Delivery:	Mobile Apps E-Portal	
	Service fees: • No Fees. Terms of Service • The residence lic • The guarantor • The visual code Customer services:	Service fees: • No Fees. Terms of Service: • The residence license number. • The guarantor ID number • The visual code. Customer services: Website: www.moi.gov.sa Phone Number: 920020405	Service fees: • No Fees. Terms of Service: • The residence license number. • The guarantor ID number • The visual code. Customer services: Website: www.moi.gov.sa Phone Number: 920020405	Service fees: • No Fees. Terms of Service: • The residence license number. • The guarantor ID number • The visual code. Customer services: Website: www.moi.gov.sa phone Number: 920020405 E-mail: info@moi.gov.sa Response Hours: 24 hours:	Service fees: . The Visa or Pase • No Fees. . The residence license number. • The residence license number. . The guarantor ID number • The visual code. . The visual code. Customer services: Website: www.moi.gov.sa Phone Number: 920020405 E-mail: info@moi.gov.sa Response Hours: 24 hours	Service fees: . The Visa or Passport Number. . No Fees. . The residence license number. . The residence license number. . The visual code. Customer services: Website: www.moi.gov.sa Phone Number: 920020405 E-mail: info@moi.gov.sa Response Hours: 24 hours Channels Service Delivery:	Service fees: . The Visa or Passport Number. . No Fees. . The residence license number. . The residence license number. . The guarantor ID number . The visual code. . The visual code. Customer services: Website: www.moi.gov.sa Phone Number: 920020405 E-mail: info@moi.gov.sa Response Hours: 24 hours Channels Service Delivery:

Return request



Field: Residents' Affairs and Visitors

Service Description

This service enables all residents (regular and non-compliant) and holders of visitor and tourist visas within the Kingdom of Saudi Arabia to submit a request to their countries electronically through the Absher platform, and after approving their request, the procedures of their travel will be coordinated. The service also enables the applicant to inquiry about a pervious request.



Steps to Obtain the Service:

- From the Absher platform, click on the "Return Request" service.
- Enter the required information.
- Submit the request.

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Service fees and conditions:

Service fees:

No Fees

Terms of Service:

· The applicant shall have a fingerprint on the system.









Inquire about the validity of the visa





Field: Residents' Affairs and Visitors

An electronic service provided by the Ministry of Interior, which enables the beneficiaries to inquire about the validity of the visa.



Steps to Obtain the Service:

- Log in to the E-portal (Absher)
- Select (Residents) from the main menu.
- · Select the visa services from the electronic services list
- Enter the required data (the resident premit number, The employer ID Number, the visual code, the visa number and the passport number)
- The system shows the visa data.



Service fees and conditions:

Service fees:

• No Fees.

Terms of Service:

• No terms.



Service Delivery:





Inquire about the validity of the visa





Service Description

Field: Residents' Affairs and Visitors

An electronic service provided by the Ministry of Interior, which enables the beneficiaries to inquire about the validity of the visa.



Steps to Obtain the Service:

- Log in to the E-portal (Absher)
- · Select (Residents) from the main menu.
- Select the visa services from the electronic services list
- Enter the required data (the resident premit number, The employer ID Number, the visual code, the visa number and the passport number)
- · The system shows the visa data.



Service fees and conditions:

Service fees:

No Fees

Terms of Service:

• No terms.



Channels Service Delivery:





Request a permission to enter Makkah Al-Mukarramah during the Hajj season for domestic workers



Field: Hajj and Umrah

Service Description

This service aims to enable the registered and activated user to create a request for issuing a permit to enter Makkah Al-Mukarramah during the Hajj season for his domestic workers, and he will be notified that his request has been made, and he can print the permit if approved.



Steps to Obtain the Service:

- Log in to the Absher platform and select My Services, then Passport Services.
- Select an entry permit to Makkah during the Hajj season for domestic workers.



Service fees and conditions:

Service fees:

No Fees.

Terms of Service:

• The start and end date of the permit must be within 1 – 12 till 12 – 20.



E-mail: info@moi.gov.sa Response Hours: 24 hours



Absher Application



Inquire about data and family members - Data Dashboard



Service Description Field: Personal Documents The service enables the beneficiary to view electronically his data, his family members and the data registered in the civil affairs to ensure benefit and verify the requirements of other government entities, without the need to visit the civil affairs offices. Steps to Obtain the Service: · Log in to Absher platform. Choose the data dashboard Service fees and conditions: Service fees: No Fees Terms of Service: · Registered and active user account on the Absher platform. Website: www.moi.gov.sa E-mail: info@moi.gov.sa Channels Mobile Apps E-Portal lustomer Phone Number: 920020405 Response Hours: 24 hours Service Delivery:

Change the profession for the expatriate



Service Description

Field: Jobs and Employment

An electronic service provided by the Ministry of Interior enables the beneficiary to apply for a profession change for the expatriate.

Steps to Obtain the Service:

- Log in to Absher platform.
- Select (Professions) from the main list.
- · Go to passport services from the electronic services list.
- Apply for a request change profession.
- $\boldsymbol{\cdot}$ The system verifies that there are no observations preventing the modification
- of the profession, Then the employer must check the passport offices to print

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Service fees and conditions:

Service fees:

• 100 SAR

Terms of Service:

• The approval of the Ministry of Human Resources and Social Development

and the absence of any observations on Profession modification.

• Change of residence due to change of profession.



Website: www.moi.gov.sa Phone Number: 920020405 E-mail: info@moi.gov.sa Response Hours: 24 hours



the residence or choose Saudi Post - Wasel





Security reports (Kulluna Amn App)



Field: Safety and Environment

Service Description

A service that allows the citizen and the resident to electronically submit security and criminal reports and reports related to infringement of personal life. threats, impersonation, Extortion, hacking of social media accounts, defamation, fraud, and other criminal offenses and security reports, Through the application (Kulluna Amn).



Steps to Obtain the Service:

- Download the application (Kulluna Amn) from the Android store or the Apple store.
- · Open the application and submit the report.
- The notification is received and acted upon by the competent authorities.



Service fees and conditions:

Service fees:

No Fees

Terms of Service:

- Enter ID number
- Enter Phone Number



Website: www.moi.gov.sa Phone Number: 920020405







Traffic Reports (Kulluna Amn App)



Service Description

Field: Safety and Environment

An electronic service through the application (Kulluna Amn) that allows citizens and residents to submit traffic reports.

Steps to Obtain the Service:

- Download the application (Kulluna Amn) from the Android store or the Apple store.
- Open the application and submit the report.
- The notification is received and acted upon by the competent authorities.



Service fees and conditions:

Service fees:

• 100 SAR

Terms of Service:

- Enter ID number
- Enter Phone Number



Website: www.moi.gov.sa Phone Number: 920020405







Electronic crimes Reports



Field: Legal Affairs

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Service Description

An electronic service provided by the Public Security Directorate, which enables the beneficiary to report electronic crimes of all kinds through the application of Kulluna Amn



Steps to Obtain the Service:

- Enter the portal of the Ministry of Interior (Absher).
- Enter the Public Security Services.
- Select the electronic crime report.
- · Choose the type of report and fill in the required.
- After you submit your report, you will be provided with a report reference number.



Service fees and conditions:

Service fees:

No Fees.

Terms of Service:

• No terms.



Channels Service Delivery:





Report a Suspect



Field: Legal Affairs

Service Description An electronic service provided by the Public Security Directorate, which enables the beneficiary to report any suspect that may affect internal security. Steps to Obtain the Service:

- Log in to the electronic services on the Ministry of Interior portal (Absher).
- Submit the report



Service fees and conditions:

Service fees:

• No Fees.

Terms of Service:

• No terms.









Driving license renewal

Service Description



Phone Number: 920020405

Field: Personal Documents

An electronic service provided by the Public Security Directorate, which enables the beneficiary to renew a private driving license and a motorcycle driving license.



Steps to Obtain the Service:

• Enter the (Absher) E-portal, and select (My Services). · Confirm the Renewal Select traffic services from the list of electronic services. · The license is renewed successfully. Select the (driving license renewal) service. Click on (select license), then select the type of license with (private driving license). • and the number of years (2 - 5 - 10 years), and press (Next). Service fees and conditions: <u>Ö</u>ğılılı Service fees: The applicant must be alive. • 40 SAR Passing the medical examination according to the following conditions: · Needs to be physically fit.- Needs to be mentally fit according to a medical Terms of Service: report. • The remaining period of the driving license is less than 180 days. to pass sight examination. Payment of fees or late fines, if any, electronically through the system. Payment of traffic fines, if any, electronically through the system. The availability of a fingerprint and a photo of the applicant in Absher individuals. Website: www.moi.gov.sa E-mail: info@moi.gov.sa Channels **F-Portal** ustomer Services centers

Response Hours: 24 hours



Service Delivery:

Renewal of the vehicle's driving license (form)



	Service Descrip	otion			Fiel	d: Automotive and Transpo	ort
	An Electronic se	rvice enables beneficiaries to renew the	e vehicle's license.				
	Steps to Obtain	the Service:					
IQ≣₫	 Log in to (Absh Select electron Select (Traffic) Select (Vehicle Select the veh Click on (Rener 	er) E-portal. ic services. Services). icle. w vehicle form).		 Confirm the real The beneficiary 	newal process. will be notified of receip	t of the request confirmat	ion
	Service fees an	d conditions:					
<u>(Orm</u>	Service fees: • 100 SAR/Year Terms of Service • Payment of rea • A vehicle check • Vehicle's Insura	e: newal fees k-up. ance		• Payment of all t	raffic fines		
®₹ ŁØ	Customer services:	Website: www.moi.gov.sa Phone Number: 920020405	E-mail: info@moi.gov.sa Response Hours: 24 hou	rs	Channels Service Delivery:	E-Mobile Apps Services Center E-Portal	



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Cancellation of the Hajj permit



Field: Hajj and Umrah

Service Description

A service that enables you to cancel the Hajj permit for you, your family members, and your warranted persons. In this case to cancel the permits of those accompanying to the Hajj, you must log in to Absher and cancel it, or cancel it for those who cannot use Absher through affairs for citizens and passports for residents.



Steps to Obtain the Service:

- Log in to Absher platform
- Select my services
- Ministry of Hajj services
- Print Hajj permit by Al-Haj

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Service fees and conditions:

Service fees:

No Fees.

Terms of Service:

- A registered and activated account for the service user on the Absher platform.
- An active Hajj permit.
- · A permit not read by the security authorities.











Data of new employment and visitors - Absher



Service Description

Field: Residents' Affairs and Visitors

The service displays to citizens and residents a statement of all workers and visitors who have come to the Kingdom during the last three months and have not been issued residency permits.



Steps to Obtain the Service:

- Log in to the Absher platform.
- Enter (warranted services).
- Click on (inquiries).
- · Click on (new workers and visitors).



Service fees and conditions:

Service fees:

• No Fees.

Terms of Service:

- Employer number.
- The Birth year of the employer.
- Enter the visual code.



Website: www.moi.gov.sa Phone Number: 920020405







Residency Renewal - Absher

Service Description



Field: Jobs and Employment

The service enables the individual to renew the ID of the resident (residence) to one of the family members or registered domestic workers via Absher.

Steps to Obtain the Service:

- Enter the username or ID number and password using the Absher platform for Individuals.
- A text message will be sent to the mobile number registered with Absher.
- You will be logged into the Absher services home page.
- · Click on electronic services, and select warranted services.
- Select (Residency Renewal) from the list.

Service fees and conditions:

Service fees:

- 600 SAR for the resident.
- \cdot 500 SAR for a resident family member after reaching the legal age of 18 years.

Terms of Service:

- Payment of residence renewal fees and late fines, if any.
- · Payment of traffic violations registered on the expatriate.
- The presence of a fingerprint and a photo of the expatriate at the passport

system, and of the family member who is more than 15 years old.

· Expatriate passport validity at the time of renewal.

• Read the service instructions, and press (Next).

Select The expatriate who wants to renew his residency.

· Choose the period, Confirm the data and renew the residence.

- · The presence of the expatriate on Saudi land.
- The expatriate can not be registered as absent from work.



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Website: www.moi.gov.sa Phone Number: 920020405 E-mail: info@moi.gov.sa Response Hours: 24 hours





E-Portal Mobile Apps

Issuing a final exit visa during the probationary period - Absher Indivdiual



Field: Residents' Affairs and Visitors

Service Description

It is a service that allows individuals to issue a final exit visa for their workers (domestic workers) during the probationary period (90 days), starting from their entry into the Kingdom, through the platform Absher individuals

Steps to Obtain the Service:

- Enter the Absher platform.
- Select (Absher individuals).
- · Log in with your username or ID number and password on the platform
- · Absher individuals.
- You will receive a text message to your mobile number registered in Absher, please enter it in
- next window.

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 Select (Services) in the (warranted Persons Services) icon, then select (a final exit visa during the probationary period). After reading the conditions for implementing the service, select (continue).

- Select the expatriate for whom you wish to issue a final exit visa from the Employment list , then press (Next).
- Fill in the required fields on the (workers' data) screen, then select (Next) on the (order confirmation) screen after reading and agreeing to the terms and conditions,
- Select (issuance of the final exit visa).
- · You will receive a message: The visa has been issued successfully.

Stud.	Service rees and	I CONDICIONS:					
<u></u>	Service fees:			• Fingerprint.			
	• No Fees.			• Border number.			
	Terms of Service	:					
	• Valid Visa.						
27 28	Customer services:	Website: www.moi.gov.sa Phone Number: 920020405	E-mail: info@moi.gov.sa Response Hours: 24 hou	rs	Channels Service Delivery:	Self-service machines, Mobile Apps, E-Portal , service centers	



Cancellation of exit and re-entry visa for the warranted







Service fees and conditions:

Service fees:

 \cdot No Fees.

Terms of Service:

• Log in to Absher.







Cancellation of a Final exit visa for the warranted



Field: Residents' Affairs and Visitors

eral Directorate of Passports through the Absher platform, which enables th

An electronic service provided by the General Directorate of Passports through the Absher platform, which enables the beneficiary to cancel a final exit visa for the Warranted



Steps to Obtain the Service:

• Log in to (Absher) portal.

Service Description

- Select (Services) from the main menu.
- Go to visa services from the list of electronic services.



Service fees and conditions:

Service fees:

• No Fees.

Terms of Service:

An account on Absher.



Channels Service Delivery:





Road safety Reports (Kulluna Amn App)



Service Description

Field: Safety and Environment

A service that allows citizens and residents to submit security and traffic reports and request humanitarian assistance outside the urban area.

Steps to Obtain the Service:

- Download the application (Kulluna Amn) from the Android store or the Apple store.
- Open the application and submit the report.



Service fees and conditions:

Service fees:

• No Fees.

Terms of Service:

- ID number
- Phone Number









Issuance of a sailing permit



Service Description

Field: Automotive and Transport

An e-service provided by the General Directorate of Border Guards, which enables beneficiaries to issue sailing permits for the following purposes: diving, fishing, picnicking, private outings, research, renting, boats, marine agencies, government mediation, transportation So, hunting according to the Saudization system, adultery for a fee, transporting a passenger, Marine sports.

Steps to Obtain the Service:

- Enter the border guards portal for electronic services (Zawul).
 - Enter the hunting and fishing services.
 - Click on (Issue a Sailing Permit) from the Marine Media Management menu.
 - Select the permit type.
 - Select the sailing period.
 - Select the sailing date.

- Select the navigation areas.
- Select the owner's available media.
- Enter the details of the marine craft and the details of the escorts, then click on the (send) icon to issue the sailing permit directly.
- The result will be shown directly to you



Service fees and conditions:

Service fees:

No Fees.

Terms of Service:

- Marine driving license.
- National ID, Residency or passport.









E-Portal

Issuance of driving license



Service Description

Field: Personal Documents

The service allows citizens and residents to take the necessary procedures to obtain a driving license that allows them to drive legally in the Kingdom.

Steps to Obtain the Service:

- Enroll in driving lessons by selecting one of the available driving schools, if you hold a valid international or foreign license, please skip to step 5.
- Fill in the required information on the registration form.
- Once your application is accepted, you will receive a message confirming your registration.
- You must perform and pass the necessary hours and requirements for all parts
 of the driving test, including the practical and theoretical stages, under the
 supervision of the General Traffic Department.
- · Applicants are exempted from the test if they hold a valid foreign or

- international driving license recognized by the competent department in the Kingdom.
- To follow up on the status of your license, log in to your Absher account. Click on (My Services), then select (Inquiries), then select (Traffic), and then select (Inquire about driving license information).
- Enter the required information, including the national ID or Iqama number and date of birth.
- · Click (View) to display all information related to the driver's license
- your own.

Service fees and conditions:

Service fees:

· 200 SAR

Terms of Service:

· The applicant must be at least 18 years old.

 The applicant must submit a valid medical examination, as the required medical examination is a general examination of the applicant to ensure his safety and ability to drive a car, including: a vision examination (an appointment is reserved for the theoretical driving test in approved driving schools), blood type, and others, This examination can be performed at any governmental or private medical center associated with the traffic.

- The applicant must bring a copy of his civil status card.
- The applicant must submit 6 photographs, size (4 * 6).
- The applicant must pay the required fees.
- The applicant must submit a file to keep the documents.



Stila

Website: www.moi.gov.sa Phone Number: 920020405 E-mail: info@moi.gov.sa Response Hours: 24 hours Channels Service Delivery:



F-Portal

Mobile Apps

Accident



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	Service Description		Field: Safety and Environment
	A service that allows citizens and residents to submit security and t	affic reports and request humanitaria	an assistance outside the urban area.
	Steps to Obtain the Service:		
	 Download the application on your mobile phone Register in the application by filling in your data. Enter the information of a close person to contact him if necessary. Determine the location of the accident. Select the type of accident. confirm the report. 	• You will receive a tex received.	t message informing you that the report has been
	Service fees and conditions:		
<u>(O)</u>	Service fees:		
	 No Fees. Terms of Service: 		
	• Download the App.		
& ₽	Customer Website: www.moi.gov.sa E-mail: integration services: Phone Number: 920020405 Response	j@moi.gov.sa łours: 24 hours s	Channels Mobile Apps Service Delivery: Auto Reply
			 Directory of Services Provided to Expatriates 2024-1445

receiving suggestions and complaints faster



Service Description

Field: Safety and Environment

The service allows beneficiaries to submit complaints and suggestions electronically, and transfer them to the concerned authority to deal with them, with department managers following up on the status of the complaint until it is closed.



Steps to Obtain the Service:

- Fill out the electronic form through the portal of the General Directorate of Civil Defense.
- Click on (Send).



Service fees and conditions:

Service fees:

• No Fees.

Terms of Service:

• No terms.







Safety Report





Service Description

Field: Safety and Environment

An electronic application provided by the General Directorate of Civil Defense, which enables the beneficiary to submit reports of safety violations, where the preventive supervision teams proceed with the report, and remove the violation to prevent damages from occurring, God forbid.



Steps to Obtain the Service:

- Download the application, register and login.
- Enter the reporter information.
- Enter the violation data.
- Locate the violation place
- Send Request



Service fees and conditions:

Service fees:

No Fees.

Terms of Service:

• No terms.









Cancellation of exit and re-entry visa or final exit



Field: Residents' Affairs and Visitors

Service Description

An electronic service provided by the General Directorate of Passports through the Absher platform, which enables the beneficiary to cancel an exit and re-entry visa for the warranted



Steps to Obtain the Service:

- · Log in to (Absher) portal.
- Select (services) from the main menu.
- Go to visa services from the list of electronic services.



Service fees and conditions:

Service fees:

No Fees.

Terms of Service:

 No prior violation of non-cancellation of an issued and unused visa. The cancellation process must be completed within 90 days from the date of issuance of the visa, or before the date of return shown on the visa (whichever comes first).

• In case that the visa is not canceled within the specified period, fines will be

ustomer

Website: www.moi.gov.sa Phone Number: 920020405 E-mail: info@moi.gov.sa **Response Hours: 24 hours** Channels Service Delivery:

The presence of the individual for whom the visa is to be canceled is inside

applied according to the regulations.

Saudi territory when the visa is canceled

Absher App



Issuance of exit and re-entry visa



Field: Residents' Affairs and Visitors

= Servi

Service Description

An electronic service provided by the General Directorate of Passports, which enables those who have family members or domestic workers to issue an exit and return visa for them.



Steps to Obtain the Service:

Log in to the Absher portal.
Go to visa services from the list of electronic services.
Select the person for whom you wish to obtain an exit and re-entry visa
Enter the required data.
Click on the (Issue an exit and re-entry visa) icon.

Service fees and conditions:

Service fees:

• 200 SAR

Terms of Service:

- Payment of visa fees.
- $\cdot\,$ Payment of all traffic fines for the escort or the worker and the employer.
- The absence of a previous violation of non-revocation of the visa, its source and unused presence of the individual to whom the visa is to be issued within Saudi territory when the visa is issued.
- \cdot The validity of the passport for the individual to whom the visa is to be issued should be 60 days for final exit and 90 days or more for exit and return.
- $\cdot\,$ Validity of residency for the individual to whom the visa is to be issued.
- The individual for whom the visa is to be issued shall not have a vehicle registered in my name upon issuance of the final exit visa.
- $\cdot\,$ The presence of a fingerprint for the individual to whom the visa is to be issued (for males and females from 15 years old or more)



Website: www.moi.gov.sa Phone Number: 920020405 E-mail: info@moi.gov.sa Response Hours: 24 hours Channels Service Delivery: Absher App



General inquiry about health insurance validity for residents only





Public inquiry about the arrival of workers



Service Description

Field: Residents' Affairs and Visitors

This service displays to the citizen and employer a statement of all the workers who have entry and return visas, and a statement of the visa information, in addition to the date and port of last entry to the Kingdom.



Steps to Obtain the Service:

- Access to electronic services.
- · Click on workers inquiries, then inquire about the return of workers from ahroad



Service fees and conditions:

Service fees:

No Fees.

Terms of Service:

- The guarantor ID number.
- Residence permit number.
- · Residency expiry date.
- visual code.



E-mail: info@moi.gov.sa Response Hours: 24 hours





Absher App
Public inquiry about the eligibility to perform Hajj



Field: Hajj and Umrah

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Service Description

This electronic service allows citizens and residents to inquire about their eligibility to perform Hajj this year by making sure that they have not performed Hajj in the past five years.



Steps to Obtain the Service:

- · Log in to (Absher) portal.
- Go to electronic inquiries passports.
- Click on the general inquiry about the eligibility to perform Hajj.
- $\cdot\,$ Enter the ID number and the visual code.
- Click on (View).

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Service fees:

• No Fees.

Terms of Service:

- · ID number or a valid residence number.
- Enter the visual code

Service fees and conditions:









Commissioner of a vehicle I own

Service Description



Field: Automotive and Transport

A service that enables an individual to add a commissioner to drive his vehicle electronically.



Steps to Obtain the Service:

Enter the Absher E-portal.
Enter the national ID number or residence number, visual code.
Enter the authorization and delay the vehicle authorization.
Select Commissioner for vehicles I own.
Enter the authorization and delay the vehicle authorization.



Service fees and conditions:

Service fees:

• No Fees.

Terms of Service:

- The authorized person can drive the vehicle inside or outside the Kingdom according to the specific type of authorization (external or internal).
- The external authorization authorizes the authorized person to drive the vehicle internally, or the authorization is internal.
- $\boldsymbol{\cdot}$ It is not possible to add more than one delegate to a vehicle, whether

internally or externally.

- That the vehicle registration is valid and that there is no report on it, or that it does not have insurance.
- The presence of a valid private driver's license for the authorized person.
- The delegation is from a citizen to another citizen or from a citizen to his warranted person.



E-mail: info@moi.gov.sa Response Hours: 24 hours Channels Service Delivery:



Absher App

General information about the validity of the residence





Service Description

Field: Residents' Affairs and Visitors

This electronic service allows citizens and residents to inquire about the validity of the residence permit and the date of its expiration, whether it is valid or expired.



Commissioner of a vehicle I own

Service Description



Field: Automotive and Transport

A service that enables an individual to add a commissioner to drive his vehicle electronically.



Steps to Obtain the Service:

Enter the Absher E-portal.
Enter the national ID number or residence number, visual code.
Enter the authorization and delay the vehicle authorization.
Select Commissioner for vehicles I own.
Enter the authorization and delay the vehicles I own.



Service fees and conditions:

Service fees:

• No Fees.

Terms of Service:

- The authorized person can drive the vehicle inside or outside the Kingdom according to the specific type of authorization (external or internal).
- The external authorization authorizes the authorized person to drive the vehicle internally, or the authorization is internal.
- $\boldsymbol{\cdot}$ It is not possible to add more than one delegate to a vehicle, whether

internally or externally.

- That the vehicle registration is valid and that there is no report on it, or that it does not have insurance.
- The presence of a valid private driver's license for the authorized person.
- The delegation is from a citizen to another citizen or from a citizen to his warranted person.



Website: www.moi.gov.sa Phone Number: 920020405 E-mail: info@moi.gov.sa Response Hours: 24 hours Channels Service Delivery:

Absher App

Authorization to receive female workers arriving for employment.







General inquiry about vehicle insurance validity



Field: Automotive and Transport

This service enables citizens and residents to electronically inquire about vehicle insurance eligibility.

Steps to Obtain the Service:

Service Description

- Login to electronic services, then vehicle inquiries.
- · Click on the vehicle insurance validity.
- Enter the ID number, plate number.



Service fees and conditions:

Service fees:

• No Fees.

Terms of Service:

• No terms.



Channels Service Delivery:



Vehicle authorization applications are pending approval





Service Description

Field: Automotive and Transport

This service enables individuals to electronically approve or reject authorization and those activated on the Absher platform to drive a vehicle.



Vehicle user cancellation

Service Description



Field: Family matters and life events

	Service Descrip				Field.	raining matters and me ev	entis
	To Enable an inc	lividual to electronically cancel an actual	user of one of the vehicles	owned by him.			
	Steps to Obtain	the Service:					
<u>N=</u>	 Enter the Mini Access electro Choose Vehicle Select Vehicle 	istry of Interior's portal (Absher). nic traffic services. ? Services. Management.		 Select the vehi Choose «Autho 	cle. rization», through which	users can be cancelled.	
	Service fees an	d conditions:					
U	Service fees: • No Fees. Terms of Service	e:					
	 Registration and activation on the Absher portal. The authorization cannot be revoked in case of violations against the authorized person. Validity of the vehicle form 						
	·						
(2 ₹ (2)	Customer services:	Website: www.moi.gov.sa Phone Number: 920020405	E-mail: info@moi.gov.sa Response Hours: 24 hou	rs	Channels Service Delivery:	Absher App	

Comprehensive inquiry about traffic violations



Field: Automotive and Transport

Service Description

An electronic service provided by the Public Security Directorate, which enables the beneficiary to inquire about the traffic violations registered against him or a member of his family or the warranted individuals by him.



Steps to Obtain the Service:

- · Enter the (Absher) E-portal.
- Enter the national identity number or residence number, and the visual code.
- Enter the electronic services and choose the password.
- Select inquire about traffic violations.
- After entering the service, enter the ID number of the applicant and the visual code
- After submission: The system will review the violations, if any, along with their details.



Service fees and conditions:

Service fees:

No Fees.

Terms of Service:

National identity or residence.



Channels Service Delivery:





Objection to traffic violations

Service Description



Field: Automotive and Transport

An electronic service provided by the Public Security Directorate, which enables the beneficiary to inquire about the traffic violations registered against him or a member of his family or the warranted individuals by him.

Steps to Obtain the Service:

- Log in to the Ministry of Interior portal (Absher).
- Select (my services).
- Select (traffic services).
- Select (object to traffic violations).
- The recorded violations will appear to you.
- Determine the Violation you want.
- Select the reason for the objection and press (Submit the objection to the



Service fees and conditions:

Service fees:

No Fees.

Terms of Service:

• No terms.



Website: www.moi.gov.sa Phone Number: 920020405 E-mail: info@moi.gov.sa Response Hours: 24 hours





violation).

 $\boldsymbol{\cdot}$ You will receive a text message on your registered number.

Prisoners visiting times



Field: Family matters and life events



Service Description

This service enables prisoners registered in the prison system to book appointments to visit their relatives.

Steps to Obtain the Service:

- Log in to the Absher electronic system portal.
- · Appointments < General Directorate of Prisons < Book an Appointment.



Service fees and conditions:

Service fees:

• No Fees.

Terms of Service:

• The user shall be registered in the prison system, as a visitor to a specific prisoner.

 \cdot An appointment shall be booked. The appointment must be booked a period before the visit.

 \cdot A visitor cannot be attended to if his appointment is on a day other than the booked day.



E-mail: info@moi.gov.sa Response Hours: 24 hours





Notarization of lease contracts



Service Description

Field: Housing, municipal services and utilities

This service enables individuals to notarize the rental contracts established through the electronic network of rental services referred to in the following name (Rental) and registered with the national identity or the identity of the resident, whether he is a lessor, tenant or agent tenant.

Steps to Obtain the Service:

• Enter the rental contract registration service. · Click on (submit contract for notarization). · Enter the tenant information and press (check). • The contract is notarized by the lessor and the lessee through (Absher). · Select the property or rental units. • Enter the data of the rental contract and accompanying persons, then press (next). • Enter the value of the annual rent for the unit and for public services, then click on (Next) Service fees and conditions: The presence of pre-added rental units. Service fees: · 200 SAR Terms of Service: The presence of pre-added real estate instruments. The presence of pre-added residential real estate. Website: www.moi.gov.sa E-mail: info@moi.gov.sa Channels ustomer Absher App Phone Number: 920020405 **Response Hours: 24 hours** Service Delivery:

Hajj Permit



Field: Hajj and Umrah



Service Description

A service that enables campaign employees to issue Hajj permits for pilgrims who are registered as part of their campaign in the Ministry of Hajj systems and whose data is electronically transmitted to the systems of the Ministry of Interior, and enabling pilgrims to print permits after issuance.



Steps to Obtain the Service:

• Log in to the Absher platform.

- · Choose the Hajj Permits service.
- Enter the civil ID number of the pilgrim, their date of birth, and then click on "Issue Hajj Permit".



Service fees and conditions:

Service fees:

• No Fees.

Terms of Service:

• Registration of pilgrims and the campaign in the system of the Ministry of Haji.

• Registering and introducing campaign users on the (Absher) portal through passports and civil affairs.

• Inclusion of Al-Haj name within the registered campaign.



Website: www.moi.gov.sa Phone Number: 920020405

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E-mail: info@moi.gov.sa Response Hours: 24 hours







Electronic inquiries about travel restrictions and the provision of services



Service Description Field: Family matters and life events This service enables individuals to inquire about any travel restrictions and the provision of services registered on them, and to see its details. Steps to Obtain the Service: • Enter the lease contract registration service. Click on "Send Contract for Authentication". • Enter the tenant's information and click "Verify". The contract will be authenticated by both the lessor and the lessee · Select the property or rental units. through Absher. Enter the lease contract details and accompanying information, then click "Next" • Enter the annual rent amount for the unit and for general services, then click "Next". Service fees and conditions: Service fees: • Register and identify campaign users on the Absher portal through No Fees passports and civil affairs. Terms of Service: • Include the pilgrim's name in the registered campaign. Registering and identifying pilgrims and campaigns in the Ministry of Hajj system. Website: www.moi.gov.sa E-mail: info@moi.gov.sa Channels ustomer Absher App Phone Number: 920020405 **Response Hours: 24 hours** Service Delivery

General inquiry about vehicles/vehicles for which I am authorized





Service Description

Field: Automotive and Transport

This service enables citizens and residents to manage all driving authorizations and actual user authorizations authorized to them by other car owners.

Steps to Obtain the Service:

- · Login to your account on the Absher platform.
- Choose electronic services authorizations.
- · Click on the sector review authorization icon, then inquire about vehicle authorization, vehicles I am authorized for.

Service fees:

No Fees.

Terms of Service:

Log in to Absher account

Service fees and conditions:

- Traffic services.
- · Vehicle authorization inquiry.
- · Choose Vehicles which I am authorized for.



Service Delivery:







Electronic inquiries for expatriate affairs



						/	
Ę	Service Descrip	otion			Fi	eld: Jobs and Employment	
	This electronic s	service allows citizens and residents to	inquire about their recrui	tment requests.			
	Steps to Obtain	the Service:					
	 Log in to the el Click on My Se Select the Gen 	ectronic services. rvices Inquiries. eral Administration of Expatriate Affa	irs				
	Service fees an	d conditions:					
\$	Service fees: • No Fees. Terms of Service • The guarantor • The Issued nur • Visual code.	e ID number. nber.					
(2) 1 2 3	Customer services:	Website: www.moi.gov.sa Phone Number: 920020405	E-mail: info@moi.gov.s Response Hours: 24 ho	a urs	Channels Service Delivery:	Absher App	

Request a resident report



Field: Jobs and Employment



Service Description

The service enables the employer to extract the basic information of domestic employment and print it electronically

Steps to Obtain the Service:

· Enter on the platform of the Ministry of internal affairs.

- · Select my services and then passport services.
- Click on the request for a resident report.

Service fees:

Service fees and conditions:

No Coord

No Fees.

Terms of Service:

• This report is not an official document to prove the assessment, and is considered as an update report for the purpose of submitting to the concerned entity to implement some services at the entity.

• The validity of the report is 30 days from the date of issuance of the report,

and it is considered canceled after that, and the validity of the report can be verified by the entity, through the Absher information service through the reference number of the report and the resident's residence number.



Website: www.moi.gov.sa Phone Number: 920020405 E-mail: info@moi.gov.sa Response Hours: 24 hours Channels Service Delivery: Absher App



Data of new employment and visitors Absher



Service Description

Field: Jobs and Employment

The service displays to citizens and residents a statement of all workers and visitors who have come to the Kingdom during the last three months and have not been issued residency permits.



Steps to Obtain the Service:

- Log in to the electronic services.
- Click on My Services Inquiries.
- Select the General Administration of Expatriate Affairs.



@

Service fees and conditions:

	Service fees:	• The Birth year of the employer.							
	• No Fees.	• No Fees.			• visual code.				
	Terms of Service:								
	• Employer number.								
	• The Birth year of the employer.								
	• Enter the visual code.								
	Service input:								
	• Employer number.								
3	CustomerWebsite: www.moi.gov.saservices:Phone Number: 920020405	E-mail: info@moi.gov.sa Response Hours: 24 hou	rs	Channels Service Delivery:	Absher App				



Improvement



Field: Family matters and life events



Service Description

To enable individuals to communicate with the Ministry of Interior agency for civil affairs and facilitate the procedures for filing complaints, observations and proposals to the general departments of conditions in the regions and governorates.



Steps to Obtain the Service:

- Enter on the platform of the Ministry of internal affairs.
- Select My services.
- Then select civil affairs services.
- · Click improvement service.



Service fees and conditions:

Service fees:

• No Fees.

Terms of Service:

• No terms.



Channels Service Delivery:





Authorizing Absher services



Field: Family matters and life events



- Choose the authorization service.
- Then click on Absher Services Authorization



Service fees and conditions:

Service fees:

• No Fees.

Terms of Service:

• The commissioner accepts his addressee's request.



E-mail: info@moi.gov.sa Response Hours: 24 hours







Authorize Sector Review



Field: Family matters and life events



Service Description

It also enables individuals to provide others to review the sector and carry out work and transactions on their behalf.

Steps to Obtain the Service:

- Log in to the Ministry of Interior platform.
- Select authorization.
- Then click on Authorize Sector Review.

Service fees and conditions:

Service fees:

No Fees.

Terms of Service:

- The authorized person must be at least 18 years old.
- The delegate can authorize another user for a specific sector and a specific service.

· -It is not possible to delegate more than one delegate to the same service in the same sector for the same period of time by the same delegate.

ustomer

E-mail: info@moi.gov.sa **Response Hours: 24 hours**

issued.

authorized or authorized for.



• The authorization period is seven days from the date the authorization is

The service cannot be used by a wanted or deceased user, whether







Change the profession for the expatriate



Field: Residents' Affairs and Visits An electronic service provided by the Ministry of Interior enables the beneficiary to apply for a profession change for the expatriate. • The system verifies that there are no observations preventing the

offices to print the residence or choose Saudi Post Wasel.

modification of the profession, Then the employer must check the passport



Service Description

· Select (Professions) from the main list.

Steps to Obtain the Service:

- · Go to passport services from the electronic services list.
- Apply for a request change profession.

Service fees and conditions: 常品

Service fees:

· 1000 SAR

Terms of Service:

- The approval of the Ministry of Human Resources and Social Development
- and the absence of any observations on Profession modification.
- · Change of residence due to change of profession.



E-mail: info@moi.gov.sa **Response Hours: 24 hours**







Verify the result of the expatriate labor examination



Field: Residents' Affairs and Visits

Service Description

An electronic service provided by the Ministry of Health, which enables the expatriate labor examination result to be sent to the passport office electronically without the need to visit the health center.



Steps to Obtain the Service:

- Click on the service link.
- Enter the limits number of the warranted.
- Enter the guarantor's ID number.
- Select the Examination type.
- Enter the verification code.
- · Click on (Search).



Service fees and conditions:

Service fees:

No Fees.

Terms of Service:

• Warranted border number and guarantor's number.



E-mail: info@moi.gov.sa Response Hours: 24 hours







Ministry of Health



Taking the coronavirus vaccine at home for expatriates of all ages



Field: Family Matters and life events

Service Description

A service provided by Ministry of Health, to take care of the health and safety of adults who are eligible for vaccination and to prevent coronavirus infections, To reduce the burden of having to go to vaccination centres to get vaccinated, where specialised medical staff work to provide vaccination service at home for all ages of expatriates, thus ensuring them the necessary health care during their presence in the family environment, taking into consideration the precautionary and preventative steps recommended by (health).

Steps to Obtain the Service:

- visit the e-portal of the Ministry of Health.
- Select e-services.
- click on the service of taking the coronavirus vaccine at home for all age of expatriates.
- or call 937



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

All ages of expatriate









Booking an appointment for vaccinations





Service Description

An electronic service provided by the Ministry of health through the Sehaty application, enables the beneficiary to book an appointment for vaccinations through the nearest health center safely.



Steps to Obtain the Service:

- Enter the link of the application (Sehaty) on the Google Store or Apple Store.
- Download the application.
- register/fill your data
- Go to (services), and then (vaccinations).
- Click on (dependent vaccinations), and select the intended vaccination dependent, then click on Book an Appointment.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.







Request for accreditation of vaccine has been taken outside the Kingdom



Field: Family Matters and life events

Service Description

The service allows citizens and residents to submit requests for adding Corona vaccines accreditate by the kingdom of Saudi Arabia, which has been taken outside the kingdom, to the regulations of the Ministry of Health; in order to process them and add them in the application (TawakIna).



Steps to Obtain the Service:

 Visit the Ministry of health e-portal. · Choose (vaccine accreditation application service) click on eservices. Service fees and conditions: ىاللات Service fees: The certificate should contain the name of the vaccine, its date, and the No fees. operational number. Terms of Service: Required documents · Check the correctness and accuracy of the entered data. Passport copy, vaccination certificate copy. The presence of a national ID, or a resident ID • If there is an existing application, no new application can be submitted. The entered documents should be in PDF format, and their size should not Those who do not have a national ID, or a resident ID (Saudi residency), and exceed IMB wish to visit the kingdom, can register their vaccine electronically Check that the certificate matches the following requirements: The Medical Commission reserves the right to reject the application or to The certificate should include personal information. impose additional requirements as it deems appropriate after its review • It must be issued in one of the following languages: Arabic, English, French or a certified translation into Arabic.



E-mail: 937@moh.gov.sa Response Hours: 24 hours

Channels Service Delivery:



E- portal

Prescription and medication review service



Field: health services

Service Description

The service enables the beneficiary to obtain medicines from commercial pharmacies through remote consultation through Ministry of Health channels, where they can contact the Ministry of Health's contact centre (937), and use the application (sehaty) to obtain an electronic prescription that can be disbursed from the patient's nearest pharmacy without the need to visit the doctor.

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Steps to Obtain the Service:

• Sign in through the (sehaty) app.	• the app will send reminder alarm for taking the medicine.
 Select (Health Profile), then click on medicines and prescriptions. 	
 The list of prescribed prescriptions and their details appears (tab 	
prescriptions), as well as the medicines that were added manually (in the	
medicines tab).	
• The user can add a new drug, fill in the details of the use of the drug.	



Service fees and conditions:

a and a construction of the construction of th							
<u> </u>	Service fees:			• Date of birth (DOB).			
	• No fees.						
	Terms of Service	:					
	• create an accou	int on Sehaty app.					
	• required data p	hone number.					
	• National ID or r	esidents ID number.					
87 18	Customer services:	Website: www.moh.gov.sa Phone Number: 937	E-mail: 937@moh.gov.sa Response Hours: 24 hour	-s	Channels Service Delivery:	E- portal	

Application in the program of visiting health expatriate forces in Hajj



Field: Work and employment

Service Description

The service enables people wishing to join the visiting expatriate Forces program during the Hajj period (health sector expatriates from inside and outside the kingdom) to submit job applications automatically without the need to personally come to the ministry's headquarters.



Steps to Obtain the Service:

- click on the service's link.
- choose the type of contract.
- enter the employee number.
- enter the ID or the resident ID number.
- click on sign in.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- create a user account on e-portal.
- · Prepare academic certificates and previous experiences.
- · Professional Classification Card issued by Saudi Commission for Specialties

Health.Profession Status Card for Saudis, Residence Permit for Residents, Passport.



Website: www.moh.gov.sa Phone Number: 937 E-mail: 937@moh.gov.sa Response Hours: 24 hours





E- portal

Seeking treatment for addiction



Field: health services

Service Description

The service allows citizens to get a placement for treatment at Care Centers (Erada).



Steps to Obtain the Service:

- Register as a user in the e-portal.
- Fill out the psychotherapy application form.
- Submit the request.
- After confirming the full conditions and data, the application will be transferred to the administrative communications officer.
- $\boldsymbol{\cdot}$ The application will be supplied by internal regulations.

- The applicant receives notification via text message.
- will complete the rest of the procedure internally



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

- ID copy
- medical report









Booking medical appointments



Field: health services

Service Description

The service allows the beneficiary and his family members to book appointments in primary health care centres through the system's website (appointment) in addition to the application (sehaty) available through e-stores. Through this service, it is possible to book an appointment for reproductive health care services, motherhood, and childhood, and the appointment application also allows the possibility of booking a reproductive health care services through primary care centers, such as vaccinations, pregnancy follow-up, healthy child clinic, family medicine.

Steps to Obtain the Service:

- sign in on sehaty app
- click on (my appointments)
- To book a new appointment:
- Click on (book an appointment), select the health center and service and specify the date and time of attendance.
- To review upcoming/ past appointments:
- click on (my appointments).



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

Absher account







Appointments reschedule



Field: health services

Service Description

The service provides the possibility of rescheduling appointments for the beneficiary and his dependents in the primary health care centers and hospitals referred to them, through the electronic website of the appointment system, in addition to the application(sehaty) available through e-stores.



Steps to Obtain the Service:

- · Visit the Ministry of Health website.
- Go to the e-services index page, and then select individual services.
- · Click on (appointments)
- Sign in with the username and password.
- Search for a suitable appointment.
- · Click on appointment edit.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.





· Choose the new appointment, then confirm.

• A confirmation text message will be sent to you.





Cancel appointments



Field: health services

Service Description

The service provides the possibility of canceling appointments for the beneficiary and his dependents in the primary health care centers and hospitals referred to them, through the electronic website of the appointment system, in addition to the application (sehaty) available through e-stores.



Steps to Obtain the Service:

- visist the Ministry of Health website.
- Go to the e-services index page, and then select individual services.
- · click on (appointments)
- sign in with the username and password.
- · search for the appointment.
- Select the required appointment and the language, noting that the beneficiary

can cancel the appointment in hospitals 24 hours before the appointment, and for health centers 6 hours before the appointment.

• a confirmation text message will be sent to you



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

an account on Absher website.







Interactive Health Map



Field: health services

Service Description

An easy-to-use e-service provided by the Ministry of Health, which provides for the visitors wide range of information and websites related to all healthcare facilities within the kingdom, including hospitals, laboratories, pharmacies and Red Crescent centers.



Steps to Obtain the Service:

- visit the Ministry of Health website.
- Select the "interactive map " page in the main page.
- · Choose how you want to display the institutions (either as a list or on a map).
- · Choose the category of institutions that you would like to find.



Service fees and conditions:

Service fees:

No fees

Terms of Service:

• No terms.









Your online guide to mental health



Field: health services

Service Description

An e-service provided by the National Center for mental health that provides comprehensive information about hospitals, private clinics, rehabilitation centers, associations and committees located in the kingdom, the services they provide, contact information, and other relevant information aimed at facilitating the user experience by finding an effective mechanism for obtaining information. For more information related to mental health services, you can visit the center's website, or download the "Qareebon" application.

Steps to Obtain the Service:

- Visit the National Center of mental health.
- Choose the service category from the main page.
- · Select the service from the sub-list.
- You will be directed to the service's guide.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.






Registration for coronavirus testing



Field: health services



Service Description

A service that allows the user to make Corona examination in one of the approved examination centers by choosing the health center or the approved examination center and specifying the date and time of attendance with the possibility of reviewing the result.



Steps to Obtain the Service:

- sign in on Sehaty App.
- Click on covid-19 Tests from the main page.
- The dosage list will be clarified with its indication.
- To book a new appointment: click on (book an appointment), read the instructions, answer the questions and then choose the vaccination center, Select the date and time of attendance.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• create an account on Sehaty App.



Channels Service Delivery:



Visiting doctors



Field: health services

Service Description

visiting doctors is an eservice provided by the Saudi Ministry of Health to enable the healthcare practitioner to join the visiting doctor program to provide medical support temporarily across regions and governorates, according to the need for health practitioners with scientific and practical competencies to work in the ministry's hospitals.



Steps to Obtain the Service:

- Log in to the health portal.
- Applying to join the system (visiting doctors).
- Approval of the application to join the system (visiting doctors).



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

 $\boldsymbol{\cdot}$ The user must first register in the Unified Access portal system before using

the service, and the user must have a classification number in the health specialties authority.

- There are some procedures to get the service:
- · The healthcare practitioner submits an application to join a healthcare

practitioner.

