



هيئة المدن والمناطق الاقتصادية الخاصة  
Economic Cities and Special Zones Authority

# Investor Journey Pharmaceutical Industrial Sector

Draft Version (0.5)

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# Introduction

Based on its vision to make the kingdom of Saudi Arabia an international center attracting different types of investment, the Economic Cities and special economic zones Authority (ECZA) is responsible for the establishment of cities and special economic zones capable of competing globally through:

- Develop incentives and potentials to attract value added investments
- Support through government strategic initiatives to develop innovative business models in partnership with the private sector
- Providing an attractive social environment
- Providing government services with high efficiency

The Economic Cities Authority was established pursuant to Royal Order No. A/19 dated 10/03/1431 AH – 24/02/2010 with the mandate to fully oversee the Kingdom's economic cities and enable them to achieve their objectives in localizing national capital and attracting foreign investments, as well as the objectives of Saudi Arabia's developmental plans..

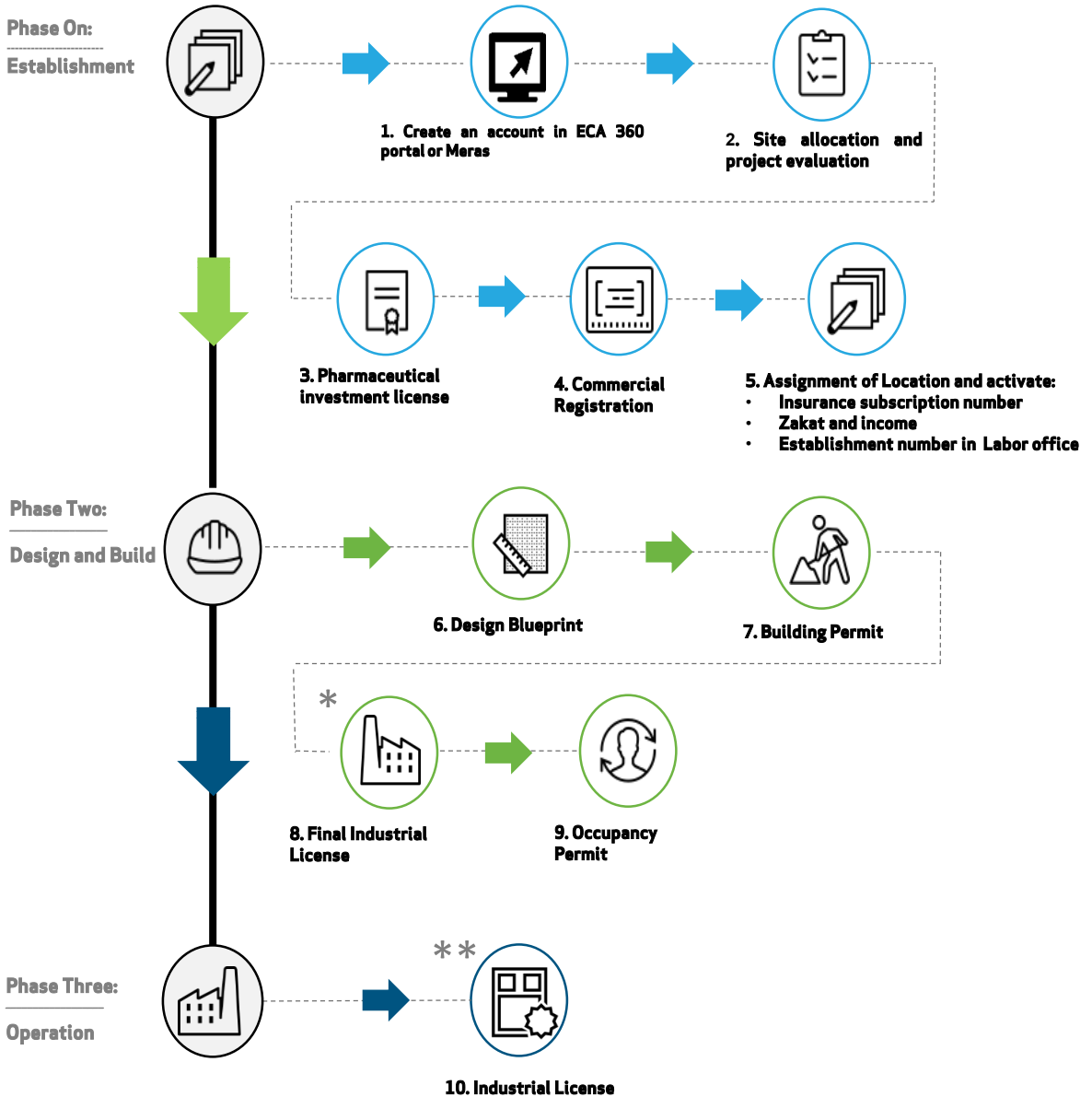
The Authority's mandate has been amended pursuant to Royal Order No. A/240 dated 1/4/1441 AH – 28/11/2019. The name of the entity has been changed to "Economic Cities and Special Zones Authority" (ECZA), in addition to its previous mandate, ECZA will going forward regulate and supervise the Saudi special economic zones in accordance with the ECZA statute.

