



Riyadh Integrated

Special Logistics Zone
المنطقة الخاصة اللوجستية المتكاملة

User Guide to Register in “Special Integrated Logistics Zone”

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A. Definitions.

- **SLIZ:** the “Special Integrated Logistics Zone”.
- **Public:** The Investor must be a publicly listed company on a recognized stock exchange market.
- **Private:** a private company with annual revenue exceeding five hundred (500) million dollars.
- **SILZ Limited Liability Company:** This service enables the investor to start practicing commercial activity and establish a limited liability company.
- **Branch of a Principal Company:** a branch of a foreign entity, or a Saudi entity incorporated in the mainland, or an entity incorporated in one of the Arab Gulf States countries, and in each case registered in the Zone pursuant to the Companies Regulations.
- **Shareholder:** the legal or natural person who holds shares in the capital of the Company.
- **Article of Association:** An e-service provided by the Ministry of Commerce, which enables applicants to fill out the corporate memorandum of association and obtain its approval by linking with other government agencies.
- **Shareholder Resolution:** it is a separate contract for shareholders' approval.
- **Regional Distributors:** To satisfy the criteria the Investor shall:
 - A. Possess a strong regional customer base.
 - B. Distribute goods in no less than seven (7) countries within the region.
- **Logistic Providers:** To satisfy the criteria, the Investor shall be one of the top fifty (50) leaders in the logistics services sector:
 - A. The Investor will provide logistics services to one of the sector leaders who carry out their activities in the Zone.
 - B. Has a presence in at least three (3) countries, regionally or globally.
- **Sector Leaders: Sector Leaders Category:** to satisfy the criteria the Investor shall be one of the top one hundred (100) leaders in the Targeted Sectors:
 - A. The Investor must be a publicly listed company on a recognized stock exchange market.
 - B. A private company with annual revenue exceeding five hundred (500) million dollars.
 - C. carries out commercial activities on at least three continents in their Targeted Sector.
- **SILZ Entity Activities:** the activities that are legal to be practiced in the zone.
- **Plot Size Needed:** the requested total area of land.
- **Projected Number of Jobs Created:** the expected number of jobs from the project.
- **Planned Investment Amount:** the company yearly revenue.

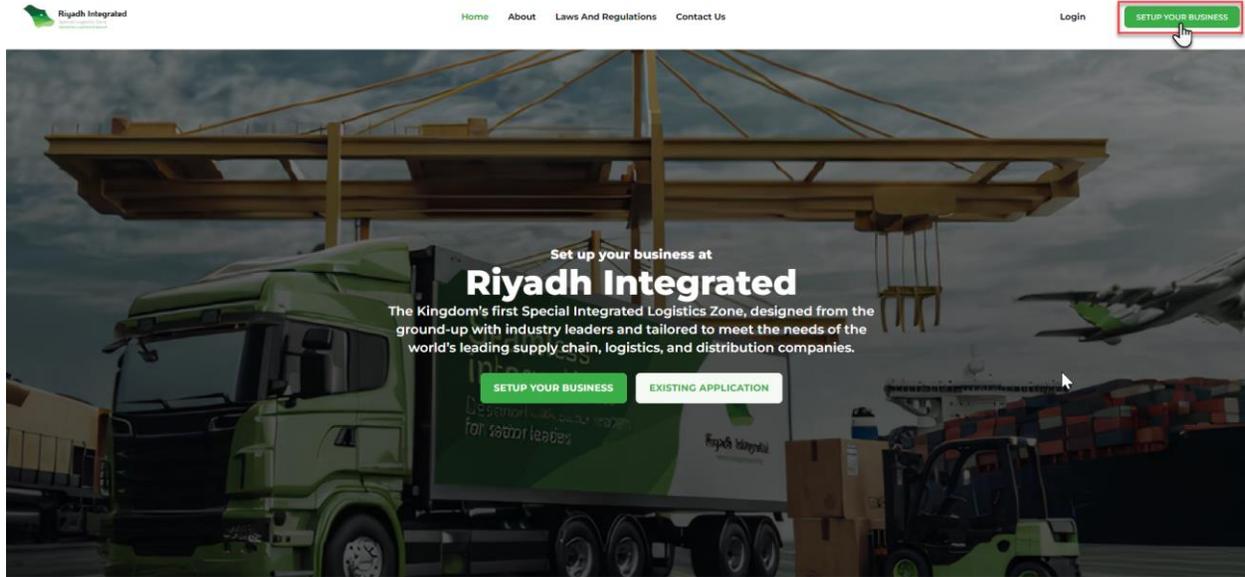
- **the legal representative's:** the authorized person to act on behalf of the entity in legal matters.
- **Business Plan:** Submit a detailed five (5) year business plan which must include the following:
 - A. Description of the project including the services provided, activities to be carried out, target customers and target market, expected volumes and the type of product to be leased, and utilization plan for land plot units only.
 - B. Headcount plan including the adequate number of qualified (full-time) employees to manage and carry out the the Zone activities and who have the necessary knowledge and experience to manage and implement the activities of the Zone and the expected investment volume.
 - C. Expected revenues.
 - D. Expected investment including projected capital and operational expenses that commensurate with the Zone Activities.

B. Introduction.

The **Special Integrated Logistics Zone “SILZ”** offers comprehensive Zone-wide tax and investment incentives applicable to all tenants within the Zone that will facilitate the ease of doing business and foster an attractive investment environment.

