



وزارة الاستثمار  
Ministry of Investment

2025

# Investor Guide

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## 01.00: Purpose of This Guide



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

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## 02.00: Introduction to Investment Registration in the Kingdom

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

Development of Saudi human resources



Technology transfer and localization



Enhancing economic competitiveness in local and global markets



Diversification of income sources



Balanced regional development.



Export growth

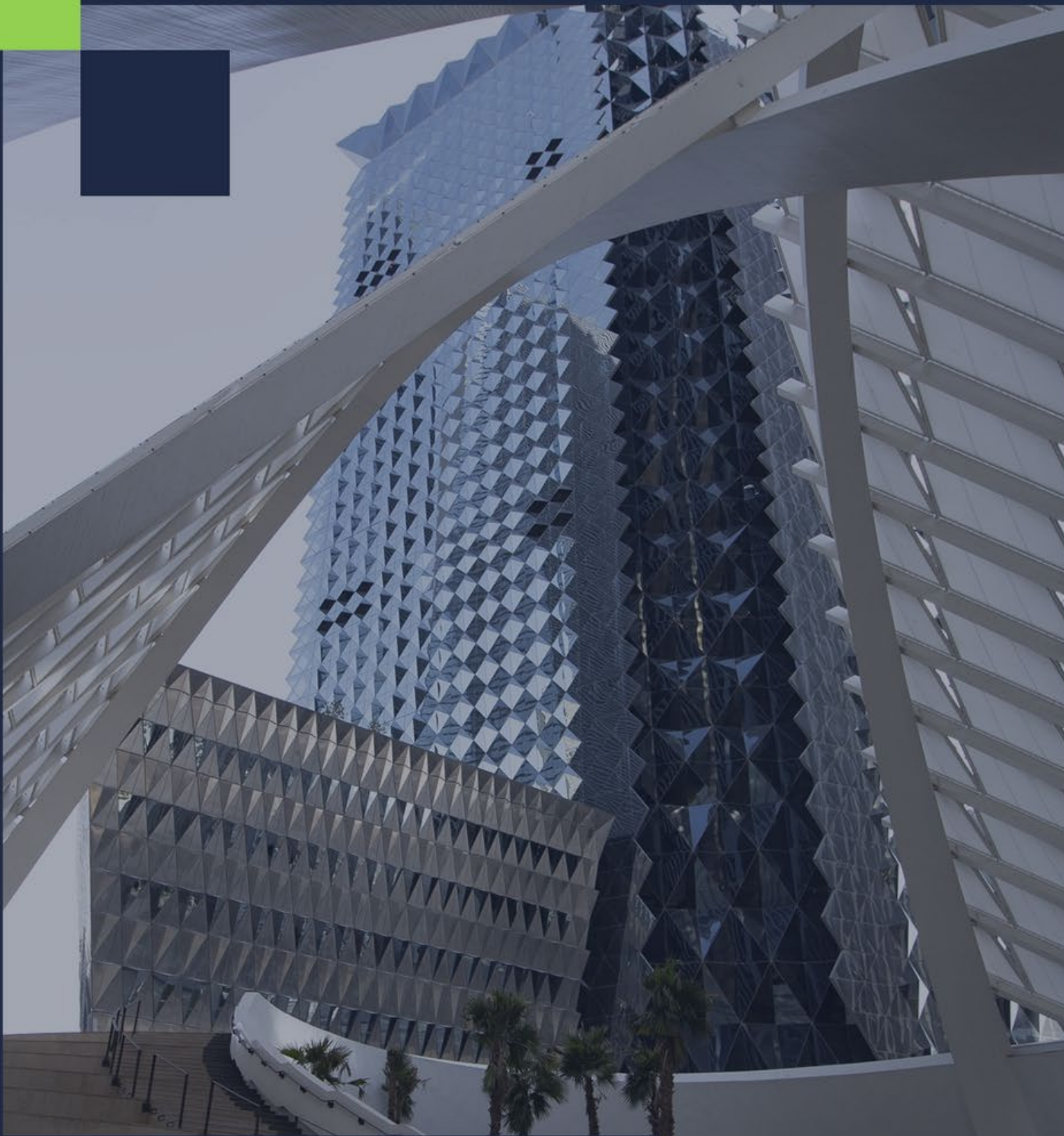


The Ministry of Investment welcomes investors who possess distinguished local or international expertise, financial capability, and organizational structure to activate their investments in the Kingdom.

