



Investor Journey

Setting Up a Company in Saudi Arabia

Version One

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وزارة الاستثمار
Ministry of Investment

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1

RESERVING A TRADE NAME

Reserving a trade name can be done for LLC and Individual LLC companies (as stated on the operating license issued by MISA) in two ways depending on the name preference:

If the name is an Arabic name

By visiting **the Ministry of Commerce's** website

*Saudi ID number is required for name registration.

If the name is an English name

By visiting an MCI representative at MISA's Investor Advisory & Relation Center. The following documents must be presented:

- A copy of the company's commercial registration (in case the chosen name is foreign)
- Completed "Commercial Name Booking" form ([Service Form](#))
- A power of attorney for the applicant and the ID of the Saudi delegate ([Service Form](#))

When the application is completed, an SMS will be sent to the phone number registered the application and a copy of the Commercial Name Booking form will be sent to the applicant's e-mail within 2 working days.

2

STUDY OF ARTICLE OF ASSOCIATION

This step applies only to LLC and Individual LLC companies (as stated on the operating license issued by MISA). *Foreign Entity Branch can skip this step.

Applications for a study of Article of Association can be done by logging in the company's online account, and selecting: Services, Ministry of Commerce, study of Article of Association

1. A copy of MISA's investment license.
2. Articles of Association ([Service Form](#))*Filling and choosing the information in the attached form should follow the instructions included with the form.
3. A copy of the Commercial Registration for the foreign entity, directors' passports, and a national ID copy if any of the shareholders holds Saudi nationality or a copy of the commercial registration, shareholders' resolution and the Articles of Association for shareholders who are Saudi companies.
4. A copy of the Commercial Name Booking form.
5. ID and Power of attorney for the designated person legally responsible for representing the organization via the Articles of Association

Before submitting the request, an MCI representative at MISA's Investor Advisory & Relation Center can help verify the AOA draft for approval. Where needed, the provide feedback on the draft articles to ensure there are no amendments needed during the application process.

After two working days, the request will be completed and a fee of 500 SAR %5+ VAT will be required for E-publishing. Then, the person authorized to sign (GM or delegated person who has given his/her authority to sign AOA as stated in the power of attorney) must visit the MISA's Investor Advisory & Relation Center in order for the MCI Representative to sign the Articles of Association and attest the document.

3

ISSUING A COMMERCIAL REGISTRATION

- After the AOA is notarized, the registered company can proceed to applying for a Commercial Registration. The application process and required document differ for each company's legal status.

If the application is for a Foreign Entity Branch, submit the request by visiting MISA's Investor Advisory & Relation Center and submitting the request manually. Alternatively, the documents can be sent directly to the company's Account Manager.

The following documents are required:

1. A copy of MISA's investment license.
2. A copy of the company's commercial registration in the country of origin.
3. A copy of company's articles of associations in country of origin.
4. Shareholders' resolution to open the branch and appoint the branch manager. The resolution must state the capital, activity, location, GM name and their authorities.
5. A copy of the General Manager's passport.
6. ID and Power of attorney for the designated person legally responsible for representing the organization, attested by the Ministry of Justice.

* All documents presented by the company must be translated to Arabic by a certified translation office, and must be attested by the Saudi embassy in the country of origin and the Ministry of Foreign Affairs (MOFA) in the Kingdom of Saudi Arabia.

If the application is for an LLC/Individual LLC, submit the request by logging on to the company's online account and filling out the application form that can be found under Services, Ministry of Commerce, Issue a Commercial Registration, or by sending the documents directly to the company's Account Manager.

1. A copy of the investment license.
2. The original copy of attested Articles of Association.
3. Shareholders' resolution to appoint the general manager – if through a separate contract – authenticated by Ministry of Commerce.
4. Providing identity proof for the foreign shareholders and directors, a copy of a national ID or a copy of the commercial registration, shareholders' resolution and the articles of association for the shareholders/partners who are Saudi companies.
5. A copy of the Commercial Name Booking form.
6. ID and Power of attorney for the designated person legally able to represent the organization as attested by the Ministry of Justice, the Saudi Embassy in the country of origin and the Ministry of Foreign Affairs (MOFA) in the Kingdom of Saudi Arabia.