C. Create an account.

Open the “SILZ” platform “<https://silz.qaca.gov.sa>” then click on “Setup Your Business” to start creating your account.



Read the business setup process and check your eligibility, then click on “SUBMIT YOUR APPLICATION NOW” to create your account.



Setup your Business

Submit your application to become a part of Riyadh Integrated!

With our fast and efficient application process, setting up your business at Riyadh Integrated has never been easier

- 01 Check your eligibility and prepare to apply**

Check your [eligibility](#) and thoroughly review all [zone regulations](#) to determine whether Riyadh Integrated is a good fit for you. Make sure to prepare all your [required documents and business plan](#) before starting your application.

 - Law and Regulations
- 02 Submit your application**

Please ensure that all requested information has been filled out correctly before submitting your application. Once your application to establish an entity at Riyadh Integrated has been submitted, you will instantly be able to follow your application's journey.
- 03 Incorporate your business**

Once your application to establish an entity at Riyadh Integrated has been evaluated and approved by the Governing body, you will be prompted to begin your company incorporation process.

[SUBMIT YOUR APPLICATION NOW →](#)

The first step to create an account manager “Applicant”, enter your personal information and Choose the “ID Type” whether it is “Passport or National ID”. Then, enter the “Passport Number or ID Number”. Upload a “PDF” copy of your ID or passport.

Create An Account

Full Name
Enter Full Name

Nationality
Select your Nationality

ID Type
Select ID Type
Passport
National ID

ID or Passport (Required)
Click here to upload (PDF Only)

Company
Enter Company Name

Job Title
Enter Job Title

Phone
+966 555-555-5555

Enter your email and set the password for your account. Then, click “Register New Account”.

*Please Note: the email must be “Company Domain”.

Email
Enter your email address (company domain)

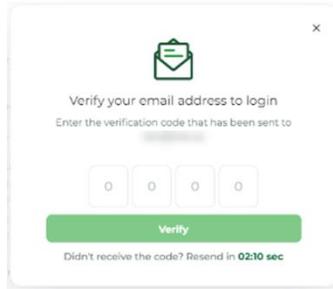
Password
Must have at least 8 characters

Confirm Password
Enter the above password

Register new Account

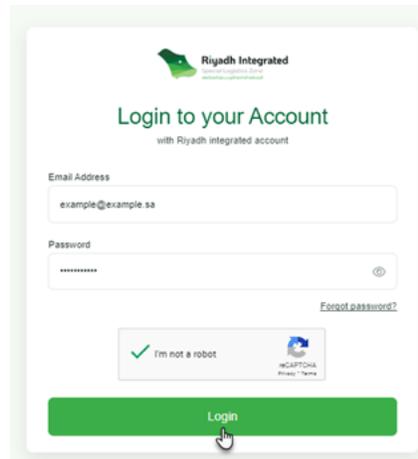
Do you have an Account? [Login](#)

You will receive an OTP to your email. After verifying the email click on “Register”.



Then, you will be redirected to the login page where you enter your credentials “email and password”.

Then, click on “Send OTP” to receive an OTP to your email you registered. then click “login”.



D. Submit Registration Request.

To start registering your business follow the next steps:

1. Enter the Investor Information.

Please enter the “**Mother Company**” information considering the information will be reflected on the “**Incorporation Request**” and cannot be modified. Enter the “company Name”, Shareholder, and Choose the company type (Public, or Private):

Complete Register your business
Complete your business registration to get your access

General Information Investor Information SLZ & Business Plan Review & Payment

Investor Information

Company Information
Fill your company information

Company Name
Enter your company name as official documents

Company Type
Public
Private

Investor Category
Select the Investor

As mentioned in the regulations

Region
Select the Region

Investor Nationality
Investor Nationality
The company's registration country

Please identify which countries your company operates in

Headquarter Location
Enter your Headquarter Location

Market Value
Set your market value

Listing Market
Listing Market

Sector
Select the Sector

Shareholder Information
+ Add Shareholder

Cancel Save Next

If the company is “Public”, then set your market value by selecting the “Market” and “Sector” from the dropdown list.

Investor Information

Company Information
Fill your company information

Company Name

Company Type

Investor Category

As mentioned in the regulations

Number of Stakeholders

Region

Please identify which continents your company operates in

Investor Nationality

The company's registration country

Headquarter Location

Market Value
Set your market value.

Listing Market

- The NYSE(New York Stock Exchange)
- The NASDAQ Stock Exchange
- The Tokyo Exchange
- The Shanghai Stock Exchange
- The Euronext Stock Exchange

Sector

- Consumer Electronics
- Pharmaceuticals & Healthcare
- Logistic Services
- Aerospace
- E-Commerce

The company must be listed on one of the following markets:

The NYSE(New York Stock Exchange), The NASDAQ Stock Exchange, The Tokyo Exchange, The Shanghai Stock Exchange, The Euronext Stock Exchange, The LSE (London Stock Exchange), The Hong Kong Stock Exchange, The Shenzhen Stock Exchange, The TSX (Toronto Stock Exchange), The Bombay Stock Exchange, The NSE (National Stock Exchange of India), The ASX(Australian Securities Exchange), The Deutsch Börse Exchange, The Swiss Exchange, The Korea Exchange, The NASDAQ Nordic Exchange, The Taiwan Stock Exchange, Brasil Bolsa Balcão Exchange, Johannesburg Stock Exchange (JSE) Limited Exchange, and Bolsas Mercados Exchange.