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

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





## 03.00: The Ministry of Investment Services

03.01.01: Registering for investment

## Commitments

- The applicant must adhere to the obligations specified in Section (05.00) of this guide.

## Service Fees

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

## Service Application Portal

Service Application Portal

## Estimated Processing Time

10 Working Day

## 3.1.1: Registering for investment

### Service Description

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

### Service Requirements

1. A copy of the commercial registration of the participating establishment, authenticated by the Saudi embassy.
2. A copy of the identity document if one of the partners is a natural person (individual) holding the nationality of a GCC country (if their information is not registered in the Absher system).
3. Financial statements for the last fiscal year of the foreign company applying for registration, authenticated by the Saudi embassy.
4. Holders of the Special Residency Permit are exempted from submitting requirements (1-3) above.

### Service Conditions & Restrictions

2. Compliance with the specific conditions outlined for the activity to be registered, as per Section (05.00) of this guide.



## 03.02: Post-Registration Services

## 3.2.1 Annual Registration Update

### Service Description

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

### Required Documents

None

### Service Conditions & Restrictions

None

### Service Fees

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

### Service Application Portal

Electronic Services Portal - Investment Registration

### Estimated Processing Time

5 working days

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## 3.2.2 Amendment of ownership in registration

### Service Description

This service is available for companies that wish to modify ownership, for example, by redistributing shares among partners, entering or exiting partners, replacing heirs, or converting the establishment to another 100% national company according to a notarized decision of the partners, or establishments registered with the Ministry of Investment that wish to merge into another existing company of its kind or of another type, or by merging two or more companies to establish a new company according to a decision of the partners approved by the official authorities.

### Service Fees

No fees apply.

### Service Application Portal

Electronic Services Portal - Investment Registration

### Estimated Processing Time

5 working days

### Required Documents

1. A letter or partner resolution approving the requested modification, authenticated by the Chamber of Commerce or the Saudi embassy for partners outside the Kingdom.
2. For new partners: Required documents as per the registration conditions outlined in Section (03.00) of this guide.
3. For inheritance cases: A letter issued by a court or an accredited law firm specifying the legal share distribution among heirs and the exact ownership percentages in the establishment.

### Service Conditions & Restrictions

- The establishment must complete the amendment of the partner resolution and update the commercial registration within 30 days from the date of investment license modification. Failure to do so allows the Ministry of Investment to revert the license data to its previous status.
- Compliance with the specific requirements outlined for the registered activity, as per Section (05.00) of this guide.

## Service Conditions & Restrictions

1. The purpose of the sale must not be for commercial trading.
2. The property must be located outside the boundaries of Makkah and Madinah.

## Service Fees

No fees apply.

## Service Application Portal

Electronic Services Portal - Ministry Services

## Estimated Processing Time

5 working days.

## 3.2.3 Approval to own and sell the property

### 3.2.3.1 Approvals to own/sell real estate to engage in investment activity

#### Service Description

- This service is available for establishments registered with the Ministry of Investment that wish to obtain an approval decision to own or sell the property necessary for them to practice their registered economic activities. It includes the following purposes:
  - Own a property as Personal housing.
  - Own a property as Industrial facility headquarters.
  - Own a property as the company's administrative headquarters.
  - Own a property for workers housing.
  - Own a property as Warehouses.

#### Required Documents

1. A copy of the municipal building permit, an approval letter from the municipality, or an official document specifying the land use from a relevant authority.
2. A copy of the title deed for the property to be purchased must be attached.



