

The requirements to open foreign company branch (service license)

1. Shareholders Resolution adopt their desire to open company branch in Saudi Arabia stating the branch capital, activities, location of the Branch office (for example: Al-Khobar City) and appointing the branch manager authenticated from the Saudi Embassy and ministry of foreign affairs at the company country.
 2. Copy of commercial registration certificate of the mother company authenticated from the Saudi Embassy and ministry of foreign affairs at the company country.
 3. Copy of the Articles of Association of the mother company authenticated from the Saudi Embassy and ministry of foreign affairs at the company country.
 4. The Financial Statements of the mother company for the last fiscal year of the Company duly authenticated from the Ministry of Foreign Affairs and Saudi Embassy at the company's country.
 5. A proof of financial capability of the mother company commensurate with the business plan submitted for the project to be prepared in accordance with SAGIA template. "Bank Certificate" Plus, bank account statement authenticated from the Saudi embassy and ministry of foreign affairs at the investor country.
 6. A detailed business plan identifying the project's execution and contribution to the Kingdom's economy to be prepared in accordance with SAGIA template in the company letterhead stamped and signed by the general manager of the company.
 7. Financial information for the last three years to be filled by the investor (in plain paper) to be prepared in according with SAGIA template (no need for any authentication)
 8. Passport copy of the appointed General Manager (all papers) signed by him.
 9. Acceptance of the relevant government aspect if the company activity requires such acceptance.
 10. Reserve the new company name at the ministry of commerce and industry.
 11. Power of Attorney for the applicant issued from Notary Public and duly authenticated from the Ministry of Foreign Affairs and Saudi Embassy at the company's country.
 12. The company capital should be SR. 500.000 min.
- (All above documents should be translated into Arabic language through accredited translation office.)

(SAGIA may require any additional documents or further information during at any stage during processing the investment application)

The official fees

1. SR.30 (thirty Saudi Riyal) the Saudi ministry of foreign affairs authentication fee per document.
2. SR. 60 (sixty Riyal) App. cost of document translation from English into Arabic language per page.
3. SR. 2000 (two thousand Saudi Riyal) Investment License fee.
4. SR. 10000 (ten thousand Saudi Riyals) SAGIA service fee for the first year to be paid to upon approval of the investment license application.
5. SR. 1200 (one thousand and two hundred Saudi Riyal) CR. fee for one year.
6. SR. 2100 (two thousand and one hundred Saudi Riyal) chamber of commerce subscription fee "in 2nd Degree".