ECZA utilizes its full capacities to facilitate investment climate and enhance support structure with an effective partnership with the Master Developer to sustain the growth in EC's.

# Investor Pharmaceutical Journey

## Your Cities, Your Services, Your Success

As the only government entity responsible for providing and comprehensive government services related to the economic cities, we can help you obtain all licenses and permits from the start of your business establishment journey to its end.



\*\* Inspection visit by ECZA and SFDA



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# Phase One Establishment

Phase On:  
Establishment



1. Create an account in ECA 360 portal or Meras

2. Site allocation and project evaluation



3. Pharmaceutical investment license

4. Commercial Registration

5. Assignment of Location and activate:

- Insurance subscription number
- Zakat and income
- Establishment number in Labor office

# Phase One: Establishment

## Terms and Conditions

- The compliance of all the rules and regulations of the ECZA and the kingdom of Saudi Arabia.
- Investor should have and maintain an appropriate commercial reputation worldwide and never being convicted of any violation or offence.
- The considered activity should not be among the Negative List of foreign investment activities in Saudi Arabia.
- Activities in different sectors can't be combined in one request, except the sub activities that belong to the same level as per the National Classification for the Economic Activities (ISIC).
- Some of the activities require initial approvals or licenses from other government agencies or its representation in the Economic Cities Authority.
- Meet the minimum capital requirements for specialized activities for foreign and joint venture enterprises.
- Obtain a location in the required Economic City or special zone with the coordination of the Master Developer.
- Third party representation of the entity must fall into one of the following:
  - Power of Attorney attested by an authorized agency.
  - Representation letter attested by the chamber of commerce.
- Documents must be submitted in Arabic or translated to Arabic by an authorized translation office or the Saudi Arabian Embassy in the country of document origin, and attested by an authorized agency.
- Documents originated outside Saudi Arabia must be attested by the Saudi Arabian Embassy in the country of the document origin or an authorized agency inside the Kingdom.
- Adding the required signatures in the chamber of commerce for attesting purposes.
- Documents must be valid at the time of submitting the case (six months before expiry date).
- Entities inside the Kingdom must have a complete profile and valid government registration (Social Insurance certificate, Zakat certificate, Saudization certificate, and SAGIA license for foreign entities if available).

# Phase One: Establishment

## Investment License Evaluation

### Service Description

This service enables the investors to request a business evaluation for establishing companies of any type inside the Economic Cities or special zones.

### Service Fees

- No fees

### Service Requirements

1. Copy of trade name reservation.
2. Identification document for each partner:
  - Commercial registration for entities.
  - Article of association including amendments for companies.
  - Identification document for the individual partners (National ID Card for Saudis and GCC, Resident Identity for residents, or Passport non-residents).
3. The resolution to establish a company inside an Economic City for each partner:
  - Partners resolution for companies stating the names of the partners, investment capital, partners shares, the appointment and responsibilities of the general manager, and the Power of Attorney or delegation letter for the applicant.
  - Letter issued by the individual partners stating the appointment and responsibilities of the general manager, and the Power of Attorney or delegation letter for the applicant.
4. ISIC code (210010) Pharmaceutical industry for human use.

### Service Pre-Requisites

- Active account in ECA Portal for E-Government Services.
- Complete the trade name reservation from the MCI.

### Service Channels

- ECA portal for e-government services.
- Integrated Government Services Center at ECA building.
- Meras Portal [www.meras.gov.sa](http://www.meras.gov.sa)

### Service Time

- Two working days for complete application that fulfills all terms and conditions.

### After Service Completion

- Start the process of issuing the Investment License.

# Phase One: Establishment

## Investment License Issuance

### Service Description

This service enables the investors to obtain a License and start-up the business inside the Economic Cities or special zones.

### Service Fees

- SAR 25000 for large, medium, and small enterprises.
- No fees for entrepreneurs

### Duration of license

- One Hijri year, renewed annually by the investor.

### Service Requirements

- No requirements

### Service Pre-Requisites

- Complete the service "Screen Investment License Request".

### Service Channels

- ECZA portal for e-government services.
- Integrated Government Services Center at ECZA building.
- Meras Portal [www.meras.gov.sa](http://www.meras.gov.sa)

### Service Time

- Five working days for complete application that fulfills all terms and conditions.

### After Service Completion

- Start the process of issuing municipality permits.
- Complete government registration profile within one month from the license issue date.
- Start the process of issuing the final approvals or licenses related to specialized activities.



# Phase One: Establishment

## Commercial Registration Issuance

### Service Description

This service enables entities (companies and branches) that are licenses by ECZA to issue the commercial registration

### Service Fees

- SAR 1200

### Service Requirements

1. Fill in the application
2. Attested Article of Association.
3. Original copy of Board Resolution to appoint the board members.
4. Obligation letter stating that the capital will be deposited within 90 days from the date of issuing the commercial registration.
5. Original Board Resolution to open the branch and appoint the general manager
6. ID copy/Passport copy for appointed managers

### Service Channels

- Integrated Government Services Center at ECZA building.
- Meras Portal [www.meras.gov.sa](http://www.meras.gov.sa)

### Service Time

- Two working days.