Collecting the Commercial Registration




1. Visit the MISA business center to print a copy through an MCI representative.
2. Request a copy through the Investorcare email or complaint/Inquiry system accessible through the company's online account.

- **The expected time to complete this application is two working days**
- **The fee is 1200 SR annually in addition to the Chamber of Commerce Fees**

Issuance of a commercial registration for a closed joint stock company, is provided by the corporate management in Riyadh and not by MISA. As for the public joint stock company, the issuance will be through the Capital Market Authority directly (they have a representative of the Ministry of Commerce)

4 REGISTERING WITH THE CHAMBER OF COMMERCE

- The company will automatically obtain a membership in the Chamber of Commerce when issued a commercial registration.
Fees vary based on region. (Dammam, Riyadh, Jeddah)
Below is a table explanation of the different fee for each subscription:

	Chamber of Commerce Jeddah	The fee varies depending on company activity and capital, starting from 300 SR up to 10,000 SR
	Chamber of Commerce Riyadh	<ol style="list-style-type: none">1. If the company's amount of capital is less than 5 million, the subscription fee is 2000 riyals per year.2. If the company's amount of capital is more than 5 million, the subscription fee is 5,000 riyals per year.
	Chamber of Commerce Dammam	<ol style="list-style-type: none">1. If the company's amount of capital is less than 5 million, the subscription fee is 2000 riyals per year.2. If the company's amount of capital is more than 5 million, the subscription fee is 5,000 riyals per year.

5

OPENING A LABOR OFFICE & GOSI FILE

After issuing the commercial registration, entities can open both Labor Office and General Organization for Social Insurance (GOSI) files in one step by submitting a copy of MISA's investment license and a copy of the commercial registration through the Labor Office website or by visiting MISA's Investor Advisory & Relation Center.

Registration:

Entities wishing to open a Labor Office file must have a Saudi national ID/Iqama and a Saudi phone number in order to be able to register. After registration, a notification message will be sent to the registered Saudi phone number to confirm the request status. Within two working days the request will be completed. Then, a GOSI file will be opened for the entity automatically and the company's delegation must visit GOSI in person to activate the account.

After opening a Labor Office file, apply for a General Manager's visa through the company's online account by selecting MISA, then Complaints and Enquiries. The following documents are required:

1. A copy of MISA's license
2. A copy of the commercial registration
3. A copy of the Memorandum of Association
4. A copy of the General Manager's passport

***Prior to the application, the company must use Labor Office government e-services at an available ATM to make a deposit of 2,000 SAR or through the Labor Office's SADDAD system (Visa Section) and provide the company's 700 number. Also, the port of entry into Saudi Arabia must be stated at the time of application.**

Once the request is completed, the company can register the visa number and complete the electronic delegation form at the Ministry of Foreign Affairs' website via the "Enjaz Portal" and send it back to MISA's email address. Alternatively, the form can be submitted in person by visiting MISA's Investors' Relation and Consultations Center for authentication.

After authentication, the company should go to one of the visa offices affiliated with the Embassy to submit the following documents:

1. Visa number.
2. An overall medical report certified by the host company's official authority.
3. The authorized application form from the Enjaz portal authenticated by MISA.
4. Copy of MISA's Investment License.
5. Copy of the commercial registration.

Finally, after the General Manager/CEO/Board Member arrives, you may apply for a residency "Iqama" through your company's MISA account (Service – Government Services Passport Department – Issuance of an Iqama) and attach the following documents:

1. A copy of the investment license.
2. A copy of the commercial registration.
3. A copy of the passport and entrance visa.
4. Submission of overall medical report.
5. Submission of medical insurance.
6. Fill the "Issuance of Iqama form" approved by General Department of Passports. ([Service Form](#))

***Work license and Iqama Issuance fees must be paid.**

6

REGISTER WITH THE GENERAL AUTHORITY OF ZAKAT AND TAX

All companies that do business in the Kingdom are subject to zakat services. After registering with the Ministry of Investment, companies will need to register through **the General Authority of Zakat and Tax** (GAZT) portal. Registration is done through "Direct Taxes" tab found on the portal and submitting a copy of the commercial registration and articles of association. The request will be completed within one working day.