## 3.2.4 Establishment Information and Data Update

### Service Description

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

### Required Documents

1. Depending on the type of update requested

### Service Conditions & Restrictions

None

### Service Fees

No fees apply.

### Service Application Portal

Electronic Services Portal - Investment Registration

### Estimated Processing Time

5 Working days

## 3.2.3.2 Real Estate Development

### Service Description

This service is available for establishments registered with the Ministry of Investment that practice specialized activities in real estate development to implement or sell a real estate project.

### Required Documents

1. A report from an engineering office accredited by the Saudi Council of Engineers, specifying the total project cost in case of a purchase request.
2. A copy of the title deed for the property to be purchased or sold must be attached.

### Service Conditions & Restrictions

- The total project cost (land and construction) must not be less than 30 million SAR.
- The property must be located outside the boundaries of Makkah and Madinah.
- The establishment must utilize the acquired land for the specified purpose within five years.

### Service Fees

No fees apply.

### Service Application Portal

Electronic Services Portal - Ministry Services

### Estimated Processing Time

5 working days.



## 3.2.6.2 Issuing a decision to voluntarily cancel registration

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

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

1. Workers have been cleared.
2. The establishment's location is closed, and the activity has ceased.
3. The establishment must not be operating or practicing any activity, either directly or indirectly.
4. The commercial registration must be canceled with the Ministry of Commerce.

### Service Fees

- No fees apply.

### Service Application Portal

Electronic Services Portal - Investment Registration

### Estimated Processing Time

2 working days.

## 3.2.6 Registration Cancellation

### 3.2.6.1 Confirmation for Voluntary Cancellation

### Service Description

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

### Required Documents

- None

### Service Conditions & Restrictions

- None

### Service Fees

- No fees apply.

### Service Application Portal

Electronic Services Portal - Investment Registration

### Estimated Processing Time

2 working days.

## 3.3 Value-Added Services

### 3.3.1 Strategic Investor Program

#### Service Description & Benefits

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

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

#### Key Benefits for Program Participants

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

## Service Fees

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

## Service Application Portal

Electronic Portal – **Strategic Investor Program**

## Estimated Processing Time

5 working days

For more details about the program and services offered, visit [\[here\]](#).

## Required Documents for the Service

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

## Service Conditions & Restrictions

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

## Eligibility Criteria

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

## Target Groups (Eligible Entities)

- National companies
  - Foreign companies registered with the Ministry of Investment
  - Companies not registered in the Kingdom.
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### 3.3.2 Miza Program

#### Service Description

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

#### Types of Services

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

- Communication and Events
- Talent Solutions
- Market Entry Support
- Legal, Tax, and Compliance Services
- Market Analysis
- Real Estate Services
- Financial and Accounting Services
- Digital and Technology Services
- Ongoing Investor Support
- Concierge and Logistics Services
- Marketing and Public Relations
- Investor Alignment

#### Required Documents for the Service

- None

#### Service Conditions & Restrictions

- Registration on the Ministry of Investment website

#### Service Application Portal

- Electronic Portal – Miza Program

#### Service Fees

- No fees

Electronic Portal – Miza Program  
Estimated Processing Time

- Depends on the type of service requested.

For more details about the program and the services provided, visit [\[here\]](#).



## **04.00: Government Services at One-Stop-Shop Service Centers**

### Service Fees

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

### Service Application Location

One-Stop Services centers.

### Service Application Location

1 working day.

## 04.01 Ministry of Justice



### 04.01.01 Issuance of Power of Attorney

#### Service Description

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

#### Required Documents

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

#### Service Conditions & Restrictions

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



## 04.01.02 Industrial Mortgage

### Service Conditions & Restrictions

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

### Service Fees

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

### Service Application Location

One-Stop Services centers (Jeddah, Dammam).

### Service Application Location

1 working day.

### Service Description

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

### Required Documents

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

## Service Conditions & Restrictions

For Heirs:

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

For **Minors**:

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

For Judicial Rulings:

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

## Service Fees

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

## Service Application Location

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

# 04.01.03 Documenting of Company Establishment Contracts

## Service Description

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

## Required Documents

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

## Estimated Processing Time

2 working days.

