

LICENSING AND REGISTRATION – SCREEN INVESTMENT LICENSE REQUEST (ESTABLISH A LARGE, MEDIUM, OR SMALL ESTABLISHMENT)



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Service Description

This service enables the investors to request a business evaluation for establishing individual establishments inside the Economic Cities.

Service Beneficiaries

- Business sector

Service Fees

- No fees

Service Requirements

- Copy of trade name reservation.
- Identification document for the owner (National ID Card for Saudis and GCC, Resident Identity for residents, or Passport non-residents).
- Letter of intent to establish an individual establishment inside an Economic City issued by the owner stating the appointment and responsibilities of the general manager, and the Power of Attorney or delegation letter for the applicant, if the applicant is not the entity owner.

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 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).

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.