Then, choose the following information from the dropdown list:

- Investor Category

Investor Category

Select the Investor ^

Sector Leaders

Logistic Providers

Regional Distributors

Please identify which continents your company operates in

- Number of Stakeholders

Number of Stakeholders

Enter number of Stakeholders ^

6

7

8

9

10

- Region

Region

Select the Region ^

Asia

Europe

Africa

North America

South America

Listing Market

- Investor Nationality

Investor Nationality

Investor Nationality ^

Aruba

Afghanistan

Angola

Anguilla

Albania

If the company is “Private”, please enter the “Yearly Revenue, Currency, and Sector”.

Complete Register your business
Complete your business registration to get your access

General Information Investor Information SILZ & Business Plan Review & Payment

Investor Information

Company Information
Fill your company information

Company Name
Enter your company name as official documents

Company Type
Private

Investor Category
Select the investor

Number of Stakeholders
Enter number of Stakeholders

Region
Select the Region

Investor Nationality
Investor Nationality

Headquarter Location
Enter your Headquarter Location

Market Value
Set your market value

Yearly Revenue
0000000

Currency
USD

Sector
Select the Sector

Shareholder Information
+ Add Shareholder

Then, choose the following information from the dropdown list:

- Investor Category

Investor Category

Select the investor

Sector Leaders

Logistic Providers

Regional Distributors

Please identify which continents your company operates in

- Number of Stakeholders

Number of Stakeholders

Enter number of Stakeholders

6

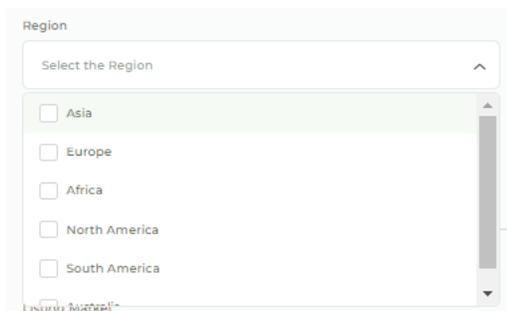
7

8

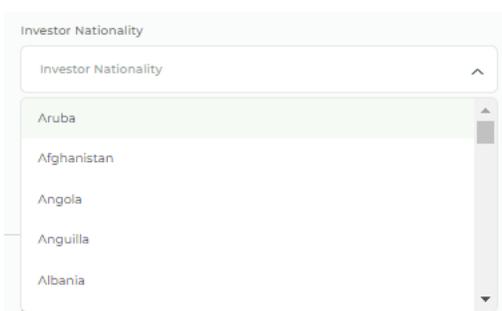
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10

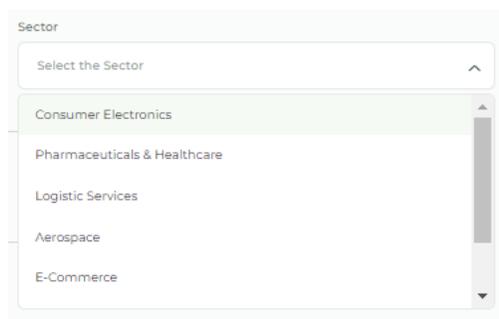
- Region



- Investor Nationality



- Sector



Please Note:

- You can add up to 10 shareholders by clicking on “+Add shareholder”.
- Nationalities are not determined based on the region, and the options remain open.

2. SILZ Entity & Business Plan.

Please enter the required information of “SILZ Entity”.

Please note in this step you will enter the company information that will be register in the zone, and it will be reflected in the “Incorporation Request” and cannot be modified.

First, please choose the “SILZ Entity Type”.

SILZ Entity & Business Plan

SILZ Entity Type

Select SILZ Entity Type

- SILZ Limited Liability Company
- Branch of a Principal Company

SILZ Entity Name Option 1

Enter SILZ Entity Name Option 1

SILZ Entity Name Option 3

Enter SILZ Entity Name Option 3

SILZ Entity Name

Enter SILZ Entity Name SILZ LLC

Your legal name will be "SILZ LLC"

SILZ Entity Activities

Select SILZ Entity Activities

Plot Size Needed

Select Plot Size Needed m²

Area chosen not guaranteed

Projected Number of Jobs Created

00 Jobs

Planned Investment Amount Currency

0000000 USD

Enter your company yearly revenue

Attach Business Documents [Business Plan Conditions](#)

Business Plan (Required)

Click here to upload (PDF Only)

Shareholders Resolution (Required)

Click here to upload (PDF Only)

Shareholders IDs (Required)

Click here to upload (PDF Only)

Company Portfolio (Optional)

Click here to upload (PDF Only)

Power of attorney for applicant (Required)

Click here to upload (PDF Only)

Contracts 1 (Optional)

Click here to upload (PDF Only)

SILZ Entity Type:

- **SILZ Limited Liability Company:** you must enter three names and one of the entered names will be chosen as “SILZ Entity Name” that will end with “Silz llc”. The “Incorporation Request” will be 8 pages.