## Service Conditions & Restrictions

### For Heirs:

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

### For Minors:

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

### For Judicial Rulings:

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

### Service Fees

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

### Service Application Location

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

### Estimated Processing Time

2 working days.

# 04.01.04 Documenting an Amended Establishment Contract

## Service Description

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

## Required Documents

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



## 04.01.06 Trademark Usage Documentation

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

1. A letter of intellectual property ownership must be provided.

### Service Fees

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

### Service Application Location

One-Stop Services centers (Jeddah, Dammam).

### Estimated Processing Time

1 working day.

## 04.01.05 Real Estate Transfer

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

1. A letter of intellectual property ownership must be provided.

### Service Fees

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

### Service Application Location

One-Stop Services centers (Jeddah, Dammam).

### Estimated Processing Time

1 working day.

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

A letter from the mortgaging entity.

### Service Fees

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

### One-Stop Services centers (Jeddah).

One-Stop Services centers (Jeddah).

### Estimated Processing Time

1 working day.

## 04.01.07 Debt Acknowledgment and Clearance

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

None

### Service Fees

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

### Service Application Location

Service Application Location

### Estimated Processing Time

1 working day.



## Service Description

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

## Required Documents

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

## Service Conditions & Restrictions

None

## Service Fees

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

## Service Application Location

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

## Estimated Processing Time

1 working day.

## Service Description

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

## Required Documents

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

## Service Conditions & Restrictions

None

## Service Fees

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

## Service Application Location

One-Stop Services centers (Jeddah).

## Estimated Processing Time

1 working day.

## 04.02.02 Final Exit Visa for Investors and Senior Professions

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

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

### Service Fees

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

### Service Application Location

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

**Estimated Processing Time**

**1 working day.**

## 04.02 General Directorate of Passports



### 04.02.01 Exit and Re-Entry Visa

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

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

### Service Fees

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

### Service Application Location

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

**Estimated Processing Time**

**1 working day.**





### Service Application Location

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

### Estimated Processing Time

1 working day.

## 04.02.03 Cancel Exit and Re-Entry Visa

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

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

### Service Fees

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



## Service Fees

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

## Service Application Location

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

## Estimated Processing Time

1 working day.

## 04.02.04 Issuance of a New Residency Permit

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

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

## 04.02.06 Separation of Dependent with Independent Residence Permit

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

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

### Service Fees

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

### Service Application Location

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

**Estimated Processing Time**

**1 working day.**

## 04.02.05 Issuance of Residence Permit for Private Driver or Domestic Worker

### Service Description

Service Description:

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

### Required Documents

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

### Service Conditions & Restrictions

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

### Service Fees

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

### Service Application Location

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

**Estimated Processing Time**

**1 working day.**

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

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

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

### Service Fees

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

### Service Application Location

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

**Estimated Processing Time** 1 working day.

## 04.02.07 Residence Permit Renewal

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

- 1. If renewing the residence permit for the General Manager, the following must be provided:
  - o Work card.
  - o Commercial registration containing the name of the General Manager.
- 2. Filling out the approved "Residence Permit Renewal" form from the General Directorate of Passports.
- 3. A comprehensive electronic medical insurance report sent to the General Directorate of Passports.
- 4. This service is provided through the Absher or Muqem systems (if issuance is not possible, proof of this must be provided).

### Service Fees

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

### Service Application Location

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

**Estimated Processing Time**

1 working day.



## 04.02.10 Adding Dependent to Head of Household



### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

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

### Service Fees

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

### Service Application Location

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

### Estimated Processing Time

1 working day.

## 04.02.09 Issuance of Replacement for Lost Residence Permit

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

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

### Service Fees

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

### Service Application Location

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

### Estimated Processing Time

1 working day.

## 04.02.12 Biometric Fingerprint

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

- None

### Service Fees

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

### Service Application Location

One-Stop Services centers (Jeddah - Riyadh).

### Estimated Processing Time

1 working day.