- Approval of the application for joining by the General Administration.
- Review of need requests



Website: www.moh.gov.sa Phone Number: 937 E-mail: 937@moh.gov.sa Response Hours: 24 hours

Channels Service Delivery: E- portal



Children vaccination alert



Field: health services

Service Description

Within the framework of the Ministry of Health's efforts to preserve the health of children in the Kingdom, and protect them and the categories of society from diseases, the ministry has established this service to remind parents of the dates of basic vaccinations against diseases targeted for immunization according to the new vaccination schedule of the Ministry of Health, where send a message reminding of the vaccination date on the mobile phone or e-mail one week before the child's vaccination date

· Click on (add child).

Steps to Obtain the Service:

- · Choose the preferred notification either by e-mail or by text messages.
 - Enter the verification code.
 - · You will receive a message with the Activation Code.
 - Enter the activation code.
 - Enter the child name.
 - The child date of hirth



Service fees and conditions:

Service fees:

No fees

Terms of Service:

· You can add up to five children.



E-mail: 937@moh.gov.sa **Response Hours: 24 hours**







Service Description



Field: jobs and employment

This service enables people wishing to work in the Ministry of Health to apply for employment immediately and automatically without the need to personally come to the ministry,



Steps to Obtain the Service:

· Visit the Ministry of Health website.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• The employee must not be on duty at the Ministry of Health.







Field: health services

Service Description

This service is concerned with the electronic issuance of sick leaves through linking the relevant entities represented by the Ministry of Health, the Ministry of Interior, the authorities of specialties, and the Ministry of Civil Service, where the service automates the procedures between these entities in an integrated manner through this allows the service provider from the health authorities to issue these certificates and share them electronically with the beneficiaries.



<u>Ö</u>ğılılı

Steps to Obtain the Service:

 Health establishments can access the service by registering on the Seha platform for electronic health services or by connecting electronically with health informatics systems. For e-linking instructions, please contact the Seha support team on the e-mail.

Service fees and conditions:

Service fees:

• The service provides multi-subscription packages according to the needs of the health establishment from the private sector, and you can view the available packages when registering for the service, and for government establishments they are free.

Terms of Service:



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patients and their accompanying persons.

The health establishment should be authorized to issue sick leaves to its





Reception, preservation and end of the body procedures for burial within the kingdom



Field: Forensic Medical Services Center

Service Description

CE)

Registration of death cases and end procedures with the appropriate authorities, accelerated reporting to the expatriate representative (residents and visitors Affairs), determining the waiting period in the refrigerator for a particular duration, and burial of the body in the absence of a recipient or response.

Steps to Obtain the Service:

- (YII)		
_ 2	 The service is provided by the death departments of health establishments and the Centers of forensic medical services in the regions. The security authority must be informed before transferring the body to the hospital. Medical examination and preservation procedures are completed after recieving the security letters. The data of the deceased is registered in the system by the number (residence, border, passport). A medical report and a certified copy of the death announcement are sent to 	 the Security Authority (burial processes are conducted in accordance with the embassy or consulate of the deceased's country). The body is handed over by an official letter from the security entity that holds the body. The data of the recipient of the body about the death is confirmed and verified in the form for this and he is responsible for the deceased until the completion of burial procedures. The procedures of registration in the system of deaths and issuance of death notification and burial permit are completed electronically.
	Service fees and conditions:	
	Service fees: • No fees. Terms of Service: • The medical costs are claimed from the beginning of the patient's admission	to the emergency department, provided that this claim has no effect on saving the patient's life. • The signatures of two consulting doctors must be obtained from the establishment.
8	Customer Website: www.moh.gov.sa E-mail: 937@moh.gov.sa services: Phone Number: 937 Response Hours: 24 hou	Channels rs Service Delivery: E- portal

Pre-marital examination



Field: Family matters and life events

Service Description

It is to conduct examinations for those who are about to get married to find out the presence of the characteristic of some hereditary blood diseases (sickle-cell anemia and thalassemia) and some infectious diseases (viral hepatitis B, viral hepatitis C, acquired immunodeficiency (AIDS), in order to to give medical advice about the possibility of transmission of these diseases to other parties or to children in the future, and to provide options and alternatives in front of the couple in order to help them plan a healthy family.

Steps to Obtain the Service:

- Sign in on sehaty app
- Click on (appointments)
- To book a new appointment:

Service fees and conditions:

- Choose the service of the premarital examination clinic and choose the date and time of attendance.
- To review upcoming/ past appointments: Click on (my appointments)

Service fees:

• Service for a fee in the government sector.

Terms of Service:

• Create an account on Sehaty App.









Eligibility for treatment in government health establishments 2nd category



Field: Health service

Service Description

Eligibility for treatment for a certain or special category of non-Saudis residing in government health institutions (contractors with the state and their contracts provide for treatment). this category of contractors are excluded from paying the costs of births.

except:



Steps to Obtain the Service:

- · Direct transfer to primary health centers.
- transfer to governmental hospitals.
- Specialised hospitals and medical cities based on treatment eligibility criteria and regulations.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

State contractors must be eligible for treatment in the State's health

establishments.

They are entitled to treatment and benefit from the following services

Customer

Website: www.moh.gov.sa Phone Number: 937 E-mail: 937@moh.gov.sa Response Hours: 24 hours



cosmetic complementary surgeries-pregnancy follow-up)

• (Dentistry-infertility-bone marrow transplantation-organ transplantation-





Eligibility for treatment in government health establishments 1st Category (Cases of domestic violence)



Field: health services

Service Description

Eligibility for treatment for a specific or special category of non-Saudis residing in government health establishments for the (abused).



Steps to Obtain the Service:

- · Direct transfer to primary health centers.
- transfer to governmental hospitals.
- · Specialised hospitals and medical cities based on treatment eligibility criteria and regulations.



Service fees and conditions:

Service fees:

· Service for a fee in the government sector.

Terms of Service:

They are entitled to treatment and benefit from the following services

except:

(Dentistry-infertility-bone marrow transplantation-organ transplantation-



E-mail: 937@moh.gov.sa **Response Hours: 24 hours**



cosmetic complementary surgeries-pregnancy follow-up)







Eligibility for treatment in government health establishments 2nd Category: Scholarship students and their families



Field: Health service

Eligibility for treatment for a specific or special category of non-Saudis residing in government health establishments for the (Scholarship students and their families).



Steps to Obtain the Service:

Service Description

- Direct transfer to primary health centers.
- transfer to governmental hospitals.
- Specialised hospitals and medical cities based on treatment eligibility criteria and regulations.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- Must be granted a State University Scholarship
- · They are entitled to treatment and benefit from the following services

except.



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cosmetic complementary surgeries-pregnancy follow-up)

(Dentistry-infertility-bone marrow transplantation-organ transplantation-





Eligibility for treatment in government health establishments 3rd Category: (People with disabilities, the elderly, orphans)



Field:	health	service
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Eligibility for treatment for a specific or special category of non-Saudis residing in government health establishments for the ((People with disabilities, the elderly, orphans)



Steps to Obtain the Service:

Service Description

- · Direct transfer to primary health centers.
- transfer to governmental hospitals.
- Specialised hospitals and medical cities based on treatment eligibility criteria and regulations.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

They are entitled to treatment and benefit from the following services

except:

(Dentistry-infertility-bone marrow transplantation-organ transplantation-



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cosmetic complementary surgeries-pregnancy follow-up)§





Eligibility for treatment in government health establishments 2nd Category: (Male and female prisoners during their sentences)



Field:	Health	service
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Eligibility for treatment for a specific or special category of non-Saudis residing in government health establishments for the (Male and female prisoners during their sentences)



Steps to Obtain the Service:

Service Description

- Direct transfer to primary health centers.
- transfer to governmental hospitals.
- Specialised hospitals and medical cities based on treatment eligibility criteria and regulations.



Service fees and conditions:

_							
	Service fees:			except:			
	• No fees.			• (Dentistry-infertility-bone marrow transplantation-organ transplantation-			itation-
	Terms of Service:			cosmetic complementary surgeries-pregnancy follow-up)			
	$\boldsymbol{\cdot}$ They are entitled to treatment and benefit from the following services						
,	Customer	Website: www.moh.gov.sa	E-mail: 937@moh.gov.sa	F0	Channels Service Delivery	government	回知回
2	SELVICES:	Phone Number: 937	Response Hours: 24 Hou	rs	Service Delivery:	HUSPICAL REALTH UNIT	回照於

Eligibility for treatment in government health establishments 5th Category: (Pulmonary tuberculosis disease)



Field: Health services

Service Description

Eligibility for treatment for a certain category of non-Saudis residing in government establishments for tuberculosis patients (regular residents are treated without deportation) (expatriates who are diagnosed with tuberculosis before the issuance of the residence permit are deported after treatment directly)



Steps to Obtain the Service:

- · Direct transfer to primary health centers.
- transfer to governmental hospitals.
- · Specialised hospitals and medical cities based on treatment eligibility criteria and regulations.



Service fees and conditions:

Service fees:

No fees

Terms of Service:

• No terms.







Eligibility for treatment in government health establishments 4th Category: (Detained pending investigation)



Field: Health service

Eligibility for treatment for a specific or special category of non-Saudis residing in government health establishments for the (Those detained on condition pending investigation)



Steps to Obtain the Service:

Service Description

- · Direct transfer to primary health centers.
- transfer to governmental hospitals.
- · Specialised hospitals and medical cities based on treatment eligibility criteria and regulations.



Service fees and conditions:

Service fees:

No fees

Terms of Service:

They are entitled to treatment and benefit from the following services

except:

(Dentistry-infertility-bone marrow transplantation-organ transplantation-



E-mail: 937@moh.gov.sa **Response Hours: 24 hours**



cosmetic complementary surgeries-pregnancy follow-up)



aovernment

Eligibility for treatment in government health establishments 7th Category: Epidemic diseases that affect society if not treated, such as Corona, FLUIN-IH,etc.



Field: Health services



Eligibility for treatment for a specific or special category of non-Saudis residing in government health establishments for the Corona, FLUINIH,etc.



Steps to Obtain the Service:

· Direct transfer to primary health centers.

- transfer to governmental hospitals.
- Specialised hospitals and medical cities based on treatment eligibility criteria and regulations.



Service fees and conditions:

Service fees:

• Billing and paying of amounts is carried out in accordance with the

treatment eligibility regulations

Terms of Service:

• No terms.



Website: www.moh.gov.sa Phone Number: 937 E-mail: 937@moh.gov.sa Response Hours: 24 hours







Eligibility for treatment in government health establishments 6th Category: (Patients with leprosy, Aids and viral hepatitis until they are deported)



Field: Health service

Eligibility for treatment for a specific or special category of non-Saudis residing in government health establishments for the (Patients with leprosy, Aids and viral hepatitis until they are deported)



Steps to Obtain the Service:

Service Description

- Direct transfer to primary health centers.
- transfer to governmental hospitals.
- Specialised hospitals and medical cities based on treatment eligibility criteria and regulations.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.







Quitting Smoking Assistance Service



Field: Health services



According to the Saudi Directory of Quitting Services, a service that provides the best awareness and treatment practises for the segment seeking to guit smok-

ing with trained and competent cadres; to achieve a model in efficiency locally, regionally, and worldwide.



Steps to Obtain the Service:

- Make an appointment either by coming or using Sehaty App.
- Sign in on Sehaty App.
- · Click on (appointment).
- · To book a new appointment: click on book an appointment.
- Choose the service of the anti-smoking clinic and select the date and time of attendance



Service fees and conditions:

Service fees:

No fees

Terms of Service:

· The presence of eligibility to be treated in government health establishments



E-mail: 937@moh.gov.sa **Response Hours: 24 hours**







• To view upcoming / past appointments click on (my appointments). Or call 937.

Eligibility for emergency and life-saving treatment



Field: Health service

Service Description

Eligibility for treatment in critical cases threatening the life of the patient or an organ or function following an accident, accidental or emergency health condition requiring rapid medical intervention.



Steps to Obtain the Service:

- · Arriving at hospitals by ambulance.
- Transfer a life-saving patient
- · to general and specialized hospitals via the emergency call center



Service fees and conditions:

Service fees: Emergency call center approval must be obtained for life-saving · You will pay the fee after the hospital treatment. emergencies Terms of Service: · Treatment costs are claimed from the time the patient is admitted to the emergency room, as long as this claim has no impact on saving the patient's life.



Website: www.moh.gov.sa Phone Number: 937

E-mail: 937@moh.gov.sa **Response Hours: 24 hours**





Issuance	of	birth
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Field: Health services

Service Description

An e-system for registering birth certificates for citizens, residents and visitors in all hospitals authorized for childbirth operations, whether government or private, in order to document birth cases regularly and obtain an official birth certificate through the Civil Affairs branches.



Steps to Obtain the Service:

· The service is provided by all health sectors.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- · Linking the establishment with the National Information Center.
- · An accredited hospital is authorized for births.



Website: www.moh.gov.sa Phone Number: 937 E-mail: 937@moh.gov.sa Response Hours: 24 hours







Review notice and accompaniment



Field: Health service

Service Description

This service means issuing an electronic review or accompanying notice through the link with the Ministry of Human Resources and it is available to the beneficiary to obtain it, as the service automates the procedures between these entities integrally through the link.



Steps to Obtain the Service:

• The service is provided by all health sectors.



Service fees and conditions:

Service fees:

- You will pay the fee after the hospital treatment.
- Terms of Service:
- Registration of the health facility in the Seha platform.









Eligibility for treatment in government health establishments 2nd Category: Private individual sponsorship holders



Field: Health services

Eligibility for treatment for a specific or special category of non-Saudis residing in government health establishments for the Private individual sponsorship holders.



Steps to Obtain the Service:

Service Description

- · Direct transfer to primary health centers.
- transfer to governmental hospitals.
- Specialised hospitals and medical cities based on treatment eligibility criteria and regulations.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

· They are entitled to treatment and benefit from the following services

except:

(Dentistry-infertility-bone marrow transplantation-organ transplantation-



E-mail: 937@moh.gov.sa Response Hours: 24 hours



cosmetic complementary surgeries-pregnancy follow-up)





Preparing the dead body procedures for departure outside the kingdom



Field: Health service

• - Signing the identification form on the body before the embalming process

• The body must be received from the Forensic Medical Services Center at

Preparing the dead body to be deported to its motherland in accordance with the approved medical procedures for embalming in the kingdom of Saudi Arabia.

Steps to Obtain the Service:

Service Description

- The service is provided by the Mortality Department of the Forensic Medical Services Center in the regions.
- You must complete the procedures and bring the papers mentioned in the receiving, preserving and ending of the body procedures for burial in addition to the following documents:
- - The migration form filled with the required information.

||..., <mark>-</mark> ())||1

Service fees and conditions:

Service fees:

• 6000 SR the value of embalming and preservation of the body.

Terms of Service:

• The presence of the deceased's relatives or the representative entrusted with receiving the body.



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· - Payment of fees for embalming.

least 6 hours before the flight date.

• Sign the receipt form.

begins and when the body arrives for burial.





Ministry of Commerce



Receiving a commercial report



Service Description

Field: Management and Entrepreneurship

An electronic service that enables the consumer to submit a commercial report - and inquire - and follow up on the status of the report - Note: Dear customer, if you are unable to obtain the service electronically, you can contact the Consumer Reports Call Center 1900 around the clock or the Commercial Report application. The service is available in both Arabic and English.

Steps to Obtain the Service:

- · Click on start the service.
- Download the commercial report application.

Phone Number: 1900

- Log in via National Access.
- Choose a new report.
- Determine the type of report if it is an online store or a commercial store.
- If the report is on an online store, it will be determined whether it is reliable on the Saudi Business Center platform or if the store has a commercial

register.

- Determine the type of violation.
- Fill in the facility data.
- Fill out the description of the report and the name of the commodity.
- Attach the required documents according to the type of report

Service Delivery:

- Approval and acknowledgment.
- Choose to submit a report.



Response Hours: 08:00 AM - 12:00 PM

application

Informing the Ministry of the Association



documents in accordance with the provisions of the companies through the

option "Informing the Ministry of the association's documents."

Service Description

Field: Management and Entrepreneurship

This service enables companies wishing to hold associations (regular, extraordinary) to inform the Ministry of the association contract by submitting the request electronically, provided that the Ministry is provided with the results of the association contract and the required documents in accordance with the provisions of the Companies Law.

Steps to Obtain the Service:

- Click on Start the service.
- · Log in to the account (username and password) or log in through the national access.
- Click on the icon (informing the Ministry of the Association).

Phone Number: 1900

- The results of the assembly after its meeting
- · Click on the "Send Request" icon
- Providing the Ministry with the results of the association and the required



Service fees and conditions:

Serv	vice fees:			• 2- Agenda.			
• No Terr	o Fees m s of Servic o	e:					
• No the • 1-	o terms documents :- Invitation to	- the association.					
Cust	tomer	Website: www.mc.gov.sa	E-mail: mc.gov.sa		Channels	http://mc.gov.sa/	

Response Hours: 08:00 AM - 12:00 PM



Commercial register translated into English for institutions



Note - The record is downloaded to the device automatically and there is no

need to visit the Ministry's branches.

Service Description

Field: Management and Entrepreneurship

"This service enables beneficiaries of commercial registry services to print their commercial registry in English (note: the translation of the trade name is a literal translation and not its meaning). "The service is available in Arabic and English."

Steps to Obtain the Service:

- Click on start the service.
- · Login to the Saudi Business Center platform
- · Login to the account (username or password) through national access or through the Saudi Business Center account.
- Select the commercial record you want to translate from the list of records.
- Click on the printer icon
- · Choose the printing language (English)



Service fees and conditions:

Service fees:

No Fees

Terms of Service:

- "Commercial records must be valid.
- "ISIC: The commercial registry activity must be according to the national

classification of economic activities



Website: www.mc.gov.sa Phone Number: 1900

E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM

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Channels
Service Delivery:
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Promotions



Field: Management and Entrepreneurship

Field: Management and Ent	creprene
bmit a request to obtain approval to hold promotional offers in the facility without the need to visit the Ministry's b	ranches



اللان اللان

Steps to Obtain the Service:

Click on start the service.

This service enables you to su

Service Description

- Login to the electronic discounts system
- Login to the account (username and password) or log in via the National Access
- Click on the "Discounts and Promotions Service" icon
- Click on the "Promotional Offers Service" option and then "Submit a Promotional Offer"
- Fill out the required fields and click on the "Send Request" icon.

Service fees and conditions:

Service fees:

• 150 Saudi riyals per offer

Terms of Service:

 "The products offered and free gifts must conform to the approved specifications and standards and be suitable for use and within the facility's warranty and maintenance policies."

- The bill is paid through various payment channels. For more information about the payment service (https://www.sadad.com/ar/pages/home/html)
 Print the electronic license without the need to visit the Ministry's
 - branches

 $\boldsymbol{\cdot}$ The advertisement is clear to customers inside the store - it does not

violate Islamic law or customs, traditions and customs

- The offers must not include products that require approvals and are
- subject to sales regulations

the documents:-

Add (commercial registry) or add stores



Website: www.mc.gov.sa Phone Number: 1900 E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:





Reserve a trade name



Service Description

Field: Management and Entrepreneurship

This service enables the Saudi customer to reserve a trade name and protect it for a period of 60 days until the commercial register is issued.

Steps to Obtain the Service:

 Click on start the service. reviewed and approved by the electronic employee. • Login to the account (username and password). Click on "My Trade Names". Fill out the required fields and specify the type of reservation (proposedspecial) Click on the initial inquiry After accepting the initial inquiry request, click on "Send Request" to be

Service fees and conditions: . Зіш

Service fees:

No Fees

Terms of Service:

 The trade name must not be similar, in the singular or plural form, or identical to a trade name

- It was previously registered to someone else.
- The trade name must not be non-Arabic or have no meaning.
- The trade name must not be a family name unless the name is existing and in the same activity as the client and has previously been registered for him.

 The name should not contain a title (lawyer - gentleman - lady - prince - princess sheikh - father - brother).

 Gulf, Arabic, international and international words are acceptable attributes with the trade name.

- It is not allowed to add activities to the trade name, such as (contracting trading maintenance - real estate).
- All names that have a religious overtone are prohibited. *Names prohibited from being registered are attached.
- The trade name must not contain the name of a non-Arab country or city.
 You cannot reserve a trade name that contains the word "popluar" except after
- reviewing the Ministry to meet the conditions.

To register the professional name (office), visit the consulting professions page (professional name reservation is available for companies only).
 The maximum number of names reserved and accepted for the client is only



Website: www.mc.gov.sa Phone Number: 1900

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Discount licenses



Service Description	Field: Management and Entrepreneurship
This service, whether you are an institution or a company, enables you to apply for a discount license, which allows affiliated stores.	s you to reduce the prices of goods displayed in

the payment service

the documents:-

"Attach a list of discounted products"

· Add (commercial registry) or add stores

Attach a list of prices before and after the discount.

• The percentage of discounted products must not be less than (50%).



Steps to Obtain the Service:

- Click on start the service.
- · Login to the electronic discounts system
- Login to the account (username and password)
- Click on the "Discounts and Promotions Service" icon
- · Click on the "Discount Service" option and then "Request a Discount"
- Fill out the required fields and click on the "Send Request" icon.
- The bill is paid through various payment channels. For more information about

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Service fees and conditions:

Service fees:

300 Saudi rivals

Terms of Service:

- The merchant must own a commercial register/commercial agency/
- trademark and be registered with the Ministry.
- the documents:



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Service Description

Transformation from a company to an institution





Field: Management and Entrepreneurship

This service enables the customer to change the type of establishment (registry) from a company to an institution

Steps to Obtain the Service:

Click on start the service.

Service Description

- Log in using your username and password or log in via the national unified sign-on.
- Choose a new request.
- · View the procedures and instructions and choose Continue.
- Download the required partner resolution form.
- Fill out the form data and modify the decision.
- Click on Continue.
- Choose the type of company.
- Choose the type of decision to convert a company.
- Add the commercial registration number.

Service fees and conditions: اللان اللان

Service fees:

• 1500 riyals publication fee, plus 15% value added tax.

Terms of Service:

- · Verify that the decision to transfer the company into the partners' decision system and that the status of the decision is (published).
- The age must not be less than 18 years.
- · Not to be a government employee.



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Agree to the terms and conditions and choose Save and Continue after reading.

Adding a form for the partners' decision to transform from a company to an institution in

Read the pledge, acknowledge it, add documents and supporting documents in the Add a new

Add the company PDF file.

Choose Save and Continue.

Word format after the data.

Choose to send the request.

Add the applicant's comments, if any.

attachment box, and choose Save and Continue.

The capital must not be less than 5,000 rivals.



Search the database of licensees for consulting professions



Service Description

Field: Management and Entrepreneurship

This service enables the customer to search the database of those licensed to practice consulting professions, and review the licensee's information, including (field of license, name of the professional office, name of the licensee, qualifications, license number, city, region, etc.).which helps facilitate the customer's obtaining Data of licensees without the need for branches to review the Ministry.



Steps to Obtain the Service:

Click on start the service.

Fill in the required fields and click on the "Search" icon

· Results appear according to the entered search criteria.



Service fees and conditions:

Service fees:

No Fees

Terms of Service:

No Terms.



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Complaints of corporate system violations



Service Description

Field: Management and Entrepreneurship

This service enables you to submit a report or complaint regarding a violation related to the corporate system, whether it is against a shareholder, a partner, a member of the board of directors, the board of directors, a director, the board of directors of the company, or others, without the need to review the branches of the ministry or the relevant department.



Steps to Obtain the Service:

- Click on start the service.
- · Log in to the system using your username and password or log in with your national access account
- Fill in the data indicated within the service
- The request is sent.



Service fees and conditions:

Service fees:

No Fees

Terms of Service:

Attach documents supporting the occurrence of the violation.







Self-evaluation of the level of corporate governance



· Sending the questionnaire and the results appear to the

applicant along with recommendations

• To raise the cursor

Service Description

Field: Management and Entrepreneurship

An integrated electronic service through self-evaluation of the level of corporate governance to help raise the corporate governance application index and enable members of the Board of Directors and Board of Directors to know the level of governance of their companies.

Steps to Obtain the Service:

- Click on start the service.
- Log in to the single sign-on system.
- Submit a new application.
- Selecting the commercial register (limited liability company, joint stock company)
- Fill out the questionnaire.



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Service fees and conditions:

llul –							
	Service fees:			registry			
	• No Fees						
	Terms of Servic	:e:					
	• "The company	y's legal entity must be (joint stock com	ipany - limited liability				
	company).						
	\cdot The applicant	must have his name registered in the	company's commercial				
2	Customer services:	Website: www.mc.gov.sa Phone Number: 1900	E-mail: mc.gov.sa Response Hours: 08:00 /	(M - 12:00 PM	Channels Service Delivery:	http://mc.gov.sa/	

Inquiry about information about a commercial violation



	Service Description			Field: Ma	nagement and Entrepren	eurship
	An electronic service that enables the merchant to inquire about o	ommercial viola	ations and fines issu	ed by Ministry of Comme	erce inspectors.	
	Steps to Obtain the Service:					
	 Click on start the service. Enter the violation number (if you want to inquire about a specific violation) Enter the commercial registry number or (municipality license) if desired to inquire about all violations Enter the image code 		 Click on the search icon The full amount due will be extracted and the details of the violation or violations issued will be shown, with the number and date. 			
	Service fees and conditions:					
<u>Olini</u>	Service fees: • No Fees Terms of Service: • The presence of the violation number or the commercial registry municipal license	number/				
(2) €(2)	CustomerWebsite: www.mc.gov.saE-mail:services:Phone Number: 1900Response	nc.gov.sa e Hours: 08:00	AM - 12:00 PM	Channels Service Delivery:	http://mc.gov.sa/	

Electronic voting for chambers of commerce



Service Description

Field: Management and Entrepreneurship

This service enables male and female voters who are merchants and manufacturers to participate in the elections of the Chambers of Commerce and Industry electronically and without the need to visit the headquarters of the Chambers of Commerce.

Steps to Obtain the Service:

- Click on start the service.
- Enter the commercial registration number and ID number to verify eligibility to vote.
- Agree on the declaration and pledge, then click on the "Start Voting" icon.
- Select one candidate from each category (Merchants category +

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Service fees and conditions:

Service fees:

No Fees

Terms of Service:

• A commercial register that must be in the same region



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Makers category) and then choose the "Vote" icon.


Updating the shareholder register





Field: Management and Entrepreneurship

Service Description

This service enables joint stock or simplified joint stock companies to add, modify and update the shareholder register electronically, in order to preserve their rights.

Steps to Obtain the Service:

- Click on start the service.
- · Click on the "Shareholders Register" icon
- Selection of shares with the ability to print shareholder information or review the company if the shares do not appear in order to update the register and record the shares.
- Selecting requests (in order to follow up on previous requests awaiting approval before updating the service and canceling the review step).
- · Select records awaiting approval, which are records whose data has been provided by the Ministry and need to be updated or approved by the company.
- Enter the commercial registration number and click on the "Verify" icon to begin updating the company's shareholder register





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Transformation of the company's legal entity into another entity



Ē	Service Description	Field: Management and Entrepreneurship
	This service enables the client to submit a request for a partners' decision to trans	form the company into another entity.
	Steps to Obtain the Service:	
N≣₩	Click on start the service. Login to the account (username and password) Choose a new request View the procedures and instructions and choose Continue View the procedures and instructions for choose Save and Continue Add the company authorization file in PDF format Download the required partner resolution form Fill out the form data and modify the decision Click on follow any type Choose the type of decision number Add the commercial registration number Add the testion number Add the commercial registration number Add the commercial registration number Agree to the terms and conditions and choose Save and Continue after reading	Add company file pdf Choose Save and Continue Note: To access the transformation form, enter the Ministry's website, choose evidence and procedures, choose service forms, and choose the entity form to which you want to transform. Add those the entity form to which you want to the piedge, and attaching the supporting documents by adding a new attachment and choosing Save and Continue. Add the applicant's comments, if any Choose to send the request to the piedge, and stacking a piedge applicant's comments, if any Choose to send the request Study the application and approve it. Issuing a payment invoice Fare the digital branch and fill out the request form for issuing a commercial register. Submit the application approve it. Submit the application approve it.
	Service fees and conditions:	
<u> </u>	 Service fees: 1500 Saudi riyals + 15% publication fee + added tax + 100 Saudi riyals fees for amending the register. Terms of Service: The commercial register must be current. There are no pending requests on the same record. the documents: 	 Attach a register of shareholders certified by the Chamber of Commerce in the event that the company transforms from a joint stock company to another entity. Attach a draft contract of incorporation in the event that the company transforms from a joint stock company to any other entity. Attach the partners' decision to convert if the conversion is to a joint stock or simplified joint stock company.



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Issuing an import permit for non-hazardous chemicals







Steps to Obtain the Service:

Click on start the service.

Service Description

- · Log in to the system using your username and password or log in with your national access account
- Submit a request to issue an import permit for non-hazardous chemicals via the Fasah platform
- · Fill out the electronic form for the application and then click on the "Send Application" icon to be reviewed and approved by the employee



Service fees and conditions:

ч.		
	Service fees:	 Attach the technical safety bulletin for the material
	• No Fees	
	Terms of Service:	
	 Updating the commercial registry in the new registry system 	
	the documents:	
	 A warehouse license issued by the Civil Defense 	
	ullet The warehouse keeper is a Saudi national and a specialty chemist	



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Channels
Service Delivery:
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http://mc.gov.sa/

Request to change the filing period for returns



Service Description

Field: Management and Entrepreneurship

"This service enables the customer to submit an objection to the refusal to accept the trade name reservation previously submitted by him and request its re-examination, along with providing proof of that. The service is available in both Arabic and English."

Steps to Obtain the Service:

- Click on start the service.
- Log in to the system using the Arabic Yesterday username and password or log in with the national access account
- Click on the "My Trade Names" icon
- · Select the rejected trade name and click on the "Submit an Objection" icon.

Fill out the required information and attach the necessary documents

- Click on the Send Request icon to be reviewed and approved by the Ministry employee.
- If the trade name is accepted, the customer is given a period of 60 days to use it until the register is issued.

Service fees and conditions:

Service fees:

• 1500 Saudi riyals + 15% publication fee + added tax + 100 Saudi riyals fees for amending the register.

Terms of Service:

Submit electronic evidence of the trade name rejection.

Get the meaning of this name from one of the approved dictionaries, including (The Arab Researcher).

ustomer

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the documents:

There isn't

Channels Service Delivery



Cancellation of laboratory license



	Service Description	Field: Management and Entrepreneurship
	This service enables you to apply for cancellation of a private laboratory license. T	his service is available in Arabic only
	Steps to Obtain the Service:	
	 Click on start the service. Log in to the system using your username and password or log in with your national access account Click on the "Procedures" icon and then choose "Cancel Laboratory License" Fill in the required fields, attach the necessary documents, and then click 	 "Send the application" icon to be reviewed and approved by the employee electronically Print the license cancellation certificate electronically after approval without the need to visit the Ministry's branches.
	Service fees and conditions:	
<u>()</u>	Service fees: • No Fees Terms of Service: • Attach proof of the end of the activity, such as a certificate of cancellation of the laboratory's commercial register. Documents: • Certificate of cancellation of the laboratory's commercial register.	
(2 , • €(3)	Customer Website: www.mc.gov.sa E-mail: mc.gov.sa services: Phone Number: 1900 Response Hours: 08:00	I AM - 12:00 PM Channels http://mc.gov.sa/

Issuing a laboratory license





Field: Management and Entrepreneurship

Service Description

This service enables the customer to apply for a laboratory license

Steps to Obtain the Service:

- Click on start the service.
- Log in to the system using your username and password or log in with your national access account
- · Click on the "Procedures" icon and then choose "New Request"
- Fill in the required fields and attach the necessary documents (a certified copy with the laboratory's stamp of the relevant technical director of the laboratory, provided that it contains his academic qualifications, experience, the courses he took, and contact information (mobile number - email) - a certified copy with the laboratory's stamp of the technical staff necessary to operate the laboratory, provided that it contains Their academic qualifications, experience and training courses -
- A certificate of accreditation from the Saudi Accreditation Center or attaching an initial approval from the Saudi Accreditation Center - attaching an approval from the secretariat or the competent municipality that permits the practice of the activity

in this place and clicking on the "Send Application" icon for it to be reviewed and approved by the electronic employee.

- Payment of license fees
- Print the electronic license

entrices:

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Service fees:

- 5000 Saudi riyals for the main one
- 2500 Saudi riyals for the subsidiary
- * In the event of delay in renewing the license, a fine of 1,000 Saudi riyals will be imposed for each year

Terms of Service:

Appointment of technical director.

Determine the technical staff needed to operate the laboratory.

Determine the devices and equipment needed to operate the laboratory.

The accreditation certificate is granted by the Saudi Accreditation Center. In the event that it does not exist, a maximum period of one and a half years is given from the issuance of the license. If it is not submitted within the period, the license is considered cancelled. the documents:

• Submitting a copy of his academic qualifications, experience, and courses he has obtained (mobile number and email)

• Provide a copy of their academic qualifications, experience and courses.

 $\boldsymbol{\cdot}$ Determine the devices and equipment needed to operate the laboratory.

• The accreditation certificate is granted by the Saudi Accreditation Center. In the event that it does not exist, a maximum period of one and a half years is given from the issuance of the license. If it is not submitted within the period, the license is considered cancelled.

• Submitting the approval of the competent authority that permits practicing the activity on this site.



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Renewal of a subsidiary commercial register for a company



Field: Management and Entrepreneurship

Service Description

This service enables the renewal of the commercial registration The service is available in Arabic and English



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Steps to Obtain the Service:

- · Click on start the service.
- Login to the account (username and password or national access)
- Click on the Create a New Request icon
- Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- Specify the region of the record
- Choose the main service

- Choose the subservice
- Click on start service
- Determine the attachment type
- · Add the specified attachment file
- Acknowledging the validity of the data
- Send the request

Service fees and conditions:

Service fees:

- · Main Limited: 1200 riyals
- Sub: 600 riyals
- Main Solidarity: 800 riyals
- Sub: 400 riyals
- Main Contribution: 1600 riyals
- Sub: 800 riyals

• Limited Liability Companies: 1200 Saudi riyals for the main register (for one year) + Chamber of Commerce fees are added according to the type of activity for the commercial register and the grade for each year. 600 Saudi Riyals for the subsidiary register (one year) + Chamber of Commerce fees are added according to the type of activity for the commercial register and the grade for each year.



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Service fees and conditions:

• Limited or joint partnership companies: 800 Saudi riyals for the main registry (for one year) + Chamber of Commerce fees are added according to the type of activity for the commercial registry and the degree for each year 400 Saudi riyals for the subsidiary registry (for one year) + Chamber of Commerce fees are added according to the type of activity for the commercial registry And the grade for each year.

Terms of Service:

· Ministry of Investment license renewed

• A letter from the company regarding renewal (according to the powers in the articles of incorporation)

· Agency or authorization (if the agency or authorization is from abroad,

it must be authenticated by the Ministry of Foreign Affairs and the Saudi Embassy)

- Specify the number of years
- Required Documents
- · Company letter renewing the commercial register
- Ministry of Investment license renewed
- commercial register
- an agency



Channels Service Delivery:



Laboratory license renewal



Field: Management and Entrepreneurship

Service Description

This service enables you to apply to renew the laboratory license Available in Arabic only



Steps to Obtain the Service:

- Click on start the service.
- Log in to the system using your username and password or log in with your national access account
- Click on the "Procedures" icon and then choose "Request to Renew a Laboratory License"
- Fill in the required fields, attach the necessary documents, and

then click

the documents:

- "Send the application" icon to be reviewed and approved by the employee electronically
- Payment of license fees.
- Print the license electronically after approval without the need to visit the Ministry's branches.

Service fees:

• 5000 Saudi riyals for the main one

Service fees and conditions:

- · 2500 Saudi riyals for the subsidiary
- + * In the event of delay in renewing the license, a fine of 1,000 Saudi riyals will
- be imposed for each year

Terms of Service:

Attach the accreditation certificate provided that it is valid

Customer Legislation Services:

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· Attach the accreditation certificate provided that it is valid





Extract your trading code



Field: Management and Entrepreneurship

Service Description This service enables you to issue your trade code electronically without the need to visit the Ministry's branches. The service is available in both Arabic and



Steps to Obtain the Service:

- · Click on start the service.
- Choose the commercial code
- Enter the commercial registration number.
- Enter the verification code.
- Your trade code will appear



Service fees and conditions:

Service fees:

No Fees

English."

Terms of Service:

• Having a commercial register







Amending the commercial register



Service Description

Field: Management and Entrepreneurship

This service enables organizations to submit an amendment request such as (activity - capital - address - trade name after or before the name) on the commercial register electronically without the need to visit the Ministry's branches - the service is available in both Arabic and English.

Steps to Obtain the Service:

- Click on start the service.
- Log in to the account (click on the username and password).
- · Click on the My Commercial Records icon.
- · Click on the options in front of the commercial register.
- Click on the option "Amend the Commercial Registry" and select the type of amendment "Activity"
- Capital Title "".

- A confirmation summary window appears for the data entered on the service before sending the demand.
- A payment invoice is issued and sent as a text message to your phone.
- The bill is paid through various payment channels. For more information about the payment service
- Once the paid amount arrives, you can benefit from the service by printing the commercial register without the need to visit the Ministry's branches.

Service fees and conditions:

Service fees:

100 Saudi riyals

Terms of Service:

Attach the accreditation certificate provided that it is valid

the documents:

• The commercial register must be valid.



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Renewal of commercial register



Field: Management and Entrepreneurship

Service Description

This service enables organizations to submit a renewal request to continue practicing commercial activity.

Steps to Obtain the Service:

- Click on start the service.
- Login to the account (username and password).
- · Click on the My Commercial Records icon.
- Click on the options in front of the commercial register.
- Click on the "Renew Commercial Registration" option.
- Determine the duration of the commercial registration from one to five years.
- Service fees and conditions:

Service fees:

• 200 riyals for the main (for one year) + Chamber of Commerce fees will be added according to the type of activity in the commercial registry and the grade for each year. 100 riyals for the minor (for one year) + Chamber of Commerce fees will be added according to the type of activity for the commercial registry and the grade for each year.

Terms of Service:

phone.

• The owner must not be a government employee.

the service before sending the request.

information about the payment service

A confirmation summary window appears for the data entered into

· A payment invoice is issued and sent as a text message to your

• The bill is paid through various payment channels. For more

• At least 18 years old.



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Partners' decision to withdraw from incorporation

This service enables the client to cancel the articles of incorporation.





Field: Management and Entrepreneurship



Steps to Obtain the Service:

Click on start the service.

Service Description

- Log in using your username and password or log in via the specified national access
- Choose a new request.
- View the procedures and instructions and choose Continue.
- Fill in the company data.
- Read the user agreement, agree to the terms, and choose Save and Continue.
 Add the company authorization file in PDF format.
- Download the required partner resolution amendment form.
- Fill out the form data and modify the decision.
- Click on Continue.
- Choose the company type
- Choose the type of decision: the decision to withdraw from incorporation.

- Add the commercial registration number.
- Agree to the terms and conditions and choose Save and Continue after reading.
- Add company PDF file.
- Choose Save and Continue.
- Note: To obtain a transformation form, go to the Ministry's website, choose evidence and procedures, choose service forms, and choose the entity form to which you want to transform.
- Attach the form in word format, acknowledging the pledge, and attaching supporting documents and documents by adding a new attachment and choosing Save and Continue.
- Add the applicant's comments, if any.
- · Choose to send the request.



Service fees and conditions:

Service fees:

1500 riyals publication fee + 15% added tax

Terms of Service:

No terms



Channels Service Delivery





Submitting the results of the General Assembly



Service Description

Field: Management and Entrepreneurship

This service enables companies wishing to hold assemblies (ordinary and extraordinary) to upload the results of the assembly contract and the required documents in accordance with the provisions of the Companies Law.

Steps to Obtain the Service:

- Click on Start Service
- Login to the account (username and password or national access)
- Click on the icon (upload the results of the assembly after it is held)
- Click on the "Send Request" icon.
- Providing the Ministry with the results of the association and the required documents in accordance with the company's provisions through the "Inform the Ministry of the Association's Documents" option.



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Field: Management and Entrepreneurship

Service fees and conditions:

Service fees:

There isn't

Terms of Service:

There isn't

the documents:

- The association is prohibited
- 2. Auditor's certificate
- 3. Voting card (for each shareholder)
- 4. Vote counting is prohibited
- 5. Attendance statement
- 6. Agencies or delegation
- 7. Acting attendance status
- 8. Board of Directors' report, if voted on
- 9. An approved evaluator report in the event of an in-kind increase in capital
- \cdot 10. Comparison table between the resources prepared (before and after) -
- (for the Extraordinary Assembly
- Just)
- 11. Approved bylaws (for extraordinary assembly only)
- 12. The bylaws after the amendments proposed by the association as stated -

(for the extraordinary assembly only)

- 13. Final report of the liquidator (in case of voluntary liquidation)
- 14. Judicial ruling (in the event of compulsory liquidation)



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Partners' decision to merge the company



Field: Management and Entrepreneurship



Service Description

This service enables the customer to submit a request to merge two companies to become one company.

Steps to Obtain the Service:

- Click on start the service.
- Log in using your username and password or log in via the national unified sign-on.
- Choose a new request.
- Read the procedures and instructions and choose Continue.
- Fill in the company data.
- · Read the user agreement, agree to the terms, and choose Save and Continue.
- Add the company authorization file in PDF format.
- Download the partners' decision form to merge the company
- Preparing a merger proposal that was approved by each party and published within a period of no less than thirty days. It includes the following (conditions of the merger - a statement of the nature of the consideration - the value of the number of shares or shares belonging to the merging company in the capital of the merging company or the company emerging from the merger - a statement of the capacity of each A company party to the merger must pay its debts - evaluate the

assets of each company party to the merger).

- Fill out the form data and modify the decision.
- Click on Continue.
- Choose the type of company.
- Choosing the type of decision: the partners' decision to merge the company.
- Add the commercial registration number.
- Agree to the terms and conditions and choose Save and Continue after reading.
- Add the company PDF file.
- Choose Save and Continue.
- Attach the form in word format, acknowledging the pledge, and attaching supporting documents and documents by adding a new attachment and choosing Save and Continue.
- Add the applicant's comments, if any.
- · Choose to send the request.



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Service fees and conditions:

Service fees:

• 1500 publication fees + 15% added tax.

Terms of Service:

• There are no conditions.

the documents:

• Submit a merger proposal



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Liquidation of the company





Field: Management and Entrepreneurship

Service Description

This service enables the client to submit a request for a partners' decision to liquidate the company

Steps to Obtain the Service:

- Click on start the service.
- Log in to the account (username and password) or log in via Arabic
- National access.

- Choose a new request.
- View the procedures and instructions and choose Continue.
- Fill in the company data.
- · Read the user agreement, agree to the terms, and choose Save and Continue.
- Add the company authorization file in PDF format.
- Download the company liquidation decision form.
- Fill out the form data and modify the decision.
- Click on Continue.
- Choose the type of company.
- Choose the type of decision to liquidate the company.
- Add the commercial registration number.
- Agree to the terms and conditions and choose Save and Continue after reading.

- Add the company PDF file.
- Choose Save and Continue.
- Attach the form in Word format, acknowledging the pledge, and attaching documents and supporting documents by adding a new attachment and choosing Save and Continue.
- Add the applicant's comments, if any.
- · Choose to send the request.



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Service fees and conditions:

Service fees:

• 1500 riyals publication fee, plus 15% value added tax

Terms of Service:

- -1 Liquidation of a company practicing:
- Partners' decision to liquidate
- Fill out the liquidation form
- Cancellation of the investment license if the company is licensed by the Ministry of Investment
- Approval of the Central Bank if the company carries out activities supervised by the bank.
- Submit a request to announce the decision according to the approved form, signed and stamped by the company's liquidator appointed by the partners' decision.
- A recent financial statement or statement from the company director on the date of liquidation, provided that the period does not exceed 30 days between the preparation of the statement and the company's decision to liquidate.
- A certificate from the Zakat, Tax and Customs Authority stating that there is no
- Dues and no objection to liquidating the company.

• A financial report on the liquidation process shows that there are no obligations on the company and must be signed by all partners and the signatures authenticated. (final account)

• 2 - Liquidation of a company that did not practice:

• The partners' decision to liquidate is based on the company's publications and must be authenticated by signatures from one of the following parties (Chamber of Commerce - Ministry of Commerce employee - Bank employee)

• Cancellation of the investment license if the company is licensed by the Ministry of Investment.

Note - If company literature is not available, its name and commercial registration number are added to the top of the document



Channels Service Delivery



Amending the Memorandum of Association/Baselaws

(Limited liability - joint liability - simple recommendation - shareholding - simplified shareholding)





Field: Management and Entrepreneurship

This service enables the investor to submit an amendment to the company's incorporation contracts through any article of the contract

Steps to Obtain the Service:

- Log in through the national access or log in by creating an investor account.
- Fill out the required fields to complete the service.
- Electronic accreditation after completing the process of amending the articles of association.



Service fees and conditions:

Service fees:

• 1500 riyals publication fee + 15% added tax

Terms of Service:

No terms



Channels Service Delivery:









Service fees:

• Fees for publishing the amendment to the contract 1500 Saudi Riyals + 15% VAT added

The fee for amending the record is 100 Saudi riyals

Terms of Service:

- The company must not be suspended by the following entities:
- Ministry of Commerce.
- Zakat, Tax and Customs Authority for the second and third levels.
- The following must be verified if the company's status is (professional):
- Observing a quorum, in the event of amending the Board of Directors or Administration.
- The partner must be licensed, if the amendment is to add a degrading partner.
- The following must be verified if the company is (limited liability, limited partnership, or joint liability company):
- Obtaining prior approval from the Central Bank of Saudi Arabia if the activity requires this.
- Amending the investment license if required.

- Managers must not be government employees. **Required Documents**:
- Having a valid commercial register.
- The presence of an investment license if the company is foreign or mixed.
- The presence of an extraordinary assembly resolution or a shareholders' resolution if the company is (joint stock, or simplified joint stock).