### Before Service Completion

- Attest the AoA by a notary

# Phase One: Establishment

## Assignment of Location

### Service Description

This service enables an entity registered with ECZA to obtain a permit that starts the location of the entity within the economic city or special zones.

### Service Fees

- No fees

### Service Requirements

1. Fill in the application (attachment 2)
2. Valid Investment License
3. Signed contract of sale/lease with the master developer
4. Land coqui

### Service Pre-Requisites

- Finish the investment license service
- Obtain commercial registration and sign lease/sale contract with the master developer

### Service Channels

- Integrated Government Services Center at ECA building.
- ECA portal for e-government services.

### Service Time

- Five working days for complete application that fulfills all terms and conditions.

### After Service Completion

- Start opening the Labor Office account and then GOSI account
- Start opening the GZAT account

# Phase One: Establishment

## Government Registrations (Labor Office)

### Service Description

This service enables the investors to register official account with the Labor Office

### Service Fees

- No fees

### Service Requirements

- Register initial account through Labor Office website
- Fill in the form (attachment 3)
- Copy of the Investment License
- Copy of the commercial registration
- Lease or sale contract
- Applicant ID and authorization letter (if applicable)

### Service Channels

- Integrated Government Services Center at ECZA building.
- ECZA portal for e-government services.

### Service Time

- Two working days.

### After Service Completion

- Open an account with General Organization for Social Insurance (GOSI)

# Phase One: Establishment

## Government Registrations (GOSI)

### Service Description

This service enables the investors to register official account with General Organization for Social Insurance (GOSI)

### Service Fees

- No fees

### Service Requirements

- Labor Office account registration done

### Service Channels

- Integrated Government Services Center at ECZA building.
- ECZA portal for e-government services.

### Service Time

- Instant via GOSI website

# Phase One: Establishment

## Government Registrations (GZAT)

### Service Description

- This service enables the investors to register official account with the General Authority of Zakat and Tax (GZAT)

### Service Fees

- No fees

### Service Requirements

- Commercial registration.
- Municipal permit.
- Investment License.

### Service Channels

- Integrated Government Services Center at ECZA building.
- ECZA portal for e-government services.

### Service Time

- Two working days.



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# Phase Two Design & Build

Phase Two:

Design and Build



6. Design Blueprint



7. Building Permit

\*



8. Final Industrial License



9. Occupancy Permit

## Phase Two: Design & Build Terms and Conditions

- Designs must conform to the approved local area plan and to the design guidelines and coquis, which are attached to the agreement between the Master Developer/owner and the investor.
- Design packages must be submitted by a design consultant prequalified from the Economic Cities Authority.
- Design reviews must be completed by a reviewer consultant authorized from ECZA.
- Design packages must be submitted in Adobe PDF format.
- Compliance certificates must be stamped and submitted in Adobe PDF format.
- Fire and safety certificates must be stamped by an authorized consultant or an authorized safety consultant.
- Documents must be valid at the time of submitting the case (three months before expiry date).

# Phase Two: Design & Build

## Design Blueprints

### Step Description

To finalize the design blueprints you must choose one of the pre-qualified design consultant and contractors by ECZA and contact with the consultant to start the designs. The consultant can communicate back and forth with the design review consultant to make sure all designs are up to the standard of the building code of EDA. Once the designs are ready, a workshop with ECZA's Municipality department is needed.

### Design Workshop

A workshop is done to discuss the initial design concept of the facility with ECZA's Municipality department. After the initial design workshop the design consultant will finish the design concept and conduct a final design workshop

### Environmental Study

An environmental study has to be made by an approved office by the Presidency of Meteorology and Environment and submit it with the building permit

### Design Consultant and Contractors List

A full list of design consultants and contractors can be obtained by contacting our integrated government center directly.

### Pre-qualification for design consultants and contactors.

- If you want to use a design consultant or a contractor who is not in our list. They can apply for a pre-qualification via our online portal.



# Phase Two: Design & Build

## Building Permit Issuance (1/2)

### Service Description

This service enables the ECZA applicant or property owners to start/carry out complete construction scope on a specific plot or land.

### Service Fees

- SAR 1,000 per building + 1.5 SAR/m<sup>2</sup>

### Service Requirements

- Applicant:
  - Appointment letter of Project Parties.
  - Contractor's all risk insurance policy.
- Prequalified Design Consultant:
  - Project Design Presentation.
  - Project Rendered Perspectives.
  - Project Site Plan Layout.
  - Design Consultant Compliance Letter.
  - Traffic Impact Assessment.
  - Traffic Analysis.
  - Environmental Impact Assessment (EIA).
  - Environmental Consent to Construct, if applicable.
  - Project Construction Plan.
  - Production Raw Materials list stamped by Certified Consultant (for Chemical or explosive material), if applicable.
  - Saudi Energy Efficiency Program Design Approval (for Petrochemical or Cement industries only), if applicable.
  - Fire & Life Safety Risk Assessment by Certified Consultant, if applicable.
  - Complete design package for Structural, Electrical, Mechanical, Plumbing and Drainage, Firefighting and Life Safety, and Telecommunication.
- Design Review Consultant:
  - Authorized Design Review Compliance Letter.
  - Detailed design workshop minutes of meeting.
  - Review Sheets for Structural, Electrical, Mechanical, Plumbing and Drainage, Firefighting and Life Safety, and Telecommunication.

