

The requirements to establish foreign Company branch (Services Company)

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. Financial information for the last three years to be filled by the investor (in plain paper) and to be prepared in accordance with the SAGIA template (No need for any authentication)
6. Passport copy of the appointed branch manager.
7. Passport copy of the manager in the parent company.
8. Acceptance of the relevant government aspect if the company activity requires such acceptance.
9. Proposed branch names to reserve the tradename in the Ministry of Commerce and Investment (MOCI)
10. 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 applicant country.
11. Minimum of Company capital should be SR. 500,000 (Five Hundred Thousand Saudi Riyals)

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

(SAGIA reserves the right to ask or require any additional documents or further information at any stage of processing the investment license application.

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. | Investment license fee | SR.10000 |
| 4. | SAGIA service fee for the first year to be paid upon approval of investment license application | SR.10000 |
| 5. | Fees for Commercial Registration (CR) Certificate for 5 years (Excluding VAT 5%) | SR.6000 |
| 6. | Chamber of Commerce subscription fee for 5 years in the 2 nd Degree (Excluding VAT 5%) | SR.10500 |

السويكت و البصيص

ALSUWAIKET & ALBUSAIES