Channels Service Delivery:



Cancellation of the commercial register



Service Description

Field: Management and Entrepreneurship

This service enables the customer to cancel the commercial registration upon completion of commercial activity

Steps to Obtain the Service:

- Click on start service
- Login to the account (username or password) through national access or through the Saudi Labor Center account.
- List of commercial records
- Click on Record Procedures and then choose Delete Record
- Agree to the terms and click "Submit Application"



Service fees and conditions:

Service fees:	register
• No Fees Terms of Service:	A license that is manually canceled through the Ministry's branch
\cdot If there are no sub-records, and if there are sub-records, the main record is	
converted to a sub-record electronically.	
\cdot If the owner of the register is a government employee or holds a commercial	



E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:



Saudi Business Center

Issuing a subsidiary register for companies



Field: Management and Entrepreneurship



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Service Description

This service enables you to issue a subsidiary commercial register for the company and practice commercial activity

Steps to Obtain the Service:

- Click on start the service
- Login to the account (username or password) through the national access or through the Saudi Labor Center account
- Click on the My Commercial Records icon.
- Click on the options in front of the commercial register.
- Click on the "Release sub-record" option.
- A confirmation summary window appears for the data entered into the service

Service fees and conditions:

Service fees:

- "Limited sub: 600 riyals
- Sub-solidarity or simple recommendation: 400 riyals
- . "Sub-contribution: 800 riyals

Terms of Service:

 "A decision by the company or a management decision, according to the authority in the articles of incorporation or what is stipulated in the articles of association of joint-stock companies, to issue a branch for the company that includes (the branch city, branch manager data, trade name, and commercial

activity)

branches."

- $\cdot\,$ If the activity is financing or banking, the approval of the licensed authority must be attached.
- Determine the number of years.

before sending the request.

about the payment service

 \cdot The branch manager must not be a government employee and must not

A payment invoice is issued and sent as a text message to your phone.

• "When the paid amount arrives, you can benefit from the service by

The bill is paid through various payment channels. For more information

printing the commercial register without the need to visit the Ministry's

- be less than 18 years old.
- Agency or authorization of the applicant.

the documents:

Activity license - manager's identity - decision to open the branch



Website: www.mc.gov.sa Phone Number: 1900 E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:





Transfer from one company branch to another company branch



Field: Management and Entrepreneurship





E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery http://mc.gov.sa/









the documents:

• 1. A contract of allegiance from the company's authorized holder, certified by the Chamber of Commerce, that includes specifying the responsibility for the rights and obligations

• 2. The decision to open a branch from the authorized person in the company. • 3. In the event of a license, the non-objection of the licensing authority must be met.

• 4. In the event that the authorized person in the company is not present, a legal power of attorney or authorization certified by the Chamber of Commerce must be attached



Website: www.mc.gov.sa Phone Number: 1900





Issuing the commercial register after establishing or converting to a joint stock company



Field: Management and Entrepreneurship

Service Description

This service enables the issuance of a commercial register

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Steps to Obtain the Service:

- Click on start the service.
- Login to the account (username and password or national access)
- · Click on the Create a New Request icon
- · Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- · Specify the region of the record
- Choose the main service

Service fees and conditions:

Service fees:

1600 riyals

Terms of Service:

- Minutes of the transformational or constituent assembly meeting.
- · Conversion decision or articles of incorporation.
- Identity of board members.
- · Ministerial decision authorizing the conversion or establishment of a

ustomer

Website: www.mc.gov.sa Phone Number: 1900

E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery

· Ministerial decision announcing the transformation or establishment of a

Choose the subservice

 Click on start service. Determine the attachment type

Send the request

Sealed foundation system.

company.

company

Add the specified attachment file

Acknowledging the validity of the data









ervice Fees and Terms

the documents:

- Minutes of the meeting of the transformational or constituent assembly
- The conversion decision or the notarized articles of incorporation
- Identity data of board members
- The ministerial decision authorizing the transformation or establishment of

the company

• The articles of association are sealed

 \cdot "Ministerial decision announcing the transformation or establishment of the company



Website: www.mc.gov.sa Phone Number: 1900





Issuing a main-sub-commercial register for a mixed company

This service enables the issuance of a commercial register



Field: Management and Entrepreneurship



Steps to Obtain the Service:

Log in via the digital branch

Service Description

Click on the icon to submit a new request by choosing the name of the service



Service fees and conditions:

Service fees:

- Main Limited: 1200 rivals
- Sub: 600 riyals
- Main Solidarity Simple recommendation: 800 rivals
- Sub: 400 riyals
- Main Contribution: 1600 riyals "Sub: 800 riyals

Terms of Service:

· The decision of the partners or the management decision (as stipulated in the articles of association of jointstock companies) to open the branch, provided that it includes the city of the branch, the information of the branch manager ("name + national ID number + date of birth"), trade name, commercial activity) Ensure that the financial statements are submitted after the end of the company's fiscal year for the purpose of alerting the client only. If the company has not been active during the previous years, the zero

statements are filed.

- The branch director must come to the Ministry to approve the appointment and bring a copy of his ID
- · For entities (professional + joint stock) only.
- The branch manager must not be a government employee and must not be less than 18 years old
- Attach the approval of the licensing authority if the activity practiced is one of the activities that
- requires a license before issuance (Appendix I)
- The professional license is valid for professional entities only the documents:
- Attaching the articles of association (for joint stock companies)
- The company's decision to appoint management if they are not defined in the company's contract
- · Licensing for professional activity for partners, and in the case of a mixed company, a license from the
- Ministry of Investment
- National ID and, in case of foreign nationality, passport
- Determine the number of years of issue



Website: www.mc.gov.sa Phone Number: 1900

E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:





Issuing a main-sub-commercial register for a foreign company





Field: Management and Entrepreneurship

This service enables the issuance of a commercial register

Steps

Steps to Obtain the Service:

· Click on start the service.

Service Description

- Login to the account (username and password or national access)
- Click on the Create a New Request icon
- Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- Specify the region of the record
- · Choose the main service
- Choose the subservice
- Click on start service
- Determine the attachment type
- Add the specified attachment file
- Acknowledging the validity of the data
- Send the request.







Service Fees and Terms

Service fees:

- "Main Limited: 1200 riyals
- Sub: 600 rivals
- Main Solidarity Simple recommendation: 800 rivals
- Sub: 400 rivals
- Main Contribution: 1600 rivals
- "Sub: 800 rivals"

Terms of service:

- Attaching the investment license, based on the agreement concluded between the Ministry of Commerce and the Ministry of Investment, or the license issued by the Economic Cities Authority that operates within the geographical scope and supervises it based on the agreement concluded between the Ministry of Investment and the Economic Cities Authority.
- If the company is an endowment: It must be a limited liability company. with the endowment instrument attached, including a text allowing the establishment of companies, in addition to attaching the partners' decision to establish after it is signed and ratified.
- If the company was established manually and a registry system was established
- · The commercial certificate of the company, whether he is a director of the company or a member of the board of directors: Attach the representative's

approval indicating his desire to do so, excluding the non-resident foreign director

 4. If the company is established electronically: Document the representative's approval.

the documents:

- The articles of incorporation are authenticated by a notary or a ministry employee
- A decision by the company "according to the validity of the articles of incorporation" to issue a branch of the company
- Agency or authorization (if the agency or authorization is from abroad, it must be authenticated by the Ministry of Foreign Affairs and the Saudi Embassy with a translation from an accredited office)
- · License from the Ministry of Investment,
- Determine the number of years.
- Define address



Channels Service Delivery:





Issuing a main commercial register for a branch of a foreign company



Field: Management and Entrepreneurship

Service Description

This service enables the issuance of a commercial register

Steps to Obtain the Service:

- · Click on start the service.
- Login to the account (username and password or national access)
- · Click on the Create a New Request icon
- Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- Specify the region of the record
- · Choose the main service
- Choose the subservice
- Click on start service
- Determine the attachment type
- Add the specified attachment file
- Acknowledging the validity of the data
- Send the request.











Service fees:

- "Main Limited: 1200 riyals
- Sub: 600 riyals
- · Main Solidarity Simple recommendation: 800 riyals
- Sub: 400 riyals
- Main Contribution: 1600 riyals
- "Sub: 800 riyals

Terms of service:

 Attaching the investment license, based on the agreement concluded between the Ministry of Commerce and the Ministry of Investment, or the license issued by the Economic Cities Authority that operates within the geographical scope and supervises it based on the agreement concluded between the Ministry of Investment and the Economic Cities Authority.

 If the company is an endowment: It must be a limited liability company, with the endowment instrument attached, including a text allowing the establishment of companies, in addition to attaching the partners' decision to establish after it is signed and ratified.

 If the company was established manually and a registry system was established

• The commercial certificate of the company, whether he is a director of the company or a member of the board of directors: Attach the representative's

approval stating his desire to do so, except if the appointed director is a foreigner and a non-resident.

+ 4. If the company is established electronically: Document the approval of

the statutory OTP representative via notification letters.

the documents:

 \cdot The parent company's articles of incorporation are authenticated by the Ministry of Foreign Affairs and the Saudi Embassy, with a translated copy

• The company's decision to issue is authenticated by the Ministry of Foreign Affairs and the Saudi Embassy, stating (headquarters - capital - manager with powers - activity).

• The commercial register is authenticated by the Ministry of Foreign Affairs and the Saudi Embassy, with a translation by an authorized office.

- License from the Ministry of Investment.
- A copy of the director's identity or passport
- Determine the number of years.
- Define address



Channels Service Delivery:



Issuing a commercial register for a Saudi or mixed professional company



Field: Management and Entrepreneurship

Service Description

This service enables the issuance of a commercial register

Steps to Obtain the Service:

- · Click on start the service.
- · Login to the account (click username and password or national access)
- Click on the Create a New Request icon
- Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- Specify the region of the record
- · Choose the main service
- Choose the subservice
- Click on start service
- Determine the attachment type
- Add the specified attachment file
- Acknowledging the validity of the data
- Send the request









Service Fees and Terms

Service fees:

- "Main Limited: 1200 riyals
- Sub: 600 riyals
- · Main Solidarity Simple recommendation: 800 riyals
- Sub: 400 riyals
- Main Contribution: 1600 riyals
- "Sub: 800 riyals

Terms of service:

- The decision of the partners or the management decision (as stipulated in the articles of association of joint stock companies) to open the branch, provided that it includes the city of the branch, the information of the branch manager (name + national ID number + date of birth), trade name, commercial activity)
- Ensure that the financial statements are submitted after the end of the company's fiscal year for the purpose of informing the client only. In the event that the company has not carried out the activity during the previous years, the zero statements shall be filed.
- \cdot The presence of the branch director at the Ministry to approve the appointment and bring a copy of
- His identity is for (professional + shareholding) entities only.
- $\boldsymbol{\cdot}$ The branch manager must not be a government employee and must not be

less than 18 years old

- Attach the approval of the licensing authority if the activity practiced is one of the activities that requires a license before issuance (Appendix I)
- $\boldsymbol{\cdot}$ The professional license is valid for professional entities only

the documents:

- · Attaching the articles of association (for joint stock companies)
- The company's decision to appoint management if they are not defined in the company's contract
- $\boldsymbol{\cdot}$ Licensing the professional activity of partners and in the case of a mixed company
- License from the Ministry of Investment
- · Attaching the articles of association (for joint stock companies)
- The company's decision to appoint management if they are not defined in the company's contract
- Licensing for the professional activity of partners, and in the case of a mixed company, a license from the Ministry of Investment
- National ID and, in case of foreign nationality, passport
- Determine the number of years of issue.
- Define address



E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:



Saudi Business Center

Transferring from an institution to a company branch



Field: Management and Entrepreneurship



Service Description

This service enables the commercial register to be converted into a company

Steps to Obtain the Service:

- · Login to the account (click username and password or national login)
- · Click on the Create a New Request icon
- · Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- · Specify the region of the record
- Choose the main service
- Choose the subservice
- Click on start service
- Determine the attachment type
- · Add the specified attachment file
- · Acknowledging the validity of the data
- Send the request










Service Fees and Terms

Service fees

- "Main Limited: 1200 riyals
- Sub: 600 riyals
- Main Solidarity Simple recommendation: 800 rivals
- Sub: 400 rivals
- Main Contribution: 1600 riyals
- "Sub: 800 rivals

Terms of service:

- Commercial records must be valid.
- · A waiver decision from the institution certified by the Chamber of Commerce
- The decision to open a branch of the company is approved by the Chamber of Commerce
- Payment of dues to the General Organization for Social Insurance in the event of a subscription.

the documents:

- I. A contract of allegiance from the owner of the establishment certified by the Chamber of Commerce, which includes specifying the rights and obligations.
- · 2. The decision to open a branch of the company from the authorized person in the company.

- 3. Approval of the licensing authority if there is a license.
- 4. In the event that the authorized person is not present at the company.
- a legal power of attorney or authorization certified by the Chamber of Commerce must be attached.
- 5. The activity must be within the company's purposes.
- 6 Insurance certificate







Renewing the commercial registration of a Saudi or mixed professional company





Field: Management and Entrepreneurship

Steps to Obtain the Service:

Click on start the service.

Service Description

· Login to the account (click username and password or national access)

This service enables the renewal of the commercial registration

- · Click on the Create a New Request icon
- · Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- · Specify the region of the record
- Choose the main service
- Choose the subservice
- Click on start service
- Determine the attachment type
- · Add the specified attachment file
- · Deciding the validity of the data
- Send the request









Service fees:

- "Main Limited: 1200 riyals
- Sub: 600 riyals
- Main Solidarity Simple recommendation: 800 riyals
- Sub: 400 riyals
- Main Contribution: 1600 riyals
- "Sub: 800 riyals

Terms of service:

- Ensure that the financial statements are submitted after the end of the company's fiscal year for the purpose of alerting the client only. If the company has not been active during previous years, the zero statements will be raised.
- The status of the person transferring the renewal of the commercial register must be (manager) a letter renewing the commercial register on the company's publications, authenticated by the Chamber of Commerce for joint-stock and professional entities only.
- $\boldsymbol{\cdot}$ The professional license is valid for professional entities only.
- Attach the approval of the licensing authority if the activity practiced is one of the activities that requires a license before issuance (Appendix I) the documents:
- The license for the company's professional activity is renewed
- The company's letter of renewal according to what is stipulated in the

articles of incorporation or articles of association of joint stock companies, an agency or authorization if the agency or authorization is from abroad.

- It must be certified by the Ministry of Foreign Affairs and the Saudi Embassy, with a translation from an accredited office $% \left({\left[{{{\rm{T}}_{\rm{T}}} \right]_{\rm{T}}} \right)$
- In the case of a mixed company, a valid Ministry of Investment license
- Specify the number of years





Issuing a main-sub-commercial register for a mixed company



Field: Management and Entrepreneurship

Service Description

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This service enables the renewal of the commercial registration

Steps to Obtain the Service:

- · Click on start the service.
- · Login to the account (username and password) or through national access
- · Click on the My Commercial Records icon.
- Click on the options in front of the commercial register.
- Click on the "Renew Commercial Registration" option.
- Determine the duration of the commercial registration from one to five years.
- A confirmation summary window appears for the data entered into the

Service fees and conditions:

Service fees:

- "Main Limited: 1200 riyals
- Sub: 600 riyals
- Main Solidarity Simple recommendation: 800 riyals
- Sub: 400 riyals
- Main Contribution: 1600 riyals
- "Sub: 800 riyals

Terms of Service:

- Ministry of Investment license renewed
- A letter from the company regarding renewal (according to the powers in the articles of incorporation)

• A payment invoice is issued and sent as a text message to your phone.

The bill is paid through various payment channels. For more information

- Agency or authorization (if the agency or authorization is from abroad, it must be authenticated by the Ministry of Foreign Affairs and the Saudi Embassy)
- Specify the number of years

service before sending the request

about the payment service



Website: www.mc.gov.sa Phone Number: 1900 E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:





Renewal of a main-sub-commercial register for a foreign company



Field: Management and Entrepreneurship

Service Description

This service enables the renewal of the commercial registration

Steps to Obtain the Service:

- Click on start the service
- Login to the account (username and password) or through national access
- Click on the My Commercial Records icon.
- · Click on the options in front of the commercial register.
- · Click on the "Renew Commercial Registration" option.
- Determine the duration of the commercial registration from one to five years.
- A confirmation summary window appears for the data entered into the service before sending the request.
- A payment invoice is issued and sent as a text message to your phone.

Service fees and conditions:

Service fees:

- "Main Limited: 1200 rivals
- Sub: 600 riyals
- Main Solidarity Simple recommendation: 800 rivals
- Sub: 400 rivals
- Main Contribution: 1600 rivals
- "Sub: 800 riyals

Terms of Service:

- Ministry of Investment license renewed
- · A letter from the company regarding renewal (according to the powers in the articles

of association)

service.

service

the request.

 Agency or authorization (if the agency or authorization is from abroad, it must be authenticated by the Ministry of Foreign Affairs and the Saudi Embassy)

The bill is paid through various payment channels. For more information about the payment

A confirmation summary window appears for the data entered into the service before sending

The bill is paid through various payment channels. For more information about the payment

Determine the duration of the commercial registration from one to five years.

A payment invoice is issued and sent as a text message to your phone.

Specify the number of years

the documents:

- Company letter renewing the commercial register
- Ministry of Investment license renewed
- commercial register
- an agency



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E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:





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Renewal of a main commercial register for a branch of a foreign company





Field: Management and Entrepreneurship

Service Description

This service enables the renewal of the commercial registration

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Steps to Obtain the Service:

- Click on start the service.
- Log in to the account (username and password) or via national access
- Click on the My Commercial Records icon.
- Click on the options in front of the commercial register.
- Click on the "Renew Commercial Registration" option.
- Determine the duration of the commercial registration from one to five years.
- · A confirmation summary window appears for the data entered into the

Service fees and conditions:

Service fees:

- "Main Limited: 1200 riyals
- Sub: 600 rivals
- Main Solidarity Simple recommendation: 800 rivals
- Sub: 400 rivals
- Main Contribution: 1600 riyals
 "Sub: 800 riyals

Terms of Service:

 I. Attaching the investment license, based on the agreement concluded between the Ministry of Commerce and the Ministry of Investment, or the license issued by the Economic Cities Authority that operates within the geographical scope and supervises it service before sending the request

based on the concluded agreement.

 Between the Ministry of Investment and the Economic Cities Authority. · 2- If the company is an endowment, it must be a limited liability company, with

the endowment instrument attached, including a text allowing the establishment of companies, in addition to attaching the partners' decision to establish after it is signed and ratified

the documents:

 A certified letter from the company director or agency (if the agency or authorization is from abroad, it must be certified by the Ministry of Foreign Affairs and the Saudi Embassy with a translation from an authorized office)

- Ministry of Investment license renewed
- Specify the number of years.



Website: www.mc.gov.sa Phone Number: 1900

E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery





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Converting a main company record to an institution



Field: Management and Entrepreneurship



Service Description

This service enables the company to be converted into an institution

Steps to Obtain the Service:

- Click on start the service.
- · Login to the account (click username and password or national login)
- · Click on the Create a New Request icon
- · Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- · Specify the region of the record
- Choose the main service
- Choose the subservice
- Click on start service
- Determine the attachment type
- · Add the specified attachment file
- · Acknowledging the validity of the data
- Send the request





Directory of Services Provided to Expatriates 2024-1445

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ervice Fees and Terms

Service fees:

• The transfer fee is 600 riyals

Terms of service:

- The commercial register must be current.
- Fill out and attach the Articles of Association form
- Submit an application to establish the company via the digital branch

the documents:

- Partners' decision to switch has a status of "Published"
- He must not be a government employee
- The owner's national ID
- Determine capital







This service enables you to convert the type of commercial registration

Service Description

Phone Number: 1900





Field: Management and Entrepreneurship



Response Hours: 08:00 AM - 12:00 PM

Service Delivery

Edit translation



<u> </u>	Service Description	Field: Management and Entrepreneurship
	This service enables you to modify the translation request that was previously accepted through the electronic system	
<u>N=0</u>	Steps to Obtain the Service:	
	 Click on start the service. Login to the account (username and password or national access) Click on the Create a New Request icon Choose a record - (your own record - a record not directly linked to you - a service that does not require a record number) Specify the region of the record Choose the main service 	 Choose the subservice Click on start service Determine the attachment type Add the specified attachment file Acknowledging the validity of the data Send the request
	Service fees and conditions:	



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Amending a main-sub-commercial register for a foreign or mixed company





Field: Management and Entrepreneurship





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Service Description

E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery Digital branch



Amending a commercial register for a Saudi or mixed professional company

Service Description

Phone Number: 1900





Field: Management and Entrepreneurship



Response Hours: 08:00 AM - 12:00 PM

Service Delivery

Amending a main commercial register for a branch of a foreign company



Field: Management and Entrepreneurship

Service Description

This service enables amending the commercial register

Steps to Obtain the Service:

- Login to the account (click username and password or national access)
- Click on the Create a New Request icon
- Choose a record (your own record a record not directly linked to you - a service that does not require a record number)
- Specify the region of the record
- Choose the main service
- Choose the subservice
- Click on start service
- Determine the attachment type
- Add the specified attachment file
- Acknowledging the validity of the data
- Send the request



Channels Service Delivery:









Service Fees and Terms

Service fees:

• 100 riyals

Terms of service:

1. Attach the license issued by the Ministry of Investment or the license issued

by the Economic Cities Authority

2. Bring proof of cancellation of the license in the event of removing the licensed activity.

3. Amendment to the issued license if the matter requires amendment the documents:

1. Ministry of Investment license renewed.

2. A certified letter from the company director or agency (if the agency or authorization is from abroad, it must be certified by the Ministry of Foreign Affairs and the Saudi Embassy, with a translation from an authorized office)

3• In the event that an activity for which a license is issued is removed, attach proof of the cancellation of the license, or if a license has not been issued for it, sign the attached pledge.

4. The company's articles of incorporation are authenticated by the Ministry of Foreign Affairs and the Saudi Embassy



Website: www.mc.gov.sa Phone Number: 1900 E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:





Assignment of an institution as a branch of a company

Website: www.mc.gov.sa

Phone Number: 1900

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Field: Management and Entrepreneurship



E-mail: mc.gov.sa

Response Hours: 08:00 AM - 12:00 PM



http://mc.gov.sa/

Channels

Service Delivery:

Cancellation of the main commercial register of a foreign company



Field: Management and Entrepreneurship

J This service enables the cancellation of the commercial register



Steps to Obtain the Service:

· Click on start the service.

Service Description

- · Login to the account (username and password or national access)
- · Click on the Create a New Request icon
- Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- Specify the region of the record
- Choose the main service

- Choose the subservice
- Click on start service
- Determine the attachment type
- · Add the specified attachment file
- Acknowledging the validity of the data
- Send the request

Service fees and conditions:

Service fees:

- No Fees
- Terms of Service
- 1-Partners' decision to write off
- 2-Lack of employment in the commercial register
- 3- Proof of cancellation of the investment license
- 4- A certificate from the Zakat, Tax and Customs Authority that the register is in compliance and is valid
- 5- Proof of cancellation of the municipality's license

the documents:

 $\,\cdot\,$ I- Attach the status of publishing the liquidation request through the Ministry's website 2- Submit two

liquidation decisions if the company was operating or worked and stopped and pay the publication fees. If it was not operating, ensure that one liquidation decision is filed and the publication fees are paid (in the partners' decision system).

- 3- Attach the commercial register zakat certificate
- 4- If it is a foreign company, a statement of cancellation of the license from the Investment Authority is required.
- 5- A statement of the absence of licenses or the cancellation of licenses.
- 6- There is no employment in the commercial register
- $\cdot\,\,$ 7- In the event that the company owner or company director does not attend, a legitimate authorization
- or agency is required



Website: www.mc.gov.sa Phone Number: 1900 E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:





Cancellation of the main commercial register of a mixed company



Field: Management and Entrepreneurship

Service Description

This service enables the publication of manually established articles of incorporation

Steps to Obtain the Service:

- Click on start the service.
- · Login to the account (username and password or national access)
- · Click on the Create a New Request icon
- Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- · Specify the region of the record
- Choose the main service

Service fees and conditions:

Service fees:

No Fees

Terms of Service

1 Attach the partners' liquidation decision, the status of which is published

2- Submit two liquidation decisions if the company was operating or worked and stopped and pay the publication fees. If it was not operating, ensure that one liquidation decision is filed and the publication fees are paid (in the partners' decision system).

3-Attach the commercial register zakat certificate

4-If it is a foreign company, a statement of license cancellation is required from the

Choose the subservice

- Click on start service
- Determine the attachment type
- Add the specified attachment file
- Acknowledging the validity of the data
- Send the request

Ministry Investment.

5- A statement of the absence of licenses or the cancellation of licenses.

6- There is no employment in the commercial register

7- In the event that the company owner or company director does not attend, a legitimate authorization or agency is required

the documents:

- A valid certificate from the Zakat, Tax and Customs Authority.
- · A letter of termination of status from the Ministry of Investment
- The decision of the partners or management to write off the branch



Website: www.mc.gov.sa Phone Number: 1900

E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery Digital branch





Sila

Cancellation of the commercial register of a branch of a foreign company





Field: Management and Entrepreneurship

Service Description

This service enables the cancellation of the commercial register

Steps to Obtain the Service:

- Click on start the service.
- · Login to the account (username and password or national access)
- · Click on the Create a New Request icon
- Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- Specify the region of the record
- · Choose the main service

- Choose the subservice
- Click on start service
- Determine the attachment type
- · Add the specified attachment file
- · Acknowledging the validity of the data
- Send the request

Service fees and conditions:

Service fees:

No Fees

Terms of Service

- Fill out the pledge form if the pledge is not delivered in the same year to Gulf companies only.
 Commercial register.
- 3. Partners' decision to cancel the branch signed by the authorized person in the company
- 4. There are no workers on the register.
- 5. Closing the facility's file with the Ministry of Human Resources and Social Development.
- 6. Valid Zakat, Tax and Customs Authority certificate.
- 7. Proof of cancellation if there is a license
- 8. Confirmation of the cancellation of the municipal license.

9. In the event that one or all of the partners do not attend, a legal power of attorney stating the service provided or an authorization certified by the Chamber of Commerce is required.

- the documents:
- 1. The extraordinary ordinary assembly approves the liquidation of the company.
- 2. The partners' decision to liquidate the company is duly certified.
- 3. One month of liquidation.
- 4. The month of the end of the liquidation.
- 5. A statement of the non-existence or cancellation of licenses from the licensing authority.
- 6. A statement after objection to canceling the commercial register from the Zakat, Tax and Customs Authority
- 7. A copy of the final account



Website: www.mc.gov.sa	
Phone Number: 1900	

E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:



Digital branch



An extract from a suspended register for foreign companies



Field: Management and Entrepreneurship

Service Description

This service enables obtaining details of the commercial register

Steps to Obtain the Service:

ervices:

- · Click on start the service.
- Login to the account (username and password or national access)

Phone Number: 1900

- Click on the Create a New Request icon
- Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- Specify the region of the record
- Choose the main service

- Choose the subservice
- Click on start service
- Determine the attachment type
- Add the specified attachment file
- Acknowledging the validity of the data

Service Delivery:

• Send the request



Response Hours: 08:00 AM - 12:00 PM

An extract from a suspended register for Gulf companies





Field: Management and Entrepreneurship

Service Description

This service enables obtaining details of the commercial register

Steps to Obtain the Service:

- Click on start the service.
- Login to the account (username and password or national access)

Phone Number: 1900

- · Click on the Create a New Request icon
- · Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- Specify the region of the record
- Choose the main service

ervices:

- Choose the subservice
- Click on start service.
- Determine the attachment type
- Add the specified attachment file
- Acknowledging the validity of the data

Service Delivery:

Send the request



Response Hours: 08:00 AM - 12:00 PM

Extract of suspended register for mixed companies





Field: Management and Entrepreneurship

Service Description

This service enables obtaining details of the commercial register

Steps to Obtain the Service:

- Click on start the service.
- Login to the account (username and password or national access)
- · Click on the Create a New Request icon
- · Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- Specify the region of the record
- Choose the main service

ervices:

- Choose the subservice
- Click on start service.
- Determine the attachment type
- Add the specified attachment file
- Acknowledging the validity of the data
- Send the request





Service Delivery:



Extract of suspended register of joint stock companies





Field: Management and Entrepreneurship

Service Description

This service enables obtaining details of the commercial register



Steps to Obtain the Service:

- Click on start the service.
- Login to the account (username and password or national access)
- · Click on the Create a New Request icon
- Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- Specify the region of the record
- Choose the main service

- Choose the subservice
- Click on start service.
- Determine the attachment type
- Add the specified attachment file
- Acknowledging the validity of the data
- Send the request





Channels Service Delivery:



An extract from a suspended record for professional companies





Field: Management and Entrepreneurship

Service Description

This service enables obtaining details of the commercial register

Steps to Obtain the Service:

ervices:

- Click on start the service.
- Login to the account (username and password or national access)

Phone Number: 1900

- · Click on the Create a New Request icon
- · Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- Specify the region of the record
- Choose the main service

- Choose the subservice
- Click on start service.
- Determine the attachment type
- Add the specified attachment file
- Acknowledging the validity of the data

Service Delivery:

Send the request



Response Hours: 08:00 AM - 12:00 PM

Suspended record extract for institutions



Service Description

This service enables obtaining details of the commercial register

Field: Management and Entrepreneurship



Steps to Obtain the Service:

- · Click on start the service.
- Login to the account (username and password or national access)
- · Click on the Create a New Request icon
- Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- Specify the region of the record
- Choose the main service

- Choose the subservice
- Click on start service
- Determine the attachment type
- Add the specified attachment file
- Acknowledging the validity of the data
- Send the request





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Channels
Service Delivery:
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Manual publishing

Service Description





Field: Management and Entrepreneurship

This service enables the publication of manually established articles of incorporation

Steps to Obtain the Service:

- Click on start the service.
- · Login to the account (username and password or national access)
- · Click on the Create a New Request icon
- Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- · Specify the region of the record
- Choose the main service

Service fees and conditions:

Service fees:

Publication fee is 500 + plus 15% value added tax

Terms of Service:

Attach the company's articles of incorporation after documentation

the documents:

- The incorporation contract in PDF format before documentation
- · The articles of incorporation in PDF format after documentation
- Applicant's identity
- · If the applicant is an agent, the agency must stipulate that the articles of



E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:

Choose the subservice

Click on start service.

Send the request

 the address • E-mail

Determine the attachment type

Add the specified attachment file

Acknowledging the validity of the data

incorporation be published in my business newspaper





Issuing a subsidiary register for companies



Service Description

Field: Management and Entrepreneurship

This service enables you to issue a subsidiary commercial register for the company and practice commercial activity

Steps to Obtain the Service:

- Log in to the account (username or password) through the national access or through the Saudi Business Center account
- · Click on the My Commercial Records icon.
- · Click on the options in front of the commercial register.
- Click on the option to issue a sub-record.



Service fees and conditions:

Service fees:

- Limited sub: 600 riyals
- · Solidarity sub: 400 riyals
- Sub-contribution: 800 riyals

Terms of Service:

- A decision by the company, according to the authority in the articles of incorporation,
- to issue a branch of the company
- $\cdot\,$ If the activity is financing or banking, the approval of the licensed authority must be attached

- Determine the number of years
- Mention the title
- The national identity of the branch manager
- Agency or authorization of the applicant

the documents:

- 1. Commercial register
- 2. Activity license.
- 3. Identity of the manager
- 4. Define address



Website: www.mc.gov.sa Phone Number: 1900 E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery: http://business.sa/





Establishing a company under an investment license (limited partnership - joint stock)



Field: Management and Entrepreneurship

Service Description

This service enables the investor to submit a request for a contract of incorporation for foreign companies, pursuant to an investment license from the Ministry of Investment

Steps to Obtain the Service:

- Login to the account (username or password) through the national access or through the Saudi Labor Center account.
- Determine the type of entity to be established and attach the investment license.
- Fill out the required fields



Website: www.mc.gov.sa Phone Number: 1900 E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:









ervice Fees and Terms

Service fees:

- Depending on the entity
- +500 plus 15% added value
- Extracting the record is limited to 1200 riyals.
- Solidarity or simple recommendation: 800 riyals.

Terms of service:

Having a valid investment license. the documents:

• Having an investment license



Website: www.mc.gov.sa Phone Number: 1900





Search the database of licensees for consulting professions



Service Description

Field: Management and Entrepreneurship

A service that allows the client to search the database of those licensed to practice consulting professions, and displays the licensee's information, including: (field of license, name of the professional office, name of the licensee, qualifications, license number, city, region... etc.), which helps facilitate the client's obtaining data. Licensed without the need to review the Ministry of Commerce.

<u>∎</u> 0<u>≡0</u>

Steps to Obtain the Service:

- Click on start service.
- $\cdot\,$ Fill in the required fields and click on the "Search" icon
- $\boldsymbol{\cdot}$ The results appear according to the entered search criteria



Service fees and conditions:

Service fees:

• No Fees

Terms of Service:

• No Terms.



Channels Service Delivery:





Request to change the filing period for returns





Field: Management and Entrepreneurship

This service enables you to transfer your commercial records from main to subsidiary or vice versa electronically

Steps to Obtain the Service:

Service Description

- Click on start the service.
- · Login to the account (username and password or national access)
- · Click on the Create a New Request icon
- Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- · Specify the region of the record
- Choose the main service

- Choose the subservice
- Click on start service.
- Determine the attachment type
- Add the specified attachment file
- Acknowledging the validity of the data
- Send the request



Service fees and conditions:

Service fees:

· 600 riyals

Terms of Service:

- commercial register
- A decision by the company to transfer
- · The articles of incorporation are authenticated by a notary or a ministry employee
- Amending the Ministry of Investment license
- A decision by the company to transfer (as stipulated in the articles of incorporation)



E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:









ervice Fees and Terms

- The amended contract if the city of registry is changed
- Amending the Ministry of Investment's license if the company is foreign, mixed, or has a foreign branch.
- \cdot Agency or authorization (if the agency or authorization is from abroad, it must be authenticated by the Ministry of Foreign Affairs and the Saudi

Embassy)"

the documents:

- commercial register
- A decision by the company to transfer
- The articles of incorporation are authenticated by a notary or a ministry employee
- Amending the Ministry of Investment's license



Website: www.mc.gov.sa Phone Number: 1900





Cancellation of the main commercial register of a company for Gulf nationals





Field: Management and Entrepreneurship

Service Description

This service enables the customer to cancel the record upon completion of commercial activities.

Steps to Obtain the Service:

- Click on start the service.
- · Login to the account (username and password or national access)
- · Click on the Create a New Request icon
- Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- · Specify the region of the record

Service fees and conditions:

Choose the main service

Silu

Service fees: No Fees ment. Terms of Service 6. Zakat, Tax and Customs Authority certificate valid for the period. 1. Fill out the pledge form if the pledge is not delivered in the same year to Gulf companies 7. Proof of license cancellation if a license exists only. 2. Commercial register 3. A partners' decision to write off the branch signed by the authorized person in the is required. company.

4. There are no workers on the register.

5. Closing the facility's file with the Ministry of Human Resources and Social Develop-

8. In the event that one or all of the partners do not attend, a legal power of attorney stating the service provided or an authorization to register the Chamber of Commerce



Website: www.mc.gov.sa Phone Number: 1900

E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:

Choose the subservice

Click on start service.

Send the request

Determine the attachment type

 Add the specified attachment file Acknowledging the validity of the data



Ministry branches

Renewal of a subsidiary commercial register for a joint stock company



Field: Management and Entrepreneurship

Service Description

Silu

This service enables the customer to renew the subsidiary commercial register of a joint stock company.

Steps to Obtain the Service:

- · Click on start the service.
- · Login to the account (username and password) or through national access
- · Click on the My Commercial Records icon.
- · Click on the options in front of the commercial register.
- Click on the "Renew Commercial Registration" option.
- Determine the duration of the commercial registration from one to five years.
- A confirmation summary window appears for the data entered into the service

Service fees and conditions:

Service fees:

• 800 riyals for the branch. (For one year).

Terms of Service:

- A letter from the company "according to the validity in the articles of association" renewing the commercial register.
- If the activity is finance or banking, attach a renewed activity license
- Agency or authorization (if the applicant is not a member of the Board of Directors)
- Determine the number of years for renewal.

Required Documents:

before sending the request.

about the payment service.

- commercial register
- to delegate
- Company letter renewing the commercial register
- Activity license



Website: www.mc.gov.sa Phone Number: 1900 E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:

• A payment invoice is issued and sent as a text message to your phone.

The bill is paid through various payment channels. For more information







Service Fees and Terms

Required Documents:

1. Attach the status of publishing the liquidation request through the Ministry's website.

2. Submit two liquidation decisions if the company was operating or worked and stopped and pay the publication fees. If it was not operating, ensure that one liquidation decision is filed and the publication fees are paid (in the partners' decision system).

3. Attach a certificate from the Zakat, Tax and Customs Authority.

4. If it is a foreign company, a statement of license cancellation is required from the Investment Authority.

5 A statement of the absence of licenses or the cancellation of licenses

6. Lack of employment in the commercial register

7. In the event that the company owner or company director is not present, a legitimate authorization or agency is required



Website: www.mc.gov.sa Phone Number: 1900

E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:





Cancellation of the main commercial register of a company for branches of Gulf companies





Field: Management and Entrepreneurship

Service Description

This service enables the customer to cancel the record upon completion of commercial activities.

Steps to Obtain the Service:

- Click on start the service.
- · Login to the account (username and password or national access)
- · Click on the Create a New Request icon
- Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- · Specify the region of the record

Service fees and conditions:

Choose the main service

Silu

Service fees:

No Fees

- Terms of Service
- 1. Commercial register
- 2. A partners' decision to write off the branch signed by the person with authority in the company.

3. Lack of workers on the register.

4. Closing the facility's file with the Ministry of Human Resources and Social Development. 5. A valid Zakat, Tax and Customs Authority certificate.

Proof of license cancellation if a license exists.

Choose the subservice

Click on start service.

Send the request

Determine the attachment type

 Add the specified attachment file Acknowledging the validity of the data

7. In the event that one or all of the partners do not attend, a legal power of attorney stating the service provided or an authorization certified by the Chamber of Commerce is required.



Website: www.mc.gov.sa Phone Number: 1900

E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:



Ministry branches



Service

Service Fees and Terms

Required Documents:

1. Attach the liquidation decision.

Submitting two liquidation decisions if the company is practicing, and if it is not practicing, submitting one liquidation decision and paying the fees in the partners' decisions system.

3. Attach a certificate from the Zakat, Tax and Customs Authority.

4. A statement of the absence of licenses or the cancellation of licenses.

5. There is no employment in the commercial register

6. In the event that the company owner or company director does not attend, a legal authorization or agency is required



Website: www.mc.gov.sa Phone Number: 1900




Cancellation of a main commercial register for branches of foreign companies





Field: Management and Entrepreneurship

Service Description

This service enables the customer to cancel the record upon completion of commercial activities.

Steps to Obtain the Service:

- Click on start the service.
- Login to the account (username and password or national access)
- · Click on the Create a New Request icon
- Choose a record (your own record a record not directly linked to you a service that does not require a record number)
- Specify the region of the record
- Choose the main service

- Choose the subservice
- Click on start service.
- Determine the attachment type
- Add the specified attachment file
- Acknowledging the validity of the data
- Send the request



Service fees and conditions:

Service fees:

No Fees

Terms of Service

1. Partners' acknowledgment of delisting.

2. Lack of employment in the commercial register

3. Proof of cancellation of the investment license.

4. A certificate from the Zakat, Tax and Customs Authority that the register is binding and valid.



Website: www.mc.gov.sa Phone Number: 1900

E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:









Service Fees and Terms

Required Documents:

I- Submitting two liquidation decisions if the company is practicing, and if it is not practicing, submitting one liquidation decision and paying the fees in the partners' decisions system.

2- Attach a certificate from the Zakat, Tax and Customs Authority.

 $\mathbf{3}$ - If it is a foreign company, a statement of license cancellation is required from the Investment Authority.

4- A statement of the absence of licenses or the cancellation of licenses.

5- There is no employment in the commercial register.

6- In the event that the company owner or company director does not attend, a legitimate authorization or agency is required..



Website: www.mc.gov.sa Phone Number: 1900





Renewal of the main commercial registration of a company for Gulf nationals





Field: Management and Entrepreneurship

Service Description

This service enables the renewal of the commercial register



Steps to Obtain the Service:

- Click on start the service.
- Log in to the account (click on the username and password) or through the national access
- Click on the My Commercial Records icon.
- · Click on the options in front of the commercial register.
- · Click on the "Renew Commercial Registration" option.
- Determine the duration of the commercial registration from one to five years.
- · A confirmation summary window appears for the data entered into the service before sending the request.
- A payment invoice is issued and sent as a text message to your phone.
- The bill is paid through various payment channels. For more information about the payment service.

Service fees and conditions:

Service fees:

- 1200 rivals for limited per year.
- 800 rivals in solidarity/simple recommendation (per year).

Terms of Service:

- Commercial Record.
- Gulf Pledge Model.

 In the event that the appointed manager does not attend, it is required to bring a legitimate power of attorney stating the service provided, certified by the embassy or the Ministry of Foreign Affairs, with a certified translation, or an authorization to do so certified by the Chamber of Commerce

Required Documents:

 A letter from the company director for renewal or from the agent, the agency or authorization from abroad, which must be authenticated by the Ministry of Foreign Affairs and the Saudi Embassy.

- A copy of the commercial registry of the parent company certified by the Ministry of Foreign Affairs and the Saudi Embassy
- The parent company's articles of incorporation are certified by the Ministry of Foreign Affairs and the Saudi Embassy
- Signing the pledge for Gulf companies
- · Determine the number of years.



Website: www.mc.gov.sa Phone Number: 1900

E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:





Create a commercial franchise registration



Field: Management and Entrepreneurship



Service Description

This service enables the registration and management of the commercial franchise registration, which is provided in accordance with the commercial franchise system and its executive regulations.



Steps to Obtain the Service:

- I. Enter the service link.
- · 2. Choose the commercial franchise registration service.
- 3. Click on Start the Service.
- 4. Log in to the system and enter (touch user and password) or register
- Entry through national access.
- 5. Fill out the data and attach documents
- 6. Pay the fees, review the registration, and print the certificate.



Service fees and conditions:

Service fees:

500 Saudi rivals

Terms of Service:

- · In accordance with the commercial concession system and its executive regulations.
- **Required Documents:**
- · Commercial concession agreement.
- · Disclosure document (according to the Appendix of the Disclosure Document Requirements in
- the Executive Regulations of the Law
- commercial franchise).



E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM Channels Service Delivery:







• 7. In the event of (amendment, cancellation), the previous steps can be followed

Amending a commercial franchise registration



Field: Management and Entrepreneurship





Service Description

The service enables the franchisor to amend the terms of registration of this commercial franchise or the restricted data or documents by agreement of the two parties.



Steps to Obtain the Service:

- I. Enter the service link.
- 2. Choose the commercial franchise registration service.
- 3. Click on Start the Service.
- 4. Log in to the system and enter (touch user and password) or register
- Entry through national access.
- 5. Fill out the data and attach documents
- 6. Pay the fees, review the registration, and print the certificate.



Service fees and conditions:

- Service fees:
- 100 Saudi rivals

Terms of Service:

- · Attach a revised franchise agreement.
- · Attach the amended disclosure document.





• 7. In the event of (amendment, cancellation), the previous steps can be followed

Cancellation of a commercial franchise



Field: Management and Entrepreneurship

Serv

Service Description

This service enables the commercial franchisor to cancel the registration of an existing franchise in the event of the expiration of the period or its expiration by a judicial ruling invalidating or terminating the agreement (if it exists).

followed

Steps to Obtain the Service:

- 1. Enter the service link.
- 2. Choose the commercial franchise registration service.
- 3. Click on Start the Service.
- 4. Log in to the system and enter (touch user and password) or register Entry through national access.
- 5. Fill out the data and attach documents
- 6. Pay the fees, review the registration, and print the certificate.

lıı, = Ollu

Service fees and conditions:

Service fees:

No Fees

Terms of Service:

- The expiration or expiration of the period, or in the event of a judicial ruling invalidating or canceling the agreement Required Documents:
- In the event of a court ruling, the document is added.



Website: www.mc.gov.sa Phone Number: 1900 E-mail: mc.gov.sa Response Hours: 08:00 AM - 12:00 PM

• 7. In the event of (amendment, cancellation), the previous steps can be





Ministry of Education services



Hosting an academic visiting professor



 Service Description
 Field: Education and training

 The service allows public/government universities to apply for hosting an academic visiting professor from abroad in the kingdom of Saudi Arabia.



Steps to Obtain the Service:

- The ministry provides a user to universities.
- An academic staff member, the head of the department, the dean of the faculty or the university president. submits an application to attend a conference.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



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Channels
Service Delivery:
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• The ministry then approves or rejects.





Follow-up the authentication of certificates of academic staff members from abroad



وزارة التعطيص Ministry of Education Service Description Field: Education and training A service that provides the ability to follow-up the authentication of certificates submitted by an academic staff member who wants to join Saudi universities. Steps to Obtain the Service: Enter the service link: • Fill out the registration form. Choose authentication of certificates request. Service fees and conditions: Service fees: No fees Terms of Service: • No terms. Website: www.moe.gov.sa E-mail: info@moe.gov.sa Channels Ministry of Education website Customer Phone Number: 19996 Response Hours: 07:30 AM - 02:30 PM Service Delivery: ervices: Noor program.

Review school activity plans

Service Description



وزارق التعطيص Ministry of Education

Field: Education and training

Steps to Obtain the Service:

• Login with your username or password on Noor program.

The service allows viewing school activity plans.

- · Click on (the students activity) link.
- · Click on (Activity plans) link.
- Choose the plan and then click on the link (other options).



Click on the link (application for enrollment).



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No terms.



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Channels
Service Delivery:
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School activities



وزارت التعطيم Ministry of Education

	Service Description	Field: Education and training	
The service allows the student and the parent to register in the school activity plans, view and print the necessary reports.			
	Steps to Obtain the Service:		
8=	\cdot Click on the link (application for enrollment).	\cdot Choose the plan and then click on the link (other options).	
	\cdot Enter the username and password on the Noor program homepage.	 Click on the link (registration). 	
	 Click on the Student Activity link. 		
	 Click on the activity plans link. 		
	Service fees and conditions:		
<u></u>	Service fees:		
	No fees.		
	Terms of Service:		
	• No terms.		
(Q)	Customer Website: www.moe.gov.sa E-mail: info@moe.gov.sa	a Channels Ministry of Education website.	
<u>7</u> (8)	services: Phone Number: 19996 Response Hours: 07:30 /	AM - 02:30 PM Service Delivery: Noor program.	