# Phase Two: Design & Build

## Building Permit Issuance (2/2)

### Service Pre-Requisites

- Complete the service 'Issue Investment License'.
- • Complete the Real Estate Service 'Register Sales or Register Lease'.

### Service Channels

- ECZA portal for e-government services.
- Integrated Government Services Center at ECZA building.

### Service Time

- 15 working days on complete application that fulfills all terms and conditions

### After Service Completion

- The customer can start the process of Issue Occupancy Permit that is a main service required to operate a business Inside an Economic City

# Phase Two: Design & Build

## Industrial License Issuance

### Service Description

This service enables the investors to obtain the final industrial license

### Service Fees

- No fees

### Service Requirements

- Building Permit Issuance

### Service Pre-Requisites

- Complete the issuance of the investment license
- Complete the issuance of the commercial registration

### Service Channels

- Integrated Government Services Center at ECZA building.

### Service Time

- 3 working day for complete application that fulfills all requirements.

# Phase Two: Design & Build

## Occupancy Permit Issuance (1/2)

### Service Description

This service enables the Economic Cities and special zones property owners to demonstrate that a building inspector is satisfied and has approved the property as being suitable for occupation.

### Service Fees

- 350 SAR per unit.

### Service Requirements

- **Applicant:**
  - Firefighting System Maintenance Contract.
  - Waste Management Plan or Contract.
  - If available, Facility Maintenance Contract.
  - If available, Facility Insurance Policy.
- **Prequalified Supervision Consultant:**
  - Occupancy Site Plan Layout.
  - Substantial Completion Certificate (Taking Over Certificate).
  - Mechanical Systems Testing and Commissioning Reports.
  - Firefighting and Life Safety Certificate.
  - Supervision Consultant Compliance Letter.
  - Contractor Compliance Letter.
  - Facility Emergency Plan.
  - Health Safety Environment Plan or Manual.
  - As Built Package for Architectural, Structural, Electrical, Mechanical, Plumbing and Drainage, Firefighting and Life Safety, and Telecommunication.
  - If available, Exterior and Interior Facility Photos.
  - If available, Production Raw Materials list stamped by Certified Consultant (in case Chemical or Explosive Materials are involved).
- **Design Review Consultant:**
  - 12 Hold Points Inspection Reports

# Phase Two: Design & Build

## Occupancy Permit Issuance (2/2)

### Service Pre-Requisites

- Complete the service 'Issue Building Permit'.

### Service Channels

- ECZA portal for e-government services.
- Integrated Government Services Center at ECZA building.

### Service Time

- 10 working days on completion of an application that fulfills all terms and conditions.

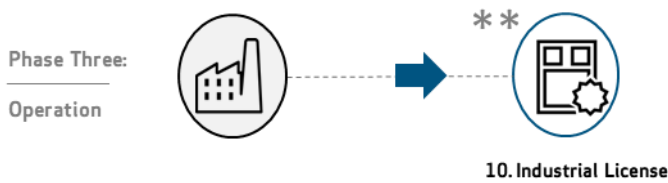
### After Service Completion

- Applicants can start the process of Issue Operation Permit that is a main service required to operate a business Inside an Economic Cite and special zone .



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# Phase Three Operation



\*\* Inspection visit by ECZA and SFDA

## Phase Three: Operation Terms and Conditions

1. The application for obtaining the license must be submitted before the initial approval expires.
2. Obtaining the civil defense license.
3. The factory shall be appointed responsible for quality control before the start of production, with the following:
  - To be a pharmacist.
  - To be registered with the Saudi Commission for Health Specialties.
  - To have at least three years experience in the same field.
4. To appoint a technical manager for the factory, who has the following:
  - To be a full-time Saudi
  - Holds a bachelor's degree in pharmacy.
  - To be registered with the Saudi Commission for Health Specialties.
  - Have at least two years experience.
5. In the case of manufacture of narcotic drugs or psychotropic substances, a licensed Saudi pharmacist or pharmacist must be appointed and responsible for controlling them.

# Phase Three: Operation

## Factory Permit Issuance

Apply for a pharmaceutical factory license

### Requirements

- Application form for local factory and pharmaceuticals license.
- The origin of the license of the establishment in case of changing the site.
- Copy of the license issued by the Economic Cities Authority.
- Copy of the sub-commercial register of the factory ' The trade name" shall be identical to what is mentioned in the application form (in the case of more than one branch or the main commercial register contains other commercial activities).