SILZ Entity & Business Plan

SILZ Entity Type: SILZ Limited Liability Company

SILZ Entity Name Option 1: Enter SILZ Entity Name Option 1

SILZ Entity Name Option 2: Enter SILZ Entity Name Option 2

SILZ Entity Name Option 3: Enter SILZ Entity Name Option 3

SILZ Entity Name: Enter SILZ Entity Name SILZ LLC
Your legal name will be *. Silz llc*

SILZ Entity Activities: Select SILZ Entity Activities

- **Branch of a Principal Company:** one name is required as “SILZ Entity Name” that will end with “Silz llc”. The “Incorporation Request” will be 3 pages.

SILZ Entity & Business Plan

SILZ Entity Type: Branch of a Principal Company

SILZ Entity Name: .

SILZ Entity Name: . SILZ LLC
Your legal name will be *. Silz llc*

SILZ Entity Activities: Select SILZ Entity Activities

Then please enter the following information:

- “SILZ Entity Activities” from the dropdown list:
 1. Maintaining, repairing, processing, modifying, developing, assembling, and storing goods.
 2. Sorting, packing, repacking, packaging, trading, distributing, handling, and using in any form goods or other goods, including simple manufacturing processes.
 3. Importing, exporting, and re-exporting.
 4. Value-added services, logistics services, and after-sales services.
 5. Recycling waste and electronic waste.

- “Plot Size Needed” from the dropdown list and enter “Projected Number of Jobs Created”.
- * Please Note: Area chosen in “Plot Size” not guaranteed.

- Planned Investment Amount, and currency “USD or SAR”.

- Upload the Business Documents files and add any supporting documents up to 11 total files by clicking on “Add Additional Documents” based on the specific requirements that can be reviewed in “Business Plan Conditions”.

Attach Business Documents

Business Plan (Required) Business Plan Conditions

Click here to upload (PDF Only)

Shareholders Resolution (Required)

Click here to upload (PDF Only)

Shareholders IDs (Required)

Click here to upload (PDF Only)

Company Portfolio (Optional)

Click here to upload (PDF Only)

Power of attorney for applicant (Required)

Click here to upload (PDF Only)

Add Additional Documents (optional)

Select the document type to add additional document

Document Type

- Contracts 3
- ID 1
- ID 2
- ID 3
- Support Document 1

+ Add More Document

Shareholder Type

Select Shareholder Type

Business Plan Conditions

All investors should provide a detailed five-year business plan outlining following:

Project description:

- Services provided
- Expected volumes
- Targeted clients
- Targeted market
- Product type
- Utilization plan for pilots products only

Job creation plan (Combined Direct and indirect) which includes:

- Number of qualified adequate full-time employees the entity intends to employ.
- The job positions the entity intends to recruit for (including number).

Financial Plan and Expected Investment:

- Includes costs (CapEx, OpEx), revenues, projected cash outflows and inflows

Then add shareholder information at least 1, up to 11 shareholders by clicking on “+ Add Shareholder”.

You can choose the shareholder type “entity or individual”.

The screenshot shows a web form titled "Shareholder Information" with the instruction "Add your Shareholder. at least 1." The form contains several input fields: "Shareholder Name" (text input), "Shareholder Nationality" (dropdown menu), and "Shareholder Mobile" (text input with a country code dropdown set to "+966"). A dropdown menu for "Shareholder Type" is open, showing "Individual" (highlighted in green) and "Entity" as options. A red box highlights this dropdown menu. Below the form is a button labeled "+ Add Shareholder", also highlighted with a red box. At the bottom of the page are "Back", "Save", and "Next" buttons.

E. Submit Incorporation request.

If the registration request is approved, you will be able to apply for the incorporation request through navigating to “Incorporation request” from the homepage then click on “Complete Request”:



1. Branch of a Principal company:

1- SILZ Entity Information

You will find the reflected information “Entity Name, Entity Type, and Entity Activities” from the “Registration Request”. Please enter the unshaded fields by choosing from the dropdown list as following:

- Branch type:

Branch of a Saudi Entity.

Branch of an International Entity.

- Proposed License Duration:

1 year “16100” SAR.

3 years “48300” SAR.

5 years “80500” SAR.

* The price will be determined based on the duration.

The screenshot displays a form titled "SILZ Entity Information". It contains several input fields and dropdown menus. The "Entity Name" field is empty. The "Entity Type" dropdown is set to "Branch of a Principal Company". The "Entity Activities" dropdown is set to "Selected Maintaining, repairing, processing, modifying, developing, assembling, and sorting goods". Below this, there is a text box containing the same activity description. At the bottom, two dropdown menus are highlighted with red boxes: "Proposed License Duration" with options 1, 3, and 5; and "Branch Type" with options "Branch Type", "Branch of a Saudi Entity", and "Branch of an International Entity".

Then, upload the required files and click “Next”.

The screenshot shows a document upload interface with the following fields:

- Article of Association
- Certificate of incorporation of the parent company
- Shareholder/Board resolution to establish a new branch
- Board resolution giving signatory authorization or power of attorney for third party
- Supporting documentation (support copy passport of general manager)
- Specimen signature of the general manager

Each field has a "Click here to upload (PDF Only)" link. At the bottom, there are "Cancel", "Save", and "Next" buttons. A mouse cursor is pointing at the "Next" button.

2. Management.

Complete the management details by clicking on “+ Add New Manager”. Then, enter their information and their role.

*Please Note: the managers will be appointed by shareholders resolution only.