View and print performance evaluations



وزارة التعطيص





Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



Channels Service Delivery:





View and print the certificate of attendance and excellence



مرابع المعالي Ministry of Education

Service Description Field: Education and training This service allows viewing and printing the certificate of attendance and excellence for the student. Steps to Obtain the Service: · Login to the Noor program. Start the service Service fees and conditions: Service fees: No fees. Terms of Service: • No terms. Ministry of Education website Website: www.moe.gov.sa E-mail: info@moe.gov.sa Customer Phone Number: 19996 Response Hours: 07:30 AM - 02:30 PM Service Delivery: Noor program. services:

View and print the certificate of appreciation of seasonal clubs



مرارق التعطيم Ministry of Education

Service Description Field: Education and training This service allows viewing and printing a certificate of appreciation of seasonal clubs. Steps to Obtain the Service: · Login to the Noor program. Start the service. Service fees and conditions: Service fees: No fees. Terms of Service: • No terms. Ministry of Education website Website: www.moe.gov.sa E-mail: info@moe.gov.sa Customer Phone Number: 19996 Response Hours: 07:30 AM - 02:30 PM Service Delivery: Noor program. services:

Directory of Services Provided to Expatriates 2024-1445 231

New student registration

Service Description



مرابع المعالي Ministry of Education

Field: Education and training

This service allows an automated admission of new students to non-crowded schools.



Steps to Obtain the Service:

- · Login on Noor program.
- Student registration.
- · Register a new student.
- Fill the student data.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No terms.



• Submit the request.

Channels Service Delivery:



Application for a foreign scholarship for non-Saudis



Ministry of Education

Service Description

Field: Education and training

The service provides universities with the possibility of upgrading a foreign scholarship for non-Saudi students from an academic stage to a higher academic stage, and taking the approval of the Ministry of Education.



Steps to Obtain the Service:

 This service is given out through the universities, when all the requirement needed are done, the applicant will communicate with the universities to find out the result of the application.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



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Channels
Service Delivery:
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Application for an internal scholarship (promotion) for non-Saudis



Ministry of Education

Field: Education and training

The service provides universities with the possibility of upgrading an internal scholarship for non-Saudi students from an academic stage to a higher academic stage, and taking the approval of the Ministry of Education.



Steps to Obtain the Service:

• Click on the service link.

Service Description

- Fill out the application for the scholarship.
- You can follow-up the application request.
- When submitting the application, you will receive the application number



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



Website: www.moe.gov.sa Phone Number: 19996 E-mail: info@moe.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:

in addition to the link to the application follow-up via e-mail or mobile

messages and you can follow up the application using the sent number..



Inquiry about the student's final results





Field: Education and training

This service to display a list of the annual class grades with the possibility of printing and saving.

Steps to Obtain the Service:

• Log in to the e-services.

Service Description

- · Click on (login) through the university website.
- The student will be transferred to the Unified Access portal for e-services.
- Sign in with username and password.
- Click on (academic program)
- Click on the (course results) from the E-Registration menu.





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Channels
Service Delivery:
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The semester selection screen will appear, the name of which is indicated

as follows: for example (first semester 41).

• A list of course results will appear.

· Click on the semester whose results you want to review.

· Click on (print) in case of wanting to print the list.





View the exams schedule

Service Description



وزارت التعليم Ministry of Education

Field: Education and training



Steps to Obtain the Service:

• The parents enter Noor program with their accounts.

This service allows the student and the parent to get the exams schedule.

- · Choose (son/daughter)
- · Select the exams schedule.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No terms.



E-mail: info@moe.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:



Updating parents' contact details



وزارت التعليم Ministry of Education

Service Description Field: Education and training The service allows the student's parents to modify and update the contact data. Steps to Obtain the Service: · Login to the ministry website. Start the service. Service fees and conditions: Service fees: No fees. Terms of Service: • No terms. Ministry of Education website Website: www.moe.gov.sa E-mail: info@moe.gov.sa Customer Phone Number: 19996 Response Hours: 07:30 AM - 02:30 PM Service Delivery: Noor program. services:

Inquiry about the key data of a specific student at a specific school



مرارق التعطيم Ministry of Education

	Service Description		Field: Educat	ion and training
	This service allows the student to inquire, view and print data.			
	Steps to Obtain the Service: • Login to the ministry website. • Start the service.			
	Service fees and conditions: Service fees: • No fees. Terms of Service: • No terms.			
@ ₽ ₽	Customer Website: www.moe.gov.sa E-mail: info@moe.gov.sa services: Phone Number: 19996 Response Hours: 07:30 AM -	O2:30 PM Se	annels Ministry of rvice Delivery: Noo	Education website.

Request to transfer a student to the health unit

Service Description



مرارق التعطيم Ministry of Education

Field: Education and training





E-mail: info@moe.gov.sa Response Hours: 07:30 AM - 02:30 PM

Channels Service Delivery:



Follow-up of attendance and absence



وزارق التعطيم Ministry of Education

Field: Education and training

This service allows viewing and printing the lateness and absence report for the student.

Steps to Obtain the Service:

Service Description

- Sign in through the service link.
- Choose (students), then choose the student.
- Click on (options), then (reports), then (follow-up lists).
- · Choose (Absence and Lateness list), then choose the school year and semester.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



Website: www.moe.gov.sa Phone Number: 19996 E-mail: info@moe.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:

• Choose the type of attendance (absence or lateness).

• Select the date, Press the Icon (view).



View student certificates



مرارق التعطيم Ministry of Education

Service Description Field: Education and training This service makes it possible to view the results of general education students and print the certificates. Steps to Obtain the Service: · Login to the Noor program. · Reports. • Grades. Notification of the student's result. Service fees and conditions: Service fees: No fees Terms of Service:

- Having an active account on Noor.
- Permission granted to the user.



E-mail: info@moe.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:



Inquiry about the names of departments



مرارق التعطيم Ministry of Education



Inquiry about the subjects taught by academic level



وزارة التعطيص

Ministry of Education Service Description Field: Education and training This service allows you to inquire, view and print the materials that are taught according to the academic level of study. Steps to Obtain the Service: • Login to the ministry website. Start the service. Service fees and conditions: llu, <mark>-</mark> Ollu Service fees: No fees. Terms of Service: · Having an active account on Noor. • Permission granted to the user. Ministry of Education website Website: www.moe.gov.sa E-mail: info@moe.gov.sa Customer Phone Number: 19996 Response Hours: 07:30 AM - 02:30 PM Service Delivery: ervices: Noor program.

Follow-up of student violations



وزارة التعليم Ministry of Education

	Service Description		Field: Education and training	
	This service enables viewing and printing a follow-up report on the status of violati	ons of student behavior.		
	Steps to Obtain the Service:			
	• Login to the ministry website.			
	• Start the service.			
	Service fees and conditions:			
<u>Voini</u>	Service fees:			
	• No fees.			
	Terms of Service:			
	• No terms.			
2	Customer Website: www.moe.gov.sa E-mail: info@moe.gov.sa	Channels	Ministry of Education website.	
<u>r</u> B)	services: Phone Number: 19996 Response Hours: 07:30 A	M - 02:30 PM	Delivery: Noor program.	

Registration of subjects in the curriculum system schools



وزارة التعطيم Ministry of Education

Service Description Field: Education and training This service allows the student of the curriculum system(secondary stage)to register their subjects in the study divisions. Steps to Obtain the Service: · Login to Noor program. · Reports. · Register. • Student registration in the course divisions.



Service fees and conditions:

Service fees:

No fees

Terms of Service:

The student must have a certificate of completion of the middle stage or an

equivalent one.









Request an identification certificate for a full-time (regular) student



وزارق التعطيم Ministry of Education

Field: Education and training

 This service allows the student and the parent to request a student identification certificate.

 Image: Steps to Obtain the Service:

 • Login to Noor program.

 • By the student or the parent account:

 • Reports.

 • Another reports.

 Service fees and conditions:

 Service fees:

 • No fees.

Terms of Service:

Service Description

• No terms.



E-mail: info@moe.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:



Score /grades entry follow-up report



وزارق التعطيص Ministry of Education

Field: Education and training

This service allows the student and the parent to follow the entry of grades/scores.



Steps to Obtain the Service:

• Login at Noor program.

Service Description

- · Choose from the list on the right (exams)
- Then (grades)
- · Click on (enter grades)
- Fill the required data then Save.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

 $\boldsymbol{\cdot}$ The student must have a certificate of completion of the middle stage or an

equivalent one.



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Channels
Service Delivery:
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Inquire about the teachers' data at school



		وزارق التعطيم Ministry of Education
	Service Description	Field: Education and training
	An e-service provided by the Ministry of Education that enables the beneficiary t) inquire, view and print the teachers ' data at the school.
	Steps to Obtain the Service:	
<u>IQ≡</u> 2	• Select (school administrator user).	• Select the teacher whose data you want to review by clicking on his civil
	• Click on the teachers link.	registration in the list.
	• Click on the Teachers Affairs link.	
	• Click on the search bar.	
	Service fees and conditions:	
<u>O''''</u>	Service fees:	
	• No fees.	
	Terms of Service:	
	• No terms.	
Q ₹8	Customer Website: www.moe.gov.sa E-mail: info@moe.gov.s services: Phone Number: 19996 Response Hours: 07:30	a Channels Ministry of Education website. Review Delivery: Noor program.





وزارة التعليم Ministry of Education

	Service Description		F	ield: Education and training
	This service allows the parent to view the data of his children's schools and their geographical location.			
	Steps to Obtain the Service:			
8	 Login at Noor program. Student Data. 			
	School data.			
	Service fore and conditions.			
Ö	Service fees:			
	 No fees. Terms of Service: 			
	• No terms.			
	Customer Website: www.mor.gov.sa	F-mail: info@mop.gov.sa	Channels	Ministry of Education website.
<u>6</u> 8	services: Phone Number: 19996	Response Hours: 07:30 AM - 02:3	D PM Service Delivery:	Noor program.

Transfer a student from one school to another







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Channels
Service Delivery:
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Search for a private/ foreign school with a fee range



Service Description

Field: Education and training

This service allows all beneficiaries to search for private and foreign schools within a given pricing range, with the researcher determining the minimum and maximum fees and the system displaying all schools which offer their services within that fee range.



Steps to Obtain the Service:

• Login to the ministry website.

• Start the service.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No terms.



E-mail: info@moe.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:



Voluntary health insurance





Service Description

Field: Education and training

The Voluntary Health Insurance initiative aims to provide the opportunity for the employees of the Ministry of Education who are at the head of the educational and administrative staff and their families to benefit from the voluntary health insurance services which under the controls and provisions of the Health Insurance Council.



Steps to Obtain the Service:

· Login to the ministry website.

• Start the service.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



E-mail: info@moe.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:


Equivalence of certificates



Service Description

Field: Education and training

.A service that allows the equivalence of academic degree certificates to students who have the qualification from outside the kingdom of Saudi Arabia.



Steps to Obtain the Service:

2						
	• Sign on Equivalence of certificates portal.		home page "follow	-up"		
	• From the Home page, Choose the academic degree th	at you want equivalent it.				
	$\boldsymbol{\cdot}$ Read the terms and condition and Agree to them.					
	• Click on (Next).					
	• Fill the certificate required data.					
	\cdot Add any credit hours if there's any by clicking on (Ad	d)				
	\cdot Add any previous academic degree by clicking on (Add	i).				
	• Attach the required documents like: national ID- pass	port- certificates-				
	etcConfirm from the review of documents their accu	racy and clarity, send the				
	request, and a page with the request number will ap	pear for you.				
	$\boldsymbol{\cdot}$ After applying, you can follow the progress of the app	lication through the				
\$	Customer Website: www.moe.gov.sa	E-mail: info@moe.gov.sa	- 02:30 PM	Channels Service Delivery	Ministry of Education website.	
~	SELVICES: I Holle Multipel . 19990	Response nours. 07.00 Min	02.30114	Service Derivery.	noor program	



Service fees and conditions:

• The requirement for students studying abroad at their own expense must receive prior approval from the Ministry of Education.

 The existence of the institution and the programme from which the equivalency student graduated are among the list of universities and programmes recommended by the ministry.

• The previous academic certificate must have been given by the Kingdom or been equivalent by the Educational Committee.

• The student must study at universities or colleges recommended or accepted by the committee at least 75% of the degree requirements.

 The student transferring from one educational institution to another must fulfil at least 25% of the graduation requirements at the certificate-granting institution.

 The study should be done consistently and full-time, and the student should reside in the country of study; however, the student may be partially full-time during the master's and PhD programmes.

Field: Education and training

The documents must be certified by the Saudi Cultural Mission.
The university degree should be equated with its equivalent in the Kingdom; however, in some circumstances when the degree has not fulfilled the minimum requirements specified in this rule, the equivalence should be the degree that precedes it and meets its requirements.

(A) → Customer ▲ (A) × Customer services: Website: www.moe.gov.sa Phone Number: 19996 E-mail: info@moe.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: Ministry of Education website. Noor program.



Application request for recommendation of non-Saudi academics in Saudi educational institutions

Service Description

Field: Education and training

مزارق التــــليم Ministry of Education

This service enables higher education institutions to evaluate non-Saudi academics contracted with any of the higher education institutions, their work performance, and other relevant data, in order to facilitate making decisions to contract with them or their transfer to any of the educational institutions in the future.

Steps to Obtain the Service:

- Visit the University website.
- · Choose (recommendation) service.
- · Click on the "search for a contractor"service from the sub-list.
- Fill the data of the contractor that the university wants to recommend and then click on ""Search""
- After that, the search results will appear, click on the "request a recommendation" to the person to be recommended to view his data.
- \cdot $\,$ Ensure the correctness of the basic data and academic data of the contractor.

- The questions of the Department representative's procedures are answered, when "yes" is selected to complete the procedure, and when "no" is selected, another question will appear.
- When selecting "no" in the question of the recommendation to be contracted by other universities, the reason for the termination of the service must be determined from the drop-down list.
- · After that, the application attachments are uploaded by clicking on the "Send" to send the application
- After successfully completing the data and sending the request, you will receive a message stating that the request was successfully delivered

Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



Channels Service Delivery:







Application for validation of certificates for students studying abroad





School activities



مرابق التعطيم Ministry of Education

Field: Education and training



Enter the username and password on the Noor program homepage.
Click on the Student Activity link.
Click on the activity plans link.
Choose the plan and then click on the link (other options).
Click on the link (application form).
.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No terms.



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Channels
Service Delivery:
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Review the weekly class schedule.



مرابع المعالي Ministry of Education

Service Description		Field: Education and training
An e-service provided by the Ministry of education enables the student and the pa	arent to view the weekly study schedule.	
Steps to Obtain the Service:		
Visit the Ministry of Education website.	 Click on "view schedule". 	
\cdot Click on the "Services" from the bottom of the home page.		
• Find the "study schedule"service.		
\cdot Click on (start service) and then log in.		



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

- The student must be registered at the school.
- The student must be registered for a semester.



E-mail: info@moe.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: Ministry of Education website. Noor program.



Subject registration in curriculum schools



Service Description	Field: Education and training
An e-service provided by the Ministry of education enables students of the curric divisions.	ulum system(secondary stage)to register their subjects in the academic
Steps to Obtain the Service:	
 Enter the service link and then go to the student page. Choose the registration link and then click the (Add) icon. 	

• Choose the department and the subject, then submit the application.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No terms.



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Channels
Service Delivery:
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		Ministry of Edecatori
	Service Description	Field: Education and training
	An e-service provided by the Ministry of Education through the Noor program ena	bles the teacher to request the student's names list in the classes.
	Steps to Obtain the Service:	
	\cdot Log in through the service link with your username and password.	• Select the search options required using the search filters.
	• Choose (reports).	The list will be shown to you immediately.
	• Choose (students report).	
	Choose (list of the students data).	
lu, =	Service fees and conditions:	
<u>Öin</u>	Sprving foos	
	No fees.	
	Terms of Service:	
	• The student must be registered at the school.	
	• The student must be registered for a semester.	



E-mail: info@moe.gov.sa Response Hours: 07:30 AM - 02:30 PM

Channels Service Delivery: Ministry of Education website. Noor program.



Equivalency of a study certificate for public education students



Ministry of Education

Field: Education and training

An e-service provided by the Ministry of Education enables the student to submit an application to equate the certificate of public learning obtained from abroad with the equivalent of official Saudi education.

number for the follow - up.



Steps to Obtain the Service:

• Enter the service link.

Service Description

- · Enter the data needed for the service application request.
- Submit the application.
- After submitting the application, you will be notified with the application



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



Website: www.moe.gov.sa Phone Number: 19996 E-mail: info@moe.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: Ministry of Education website. Noor program.



Request a students absence report



Field: Education and training

Ser

Service Description

An e-service provided by the Ministry of education enables the parent and the student to request a report on the attendance and absence of the student during a specific period and review it.



Steps to Obtain the Service:

- Login through the service link.
- Choose (students), then choose the student.
- Click on (options), then (reports), then (follow-up lists).
- · Choose (Absence and Lateness list), then choose the school year and semester.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



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Channels
Service Delivery:
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· Choose the type of attendance (absence or lateness).

• Select the date, click on (view).





Parents' grievance over increased fees for private schools



Ministry of Education

Field: Education and training

Service Description

An electronic service provided by the Ministry of education that enables parents to make a grievance request to the Education administration regarding the

unjustified increase of fees on their children in private and foreign schools.



Steps to Obtain the Service:

- Access to the website of the National Learning Portal.
- · Choose parents access.
- · Choose grievance registration.
- Enter data according to the steps.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



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Channels
Service Delivery:
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Add and record student behavior and attendance



Ministry of Education

Field: Education and training

An e-service provided by the Ministry of Education enables the teacher to add and record the behavior and attendance of the student to be available in the

student's report.

Service Description



Steps to Obtain the Service:

- Register from the service link.
- · Choose (Exams), then choose behavior and attendance.
- · Choose Follow up list, and then fill the required data.
- You will be notified of the success of the process of adding data to the report.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



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Channels
Service Delivery:
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Add and record notes about the student by the teacher



 Service Description
 Field: Education and training

 An e-service provided by the Ministry of Education enables the teacher to add and record notes on the student for review by the parent and the student.

 Image: Steps to Obtain the Service:

 • Visit Noor program.

 • Click on student link.

 • Select the students.

 • Add Homeworks and notes.





Inquiry about the student's grade results



وزارق التعليم Ministry of Education

Field: Education and training

An eservice allows the parents and the students inquire about the grade results.



Steps to Obtain the Service:

• Visit Noor program.

Service Description

- Click on student link.
- \cdot Select the students.
- Click on (options).
- then choose (reports).

- Choose results report.
- Choose the required report.
- Select the required options.
- · Click on search.
- Print the report..



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No terms.



Website: www.moe.gov.sa Phone Number: 19996 E-mail: info@moe.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: Ministry of Education website. Noor program.



Request for a Replacement for Lost Elementary School Certificate



Field: Education and training

An e-service provided by the Ministry Of Education, which enables beneficiaries to request a replacement for lost elementary school certificate in the Noor system.



Steps to Obtain the Service:

• Enter the Noor system.

Service Description

- · Choose"replacement request".
- Enter the required data.
- You will receive a verification message via your mobile.
- Enter the verification code.
- Fill in the required data.

- The request will be saved in the system and you will receive a text message with the request number.
- You can follow-up the request via the follow-up requests box at the top of the page.
- Upon acceptance of the application, you will receive your certificate in PDF format.

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SOS	1111

Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



Channels Service Delivery:





Inquiry about student rewards



مرارق التعطيم Ministry of Education

Service Description Field: Education and training This service allows you to inquire about the payment of the reward approved by the State for eligible students. Steps to Obtain the Service: • Login to Noot program. · Rewards and subsidies. View Rewards. Enter the student data. · Click on (search). Service fees and conditions: Service fees: No fees. Terms of Service: • No terms.







General/public educational student registration



وزارق التعطيم Ministry of Education

Field: Education and training

This service allows parents to register new students without going to schools and supervisory centers.

Steps to Obtain the Service:

Service Description

- Login to Noor program.
- Registration of children.
- Registration of new students.
- Enter the student data.
- Submit the request.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No terms.



Website: www.moe.gov.sa Phone Number: 19996 E-mail: info@moe.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: Ministry of Education website. Noor program.



Request a meeting



وزارق التعطيص Ministry of Education

			,
Ē	Service Description		Field: Education and training
	This service allows all members of the community to meet with ministry officials	and coordinate according to priority.	
	Steps to Obtain the Service:		
	Visit the ministry official website.	message with the ticket number.	
	• Choose (submit a meeting ticket).		
	Fill the required data.		
	Choose the entity you want. Shows to ache it the ticket or data has efficient with the estimated to the text		
	Choose to submit the ticket and the beneficiary will be notified by text		
	Service fees and conditions:		
<u></u>	Service fees: No fees.		
	Terms of Service:		
	• No terms.		











 Choose to submit the ticket and the beneficiary will be notified by text message with the ticket number.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



E-mail: info@moe.gov.sa Response Hours: 07:30 AM - 02:30 PM

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Service Delivery:
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Ministry of Education website Noor program.



27

MINISTRY OF FOREIGN AFFAIRS services







Field: Residents & Visitors Affairs

Service Description

An electronic service provided by the Ministry of Foreign Affairs that enables the beneficiary to request a visit permit for relatives of citizens and residents of the

first degree (parents, wife and children)



Steps to Obtain the Service:

- Fill out the electronic form via the Ministry of Foreign Affairs e-visa services website, and have it stamped and certified electronically by the Chamber of Commerce or the employer.
- The person sought from the relatives must be of the first degree.
- For residents, the visa applicant must be a holder of a work residence and not an escort.
- Insert all data using Arabic language, except for the names if the required to visit are non-Arab nationals , matching their passports.
- Valid residence permits for residents.



Service fees and conditions:

Service fees:

· 200 SAR

Terms of Service:

• No terms.



Website: www.mofa.gov.sa Phone Number: 920011114 E-mail: customercare@mofa.gov.sa Response Hours: 24 hours







Visa Application for Diplomatic Missions Employees Families in the Kingdom of Saudi Arabia



Field: Residents & Visitors Affairs

Service Description

A service provided to employees of diplomatic missions to obtain a residence visa for their families who hold ordinary passports



Steps to Obtain the Service:

- · Log into the website of the Ministry of Foreign Affairs.
- Follow the following path: individuals Resident Diplomatic Missions Employees Residence Visa Application.
- Then follow the site's instructions.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- Fill out the electronic form via the ministry of foreign affairs e-Visa services
- website, related to the families holding ordinary passports.
- Insert all data using Arabic language, except for the names, if the required to

Customer

E-mail: customercare@mofa.gov.sa Response Hours: 24 hours

daughters.

Channels Service Delivery:

visit are non-Arab nationals, matching their passports..

The "Family" means: wife, minor children under 18 years old, unmarried





An application for a work Visa for Diplomatic Missions Employees Inside the Kingdom of Saudi Arabia



Field: Hajj & Umrah

Service Description

A service that enables the diplomatic missions employees to apply for a visa to work under their personal sponsorship.



Steps to Obtain the Service:

- Log into the website of the Ministry of Foreign Affairs.
- Follow the following path: Individuals Resident Diplomatic Missions Employees Residence Visa Application.
- Then follow the site's instructions.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- Fill out the electronic form via the ministry of foreign affairs e-Visa services
- website, related to the families holding ordinary passports.

 \cdot The "Family" means: wife, minor children under 18 years old, unmarried

visit are non-Arab nationals , matching their passports..

daughters.

- The applicant must have access to the e-Visa Services platform.
- Insert all data using Arabic language, except for the names, if the required to



Website: www.mofa.gov.sa Phone Number: 920011114 E-mail: customercare@mofa.gov.sa Response Hours: 24 hours Channels Service Delivery:



E- Service



Document Attestation Services



Field: Residents & Visitors Affairs

Service Description

It is a service that aims to give documents legal validity for use outside the borders of the country in which they were created. The document attestation service includes the following types: attestation of educational documents - attestation of agencies and marriage contracts - attestation of commercial documents - attestation of letters - attestation of personal status

for missions in

To authenticate documents

authenticate the documents.



Steps to Obtain the Service:

• Fill out the required fields through the following link http://services.mofa.gov. sa/



Service fees and conditions:

Service fees:

No fees

Terms of Service:

- Submitting requests to authenticate documents through the electronic
- portal of the Ministry of Foreign Affairs.
- · Electronic payment via the SADAD payment system and the Enjaz website

ustomer

Website: www.mofa.gov.sa Phone Number: 920011114

E-mail: customercare@mofa.gov.sa Response Hours: 24 hours

Channels Service Delivery:

Visit the Ministry's office, one of its branches, or the missions abroad to





Extension of Re-entry Visas

Service Description



Field: Hajj & Umrah

An e-service provided by the Ministry of Foreign Affairs that enables citizens and Government Agencies to request an extension of Re- Entry Visas.



Steps to Obtain the Service:

- Click on the service link.
- Read the terms and Requirements.
- · Click on (Start Service).



Service fees and conditions:

Service fees:

200 SAR

Terms of Service:

 The person for whom the extension is requested stayed out side the Kingdom of Saudi Arabia for a period that exceeded 7 months for residents to work, and 13 months for wife and children, In the event that the specified period is not exceeded, the application shall be submitted directly to the relevant embassy

• Fill out the electronic form via the Ministry of Foreign Affairs e-visa services website, and have it stamped and certified electronically by

• the Chamber of Commerce

• The number and date of the Ministry of Interior's approval for the extension must be recorded.

- The residence of the Requested Person must be valid.
- Insert all data in Arabic Language, except for the names if the required to visit are non-Arab nationals , matching their passports..

• The extension of the return for the citizens wives, must be requested from the embassy regardless of the duration, as long as the residence permit is valid.



Website: www.mofa.gov.sa Phone Number: 920011114 E-mail: customercare@mofa.gov.sa Response Hours: 24 hours

Channels Service Delivery:



E- Service





	Service Description	Field: Residents & Visitors Affairs
	An e-service provided by the Ministry of Foreign Affairs that enables the beneficia	ry to apply for an entry visa to the Kingdom for his Escorts.
	Steps to Obtain the Service:	
<u> 8=</u>	 Log into the e-Visas website. Select (Individuals). Select the desired service. Fill out the form. You will be notified of the transaction number to proceed with the Application. 	



Service fees and conditions:

Service fees:

• 200 SAR

Terms of Service:

 \cdot There isn't







Cargo delivery visas



Service Description	Field: Residents and Visitors Affairs	
An electronic service provided by the Ministry of Foreign Affairs that enables the beneficiary to apply for an entry	y visa to the Kingdom for the purpose of deliver-	
ing goods.		



Steps to Obtain the Service:

- · Log into the Ministry of Foreign Affairs website.
- Click on available Services that appears in the middle of the page.
- · Many services will appear in front of you, choose "Cargo Visa".
- · Click on "Sign in: and "start service".
- Fill in the required data and then submit the application.



Service fees and conditions:

Service fees:

• 500SAR

Terms of Service:

There isn't







Transit Visas



Field: Residents & Visitors Affairs

Service Description

An electronic service provided by the Ministry of Foreign Affairs that enables transit visa applicants to enter their data through the Saudi Transit Visa Portal and is available to applicants of any nationality, using the Enjaz platform for visa e-services, and the transit visa allows individuals to pass through the Kingdom of Saudi Arabia , and it also allows a short stay that does not exceed a period of 12 hours, and transit visas are available within 48 hours and 96 hours.

bu ⊖Silu

Steps to Obtain the Service:

_	• Log into (Enjaz) website.	\cdot You will then be redirected to a new page, where you will be asked To insert
	 Select (Individuals). 	all your information, in addition to a 200 × 200 photograph.
	 Select (Visa Application from Saudi Missions Abroad). 	 Select the visa type by selecting (transit visa).
	• Click on (Register) to create a new account, if you do not already have one, and	• Fill in all the required information in the application form then click (Save).
	provide the required information.	
	 You must agree to the terms and conditions to be able to proceed 	

Service fees and conditions:

Service fees:

• 300SAR

Terms of Service:

- · Original passport valid for at least six months.
- A residence permit from the country from which you are applying.
- · Passport-sized colored photograph.

- Fill out and sign the Saudi visa questionnaire.
- Sign the list of Saudi laws.
- · Fixed ticket booking, to confirm your stay in Saudi Arabia.
- The printed visa application is submitted through Enjaz portal.



Website: www.mofa.gov.sa Phone Number: 920011114

E-mail: customercare@mofa.gov.sa Response Hours: 24 hours

Channels Service Delivery:



E- Portal

Exit Visa for Diplomatic and Special Passports Holders



Field: Residents and Visitors Affairs

Service Description

An electronic service provided by the Ministry of Foreign Affairs that enables the issuance of exit visas for holders of Saudi diplomatic and special passports

whether multiple or single, and for a specific period.



Steps to Obtain the Service:

- · Log into the protocol system through official in charge, in the respective entity
- Select "Issuance of Exit Visa for Diplomatic and Special Passports".
- Fill out the electronic form with the requirements attached.
- · Apply.

• In case of issuance of the Visa ,you will receive a text message, and you can inquire about it through the Ministry of Foreign Affairs website.



Service fees and conditions:

Service fees:

• No Fees.

Terms of Service:

• No Terms.



Website: www.mofa.gov.sa Phone Number: 920011114 E-mail: customercare@mofa.gov.sa Response Hours: 24 hours





Extension of Exit Visa for Diplomatic and Private Passport Holders



Service Description Field: Residents & Visitors Affairs An e-service provided by the Ministry of Foreign Affairs that enables holders of Saudi diplomatic and special passports to extend exit visas. Steps to Obtain the Service: • Fill out the exit visa extension form for diplomatic and special passports. • Send the form along with the required documents to the (Saudi Diplomats Affairs Department). Service fees and conditions: bu ⊖Silu Service fees: There isn't Terms of Service: There isn't Website: www.mofa.gov.sa E-mail: customercare@mofa.gov.sa Channels E- Portal Phone Number: 920011114 Response Hours: 24 hours Service Delivery:



Applying for a Work Visa for Organizations and Representations



Field: Residents and Visitors Affairs

Service Description

An electronic service provided by the Ministry of Foreign Affairs that enables representations and service offices to enter and process the data of work visa appli-

cants, verify their validity from various countries of the world, and link them to the internal authorities in the Kingdom.



Steps to Obtain the Service:

- Click on the service link.
- Follow the path: Next, individuals, then resident, then apply for a work visa for employees of diplomatic missions inside the Kingdom of Saudi Arabia.
- Complete the application and then get notified with the reference transaction number.



Service fees and conditions:

Service fees:

• 11.0 SAR

Terms of Service:

• Fill out the electronic form via the Ministry of Foreign Affairs e- visa services

website.

• The person sought shall be a holder of an ordinary passport.



E-mail: customercare@mofa.gov.sa Response Hours: 24 hours



• insert all data using Arabic Language except for the names if the

required to visit are non-Arab nationals , matching their passports.





Traffic Tickets



Service Description

Field: Residents & Visitors Affairs

An e-service provided by the Ministry of Foreign Affairs that enables citizens to issue a traffic ticket abroad to return to the Kingdom's territory.



Steps to Obtain the Service:

- Pay Ticket issuance fees through the Enjaz payment link.
- Fill out the form and attach the required photos and documents.
- Print, sign, and attach the form>
- The system will send an email and text message confirming the registration process, or to report any other requirements.



Service fees and conditions:

Service fees:

• 53.0 SAR

Terms of Service:

• No terms.







Applications and Visa Inquiry



Field: Residents and Visitors Affairs

Service Description

An e-service provided by the Ministry of Foreign Affairs that enables the beneficiary to inquire about previously submitted applications, and the visas issued

thereafter, by inserting some search criteria that support privacy.



Steps to Obtain the Service:

- Log into the e-Visa platform.
- Select (Inquire about an Application status).
- · Select the application type that is to inquire about from the list.
- insert the ordeapplication number and image code.
- Press (Enquire).
- After querying: The result will appear directly to you.



Service fees and conditions:

Service fees:

• No Fees.

Terms of Service:

• No Terms.







Personal Visit Visas



Field: Residents & Visitors Affairs

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Service Description

An e-service provided by the Ministry of Foreign Affairs that enables to apply for a visit visa for persons with no commercial or family relations with the visa applicant.



Steps to Obtain the Service:

- Fill out the electronic form via the Ministry of Foreign Affairs e-Visa Services website.
- insert all data in Arabic language except for the names if the required to visit are non-Arab nationals, matching their passports..
- Submit the electronic form and notification of the reference number.



Service fees and conditions:

Service fees:

• 200.0 SAR

Terms of Service:

• No terms.





Service Des



Field: Residents and Visitors Affairs

Service Description	Field: Residents and Visitors Affairs
An e-service provided by the Ministry of Foreign Affairs, which enables foreigner medical treatment visa applicant	ts to apply for a visit to the Kingdom for the
purpose of treatment.	



Steps to Obtain the Service:

- Visit the website of the Ministry of Foreign Affairs.
- Click on Available Services in the middle of the page.
- · Many services will appear in front of you, choose "Medical Treatment Visa".
- Click on "Sign in" and "start service".
- Fill in the required data and then submit the application.



Service fees and conditions:

Service fees:

· 200 riyals

Terms of Service:

· Private hospitals must bring a letter of attestation from the Health Affairs



E-mail: customercare@mofa.gov.sa Response Hours: 24 hours




Ministry of Municipal Rural Affairs and Housing



Ministry of Municipalities and Housing



Inspection of prefabricated buildings



Service Description:

Field: housing, municipal services and utilities

A mechanism for checking the quality of existing buildings through certified examiners, according to which a detailed report is issued on the condition of the residential unit, and the service can be obtained by the Sustainable Construction Service in the Housing and Real Estate Development sector.



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Steps of the service:

- Visit Mustadam platform and sign in.
- Click on the (project management-prefabricated buildings service)
- Click on (register a project).
- Fill the data required.
- · Accept the terms and conditions.
- · Click on Submit.
- Click on (Request for examination).

Service fees and conditions:

Service fees:

- Starting from 400 SR for apartment inspection.
- Starting from 700 SR for the inspection of the residential villa.

Terms of Service:

• No Terms.



Channels Service Delivery

• After payment the date and time period are set.

through the system.

• The application is accepted by one of the examiners.

Registration of the visit, business inspection and reporting are done

• After the reports approval, they will be sent to the applicant.





Transfer of electricity ownership

Service describtion



Field: Main domain

An e-service provided by the Saudi Electricity Company that allows the owner of a new property to submit a request to amend the basic data of the actual consumer, and issue an electricity bill in his name.

Steps of the service:

- · Register on the Saudi Electricity Company website.
- Sign in with username and password.
- Submit an application for transfer of ownership.



Service fees and conditions:

Service fees:

No fees.

Service terms

• An account is required in the municipal operations platform.



E-mail: infocs@momrah.gov.sa Response Hours: 24 hours Channels Service Delivery:





Proof of Labour Housing

Service describtion



Field: jobs and employments

After inputting the property data, click (Create a housing unit) and then

• From the list of properties, select the property, and then click on (Housing).

(Execute) when finished.

• Press (execute).

It is a service that allows company owners (or their commissioners) to prove the housing of their employees.

Steps to Obtain the Service:

- · Go to the group housing platform.
 - Press (log in) and log in via national access.
 - · Show you the establishment that have been authorized, click on (actions/ procedure).
 - · Choose the housing type.
 - · Click on the (Define a residence) button to add the property and unit data.

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Service fees and conditions:

Service fees: · Prepare the data of all employees at the establishments to ensure the No fees registration of their housing status. Terms of Service: · List the housing units intended for Labour Housing and enter them during the specified period. • Ensure that the entered data of the housing are accurate. Website: www.momrah.gov.sa E-mail: infocs@momrah.gov.sa Channels ustomer E- portal Phone Number: sakani 199090 / balady 199040 Response Hours: 24 hours Service Delivery:

Group housing for individuals



Service describtion

Field: main domain

This service enables real estate owners and renters to issue a group housing licence for individuals, as it contributes to ensure that collective housing for individuals adheres to the health, technical and safety requirements that are necessary in housing.



Steps of the service:

- · Access to (Balady) portal through (Absher).
- · Determine the applicant's position.
- · Choose the location of the housing to be licensed from the map.
- Review and approve compliance with the site requirements required by the secretariat at the chosen location.
- Enter the property data and the estimated capacity of the property.
- $\boldsymbol{\cdot}$ The choice of the engineering office for the inspection of housing.
- Selection of property ownership type and data (owner-renter).
- Service fees and conditions:

Service fees:

No fees.

Service terms

 List the housing units intended for Labour Housing and enter them during the specified period.Photo of the building.

- Attach a photo of the property and a copy of the lease agreement if the housing is rented.
- Beneficiary's acknowledgement of the validity of all data.
- Send the request.
- The engineering office will make the scouting visit after agreeing on the cost within two working days.
- The license is issued after the residence meets the requirements and can be printed using the My Requests and My Permits icon.
- $\boldsymbol{\cdot}$ Ensure that the entered data of the housing are accurate.
- $\boldsymbol{\cdot}$ Prepare the data of all employees at the establishments to ensure the
- registration of their housing status.



E-mail: infocs@momrah.gov.sa Response Hours: 24 hours







Ministry of justice



Request to reconsider a deleted case



Field: Tax services



Steps to Obtain the Service:

Service Description

Log in to the Najez portal with the national access account
 Select all electronic services
 Choose a package (elimination)
 Accessing the service (request to reconsider a deleted case)
 Click on the icon (Submit a new application)
 Cloose a case
 Selection of orders



Service fees and conditions:

Service fees:

• 25% of the costs of hearing the case the first time.

Terms of Service:

 A valid power of attorney that includes a pleading clause, if the applicant is an agent for the beneficiary or one of the parties to the lawsuit in the case.

A service that allows the plaintiff or his agent to submit a request to reconsider the deleted case

- A valid guardianship instrument, if the applicant is a guardian of the beneficiary.
- $\cdot\,$ The case for which the application is submitted must be crossed out.
- The request must be within the period specified by law.



r Website: www.moj.gov.sa Phone Number: 1950 E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:



Inquire about approved implementation service providers



<u> </u>	Service Description	Field: Tax services
	A service that allows the beneficiary to inquire about enforcement service provide	ers licensed by the Ministry of Justice.
	Steps to Obtain the Service:	
<u> 9=</u>	 Log in to the Najez portal with the national access account Select all electronic services Choose a package (implementation) Accessing the service (inquiry about approved implementation service providers) Click on the icon (Submit a new application) Choose the license type (execution service providers) 	 Choose the region, court, and type of service required A list of the selected service providers is displayed
	Service fees and conditions:	

Service fees:

No fees

Terms of Service:

• No terms



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Channels
Service Delivery:
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https://najiz.sa/applications/ services-providers-guide



Certification of the marriage contract



Field: Tax services

A service that allows the beneficiary to electronically document his paper marriage contract issued by the licensed official in the Ministry of Justice's systems

their agents)

Attach all required documents

Submission of the application

number and submission date

Steps to Obtain the Service:

- Log in to the Najez portal with the national access account
- Select all electronic services

Service <u>Description</u>

- · Choose a package (social solutions)
- Accessing the service (attesting a marriage contract)
- Click on the "Use the Service" icon
- Choose the relevant authentication body
- Enter the applicant's capacity data of the parties: husband, wife, guardian (or



Service fees and conditions:

Service fees:

No fees

Terms of Service:

- Attach the marriage medical examination
- The presence of a valid power of attorney if the applicant is an agent.



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:

The beneficiary will be notified by text message with the application





Acknowledgment verification



Field: Tax services

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Service Description

A service that allows the beneficiary to verify the authenticity of the declaration issued by the Ministry of Justice, and to view and download the declaration instrument



Steps to Obtain the Service:

 Log in to Najez Individuals with the National Access Account 	Inquirer)
Select all electronic services	Click on the (Verify) icon
 Choose a package (verification services) 	
 Login to the service (Verify Declaration) 	
 Click on the icon (Submit a new application) 	
 Enter the required data (document number, identity number of one of the 	
parties, identity number.	

• Document number.

• Inquirer ID number.

• Identity number of one of the parties.



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- \cdot Having an account in the national unified access (Absher) to receive the
- verification code in a text message when conducting the inquiry process
- The decision must be electronic.
- Customer Services:

Website: www.moj.gov.sa Phone Number: 1950 E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ iqrarat/verify



Acknowledgment of receipt of a sum of money



Field: Tax services

Service Description

A service that allows the beneficiary to issue an acknowledgment of receipt of a sum of money received from another person

Steps to Obtain the Service:

- Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (power of attorney and declarations)
- · Accessing the service (acknowledging receipt of a sum of money)
- Click on the icon (Submit a new application)
- Enter the data of the deliverer and the recipient
- Enter the details of the approval, inspection, and then approval

Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- . All parties to the declaration must be 18 years of age or older
- · One of the parties to the declaration must not be mentally ill
- All parties to the declaration must be alive.
- None of the parties to the declaration shall be completely or partially

prohibited from disposing of the funds.

- · The agency must be valid if the applicant is an agent.
- The total amounts of declarations of receipt of a sum of money must not exceed 3 million riyals in one Hijri year.
- The number of declarations of receipt of a sum of money shall not exceed 5 declarations in one Hijri year.



Website: www.moj.gov.sa Phone Number: 1950 E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ iqrar-mablagh/estilam/create



Request a license for a foreign law firm



Field: Tax services

Service Description

A service that allows the beneficiary to obtain a license to practice the legal profession for a foreign law firm

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Steps to Obtain the Service:

Log in to Najez Individuals with the National Access Account
 Select all electronic services
 Choose a package (licenses)
 Accessing the service (request a foreign law firm license)
 Click on the icon (Submit a new application)
 Enter the required data (office data at the headquarters, data

Service fees and conditions:

Service fees:
 No fees
 No fees

Terms of Service:

 \cdot Data of the foreign law firm at the main headquarters and branches (minimum of three branches)

- Data on the necessary licenses to practice the legal profession for the office at the main headquarters and branches
- \cdot A statement of the number of employees for each branch and achieving the minimum (three employees for the branch, practicing work of a regular nature).
- \cdot Data on licenses to practice the profession and practical experiences of partners.



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ForeignLawFirm/foreign-law-firm



Insolvency application



Field: Tax services



Service Description

A service that allows the beneficiary to view the data of insolvency claimants pending in the courts



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- Choose a package (implementation)
- Accessing the (Insolvency Requests) service
- · Click on the icon (Submit a new application)
- · A list of insolvency applications is displayed



Service fees and conditions:

Service fees:

No fees

Terms of Service:

No terms



Website: www.moj.gov.sa Phone Number: 1950

E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ essar-and-mazadat/easar





Request to reactivate an implementation request after the expiry of the grace



Field: Tax services

Service Description

A service that allows the beneficiary (execution requester) to request re-issuance of decisions against the person against whom the execution was carried out after the expiry of the agreed upon period.

Sila

Steps to Obtain the Service:

- Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (implementation)
- Accessing the service (request to reactivate an execution request after the expiration of the grace period)
- · Click on the icon (Submit a new application)
- Select the implementation request. Click on (Other action requests)

- Choose (Request to reactivate the implementation request after the expiry of the grace period)
- Determine the cause
- Download the attachment
- Save and send
- Notification will be given upon approval

Service fees and conditions:

Service fees:

• No fees

Terms of Service:

• A valid power of attorney, if the applicant is an agent for the beneficiary or one of the parties to the application in implementation.



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Channels
Service Delivery:
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Request the first defense memorandum



Field: Tax services

Service Description

A service that allows the defendant or his representative to submit a memorandum to respond to the claims submitted by the plaintiff before the first hearing is held

· Enter application content data

Submission of the application

• The status of the case is pending.

Submission before the first session is held.

message to follow up on the status of the order



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account Select all electronic services
 - Choose a package (elimination)

 - Access the service (request the first defense memorandum)
 - Click on the icon (Submit a new application)
 - Selecting the case Selecting (initial defense memorandum)
 - Add a new note



Service fees:

No fees

Terms of Service:

• A valid power of attorney that includes a pleading clause, if the applicant is an

agent for the beneficiary

- A valid guardianship document if the applicant is the beneficiary's guardian.
- Judicial status is pending.



Website: www.moj.gov.sa Phone Number: 1950

E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:

You will receive a notification of the order number in addition to a text.

You can access the Najez portal using your national access account

https://najiz.sa/applications/ lawsuit





Request to process a failure to file an electronic procedure



Field: Tax services

Service Description

A service that allows the beneficiary (against whom the execution was executed) to request treatment of the failure to file any action that was not filed after the execution of the judgment

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Steps to Obtain the Service:

- Log in to the Najez portal with the national access account
 Select all electronic services
 Choose a package (implementation)
 Accessing the service (request to process a failure to file an electronic procedure)
 Click on the icon (Submit a new application)
 - Entering the request you wish to request processing for which a procedure

Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- Having an account in the national unified access (Absher) to receive the verification code in a text message when conducting the inquiry process.
- Transaction number.
- Year of transaction.



Channels Service Delivery: https://najiz.sa/applications/ landing





Cancel an establishment account



Field: Tax services

Service Description

A service that allows the beneficiary to cancel a previously activated facility account



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose the business package
- · Login to the service (cancel an establishment account)
- · Click on the "Submit a New Request" icon
- Enter the required data
- Submission of the application



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- . National facility number.
- Articles of Association (if the Articles of Association are not electronically
- documented by the entity exported)
- · Establishment information (if the articles of incorporation are not



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM

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Channels Service Delivery:

electronically documented by the issuing entity)

The beneficiary is notified by the system when the request is approved or





Verify a transaction



Field: Tax services



A service that allows the beneficiary to verify transaction data within the Ministry, while following up on the transaction's movement

Steps to Obtain the Service:

- Log in to Najez Individuals with the National Access Account
- Select all electronic services
- Choose a package (verification services)
- Login to the "Transaction Verification" service
- · Click on the icon (Submit a new application)
- Enter the required data (transaction number, transaction year)
- Click on the (Verify) icon



Service fees and conditions:

Service fees:

No fees

Terms of Service:

- · Having an account in the national unified access (Absher) to receive the
- verification code in a text message when conducting the inquiry process.
- Transaction number.



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM







Submit an implementation request



Field: Tax services

Service Description

A service that allows the beneficiary to submit a request to execute the executive bond, whether it is a financial amount, a court ruling, a decision, or a report in personal status matters, or whether the subject of execution is an act or an abstention from an act, such as evacuating a property.



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- · Select all electronic services
- Choose a package (implementation)
- · Accessing the service (submitting an implementation request)
- Click on the icon (Submit a new application)
- Determine the type of request
- Entering the data of the applicant for implementation (if the status of the applicant is "on behalf of "Same" data is automatically fetched from the system

Service fees and conditions:

Service fees:

• yes

Terms of Service:

- . Fill out the profile data in the Najez portal (for the first time only and does not require entering it later)
- · An effective IBAN account linked to the name and ID number of the applicant
- · Attach the required (mandatory) documents, as the types of documents vary

Enter port data against it

Account

translation if it is not in Arabic)

Submission of the application

depending on the type The bond.