## 04.02.13 Passport Information Update

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

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

### Service Fees

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

### Service Application Location

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

### Estimated Processing Time

1 working day.

## Service Fees

**Service Fees:**  
Payment of any applicable fees to the government entity providing the service.

## Service Application Location

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

## Estimated Processing Time

1 working day.

## 04.02.14 Sponsorship Transfer and Modification of Senior Occupations

### Service Description

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

### Required Documents

1. A copy of the commercial registration.
2. A copy of the investment registration.
3. Original and copy of the passport.
4. Original and copy of the residence permit.
5. A letter of resignation from the previous employer, certified by the Chamber of Commerce.
6. A letter from the establishment requesting the profession modification and sponsorship transfer.
7. Approval from the Ministry of Human Resources and Social Development for transferring the services of the foreign worker (service No. 10.03.02) and modifying the profession (service No. 10.03.04) as per this guide.
8. A certified authorization letter for the applicant with proof of the authorized person's identity or a legal power of attorney.

### Service Conditions & Restrictions

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



## Service Fees

Service Fees:

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

## Service Application Location

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

## Estimated Processing Time

1 working day.

## 04.02.15 Transfer of Sponsorship for Private Driver or Domestic Worker

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

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

## 04.03 Ministry of Human Resources and Social Development

### 04.03.01 Data Update

#### Service Description

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

#### Required Documents

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

#### Service Conditions & Restrictions

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

#### Service Fees

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

#### Service Application Location

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

#### Estimated Processing Time

1 working day.

## 04.03.02 Transfer of Worker Services

### Service Description

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

### Required Documents

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

### Service Fees

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

### Service Application Location

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

### Estimated Processing Time

2 working day.

### Service Conditions & Restrictions

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

## Service Description

Service Description:

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

## Required Documents

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

## Service Conditions & Restrictions

None

## Service Fees

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

## Service Application Location

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

## Estimated Processing Time

1 working day.

## Service Fees

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

## Service Application Location

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

## Estimated Processing Time

2 working day.

## 04.03.04 Change of Occupation (Executive Positions)

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

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



### Service Application Location

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

### Estimated Processing Time

2 working day.

## 04.03.04 Change of Occupation (Executive Positions)

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

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

### Service Fees

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

## 04.03.05 Activate Business File

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

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

### Service Fees

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

### Service Application Location

- The Ministry of Investment website – Electronic Services Portal for inquiries and complaints.
- If you face any technical issues, we are happy to assist you at the One-Stop Services centers.

### Estimated Processing Time

1working day.

## 04.03.06 Cancel Business File

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

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

### Service Fees

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

### Service Application Location

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

### Estimated Processing Time

2 working day.

## 04.03.08 Registration of Unified Number Account Manager

### Service Description

1. A letter from the establishment requesting the registration of an account manager, certified by the Chamber of Commerce.
2. A copy of the commercial register.
3. A copy of the ID.
4. A copy of the founding contract

### Required Documents

This service is for businesses wishing to register an account manager in their file with the Ministry of Human Resources and Social Development.

### Service Conditions & Restrictions

1. Print the note from the electronic services of the Ministry of Human Resources and Social Development (if unable to submit the request via the website).

### Service Fees

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

### Service Application Location

- One-Stop Services centers

### Estimated Processing

**Time** 1 working day.

## 04.03.07 Transfer of Establishment File Under Process

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

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

### Service Fees

Service Fees:

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

### Service Application Location

None

### Estimated Processing

**Time** 1 working day.

## 04.03.10 Issuance of Work Permit for Senior Professions

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

None

### Service Fees

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

### Service Application Location

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

**Estimated Processing Time**  
1 working day.

## 04.03.09 Issuance of Visa for Senior Professions

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

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

### Service Fees

Service Fees:

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

### Service Application Location

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

### Estimated Processing Time

1 working day.





## 04.05 General Organization for Social Insurance

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

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

### Service Fees

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

### Service Application Location

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

### Estimated Processing

**Time** 1 working day.

## 04.04.01 Family Visa

### Sponsorship

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

- Complete and sign the recruitment application form.

