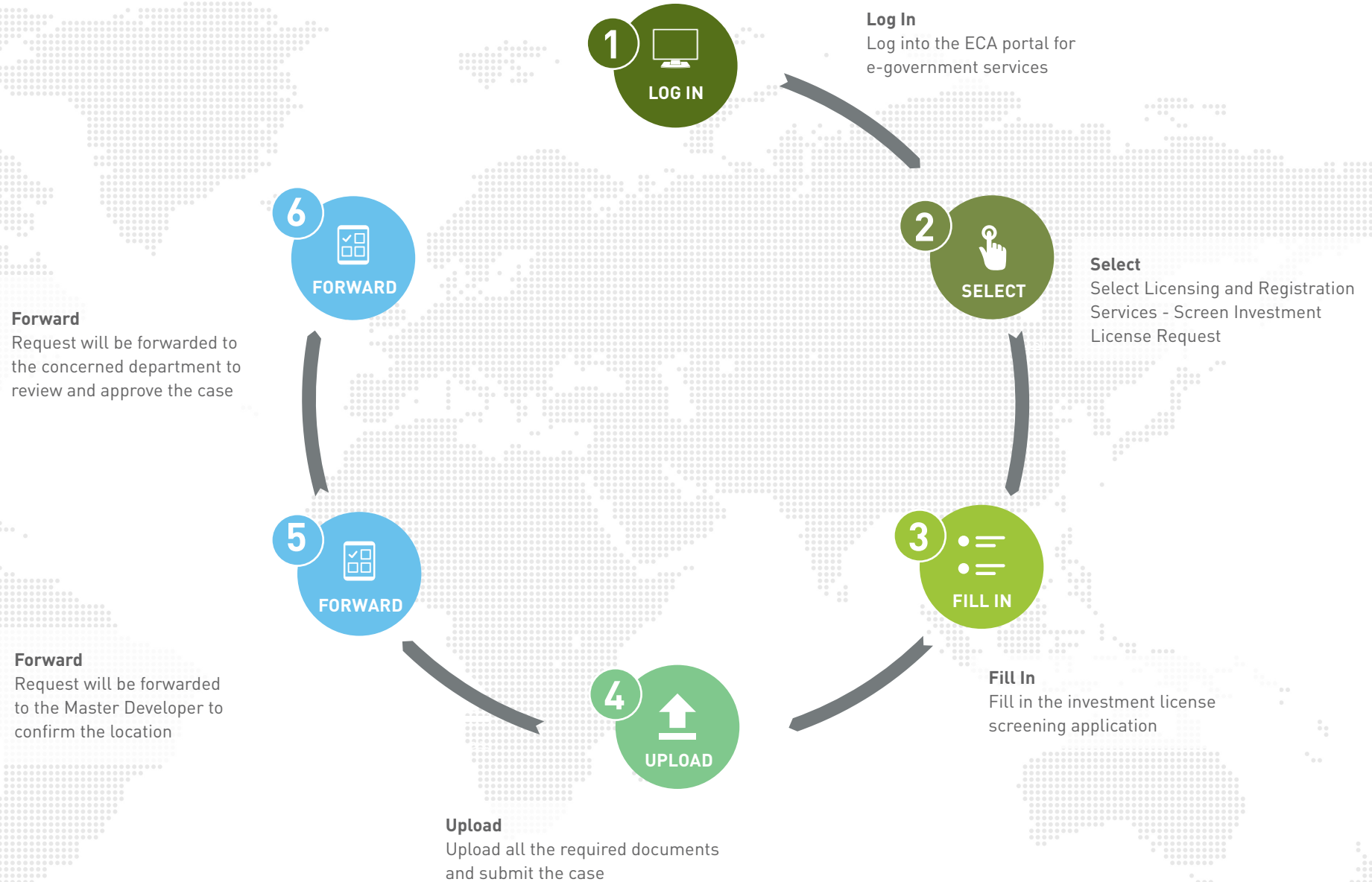


# LICENSING AND REGISTRATION – SCREEN INVESTMENT LICENSE REQUEST (TRANSFER AN ENTREPRENEURIAL ESTABLISHMENT BRANCH)



## LICENSING AND REGISTRATION - SCREEN INVESTMENT LICENSE REQUEST (TRANSFER AN ENTREPRENEURIAL ESTABLISHMENT BRANCH)

### Service Description

This service enables the entrepreneurs to request a business evaluation for transferring an individual establishment branches to the Economic Cities.

### Service Beneficiaries

- Business sector

### Service Fees

- No fees

### Service Requirements

- Identification document for the entity applying for project transfer to the Economic City:
  - Commercial registration.
  - Investment License of the Saudi Arabian General Investment Authority (SAGIA) for foreign and joint venture enterprises.
- Letter of intent to transfer an individual establishment branch to 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.
- 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.
- The required activity must be added in the Article of Association in case of opening a branch, provided that the mother entity is established for more than a year.
- 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.

### 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.