

The requirements to license foreign Industrial Company Branch in Saudi Arabia

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 investor's country.
2. Copy of commercial registration certificate of the mother company authenticated from the Saudi Embassy and Ministry of foreign affairs at the investor's country.
3. Copy of the Articles of Association of the mother company authenticated from the Saudi Embassy and Ministry of foreign affairs at the investor's 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 investor'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 its 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. HS Codes for the factory products
8. 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)
9. Passport copy of the appointed General Manager (all pages) signed by him.
10. Proposed trade name to reserve it in the Ministry of Commerce and Investment.
11. Power of Attorney for our law firm issued from Notary Public and duly authenticated from the Ministry of Foreign Affairs and Saudi Embassy at the investor's country.
12. The Brach capital should be not less than One Million Saudi Riyals.

(All above documents should be translated to Arabic language through an accredited translation office)

lease note that; SAGIA has the rights to ask or require any additional documents or further information during at any stage of processing the investment license application).

The official fees:

1. SR.30 (Thirty Saudi Riyals) Saudi Ministry of Foreign Affairs authentication fee per document
2. SR. 60 (Sixty Saudi Riyal) Approx. cost of document translation per page from English to Arabic language only
3. SR. 2000 (two thousand Saudi Riyal) Investment License fee.
4. SR. 10000 (ten thousand Saudi Riyals) s subscription for the first year to obtain services from the Business Center at SAGIA.
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"

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