Copy of the following documents to the technical director of the factory:

- Copy of certified academic qualification by the embassy (for non-Saudis)
- To be a full-time Saudi pharmacist with three years of experience
- Copy of national identity / iqama
- Copy of endorsed technical director's certificate
- Copy of endorsed certificates of experience
- Copy of the professional registration card

Copy of the following documents to the QC officer:

- Copy of the certificate of scientific qualification endorsed by the embassy (for non-Saudis).
- National identity / iqama photo.
- Copy of documented experience certificates.
- Copy of the professional registration card.
- To be a pharmacist
- To be registered with the Saudi Commission for Health Specialties
- To have experience in the same field for at least 3 years

Copy of the following documents for the custodian of narcotics and psychotropic substances:

- A copy of the national identity.
- Copy of the professional registration card.
- A copy of the initial approval.
- A Saudi pharmacist or pharmacist authorized to be responsible for monitoring



# Phase Three: Operation

## Factory Permit Issuance

### Apply for a license to practice the activity

#### Requirements

- Copy of the following documents to the QC officer:
- Copy of national identity / residence
- Copy of the professional registration card.
- Copy of documented experience certificates
- To be a full-time Saudi
- To have a bachelor's degree in pharmacy
- To be registered with the Saudi Commission for Health Specialties
- To have experience in the same field for at least three years
- A copy of the national identity of the person responsible for following up the application with the Commission.
- A copy of the attorney or a certified authorization from the Chamber of Commerce to follow up the application with the Commission.
- A photocopy of the reference number for the payment of the license fee of five thousand (5000) riyals in the SADAD system (the number of the payer of the SFDA)

Service	Period
Determine the date of the joint inspection visit by ECZA after the building is completed and occupied	3 working days

# Investment License renewal service

## Service Description

This service enables the Economic Cities and special zones investors to renew the Investment License for one year or five years for strategic investors.

## Service Fees

- SAR 5000 for each year.

## Service Requirements

- No requirements

## Service Pre-Requisites

- Complete the service "Issue Investment License".
- Complete the service "Register Lease or Sale" for the location through the Master Developer.

## Service Channels

- ECZA portal for e-government services.
- Integrated Government Services Center at ECZA building.

## Service Time

- One working day for complete application that fulfills all terms and conditions.

# Contact & Help

## Access to our online services

All our services are available through our online website at [www.ecza.gov.sa](http://www.ecza.gov.sa)

## Account creation

- Open ECZA's website: [www.ecza.gov.sa](http://www.ecza.gov.sa)
- Access the 360 website
- Click on Register now
- Fill in your information and submit the account creation.
- Activate your account by checking the email sent to you

## E-Gov. Portal Helpdesk

If you are facing any technical issues while using the governmental Portal, please contact our IT Helpdesk, whom are happy to serve you at any time on:

- Email: [egov\\_hd@ecza.gov.sa](mailto:egov_hd@ecza.gov.sa)
- Mobile: 00966506122283

## Contact Us

We are happy to receive all your inquires and requests on our unified email or via contacting us my phone:

Email: [360@ecza.gov.sa](mailto:360@ecza.gov.sa)

Phone: 00966126106700

# Frequently Asked Questions

## 1. Who is an investor?

A natural or juristic person, whether Saudi or a foreigner, who invests in the Economic Cities.

## 2. What are the types of investment permitted in the Economic Cities?

- a) Saudi or Gulf investment.
- b) Foreign investment.
- c) Mixed Investment; i.e. Saudi & Foreign.

## 3. What are the privileges granted to investors in the Economic Cities?

1. All incentives and privileges are granted to investors within the Kingdom of Saudi Arabia.
2. Assisting projects to obtain support for the Industrial Development Fund.
3. Accessing all services provided by the Economic Cities Authority, including but not limited to: Issuing licenses (industrial and service), the issue of building, occupancy and employment permits, issue of title deeds as well as applications to obtain government approval for labor.

## 4. Is it possible to transfer capital and profits outside the Kingdom? Yes.

## 5. Is the transferring of shares of shareholders /partners possible in the project? Yes.

## 6. Is the foreign investor allowed to own the entire project?

Yes, depending on the investment sector, provided that it shall not be listed in the excluded activities.

## 7. What activities are available for investment in the Economic Cities?

Each Economic City has specific activities:

- To learn about King Abdullah Economic City (KAEC) activities, please visit the following link:
- To learn about Knowledge Economic City activities, please visit the following link:

## 8. What types of enterprises are allowed in the Economic Cities?

- a. Enterprises or an establishment branch.
- b. One-person / limited liability company or branch thereof.
- c. Limited Company or branch thereof.
- d. A closed and public joint-stock company or branch thereof.
- e. Holding company or branch thereof.

## 9. What are the categories of investors in the Economic Cities?

- a) Large enterprises.
- b) SMEs
- c) Entrepreneurs

## 10. Are Economic City investors allowed to bid for projects outside Economic Cities?

Yes, in accordance with Saudi Arabia's regulations.

# Frequently Asked Questions

11. Can an enterprise be represented before the Economic Cities through a public or private agency?

Yes, if a representative is appointed for the investor or the enterprise, they shall follow one of the following legal representation methods:

- A notarized POA; and
- an authorization certified by the Chamber of Commerce;

12. Does the Economic Cities Authority support SMEs?

Yes, depending on the activity.

13. Can Economic City investors apply for a loan for industrial and service projects? Yes.

## Licensing and Registration

1. What is a license?

A license is an approval issued by the Authority to conduct an activity within the Economic Cities, permanently or temporarily.

2. To whom is an investment license issued?

An investment license shall be issued to each investor within the boundaries of the Economic Cities.

3. What types of licenses are available in the Economic Cities?

1. Industrial licenses.
2. Non-specialized service licenses.
3. Specialized service licenses.

4. Is it possible to work under the Economic Cities Authority's license outside the Economic City?

Yes, the Economic Cities Authority's license can be used to operate outside the boundaries of the Economic City by rendering services and products within the regions of the Kingdom, without having a location outside the City.