The screenshot shows the "Management" section of a form. It includes a dropdown menu for "Shareholder Resolution" and a "Managers" section. The "Managers" section has a dropdown menu for "Manager Information" with options: "Manager Information", "One General Manager or More", and "Board of Directors". Below this is a form for "General Manager(s) 1" with fields for:

- Full Manager Name (Manager Name)
- BirthDate (yyyy-mm-dd)
- ID Number
- Mobile Number (+966)
- Manager Nationality
- Email (email@domain.com)
- Role

Buttons for "Define Authority" and "+ Add Board Member" are also visible.

The Managers Role:

- One general Manager or More:
Manager.

The screenshot shows the 'Management' section of a system. Under 'Defining Management', the 'Shareholder Resolution' dropdown is set to 'Shareholder Resolution'. The 'Manager Information' dropdown is set to 'One General Manager or More'. Below this, the 'Managers' section is active, showing 'General Manager(s) 1'. The form includes fields for 'Full Manager Name', 'BirthDate', 'ID Number', 'Mobile Number', 'Manager Nationality', and 'Email'. A 'Role' dropdown is highlighted with a red box, showing 'Role' and 'Manager' as options. A 'Define Authority' button and an '+ Add New Manager' button are also visible.

- Board of Directors:
Chairman of Board of Directors.
Member of Board of Directors.
CEO.

The screenshot shows the 'Management' section of a system. Under 'Defining Management', the 'Shareholder Resolution' dropdown is set to 'Shareholder Resolution'. The 'Manager Information' dropdown is set to 'Board of Directors'. Below this, the 'Managers' section is active, showing 'Board Member 1'. The form includes fields for 'Full Manager Name', 'BirthDate', 'ID Number', 'Mobile Number', 'Manager Nationality', and 'Email'. A 'Role' dropdown is highlighted with a red box, showing 'Role', 'Chairman of Board of Directors', 'Member of Board of Directors', and 'CEO' as options. A 'Define Authority' button and an '+ Add Board Member' button are also visible.

Then, define the authority for each manager.

The 'Authorities' modal is displayed over a 'Manager' form. The modal contains a list of authority categories, each with a checkbox and a dropdown menu:

- Licensing
- Corporate Matters
- Employee's Matters
- Bank
- Property Management
- Jurisdiction
- Representation
- Delegation

The background form includes fields for Email (email@domain.com), Mobile Number (+966), and Role. A 'Define Authority' button is visible at the bottom of the form.

Enter the legal representative's information and choose the "ID Type and Nationality". Then, upload a copy of "identity, and the power of attorney".

The 'Legal Representative' form is titled 'Add your legal representative information.' and contains the following fields:

- First Name: Enter First Name
- Middle Name: Enter Middle Name
- Last Name: Enter Last Name
- Birth Date: yyyy-mm-dd
- ID Number: ID Number
- Nationality: Nationality
- Mobile Number: +966
- Saudi Resident ID: Click here to upload (PDF Only)
- POA: Click here to upload (PDF Only)

The 'ID Type' dropdown menu is highlighted with a red box and shows the following options:

- Saudi Resident ID
- Saudi ID
- Saudi Resident ID

Buttons for 'Back', 'Save', and 'Next' are located at the bottom of the form.

3- Review.

Finally, you can review the request details “SILZ Entity Information, Management” before submission, then click on “I Agree to the code of conduct” and “proceed”. After, the following message confirms that your request has been submitted.

The request will be “Under review” When you have the approval, you can proceed to payment.

Company Name	Reference No.	Address	Sector	Date	Status
			Pharmaceutical & etc.		Under Review

The payment of license fee is (16100) Saudi Riyals for each year. You can access the Invoice from “Invoices”.

Invoice Number	Payment Amount	Invoice Reference	Application Reference	Payment Date	Note
16100					Paid Through Debit
16100					Paid Through Debit

Once the request is “completed” after approval and payment, there will be two options “View details, and Download License”.

Company Name	Reference No.	Address	Sector	Date	Status
		Maintaining, repair...	Pharmaceutical & etc.		Completed

2- SILZ Limited Liability Company.

1- SILZ Entity Information

You will find the reflected information “Entity Name, Entity Type, and Entity Activities” from the “Registration Request”. Please enter the unshaded fields “Entity Capital, and Currency”.

SILZ Entity Information

Entity Name: example11

Entity Type: SILZ Limited Liability Company

Entity Activities: Selected Maintaining, repairing, processing, modifying, developing, assembling, and sorting goods

Maintaining, repairing, processing, modifying, developing, assembling, and sorting goods

Entity Capital: [Unshaded field]

Currency: SAR

Shareholders

Shareholder 1

Shareholder Name: shouq

Shareholder Type: Individual

Shareholder ID Type: Saudi Resident ID (highlighted in red box)

Shareholder ID Number: [Unshaded field]

Shareholder E-Mail: ssubaihi55@thiqah.sa

Shareholder Birthday Date: yyyy-mm-dd

Buttons: Cancel, Save, Next

Then complete the shareholders missing information:

- Shareholder ID Type.
- Shareholder ID Number.
- Shareholder Birthday Date if it is “Saudi ID, or Saudi Resident ID”.

2- Fiscal Year Information.

Enter the “Partnership Duration” and select the “Proposed License Duration” from the dropdown list.

