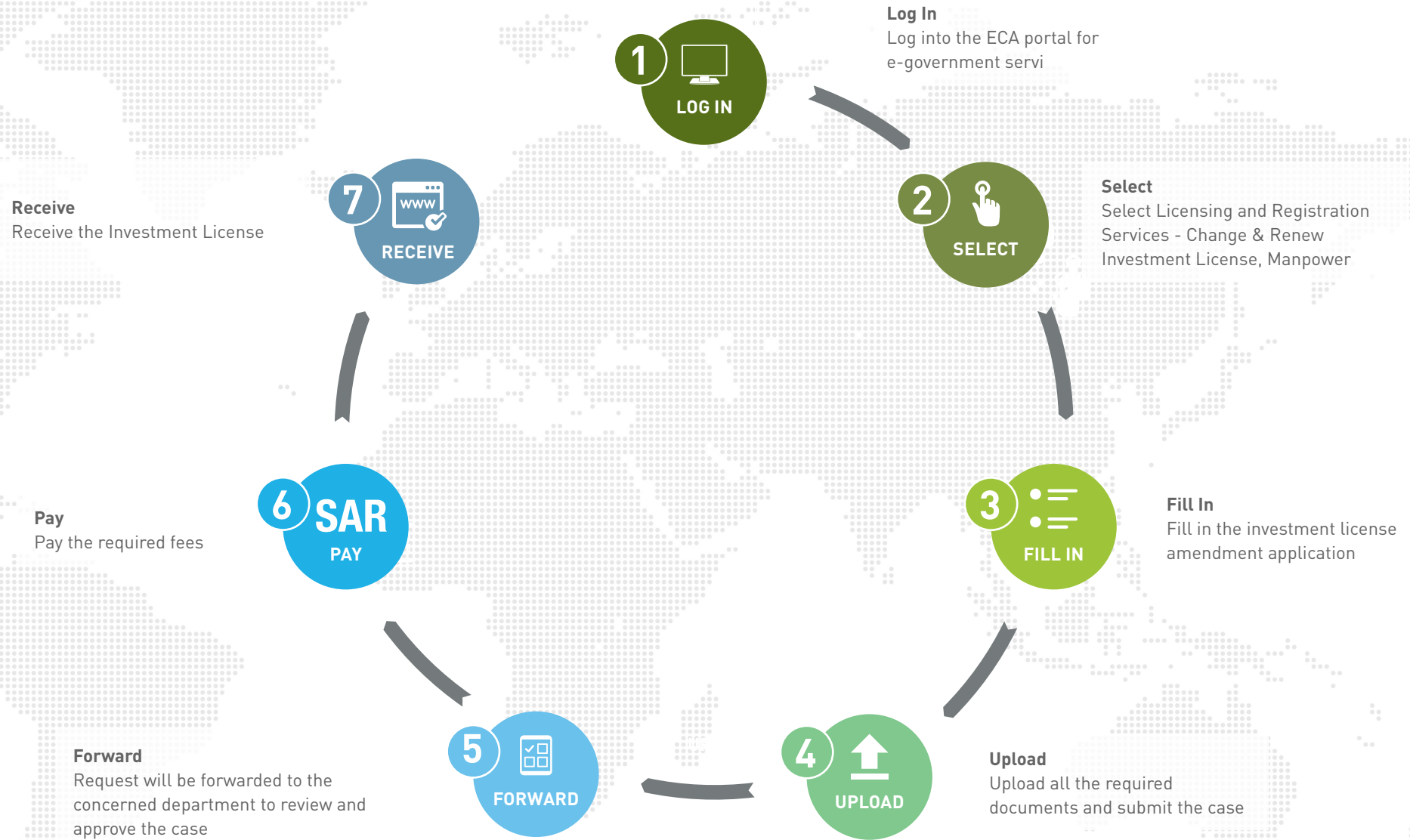


# LICENSING AND REGISTRATION - CHANGE & RENEW INVESTMENT LICENSE (MANPOWER)



## LICENSING AND REGISTRATION - CHANGE & RENEW INVESTMENT LICENSE (MANPOWER)

### Service Description

This service enables the Economic Cities investors to renew and amend the Investment License by changing the total manpower.

### 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 manpower.
  - Letter of intent to amend the manpower, issued by the establishment owner or the authorized person.
- Updated manpower plan after the amendments.
- 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.

- 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

- Two 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 the manpower in all related government agencies.