7

OBTAINING A MUNICIPALITY LICENSE

- This service enables entities to obtain a municipality license through the Balady website. Registration rules and regulations differ depending on the company's activity.

8

OPENING A BANK ACCOUNT

- This service is available to all entities after a commercial registration has been issued. Documents to be submitted are based on the entity's ownership as shown below:

Mixed-nationality Ownership Company (local & foreign)

1. Copy of MISA license.
2. Copy of commercial registration (no need to provide activity practice license).
3. Copy of Articles of Association.
4. Copy of local partner commercial registration and articles of association.*
5. Copy of foreign partner commercial registration and articles of association.
6. Copy of power of attorney notarized by the Notary Public in the case it was issued within the Kingdom or authenticated by the Saudi embassy in the case it was issued outside the Kingdom.
7. Copy of details of authorized investor contact person(s)/account ID holder(s).
8. Copy of the General Manager's Passport.

*** Verification of partners' IDs mentioned in the Article of Association is needed except for publicly listed companies.**

In addition, foreign partner IDs are verified by providing a copy of his/her passport (to be provided within 90 days of opening the account).

Foreign Company Branch Office:

1. Copy of MISA license.
2. Copy of commercial registration (no need to provide activity practice license).
3. Copy of commercial registration and Articles of Association authenticated by the Saudi embassy. The verification of the IDs of company owners mentioned in the Articles of Association is needed with the exception of publicly listed companies.
4. Copy of the names of the parent company representatives authorized to sign on the company's behalf in the Kingdom in regards to all financial transactions authenticated by the Saudi embassy in country of origin.
5. Copy of details of authorized investor contact person(s)/account ID holder(s).
6. Copy of the General Manager's passport.

Companies owned by foreign partners

1. Copy of MISA license.
2. Copy of commercial registration (no need to provide activity practice license).
3. Copy of Articles of Association.
4. Copy of foreign company owner's commercial registration and articles of association. The verification of the IDs of company owners mentioned in the Articles of Association is needed with the exception of publicly listed companies. Foreign partner IDs is verified by providing a copy of his/her passport (to be provided within 90 days of opening the account).
5. Copy of power of attorney notarized by the Notary Public in the case it was issued within the Kingdom or authenticated by the Saudi embassy in the case it was issued outside the Kingdom.
6. Copy of details of authorized investor contact person(s)/account ID holder(s).
7. Copy of the General Manager's passport.

Single-owned foreign company

1. Copy of MISA license.
2. Copy of commercial registration (name in commercial registration should match the name in MISA license, investor name and ID).
3. Copy of residence permits (IQAMA) or passport (to be provided within 90 days of opening the account).
4. Active address in country of origin.
5. Copy of power of attorney notarized by the Notary Public in the case it was issued within the Kingdom or authenticated by the Saudi embassy in the case it was issued outside the Kingdom. or an authorization drafted internally in the bank in case an authorized personal is available to manage the account.

9 Obtaining Special Approval (FOR RESTRICTED ACTIVITIES)

- Entities with restricted activities must refer to the relevant government authority for approval, for example the Ministry of Energy, Industry and Mineral Resources for industrial projects.



Ministry of Investment is responsible for following up and assessing investment performance, alleviating the difficulties encountered by investors, conducting studies and research and drafting executive plans to stimulate local investments.

To discover the countless opportunities, across major economic sectors, that Saudi Arabia has to offer:

CONTACT US NOW

HEADQUARTERS

Imam Saud Bin Abdulaziz Road

P.O. Box 5927, Riyadh 11432
Kingdom of Saudi Arabia

WhatsApp +966 112035888

Call Center
(International) +966112035777
(Local) 800 244 99 90

Email investorcare@misa.gov.sa
www.misa.gov.sa



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