Fiscal Year Information

Partnership duration
Fill your Partnership information

Partnership Duration Year

Proposed License Duration
Proposed License Duration ^

1

License Price
License Price

Beginning of The Fiscal Year

Fiscal Year Month Select fiscal month ^

Fiscal Year Day Select fiscal Days Days ^

First Fiscal Year

Start Of First Fiscal Year Date 2024-01-30

End Of First Fiscal Year Date yyyy-mm-dd

After First Fiscal Year

Fiscal Year Start yyyy-mm-dd

Fiscal Year End yyyy-mm-dd

Fiscal Year Period
12 Months

Back Save Next

Then, choose the beginning of the fiscal year “month and day” and click on “Next”.

Beginning of The Fiscal Year

Fiscal Year Month Select fiscal month ^

January
February
March
April
May

Fiscal Year Day Select fiscal Days ^

1
2
3
4
5

***Please Note:**

The start of the fiscal year date will be the date of submitting the request.

The first fiscal year and the after first fiscal year will be calculated automatically.

3- Capital and Shares.

Enter the total number of shares and the share distributions.

Note: please enter the number of shares for each shareholder.

Capital & Shares

Capital Amount SAR

Total Number Of Shares

Share Value

Shares Distribution

Shareholder 1

Shareholder Name

Shareholder Type

Number Of Shares

Share amount % Of Shares

Back

4- Management.

Enter your defining management “Article of Association, or Shareholder Resolution” and hierarchy “One general Manager or More, Board of Directors”. Then, complete the management details by clicking on “+ Add New Manager”, and enter their information and their role.

Management

Defining Management
Fill your defining management

Defining Management

Select Appointment Management

Article of Association

Shareholder Resolution

+ Add Board Member

Hierarchy

Manager Information

One General Manager or More

Board of Directors

Legal Representative
Add your legal representative information.

First Name
Enter First Name

Middle Name
Enter Middle Name

Last Name

Birth Date
yyyy-mm-dd

ID Type
ID Type

ID Number
ID Number

Legal Representative Email
email@domain.com

Nationality
Nationality

Mobile Number
+966 555-555-5555

Back Save Next

Management Definitions:

- **Article of Association:**
Appointment the managers to complete the application, and it will be reflected in the “Articles of Incorporation”.
- **Shareholder Resolution:**
Appointment of the managers by separated shareholder resolution. The managers are optional, and you can appoint the managers by “License Amendment” and Pay the fees.

The Managers Roles:

- One general Manager or More:

Manager.

Management

Defining Management
Fill your defining management

Defining Management

Article of Association

Hierarchy
One General Manager or More

Managers
Add Managers of company
*Please be aware that if the company managers are not included during this step, there will be a charge to add them in a future amendment request.

General Manager(s) 1

Full Name
Manager Name

Birth Date
yyyy-mm-dd

Nationality
Manager Nationality

ID Number
ID Number

Email
email@domain.com

Mobile Number
+966 | 5555-5555-5555

Role
Select the Role
Manager

+ Add New Manager

- Board of Directors:

Chairman of Board of Directors.

Member of Board of Directors.

CEO.

Management

Defining Management
Fill your defining management

Defining Management

Article of Association

Hierarchy
Board of Directors

Managers
Add Managers of company
*Please be aware that if the company managers are not included during this step, there will be a charge to add them in a future amendment request.

Board Member 1

Full Name
Manager Name

Birth Date
yyyy-mm-dd

Nationality
Manager Nationality

ID Number
ID Number

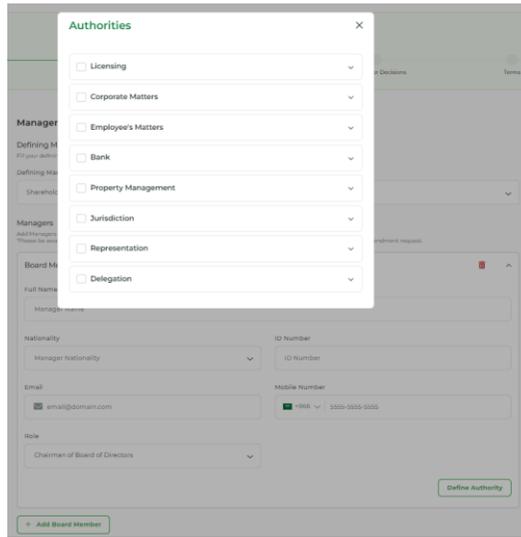
Email
email@domain.com

Mobile Number
+966 | 5555-5555-5555

Role
Select the Role
Chairman of Board of Directors
Member of Board of Directors
CEO

+ Add Board Member

Please define the Authorities for each manager by clicking on “Define Authorities”.



Then, enter the legal representative information and upload a copy of (identity, and power of attorney).

Legal Representative
Add your legal representative information.

First Name Enter First Name	Middle Name Enter Middle Name	Last Name
Birth Date yyyy-mm-dd	ID Type Saudi Resident ID	
ID Number	Legal Representative Email	
Nationality Saudi Arabia	Mobile Number +966	
Saudi Resident ID Click here to upload (PDF Only)	Power of Attorney POA Click here to upload (PDF Only)	

Back Save Next

5- Shareholder Decisions.

Enter the percentage of capital for “Contract Amendments” and “General Process”.

*You can determine the percentage of the shareholder decisions for “Contract Amendments, General Process” to be approved and completed.

Shareholder Decisions

Contract Amendments

Percentage of the capital

 %

This share is not owned by one Shareholder

General Process

Percentage of the capital

 %

This share is not owned by one Shareholder

[Back](#) [Save](#) [Next](#)

6- Terms.