 Implementation by a valid power of attorney with powers (request for execution - acknowledgment) if the applicant is an agent on behalf of the beneficiary.

Enter the application content data (in addition to downloading a copy of the document - a

To follow up on the status of the request, you can access the Najez portal in the National Access

You will receive a notification of the order number in addition to a text message

 Knowing the data of the person being executed against: I. The type of person being executed against (individual - company - institution -... etc.) 2.
 Full name 3. Nationality 4. Type of ID 5. ID number 6. Address if available.



Website: www.moj.gov.sa Phone Number: 1950 E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: Jobical cools System http://laws.boc.gov.ad/BoeLaws/Laws/LawDetails/3e36808 7b31-46e7-8005-adai00b8/103/1 Executive regulations for judicial costs https://laws.boc.gov.sa/BoeLaws/Laws/Laws/LawDetails/d7e8efd 4021-4013-4255-ash200150do/1



Request to stop the case



Field: Tax services

Service Description

A service that allows the plaintiff/defendant or their agents to submit a request to stop the progress of a case

Steps to Obtain the Service:

quest ng your national access account
sideration for appeal - Awaiting review on - Awaiting initial report - Awaiting ired moratorium period (from 1 month ons for the request and attachments. quest to stop the proceeding of the at has not been decided.
ir or quat



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ courts/lawsuits-requests



Data from those who have been proven insolvent



Field: Tax services

Service Description

A service that allows the beneficiary to view the data of insolvent persons who were issued an insolvency certificate



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (implementation)
- · Click on the service (Data of those proven insolvent)
- · Click on the icon (Submit a new application)
- Reviewing data from those who have been proven insolvent



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

• No terms







Urgent claims



Field: Tax services

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Service Description

A service that allows the beneficiary to file a lawsuit related to the origin of the dispute in which there is a fear that the right will be lost and the damage will not be remedied. A lawsuit must be filed regarding the origin of the dispute within the period specified by law.

Steps to Obtain the Service:

- \cdot Log in to the Najez portal with the national access account
 - Choose all electronic services
 - Choose a package (elimination)
 - Accessing the "Claim Newspaper" service
 - Click on the icon (Submit a new application)
 - Enter the required claim classification
 - Review the requirements of the chosen lawsuit

Entering the data of the parties to the case
Enter case data
Attach the required supporting documents according to the type of claim
Press send
To follow up on the status of the request, you can access the Najez portal in

the National Access Account

The identity of the plaintiff and defendant.

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Service fees and conditions:

Service fees:

• Yes

Terms of Service:

- A valid power of attorney that includes a pleading clause, if the applicant is an agent for the beneficiary or one of the parties to the lawsuit in the case.
- A valid guardianship document if the applicant is a guardian of the beneficiary.
- The presence of a national ID, regular residence, visitor ID, and pilgrim ID.
- National address.



Channels Service Delivery: Judicial costs system https://laws.bos.gov.sa/BoeLaws/LawS/LawDetails/3e368087 //3al-46e7-2005-sad300b8/Y03/1 Executive regulations for judicial costs https://laws.bos.gov.sa/BoeLaws/LawDetails/d/e8efd3-4022-4493-e252=e21000180641



Verification of a judicial license



Field: Tax services

Service Description

A service that allows the beneficiary to check the status of licenses issued by the Ministry

Steps to Obtain the Service:

- Log in to Najez Individuals with the National Access Account
- · Select all electronic services
- Choose a package (verification services)
- Access the judicial license verification service
- · Click on the "Submit a new request" icon
- Enter the required data (license type, license number)
- Click on the (Verify) icon



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- · Having an account in the national unified access (Absher) to receive the
- verification code in a text message when conducting the inquiry process.
- Type of licenses.
- License number.



Website: www.moj.gov.sa Phone Number: 1950 E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:





Request to issue a decision to lift 46



Field: Tax services

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rvice Description

A service that allows the beneficiary (against whom it was executed) to request the filing of Decision 46 procedures after he has fully executed the executive instrument



Steps to Obtain the Service:

Log in to the Najez portal with the national access account
 Select all electronic services
 Choose a package (implementation)
 Accessing the service (request to issue a decision to raise 46)
 Click on the icon (Submit a new application)
 Select the implementation request, click on (other action requests)
 Choose (Request to issue a decision to lift 46)



Service fees and conditions:

Service fees:

No fees

Ferms of Service:

A valid power of attorney, if the applicant is an agent for the beneficiary or one of the parties to the application in the implementation request.
A valid guardianship instrument, if the applicant is a guardian of the beneficiary.
Request status (in progress) or (completed).
Lack of demand for the same type of service (employees).



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Verification of marriage contract



Field: Tax services

Service Description

A service that allows the beneficiary to verify the registered marriage contract electronically.

Steps to Obtain the Service:

- Log in to Najez Individuals with the National Access Account
- Select all electronic services
- · Choose a package (verification services)
- Accessing the service (verifying a marriage contract)
- · Click on the icon (Submit a new application)
- Enter the required data (document number, ID number)
- Click on the (Verify) icon



Service fees and conditions:

_	Service fees:	• ID Numb	jer.		
	• No fees				
	Terms of Service:				
	\cdot . Having an account in the national unified access (A	bsher) to receive the			
	verification code in a text message when conducting t	the inquiry process.			
	• The marriage contract must be electronic.				
	 Marriage contract number. 				
J)	CustomerWebsite: www.moj.gov.saservices:Phone Number: 1950	E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 Pl	Channels M Service Delivery:	https://najiz.sa/applications/ inhat/marriagecontracts/ CheckMarriageContract	



Documentation of a previous marriage



Field: Tax services

Service Description

A service that allows the beneficiary to authenticate a previous marriage contract, by filling out the customized form when choosing this service, completing the rest of the procedures, having all parties approve the request, and after approval, an official marriage document is issued. instrument



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Steps to Obtain the Service:

- Log in to the Naiez portal with the national access account
- Select all electronic services
- Choose a package (social cases)
- Accessing the service (documenting a previous marriage)
- Click on the "Use the Service" icon
- Choose the relevant authentication hody.
- Enter the following data: Applicant (husband wife or their representatives) Marriage information – Marriage conditions – Guardian or representative – Children's
- information Place of the incident Witnesses
- Submission of the application
- The beneficiary will be notified by text message with the application number and submission date
- The contract parties will be notified by text messages to authenticate the request by entering the authentication link after the verification is complete
- After approval, the application is approved by the competent team and the marriage contract document is issued

Service fees and conditions:

Service fees: No fees

Terms of Service:

 Provide supporting documents according to the requirements of the electronic form for the service.

Providing the electronic divorce document number if the wife is divorced, or

providing a copy of the paper divorce document. If the woman has a deceased husband, she must provide the documentation number of the deceased's heirs if it is electronic, or provide a copy of the inheritance registration instrument if it is paper.

Providing all data of the parties to the marriage contract (husband - wife -

wife's guardian - their agents - witnesses).

 The age of all parties to the contract and witnesses must be above 18 years of age. If the husband or wife is less than 18 years of age, an instrument of approval for early marriage issued by the competent court is required, and a passport receipt documented on the Absher website for all parties.

- · The woman's guardian must be in accordance with the sequence of legal guardianship of the woman, and proof of the transfer of quardianship from the father to others must be attached.
- · If one of the parties to the marriage is a Saudi and the other is a non-Saudi, he is subject to a regulation on the marriage of a Saudi to a non-Saudi issued by Ministry of Interior Resolution No. 6874 dated 12/20/1442 AH.
- The presence of a valid power of attorney if the applicant is an agent, or the external power of attorney must be attached after it is certified by the Ministry of Justice.
- If the documents are issued from outside the Kingdom, they must be certified by the Ministry of Justice. If the applicant is an agent under an external agency, it will be verified. If not verified, the agency will be



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Real estate stock exchange



Field: Tax services

Service Description

An integrated platform for real estate wealth management, providing real estate trading, mortgage and financing services, in addition to real estate sorting and merging services using the real estate identity, in addition to the real estate emptying service.



Steps to Obtain the Service:

- Log in to the Real Estate Stock Exchange platform with the National Access Account
- From the list of services, choose the required service



Service fees and conditions:

Service fees:

No fees

Terms of Service:

The real estate instrument must be electronic.







Statement of Claim



		Ministry of Sustice Calledo
<u> </u>	Service Description	Field: Tax services
	A service that allows the beneficiary to file a lawsuit in one of the general, crimina	il, legal, commercial, personal status, or labor courts
	Steps to Obtain the Service:	
<u>8=</u>	 Log in to the Najez portal with the national access account Choose all electronic services (Choose the elimination package) Accessing the "statement of Claim" service Click on the icon (Submit a new application) Enter the required claim classification Review the requirements of the chosen lawsuit Entering the data of the parties to the case 	 Enter case data Attach the required supporting documents according to the type of claim Submit the request To follow up on the status of the request, you can access the Najez portal in the National Access Account
	Service fees and conditions:	
0,	Service fees: • Legal costs calculator https://cfee.moj.gov.sa/calculator.html Terms of Service: • Having a national ID, regular residency, visitor ID, or pilgrim ID • A valid power of attorney that includes a pleading clause if the applicant is an agent for the beneficiary.	 A valid guardianship document if the applicant is a guardian of the beneficiary. National address.



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ courts/lawsuits-requests



Issuing an individual agency



Field: Tax services



Service Description

A service that allows the beneficiary to issue a power of attorney electronically and be approved directly without the need to visit a notary public, and to notify the parties of the power of attorney of its issuance



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (agencies and declarations)
- · Accessing the service (issuing an individual power of attorney)
- Click on the icon (Submit a new application)
- Enter client data



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- The beneficiary must be (Saudi) or (resident) and his ID is valid
- The beneficiary must be over 18 years old
- The beneficiary must have full legal capacity
- The beneficiary must have an active account on the (Absher) portal.



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A guide to marriage officials



Field: Tax services



Service Description

A service that allows the beneficiary to view a list of marriage licensees authorized to work, classified by city, with the ability to search by the name of the authorized person and the city.



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (licenses)
- Accessing the service (Directory of Marriage Authorities)
- · Click on the icon (Submit a new application)
- Search using one of the directories available for search
- View lists of marriage officials authorized to work



Service fees and conditions:

Service fees:

No fees

Terms of Service:

• No terms







Financial Report



Field: Tax services



Service Description

Inquiry about financial movements received into the beneficiary's account

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (implementation)
- · Access the (Financial Report) service
- · Click on the icon (Submit a new application)
- Enter the required data
- Submit a search request



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- Enter the Najez portal
- The user must have financial requests that include incoming transfers.







Inquiry about an execution request



Field: Tax services

Service Description

A service that allows the beneficiary to review all of his requests, whether he is the one submitting the request, requesting the execution, or against whom it is executed, of all types, whether they are financial requests, personal status requests, or direct execution.



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (implementation)
- · Accessing the service (inquiry about an execution request)
- Click on the icon (Submit a new application)
- Search for the request using search parameters



Service fees and conditions:

Service fees:

No fees

Terms of Service:

There is at least one implementation request submitted







Receiving a commercial report



Service Description

Field: Tax services

A service that allows the beneficiary to verify the validity of the invoices, while tracking the value of the invoices and the remaining amounts

Steps to Obtain the Service:

- Log in to Najez Individuals with the national access account
- Select all electronic services
- · Choose a package (verification services)
- · Login to the service (Check my Farajat bills)
- · Click on the icon (Submit a new application)
- Enter (invoice number)



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

 $\boldsymbol{\cdot}$. Farajat invoice number.







Receiving a commercial report



Service Description

Field: Tax services

A service that allows the beneficiary to verify the validity of the invoices, while tracking the value of the invoices and the remaining amounts

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Steps to Obtain the Service:

- Log in to Najez Individuals with the national access account
- Select all electronic services
- · Choose a package (verification services)
- · Login to the service (Check my Farajat bills)
- · Click on the icon (Submit a new application)
- Enter (invoice number)



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

• . Farajat invoice number.






Acknowledgments



Field: Tax services



A service that allows the beneficiary to view all of their electronic returns and enable them to view their details

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (agencies and declarations)
- Login to the "Declarations" service
- · Click on the icon (Submit a new application)
- See the declarations



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

• No terms







Custody documentation



Field: Tax services

Service Description

An electronic service that allows the custodian or her agent to submit a request to document custody of her children under the age of 18, in specific cases such as her divorce, the father's absence, or his illness, provided that there is no dispute over custody.

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Steps to Obtain the Service:

- Log in to the Najez portal with the national access account
- Select all electronic services
- Choose a package (social cases)
- Access to the service (custody documentation)
- Click on the "Use the Service" icon
- Enter the following data: applicant (custody or representative) father
- The child in custody the reason for requesting the document the witnesses
- Submit the request

- The beneficiary will be notified by text message with the application number and submission date
- Witnesses to the authentication request will be notified after it has been audited after authentication
- The applicant will be notified of the issuance of the document in the approved documents

Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- $\boldsymbol{\cdot}$. The presence of an account for the beneficiary the incubator or her agent
- in Najez
- The presence of a valid power of attorney if the applicant is an agent
- Authentication of documents by the Ministry of Foreign Affairs and the

Ministry of Justice if the documents were issued outside the Kingdom.

- \cdot Attach the power of attorney if the applicant is an agent under the foreign power of attorney after ratifying it.
- Supporting documents according to service requirements.



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Facility issues





Request to terminate the executive bond



Field: Tax services

Service Description

A service that allows the beneficiary (execution requester) to submit a request to terminate the executive document due to reconciliation, waiver, or receipt of the amount, property, or custody.

Steps to Obtain the Service:

-	 Log in to the Najez portal with the national access account Select all electronic services Choose a package (implementation) Accessing the service (request to terminate the executive document) Click on the icon (Submit a new application) Select the execution request. Click on (Request to terminate the execution document) 	 Determine the cause Submission of the application
-	Service fees and conditions:	



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:





Virtual notary



Field: Tax services

Service Description

The virtual notary is a digital structure that aims to provide notarial services electronically without the need to visit judicial facilities, as it provides a number of services related to agencies, declarations, and real estate, by filling out the custom form when choosing the appropriate service and completing the rest of the process. Opinions and approval of the application. After approval by the competent team, the document is officially issued.



Steps to Obtain the Service:

Phone Number: 1950

N							
	 Log in to the Na Select all electr Choose the "Vir Login to the "Vi Click on the "Ci Choose the typ Enter the requ 	ajez portal with the national access acc onic services "tual Notary" package irtual Notary" service reate a new request" icon e of service ired data	ount	 Submit the req The beneficiary number and appropriate 	uest will be notified by text r plication submission deta	nessage with the application ails	
-	Service fees and	l conditions:					
	Service fees:			an external power	of attorney must be att	ached after it is certified by	the
	• No fees			Ministry of Justic	е		
	Terms of Service:	:					
	 Provide supporting documents according to the requirements of the 						
	electronic form for the service						
	 Fill out the content of the application 						
	\cdot If the applicant is an agent, a valid power of attorney must be present, or						
	Customer	Website: www.moj.gov.sa	E-mail: 1950@moj.gov.sa		Channels	https://laws.boe.gov.sa/BoeLaws/ Laws/LawDetails/d7e8efd3-4021-	



Response Hours: 07:30 AM - 02:30 PM



Acknowledgment to pay a debt



Field: Tax services

Service Description

A service that allows the beneficiary to acknowledge the payment of a debt owed to another person

Steps to Obtain the Service:

Log in to the Najez portal with the national access account
 Select all electronic services
 Choose a package (power of attorney and declarations)
 Accessing the service (Debt Payment Declaration)
 Click on the icon (Submit a new application)
 Enter declaration data
 Inspection and approval

riyals in one Hijri year

declarations per Hijri year.

Service fees and conditions:

Service fees:

No fees

Terms of Service:

- The age of all parties to the declaration must be above 18 years.
- None of the parties to the declaration must be mentally deficient.
- The agency must be valid if the applicant is an agent
- The total amounts of debt repayment declarations must not exceed 3 million

Customer

E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:

The number of debt repayment declarations shall not exceed 5

https://laws.boe.gov.sa/BoeLaws/ Laws/LawDetails/3e368087-7b31-46e7-8005-ada100b8f703/1



Intervention request



Field: Tax services

Service Description

A service that allows anyone who believes that he is assigned to the case to request intervention in it, joining one of the opponents, or requesting a ruling for himself with a request related to the case.

• Submit a new request

Choose (request intervention)

Enter application content data

Submission of the application

message to follow up on the status of the order

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- Choose the elimination package
- Login to the service (request intervention)
- Click on the icon (Submit a new application)
- Choose a case
- Selection of orders

Service fees and conditions:

Service fees:

No fees

Terms of Service:

- Know the data of the case you want to intervene in
- Fill out the content of the application



• You will receive a notification of the order number in addition to a text

You can access the Najez portal using your national access account







Request to deposit a memorandum



Service Description		Field: Tax services
A service that allows beneficiaries to exchange notes electronically in accordance	e with what the judicial department decides.	
Steps to Obtain the Service:		
 Log in to the Najez portal with the national access account Select all electronic services Choose the elimination package 	Submit a new request Select (Request to deposit a memorandum Enter application content data	n)

- · Choos
- Accessing the service (request to deposit a memorandum)
- · Click on the icon (Submit a new application)
- Choose a case

Selection of orders



Service fees and conditions:

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No fees

Terms of Service:

- A valid power of attorney that includes a pleading clause, if the applicant is an
- agent for the beneficiary.
- · A valid guardianship instrument, if the applicant is a guardian of the beneficiary.



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:

• The status of the case must be under consideration.

• You will receive a notification of the order number in addition to a text

Submission of the application

message





Request to issue a decision 34



Field: Tax services

Service Description

A service that allows the beneficiary (execution requester) to request the issuance of a decision 34, which is a decision to notify the executor against him, stipulating the necessity of implementation within the statutory period of notification in accordance with the enforcement system.



Steps to Obtain the Service:

Phone Number: 1950

 Log in to the Naiez portal with the national access account Choose (Request to issue a decision 34) Select all electronic services Determine the cause Choose a package (implementation) Save and send a notification to the person requesting the implementation Accessing the service (request to issue a decision 34) and the person against whom it is executed if Decision 34 is adopted Click on the icon (Submit a new application) Select implementation request Click on (other action requests) Service fees and conditions: Service fees: Request status (in progress) No fees Two working days have passed from the date of referring the Terms of Service: implementation request to the judicial department A valid power of attorney, if the applicant is an agent for the beneficiary or No resolution 34 has been approved or filed one of the parties to the application in the implementation request Lack of demand for the same type of service (procedure) · A valid guardianship instrument, if the applicant is a guardian of the beneficiary Website: www.moj.gov.sa E-mail: 1950@moj.gov.sa Channels https://najiz.sa/applications/ ustomer

Response Hours: 07:30 AM - 02:30 PM

iExecution#/

Service Delivery:

Verification of marital status document



Field: Tax services

Service Description

A service that allows the beneficiary to verify the social status document



Steps to Obtain the Service:

- · Log in to Najez Individuals with the national access account
- Select all electronic services
- Choose a package (verification services)
- · Accessing the service (verifying the social status document)
- · Click on the icon (Submit a new application)
- Enter the required data (instrument number, inquirer ID number)
- Click on the (Verify) icon



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- $\boldsymbol{\cdot}$. Having an account in the national unified access (Absher) to receive the
- verification code in a text message when conducting the inquiry process
- Instrument number
- Inquirer ID number



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ termination-requests/ter-



Updating and amending a real estate deed



Field: Tax services

Service Description

A service that allows the beneficiary to submit a request to update a manual instrument or a lost instrument and issue an electronic instrument without consulting a notary, or submit a request to amend an electronic instrument without consulting a notary, with the possibility of printing the instrument when needed.



Steps to Obtain the Service:

 Log in to the Naiez portal with the national access account • Enter the required data Select all electronic services Attach the required documents Choose a package (mortgages and real estate) Acknowledgment and pledge Accessing the service (updating and amending a real estate deed) Submission of the application Click on the icon (Submit a new application) · Choose the type of request (new update request - request to update a lost instrument - amend an electronic instrument) Service fees and conditions: Shu Service fees: the documents: No fees · Updating mortgaged instruments requires attaching a letter of approval from the mortgage party Terms of Service: Updating agricultural instruments requires a letter of approval from the Attach a copy of the instrument, front and back, and a copy of the supporting Agricultural Development Fund files, if any In the event that there is no civil registry for the owner of the The instrument must not have been previously registered instrument, it is necessary to review the Civil Affairs Department to verify Proof of ownership of the instrument must be attached if the instrument does the registration number in the civil registry. not contain the owner's identification number



Website: www.moj.gov.sa Phone Number: 1950 E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://aqari.moi.gov.sa/du



Request to issue a decision to lift 34



Field: Tax services

Service Description

A service that allows the beneficiary (against whom it was executed) to request the lifting of Decision 34 procedures after he has executed the entire executive instrument.



Steps to Obtain the Service:

 Log in to the Naiez portal with the national access account Determine the cause Select all electronic services Download the attachment Choose a package (implementation) Save and send Accessing the service (request to issue a decision to raise 34) Notifying the person requesting the implementation and the person Click on the icon (Submit a new application) against whom it is executed if the lifting of Decision 34 is approved Select the implementation request, Click on (Other action requests) Choose (Request to issue a decision to lift 34) Service fees and conditions: Sila Service fees: Request status (in progress) or (completed) No fees Lack of demand for the same type of service (procedure) Terms of Service: There is Resolution 34 approved and it has not been lifted The status of notification via the Ministry of Interior's notification within · . A valid power of attorney, if the applicant is an agent for the beneficiary or Resolution 34 is (Notified) or (No Response) one of the parties to the application in the implementation request • A valid guardianship instrument, if the applicant is a guardian of the beneficiary ustomer



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ iExecution#/



Inquiry about the timings of judicial facilities



Field: Tax services

Service Description

A service that allows the beneficiary to inquire about his appointments reserved for judicial facilities.



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (appointments)
- · Access the service (inquiry about the appointments of judicial facilities)
- Click on the "Submit a New Request" icon
- Review appointments



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

• Having a national access account.







Request to leave the dispute



Field: Tax services

Service Description

An electronic service that enables the plaintiff to waive his existing lawsuit with the court through the Najez portal. An electronic service that enables the plaintiff to waive his existing lawsuit with the court through the Najez portal

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- Choose the elimination package
- Entering the service (Request to leave the dispute)
- Click on the icon (Submit a new application)
- Choose a case
- Selection of orders
- Submit a new request

- · Choose (Request to leave the dispute)
- Enter application content data
- Submission of the application
- Receive notification of the order number
- Add to text message
- To follow up on the status of the request, you can access the Najez portal in the National Access Account



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- · Waiver in favor of one or more defendants
- The plaintiff or his agent has the right to submit the application.
- Submit the application before the day of the session
- $\boldsymbol{\cdot}$ It is not possible to submit more than one application for each case



Website: www.moj.gov.sa Phone Number: 1950 E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ lawsuit



Documenting the marriage of one of the spouses to a non-Saudi



Field: Tax services

Service Description

This instance service helps you to document a new marriage, one of the Saudi women, and that is in the mobilization of the dedicated model when this service is selected and the rest of the procedures and the endowment of all kinds of students. After the notary is approved, an official marriage certificate is issued.



Steps to Obtain the Service:

 Log in to the Naiez portal with the national access account (or their agents) - witness data - marriage data - medical examination data - Select all electronic services. location of the incident - attach all required documents Choose a package (social cases) Submission of the application The beneficiary will be notified by text message with the application • Entry to the service (documenting the marriage of a non-Saudi spouse) Click on the "Use the Service" icon number and submission date Choose the relevant authentication body • Enter the applicant's data and the data of the parties: husband - wife - guardian Service fees and conditions: Service fees: · If one of the parties to the marriage is a Saudi, he is subject to the No fees regulations for the marriage of a Saudi to a non-Saudi issued by the Minister Terms of Service: of the Interior's decision No. 6874 dated 12/20/1422 AH. The presence of a valid power of attorney if the applicant is an agent Attach the required documents • If the documents are issued outside the Kingdom, they must be certified by the Ministries of Justice and Foreign Affairs



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:







	Service Description	Field: Tax services
	A service that allows the beneficiary to calculate the legal inheritance of the heirs	s, their legal share, and a statement of those withheld from the heirs
	Steps to Obtain the Service:	
	 Log in to Najez Individuals with the national access account Select all electronic services Choose a package (social solutions) Accessing the (Inheritance Account) service Click on the icon (Submit a new application) Enter the required data (the total amount of the estate, specify the gender of the deceased (male or female), then answer the questions related to the deceased) 	 Click on the "Calculate" icon It shows the legal inheritance of each heir, its percentage, and the amount of its share, with a brief explanation of the status of each heir
	Service fees and conditions:	
<u>()</u>	Service fees: • No fees Terms of Service: • No terms	







Verifying the mortgage of notables



Service Description

Field: Tax services

Steps to Obtain the Service:

- Log in to Najez Individuals with the national access account
- Select all electronic services
- Choose a package (verification services)
- Accessing the service (Verifying Notable Mortgages)
- · Click on the icon (Submit a new application)
- Enter the required data (document number, date of issuance)
- Click on the (Verify) icon



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- Having an account in the national unified access (Absher) to receive the verification code in a text message when making an inquiry.
- Masta and decimate a set of the stage when making
- Mortgage document number
- Document issuance date



A service that allows the beneficiary to inquire about the status and data of mortgaged assets documented by the Ministry





Activate the establishment's account



Service Description

A service that allows the beneficiary to submit a request to activate an account on the Najez platform for the facility he represents, to benefit from the available electronic justice services.

Steps to Obtain the Service:

- Log in to the Najez portal with the national access account
 Select all electronic services
 Choose the (Business) package
 Log in to the service (activating the establishment's account)
 Click on the "Submit a New Request" icon
 - Determine the type of establishment
 - Enter the required data in the application form
 - Submission of the application



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- · . If the applicant is a regular representative of the facility
- Sole proprietorship or limited liability company
- The unified number of the establishment
- Other types of commercial establishments
- Customer Legislation Services:

E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM

documents

documents

Channels Service Delivery:

The unified number of the facility / facility registration or licensing

Non-profit establishments: Unified establishment number/registration

https://najiz.sa/applications/ organization-activation/activate-organization





Inquiry about the heirs identification document



Field: Tax services

Service Description

A service that allows the beneficiary to inquire about numbered heir inventory documents. To digitize the heir inventory instrument, please submit a request through the heir inventory digitization service.

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Steps to Obtain the Service:

- Log in to Najez Individuals with the National Access Account
- Select all electronic services
- Choose a verification services package
- · Access the service to inquire about the heirs list document
- · Click on the "Submit a new request" icon
- Enter the required data (applicant data, instrument data, deceased person data)
- Attach a copy of the heirs inventory certificate, front and back.

Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- Having an account in the national unified access (Absher)
- To benefit from this service, you must apply
- Starting by requesting the service of digitizing the heirs inventory instrument

- Attach clear copies of the front and back of the heir inventory, the applicant's data, and the non-electronic instrument data
- $\boldsymbol{\cdot}$ Pictures of the non-electronic instrument from the front and back
- $\boldsymbol{\cdot}$ Data of the deceased



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E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:







• The beneficiary will be notified by text message that the instrument has been successfully matched electronically

Petition for reconsideration



Field: Tax services

Service Description

A service that allows beneficiaries to submit a request to request reconsideration of all final judgments or judgments appealed against, whether the judgments were issued by the first instance or by appeal.

Select (Seek reconsideration)

with the national access account

Press send

message

Choose the rule to enter the required data

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- Choose the elimination package
- Accessing the "Request a Reconsideration" service
- Click on the icon (Submit a new application)
- Choose a case
- Choose the order
- Submit a new request
- _

Service fees and conditions:

Service fees:

• Yes

Terms of Service:

A valid power of attorney that includes a pleading clause, if the applicant is an agent for the beneficiary or one of the parties to the lawsuit in the case.
 A valid guardianship instrument, if the applicant is a guardian of the

- beneficiary.
 Write the objection list in the space provided and attach the supporting documents.
- The petition request must be in accordance with one of the following

conditions: (i) If the ruling has shown on papers that appear to have been forged after the ruling, or has shown on testimony that was ruled - by the competent authority after the ruling - to be false testimony. (2) If the petitioner obtained, after the ruling, a Conclusive documents in the case that he had been unable to present before the ruling. (3) If the opponent committed fraud that would affect the ruling. (4) If the ruling ruled something that the opponents did not request or ruled more than they requested. (5) If the ruling contradicts Part of one another (6) If the ruling was in absentia (7) If the lawsuit.

You will receive a notification of the order number in addition to a text.

To follow up on the status of the request, you can access the Naiez portal



Website: www.moj.gov.sa Phone Number: 1950 E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: Judicial costs system https://aws.boc.gov.sa/BoeLaws/Laws/LawDetails/836808/ 7583-486-8005-sda30058/703/1 Executive regulations for judicial costs https://aws.boc.gov.rs/BoeLaws/LawDetails/d7e8efd3 4027-4413-8255-ac)c00/190de/1



Requesting a grace period - postponing the executive document



Field: Tax services

Service Description

A service that allows the beneficiary (execution requester) to give the executor a deadline to execute the document Thus, all orders issued against the person being executed will be lifted at the level of the execution request within the grace period



Steps to Obtain the Service:

 Log in to the Naiez portal with the national access account Choose (request a grace period - postpone the executive document) Select all electronic services • Determine the deadline period Choose a package (implementation) Determine the cause Accessing the service (request a grace period - postponing the executive Acknowledgment of saving and sending Notification arrives document) Click on the icon (Submit a new application) Select the implementation request, Click on (Other action requests) Service fees and conditions: Service fees: Request status (in progress) No fees Lack of demand for the same type of service (procedure) Terms of Service: This procedure must be submitted by all execution applicants in the event that there is more than one execution requester in the application · A valid power of attorney, if the applicant is an agent for the beneficiary or one of the parties to the application in the implementation request • A valid guardianship instrument, if the applicant is a guardian of the beneficiary



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ iExecution#/



Request to digitize the heirs inventory document



Field: Tax services

Service Description

A service that allows the beneficiary to apply for the authentication of heir inventory documents issued by the courts manually, in order to verify them electronically later.



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- Choose a package (social cases)
 Access the service (digitizing the heirs identification document)
 Click on the "Use the Service" icon
- Enter the following data (the applicant the instrument data attaching copies of the instrument from the front and back the deceased's data)
- Send the application for verification and compliance by the competent court



Service fees and conditions:

Service fees:

No fees

Terms of Service:

- The beneficiary has an account in Najez
- Attach clear copies of the heir registration instrument from the front and back



Notifying the beneficiary of the successful digitization of the instrument





Acknowledgment of bail



Field: Tax services

Service Description

A service that allows the beneficiary to acknowledge the sponsorship of another person

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (power of attorney and declarations)
- · Accessing the service (Issuance of bail)
- · Click on the icon (Submit a new application)
- · Enter the sponsor and sponsored data
- Enter the sponsorship data, inspection, then approval



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- All parties to the declaration must be 18 years or older
- · One of the parties to the declaration must not be mentally ill
- The agency must be valid if the applicant is an agent







• Enter a valid verification code and confirm. The sponsor accepts the sponsorship and enters the verification code



Field: Tax services

Service Description

A service that allows the beneficiary (the implementation requester) to request the issuance of a newspaper advertisement invoice, which is a text message that reaches the implementation requester's number and includes the value of the invoice in the claim.

-

Steps to Obtain the Service:

- Log in to the Najez portal with the national access account
- Select all electronic services
- Choose a package (social cases)
 Accessing the service (notarizing a will)
 Click on the "Use the Service" icon
- Choose the relevant authentication body
- Entering the data of the applicant and the parties (principal or agent), the data
 of the testator (beneficiary or the deceased), the introduction to the will, data
- of the persons of the will, the rights and obligations in the will, and the location of the incident.
- Submission of the application
- The beneficiary will be notified via text message with the application number and submission date



Service fees and conditions:

Service fees:

No fees

Terms of Service:

- It is required if the will of the deceased is proven
- The finalist must be an agent for all the heirs or have all the heirs enter the declaration on behalf of the deceased
- It is required that there be no dispute if the testator is deceased



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E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:

https://najiz.sa/api/feature-preview/preview/



Inquire about mobile notary appointments



Field: Tax services

Service Description

A service that allows the beneficiary to inquire about appointments that have been booked for mobile notaries



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (appointments)
- · Access the service (to inquire about mobile notary appointments)
- Click on the "Submit a New Request" icon
- Review appointments



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

• . Having a national access account







Documentation of divorce



Field: Tax services

Service Description

A service that allows the beneficiary to document divorce, by filling out the custom form when choosing this service and completing the rest of the procedures and approving the request. After the notary is approved, an official divorce document is issued

-

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services

Service fees and conditions:

- Choose a package (social cases)
- Accessing the service (documentation of divorce)
 Click on the "Use the Service" icon
- · Choose the relevant documentation authority, enter the applicant's status, and the information of the parties (husband and wife) - marriage contract information and take-back – divorce information.

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Service fees:

No fees

Terms of Service:

 The presence of a valid agency if the applicant is an agent. Attach the required documents



Channels Service Delivery:

Place of the incident - attach all required documents

The beneficiary will be notified by text message with the application

Submission of the application

number and submission date

https://inhaatportal.moj.gov.sa/Select-Court.aspx?g=EAAAAAD%2bV98iE18zwwINgPGhbInTluRYy5Awj28JhQLN9qc



Acknowledgment is a debt



Field: Tax services

Service Description

A service that allows the beneficiary to acknowledge a debt borrowed from another person

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- Choose a package (power of attorney and declarations)
- Login to the "Debt Acknowledgment" service
- · Click on the icon (Submit a new application)
- · Entering inspection and approval data
- The parties to the declaration will be notified



Service fees and conditions:

Service fees:

No fees

Terms of Service:

- · . The age of all parties to the declaration must be over 18 years
- One of the parties to the declaration must not be mentally ill
- · The agency must be valid if the applicant has two agents
- The total amount of debt declarations shall not exceed 3 million rivals in one

Hijri year

 The number of debt declarations should not exceed 5 declarations in one Hijri year



Website: www.moj.gov.sa Phone Number: 1950

E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ igrar-dayn/create



Request for cassation



	Service Description	Field: Tax services
	A service that allows the plaintiff/defendant or their agents to submit a request to	o cassate the ruling issued by the Court of Appeal
	Steps to Obtain the Service:	
	 Log in to the Najez portal with the national access account Select all electronic services Choose the elimination package Login to the (request for cassation) service Click on the icon (Submit a new application) Choose the case Choose the order Submit a new application Choose (request veto) 	 Enter application content data Submitting the application and receiving a notification with the application number In addition to a text message to follow up on the status of the order Login to the Najez portal with the national access account
	Service fees and conditions:	
<u> Viiii</u>	 Service fees: yes Terms of Service: A valid power of attorney includes a pleading clause and submitting a cassation request. If the applicant is an agent for the hospital. A valid guardianship instrument in the event that the applicant is a guardian 	over the beneficiaries in commercial cases. The applicant for cassation must be a lawyer with a valid license according to the commercial court system. A ruling issued by the Court of Appeal and it is subject to cassation by writing the objection list in the designated place and attaching supporting documents.



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: Judicial costs system http://lww.boc.gov.xa/Boot.aws/Laws/LawDetais/3e3680867/ 738-4667-0002-aal00b8/703/) Executive regulations for judicial costs https://waw.bog.nv.xa/Boot.aws/Laws/LawDetaits/GPeBefG3-002-4413-8255-ach:00/1906c1



Implementation requests for the facility



Field: Tax services

Service Description

A service that allows the beneficiary to view the execution requests submitted by the facility, as well as the execution requests executed against it and their details



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- Choose a package (implementation)
- Accessing the service (execution requests for the facility)
- · Click on the icon (Submit a new application)
- Log in to the establishment's account



Service fees and conditions:

Service fees:

No fees

Terms of Service:

- Activate an establishment account
- · The presence of implementation requests on the facility.









Request to issue an eviction decision



Field: Tax services

Service Description

A service that allows the beneficiary (execution requester) to request the issuance of a decision obligating the executor against him to vacate the property and hand it over to the execution requester in accordance with what is stipulated in the execution document.

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Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- Choose a package (implementation)
 Accessing the service (request to issue an eviction decision)
 Click on the icon (Submit a new application)
- Select the implementation request. Click on (Other action requests)
- Select (Request to issue an eviction decision)
- Determine the cause

- Save and send
- The person seeking enforcement and the person implementing it will be notified

Service fees and conditions:

Service fees:

No fees

Terms of Service:

· A valid power of attorney, if the applicant is an agent for the beneficiary or one of the parties to the application in the implementation request

• A valid guardianship instrument, if the applicant is a guardian of the beneficiary

- Status of the application (under implementation): Two working days have passed from the date of referring the implementation application to the judicial department
- Issuance of Decision 34 and its status (the implementation period has expired after notification)
- There is no effective eviction decision on the application
- There is no demand for the same type of service (procedure)



E-mail: 1950@moi.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ iExecution#/



Appointment booking service



Field: Tax services

Service Description

A service that allows the beneficiary to request an appointment to attend the judicial facility if the judicial facility requires a prior appointment to attend it. A service procedure that is not available within the electronic services in the Najez portal.

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services

Service fees and conditions:

- Choose a package (appointments)
- Login to the (book an appointment) service
- · Click on the "Submit a New Request" icon
- · Click on (Book a new appointment)
- Enter data for the appointment to submit the application

Service fees:

No fees

Terms of Service:

- · . Having a national access account
- The service must be one that cannot be performed electronically







Informing the Ministry of the Association



Field: Tax services

Service Description

An electronic service that helps document the endowment, by filling out the customized form when choosing this service and completing the rest of the procedures and approving the request. After the notary is approved, an official endowment document is issued.

Submission of the application

number and submission date

-

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- Choose a package (social cases)
 Login to the "Waqf Documentation" service
 Click on the "Use the Service" icon
- Choose the relevant authentication body
- Entering the applicant's data (principal or agent) or entering all the heirs to confirm the deceased's behalf attaching all required documents

Service fees and conditions:

Service fees:

No fees

Terms of Service:

- · The presence of a valid power of attorney if the applicant is an agent
- Real estate deed document or information



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:

The beneficiary will be notified by text message with the application





Request to issue a payment invoice



Field: Tax services

Service Description

A service that allows the beneficiary (the person against whom it is executed) to request the issuance of a payment invoice for the claim so that he can complete the process of paying his financial dues at the level of the implementation request.

Steps to Obtain the Service:

• Log in to the Najez portal with the national access account Determine the cause Select all electronic services. Save and send access Selecting the (implementation) package. Entering the service (Reguest to issue
 Notice to the executor when the invoice is issued a SADAD invoice) Click on the icon (Submit a new application) Select the implementation request, Click on (Other action requests) Select (Request to issue a payment invoice) Service fees and conditions: Sila Service fees: Request status (in progress) No fees Two working days have passed from the date of referring the implementation request to the judicial department Terms of Service: Resolution 34 was issued A valid power of attorney There is no status for the current SADAD invoice issuance procedure such In the event that the applicant is an agent on behalf of the beneficiary or as (Invoice being created - Invoice created) among the parties to the application in the request for implementation of a There is no demand for the same type of service (procedure) valid guardianship instrument. If the applicant is a guardian of the beneficiary



Website: www.moj.gov.sa Phone Number: 1950 E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ deadheirs/request



Documenting the heirs of a deceased person



Field: Tax services

Service Description

A service that allows the beneficiary to document the heirs of the deceased or add a newborn to a valid heirs document, by filling out the customized form when choosing this service and completing the rest of the procedures and approving the request. After approval by the competent team, an official heirs document is issued.

Steps to Obtain the Service:

Log in to the Najez portal with the national access account
 Select all electronic services
 Choose the (social cases) package and access the service (documenting the heirs of a deceased person)
 Click on the "Use the Service" icon
 Choose the type of service (documenting the heirs of a deceased person - adding a newborn) and entering the following data: The deceased - the application of witnesses - attaching the required
 Identifying the heirs - information of the heirs - information of witnesses - attaching the required

Service fees and conditions:

Service fees:

No fees

Terms of Service:

• Provide supporting documents according to the requirements of the electronic form for the service, for example: a copy of the death certificate.

- Provide data of all heirs and witnesses
- The presence of a valid power of attorney if the applicant is an agent for one

of the heirs, or attaching an external power of attorney after it is certified by the Ministry of Justice.

 If the documents are issued from outside the Kingdom, they must be certified by the Ministry of Justice. If the applicant is an agent under an external agency, it must be verified. If not verified, the agency must be attached to the application.



Website: www.moj.gov.sa Phone Number: 1950 E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ services-providers-guide



Agency verification



Field: Tax services



Service Description

A service that allows the beneficiary to verify the status of the agency issued by the Ministry, view the terms and text of the agency, and download the electronic agency instrument.



Steps to Obtain the Service:

Log in to Naioz Individuale with the National Associa Assount	Click on the (Verify) icon
Log in to Najez individuals with the National Access Account	• Click on the (verify) icon
 Select all electronic services 	
 Choose a package (verification services) 	
 Login to the (Agency Verification) service 	
 Click on the icon (Submit a new application) 	
\cdot Enter the required data (document number, identity number of one of the	
parties)	



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- Having an account in the national unified access
- $\boldsymbol{\cdot}$ (Absher) to receive a verification code in a text message when making an inquiry.
- Identity agency number of one of the parties



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ wekalat/procuration-verifiaction



Notice of financial claim



Field: Tax services

Service Description

A service that allows the beneficiary to notify a party of a request from another party to fulfill a contractual/commercial obligation in accordance with the requirements of the commercial court system

-

Steps to Obtain the Service:

- Log in to the Najez portal with the national access account
- Select all electronic services
- Choose a package (forensic notification)
- Accessing the service (request to perform a right)
- · Click on the "Submit a New Request" icon

Service fees and conditions:

- · Entering the personal data of the applicant for the first time
- Choosing the service Entering the other party's data Entering the request data (notification of performance of the right)

Service fees:

• Depending on the type of subscription

Terms of Service:

No terms








Request to issue a custody letter



Field: Tax services

Service Description

A service that allows the beneficiary (execution requester) to request the issuance of a custody order to guarantee his legal right stipulated in the executive document



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (implementation)
- · Accessing the service (request to issue a custody letter)
- Click on the icon (Submit a new application)
- Select the implementation request. Click on (Other action requests)
- Select (Request to issue a custody letter)

Service fees:

• No fees

Terms of Service:

A valid power of attorney

Service fees and conditions:

- If the applicant is an agent on behalf of the beneficiary or one of the parties to the application in the implementation request
- · A valid guardianship instrument.
- If the applicant is a guardian of the beneficiary, application status (in

progress)

 \cdot Two working days have passed from the date the implementation request was referred to the judicial department

• Entering the required data (choosing the port against it - the reason)

- There is no demand for the same type of service (procedure)
- Not even 15 days have passed

Submission of the application

Available with the executive bond type "custody" only



Website: www.moj.gov.sa Phone Number: 1950 E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ iExecution#/



Electronic litigation (written pleading)



Field: Tax services

Service Description

A service that allows the parties to the lawsuit to view all that is presented in the case. It also enables them to plead electronically, exchange memorandums, and respond to the department's requests without the need to visit the court.

Steps to Obtain the Service:

- Log in to the Najez portal with the national access account
- Select all electronic services
- Choose the elimination package
- · Accessing the (electronic litigation (written pleading) service)
- · Click on the icon (Submit a new application)
- Choose a case
- Choose sessions
- Review the active written pleading session

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Service fees and conditions:

	Service fees:	the judicial department's question	
	• No fees		
	Terms of Service:		
	\cdot A valid power of attorney that includes a pleading clause, if the applicant is an		
	agent on behalf of the beneficiary or among the parties to the lawsuit in the		
	case. A power of attorney.		
	\cdot Valid, if the applicant is a guardian, the beneficiary must answer according to		
_			



Website: www.moj.gov.sa Phone Number: 1950 E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:

· Responding to the judicial department's question

Enter answer content data
 Transmitter

https://najiz.sa/applications/ courts/lawsuits-requests



Request to transfer a reserved amount



Field: Tax services

Service Description

A service that allows the beneficiary (against whom the execution is being executed) to request the transfer of a seized amount from his bank accounts to pay the debt, file procedures, and terminate the implementation request if the claim is paid in full.

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (implementation)
- · Accessing the service (request to transfer a reserved amount)
- Click on the icon (Submit a new application)
- Select the implementation request. Click on (Other action requests)
- Select (Request to transfer a reserved amount)

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Service fees:

• No fees

Terms of Service:

A valid power of attorney

Service fees and conditions:

 If the applicant is an agent on behalf of the beneficiary or one of the parties to the application requesting the implementation of a valid guardianship instrument.

• If the applicant is a guardian of the beneficiary, application status (in

progress)

Save and send

• The presence of a seized amount and the status of notification from the Monetary Agency (the amount has been seized and the amount is complete and the transfer was not possible) - (the amount has been seized and the amount is incomplete) or the status of the notification from the Capital Market Authority (the shares have been seized) The absence of a request for the same type of service (the procedure) that has not passed 30 days



Website: www.moj.gov.sa Phone Number: 1950 E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:

• Enter the required data (currency - amount - reason)

https://najiz.sa/applications/ iExecution#/





Request to include a statutory representative



Field: Tax services

Service Description

A service that allows the beneficiary (execution requester) to request that the statutory representative of a company be included as an enforcer against him in the application and to issue decisions against him.

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Steps to Obtain the Service:

- Log in to the Naiez portal with the national access account.
- Select all electronic services
- Choose a package (implementation)
- Accessing the service (request to include a legal representative)
- · Click on the icon (Submit a new application)
- To access the application you wish to request the inclusion of a regular representative, click on (Other action requests)
- Specify (request inclusion of a statutory representative)

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Service fees:

No fees

Terms of Service:

Request status (in progress)

Service fees and conditions:

- The person being executed must be a legal entity (commercial company).
- You must verify that the ID number is registered as a regular representative
- at the Ministry of Commerce through the link service







- · Specifies the port against
- Enter the regular representative's information, such as name and ID number
- Save and send

Request to include a statutory representative



Field: Tax services

Service Description

A service that allows the beneficiary (execution requester) to request that the statutory representative of a company be included as an enforcer against him in the application and to issue decisions against him.

