

## **The requirements of opening GCC company branch in Saudi Arabia**

1. Copy of the mother company CR. authenticated from the Saudi embassy and ministry of foreign affairs.
2. Copy of the Articles of Association of the mother company authenticated from the Saudi embassy and ministry of foreign affairs.
3. Shareholders resolution adopt opening of company branch in Kingdom of Saudi Arabia stating the location of the branch, capital, activities and appointing the General Manager (shall be Saudi or GCC national) and his powers authenticated from the Saudi Embassy and ministry of foreign affairs.
4. Certificate of clearance and good conduct for all shareholders in the mother Company issued from the Ministry of interior and authenticated from the Saudi embassy and Ministry of foreign affairs.
5. The Shareholders shall be not government employees.
6. Passport copy and Id. of the appointed general manager authenticated from the Saudi embassy and ministry of foreign affairs. (If he is a Saudi national only copy of his Id.)
7. In case there is Saudi shareholders in the mother company they should be not employees in any governmental body in Saudi Arabia.
8. A license from the concerned authority if the company branch activity requires such license.
9. Bank certificate of deposit of the branch capital from a Saudi Bank (after MOCI approval)
10. Power of attorney notarized and authenticated from the Saudi embassy in the investor country and ministry of foreign affairs
11. The branch capital shall be commensurate with the branch activity and shall be not less than SAR 25000

(All above documents shall be in Arabic language or translated into Arabic language by recognized translation office in Saudi Arabia)

-Time frame 3-7 weeks

### **The official fees**

1. SR.30 (Thirty Saudi Riyal) Saudi Ministry of foreign affairs authentication fee per document.
2. SR. 60 (Sixty Riyal) Approx. cost of document translation per page from English to Arabic language.
3. SR. 1200 (One thousand and two hundred Saudi Riyal) CR. fee for one year.
4. SR. 2100 (Two thousand and one hundred Saudi Riyal) Chamber of commerce subscription fee "in 2nd Degree" for one year

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