The terms of both “Auditor Appointments, and Transfer of Shares” can be reviewed and edited as below:

The screenshot displays a web interface for managing terms. It is titled "Terms" and contains two main sections:

- Auditors Appointment:** This section is titled "Auditors Appointment" and "Terms & Conditions". It contains a sub-section "Auditors Condition" with the following text: "The Company shall have one (or more) Auditors appointed by the General Assembly from among those licensed to operate in the Kingdom. The General Assembly shall determine the annual fees of the Auditor and may at any time, with or without reason, replace the Auditor." Below this text is a red-bordered "Edit" button.
- Transfer of Shares:** This section is titled "Transfer of Shares" and "Terms & Conditions". It contains a sub-section "Shares Condition" with the following text: "a. Subject to the Companies Regulations, Shares may be transferred by a written instrument signed by or on behalf of the transferor and the transferee containing the name and address of the transferee or in such other manner prescribed in the Companies Regulations. Such written instrument must be delivered to the Company. b. The Company shall amend the Register of Shareholders to reflect any transfer of Shares, and file the amended Register of Shareholders with the Companies Register. c. No transfer of Shares shall be effective unless such transfer is recorded in the Companies Register in accordance with the Companies Regulations. d. The transferor remains the holder of a Share until the transferee's name is entered in the Companies Register as the holder of the Share." Below this text is a red-bordered "Edit" button.

At the bottom of the interface, there are three buttons: "Back", "Save", and "Next".

7- Article of Association.

Review the Articles of Association “AOA” and only specific sections can be edited. You can sign, add the name, and date at the end of the contract then click on “submit”.

The screenshot displays a web interface for the "Article of Association". The title is "ARTICLES OF ASSOCIATION OF Special Integrated Logistics Zone" with "example1" below it. The first section is "1. INTERPRETATION".

In these articles,
the following terms shall have the meanings set opposite, if not consistent with the subject or context.
'Articles' means these articles of association of the Company.
'Auditor' means the auditor of the Company appointed in accordance with the Companies Regulations and these Articles.
'Board' means the board of Managers of the Company.
'Companies Register' means the companies register at the relevant authority within the Special Integrated Logistics Zone.
'Companies Regulations' means the Companies Regulations issued by the General Authority of Civil Aviation pursuant to Royal Order No. (A/17) dated 01/02/1440H.
'General Assembly' means a general meeting of the Shareholders convened in accordance with the Companies Regulations and these Articles.
'Incorporator' means a person who agrees to subscribe for Shares in the Company and to whom Shares are allotted and issued upon incorporation of the Company.
'Kingdom' means the Kingdom of Saudi Arabia.
'Manager' means a person occupying the position of manager of the Company, by whatever name called.
'Office' means the registered office of the Company.

At the bottom of the interface, there are three buttons: "Back", "Save", and "Submit". The "Submit" button is highlighted in green.

8- Review.

You can review the request details and download “AOA” before submission, then click on “I agree to the code of conduct” and “proceed”.

The following message confirms that your request has been submitted.

The request will be “Under review” until approval, then you can proceed with payment. After that, the request will be “Completed” with three options (View Details, Download License, and Download AOA report).

Company Name	Reference No	Activities	Sector	Date	Status
		Manufacturing, repair...	Consumer Electronics...		Completed

The payment of license fee is (16100) Saudi Riyals for each year. You can access the Invoice from “Invoices”.

Invoice Number	Payment Amount	Invoice Reference	Applicant Reference	Payment Date	Status
	16100				Paid Through Bank
	16100				Paid Through Bank

F. Company Services.

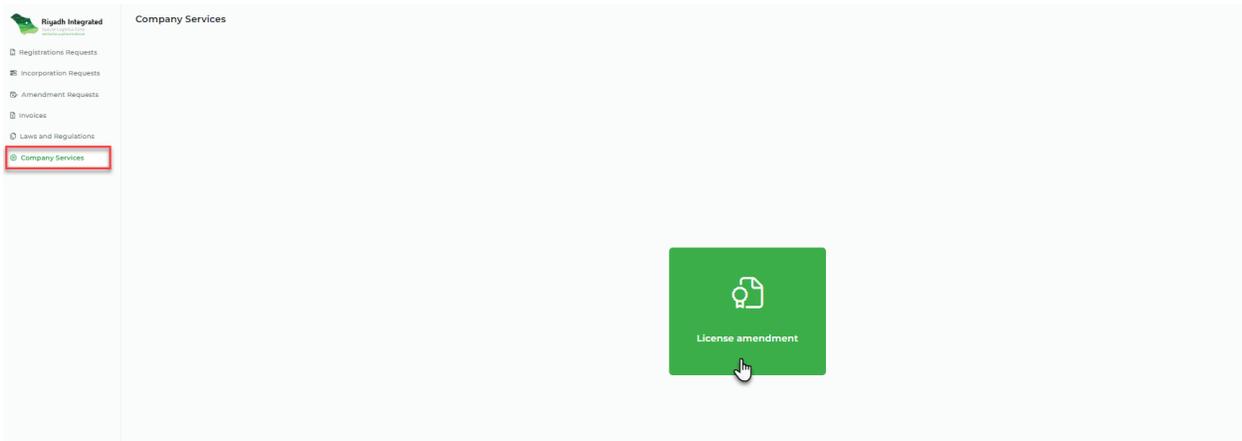
- License Amendment.

Where you can modify the license:

- Activity.
- Management.

