

The requirements to open branch of GCC individual establishment in Saudi Arabia

1. Copy of the Establishment CR authenticated from the Saudi Embassy and Ministry of foreign affairs.
2. Passport copy of the establishment owner authenticated from the Saudi Embassy and Ministry of foreign affairs.
3. ID. copy of the establishment owner authenticated from the Saudi Embassy and Ministry of foreign affairs.
4. Copy of the ID and passport of the branch general manager authenticated from the Saudi Embassy and Ministry of foreign affairs if he is a GCC national (or copy of his ID. only if he is Saudi National)
5. Certificate of clearance and good conduct "of the establishment owner" issued from the Ministry of interior and authenticated from the Saudi Embassy and Ministry of foreign affairs.
6. Lease contract for the branch of establishment location (after MOCI approval)
7. Obtain initial approval from the municipality and civil defense for the branch location.
8. Power of attorney notarized and authenticated from the Saudi Embassy and Ministry of foreign affairs
9. The capital should not be less than SR. 25,000 (Twenty-Five thousand Saudi Riyal)

(All above listed documents shall be provided in Arabic language or translated to Arabic language by recognize translation office in Saudi Arabia)

The official fees:

1. SR. 30 (Thirty Saudi Riyal) authentication fee for each document from Saudi Ministry of foreign affairs.
2. SR. 800 (Eight Hundred Saudi Riyal) subscription fee in the Chamber of commerce (in 2nd degree)
3. SR. 1200 CR fee for one year (SR. 6000 for five years)

Time frame: Approx. 7-30 working days

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