

## **The requirements to establish Foreign Industrial Company Branch**

1. Shareholder resolution adopting their desire to open company branch in the Kingdom of Saudi Arabia stating the Branch Capital, activities, Location of the branch (For Example Al Khobar) and appointing Branch Manager authenticated from Saudi Embassy and Ministry of Foreign Affairs at the Investor's Country.
2. Copy of Commercial Registration Certificate (CR) of the parent 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 parent company authenticated from the Saudi Embassy and Ministry of Foreign Affairs at the investor's country.
4. Financial statements of the parent company for the last fiscal year of the company duly authenticated from the Saudi Embassy and Ministry of Foreign Affairs at the investor's country.
5. HS Codes for the factory products
6. Passport copy of the appointed General manager
7. Passport copy of the General Manager of parent company
8. Proposed branch names to reserve the name in the Ministry of Commerce and Investment (MOCI)
9. Power of attorney for our Law firm issued from the Notary Public and duly authenticated from the Ministry of Foreign affairs and Saudi Embassy at the investor's country.
10. The branch capital should be not less than SR. 500,000 (Five Hundred Saudi Riyals)

***Above all documents should be in Arabic or translated to Arabic language through accredited translation office***

### The Official Fees

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|----|---|-----------|
| 1. | Document authentication fee of Foreign Affairs in Saudi Arabia                                    | SR.30     |
| 2. | Approx. cost of document translation per page from English to Arabic Only                         | SR.60     |
| 3. | SAGIA Investment license fee for 5 years  | SR.10,000 |
| 4. | SAGIA service fee for the first year to be paid upon approval of investment license application   | SR.10,000 |
| 5. | Fees for Commercial Registration (CR) Certificate for 5 years (Excluding VAT 5%)                  | SR.6,000  |
| 6. | Chamber of Commerce subscription fee for 5 years in the 2 <sup>nd</sup> Degree (Excluding VAT 5%) | SR.10,500 |

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