Steps to Obtain the Service:

- Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (implementation)
- Accessing the service (request to include a legal representative)
- Click on the icon (Submit a new application)
- To access the application you wish to request the inclusion of a regular representative, click on (Other action requests)

- · Specify (request inclusion of a statutory representative)
- Specifies the port against
- Enter the regular representative's information, such as name and ID number
- · Save and send

Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- · Request status (in progress)
- The person being executed must be a legal entity (commercial company).
- $\boldsymbol{\cdot}$ You must verify that the ID number is registered as a regular representative
- at the Ministry of Commerce through the link service



Channels Service Delivery:





Verifying a judgment instrument (first instance - appeal)



Field: Tax services

Service Description

A service that allows the beneficiary to verify the data and status of the judgment instrument

Steps to Obtain the Service:

- Log in to Najez Individuals with the National Access Account
- Select all electronic services
- Choose a package (verification services)
- · Accessing the judgment instrument verification service (first degree appeal)
- · Click on the icon (Submit a new application)
- Enter the required data
- Click on the (Verify) icon



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

 \cdot . Having an account in the national unified access (Absher) to receive the verification code in a text message when conducting the inquiry process



https://najiz.sa/applications/ courts/lawsuits-requests/ judge-



Directory of practicing lawyers



Field: Tax services

Service Description

A service that allows the beneficiary to view a list of lawyers authorized to work, classified by city, with the ability to search by the name of the lawyer



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- Choose a package (licenses)
- · Accessing the service (Directory of Practicing Lawyers)
- · Click on the icon (Submit a new application)
- Search using one of the directories available for search
- View lists of accredited lawyers



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

• No terms







Request to register an agency



Field: Tax services

Service Description

A service that allows the beneficiary to submit a request to register the power of attorney to be issued and fill out all the data of the parties and clauses, and then complete the issuance of the power of attorney by submitting a request to issue a power of attorney via the virtual notary to reduce time and effort. This is for legal entities that are not available for authorization through the Najez portal.

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Steps to Obtain the Service:

- Log in to the Naiez portal with the national access account.
- Select all electronic services
- Choose a package (agencies and declarations)
- Login to the service (Agency Registration Reguest)
- Click on the (Use the Service) icon
- Determine the type of agency
- Adding the principal/clients
- Add agent/agents



Service fees and conditions:

Service fees:

No fees

Terms of Service:

• . Knowing the national ID/residency number and date of birth when adding the agency parties (principal/agent)







- · Choosing the terms of the agency. Choosing the duration of the agency
- Review and approve the application
- Visit the Notary Public to complete the procedure for issuing the power of attorney

Request to register an agency



Field: Tax services

Service Description

A service that allows the beneficiary to submit a request to register the power of attorney to be issued and fill out all the data of the parties and clauses, and then complete the issuance of the power of attorney by submitting a request to issue a power of attorney via the virtual notary to reduce time and effort. This is for legal entities that are not available for authorization through the Najez portal.

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Steps to Obtain the Service:

- Log in to the Najez portal with the national access account
 Select all electronic services
 Choose a package (agencies and declarations)
 Log in to the service (Agency Registration Request)
 Click on the (Use the Service) icon
 Determine the type of agency
 Adding the principal/clients Add agent/agents
 Cervice fees and conditions:
 Service fees:
 - No fees

Terms of Service:

 \cdot . Knowing the national ID/residency number and date of birth when adding the agency parties (principal/agent)



Channels Service Delivery:





Request to continue the case



Field: Tax services

Service Description

A service that allows the plaintiff/defendant or their agents to submit a request to continue a lawsuit

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Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Choose all electronic services
- Choose the elimination package
- · Accessing the service (requesting the continuation of the case)
- Click on the icon (Submit a new application)
- Choose a case
- Selection of orders
- Submit a new request

Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- A valid power of attorney includes a pleading clause and submitting a cassation request
- If the applicant is a representative of the beneficiary, a valid guardianship instrument. If the applicant is a guardian of the beneficiary, the application

can be submitted to In first instance and appeal cases, the status of the case must be one of the following:

· Submitting the application and receiving a notification of the application number in addition to

a text message to follow up on the status of the application. You can enter the Najez portal with

· Suspended at the request of one of the parties

Select (Request to continue the case)

Enter application content data

the National Access Account

- Suspended by the department, the beneficiary can
- Entering the reasons for the request and attachments: The beneficiary cannot submit a request to stop the proceeding of the case if there is a previous request that has not yet been decided



Website: www.moj.gov.sa Phone Number: 1950 E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ courts/lawsuits-requests



Declaration to waive a debt



Field: Tax services

Service Description

A service that allows the beneficiary to acknowledge the waiver of a debt he owed to another person

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (power of attorney and declarations)
- Accessing the service (declaring to waive a debt)
- Click on the icon (Submit a new application)
- Entering the inspection and approval declaration data
- The parties to the declaration shall be notified



Service fees and conditions:

Service fees:	
---------------	--

No fees

Terms of Service:

- . The age of all parties to the declaration must be above 18 years
- One of the parties to the declaration must not be mentally ill
- The agency must be valid if the applicant is an agent
- The total amounts of debt repayment declarations shall not exceed 3 million riyals in one Hijri year

The number of declarations to waive a debt shall not exceed 5 declarations
per Hijri year



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:





Create a marriage contract



Field: Tax services

Service Description

A service that allows the beneficiary to create an electronic marriage contract, starting by entering the data of the beneficiary and all parties, then submitting the application and having it approved by all parties to the contract, and then completing its approval by the marriage official. Issuance Marriage contract document,



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Steps to Obtain the Service:

- Log in to the Najez portal with the national access account
- Select all electronic services
- Choose a package (social cases)
- Accessing the service (creating a marriage contract)
- · Click on the "Use the Service" icon
- · Choose the relevant authentication body
- Enter the applicant's description and the following information: the applicant's husband wife
 - guardian or their agents marriage information physical examination place of the contract -
- witnesses attach the required documents
- Submission of the application
- The beneficiary will be notified by text message with the order number and order details

- The parties (husband wife guardian witnesses) will be notified via text messages to approve the request after reviewing it
 Approval of the request
 Send the request to the marriage officer
- The marriage official is contacted or the marriage official is chosen by the applicant through the use of the marriage official guide.
- Providing the authorized person with the application number, logging in from the authorized
 person's account, and approving the application
- After the application is approved, a marriage contract document will be issued
- Notifying the parties of the issuance of the marriage contract document

Service fees and conditions:

Service fees:

No fees

Terms of Service:

- There is a good examination for Saudis only
- Provide supporting documents according to the requirements of the electronic form for the service
- Providing the electronic divorce document number if the wife is divorced, or providing a copy of the paper divorce document
- If the woman has a deceased husband, the deceased's heirs' documentation number must be provided if it is electronic
- Or provide a copy of the heirs identification instrument if it is paper

- Providing data of the parties to the marriage contract (husband wife wife's guardian or their representatives - witnesses)
- The age of all parties to the contract and witnesses must be above 18 years, and in the event that the age of the husband or wife is less than 18 years
- · An instrument of approval for early marriage issued by the competent court is required
- · The presence of a mobile number documented in (Absher) for all parties
- The woman's guardian must be in accordance with the sequence of legal guardianship of the woman, and proof of the transfer of guardianship from the father to another must be attached
- The presence of a valid power of attorney if the applicant is an agent
- · Or attach the external agency after being certified by the Ministry of Justice
- If the documents are issued outside the Kingdom, they must be certified by the Ministry of Justice, and if the applicant is an agent under an external agency



Website: www.moj.gov.sa Phone Number: 1950 E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://laws.boe.gov.sa/BoeLaws/ Laws/LawDetails/d7e8efd3-4021-4413-8255-ae7c00f190de/1



Termination of warranty



Field: Tax services

Service Description

A service that allows the beneficiary to terminate a valid warranty



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (power of attorney and declarations)
- Entering the (terminating warranty) service, clicking on the (submit a new application) icon.
- Select the warranty you want to terminate



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

• The beneficiary must have a valid bail declaration



Choose to terminate the warranty





Multilateral agency version



Field: Tax services

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Service Description

A service that allows the beneficiary to issue an electronic power of attorney for more than one client in one agency, and it is issued electronically through the Najez portal in real time as soon as the approvals of all clients are completed within a maximum of 48 hours from the date of submitting the multi-party agency request, without the need for To visit the Notary Public

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Steps to Obtain the Service:

- Log in to the Najez portal with the national access account
- Select all electronic services
- Choose a package (agencies and declarations)
- Accessing the service (Issuing a multilateral agency)
- Click on the icon (Submit a new application)
- Add clients

- Add agent/agentsChoose agency terms
- Choose the agency duration
- Review the request and approve its submission
- Notifying the parties by text messages to all clients for authentication through the Najez portal within 48 hours



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- The beneficiary must be (Saudi) or (resident) and his ID is valid
- The beneficiary must be 18 years of age or older
- The beneficiary must have full legal capacity



Channels Service Delivery:







Request to issue a visit letter

Service Description



Field: Tax services

A service that allows the beneficiary (execution requester) to request the issuance of a visit letter to guarantee his legal right stipulated in the executive document



Steps to Obtain the Service:

· Log in to the Najez portal with the national access account · Select (Request to issue a visit letter) Select all electronic services Choose a package (implementation) • Accessing the service (request to issue a visit letter) · Click on the icon (Submit a new application) · Select the implementation request. Click on (Other action requests)



Service fees and conditions:

Service fees:

No fees

Terms of Service:

- A valid power of attorney
- · If the applicant is an agent on behalf of the beneficiary or one of the parties to the application in the implementation request
- · A valid guardianship instrument

- If the applicant is a guardian of the beneficiary
- · Status of the application (under implementation): Two working days have passed from the date of referring the implementation application to the judicial department
- Lack of demand for the same type of service (procedure)
- Not even 15 days have passed
- This type is available with the executive document type "Visit" only



Website: www.moj.gov.sa Phone Number: 1950

E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/



iExecution#/

Declaration of waiving a sum of money



Field: Tax services

Service	lloerr	intion
JEI VILE	Deser	ip cion

A service that allows the beneficiary to acknowledge the transfer of a sum of money to another person

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (agencies and declarations)
- · Accessing the service (declaring to waive a sum of money)
- · Click on the icon (Submit a new application)
- Enter the data of the assignor and assignee



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- · All parties to the declaration must be 18 years of age or older
- One of the parties to the declaration must not be mentally ill
- All parties to the declaration must be alive
- $\boldsymbol{\cdot}$ One of the parties to the declaration must not be completely or partially
- Customer ² Services:

E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:

The agency must be valid if the applicant is an agent

Enter the declaration details data

prohibited from disposing of the funds

Inspection and approval





Declaration of waiving a sum of money



Field: Tax services

Serv	ice D	lescri	ntion
		COCI I	peron

A service that allows the beneficiary to acknowledge the transfer of a sum of money to another person

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (agencies and declarations)
- · Accessing the service (declaring to waive a sum of money)
- · Click on the icon (Submit a new application)
- Enter the data of the assignor and assignee



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

- · All parties to the declaration must be 18 years of age or older
- One of the parties to the declaration must not be mentally ill
- All parties to the declaration must be alive
- $\boldsymbol{\cdot}$ One of the parties to the declaration must not be completely or partially
- (A) → Customer ▲ (A) → Customer services:

E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:

The agency must be valid if the applicant is an agent

Enter the declaration details data

prohibited from disposing of the funds

Inspection and approval

https://najiz.sa/applications/ iqrar-mablagth/tanazul/create



Request to issue a decision to sell by public auction



Field: Tax services

Service Description

A service that allows the beneficiary (execution requester) to request the issuance of a sale decision by public auction as stipulated in the executive document and in accordance with the implementation request.

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Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account Select (Request to issue a sale decision by public auction) Select all electronic services Determine the cause Choose a package (implementation) Auction date • Accessing the service (request to issue a sale decision by public auction) Save and send Click on the icon (Submit a new application) • Select the implementation request, Click on (Other action requests) Service fees and conditions: Sila Service fees: • If the applicant is a guardian of the beneficiary, the status of the No fees
 - Terms of Service:
 - A valid power of attorney
 - · If the applicant is an agent on behalf of the beneficiary or one of the parties
 - to the application in the implementation request.
 - · A valid guardianship instrument

- application (in progress)
- Two working days have passed from the date the implementation request was referred to the judicial department
- Determine the auction date
- There is no effective auction decision on the order
- Lack of demand for the same type of service (procedure)



Website: www.moj.gov.sa Phone Number: 1950

E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:

https://najiz.sa/applications/ iExecution#/



Minutes of seizure of funds



Field: Tax services

Service Description

A service that allows the beneficiary to view the reports issued regarding the seizure of the executor's funds against them



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select the (Execution) icon
- Select (reports of seizure of funds)
- Click on (Submit a new application) and you will be taken to the Najez website to view the result



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

• No terms



Website: www.moj.gov.sa Phone Number: 1950 E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://www.moj.gov.sa/ar/ eServices/Pages/Details. aspx?itemId=86



Termination of agency



Field: Tax services

Service Description

A service that allows the beneficiary to terminate the power of attorney electronically, whether he is a principal or an agent, via the Najez portal without the need to visit the notary public.



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (power of attorney and declarations)
- · Accessing the service (termination of agency)
- · Click on the icon (Submit a new application)
- Select the agency to be terminated

- · Click on the icon (rescind the agency)
- Enter the verification code sent to the beneficiary's mobile phone registered in Absher
- The process is carried out and the annulment instrument is issued, with all parties notified by text message

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Service fees and conditions:

Service fees:

• No fees

Terms of Service:

• The beneficiary must have a previous power of attorney whose status is (1, 1, 2) = (1, 2)

(valid) or (partially revoked).

• The beneficiary must have an active account in (Absher)



Channels Service Delivery:





Documentation of divorce



Field: Tax services

Service Description

A service that allows the beneficiary to document a previous or new divorce, by filling out the custom form when choosing this service and completing the rest of the procedures and approving the request. After the notary's approval, an official divorce document is issued.

Steps to Obtain the Service:

 Log in to the Najez portal with the national access account 	agents)
Select all electronic services	 Information about the husband and wife - marriage contract information
 Choose a package (social cases) 	- divorce information - location of the incident - attaching all required
 Accessing the service (divorce documentation) 	documents
 Click on the "Use the Service" icon 	Submission of the application
 Choose the relevant authentication body 	 The beneficiary will be notified by text message with the application
• Enter the applicant's data and the data of the parties (husband - wife or their	number and submission date

Service fees and conditions:

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	Service fees:			Justice and forei	gn affairs		
	• No fees						
	Terms of Service:	:					
	• The presence of	f a valid power of attorney if the applic	ant is an agent. Attach				
	the documents						
	• What is require	ed is that if the documents are issued	outside the Kingdom,				
	they must be cer	tified by my ministry.					
17	Customer	Website: www.moj.gov.sa	E-mail: 1950@moj.gov.sa		Channels	https://inhaatportal.moj.gov.	

Phone Number: 1950

services:

E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://inhaatportal.moj.gov. sa/SelectCourt.aspx



Book a mobile notary appointment



Field: Tax services

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Service Description

A service that allows beneficiaries who are unable to come to notary offices, including the elderly (65 years or older), patients, people with disabilities, and residents of hospitals, care and observation homes, and holders of a priority card issued by the Ministry of Health, from Book an appointment to have a notary attend them without the need to visit the notary.



Steps to Obtain the Service:

 Log in to the Najez portal with the national access account 	Submission of the application
Select all electronic services	
 Choose a package (appointments) 	
 Access the service (book a mobile notary appointment) 	
 Click on the "Submit a New Request" icon 	
Enter appointment data	



ervices:

Service fees and conditions:

Phone Number: 1950

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	Service fees:		and observation h	iomes, holders of a prior	ity card, and three or more	women
	• No fees		in the inheritance	e certificate.		
	Terms of Service:					
	 Having a national access account 					
	\cdot The beneficiary of the appointment must be from on	e of the target groups				
	(the elderly					
	(65 years or more), patients, people with disabilities, re	sidents of hospitals, care				
ļ	Customer Website: www.moj.gov.sa	E-mail: 1950@moj.gov.sa		Channels	https://najiz.sa/applications/	

Response Hours: 07:30 AM - 02:30 PM

notary-publications

Service Delivery:

Documentation of breastfeeding



Field: Tax services

Service Description

A service that allows the beneficiary to document breastfeeding, by filling out the customized form when choosing this service and completing the rest of the procedures and approving the request. After the notary's approval, an official breastfeeding document is issued.



Steps to Obtain the Service:

Log in to the Najez portal with the national access account
 Select all electronic services
 Choose a package (social cases)
 Log in to the service (Breastfeeding Documentation)
 Click on the "Submit a New Request" icon
 Choose the relevant authentication body
 Enter the following data: the applicant and the parties (the infant - the



Service fees and conditions:

Service fees:

No fees

Terms of Service:

• No terms



https://inhaatportal.moj.gov. sa/SelectCourt.



Request a temporary foreign law firm license



Field: Tax services

Service Description

A service that allows the beneficiary to submit a request for a foreign law firm to obtain licenses to provide regulatory consulting services for a specific project in the Kingdom within a specific period of time.

Steps to Obtain the Service:

 Log in to the Naiez portal with the national access account Enter data related to the branches, and attach the required documents Select all electronic services · Enter the project data, and attach the required documents to agree to the Choose a package (licenses) acknowledgment and pledge that the data is correct Accessing the service (request a temporary foreign law firm license) Submission of the application • The order can be tracked through your order list Click on the icon (Submit a new application) Enter data related to the office at the main headquarters, and attach the required documents Service fees and conditions: Service fees: Main and branches. • (2,000) riyals. · A statement of the number of employees for each branch and achieving the minimum (three workers for the branch, practicing work of a regular Terms of Service: · Data of the foreign law firm at the main headquarters and branches (at a nature) minimum of three branches) Data on the necessary licenses to practice the Project duration data legal profession for the office at the headquarters



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ ForeignLawFirm/temporary-foreign-law-firm



Documentation of return



Field: Tax services

Service Description

A service that allows the beneficiary to document the return after divorce, by filling out the custom form when choosing this service and completing the rest of the procedures and approving the request. After the notary's approval, an official return document is issued.



Steps to Obtain the Service:

- Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (social cases)
- Login to the "Return Authentication" service
- · Click on the "Use the Service" icon
- Choose the relevant authentication body
- Enter the status of the applicant and the information of the parties (husband
- wife) divorce information location of the incident attach all required documents
- Submission of the application
- The beneficiary will be notified via text message with the application
 number and submission date

ų. <mark>–</mark>	Service	fees and	conditions:
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Service fees:

No fees

Terms of Service:

- · The presence of a valid power of attorney if the applicant is an agent
- Attach the required documents. If the documents are issued outside the

Kingdom, they must be certified.

From the Ministries of Justice and Foreign Affairs



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://inhaatportal.moj.gov. sa/SelectCourt.aspx



Add an actor



<u> </u>	Service Description	Field: Tax services
	A service that allows beneficiaries to add agents and representatives in cases for th	ne plaintiff and defendant
	Steps to Obtain the Service:	
<u>y</u> _0	 Log in to the Najez portal with the national access account Select all electronic services Choose the elimination package Login to the (Add a Representative) service Click on the icon (Submit a new application) Enter the required data Press send 	 You will receive a notification of the order number in addition to a text message To follow up on the status of the request, you can access the Najez portal in the National Access Account
	Service fees and conditions:	
<u>U</u>	 Service fees: (2,000) riyals. Terms of Service: A valid power of attorney, if the applicant is an agent for the beneficiary or one of the parties to the lawsuit in the case A valid guardianship instrument, if the applicant is a guardian of the beneficiary 	• Details of the case in which the representative is to be added



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM

Channels Service Delivery:





Input request



	Service Description	Field: Tax services
	A service that allows one of the litigants to request the inclusion of someone who	can be litigated in the case
<u>⊘</u>	Steps to Obtain the Service:	
<u>y</u> =0	 Log in to the Najez portal with the national access account Select all electronic services Choose the elimination package Login to the service (request entry) Click on the icon (Submit a new application) Choose a case Selection of orders 	 Submit a new request Select (request entry) Enter application content data Submitting the application and receiving a notification of the application number in addition to a text message to follow up on the status of the application. You can enter the Najez portal with the National Access Account
	Service fees and conditions:	
<u></u>	 Service fees: Yes Terms of Service: A valid power of attorney that includes a pleading clause, if the applicant is an agent for the beneficiary. A valid power of attorney document, if the applicant is. 	A guardian over the beneficiary • The status of the case must be under consideration



E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ courts/lawsuits-requests



Announcing auctions



Field: Tax services



Service Description

A service that allows the beneficiary to follow auction announcements conducted by the enforcement courts

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- Choose a package (implementation)
- Accessing the service (announcing auctions)
- · Click on the icon (Submit a new application)
- · A list of auctions is displayed



Service fees and conditions:

Service fees:

• (2,000) riyals.

Terms of Service:

No terms







Announcing auctions



Field: Tax services



Service Description

A service that allows the beneficiary to follow auction announcements conducted by the enforcement courts



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- Choose a package (implementation)
- Accessing the service (announcing auctions)
- · Click on the icon (Submit a new application)
- · A list of auctions is displayed



Service fees and conditions:

Service fees:

• Yes

Terms of Service:

No terms



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Channels
Service Delivery:
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Announcing auctions



Field: Tax services



Service Description

A service that allows the beneficiary to follow auction announcements conducted by the enforcement courts

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- Choose a package (implementation)
- Accessing the service (announcing auctions)
- · Click on the icon (Submit a new application)
- · A list of auctions is displayed



Service fees and conditions:

Service fees:

No fees

Terms of Service:

No terms







Request to correct or interpret the ruling



Field: Tax services

Service Description

A service that allows the parties to the case to submit a request to correct or explain the ruling, in the event that the ruling's pronunciation is unclear or in the event of material clerical or accounting errors.

International I

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- Choose the elimination package
- Accessing the service (requesting correction or interpretation of a ruling)
- Click on the icon (Submit a new application)
- Choose a case
- Selection of orders
- Submit a new request

- · Choose (request to correct the ruling or interpret it)
- Select the ruling to be corrected
- Enter application content data
- Submitting the application and receiving a notification of the application number in addition to a text message to follow up on the status of the application
- You can access the Najez portal using your national access account



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

• A valid power of attorney that includes a pleading clause, if the applicant is an agent for the beneficiary. A valid authority instrument, if the applicant is.

• The request is a guardianship over the beneficiary, whether the ruling is final or has not acquired finality.



Channels Service Delivery: https://najiz.sa/applications/ courts/lawsuits-requests

Copy agency

Field: Tax services

Service Description

A service that allows the beneficiary to copy (items) or (items and parties) of a previous power of attorney issued by the power of attorney system at the Ministry of Justice, whether the beneficiary is a party to the power of attorney or not, with the aim of reducing time and effort.

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Steps to Obtain the Service:

• Log in to the Najez portal with the national access account

Phone Number: 1950

- Choose all electronic services Choose the (power of attorney and declarations)
 package
- Login to the (Agency Copy) service
- Click on the icon (Submit a new application)
- Enter the agency number to be copied along with the identity number of one of its parties
- Choose the copy type
- Adding the principal/clients
- Add agent/agents, choose agency terms
- · Choose the agency duration
- Reviewing and approving the agency. Notifying parties via text messages of the issuance of the agency

Service Delivery:

Response Hours: 07:30 AM - 02:30 PM

wekalat/CopyWekala

Request to issue a deduction letter

Field: Tax services

Service Description

A service that allows the beneficiary (execution requester) to request the issuance of a letter deducting future expenses from the monthly salary of the executor against him to guarantee his legal right stipulated in the execution document.

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Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- Choose a package (implementation)
 Accessing the service (request to issue a deduction letter)
 Click on the icon (Submit a new application)
- Select implementation request
- Click on (other action requests).
- Select (Request to issue a deduction letter)

Service fees and conditions:

Service fees:

No fees

Terms of Service:

- · . A valid power of attorney, if the applicant is an agent for the beneficiary or one of the parties to the application in the implementation request
- A valid guardianship instrument, if the applicant is a guardian of the beneficiary

Request status (in progress)

Determine the cause

Irradiation is done upon adoption

Save and send

- Two working days have passed from the date of referring the implementation request to the judicial department
- There is no demand for the same type of service
- (The procedure) has not passed for 15 days
- This type is available with the executive bond type "future expense" only

Website: www.moi.gov.sa Phone Number: 1950

E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://naiiz.sa/applications/ iExecution#/

Request to issue a decision 46

Field: Tax services

Service Description

A service that allows the beneficiary (execution requester) to request the issuance of Decision No. 46 against the executor against him, after the end of the reporting period that took place in Decision No. 34 in accordance with the implementation system.

Steps to Obtain the Service:

Phone Number: 1950

· Log in to the Najez portal with the national access account · Specify the port against it Select all electronic services Determine the cause Choose a package (implementation) Save and send Accessing the service (request to issue a decision 46) Notifying the person requesting implementation and the person against Click on the icon (Submit a new application) whom it is executed when the application is approved Select the implementation request, Click on (Other action requests) Choose (Request to issue a decision 46) Service fees and conditions: Silu Service fees: Request status (in progress) No fees Lack of effective Resolution 46 on the application Terms of Service: The status of Decision 34 is (the implementation period has ended after · . A valid power of attorney, if the applicant is an agent for the beneficiary or notification) one of the parties to the application in the implementation request • A valid guardianship instrument, if the applicant is a guardian of the beneficiary Website: www.moj.gov.sa E-mail: 1950@moj.gov.sa Channels ustomer https://najiz.sa/applications/

Response Hours: 07:30 AM - 02:30 PM

iExecution#/

Service Delivery:

Objection to the ruling

Service De A service th

Field: Tax services

cription
hat allows the parties to the case to object to the ruling of the court of first instance on appeal

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose the elimination package
- Accessing the "Objection to the Judgment" service
 Click on the icon (Submit a new application)
- Choose a case
- Selection of orders
- Submit a new request

Service fees and conditions:

Service fees:

Yes

Terms of Service:

· A valid power of attorney includes a pleading clause and submitting an objection request, if the applicant is an agent for the beneficiary or one of the parties to the lawsuit in the case.

· A valid guardianship instrument, if the applicant is a guardian over the

Choose (Objection to the ruling)

- Click on the ruling you want to object to
- Enter the required data
- Submission of the application
- You will receive a notification of the order number in addition to a text messade
- To follow up on the status of the request, you can access the Najez portal in the National Arcess Account

beneficiary.

- In commercial cases, the person filing the objection must be a lawyer with
- a valid license according to the commercial court system
- A ruling issued by the courts of first instance. The ruling must be "nonconclusive" and the lawsuit is not enforceable.
- Write the objection list in the space provided, and attach the supporting documents

Website: www.moi.gov.sa Phone Number: 1950

E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM

Channels Service Delivery:

https://najiz.sa/applications/ courts/lawsuits-requests

Request to transfer a reserved amount - requesting implementation

Field: Tax services

Service Description

A service that allows the beneficiary (execution requester) to request the transfer of a reserved amount from the executor's bank accounts in order to pay the debt and terminate the implementation request.

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Steps to Obtain the Service:

- Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (implementation)
- Accessing the service (request to transfer a reserved amount)
- Click on the icon (Submit a new application)
- · Select the execution request, click on (other action requests).
- Choose (Request to transfer a reserved amount) and specify the reason

Service fees and conditions:

Service fees:

• No fees

Terms of Service:

 A valid power of attorney, if the applicant is an agent for the beneficiary or one of the parties to the application in the implementation request

 \cdot A valid guardianship instrument, if the applicant is a guardian over the beneficiary.

• Request status (in progress)

Monetary Agency (the amount was seized and the amount was complete and the transfer was not possible) - (the amount was seized and the amount is incomplete) or the status of the notification from the Capital Market Authority (the shares were seized) • There is no request for the same type of service (procedure) that has not passed for 30 days

The presence of a seized amount and the status of notification from the

(Q) → Customer ▲ (B) Services: Website: www.moj.gov.sa Phone Number: 1950 E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://najiz.sa/applications/ iExecution#/

Request a license for an implementation service provider



Field: Tax services

Service Description

A service that allows entities that wish to be licensed by the Ministry of Justice to submit a license application as an implementation service provider (judicial guard - receiver of judicial papers - judicial sales agent... etc.)

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- Choose a package (licenses)
- · Accessing the service (request a license for an implementation service provider)
- · Click on the icon (Submit a new application)
- The user enters the electronic implementation service providers platform in his capacity as an
 institution owner or company manager, or through a legitimate agency, or on his own behalf.
- · Requesting a permanent license (terms and conditions of applying for a permanent license)
- · Request a new license

- Request data and service type
- Establishment data
- Address data
- Of experience
- Required attachments: Articles of Association A statement from the competent authorities (number of employees) - The establishment's affiliation record
- View and review the request and verify the data
- The acknowledgment is saved and sent
- The order number appears

Service fees and conditions:

Service fees:

No fees

Terms of Service:

 The license applicant must have a valid commercial record in the activity in which the service is requested to be provided, or he must have a valid license that prevents him from providing the service for a fee in the Kingdom. The license applicant must have at least two years of experience in the field of licensing in which the license is requested or in theoretical work, and the agency may Exemption from this condition when the condition stated in Paragraph (C7) of this Article is met

The license applicant shall not be required to open one of the liquidation procedures stipulated in the bankruptcy system

The credit record of the license applicant is free of any negative information affecting his creditworthiness,

according to what the committee deems appropriate

 Providing an unconditional bank guarantee in the amount of one hundred thousand riyals, issued by a local bank. The guarantee will be valid for the duration of the license, and will be returned to its owner in the event that the license expires without any obligations on the licensee, or financial claims resulting from his provision of the service being licensed. The agency may reduce the value to A quarter for some categories of licensees, and it is unnecessary to bring an insurance policy that covers the errors of the service provider

The applicant for a license for the movable asset delivery service must be a regular company. If the license applicant is a natural person, the following must be taken into account: The license applicant must have full legal capacity and not been convicted of a crime against honor or trust unless he has been rehabilitated. The license applicant must be qualified to provide the service as determined by the agency, and the receiver must have a valid license to practice the profession of chartered accountancy or law.

The license applicant must pass the training programs and tests determined by the agency



Website: www.moj.gov.sa Phone Number: 1950 E-mail: 1950@moj.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: https://esPMoj.gov.sa/Home/ Index



Mortgages



Field: Tax services



Service Description

A service that allows the beneficiary to view all mortgages documented by the Ministry of Justice and the beneficiary is a party to it as (mortgagor or mortgagee)

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose a package (mortgages and real estate)
- Accessing the (mortgage) service
- · Click on the icon (Submit a new application)
- View the list of mortgages and the list of requests



Service fees and conditions:

Service fees:

No fees

Terms of Service:

• The beneficiary has an account in the unified national access (Absher)







My agencies





Service

Service Description

It is a service that allows the beneficiary to know and review all of their agencies, and to know the status of the agency in the Ministry's systems, whether it is valid or not



Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- Choose a package (agencies and declarations)
- Login to the service (my agencies)
- · Click on the icon (Submit a new application)
- Select the tab: Principal/Agent



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

• The presence of powers of attorney previously issued to the beneficiary, whether as principal or agent.



Channels Service Delivery:

· Select the agency whose details you want to view

https://najiz.sa/applications/ wekalat/procurations-query



Legal costs



Field: Tax services



Service Description

A service that allows the parties to the lawsuit to view the issued, paid and unpaid bonds, and the possibility of objecting to the invoice.

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- Choose the elimination package
- · Access to the (Judicial Costs) service
- Click on the icon (Submit a new application)
- Click on (Bonds that have not been paid) or (Bonds that have been paid) to review



Service fees and conditions:

Service fees:

• No fees

Terms of Service:

• No terms







View the session calendar



Field: Tax services

Service Description

A service that allows the beneficiary to view the session calendar

Steps to Obtain the Service:

- · Log in to the Najez portal with the national access account
- Select all electronic services
- · Choose the (elimination) package
- · Accessing the service (viewing the session calendar)
- · Click on the icon (Submit a new application)
- · Select (View all sessions)



Service fees and conditions:

Service fees:

• Yes

Terms of Service:

A valid power of attorney that includes a pleading clause, if the applicant is an agent for the beneficiary

- · A valid guardianship instrument if the applicant is the beneficiary's guardian
- There is a case under consideration and there is a scheduled session



Channels Service Delivery: https://najiz.sa/applications/ lawsuit



Ministry of Media



Blocking and unblocking websites



Field: Housing, Municipal Services & Utilities

Service Description

The service allows the submission of requests to block and unblock websites.

Steps to Obtain the Service:

- · Check the general policies for blocking and unblocking request services.
- Enter the required data.
- You will be notified once your application has been received.
- Track your request via text messages.



Service fees and conditions:

Service fees:

No fees

Terms of Service:

· The request should be within the competence of the Ministry of Media,

as the Ministry is exclusively responsible for requests to block and unblock

websites related to ePublishing and copyrights only.



Website: www.media.gov.sa Phone Number: 0112974700

E-mail: info@media.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: Entity's web portal





catch media violations



Field: Housing, Municipal Services & Utilities



Service Description:

The service allows media violations to be sent and initiated by the Media Violations Field Team.

Steps to Obtain the Service:

- · Read the guidelines for practising media activities.
- Enter the required data.
- · You will be notified once your application has been received.
- · Track your request via text messages.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



Website: www.media.gov.sa Phone Number: 0112974700

E-mail: info@media.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:







Books clearance/ Books publishing/ Books permission



Field: Housing, Municipal Services & Utilities

Service Description:

An e-service provided by the Ministry of Media that enables beneficiaries to publish books or inquire about the published books.

Steps to Obtain the Service:

- Register on the website and upload a digital document copy of the publication to be released.
- The beneficiary is granted an initial (print permission) to register with the King Fahd National Library.
- After clicking on (print request) on the King Fahd National Library website, the beneficiary will be transferred directly to the registration page, and 90% automatically will be filled,
- while the rest of the data and electronic declarations are filled in.
- The International Standard Book Number (ISBN) will be released, and the Ministry will get notified to complete the final clearance process.
- The beneficiary will be granted the final clearance after uploading a digital document copy identical to the printed copy and adding the International Standard Book Number(ISBN) to it



Delivering news in Arabic, English, French, Russian, Chinese and Persian



Field: Housing, Municipal Services & Utilities

Service Description

Migrants can benefit from the local and international news delivered by the Official Saudi Press Agency for speakers of Arabic, English, French, Russian, Chinese

and Persian through its website, mobile applications, and different social media platforms.



Steps to Obtain the Service:

- · Visit the agency's official website.
- Download the Saudi Press Agency application.
- Follow the Agency's accounts on various platforms.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



Website: www.media.gov.sa Phone Number: 0112974700 E-mail: info@media.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:





MINISTRY OF HAJJ AND UMRAH



Umrah Visa Inquiry



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Service Description:

E-service provided by the Ministry of Hajj and Umrah aimed at enabling the beneficiary to inquire about the status of his application for Umrah visa.



Steps to Obtain the Service:

- · Log into the Ministry's website.
- Choose (Umrah pilgrims) from the main menu.
- Search the current season.
- Choose the search method to show the pilgrims information and his program.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No terms.



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Channels
Service Delivery
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Inquiry about the Hajj Permit Booking Status



Service Description:

This service allows the beneficiary to inquire about the details of booking an internal pilgrimage program.

Steps to Obtain the Service:

- · Log into the Ministry's Website.
- Click on E-services.
- · Select "Inquire about the Hajj permit booking status".
- Insert your booking number or ID.
- Submit the Application.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• in advance for the Hajj program booking Application.



E-mail: Care@haj.gov.sa Response Hours: 08:00 AM - 10:00 PM







Inquiry about Licensed Domestic Pilgrims' Companies



Service Description:

An electronic service provided by the Ministry of Hajj and Umrah that aims at enabeling the beneficiary to inquire about licensed domestic pilgrims' companies.



Steps to Obtain the Service:

- Log into the direct link to implement the service.
- Select the requirements for searching for Hajj facilities.
- Insert the Hajj facility permit.
- Insert the name of the Hajj facility select the city the type of program.
- Click (Submit) to show the results.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• in advance for the Hajj program booking Application.







MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY



Register and attend awareness lectures for the ATAA Digital Initiative



Field: Awareness

Service Description:

The service allows registration to present and attend awareness meetings for the Digital ATAA initiative, which is an initiative launched by the Ministry of Communications to spread digital knowledge among Arab communities around the world.

Steps to Obtain the Service:

- Enter the ATAA digital initiative platform.
- Browse meetings through the ATAA calendar and choose the desired meeting.
- · Click on (View Details) for the intended meeting.
- To register for the lecture, click on the (Register to Attend) icon, then (Log in
 or create a new account).
- The page will appear for you to complete your data, and you will receive an email to confirm your registration.
- To be prepared and to obtain the certificate, you must watch the lecture at one of the...

- Methods mentioned by mail After entering your email and mobile number, you will be directed to watch the lecture. If the lecture does not start, the remaining time will appear.
- Description of the service for the volunteer.
- sign in.
- Meetings and then click on submit a knowledge event.

	Service fees and conditions:								
<u>Vy</u>	Service fees:		Terms and Service						
	• No fees.			• No Terms.					
(2) €(3)	Customer services:	Website: www.mcit.gov.sa Phone Number: 011 814 4444	E-mail: info@mcit.gov.sa Response Hours: 07:30 A	ı M - 02:30 PM	Channels Service Delivery:	htps://ataa.sa			

Raising awareness of the dangers of bullying against children in the digital world





Interactive story series



Field: Awareness

وزارة الاتــــطــــالات وتـقـنيـــة الـمعلــومـــات MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY

Service Description						
An interactive story series to educate children about digital citizenship skill						



Steps to Obtain the Service:

- Log in to the THINK TECH website
- · Create a new account.
- Log in with your username.
- Enter the Future Champions Initiative and choose digital awareness.
- Selection of interactive stories series.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No Terms.







Ministry of Environment Water & Agriculture



Delivering Water to Utilities

Service Description

وزارة البيئة والمياه والزراعة Ministry of Environment Water & Agriculture



Field: Housing, Municipal Services & Utilities

An electronic service provided by the National Water Company that enables the delivery of a water connection to various facilities.



Steps to Obtain the Service:

· Log into the National Water Company website. • Upload the required documents, then click on (Next). Create an account on the electronic branch of the National Water Company. After the application is approved, the company will contact you to complete • Log in with your username and password the procedures. · Click on (Request a new water connection). · Select the type of property: residential or commercial and agree to the terms and conditions, then click (Next) Service fees and conditions: llu, Oʻsilu Service fees: Photo of the building. There isn't any Incation sketches Terms of Service: National ID or Residency Deed of ownership • Building Clearance. Website: www.mewa.gov.sa E-mail: info@199099.gov.sa Channels ustomer E- portal Response Hours: 07:30 AM - 02:30 PM Phone Number: 199099 Service Delivery

Escalate water complaint

Service Description



Field: Housing, Municipal Services & Utilities

This platform allows beneficiaries to escalate water and wastewater complaints against service providers in case of dissatisfaction with the service, according to

the requirements and conditions of the service.



Steps to Obtain the Service:

- Log into the system.
- Add an Application..
- Select your water service provider and insert the reference number.
- · Add attachments if any.
- Submit the request.



Service fees and conditions:

Service fees:

There isn't any

Terms of Service:

- The complainant must be the consumer or the owner.
- The existence of a previous complaint with a reference number with the service provider
- The deadline of Escalation for the beneficiary is 30 working days from the date of closing the complaint from the service provider.
- The complaint shall be filed after 30 working days in case of non-response from the service provider.
- The same complaint cannot be escalated more than once



Website: www.mewa.gov.sa Phone Number: 199099 E-mail: info@199099.gov.sa Response Hours: 07:30 AM - 02:30 PM

Channels Service Delivery:



E- portal

Request to Change the owner's name (transfer of water meter ownership)



Field: Housing, Municipal Services & Utilities

An e-service provided by the National Water Company, which allows customers to request the amendment of the owner's name (transfer of ownership of the

water meter) and attach the required documents through the electronic branch.



Steps to Obtain the Service:

- Subscribe in the e-branch and log into the service.
- Select the type of property.

Service Description

- Attach a copy of the deed and the owner's ID.
- Apply.



Service fees and conditions:

SOSI							
~ <u> </u>	Service fees:			Photo of the building.			
	• There isn't any			location sketches.			
	Terms of Service	2:					
	• National ID or	Residency					
	• Deed of ownership						
	• Building Clear	ance.					
(2) ₹(2)	Customer services:	Website: www.mewa.gov.sa Phone Number: 199099	E-mail: info@199099.gov. Response Hours: 07:30 A	sa M - 02:30 PM	Channels Service Delivery:	E- portal	



Ministry Tourism



Issuing a tourist visa



Field: Legal Affairs

Service Description

Through the service, applications are received for visitors coming to the kingdom of Saudi Arabia to apply for a visa, and through this, the tourist fills in all the required information through the website: personal information, passport information, and then various medical insurance companies are shown to the tourists, and the insurance policy is issued by the health insurance.

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Steps to Obtain the Service:

- · Visit the official website of Saudi tourism.
- Apply on e-visa.
- · Create an account.
- Head to the registration page.
- $\cdot\,$ Activate the account by e-mail.
- Sign in.

Service fees and conditions:

Service fees:

• 463 44 SR

Terms of Service:

- The applicant's age must be 18 years and above.
- The visitors under 18, the parents must be added in the application
- The passport must be valid for at least another 6 months.
- (& ↓ Customer ▲ B services:

E-mail: info@mt.gov.sa Response Hours: 24 hours



• The verification code will be sent to your e-mail.

Enter personal information, passport information and health insurance.
Agree to the terms and conditions, pay the fee, and then the visa is

• Having a passport belonging to one of the 49 countries included in.

• Head to the home page again.

• More details of the service usage guide.

received.





Complaints and tourism reports



Field: Legal Affairs

Service Description

Application that you can submit your own tourism complaints or suggestions, report the violations, with the possibility of attaching images and locating the geographical location of the violations on Google Maps. You can also review the details of complaints and reports submissions.



Steps to Obtain the Service:

- · Visit the Ministry of Tourism website.
- · Choose the request type.
- Click on the Submit Request box.
- Fill in the request data, and then press (submit).
- You will receive a text message containing the request information.
- You can inquire about the created requests by clicking on (My requests).
- In the(My requests)box, all user requests are displayed by type of request (complaints, suggestions, reports).



Service fees and conditions:

Service fees:

No Fees

Terms of Service:

None







MINISTRY OF ISLAMIC AFFAIRS, DAWAH AND GUIDANCE



Geographical explorer of mosques.



Field: Islamic affairs

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Service Description

One of the most important applications implemented within the project to develop the geographic information system for mosques in the ministry, as it provides a huge amount of mosque information within a vital map that shows the locations of mosques, shows the locations of mosques on the map, shows mosque data and pictures, and also performs searches for a specific mosque through data it specifies. The user, and perform spatial searches through regions and governorates specified by the user.



Steps to Obtain the Service:

- Enter the electronic portal
- Choose a geographic information system for mosques



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No Terms.



E-mail: info@moia.gov.sa Response Hours: 08:00 AM - 06:00 PM Channels Service Delivery:





Inquiry about the publications of the Ministry of Islamic Affairs, dawa and Guidance



Field: Islamic affairs

Service Description

The service allows beneficiaries to view all books issued by the Ministry's Publications and Scientific Research Agency, which are published in approximately 47 languages around the world. The service also allows inquiring about a specific book with information about the name of the book or author, with the possibility of downloading an electronic copy of it.



Steps to Obtain the Service:

- · Enter the Ministry's electronic portal.
- From the list of electronic services, choose (Inquire about the Ministry's publications).
- Agree to the terms and conditions, Click on the "Move to Service" button.
- Enter one of the search criteria, then the verification code, then press the (Inquiry) button.



Service fees and conditions:

Service fees:

No fees

Terms of Service:

Agree to the terms of service by clicking on the button (I agree to the terms)







Zakat, Tax and Customs Authority

هيئة الزكاة والضريبة والجمارك Zakat, Tax and Customs Authority


Issuing a tax residence certificate

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

This service provides the issuance of residence certificates for individuals residing in the Kingdom of Saudi Arabia in accordance with the Saudi income tax system or agreements to avoid double taxation on income that the state concludes with the countries whose nationalities they hold in order to obtain exemption from income tax. This service also allows for a summary of the case of issuing the certificate and the result of the application.



Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link (zatca.gov.sa)
- Select "Zakat and Tax Services" Select "Tax Residence Certificate"
- Service request



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- Residence in the Kingdom of Saudi Arabia for more than 183 days.
- A valid passport.







Request to change the filing period for returns

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

This service allows the possibility of requesting to change the period for submitting returns, to be every quarter or monthly. To change the date for submitting a value-added tax return, obtaining the Authority's approval is required.

Steps to Obtain the Service:

Service Description

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Move to the Indirect Taxes tab Value Added Tax.
- Select "Request to change the period for submitting VAT returns"
- Fill out the form and submit the application.
- You will receive a notification that the request has been received.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

Submit all tax returns.



Website: www.zatca.gov.sa Phone Number: 19993 E-mail: info@zatca.gov.sa Response Hours: 24 hours Channels Service Delivery:





Edit contact information

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Public services

This service enables the user to change the email address and mobile number, as all messages received from the Authority will be directed to the modified contact information.



Steps to Obtain the Service:

- Log in to the electronic portal via the following link: (zatca.gov.sa)
- Go to "General Services"
- Select "Assigned Profile"
- Edit email address and mobile number
- Activate email through email authentication or receiving instant confirmation by mobile phone number.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• A valid and activated email address and mobile number.









Request to use the proportional deduction method for input tax

هيئة الزكاة والضريية والحمارك Zakat, Tax and Customs Authority



Field: Tax services

The default method is used to calculate the value of the input tax that is attributed to taxable and tax-exempt supplies for the purposes of determining the percentage of input tax that can be deducted, and this method may not be the most accurate in some cases, because it may give an inaccurate representation of the input tax that is attributed to supplies that are subject to value-added tax. This service enables the taxpayer to submit a request to obtain approval to use a method to calculate the relative discount other than the default method

Steps to Obtain the Service:

Service Description

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Transitional to "Indirect taxes (VAT)"
- · Select "Request to use proportional discount method for input tax"

- About purchasing the proposed method of discount method.
- The rate of added tax upon purchase.
- You will be notified of the authority's decision.
- Fill out the form and download the request letter that includes the reason for the request:
- Effective date from/to the current method of deducting the added tax rate

Service fees and conditions: Silu

Service fees:

No fees

Terms of Service:

- Reason for request
- The proposed method for deducting input tax and its percentage.
- Evidence supporting the accuracy of the proposed method of deducting input tax.









