

LICENSING AND REGISTRATION – SCREEN INVESTMENT LICENSE REQUEST (ESTABLISH AN ENTREPRENEURAL COMPANY)



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Service Description

This service enables entrepreneurs to request a business evaluation for establishing companies of any type inside the Economic Cities.

Service Beneficiaries

- Business sector

Service Fees

- No fees

Service Requirements

- Copy of trade name reservation.
- 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).
- 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.
- Endorsement letter from an accredited source in the

Economic Cities Authority, or an approval from the Economic Development Division in ECA for projects submitted from not accredited source.

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.
- 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 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 an authorized agency.
- 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.

Service Pre-Requisites

- Active account in ECA Portal for E-Government Services.
- Complete the trade name reservation from the Ministry of Commerce and Investment (MCI).

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, for non-specialized activities
- Four working days for complete application that fulfills all terms and conditions, for specialized activities.

After Service Completion

- Start the process of issuing the Investment License.