5. Can an enterprise obtain more than one investment license? Yes.

6. Is it possible for the investor to combine a commercial and industrial license?

Yes, as the investor holding the industrial license has the right to conduct business related to their industry, such as sales and distribution.

7. Can a foreign investor obtain an investment license for a location outside the boundaries of the Economic City?

No. In this case, a license shall be obtained from the General Investment Authority, where the application is arranged to be issued through the Integrated Government Services Center "360" at the Economic Cities Authority.

8. What is the maximum number of licenses that can be issued to the enterprise?

There is no maximum to the number of licenses issued.

# Frequently Asked Questions

## 9. What is the duration of the license issued by the Economic Cities Authority?

All licenses last for a period of one Hijri year commencing from the date of issue of the license - and ending one year after the date of issue.

## 10. What are the benefits of the license?

1. Establishing a presence and making an investment in the Economic Cities.
2. Taking advantage of the services of the Integrated Government Services Center (IGSC) by obtaining the relevant approvals and government registrations necessary for the project.
3. Facilitating procedures for obtaining government services such as customs exemptions granted by the Ministry of Energy, Industry and Mineral Resources, and requesting an industrial loan from the Saudi Industrial Development Fund (SIDF).

## 11. Is it a prerequisite to provide a location for each license?

Yes, no license may be issued unless there is a specific location.

## 12. When does the license require renewal?

The license shall be renewed 3 months before its expiry date.

## 13. Do I have to translate all documents when opening a branch of a foreign company in the Economic Cities?

All documents shall be in the Arabic language. In the event of submitting non-Arabic language documents, they shall be translated by an accredited translation office in the Kingdom or translated in the country of origin and ratified by the Saudi Ministry of Foreign Affairs.

## 14. Can an activity be practiced on a mobile vehicle?

Yes, an activity may be practiced on a mobile vehicle after obtaining the necessary licenses from the Economic Cities Authority.

## 15. Shall the investor be required to visit the Ministry of Commerce in order to issue the commercial register?

The Commercial Register shall be issued through the Integrated Government Services Center "360" at the Economic Cities Authority.

## 16. What is the time period for the finalization of government registration procedures after the issue of the license?

The licensed enterprise shall finalize the government registrations within a period not exceeding one month from the date the license is issued.

## Directory of violations

In order to view the list of violations, penalties and enforcement procedures, please visit the following link: [Directory of Violations](#)

## National Guide For Economic Activities (ISIC4)

To view the national classification of economic activities, please visit the following link: [Classification of activities](#)



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# Appendix



# Attachment #1



## نموذج طلب خدمة من السجل التجاري

نوع السجل	<input type="checkbox"/> رئيسي <input type="checkbox"/> فرعي	رقم السجل التجاري	في حال وجود سجل
نوع الخدمة	<input type="checkbox"/> إصدار جديد <input type="checkbox"/> تعديل <input type="checkbox"/> تجديد <input type="checkbox"/> شطب <input type="checkbox"/> مستخرج <input type="checkbox"/> نقل ملكية <input type="checkbox"/> أخرى	رقم حجز الاسم التجاري	في حال وجود حجز
الاسم التجاري			

الخدمات المطلوبة

عدد السنوات	<input type="checkbox"/> سنة واحدة <input type="checkbox"/> سنتان <input type="checkbox"/> ثلاث سنوات <input type="checkbox"/> اربع سنوات <input type="checkbox"/> خمس سنوات	تاريخ	<input type="checkbox"/> جديد <input type="checkbox"/> تجديد
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بيانات السجل التجاري	المالك	الاسم الرباعي	رقم الهوية/رقم الجواز	
		تاريخها	مصدرها	تاريخ الانتهاء
عنوان المنشأة	عنوان المنشأة	الجنسية	محل الميلاد	تاريخ الميلاد
		جوال	البريد الإلكتروني	
		المدينة	الحي	الشارع
		صندوق البريد او رقم المبنى (واصل)	الرمز البريدي	الرقم الإضافي
رأس المال	رقماً	الهاتف	البريد الإلكتروني	
		الاسم الرباعي	كتابة	
المدير	المدير	الاسم الرباعي	رقم الهوية/رقم الجواز	
		تاريخها	مصدرها	تاريخ الانتهاء
		الجنسية	محل الميلاد	تاريخ الميلاد
		جوال	البريد الإلكتروني	
النشاط				
التعديل				

المكرم/ مدير السجل التجاري  
أمل التكرم باتخاذ الاجراءات النظامية للمنشأة وفقاً للبيانات المذكورة أعلاه وبرفقته نسخة من الوثائق اللازمة.  
حرر في...../...../.....

الاسم/...../الصفة/...../التوقيع/.....