Change of accounting basis

Service Description

هيئة الزكاة والضريية والحمارك Zakat, Tax and Customs Authority



Domain: Tax services

This service aims to transfer taxpayers from the invoice basis to the cash basis, in accordance with the executive regulations for value added tax.



Steps to Obtain the Service:

- Communicate with the call center.
- Raising a ticket requesting a change in the accounting basis.
- · An email will be sent to the person assigned to accept or reject the request.



Service fees and conditions:

Service fees:

No fees

Terms of Service:

- Registration for VAT.
- Total revenues subject to value-added tax in a calendar year.



Website: www.zatca.gov.sa Phone Number: 19993





Request to amend the effective date of value added tax

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

This service enables taxpayers to change the effective date of VAT registration (opening returns retroactively) to recover tax due for previous periods.

Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: (zotac.gov.sa)
- · Move to the indirect taxes tab value added tax -
- · Select "Request to amend the VAT saving date"
- Fill out the necessary data/forms and attach the required documents.
- Submit the request.

Service Description

• You will receive notification of acceptance, rejection or cancellation of the order.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

Registration for VAT









Real estate registration request

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

This service enables you to register your property in the real estate transaction tax before completing the real estate emptying process or documenting the contract. The service provides knowledge of the extent to which the property you want to sell is subject to the tax, with the possibility of issuing a payment invoice for the amount of the tax due.

Steps to Obtain the Service:

- · Access the Authority's website via the following link: zatca.gov.sa
- Choose electronic services, then "Zakat, tax and customs services"
- Select the property disposal tax, then request property registration.
- Registering the seller's data, the instrument number, and agreeing to the terms and conditions.
- Enter the verification code sent to your mobile phone.

- Confirm data.
- $\boldsymbol{\cdot}$ Select the drug type and description from the drop-down list.
- $\boldsymbol{\cdot}$ When the property is subject to tax, a payment invoice is issued.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

Seller data and instrument or contract information







Cancel the property registration request

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Service Description

Field: Tax services

When canceling the sale process or submitting incorrect data before clearing the property or documenting the contract, through this service you can cancel the request to register the property in the real estate transaction tax service, and recover the tax amount if paid in advance.



Steps to Obtain the Service:

- · Access the Authority's website via the following link: zatca.gov.sa
- Select electronic services, then "Zakat, tax and customs services"
- Choose the real estate transaction tax, then request a property registration.
- After logging in to your account, choose View Real Estate Transactions, then select Cancel Request, adding the reason for cancellation, then click Submit.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- The order number sent to the mobile phone.
- Failure to empty the instrument or document the contract.



Website: www.zatca.gov.sa Phone Number: 19993







Verifying the property registration application

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

This service enables the taxpayer to check the status of the registration request in the real estate transaction tax service, know the status of the property being subject to tax, and the status of payment.



Steps to Obtain the Service:

Service Description

- Enter the order number sent to your mobile phone.
- Add the verification code sent to the main seller's mobile phone.
- Know the status of the request.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

- The order number sent to the mobile phone.
- Verification code sent to the main seller's mobile phone.



Website: www.zatca.gov.sa Phone Number: 19993







Deposit and exchange notes

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Zakat and tax services

It is an electronic service to facilitate the filing of taxpayer contracts concluded with other entities, whether they are "expenditure or revenue" contracts. The service also provides the ability to update and cancel contracts, as well as view notifications and tasks.



Steps to Obtain the Service:

- Access the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to the General Services tab.
- Select the "Contracts Service" icon
- Register the contract and complete the necessary steps.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

Include all details related to the contract and attach the necessary

attachments







هيئة الزكاة والضريبة والجمارك Zakat, Tax and Customs Authority



Field: Tax services

This service allows organizations to authorize accounting offices and service providers that deal with them to complete their procedures and transactions automatically, in addition to the possibility of authorizing more than one accounting office for specific services, specifying the duration of the authorization.

Steps to Obtain the Service:

Service Description

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- · Choose the "Fawd" service
- Choose "accounting office or service provider" and select "the services you want to delegate"
- I- The unique number of the accounting office
- 2- Specify the authorization period

- To complete the authorization process, the service provider's approval is required to log in to his account on the Authority's portal and accept the authorization request. The request status is "Pending"
- You will receive notification of acceptance or rejection from the accounting office.



Zakat, Tax and Customs Authority - Customs Services

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

Service Description

Registration in customs services and you can benefit from the following services:

Inquire about the customs declaration / print a customs or statistical statement / review the value-added tax and excise tax report / view a report of all differences in customs duties owed on it / inquire about letters of clearance of restricted goods, their conditions, and the remaining balance for each item in the letter / inquire about customs cards / obtain A report detailing the incoming and outgoing customs data.



Steps to Obtain the Service:

Access the Authority's electronic portal via the following link: (zatca.gov.sa)

• Registration in customs services.



Service fees and conditions:

Service fees:

• There are fees for some reports upon request.

Terms of Service:

 An importer must have a pre-existing number to register for customs services.

entrices:

Website: www.zatca.gov.sa Phone Number: 19993







هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Zakat service

An electronic service provided by the Zakat, Tax and Customs Authority that enables individuals to perform the zakat obligation in an easy and reliable manner by creating electronic payment channels available on the platform to deliver it to those entitled to it at the Social Security Agency.

Steps to Obtain the Service:

Service Description

- Access the main page of the zakaty platform via the following link: (https:// zakaty.gov.sa)
- Choose to log in (to fully benefit from the services provided).
- Choose the items for which you want to pay zakat on the zakat calculator page.
- Go to the payment page and choose the appropriate payment method.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No Terms.







Request a declaratory decision

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Service Description

Field: Tax services

This service can be used to submit requests for declaratory decisions to request an opinion from the Authority on dividing the texts of the tax laws and regulations applied in the Kingdom and the mechanism for applying them to transactions related to the activity of which the request was submitted, in accordance with the conditions and controls stipulated in the guideline for declaratory decisions.

Steps to Obtain the Service:

- \cdot Access the Authority's electronic portal via the following link: (zotca.gov.sa)
- Moving to indirect taxes "Value Added Tax".
- Choose the "Explanatory Decision" request icon and create a new request.
- Fill out the explanatory decision form, and the representative authorization form if the request is submitted by an agent or representative.
- · Submit the necessary supporting documents.

Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- Fill out all required forms, and attach all necessary supporting documents
- The issue concerned with the declaratory decision request is not covered in the quidelines and publications provided by the Authority.
- Follow all controls and instructions contained in the guideline for requests for declaratory decisions published on the Authority's website.

Submit the application and receive notification of application submission

If the applicant for the declaratory decision is not registered with the

Authority, the necessary forms and all documents are sent via email

(policy-ruling@zatca.gov.sa)



Website: www.zatca.gov.sa Phone Number: 19993 E-mail: info@zatca.gov.sa Response Hours: 24 hours Channels Service Delivery:





Registration for internal tax

Service Description

هيئة الزكاة والضريية والحمارك Zakat, Tax and Customs Authority



Field: Tax services

Income tax is applied to every natural or legal person who carries out an activity in the Kingdom in accordance with what is stated in the income tax system, a non-resident who achieves an exit from a source in the Kingdom, resident capital companies on the shares of resident funds on the shares of non-Saudi partners, and expatriate persons in the production of oil and materials, Hydrocarbon,

Steps to Obtain the Service:

Steps to Obtain the Service:	
 Register the establishment with the Ministry of Commerce A unique number (TIN) will be generated. Go to the Authority's electronic portal to complete the initial registration. Immediately after the completion of the process, you will be automatically registered in income tax services. Complete the registration with the Ministry of Commerce. 	 You will receive an SMS or email containing your login information To the electronic portal of the Zakat, Tax and Customs Authority. Log in to the electronic portal, go to (Zakat and Income Tax) Complete the first requirement after logging in, which is the Zakat/ Income Tax Registration Form, and you will receive a notification when students complete it.



Service fees and conditions:

Service fees:

No fees

Terms of Service:

· Register the establishment with the Ministry of Commerce









Submit an income tax return

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Service Description

Field: Tax services

The service allows you to submit income tax returns for a specific financial period (including transaction pricing models). Your declaration will be available for submission on the specified date through the electronic portal of the Zakat and Customs Tax Authority.

Steps to Obtain the Service:

- Enter the Authority's electronic portal at the following link: (zatca.gov.sa)
- Select "Declarations"
- Fill out and submit the declaration of your facility's financial statements.
- You will receive a notification of the bill amount via SMS and email.
- Payments can be made via SADAD system.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- Verify registration data
- $\boldsymbol{\cdot}\,$ Ensure that the type of declaration and the date of the financial period are
- correct.



Website: www.zatca.gov.sa Phone Number: 19993 E-mail: info@zatca.gov.sa Response Hours: 24 hours Channels Service Delivery:

· Financial data for your facility.

Transaction pricing model.





هيئة الزكاة والضريبة والجمارك Zakat, Tax and Customs Authority



Service Description

Field: Zakat and tax services

After submitting or amending the declaration, and in the event of fines or penalties, a "Sadad" invoice will be generated containing the invoice number and the amount due, and the taxpayer can pay all types of taxes paid, either through electronic banking services, or through an ATM.



Steps to Obtain the Service:

- Receive a payment invoice.
- Pay through online banking or ATM.
- Payments can be made via SADAD system.
- You will receive payment notification via SMS and email.

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Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

- Paying the amounts due on the "Sadad" invoice number
- · A completed declaration of zakat and taxes.
- Pay the amounts due on the SADAD invoice number to receive proof of payment.



Website: www.zatca.gov.sa Phone Number: 19993







Verification of the VAT registration certificate

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

An electronic service that allows the general public and authorities to verify that the beneficiary has registered for value-added tax and obtained a registration certificate



Steps to Obtain the Service:

Service Description

- Access the Authority's electronic portal via the following link: (zatca.gov.sa)
- From the list of electronic services, choose the "Verify" service.
- Choose the service "Verify VAT registration certificate"
- Enter the required data, and press the "Search" button
- · The certificate information will appear if it exists



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• Tax number or commercial registration number.







Verifying the validity of the zakat certificate

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Zakat services

An electronic service that aims to provide the possibility of verifying the validity of the Zakat certificate issued to the facility.



Steps to Obtain the Service:

Service Description

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to the "Electronic Services" tab
- Select Verify Zakat Certificate.
- Enter search data to verify the certificate issued to the facility
- The certificate status will appear on your screen



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• Commercial registration number, company number, identity number, license number, token number, or certificate number.









Report a violation of the value-added tax application

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

The service allows reporting a case of tax evasion or manipulation by the merchant or service provider, for example: the tax number is incorrect, the collection of a tax by a person not registered in the tax, or the calculation of a tax of less than 15%.

Steps to Obtain the Service:

Service Description

- Access the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to the "Submit a Report" icon
- Choose the report classification, and complete the steps to obtain the required service.
- Review the information and submit the form.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

· Description of the violation and adding the document, if any, "Invoice -

Contract"







Cancellation of VAT registration.

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Service Description

Field: Tax services

This service allows you to cancel the registration of your facility for VAT when you are eligible to do so. This may mean that you have stopped carrying out an economic activity, or the value of your revenues does not exceed the mandatory registration limit, or the lack of legal status for your establishment, or any of the other cases according to the system.



Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to indirect taxes "Value Added Tax"
- Choose "Stop registration" for VAT
- Send the application after agreeing to the terms
- You will receive a notification after canceling your VAT account



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No Terms.







Request a review of value added tax

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

Steps to Obtain the Service:

Service Description

· Log in to the Authority's electronic portal via the following link: zatca.gov.sa

This service provides the submission of an objection (review) request on value-added invoices.

- · Go to Indirect Taxes "Value Added Tax"
- Choose "Value Added Tax Review Request"
- Fill out the form and specify the reason for the review.
- The guarantee will appear automatically, choose a bank or cash guarantee, then submit the application.
- You will receive a notification of receipt of the review request, including the reference number.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- Explaining the reasons for the objection, attaching supporting documents,
- and paying the cash guarantee Or provide a bank guarantee



Website: www.zatca.gov.sa Phone Number: 19993







Submit a withholding tax return

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

If you are a resident making payments to a non-resident in the Kingdom of Saudi Arabia, you must impose withholding tax on the amounts paid to the non-resident according to the applicable rates. This service allows you to submit declarations on the amounts.

Steps to Obtain the Service:

Service Description

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- · Choose the declarations service.
- Go to the Declarations tab, choose "View Declarations," then "Monthly Withholding Tax"
- · Create the return you want to submit: a new month's withholding tax return
- Read the information before filling it out

- Submit a withholding tax return form
- Agree to acknowledge the validity and accuracy of the data provided, and click the "Submit" button.
- You will receive an acknowledgment of receipt and an invoice.

Service fees:

• No fees.

Terms of Service:

- · You must be previously registered on the Authority's electronic portal.
- Service data contractor

Service fees and conditions:

· International Account Identifier Number (IBAN).



Website: www.zatca.gov.sa Phone Number: 19993







Amending the withholding tax return (individuals and establishments)

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

Service Description

This service allows you to submit a request to amend the returns related to the withholding tax after submitting them.

Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: zatca.gov.sa
- Select the individuals you want to edit, and then click on the edit icon.
- Amend the declaration with new data.
- Submit the amended return.
- · You will receive a message that the submission was successful.
- After submission: it will be done



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• A previously submitted withholding declaration is required.







Modify password

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: public services

Through this service, the login password can be changed through the Authority's electronic portal after passing authentication through the activation code (otp) sent to the login number.

Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: zotca.gov.sa
- Choose the declaration you want to amend, and then click on the edit icon.
- Edit the declaration with new data.
- File the amended return.
- You will receive a message that the submission was successful.
- After submission: The taxpayer will be notified via email.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No Terms.



Website: www.zatca.gov.sa Phone Number: 19993





Request a mutual agreement

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: public services

Clarifying the procedures through which taxpayers can request assistance from the Authority to resolve disputes arising from the imposition of a tax in violation of the provisions of double taxation agreements.

Steps to Obtain the Service:

- Send a completed application to the email address for the Mutual Agreement Procedure (MAP@zatca.gov.sa)
- If the application is incomplete, you will receive a message explaining the missing information and documents that must be submitted.
- When the order is completed, you will receive a message confirming that the order has been accepted.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No Terms.







Modify registration data

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: public services

Through this service, amendments can be made to the data in the Authority's electronic portal, including shareholders' data and financial data.

Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to General Services, then choose the "Update/Stop Registration" tab.
- Select View/Edit Details
- Select the data you wish to modify and attach the documents.
- Submit the order.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No Terms.



Website: www.zatca.gov.sa Phone Number: 19993







Request a mutual agreement

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: public services

Clarifying the procedures through which taxpayers can request assistance from the Authority to resolve disputes arising from the imposition of a tax in violation of the provisions of double taxation agreements.

Steps to Obtain the Service:

- Send a completed application to the email address for the Mutual Agreement Procedure (MAP@zatca.gov.sa)
- If the application is incomplete, you will receive a message explaining the missing information and documents that must be submitted.
- When the order is completed, you will receive a message confirming that the order has been accepted.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No Terms.







General inquiries and complaints

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: public services

This service allows you to submit your inquiries about all the services of the Zakat, Tax and Customs Authority, in addition to submitting complaints and observations, and having them answered by the Authority's specialists and experts, through a number of communication channels available to serve you.



Steps to Obtain the Service:

- · Access the Authority's website via the following link: (zatca.gov.sa)
- · Choose (contact us)

Service Description

- Choose the specified icon as requested: "Submission/Complaint/Request/ Inquiry"
- Fill in the required data.
- After filling out the information, send the application.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No Terms.







Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: public services

If your establishment is no longer eligible to pay zakat or taxes in the Kingdom, this service allows you to cancel the registration of the distinguished number. This matter relates to canceling the registration of zakat and all other types of taxes, which means that you have stopped carrying out any economic activity or ceased to exist as a legal entity.



Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to "General Services"
- Select the "Update/Stop Recording" icon
- Select the "Stop Premium Number" service
- Specify the reason for canceling the registration
- Complete filling out the form



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- Cancel registration for indirect taxes, if any
- · Specify the reasons for canceling the unique number and attach proof of

this.



Website: www.zatca.gov.sa Phone Number: 19993 E-mail: info@zatca.gov.sa Response Hours: 24 hours



• You will be notified when the special number is stopped.







Cancel branch registration

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: public services

If your establishment has branches registered under one distinct number, this service allows you to submit a request to cancel any branch on the Authority's electronic portal.



Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to "General Services"
- Select the "Update/Stop Recording" icon
- Select the "Stop a branch" icon, then choose the branch you want to close/ cancel.
- Fill out the form, attach supporting documents, then submit the application.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

- There are no existing obligations with the Authority
- · Attach proof of stopping the branch



Website: www.zatca.gov.sa Phone Number: 19993







Request to escalate the objection to the General Secretariat of Tax Committees

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: public services

When your objection is rejected by the Zakat Tax and Customs Authority, you can file an objection to the Adjudication Committee through the General Secretariat of the Zakat, Tax and Customs Committees.

Steps to Obtain the Service:

Service Description

- Register a new case through the electronic portal of the General Secretariat of Tax Committees (Hayad) via the following link: General Secretariat of Tax Committees (gstc.gov.sa)
- · Fill in the required data and information
- You will receive a text message and an email upon completion of the application stating the case reference number



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• Submit the required data and documents



Website: www.zatca.gov.sa Phone Number: 19993







Request to escalate the objection to the General Secretariat of Tax Committees

هيئة الزكاة والضريية والحمارك Zakat, Tax and Customs Authority



Field: public services

When your objection is rejected by the Zakat Tax and Customs Authority, you can file an objection to the Adjudication Committee through the General Secretariat of the Zakat, Tax and Customs Committees.

Steps to Obtain the Service:

Service Description

- Register a new case through the electronic portal of the General Secretariat of Tax Committees (Hayad) via the following link: General Secretariat of Tax Committees (gstc.gov.sa)
- · Fill in the required data and information
- · You will receive a text message and an email upon completion of the application stating the case reference number

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Service fees and conditions:

Service fees:

No fees.

Terms of Service:

Submit the required data and documents







Request payment in installments

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

This service allows you to request payment in installments, in cases where you face difficulties in paying the due amounts in full.

Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Move to the direct taxes tab for zakat/income tax.
- Choose the Zakat/Income Tax installment icon.
- Choose a new application, then fill out the application and complete the steps to submit the application and pay the advance payment for the installment request.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- Submit an application through the Authority's electronic portal
- · Pay the down payment for the installment request.
- Bank statement for the last 3 months
- Customer Customer services:

Website: www.zatca.gov.sa Phone Number: 19993 E-mail: info@zatca.gov.sa Response Hours: 24 hours Channels Service Delivery:

Clarifying the justifications for requesting installments

• Pay the full amount of other due amounts.

Submit all due declarations.

· If approved, you will receive a notification of the installment plan





Request a release from a contract

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

If you cannot obtain the certificate due to objection or exception procedures or any other reason, this service provides you with a contract release used in specific contracts.



Steps to Obtain the Service:

Log in to the electronic portal via the following link: (zatca.gov.sa)
Move to the Zakat, Tax and Customs tab
Move to the contract release form request
Select New Request
Fill in the required data
In the event of approval and payment, you will receive a notification of the



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

- A copy of the contract or purchase order
- Payment of due receivables









Objection request

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

Service Description

This service provides the submission of an objection request to the re-evaluated declaration.

Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- · Moving to zakat and tax services.
- Move to the icon (Zakat/Income Tax Objections)
- Choose New Request, then Request an Objection to a Declaration.
- Fill out the application form.
- You will receive two SMS messages and an email when you submit your



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- Submit an application through the Authority's electronic portal
- Pay undisputed amounts in full before objection.
- Explaining the reasons for objection.



Website: www.zatca.gov.sa Phone Number: 19993 E-mail: info@zatca.gov.sa Response Hours: 24 hours

objection.






Request to amend the income tax return

هيئة الزكاة والضريية والحمارك Zakat, Tax and Customs Authority



Field: Tax services

• You will receive a notification of receipt of the medicine via SMS and email.

This service allows you to submit a request to amend income tax returns after submitting them

Steps to Obtain the Service:

Service Description

- Modify access to the Authority's electronic portal via the following link: (zatca. gov.sa)
- Move to the zakat and tax services tab
- Choose the declarations service
- · Select the declaration you want to amend
- Amend and submit the return



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- Reasons for modification
- Attach documents









Request to reduce down payments

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

This service allows submitting a request to reduce the value of the second and third accelerated payments in proportion to the decrease in revenues, if the Authority is provided with proof of a decrease in income in the tax year compared to the income of the previous year by no less than (30%).



Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to the Zakat and Income Tax tab
- Go to Request Down Payment Reduction.
- Fill out the application form
- You will receive notification of the application being used via text messages and mail Electronic



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• Documents proving a decrease in the previous year's revenues by no less

than 30%.

 $\boldsymbol{\cdot}$ Attach the audited financial statements for the previous year and the



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The current draft and trial balance for the previous year and the current

year and an estimate of the expected revenues until the end of the current

financial statements for the year

year





Registration for VAT (establishments)

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

This service provides registration of "establishments" subject to VAT, and after registration, an account number will be allocated for VAT.



Steps to Obtain the Service:

Service Description

- Log in to the electronic portal via the following link: (zatca.gov.sa)
- Go to the General Services tab
- Go to the VAT registration sign.
- You will receive a tax certificate notification when the application is completed.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• Annual revenues reach the mandatory or optional registration threshold.









Submit a value added tax return

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

Persons subject to VAT must submit their tax returns and disclose all transactions related to taxable sales and purchases. This service allows the submission of returns related to VAT.

Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to the Indirect Taxes Value Added Tax tab
- Go to tax returns
- Select the declaration you want to submit
- · Submit a value-added tax declaration form.
- Sales subject to the basic rate.

- Purchases subject to the basic rate.
- Submit the application and you will receive notification of receipt of the acknowledgment and the invoice amount via SMS and email.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

- Total sales data.
- Data on total purchases.



Website: www.zatca.gov.sa Phone Number: 19993 E-mail: info@zatca.gov.sa Response Hours: 24 hours Channels Service Delivery:





Registering individuals for value added tax

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

This service concerns individuals who engage in economic activity in the Kingdom, and when registering for the service, a value-added tax account number will be created.



Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to electronic services

Service Description

- Choose the service for registering individuals for value added tax.
- Fill out the registration form.
- You will receive a notification and a value-added tax certificate when the order is completed.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No Terms.



Website: www.zatca.gov.sa Phone Number: 19993





Request a VAT payment plan in installments

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

Steps t

Steps to Obtain the Service:

Service Description

• Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)

This service allows you to pay instalments, in cases where you face difficulties in paying the amounts owed

- Go to the Indirect Taxes Value Added Tax tab.
- Choose the VAT installment icon.
- Choose a new order, then fill out the application and complete the steps to deliver the order
- If approved, you will receive a notification of the installment plan



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- Submit an application through the Authority's electronic portal.
- Bank statement for the last 3 months
- Clarifying the justifications for requesting installments



Website: www.zatca.gov.sa Phone Number: 19993 E-mail: info@zatca.gov.sa Response Hours: 24 hours



Submit all due declarations

· Payment of all other amounts due





Amending the value added tax return

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

If there is a need to amend the tax return, the taxpayer can benefit from this service to make an amendment to the previously submitted return.

Steps to Obtain the Service:

Service Description

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Login to electronic services.

Service fees and conditions:

- Select VAT.
- Go to tax returns.
- Choose the submit/view returns icon.
- $\boldsymbol{\cdot}$ Select the declaration you want to amend, then submit the request.

 You will receive a notification of receipt of the acknowledgment and the invoice amount.

Service fees:

• No fees.

Terms of Service:

- Reasons for modification
- Attach the document









هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Service Description

Field: Tax services

The process of two or more resident legal persons coming together for the purposes of VAT registration. Upon the Authority's approval of the group registration request, the group is treated as one person for VAT purposes, without prejudice to the joint liability of each of the group members. This service provides establishments with an advantage. Register as a group through the Authority's electronic portal.

the date of approval

• Other group members:

• Tax registration number, if any,

Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to the indirect taxes tab.
- Select VAT

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- · Choose to request registration/deregistration of a group in VAT
- · Fill out the form and upload the documents
- You will receive a notification when the order is completed.

Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

- Group representative:
- Information on sales or purchases that are eligible to pay VAT at the group level.
- The tax group shall be established as of the first day of the month following

Customer

Website: www.zatca.gov.sa Phone Number: 19993 E-mail: info@zatca.gov.sa Response Hours: 24 hours Channels Service Delivery:

Information on sales or purchases to which VAT applies.
Evidence of association with group membership.

The Authority shall apply for registration or any later date it specifies.





Request a VAT refund

هيئة الزكاة والضريبة والجمارك Zakat, Tax and Customs Authority



Field: Tax services

Service Description

This service allows you to request a refund of VAT credit balances



Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to Indirect taxes (VAT)
- Select the "VAT Refund" icon
- Create a refund request
- You will receive a notification that your application has been received, and we will inform you of the decision after completing the application.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

- Having a credit balance.
- IBAN bank account number







Modify VAT registration details

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services



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Steps to Obtain the Service:

• Log in to the CDC's electronic portal via the following link: (zatca.gov.sa)

Through this service, you can make amendments to the VAT registration details, including financial data

- Go to the Indirect Taxes (Value Added Tax) tab.
- · Choose the icon to view/edit VAT registration details.
- Select the data you wish to modify and attach the documents.
- You will receive a notification that your application has been received, and we will inform you of the decision after completing the submission Your order

Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• Submit a request to amend the registration, stating the reasons









Request to reprint the value added tax certificate.

This self-service allows you to reprint the VAT certificate

هيئة الزكاة والضريية والحمارك Zakat, Tax and Customs Authority



Field: Tax services



Service Description

- Register on the electronic portal via the following link: (zatca.gov.sa)
- Go to Indirect taxes (VAT)
- · Click on the reprint certificate icon
- · An electronic copy of the certificate will be downloaded for you to print.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

· Complete VAT registration



E-mail: info@zatca.gov.sa Response Hours: 24 hours





Branch

Request to object to a fine

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

If the taxpayer believes that the fines imposed are incorrect, he or she can submit an objection request through this service.

Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to the Indirect Taxes Value Added Tax tab.
- Choose the VAT review request icon.
- Fill out a VAT audit request form, then specify the reason for the fines.
- You will receive an SMS and an email when you submit your objection.

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Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

- Reason for objection (the taxpayer is fully responsible for submitting to
- the Authority the additional documents required of him within the specified period)
- Submitting the bank/cash guarantee indicated in the objection request.



Website: www.zatca.gov.sa Phone Number: 19993 E-mail: info@zatca.gov.sa Response Hours: 24 hours



• It is not required to submit a bank guarantee if the objection is to the

A guarantee (bank/cash) is provided only to object to fines related to the

fines stipulated by the system in fixed amounts.

tax return





Cancellation of VAT registration

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Service Description

Field: Tax services

This service allows you to cancel the registration of your facility for VAT when you are eligible to do so. This may mean that you have stopped carrying out an economic activity, or the value of your revenues does not exceed the mandatory registration limit, or the lack of legal status for your establishment, or any of the other cases according to the system.



Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to indirect taxes (VAT)
- · Choose "Stop registration" for VAT
- Fill out the form and attach supporting documents
- · Send the application after agreeing to the terms
- You will receive a notification after canceling your VAT account



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

 \cdot The reason for canceling the registration if it is not related to the required

limit

Necessary proof documents



Website: www.zatca.gov.sa Phone Number: 19993







هيئة الزكاة والضريية والحمارك Zakat, Tax and Customs Authority



Service Description

Field: Tax services

The selective method is imposed on goods that have negative effects on public health or evidence in varying proportions, and includes soft drinks, energy drinks, sweetened drinks, electronic smoking devices and tools and the like, liquids used in those electronic devices and the like, and accessories and their derivatives. This service provides you with the ability to register. For excise tax purposes.

Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to the excise tax registration sign
- · Submit the application and fill out the forms
- You will receive a notification when the order is completed.



Service fees and conditions:

Service fees:

No fees

Terms of Service:

- · Register the establishment with the Ministry of Commerce.
- Registration with the Zakat, Tax and Customs Authority.



Website: www.zatca.gov.sa Phone Number: 19993









Cancellation of a tax warehouse license

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

A tax warehouse is a designated physical space, in which the licensor allows the production, storage, receipt, possession, receipt or dispatch of goods subject to the selective method in a tax suspension situation in the course of carrying out his business. This service allows you to cancel the license of an Arab warehouse by the Authority.



Steps to Obtain the Service:

Service Description

- Log in to the electronic portal via the following link:
- · Go to indirect taxes selective goods tax.
- Choose the Register/Browse Warehouses icon.
- Warehouse license cancellation notice
- Select the warehouse you want to cancel.
- Fill out the required form and submit it



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

- · Cancellation of the commercial register
- There are no amounts due to be paid
- Stopping, producing or changing the tax warehouse





• You will receive an email notification when the order is completed





Research and survey indicative prices for selective goods

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

A service that provides the user with knowledge of the items and items to which the Excise Goods Tax is applied, in addition to knowing the indicative prices of the items.



Steps to Obtain the Service:

Service Description

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Choose electronic services, then zakat, tax, and customs services.
- Select Tax Services and then choose Excise Goods Tax.
- Choose the search service and view the indicative prices for selective goods.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No Terms.







Cancellation of registration for excise goods tax

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

If the establishment stops participating in the production or distribution of goods subject to excise tax, this service allows the taxpayer to notify the Authority that he will not be required to pay the excise tax after the Authority's system.

Steps to Obtain the Service:

Service Description

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to indirect taxes selective goods tax.
- Choose the icon to stop excise goods tax registration
- Fill out the required form and submit the application.
- You will receive a notification when your excise tax registration is canceled from the system Authority

Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

Documents proving cessation of participation in the production or

distribution of goods subject to excise tax.

Cancellation of the warehouse license



Website: www.zatca.gov.sa Phone Number: 19993







Tax warehouse license

Service Description

هيئة الزكاة والضريبة والجمارك Zakat, Tax and Customs Authority



Field: Tax services

A tax warehouse is a specific physical space in which the licensee is allowed to produce, store, receive, possess, receive or send goods subject to excise tax in a tax suspension situation in the course of practicing his work. This service allows obtaining a tax warehouse license from the Authority.

Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to the indirect taxes tab selective goods tax
- Choose the Register/Browse Warehouses icon
- · Then choose to request a new warehouse license
- Fill out the required form.
- Submitting the original bank guarantee to one of the Authority's branches

Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- Registration for excise tax.
- Bank guarantee (at least 5% of selective goods stored/sold in one month)
- · Determine whether the tax warehouse to be licensed will be used to produce

or store selective goods.

• The type of selective goods to be received or kept under the tax warehouse license.

• Information related to the location of the warehouse to be licensed.

• You will receive an email notification when the order is completed.

Determine whether the tax warehouse to be licensed will be used to produce or store selective goods.



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Website: www.zatca.gov.sa Phone Number: 19993 E-mail: info@zatca.gov.sa Response Hours: 24 hours Channels Service Delivery: The Authority's electronic portal



Submit an excise goods tax declaration

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

Service Description

This service allows submitting declarations related to the selective goods tax



Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to zakat and tax services
- · Choose the declarations icon for excise goods tax
- Fill out the declaration based on the excise goods released during the tax period and submit it.
- You will receive a notification of the bill amount via text messages and email.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

- Disclosure of selective goods offered for consumption
- Obtaining a tax warehouse license.







Approval of the transitional phase

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Tax services

It is a service that enables holders of excise goods to submit a declaration of the goods subject to excise tax when excise tax legislation comes into effect or is amended, or any other regulations are enacted or amended, or any decisions are issued, leading to expanding the scope of excise tax application.

• Payment of the excise tax due.



Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Go to the General Services tab.
- · Choose the excise tax transitional decision icon.
- Submitting the transitional decision for the excise tax
- Fill out the required form.
- Submit the form after filling it out.



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• The excise goods must not be subject to customs duty suspension, or excise

tax suspension, and are not owned by a government entity and must be

designated For commercial purposes



Website: www.zatca.gov.sa Phone Number: 19993







Register on the Fasah platform (personal)

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

Service Description

Register on the Fasah platform to import and export, and you can benefit from the following services:

Adding an importer's number at a new port / searching for details of clearance letters / inquiring about the customs number of the importer or exporter / inquiring about the results of samples / discrepancies follow-up report / printing the customs declaration / Electronic authorization for the bailiff / acknowledg-ment of non-action / inquiring about fines



Steps to Obtain the Service:

- Log in to the Fasah platform
- Registering the importer's data on the platform using the residence number or passport number
- The importer number is activated after verifying the data entered in the registration



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

Having a residence number or passport









Registration on the Fasah platform (commercial)

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

Service Description

Register on the Fasah platform to import and export, and you can benefit from the following services:

Adding an importer's number at a new port / searching for details of clearance letters / inquiring about the customs number of the importer or exporter / inquiring about the results of samples / discrepancies follow-up report / printing the customs declaration / Electronic authorization for the bailiff / acknowledg-ment of non-action / inquiring about fines



Steps to Obtain the Service:

- Log in to the Fasah platform
- Registering company data on the Fasah platform
- The importer number is activated immediately after verification by the Ministry of Commerce



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- Having a commercial register
- The applicant must be a manager, owner, or accountant



Website: www.zatca.gov.sa Phone Number: 19993







Postponing the collection of customs duties

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

The service enables importers to submit a request to postpone payment of customs duties for a period of (30) days in order to stimulate the private sector and enable them to continue their business.

Steps to Obtain the Service:

Service Description

- Log in to the Authority's electronic portal via the following link:: (zatca.gov.sa)
- Choose the required service (postponing the collection of fees with a bank guarantee) or (postponing the collection of fees with a documentary commitment)
- Agree to the terms and conditions and fill out the required fields



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

- · Bank statement for the last 3 months
- · Submit all due declarations
- · Payment of all other amounts due

• Providing a bank guarantee. Based on the result of studying the application, a documentary pledge or bank guarantee will be requested.



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Print export report

هيئة الزكاة والضريبة والجمارك Zakat, Tax and Customs Authority



Field: Customs services

Service Description

This service provides the beneficiary with a report detailing the details of his issued customs data

Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link:(zatca.gov.sa)
- Choose the required service from the list of available services
- · Determine the inputs required for the report
- · Request the report and then an invoice will be issued for the report fees
- Pay the bill and get the report



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

Registration in the Authority's electronic portal



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Print the import report

هيئة الزكاة والضريبة والجمارك Zakat, Tax and Customs Authority



Field: Customs services

Service Description

This service provides the beneficiary with a report detailing the details of his incoming customs data

Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link:(zatca.gov.sa)
- Choose the required service from the list of available services
- Determine the inputs required for the report
- · Request the report and then an invoice will be issued for the report fees
- Pay the bill and get the report



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

Registration in the Authority's electronic portal







Letter of no imports or exports

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

Enabling companies and institutions that are not registered on the Authority's portal to obtain a letter of no imports or exports

Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Specifying the required inputs for the report (commercial registration number, report type imports or exports, specifying the period)
- Request letter
- View the letter



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• Having a commercial register









Inquire about details of transactions linked to insurance

هيئة الزكاة والضريبة والجمارك Zakat, Tax and Customs Authority



Field: Customs services

Enabling importers and exporters to obtain a report detailing transactions linked to insurance

Service Description



Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Choose the required service from the list of available services
- Determine the inputs required for the report
- · Request the report and then an invoice will be issued for the report fees
- Pay the bill and get the report



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

Registration in the Authority's electronic portal



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Inquire about the details of the exemption decision

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

Among the services for querying industrial exemption, importing machinery, equipment and materials is the service of obtaining a detailed report of the quantities discounted and remaining for industrial exemption decisions.

Steps to Obtain the Service:

Service Description

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- · Choose the required service from the list of available services
- · Determine the inputs required for the report
- · Request the report and then an invoice will be issued for the report fees
- Pay the bill and get the report



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

Registration in the Authority's electronic portal









Inquiry about the details of the tariff items in an exemption decision

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

Service Description

Among the services for inquiring about exemptions, such as: (industrial exemption), which allows obtaining a report on the tariff items for the type of exemption.

Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- · Choose the required service from the list of available services
- Determine the inputs required for the report
- Request the report and then an invoice will be issued for the report fees



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

Registration in the Authority's electronic portal









Authorization of a customs broker

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

This service provides the importer and exporter, the trader or individual, with the authorization of one of the customs brokers at the customs port where customs transactions are to be conducted, so that his representative can follow up and complete these customs procedures. The authorization is specified for import only, export only, or both. The importer and the merchant exporter specify the authority to use the broker for the authorization for one time or Several times, while the individual's authority to authorize is limited to one time only.

Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Log in to the Fasah platform
- Enter the service page on the platform
- Fill in the fields
- Create a mandate



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- An active account on the Fasah platform
- · Customs broker license number
- Duration of authorization



Website: www.zatca.gov.sa Phone Number: 19993





Inquire about customs issues

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

This service provides you with information about customs issues, and is considered part of customs clearance services

Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- sign in
- Fill in the fields
- Enter the verification code



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

- Control report number
- Identity number or commercial register



Website: www.zatca.gov.sa Phone Number: 19993







Search for customs duties

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

This service provides the beneficiary with searching customs duties by browsing them or by customs item number, description, chapter, or section.



Steps to Obtain the Service:

- Enter the customs duties search page
- Search by: a word, main clause, or HS code, or review sections, chapters, and customs tariffs



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No Terms.



Website: www.zatca.gov.sa Phone Number: 19993







Objection request

هيئة الزكاة والضريية والحمارك Zakat, Tax and Customs Authority



Field: Customs services

This service provides the submission of an objection request to collection decisions, fines, and rejected recovery requests. This service is considered part of customs clearance services.



Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- electronic services

Service Description

- the customs
- Customs objections

Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

- · An objection memorandum explaining the reasons for the objection
- Documents supporting the objection



E-mail: info@zatca.gov.sa Response Hours: 24 hours Channels Service Delivery:





splinting policies (transferring ownership of goods from one importer to another)

هيئة الزكاة والضريية والحمارك Zakat, Tax and Customs Authority



Field: Customs services

This service allows the ownership of goods to be transferred from one importer to another or from one agent to an importer electronically, without the shipping agent needing to review the specialists at the ports to obtain the necessary approvals to accept the request.

Steps to Obtain the Service:

Service Description

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Choose the "policy splinting" service
- data Entry
- Submit the request
- · A notification will be sent after the order is processed



Service fees and conditions:

Service fees:

No fees

Terms of Service:

· Having an active account for the shipping agent on the Authority's website









Yacht and cruise ship inspection form

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

This service allows submitting an inspection form for yachts and cruise ships electronically by filling out the form including the ship's information, its captain, the importer's data, and the goods in the warehouse to be later reviewed by the customs employee.



Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- · Go to electronic services

Service Description

- · Choose the service of submitting a yacht and cruise ship inspection form
- Fill in the information of the ship captain and the goods in the warehouse
- Submit the form



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• Fill out the necessary data for the yacht and cruise ship inspection form







Estimated calculator to calculate the additional financial compensation

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

The estimation calculator service enables you to calculate the financial compensation for additional fees for non-compliant vehicles

Steps to Obtain the Service:

Service Description

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- · Choose electronic services
- · Select Customs Services, then click on Individual Importers and Exporters
- Access the estimated calculator service to calculate additional fees for importing non-compliant vehicles
- Complete the required data



(e)

Service fees and conditions:

	Service fees:		• Actual fuel economy - in km/l				
	• No fees.						
	Terms of Service:						
	• car model						
	• The current value of the car in Saudi Riyals						
	• Type of car						
8	Customer services:	Website: www.zatca.gov.sa Phone Number: 19993	E-mail: info@zatca.gov.s Response Hours: 24 hou	a rs	Channels Service Delivery:	The Authority's electronic portal	


Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

This service allows submitting an inspection form for yachts and cruise ships electronically by filling out the form including the ship's information, its captain, the importer's data, and the goods in the warehouse to be later reviewed by the customs employee.



Steps to Obtain the Service:

- This service allows you to print the customs card as an electronic PDF copy via the electronic portal.
- This service is considered part of customs clearance services.



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

- · An active account is imported or cleared
- · Approval of the customs card by the concerned department









Inquiry about a customs declaration

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

This service enables beneficiaries to learn about customs declaration information, declaration details, and fee details

Steps to Obtain the Service:

Service Description

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Enter the "Inquiry about a Customs Declaration" page.
- Inquiry about customs declaration or policy information
- Fill out the required information fields
- Enter the verification code
- search



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

 \cdot Specify the port.







Print the customs and statistical declaration

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

This service allows the beneficiary to print a specific customs or statistical statement in order to view the details of the statement, including customs items and duties, for the purposes of review or documentation, or for use in any subsequent transactions.



Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- sign in
- Fill in the information fields
- Enter the code

Service Description



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

· An active account on the Fasah website



Website: www.zatca.gov.sa Phone Number: 19993







Confirm the arrival of express shipments

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

This service allows express transport companies to confirm the arrival of express transport shipments to the port after submitting their customs data in advance.



Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- sign in
- Fill in the fields

Service Description

• Enter the verification code



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• Availability of the policy number



Website: www.zatca.gov.sa Phone Number: 19993







Review fines

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

This service provides the beneficiary to inquire about fines issued by the Authority of various types (arrest order, pledge fine, and fine resulting from the conviction of customs cases).



Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Log in to the Fasah platform
- Enter the service page

Service Description

- $\cdot\,$ Fill in the fields
- · Review fines data

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Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

An active account on the Fasah website



Website: www.zatca.gov.sa Phone Number: 19993







Review the status of insurance fees disbursement

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

This service provides the importer to inquire about the status of a request to pay insurance fees for a specific customs declaration, the fees of which include insurance items that have been collected to be disbursed when the eligibility conditions are met. Aqha.



Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Log in to the Fasah platform

Service Description

- Enter the service page on the platform
- Fill out the required fields
- Review the exchange status



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• An active account on the Fasah website



Website: www.zatca.gov.sa Phone Number: 19993







Review the value-added tax and excise tax report

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

This service provides the beneficiary who uses the portal to review a report containing customs and statistical data during a specific period at all ports, indicating the declaration fees, the value-added tax amount, and the excise tax amount.



Steps to Obtain the Service:

- Log in to the Fasah platform
- Enter the service page

Service Description

- Fill out the required fields
- Review the report



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

An active account on the Fasah website



Website: www.zatca.gov.sa Phone Number: 19993







Review of pledges

Service Description

هيئة الزكاة والضريبة والجمارك Zakat, Tax and Customs Authority



Field: Customs services

This service provides the beneficiary with a review of pledges and their status during a specific period of time at all customs ports in order to take the necessary measures to pay those pledges based on the status and end date of the pledge. This includes pledges of non-action and pledges. Various documents



Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Log in to the Fasah platform
- Enter the service page on the platform
- Fill out the required fields
- · Review of pledges



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• An active account on the Fasah website



Website: www.zatca.gov.sa Phone Number: 19993





pledged not to dispose of the consignment

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

This service allows the importer to submit a pledge not to dispose of the consignment in any way, except after notification from the port of permission to clear it from the competent authority so that the importer can release the consignment until the competent authority's decision is issued. This procedure is often associated with waiting for laboratory test results.



Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Log in to the Fasah platform
- Enter the service page

Service Description

• Fill out the required fields

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Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

An active account on the Fasah website







Review customs declaration fees

Service Description

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

This service provides beneficiaries with inquiring about customs declaration fees of all types (import, immediate clearance, export declaration, re-export, petroleum exports, personal export, incoming statistic, outgoing statistic, entry transit, exit transit, Imported statistician from Gulf origin, imported statistician from Saudi origin) to view the details of all fees due on the statement.

Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Log in to the Fasah platform
- Enter the service page
- Fill in the fields
- Fee review



Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- port
- Statement date



Website: www.zatca.gov.sa Phone Number: 19993







Register a new importer or exporter

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

Steps to Obtain the Service:

• Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)

This service provides merchants with registration on the Fasah platform to start import and export business

- Log in to the Fasah platform
- Fill in the fields
- activate the account

Service Description

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Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

· Commercial registration number or ID number









Inquiry about issuing a bank letter of guarantee

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

This service allows the beneficiary to inquire about the possibility of issuing a bank letter of guarantee linked to insurance clauses in a customs declaration that was previously submitted at the port.



Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Log in to the Fasah platform
- Enter the service page

Service Description

- Fill in the fields
- Executing the receipt request

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Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- An active account on the Fasah website
- Customs Declaration



Website: www.zatca.gov.sa Phone Number: 19993







Stop delegating sincerely

Service Description

هيئة الزكاة والضريبة والجمارك Zakat, Tax and Customs Authority



Field: Customs services

This service allows the importer and exporter to stop his valid authorization to one of the customs brokers, by reviewing a list of all his valid authorizations according to the customs port and choosing a specific authorization to stop.



Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Enter the service page on the platform
- Fill in the fields
- Stop authorization



Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

An active account on the Fasah website



Website: www.zatca.gov.sa Phone Number: 19993







Inquire about the type of inspection for containers

This service provides importers with manual verification of the number of containers inspected

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

 Steps to Obtain the Service:

 • Log in to the Fasah platform

 • Enter the service page

 • Fill in the fields

 • Enter verification code

Service fees and conditions:

 Service fees:

 • No fees.

 Terms of Service:

- Customs declaration number
- port
- Statement date

Service Description



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> Website: www.zatca.gov.sa Phone Number: 19993





Reviewing clearance letters and their balances for restricted goods

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



Field: Customs services

This service allows the beneficiary to inquire about letters of clearance for restricted goods, their condition, and the remaining balance for each item in the letter. Accordingly, the importer and exporter can know whether or not they can use a clearance letter to import or export restricted goods. The importer can also inquire about a specific clearance letter or review all the clearance letters registered for the importer at all customs ports. This service is considered part of customs clearance services.



Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Log in to the Fasah platform
- Enter the service page on the platform
- Fill in the fields

Service Description

· Review the letter and balances

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#### Service fees and conditions:

Service fees:

No fees.

#### Terms of Service:

- · An active account on the Fasah platform for customs brokers:
- It is required to be authorized by the merchant who issued the clearance

#### letter

Declaration port



Website: www.zatca.gov.sa Phone Number: 19993 E-mail: info@zatca.gov.sa Response Hours: 24 hours



Serial number of the clearance letter

Importer number





## **Customs declaration for travelers**

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



#### Field: Customs services

This service provides you with the ability to fill out a declaration form for the items that must be declared, and submit it to customs officials when international travelers enter or leave Saudi territory.