### Service Fees

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

### Service Application Location

- Electronic Services Portal - Inquiries and Complaints.
- If you face any technical issues, the service is also available at One-Stop Services centers.

**Estimated Processing Time** 1 working day.



## 04.06 Ministry of Foreign Affairs

### 04.06.01 Commercial Document Certification

#### Service Description

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

#### Required Documents

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

#### Service Conditions & Restrictions

There are no specific conditions or restrictions.

#### Service Fees

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

#### Service Application Location

- One-Stop Services centers.

#### Estimated Processing

**Time** 1 working day.

## 04.05.02 Separation of Individual Establishments from the Company

#### Service Description

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

#### Required Documents

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

#### Service Conditions & Restrictions

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

#### Service Fees

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

#### Service Application Location

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

**Estimated Processing Time** 1 working day.

## 04.06.03 Modification of Arrival Destination

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

There are no specific conditions or restrictions.

### Service Fees

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

### Application Location

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

### Estimated Processing Time

1 working day.

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

### Service Description

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

### Required Documents

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

### Service Conditions & Restrictions

There are no specific conditions or restrictions.

### Service Fees

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

### Application Location

- One-Stop Services centers (Jeddah).

### Estimated Processing Time

1 working day.



## 05.00 Commitments and pledge

## 5.1 Requirements for registration of special categories

	Filing Categories	Definition	Requirements	Financial Consideration
1	Registration for Entrepreneurial Establishments	They are entrepreneurs and innovative companies looking to establish technology-based or outstanding startups that are scalable and growth-oriented, aiming to offer a better and unique product or service in the Saudi market, with support from government-approved agencies.	<ul style="list-style-type: none"> <li>If the applicant is a company, attach the company's board of directors' resolution expressing their desire to register in the Kingdom.</li> <li>Provide a letter of support or proof of project endorsement from the supervising entity (such as Saudi universities, accredited business incubators, or venture capital funds). If the applicant is an individual resident in the Kingdom, a no-objection letter from the Saudi sponsor must be provided.</li> </ul>	<ul style="list-style-type: none"> <li>The registration fee is 2,000 SAR.</li> <li>The annual renewal fee for the second and third years is 2,000 SAR per year.</li> <li>The annual renewal fee for subsequent years after the third year is 62,000 SAR per year.</li> </ul> <p>The payment deadline for the fee is 30 days from the invoice issuance date. If payment is not made within this period, the service will be canceled, and the application must be submitted again.</p>
2	Temporary Registration for Government Contracts	These are foreign companies that have obtained a government contract and apply for temporary investment registration to execute the government/semi-government contract, and this registration ends with the completion of the contract.	A copy of the government entity's letter or the project execution contract signed by the relevant authority, including the duration of the contract.	<ul style="list-style-type: none"> <li>The registration fee is 12,000 Saudi Riyals.</li> <li>The annual update fee is 62,000 Saudi Riyals per year. The available time to pay the fee is 30 days from the invoice issuance date. If payment is not made within this period, the service will be canceled, and a new application must be submitted.</li> </ul>
3	Registration for Scientific and Technical Offices	It is foreign companies that have a Saudi agent or authorized distributor in the Kingdom and wish to open an office to provide scientific and technical services to the company's agents, distributors, and product consumers.	A copy of the authorized agency for the Saudi agent or distributor.	<ul style="list-style-type: none"> <li>The registration fee is (12,000) Saudi Riyals.</li> <li>The annual renewal fee is (62,000) Saudi Riyals per year.</li> </ul> <p>The payment period for the fees is 30 days from the date of issuing the invoice. If the payment is not made within this period, the service will be canceled, and a new application must be submitted.</p>
4	Registration for Economic and Technical Contact Offices	They are economic and technical offices affiliated with countries wishing to register in the Kingdom for the purpose of studying markets and preparing reports about these studies for relevant institutions in	<ul style="list-style-type: none"> <li>A letter addressed to the Ministry of Investment from the relevant ministries, governmental institutions, or concerned entities requesting to open an economic and technical liaison office in the Kingdom.</li> </ul>	<ul style="list-style-type: none"> <li>The registration fee is 2,000 SAR.</li> <li>The annual renewal fee is 2,000 SAR per year.</li> <li>The payment period for the fee is 30 days from the invoice date. If payment is not made within the period, the service will be canceled,</li> </ul>