# Attachment #2



## Application Form: Assignment of (Land/Property) Permit

Type of Issuance					
<input type="checkbox"/> New	<input type="checkbox"/> Renew	<input type="checkbox"/> Re-Issue			
Property Details					
Plot #					
Property #					
Facility Type		Property Information			
<input type="checkbox"/> General	<input type="checkbox"/> Recreation	Economic City			
<input type="checkbox"/> Residential	<input type="checkbox"/> Health	District			
<input type="checkbox"/> Educational	<input type="checkbox"/> Other (Please specify):	Street			
<input type="checkbox"/> Industrial		Building			
<input type="checkbox"/> Commercial		Floor			
Applicant Details					
Trade Name of Property Owner in English		Trade Name of Tenant in English		Investment License Details	
				Number	
الاسم التجاري لمالك العقار		الاسم التجاري للمستفيد من العقار		Issue Date	
				Exp. Date	
			Lease Agreement Details		
			Area/ sq. meters		
			Start Date		
			Exp. Date		
Applicant Information					
Name & Contact Info			Company's Stamp		
Occupation					
Email					
Mobile					
Date					
Applicant Undertaking Declaration			Signature		
<p>I understand that the "Assignment of (Land/Property) Permit" is only issued to facilitate registration processes with other Saudi Governmental Authorities and it is not an Operation Permit nor a Shop Permit and hence would not start any operational activities until obtaining the relevant permit.</p> <p>I certify that I have read the application and declare that the above information is correct and that I am the tenant or the duly authorized representative of the tenant. I agree to comply with all laws and regulations relating to construction and operation activities.</p>					
Permit Requirements / Filled by ECZA Representer					
Please attach the following requirements in order to process the permit:		Format	Submit	SSC Team Member Approval	
1- Valid ECZA Investment License.		Soft Copy/Hard Copy	<input type="checkbox"/>	Approved	<input type="checkbox"/>
2- Valid Lease Agreement or Ownership Certificate.		Soft Copy/Hard Copy	<input type="checkbox"/>	Incomplete	<input type="checkbox"/>
3- Plot ID sheet / Croqui		Soft Copy/Hard Copy	<input type="checkbox"/>	Approved as Noted:	<input type="checkbox"/>
4- Valid Municipal Permit if any.		Soft Copy/Hard Copy	<input type="checkbox"/>	Signature	
5- In case of Re-new, original version of expired permit.		Hard Copy	<input type="checkbox"/>		
6- In case of Re-issue, an official letter with detailed explanations of reasons.		Hard Copy	<input type="checkbox"/>		



## Attachment #4

### الأنشطة الاقتصادية بحسب الدليل الوطني

النشاط التجاري	رمز ISIC	النشاط التجاري	رمز ISIC
صناعة مستحضرات العناية باليدين والأرجل	202362	صناعة الأحذية الرياضية والطبية والمهنية	152030
صناعة مستحضرات التجميل ، ومستحضرات العناية باليدين والأرجل الأخرى	202369	صناعة الشامبوهات	202313
صناعة مستحضرات تنظيف الفم والأسنان	202371	صناعة مستحضرات تعطير الغرف وإزالة الروائح	202330
صناعة معاجين أو مساحيق تثبيت الأسنان الصناعية	202372	صناعة العطور الرجالية والنسائية	202341
صناعة مستحضرات تنظيف الفم أو الأسنان بما فيها معاجين أو مساحيق تثبيت الأسنان الصناعية الأخرى	202379	صناعة الكولونيا وماء التواليت	202342
صناعة المستحضرات الصيدلانية للاستخدام البشري	210010	صناعة العود ودهن العود	202343
صناعة المستحضرات الصيدلانية للاستخدام البيطري	210020	صنع البخور	202344
صناعة منتجات نباتية مطحونة أو مصنعة أو محضرة	210030	صناعة مستحضرات عطرية أخرى للاستخدام الشخصي	202349
صناعة الضمادات الجراحية ضمادات الكسور	210041	صناعة مستحضرات الحلاقة	202351
صناعة الحشو الطبي	210042	صناعة مستحضرات الحلاقة و مزيلات وفرد الشعر والجليسرين الأخرى	202359
صناعة خيوط الجراحة	210043	صناعة مستحضرات التجميل	202361
صناعة معدات القياس والاختبار والمراقبة للخواص الطبيعية الأخرى	265129	صناعة القطن الطبي	210044
صناعة الموازين الحساسة والمقاييس المستخدمة في المختبرات لأغراض الاختبار	265131	صناعة الضمادات الجراحية والحشو الطبي وضمادات الكسور وخيوط الجراحة الأخرى	210049
صناعة أجهزة التحليل في المختبرات ، يشمل (معدات تحليل الدم)	265132	صناعة المواد الدوائية المستخدمة في صنع الأدوية	210051
صناعة مقاييس الحرارة غير الطبية ، يشمل (المقاييس الخاصة بالأغراض الصناعية)	265192	صناعة المواد الدوائية المستخدمة في صنع الفيتامينات	210052
صناعة المعدات والأنابيب والأجهزة الإشعاعية العادية وإجزاءها للأغراض الطبية والعلمية والأبحاث ، يشمل ( أشعة إكس ، أشعة بيتا ، أشعة جاما	266011	صناعة المواد الدوائية المستخدمة في صنع المنتجات الهرمونية الأخرى	210053