#### Steps to Obtain the Service:

Service Description

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Fill out the required fields
- Keep the reference number for the declaration process to present it to the customs employee when
- · Access to complete the approval procedures



#### Service fees and conditions:

Service fees:

No fees.

#### Terms of Service:

- The acknowledgment form after filling it out
- · In the event of declaration of financial amounts, financial instruments,
- and gold bullion For precious metals and jewelry amounting to 60,000 or

Website: www.zatca.gov.sa Phone Number: 19993 E-mail: info@zatca.gov.sa Response Hours: 24 hours



more, official papers must be submitted proving ownership of any goods or

amounts and explaining the source of that money and property.





## **Refund Request - National Establishment Rules**

هيئة الزكاة والضريبة والجمارك Zakat,Tax and Customs Authority



#### Field: Customs services

This service allows importers to request a refund of customs duties on products that have acquired the status of origin in any country of the Gulf Cooperation Council.



#### Steps to Obtain the Service:

- · Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Fill out the required fields

Service Description

- · Approval of the declaration, undertaking and submission of the application
- · The importer will later be notified by text message
- Execute by accepting or rejecting the refund request



#### Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• The date of the customs declaration must be the same as or after 23 Dhul-

Qi'dah 1442 AH.

• The customs declaration contains items for goods of Gulf origin



Website: www.zatca.gov.sa Phone Number: 19993







## Customs duty refund request

Service Description

هيئة الزكاة والضريبة والجمارك Zakat, Tax and Customs Authority



Field: Customs services

This service allows you to request a refund of customs duties (determined duties, insurance fees).



- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Log in to the platform
- Fill out the form and attach the required data and documents
- You will receive a notification that the request has been received



#### Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

- Payment of customs declaration fees
- Provide all documents related to eligibility for refund



Website: www.zatca.gov.sa Phone Number: 19993







## **Refund Request - National Establishment Rules**

هيئة الزكاة والضريبة والجمارك Zakat, Tax and Customs Authority



#### Field: Customs services

This service provides individual importers from international electronic stores to track their shipments received through express transport companies within the scope of Saudi Customs, by using the policy number to show the status of the shipment accordingly. Henna and the duties collected on this shipment according to the customs declaration.

shipment will appear



#### Steps to Obtain the Service:

- Log in to the Authority's electronic portal via the following link: (zatca.gov.sa)
- Choose an express shipment tracking service
- Select the shipping type

Service Description

- Choose a tracking method by entering your customs declaration or bill of lading information
- $\cdot$  The status of the shipment and the fees collected by the Authority for this



#### Service fees and conditions:

#### Service fees:

• No fees.

#### Terms of Service:

• Provide the waybill number







## Public auction management system

هيئة الزكاة والضريبة والجمارك Zakat, Tax and Customs Authority



Field: Customs services

#### Steps to Obtain the Service:

Service Description

 This service provides you with access to the auctions offered at customs ports (existing - future - expired) and reviewing the auction details.

This service allows you to request a refund of customs duties (determined duties, insurance fees).



## Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No terms







# Human rights commission

# هيئة حقوق الإنسان Human Rights Commission



# Request brochures, magazines and awareness publications in the field of human rights



Field: Legal Affairs

Service Description

This service allows you to request copies of publications and brochures issued by the Authority.

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## Steps to Obtain the Service:

Submit the application via the website.
It will be transferred to the General Administration of Communications, Media and Corporate Identity to verify the possibility of implementation. publications The method of receiving it and the name of the person receiving it if there is a need to receive it.

- The applicant will be contacted via text message and email with the outcome of the application.
- $\boldsymbol{\cdot}\,$  If approved, the message contains a code with a link to download the

#### Service fees and conditions:

Service fees:

No fees.

#### Terms of Service:

- · Enter the applicant's data, and if it is an official entity, attach a request letter
- from the authority holder in the entity.
- Determine the need (number and type)

- The application must be submitted two weeks before the date of receipt.
- Receipt date and recipient information.
- More in the service usage guide.

#### **Required Documents:**

• Attach a letter of request from the authority holder in the entity



Website: www.hrc.gov.sa Phone Number: 19922 E-mail: info@hrc.gov.sa Response Hours: 08:00 AM - 05:00 PM





## **Request advice or support**

هيئة حقوق الانسان Human Rights Commission

Field: Legal Affairs



Service Description

This service allows submitting a request for advice on human rights issues.



#### Steps to Obtain the Service:

- · Enter the Human Rights Commission portal.
- Choose electronic services.
- · Log in with your username.
- Submit the application
- The application is received and the necessary information and data to process the application are verified.



#### Service fees and conditions:

Service fees:

No fees

#### Terms of Service:

- · Request for advice is made through various access channels.
- The subject of the request must be related to human rights issues
- · Enter complete and correct application data and details.

· Send the request and receive the number sent by text message to follow up on the status of the request.

• It will be transferred to the specialized researcher for study.

• The applicant will be notified of the outcome of his application.

• The application processing procedure will not be completed if the data is incomplete.



Website: www.hrc.gov.sa Phone Number: 19922

E-mail: info@hrc.gov.sa Response Hours: 08:00 AM - 05:00 PM





## Request advice or support



Field: Legal Affairs

Service Description

This service allows submitting a request for advice on human rights issues.

## 

#### Steps to Obtain the Service:

- Enter the Human Rights Commission portal.
- · Choose electronic services.
- Log in with your username.
- Submit the application
- The application is received and the necessary information and data to process the application are verified.

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#### Service fees and conditions:

Service fees:

• No fees.

#### Terms of Service:

- Request for advice is made through various access channels.
- The subject of the request must be related to human rights issues
- · Enter complete and correct application data and details.

• Send the request and receive the number sent by text message to follow up on the status of the request.

• It will be transferred to the specialized researcher for study.

• The applicant will be notified of the outcome of his application.

• The application processing procedure will not be completed if the data is incomplete.



Website: www.hrc.gov.sa Phone Number: 19922 E-mail: info@hrc.gov.sa Response Hours: 08:00 AM - 05:00 PM







## Submit a complaint or report on human rights issues





Service Description

Field: Information, communications and postal services

The service allows submitting a complaint or report from individuals, institutions, organizations and others regarding human rights issues

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#### Steps to Obtain the Service:

- · A complaint or report can be submitted by the following means:
- Attendance to the Authority's headquarters.
- · Official mail.
- call center.
- Email.
- · Authority website.
- The complaint is registered and the complainant is informed of the registration number and date via SMS message. The case is examined by specialists.
- Takes remedial action
- The case in cooperation with
- · Competent authorities.

• The complainant shall be informed of the measures taken on his complaint and the result



Website: www.hrc.gov.sa Phone Number: 19922

E-mail: info@hrc.gov.sa Response Hours: 08:00 AM - 05:00 PM Channels Service Delivery: Mobile applications - post offices The entity's electronic portal





#### Field: Legal Affairs



#### Service fees and conditions:

#### Service fees:

• No fees.

#### Terms of Service:

- The complaint or report must include the following:
- The subject of the complaint or report must be a violation of a human right.
- The complaint or report must have a known source.
- The content of the complaint or report must be clear and complete, and must not contain obscene or offensive expressions that cannot be deleted.
- Complete the data required in the forms designated for submitting a complaint or report.
- The subject matter of the complaint or report must not be within the jurisdiction of a court, body, or quasi-judicial committee, or have any administrative body competent to consider it, or have been considered by these bodies for a reasonable period of time, or have been issued, or if the right to

object to it legally exists regarding which there is a ruling or a final judicial decision. The alleged violation must not have occurred more than twelve months ago, or its effects have continued.

• The subject of the complaint or report must not have been previously filed with the Authority, unless the reason for filing has disappeared.

- $\boldsymbol{\cdot}$  The notification is required in addition to what was indicated above
- · It must be issued by someone who submitted it in good faith.
- · It must include a specific description of the alleged violation
- To identify the person or persons affected by this violation.
- The report must be based on sufficient evidence.



Channels Service Delivery:





## Raising awareness of human rights culture



Field: Information, communications and postal services

### Servi

Service Description

A service concerned with the field of protecting and promoting human rights and preserving the rights of women, children, people with disabilities, and migrant workers.



#### Steps to Obtain the Service:

- Awareness was achieved through the following: seminars and lectures held by the Authority and accessible through invitations or direct registration.
- Electronic publishing on the Authority's accounts, social media, and the website, which can be accessed by following the Authority's accounts.
- Exhibitions and corners carried out by the Authority in forums and public places, and you can benefit from them by visiting the exhibitions and corners



## Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms



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Channels
Service Delivery:
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# **Communications, Space and Technology Commission**



## Inquiry about the numbers registered in my beneficiary name (my numbers)



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission



## Service Description

Field: Information, communications and postal services

The service allows the beneficiary to inquire and view the details of phone numbers and data SIM cards registered with the identity number or commercial

registry number with telecommunications service providers.



#### Steps to Obtain the Service:

- Starting the My Numbers service on the Mottasl platform.
- Fill out the inquiry form for my numbers.
- Enter the verification code received on the mobile phone.
- · Review the numbers registered in the name of the beneficiary.



#### Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



E-mail: info@cst.gov.sa Response Hours: 07:30 AM - 03:30 PM





## Inquire about approved offers



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission

536

	Service Description		Field: Information, communications and postal services
	The Approved Offers service allows users to know the details of	f the approved offers for all service providers.	
	Steps to Obtain the Service: • Starting the service. • Fill in the search entries. • Search.		
	Service fees and conditions:		
<u> </u>	Service fees: • No fees. Terms of Service: • No terms.		
(& <b>₽</b> ₹(8)	CustomerWebsite: www.cst.gov.saE-mservices:Phone Number: 19966Resp	nail: info@cst.gov.sa Cha ponse Hours: 07:30 AM - 03:30 PM Ser	nnels Website Wobile Authority Application

## Inquiry about valid telecommunications licenses



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission

537

Service Description	Field: Information, communications and postal services
The service allows the beneficiary to inquire and view all valid licenses and registrations and information ab	bout the licensing entity.
Steps to Obtain the Service: • Login to the service. • Fill in the search entries. • Search.	
Service fees and conditions: Service fees: • No fees. Terms of Service: • No terms.	
Customer       Website: www.cst.gov.sa       E-mail: info@cst.gov.sa       Crail: info@cst.gov.sa       Crail: info@cst.gov.sa         Services:       Phone Number: 19966       Response Hours: 07:30 AM - 03:30 PM       Set	hannels ervice Delivery: Website

## Inquire about approved devices



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission

	Service Description		Field: Information, comm	nunications and posta	I services
	. This service allows you to inquire about the data of previously approved devices.				
	Steps to Obtain the Service: • Starting the service. • Fill in the search entries. • Search.				
	Service fees and conditions: Service fees: • No fees. Terms of Service: • No terms.				
23 2	Customer         Website: www.cst.gov.sa         E-mail: info@cst.gov.sa           services:         Phone Number: 19966         Response Hours: 07:30 AM	Cha 1 - 03:30 PM Ser	annels vice Delivery:	Website	

## Request to block a website or application



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission

	Service Description		Field: Information, comm	nunications and post	al services
	The filtering service enables the creation of a safer Internet environment for us	ers by preventing access to	Internet sites that violate th	ne Kingdom's regulat	ions.
	Steps to Obtain the Service:				
U	<ul> <li>Login to the service.</li> <li>Fill out a website report request form.</li> </ul>				
	Service fees and conditions:				
<u></u>	Service fees:				
	Terms of Service:				
	• No terms.				
®₹ €	Customer         Website: www.cst.gov.sa         E-mail: info@cst.gov.s           services:         Phone Number: 19966         Response Hours: 07:30	a Ch D AM - 03:30 PM Se	nannels rvice Delivery:	Website	
-					16-94965

## Request to unblock a website or application



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission

	Service Description		Field: Information, communicatio	ns and postal services
	This service allows you to request access to a website or application.			
0=0	Login to the service:     Fill out a request form to provide access to a website			
	Service fees and conditions: Service fees:			
	• No fees.			
	No terms.			
(& <b>⊇</b> ₹(8)	Customer services:Website: www.cst.gov.saE-mail: in Response	nfo@cst.gov.sa C e Hours: 07:30 AM - 03:30 PM Si	hannels ervice Delivery: Website	
## Search engine in the National Table of Frequency Distribution



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission

541

	vice Description		Field: Information, communic	ations and postal services
The	e search engine allows browsing the various radio services and specif actrum Plan.	ic user categories for each frequency	r band in accordance with the Na	tional Frequency
Ster San - Lo - Se	os to Obtain the Service: gin to the service (https://nfp.cite.gov.sa/defaultaranpx ) earch the desired bandwidth.			
lu, = Ser	vice fees and conditions:			
Ser • N Teri • No	vice fees: o fees. ns of Service: o terms.			
(&)⊋ Cus ≿⊗ serv	tomer Website: www.cst.gov.sa E-mail: info@ ices: Phone Number: 19966 Response Hou	cst.gov.sa Ch ırs: 07:30 AM - 03:30 PM Se	annels rvice Delivery: Web	site

## Domain query



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission

Service Description	Field: Information, communications and postal services
This service enables searching and inquiring about domain information and knowing the details of the own	ner, servers, and status of the domain.
<ul> <li>Steps to Obtain the Service:</li> <li>Login to the service (https://nic.sa).</li> <li>Enter the domain name.</li> </ul>	
Check domain availability	
Service fees and conditions:	
No fees.	
Terms of Service:	
• No termis.	
Customer Website: www.cst.gov.sa E-mail: info@cst.gov.sa	Channels
Services: Phone Number: 19966 Response Hours: 07:30 AM - 03:30 PM	Service Delivery: Website
	Dispetery of Services Provided to Expetriptes 2024-1445

## View domain name registration agents' information



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission

	Service Description Field: Information, communications and postal service
	This service enables view information about domain name registration agents in the Kingdom and the domains registered through them.
	Steps to Obtain the Service:
	Login to the service (https://nic.sa/ar/registrars ).     View information of domain registration agents.
	Obtain agent data and communication methods.
	Service fees and conditions:
<u>Our</u>	Service fees:
	No fees. Terms of Service:
	No terms.
® ₹®	Customer         Website: www.cst.gov.sa         E-mail: info@cst.gov.sa         Channels           services:         Phone Number: 19966         Response Hours: 07:30 AM - 03:30 PM         Service Delivery:
-	

# Reviewing performance indicators for the communications and information technology sector

هيئة الاتصالات والفضاء والتقنية Communications, Space & Technology Commission

## Service Description Field: Information, communications and postal services Statistical data and indicators for the communications and information technology services market Steps to Obtain the Service: • He wants the service (https://www.citr.gov.sa/ar/indicators/Pages/ ICTIndicators.aspx · Review indicators with the required year dates. Service fees and conditions: Din C Service fees: No fees Terms of Service: • No terms. Website: www.cst.gov.sa E-mail: info@cst.gov.sa Channels Website Phone Number: 19966 Response Hours: 07:30 AM - 03:30 PM Service Delivery:

## Inquire about an information technology work provider and all his data



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission

Field: Information, communications and postal services

### Servi

Service Description

The service provides a directory of companies registered on the Tech platform, which aims to enable and support the information technology market and emerging technologies, to view increased transparency in the market, achieve fair competition, and grow and develop the sector, in addition to creating a reference guide for establishments operating in the sector.



#### Steps to Obtain the Service:

- Starting the service (https://tech.citc.gov.sa/directory )
- Fill in the search entries.
- Search.



#### Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



E-mail: info@cst.gov.sa Response Hours: 07:30 AM - 03:30 PM

```
Channels
Service Delivery:
```





## offshore licensing services



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission

Field: Information, communications and postal services

Service Description

It is a service that allows frequency spectrum customers to submit license requests for marine wireless devices such as ship communications and coastal stations. Operating in maritime services, and services for radio amateurs, they are received through the Frequency Spectrum Services Licensing Portal (Maritime Service) through two types of licensing sub-services: These include (issuing - renewing - updating - canceling - transferring ownership) Reporting a loss of a device for offshore licensing.

#### <u>-</u> 0<u></u> 0

#### Steps to Obtain the Service:

 Purchasing, licensing or repairing wireless devices shall be done through agents approved by the Authority and benefiting from other services provided such as updating - renewing -transfer of ownership of devices) through Mottasl platform.



### Service fees and conditions:

Service fees:

No fees.

Terms of Service:

- National identity card.
- $\cdot$  An electronic ownership document issued by the General Authority for

Transport.



Website: www.cst.gov.sa Phone Number: 19966 E-mail: info@cst.gov.sa Response Hours: 07:30 AM - 03:30 PM Channels Service Delivery:

Equipment Licensing System).

Device bill.

Application number (Communications and Information Technology)





## Assistance device services

ප

services:

Phone Number: 19966



هيئة الاتصالات والفضاء والتقنية Communications, Space & Technology Commission

	Service Description	Field: Information, communications and postal services
	It is a service that allows customers to license the assistance device: This includes the loss of the assistance device.	(issuing - renewing - updating - canceling - transferring ownership) reporting
	Steps to Obtain the Service:	
<u> </u>	<ul> <li>Log in via https://ers.citc.gov.sa/arabic/pages/home.aspx</li> <li>Access electronic services (device services).</li> <li>Start service.</li> </ul>	
	Service fees and conditions:	
Quin	Service fees:	$\cdot$ The user of the device must meet the frequencies and no change or
	<ul> <li>No fees.</li> <li>Terms of Service:</li> <li>The device must comply with the technical specifications issued by the Authority and he approved by it. The device must comply with additional</li> </ul>	modification should be made to the device specifications or characteristics.
	requirements, if any, such as licenses to provide the service or licenses to use.	
(Q)	Customer Website: www.cst.gov.sa E-mail: info@cst.gov.sa	Channels

Response Hours: 07:30 AM - 03:30 PM



Website

Service Delivery:

## Amateur radio services



هيئة الاتصالات والفضاء والتقنية Communications, Space & **Technology Commission** 

Field: Information, communications and postal services

## Service Description

It is a service that allows customers to-

- Amateur radio license: includes (issuing renewing updating canceling transferring ownership).
- · Report of a lost amateur radio device.
- Conduct the test on an amateur radio device.

#### 

#### Steps to Obtain the Service:

- Log in via https://ers.citc.gov.sa/arabic/pages/home.aspx
- Access electronic services (device services).
- Start service



#### Service fees and conditions:

Service fees:

#### No fees

#### Terms of Service:

The device must comply with the technical specifications issued by the

Authority and be approved by it. The device must comply with additional

requirements, if any, such as licenses to provide the service or licenses to use.

ustomer

E-mail: info@cst.gov.sa Response Hours: 07:30 AM - 03:30 PM Channels Service Delivery:

• The user of the device must meet the frequencies and no change or

modification should be made to the device specifications.







## Registering a private wireless device (Barari)



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission

### Se 📑

Service Description

The service allows customers to:

- · Issuing a private wireless device registration (Barari) Report of a loss of a private wireless device license (Barari).
- Updating, renewing and canceling the registration of a private wireless device (Barari) Transfer of Ownership



#### Steps to Obtain the Service:

- Log in via https://ers.citc.gov.sa/arabic/pages/home.aspx
- Access electronic services (device services).
- Start service.



#### Service fees and conditions:

Service fees:

#### No fees.

#### Terms of Service:

 $\cdot$  The device must comply with the technical specifications issued by the

Authority and be approved by it. The device must comply with additional

requirements, if any, such as licenses to provide the service or licenses to use.

ustomer Website: www.cst.gov.sa ervices: Phone Number: 19966 E-mail: info@cst.gov.sa Response Hours: 07:30 AM - 03:30 PM Channels Service Delivery:

• The user of the device must meet the frequencies and no change or

modification should be made to the device specifications.





Field: Information, communications and postal services

## **Customs clearance services**



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission



#### Service Description

Field: Information, communications and postal services

This service enables all suppliers of communications and information technology devices in the Kingdom to apply for a customs clearance permit for communications and information technology devices whose clearance is restricted with the Authority's approval. This service aims to facilitate the procedures of the customs department, and facilitate and speed up the exchange of data between the Authority and the Customs Authority.



#### Steps to Obtain the Service:

- · Log in via https://ers.citc.gov.sa/arabic/pages/home.aspx
- Access electronic services (device services).
- Start service.



#### Service fees and conditions:

Service fees:

No fees.

#### Terms of Service:

• The device must comply with the technical specifications issued by the

#### Authority and be approved by it.

• The device must comply with additional requirements, if any, such as

licenses to provide the service or licenses to use.

 $\boldsymbol{\cdot}$  The user of the device must meet the frequencies and no change or

modification should be made to the device specifications.



E-mail: info@cst.gov.sa Response Hours: 07:30 AM - 03:30 PM Channels Service Delivery:



Website



## Request to provide communications services in new development areas



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission

•••

#### Service Description

Field: Information, communications and postal services

This service enables receiving requests to provide telecommunications services in new development areas to collect and analyze the submitted requests and align them with the future plans of service providers.



#### Steps to Obtain the Service:

- Start the service through the connected platform https://mutasilind.citc.gov. sa/servicesDetails/CWNIRxHs4vY9b2QgVC7/Q
- Log in through Nafath service from Unified National Platform.
- Review coverage maps and ensure there is no coverage.
- Fill out the need request form.



#### Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



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Channels
Service Delivery:
```



## Adopting communication devices and information technologies



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission



## Submit an infrastructure report



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission

	Service Description	Field: Information, communications and postal services
	The service allows the beneficiary to submit a report to monitor damage related	to communications infrastructure.
	Steps to Obtain the Service:	
	<ul> <li>Start service is through the Mottasl platform.</li> <li>https://mutasilind.citc.gov.sa</li> <li>Click on the "Start Service" option</li> <li>Log in.</li> <li>Change to Nafath service from Unified National Platform.</li> <li>Choose the type of report.</li> </ul>	<ul> <li>Fill out the report form.</li> <li>We will contact the complainant to coordinate and send a field team to find an appropriate solution.</li> </ul>
	Service fees and conditions:	
Quini	Service fees:	
	<ul> <li>No fees.</li> <li>Terms of Service:</li> </ul>	
	• No terms.	
(2,7 €(3)	Customer         Website: www.cst.gov.sa         E-mail: info@cst.gov.sa           services:         Phone Number: 19966         Response Hours: 07:30	AM - 03:30 PM Service Delivery:

## Complaints and inquiries about Saudi domain names



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission

## Service Description Field: Information, communications and postal services The service allows the beneficiary to inquire and submit complaints about Saudi domain names. Steps to Obtain the Service: Start the service https://secure.nic.sachets/creation?type-COMPLAIN • Enter complaint data. Service fees and conditions: Service fees: No fees. Terms of Service: There isn't any Website: www.cst.gov.sa E-mail: info@cst.gov.sa Channels Customer Website Phone Number: 19966 Response Hours: 07:30 AM - 03:30 PM Service Delivery: ervices:



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission

## Service Description Field: Information, communications and postal services It allows the user to inquire about the violations registered against the user and view their details. Steps to Obtain the Service: Start the service through the Mottasl platform. • Log in to Nafath service from Unified National Platform. • Fill out the inquiry form to view the violation details. · Possibility of responding to the violation , Service fees and conditions: Service fees: No fees. Terms of Service: • No terms.



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Channels
Service Delivery:
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## Submit a complaint about exposure to electromagnetic radiation



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission

	Service Description	Field: Information, communications and postal services
	The service allows the beneficiary to file a complaint related to exposure to electromagnetic radiation.	
	Steps to Obtain the Service:	
	<ul> <li>Start the service through the Mottasl platform.</li> <li>Log in to Nafath service from Unified National Platform.</li> <li>Fill out the complaint form.</li> <li>Submit a complaint.</li> </ul>	
	Service fees and conditions:	
<u> </u>	Service fees: • No fees. Terms of Service: • No terms.	
<b>₽</b> ₹8	CustomerWebsite: www.cst.gov.saE-mail: info@cst.gov.saChservices:Phone Number: 19966Response Hours: 07:30 AM - 03:30 PMSe	nannels vrvice Delivery: Website
		<ul> <li>Directory of Services Provided to Expatriates 2024-1445</li> </ul>

## User reports



هيئة الاتصالات والفضاء والتقنية Communications, Space & Technology Commission

It is a service that allows users to submit reports related to the communications and information technology secto and duties.
steps to uptain the service:
<ul> <li>Start the service through the Mottasl platform.</li> <li>Fill out the report form.</li> <li>Submit the report.</li> </ul>
Service fees and conditions:
Service fees:
No fees.
Terms of Service:
<ul> <li>A copy of documents supporting the submitted report documenting the</li> </ul>
occurrence of the violation, for example: a photo of the violation, a link to the
website containing the violation, etc.
Customer services:         Website: www.cst.gov.sa         E-mail: info@cst.gov.sa         Channel           Services:         Phone Number: 19966         Response Hours: 07:30 AM - 03:30 PM         Service
Dir

Field: Information, communications and postal services

or that fall within the Authority's competencies



Service Description





Delivery:

Website



## Handling complaints in the communications and information technology sector



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission

	Service Descrip	tion			Field: Information, o	communications and po	stal services
<u> </u>	The service allow days have passed	vs the beneficiary to escalate the com d and it has not been resolved.	plaint to the Authority if the	2 complaint is suspended	d by the service provider v	without being addresse	d or if 5
	Steps to Obtain	the Service:					
	<ul> <li>Start the servic</li> <li>Log in to Nafath</li> <li>Fill out the corr</li> <li>Submit a comp</li> </ul>	ce through the Mottasl platform h service from Unified National Platfor nplaint form. Jlaint.	·m.				
	Service fees and	d conditions:					
<u>O</u> mi	Service fees: • No fees. Terms of Service • A copy of docur contract, paymer	r: ments supporting the complaint, for e nt notices, etc.	:xample: invoices, service				
®₹ £®	Customer services:	Website: www.cst.gov.sa Phone Number: 19966	E-mail: info@cst.gov.sa Response Hours: 07:30 /	AM - 03:30 PM	Channels Service Delivery:	Website	
					Directory of Services	s Provided to Expatriates	; 2024-1445

## Inquiry about Internet performance



هيئة الاتصالات والفضاء والتقنية & Communications, Space Technology Commission

I SPPV

#### rvice Description

Field: Information, communications and postal services

"Mequas" is one of the Communications, Space and Technology Commission's services to measure the quality of the Internet usage experience for the purpose of providing Internet users in the Kingdom of Saudi Arabia with reliable and accurate data about the fixed and mobile Internet services provided to them.



#### Steps to Obtain the Service:

- Start the service https://www.meayan.sa/
- Register.
- Get the service



#### Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No terms.



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Channels
Service Delivery:
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# **Board of Grievances**



## Inquiry about the status of a lawsuit



Field: Legal Affairs



Service Description

The service allows external users registered on the (Maeen) platform to inquire about the status of the lawsuit.



#### Steps to Obtain the Service:

- Enter the maeen link in the electronic portal of the Board of Grievances.
- Choose (Judicial Services)
- Log in as a user on the Maeen system
- · Choose the service to inquire about the status of the license



#### Service fees and conditions:

Service fees:

• No fees

Terms of Service:

Unified access to the Board of Grievances by registering through the unified

national access







## Deposit and exchange notes



Field: Legal Affairs



#### Service Description

The service allows the parties to the case and their representatives to deposit and exchange memorandums in the cases pending before the courts of the Board of Administrative Grievances.



#### Steps to Obtain the Service:

- Enter the maeen link in the electronic portal of the Board of Grievances.
- Choose (Judicial Services)
- Log in as a user on the Maeen system
- Unified access to the Board of Grievances by registering through the unified national accessa
- · Choose the service (deposit and exchange notes) from the list of services



#### Service fees and conditions:

Service fees:

No fees

Terms of Service:

Unified access to the Board of Grievances by registering through the unified

#### national access



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Channels
Service Delivery:
```





## Detailed inquiry about the case



Field: Legal Affairs

## Service Description

The service allows users outside the (Maeen) platform whose data is documented through integration with the (Absher) system, the ability to inquire about some information such as (knowing the parties to the lawsuit, and the procedures that were taken in the lawsuit)



#### Steps to Obtain the Service:

- Enter the website of the Board of Grievances
- Log in
- · Choose judicial services
- Choose the service
- Enter the case number, year, and court



#### Service fees and conditions:

Service fees:

• No fees

Terms of Service:

Unified access to the Board of Grievances by registering through the unified

national access



E-mail: info@bog.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:





## **Electronic judicial sessions**



Field: Legal Affairs



#### Service Description

The service allows the parties to the case and their representatives to attend judicial sessions in the Courts of the Board of Administrative Grievances remotely and without the need to be present.



#### Steps to Obtain the Service:

- Enter the main link for the (Maeen) system.
- Choose judicial services
- Unified access to the Board of Grievances by registering through the unified national access
- Enter the verification code sent to the mobile phone registered in the system.
- $\cdot\,$  When the registration process is successful, the services will appear for you,



#### Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• Unified access to the Board of Grievances by registering through the unified

#### national access

• Enter the verification code sent to the mobile phone registered in the system





choose from them the judicial hearings service.





## Access to provisions/decisions



Field: Legal Affairs

## Servic

Service Description

The service allows external users registered on the (Maeen) platform and whose data is documented through integration with the (Absher) system, the ability to view and print judgments without the need to visit the court.



#### Steps to Obtain the Service:

- Enter the link (maeen) in the electronic portal of the Board of Grievances.
- · Choose judicial services.
- Log in as a user on the (Maeen) system.
- · Choose the service to view the provisions.



#### Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• Unified access to the Board of Grievances by registering through the unified

national access



E-mail: info@bog.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:





## **Appeal request**



Field: Legal Affairs

## E Serv

Service Description

The service allows external users registered on the (Maeen) platform and whose data is documented through integration with the (Absher) system, the ability to submit an appeal request without the need to review the court.

## 

#### Steps to Obtain the Service:

- Enter the link (maeen) in the electronic portal of the Board of Grievances.
- · Choose judicial services.
- Log in as a user on the (Maeen) system.
- · Choose the service (request an appeal) from the list of services.



#### Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• Unified access to the Board of Grievances by registering through the unified

national access



E-mail: info@bog.gov.sa Response Hours: 07:30 AM - 02:30 PM

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Channels
Service Delivery:
```





## Submit a claim



Field: Legal Affairs



#### Service Description

The service allows an applicant for a lawsuit to submit the application electronically.



#### Steps to Obtain the Service:

- Enter the Maeen system link in the Diwan's electronic portal.
- · Choose (Judicial Services).
- Log in as a user in the (maeen) system.
- · Choose the service (submitting a claim) from the list of services.
- Start using the service according to the nature of the case.



#### Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

An official national ID for the applicant, and registration in the (Absher)

#### system.

 $\cdot\,$  An activated account in the unified functional system.



E-mail: info@bog.gov.sa Response Hours: 07:30 AM - 02:30 PM

```
Channels
Service Delivery:
```

The entity's electronic portal



## **Evidence of attendance**



Field: Legal Affairs



Service Description

The service allows the parties to the case and their representatives to obtain evidence of attendance at the judicial session electronically.



#### Steps to Obtain the Service:

- Enter the link (maeen) in the electronic portal of the Board of Grievances.
- · Choose judicial services.
- Log in as a user on the (Maeen) system.
- Choose the service (evidence of attendance at judicial sessions) from the list of services.



#### Service fees and conditions:

Service fees:

• No fees

Terms of Service:

Unified access to the Board of Grievances by registering through the unified

national access







## My cases



Field: Legal Affairs





#### Service fees and conditions:

Service fees:

No fees

Terms of Service:

• Unified access to the Board of Grievances by registering through the unified

national access









#### Steps to Obtain the Service:

- Enter the (Maeen) system.
- · Choose judicial services.
- Choose the service (My cases) from the list of services.

## My appointments



Field: Legal Affairs





Service fees:

• No fees

Terms of Service:

• Unified access to the Board of Grievances by registering through the unified

national access



```
Service Delivery:
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## Service of requesting a meeting with His Excellency the President



Field: Legal Affairs



The service allows requesting a meeting with His Excellency the President of the Board of Grievances in person.

#### Steps to Obtain the Service:

- Access the website of the Board of Grievances.
- Choose the service (request a meeting with His Excellency the President).
- Unified access to the Board of Grievances by registering through the unified national access.



#### Service fees and conditions:

Service fees:

• No fees

Terms of Service:

Unified access to the Board of Grievances by registering through the unified

national access



E-mail: info@bog.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: The entity's electronic portal





## Contact the head of the Board of Grievances service



Field: Legal Affairs

Service Description

The service allows communication with the head of the Board of Grievances personally in the event of a request, complaint or suggestion, and it will be dealt with seriously and confidentially.



#### Steps to Obtain the Service:

- Access the website of the Board of Grievances.
- Choose the service (contact the head of the Board of Grievances).
- Enter your ID and residence number and the required information.



#### Service fees and conditions:

Service fees:

• No fees

Terms of Service:

• Log in with your ID or residency number.









## (Khabir) platform for collaborative training



Field: Legal Affairs



### Service Description

The service allows training a number of male and female students from Saudi universities in the Board of Grievances.



#### Steps to Obtain the Service:

- Enter the website of the Office of Grievances.
- Click on the kahbir digital platform
- · Register a new trainee through the unified admission portal.
- Enter your ID or residence number and password.
- Complete the data filling in order to activate the kahbir platform.



#### Service fees and conditions:

#### Service fees:

No fees.

#### Terms of Service:

- The male or female student must adhere to the training plan, tasks and duties assigned to him or her by the court or administration.
- The student must commit to maintaining the confidentiality of the information provided It was informed by the Board of Grievances

- The male or female student has no right to leave the training place without the approval of the training supervisor.
- Attach a letter requesting training from the university addressed to the Board of Grievances, indicating the specialization and number of training hours.



Website: www.cst.gov.sa Phone Number: 920000553 E-mail: info@bog.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery: The entity's electronic portal



# Saudi central bank


## Financial stability report



## Service Description

Field: Management and Entrepreneurship

An electronic service provided by the Central Bank of Saudi Arabia that displays an annual report analyzing and evaluating financial risks in the Kingdom.

## Steps to Obtain the Service:

- · Visit the website of the Central Bank of Saudi Arabia.
- Choose economic reports and statistics.
- Choose (Financial Stability Report).



## Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No Terms.



E-mail: info@sama.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:





## Daily currency rates



	Service Description		Field: Mar	nagement and Entreprene	urship
	An electronic service provided by the Central Bank of Saudi	Arabia to know daily currency rates.			
	Steps to Obtain the Service:				
	Enter the service link.     View prices.				
lu, <mark>-</mark> Olu	Service fees and conditions:				
	Service fees:				
	<ul> <li>No fees.</li> <li>Terms of Service:</li> </ul>				
	• No Terms.				
æ³ €®	Customer Website: www.sama.gov.sa E services: Phone Number: +966114633000 F	-mail: info@sama.gov.sa Response Hours: 07:30 AM - 02:30 PM	Channels Service Delivery:	The entity's electronic portal	
-					ER START

## Providing government development bonds



## Service Description

Field: Management and Entrepreneurship

It is a service provided by the Central Bank of Saudi Arabia that enables the provision of government development bonds, which are the main securities and qualifiers for repurchase agreements.



## Steps to Obtain the Service:

- Visit the Central Bank of Saudi Arabia website.
- Choose from the list above (exchange rate and financing).
- · Choose (variable return bonds).
- A list of bonds will appear.



## Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No Terms.



E-mail: info@sama.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:



## Make payments via SADAD system



Field: Management and Entrepreneurship

## Service Description

The service allows the beneficiary to make payments through the SADAD Payments System, one of the systems of the Central Bank of Saudi Arabia. It is a central system for displaying and paying bills, zakat, taxes, government service fees, fines, violations, water and electricity bills, and other payments electronically in the Kingdom of Saudi Arabia, as its primary mission is to facilitate and accelerate the process of paying bills and payments. The other is through all banking channels in the Kingdom (bank branches, automated teller machines, telephone banking, and Internet banking).



## Steps to Obtain the Service:

- Click on the service link.
- Get the biller list of the service provider.
- · Log in to the bank account.
- Pay your bills using the postpaid number.



## Service fees and conditions:

Service fees:

No fees

Terms of Service:

· The beneficiary must have a bank account







## Reviewing regulations, instructions and circulars



## Service Description

Field: Management and Entrepreneurship

An electronic service provided by the Central Bank of Saudi Arabia that enables users to review circulars, regulations, instructions, regulations and rules for (customer protection, finance, and banks)



## Steps to Obtain the Service:

- Enter the website of the Central Bank of Saudi Arabia.
- · Choose censorship.
- · Choose regulations, instructions and circulars.
- · Choose customer protection circulars.



## Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No Terms.



E-mail: info@sama.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:





## **IBAN verification**



Service Description		Field: Management and Entrepreneurship
An electronic service provided by the Central E	ank that enables the beneficiary to verify the authen	iticity of the IBAN.
Steps to Obtain the Service: • Enter the IBAN number. • Click on (Verify) to verify the validity.		
Service fees and conditions:		
Service fees: • No fees. Terms of Service: • No Terms.		
Customer         Website: www.sama.gov.sa           services:         Phone Number: +96611463300	E-mail: info@sama.gov.sa 10 Response Hours: 07:30 AM - 02:30 PM	Channels     Self-service devices, the       Service Delivery:     entity's electronic portal



## Service Description Field: Management and Entrepreneurship An electronic service provided by the Central Bank of Saudi Arabia is a page that displays the annual growth rate of the Kingdom's GDP. Steps to Obtain the Service: Visit the website of the Central Bank of Saudi Arabia. · Choose economic reports and statistics. · Click on (GDP) Service fees and conditions: Service fees: No fees.

Terms of Service:

• No Terms,



E-mail: info@sama.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:



## Vehicle leasing complaints



Field: Management and Entrepreneurship

Service Description

File a complaint regarding financial leasing of vehicles.



## Steps to Obtain the Service:

- Visit the website of the Central Bank of Saudi Arabia.
- · Click on the Al Dahra Services menu at the top of the home page.
- Choose "Complaints" from the list of services. A new page will appear that contains the various complaints in list (B).
- · Choose Finance Complaints and click on it.
- The website will take you to the SAMA portal. Please register the required data.



## Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No Terms.





## Medical insurance complaints



Field: Management and Entrepreneurship

Service Description

File a complaint regarding medical insurance



## Steps to Obtain the Service:

- · Visit the website of the Central Bank of Saudi Arabia.
- Click on the Al Dahra Services menu at the top of the home page.
- Choose "Complaints" from the list of services. A new page will appear that contains the various complaints in list (B).
- · Choose insurance complaints and click on it.
- The website will take you to the SAMA portal. Please register the required data.



## Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No Terms.



· After completing the login, please submit a complaint.





## Commercial account complaints - bank transfers - currencies



Field: Management and Entrepreneurship

Service Description

Commercial account complaints - bank transfers - currencies



## Steps to Obtain the Service:

- Visit the website of the Central Bank of Saudi Arabia.
- · Click on the Al Dahra Services menu at the top of the home page.
- Choose "Complaints" from the list of services. A new page will appear that contains the various complaints in list (B).
- Choose Bank Complaints and click on it. The website will take you to the SAMA portal. Please



#### Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No Terms.



```
Channels
Service Delivery:
```

After completing the login, please submit a complaint.

register the required data.





## Personal loan complaints



Field: Management and Entrepreneurship

Service Description

File a complaint about a personal loan



## Steps to Obtain the Service:

- · Visit the website of the Central Bank of Saudi Arabia.
- Click on the Al Dahra Services menu at the top of the home page.
- Choose "Complaints" from the list of services. A new page will appear that contains the various complaints in list (B).
- Choose Bank/ Finance complaints and click on it. The website will take you to the SAMA portal. Please register the required data.



## Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No Terms.



Website: www.sama.gov.sa Phone Number: +966114633000 E-mail: info@sama.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:

· After completing the login, please submit a complaint.





# Personal accident insurance complaints - vehicles against third parties - comprehensive



Field: Management and Entrepreneurship

## Service Description

File a complaint about personal accident insurance - against third parties - comprehensive.

Steps to Obtain the Service:

- Visit the website of the Central Bank of Saudi Arabia.
- · Click on the Al Dahra Services menu at the top of the home page.
- Choose "Complaints" from the list of services. A new page will appear that contains the various complaints in list (B).
- · Choose insurance complaints and click on it
- The website will take you to the SAMA portal. Please register the required data.



## Service fees and conditions:

Service fees:

• No fees.

Terms of Service:

• No Terms.







## • After completing the login, please submit a complaint.

## Liability insurance complaints - property - transportation



### Field: Management and Entrepreneurship

File an insurance complaint

Service Description



## Steps to Obtain the Service:

- · Visit the website of the Central Bank of Saudi Arabia.
- · Click on the Al Dahra Services menu at the top of the home page.
- Choose "Complaints" from the list of services. A new page will appear that contains the various complaints in list (B).
- Choose insurance complaints and click on it. The website will take you to the SAMA portal. Please register the required data.



## Service fees and conditions:

Service fees:

No fees.

Terms of Service:

• No Terms.



Website: www.sama.gov.sa Phone Number: +966114633000 E-mail: info@sama.gov.sa Response Hours: 07:30 AM - 02:30 PM Channels Service Delivery:

· After completing the login, please submit a complaint.





## **Bank complaints**



Field: Management and Entrepreneurship



Service Description

File a complaint against ATM operations or point of sale operations.

## Steps to Obtain the Service:

- Visit the website of the Central Bank of Saudi Arabia.
- · Click on the Al Dahra Services menu at the top of the home page.
- · Choose "Complaints" from the list of services. A new page will appear that, contains the various complaints in list (B).
- · Choose Bank complaints and click on it.
- The website will take you to the SAMA portal. Please register the required data.



## Service fees and conditions:

Service fees:

No fees

Terms of Service:

• No Terms.



· After completing the login, please submit a complaint.





## Compensation for damaged cash



<u> </u>	Service Description			Field: M	anagement and Entreprene	urship
	Replace washed or torn banknotes.					
	Steps to Obtain the Service:					
	• Visit a hank hranch					
	Service fees and conditions:					
	Service fees:					
	• No fees.					
	• No Terms					
	No fermis.					
(2) €(3)	Customer         Website: www.sama.go           services:         Phone Number: +966114	.sa E-mail: info@sama.gov 533000 Response Hours: 07:30	.sa AM - 02:30 PM	Channels Service Delivery:	Visit a branch of the Central Bank	

## Currency conversion service and international currency rates



Service Description Field: Management and Entrepreneurship An electronic service provided by the Central Bank of Saudi Arabia to know daily currency rates. Steps to Obtain the Service: • Enter the currency service link (sam.gov.sa). View prices. Service fees and conditions: Service fees: No fees. Terms of Service: • No Terms. Website: www.sama.gov.sa E-mail: info@sama.gov.sa Channels Customer Central Bank website Response Hours: 07:30 AM - 02:30 PM Phone Number: +966114633000 Service Delivery: ervices:

# **Capital Market Authority**

# السوق المالية (Capital Market Authority

## Modifications Applied to the Terms and Conditions of a Private Placement Investment Fund





## Field: Management & Entrepreneurship

This service allows the modification of the terms and conditions of the investment fund that is being offered privately.

## Steps to Obtain the Service:

Service Description

- · Log into the system as a licensed person.
- Click on (Record List) that appears at the top of Home screen.
- · Click on the details of your investment fund.
- Click on the box number to which the amendment request is to be submitted.
- · Click on the icon (Edit Fund Data).
- Answer the question: Does the change require the consent of parties other

than the fund manager? By using either (Yes or No), acknowledging that the proposed change does not contradict with the Investment Funds Regulations, other executive regulations, and any other applicable regulations in the kingdom of Saudi Arabia, then enter the subject of the notice.

· Click on (Submit Application).



## Closure of the Offering Period related to the Private Placement Fund





## Field: Management & Entrepreneurship

This service provides institutional investors and large individual investors with the opportunity to cover the private placement period of an investment fund that is being offered electronically.



#### Steps to Obtain the Service:

Service Description

- · Log into the e-service, log in using your username and password.
- · Go to the records page, and then click on (Private investment fund details).
- Select the fund to be closed, and then click on (Request to close the investment fund offering period).
- Enter the closing information of the fund offering period, and then subscriber details, after that click on (Submit to the Capital Market Authority).

## 

## Service fees and conditions:

Service fees:

No fees.

## Terms of Service:

- · Receipt of the closing notice related to the private placement period.
- · Ensure that all requirements are compatible with the Investment Funds
- Regulation (Form No. 14 Private Placement requirements list).



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· Sign the checklist to close the private placement period.



## **Termination of a Private Placement Investment Fund**

هىئة السوق المالية 🔘 Capital Market Authority



## Field: Management & Entrepreneurship

Steps to Obtain the Service:

Service Description

- · Log into the system as a licensed person.
- · Click on the records list appearing at the top of the page.
- Click on Private Investment Fund Details.

Service fees and conditions:

· Click on the box number on which you want to submit the termination Application.

The service enables the termination of a privately offered investment fund.

- · Click on (Request for termination or liquidation of an Investment Fund) to start the procedures.
- Choose the category either (Termination) or (Termination and Liquidation), in case of

(Termination), kindly insert the reasons for termination and then click on (Submit to the Capital Market Authority).

• In case of (Termination and Liquidation), kindly insert the following: the date of the investment amounts distribution to the unitholders (both Gregorian and Hijri),in addition to the percent Return on Investment (ROI), the reason for termination and liquidation, then upload the termination and liquidation file - if any -, then click on (Submit to the Capital Market Authority).

Service fees:

No fees

Terms of Service:

· Receipt of the Termination Nitice of a privately offered investment fund.



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## Extension of a Private Placement Investment Fund Term





## Field: Management & Entrepreneurship

The service offers the opportunity to extend the term of an investment fund whose units are privately offered, after being returned by the Capital Market Au-

thority for the purpose of correction and amendment.



## Steps to Obtain the Service:

Service Description

- · Log into the e-service, log in using your username and password.
- Go to the tasks page, then click on the data of the fund to be amended which was returned by the Capital Market Authority.
- Insert the fund's data, including the duration of the fund.
- · Click (Submit) to send the application back to the Capital Market Authority.



## Service fees and conditions:

Service fees:

No fees.

Terms of Service:

· Receipt of an extension notice for the investment fund whose units are

privately offered, submitted by the fund manager in addition to all documents required for the application.



Website: www. cma.org.sa Phone Number: 8002451111 E-mail: info@cma.org.sa Response Hours: 08:00 AM - 04:00 PM

Channels Service Delivery: E- portal









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