4		<p>their country, without executing any contracts or engaging in direct or indirect commercial or investment activities in the Kingdom.</p>	<ul style="list-style-type: none"> <li>• A letter from the Ministry of Foreign Affairs addressed to the Ministry of Investment requesting a license for the economic and technical liaison office, including a detailed work plan outlining the activities and services to be provided within the Kingdom.</li> </ul>		<p>and the application must be submitted again.</p>
5	<p>Licenses for Regional Headquarters</p>	<p>It is a multinational foreign company wishing to establish the Kingdom as its regional headquarters by setting up an entity in accordance with the Kingdom's regulations, for the purposes of support, management, and strategic guidance for its branches and subsidiaries operating in the Middle East and North Africa region.</p>		<p>Licenses and yearly confirmation</p>	<ul style="list-style-type: none"> <li>• The registration issuance fee is 12,000 Saudi Riyals.</li> <li>• The annual update fee is 2,000 Saudi Riyals per year. The payment period for the registration fee is 30 days from the invoice issuance date. If the payment is not made within this period, the service will be considered canceled, and a new application must be submitted.</li> </ul>





## 06.00: Communication with the Ministry of Investment



## 06.01 Communication Mechanism with the Ministry of Investment

### 1. Contacting the Ministry of Investment

The Ministry of Investment offers multiple ways to get in touch with its Investor Care Team:

- Toll-Free Numbers:
  - Inside Saudi Arabia: 8002449990
  - Outside Saudi Arabia: +966112035777
- Live Chat:
  - Visit the Ministry's website [www.misa.gov.sa](http://www.misa.gov.sa), log in to your company account, and click on the help icon for instant messaging.
- Callback Requests:
  - Visit [www.misa.gov.sa](http://www.misa.gov.sa) and request a callback via your company's account.
- Social Media:
  - Twitter: @MISACare
- Email:
  - Email: [InvestorCare@misa.gov.sa](mailto:InvestorCare@misa.gov.sa)

## 06.02 Addresses of One-Stop Services centers

Free number	QR CODE	Coordinates	Detailed Address
8002449990	الرياض		
	 Google Map	24.737844, 46.637261	Imam Saud Bin Abdulaziz Bin Mohammad Road, after the intersection with Takhassusi Street heading west National Address: Building Number: 3912 Additional Number: 6229 Postal Code: 12382
	جدة		
	 Google Map	21.633861, 39.133348	Prince Sultan Street, after the intersection with Hope Street, heading north Building Number: 7241 Additional Number: 2810 Postal Code: 23621
الخبير			
 Google Map	26.348312 ,50.196423	Prince Sultan Street, after the intersection with Hope Street, heading north Building Number: 7241 Additional Number: 2810 Postal Code: 23621	
المدينة المنورة			
 Google Map	24.482325207094007 ,39.57270753320472	Tariq bin Ziad Street (intersection with Granada Street) Al-Rakah Al-Janubiyah District Building Number: 7296 Additional Number: 2231 Postal Code: 34227	





## 07.00: Attachments

## 7.1 List of violations

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

List of non-serious violations:

**Failure to annually update the information registered in the National Register of Investors in accordance with the provisions of Article (14) of the Regulations.**

**Do not cancel the registration according to Article 15 of the regulations**

**Failure to provide the information and data requested by the Ministry in accordance with the mentioned articles of these regulations**

**Failure to update data and information for the registered investor, including the address registered with the Ministry**

**5. Failure to comply with the terms, conditions, instructions, pledges or obligations related to the provisions of Articles 7 and 8 of the system.**

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