## Attachment #5

### الأنشطة الاقتصادية بحسب الدليل الوطني

النشاط التجاري	رمز ISIC	النشاط التجاري	رمز ISIC
صناعة معدات التصوير المقطعي CT بالحاسب الآلي	266012	صناعة السكر الكيماوي النقي	210054
صناعة معدات التصوير بالرنين المغناطيسي	266013	صناعة المواد الكيميائية المستخدمة في صنع المستحضرات الصيدلانية ، يشمل ( الأدوية ، الفيتامينات ، المنتجات الهرمونية ، سكر كيميائي نقي .. الخ )	210059
صناعة معدات التصوير بالموجات فوق الصوتية	266014	أنشطة أخرى لصناعة المستحضرات الصيدلانية والكيماويات الدوائية والمنتجات النباتية الطبية	210090
صناعة معدات التصوير المقطعي PET بانبعثات البوزوترون	266015	صناعة الأصناف الصحية أو الصيدلانية من المطاط	221940
صناعة معدات الليزر الطبي	266016	صناعة الأدوات الزجاجية للمختبرات والاستعمالات الصيدلانية	231041
صناعة معدات القياس والاختبار والمراقبة للخواص الطبيعية الأخرى	265129	صناعة القطن الطبي	210044
صناعة الأبر والمحاقن الطبية أو خلاف ذلك	325061	صناعة الأسنان الصناعية والجسور وما شابهها	325034
صناعة مقاييس الحرارة الطبية	325062	صناعة المعدات والأدوات والتجهيزات الخاصة بطب الأسنان الأخرى	325039
صناعة أنابيب عمليات القسطرة والتغذية والشفط وخلاف ذلك	325063	صناعة أجهزة التنظيف بالموجات فوق صوتية للمختبرات	325041
صناعة أنواع أخرى من التجهيزات الطبية غير المصنفة في موضع آخر	325069	صناعة أجهزة ومعدات التعقيم .	325042
صناعة أدوات وأجهزة طب العيون ، يشمل ( المناظير والمرايا )	325071	صناعة أجهزة ومعدات التقطير والترشيح للمختبرات	325043
صناعة العيون الزجاجية البديلة	325072	صناعة أجهزة الفصل الدوراني المستخدمة في المختبرات	325044
صناعة العيون الزجاجية البديلة	325072	صناعة أجهزة الفصل الدوراني المستخدمة في المختبرات	325044
صناعة النظارات الطبية	325073	صناعة معدات وتجهيزات المختبرات غير المصنفة في موضع آخر الأخرى	325049
صناعة النظارات الشمسية	325074	صناعة طاوولات الفحص الطبي وأثاث الجراحة	325051
صناعة العدسات اللاصقة	325075	صناعة الأسرة الطبية المزودة بإضافات ميكانيكية للحركة	325052
صناعة أدوات وأجهزة طب العيون وأدوات تصحيح الإبصار الأخرى	325079	صناعة مقاعد طب الأسنان	325053
صناعة سماعات الأذن لمعالجة ضعف السمع	325081	صناعة أنواع أخرى من الأثاث الطبي	325059

## Attachment #6

### الأنشطة الاقتصادية بحسب الدليل الوطني

رمز ISIC	النشاط التجاري	رمز ISIC	النشاط التجاري
275049	صناعة ماكينات الحلاقة وتنظيف الأسنان ومجففات وأمشاط كهربائية لتصفيف الشعر الأخرى	325082	صناعة الأحذية الطبية وأجزائها المخصصة لتصحيح المشي
279001	صناعة أجهزة كهربائية مخبرية وإشعاعية أخرى وما شابهها	325089	صناعة أدوات تقويم أنواع أخرى من الإعاقات الأخرى
325021	صناعة حشوات إعادة بناء العظام	325090	أنشطة أخرى لصناعة الأدوات والتجهيزات الطبية والخاصة بطب الأسنان
325022	صناعة الأجزاء المعدنية لتثبيت العظام ، يشمل ( الأسياخ والصفائح والمسامير اللولبية	231049	صناعة الأدوات الزجاجية للمختبرات والاستعمالات الصيدلانية الأخرى
325023	صناعة أجهزة تقويم الأعضاء	266017	صناعة معدات قياس إشعاعات الغذاء والحليب
325024	صناعة الأطراف الصناعية	266019	صناعة المعدات والأنابيب والأجهزة الإشعاعية العادية وأجزائها للأغراض الطبية والعلمية والأبحاث الأخرى
325025	صناعة أجهزة تجبير الكسور	266021	صناعة منظمات ضربات القلب
325026	صناعة العكازات الطبية	266022	صناعة أجهزة تخطيط القلب
325029	صناعة التجهيزات الطبية الخاصة بمعالجة كسور العظام وتقويم الأعضاء الأخرى	266023	صناعة أجهزة تقوية السمع
325031	صناعة حشوات الأسنان	266024	صناعة المناظير الألكترونية الطبية
325032	صناعة الأفران المستخدمة في عيادات الأسنان	266029	صناعة المعدات والأجهزة الإلكترونية الطبية والعلاجية الأخرى
325033	صناعة معدات طب الأسنان	266090	صناعة أجهزة ومعدات أشعاعية وإلكترونية طبية وعلاجية غير مصنفة في موضع آخر
		267001	صناعة المرايا الطبية
		267002	صناعة أدوات التكبير البصرية
		275042	صناعة ماكينات تنظيف الأسنان