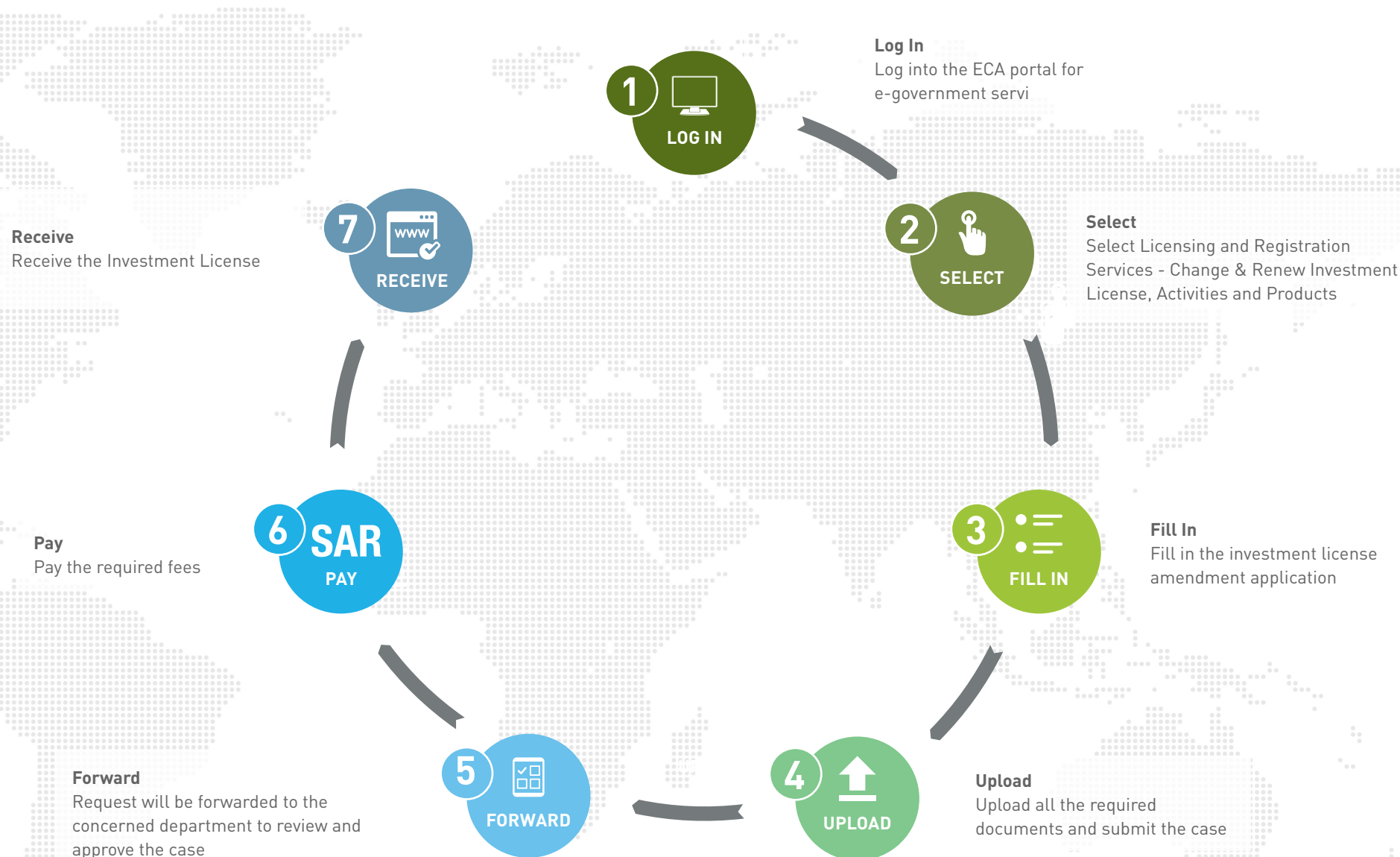


LICENSING AND REGISTRATION - CHANGE & RENEW INVESTMENT LICENSE (BUSINESS ACTIVITIES AND PRODUCTS)



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Service Description

This service enables the Economic Cities investors to renew and amend the Investment License by changing business activities or products.

Service Beneficiaries

- Business sector

Service Fees

- SAR 7000

Service Requirements

- The resolution to amend the Investment License stating the required changes:
 - Partners or board of directors resolution for companies or the authorized person to amend the activities or products.
 - Letter of intent to amend the activities or products, issued by the establishment owner or the authorized person.
- Article of Association amendment draft for companies, for activity amendments.
- Updated project plan after the amendments.
- Approval of the Saudi Industrial Development Fund on the required amendment for the funded projects.
- Power of Attorney or delegation letter in case of third party representation.

Service Conditions

- The compliance of all the rules and regulations of the Economic Cities 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.
- Investor profile should be free of any existing violations or irregularities whether operational, administrative, or supervisory.
- 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.
- Lease or ownership agreement for the secured location with the Master Developer must be registered at the Economic Cities Authority.
- Investor should have a complete and valid government registration profile (Commercial Registration, Social Insurance certificate, Zakat certificate, and Saudization certificate).
- 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).

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

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

Service Time

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

After Service Completion

- Continue practicing the business activities inside the Economic City.
- Start the process of changing business activities or products in all related government agencies.