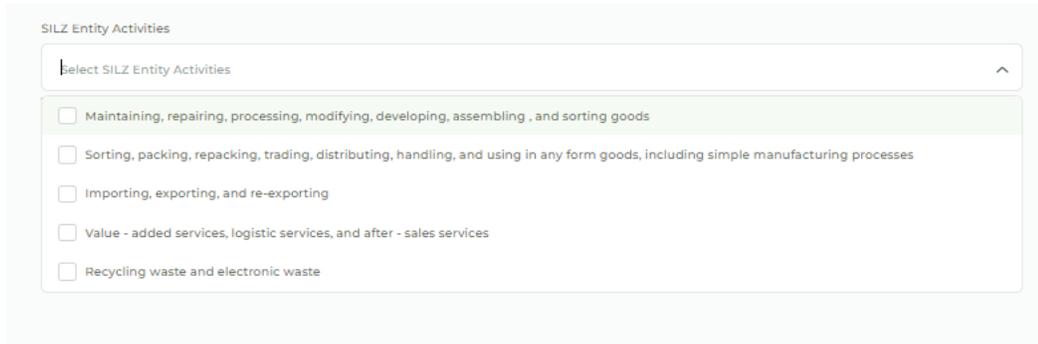
If the management in the “AOA” is “Shareholder Resolution”.

Click on “License Amendment” to start your request.



1- **Activity.**

You can modify the “SILZ Entity Activities” by clicking on the dropdown list and select the activities.



The screenshot shows a dropdown menu titled "SILZ Entity Activities". The menu is open, displaying a list of activities with checkboxes. The first activity, "Maintaining, repairing, processing, modifying, developing, assembling, and sorting goods", is highlighted in green. The other activities are: "Sorting, packing, repacking, trading, distributing, handling, and using in any form goods, including simple manufacturing processes", "Importing, exporting, and re-exporting", "Value - added services, logistic services, and after - sales services", and "Recycling waste and electronic waste".

Then click “Next”.



The screenshot shows a form titled "License amendment". At the top right, there is a progress bar with three steps: "Activity", "Management", and "Review & Payment". The "Activity" step is currently active. Below the progress bar, there is a dropdown menu for "SILZ Entity Activities" with the text "Selected Maintaining, repairing, processing, modifying, developing, assembling, and sorting goods". At the bottom of the form, there are three buttons: "Cancel", "Save", and "Next". A mouse cursor is clicking on the "Next" button.

2- Management.

You can modify, add, and remove the managers.

Choose the hierarchy “One general Manager or More, Board of Directors”. Then, complete the management details by clicking on “+ Add New Manager”, and fill their information and their role. Please upload the “Shareholders Resolution”. Then, “Next”.

License amendment

Activity Management Review & Payment

Manager Information

One General Manager or More

Board of Directors

General Manager(s) 1

Full Manager Name

Manager Nationality Saudi Arabia

ID Number

Email

Mobile Number +966

Role Manager

Define Authority

+ Add New Manager

Shareholders Resolution

Click here to upload (PDF Only)

Back Save Next

After adding the manager, you can define the “authorities” by clicking on “Define Authority”.

Authorities [X]

- Licensing ^
 - Manage SILZ license
 - Renew SILZ license
 - Cancel SILZ license
 - Modify SILZ license
 - Add Activity
 - Reserve Trade Name
 - Request Transfer SILZ license
 - Modify the Company Name
 - Request to Issue SILZ Licence
- Corporate Matters v
- Employee's Matters v
- Bank v
- Property Management v
- Jurisdiction v
- Representation v
- Delegation v

The Managers Roles:

- One general Manager or More:

Manager.

Manager Information [One General Manager or More v]

Managers
Add Managers of company

General Manager(s) 1 [v]

Full Manager Name: s

Manager Nationality: Saudi Arabia v | ID Number: 1000000000

Email: email@domain.com | Mobile Number: +966 v | 50 555 5555

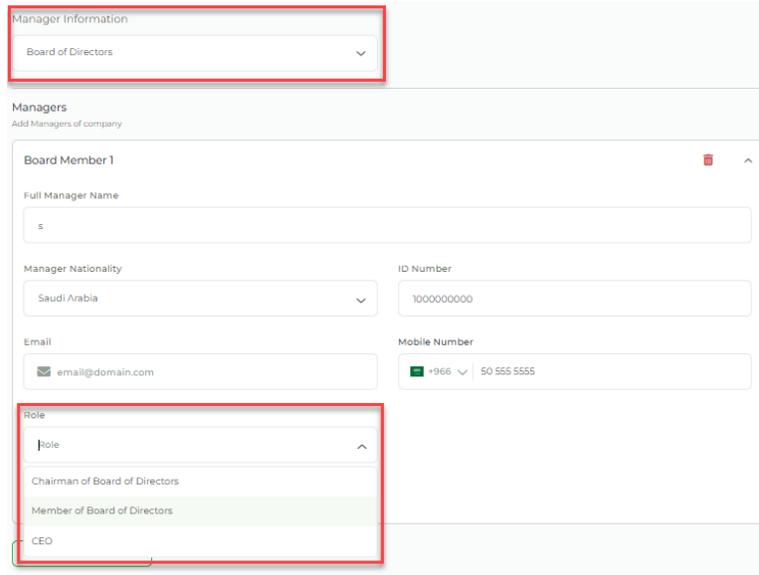
Role [Role v]
Manager

- Board of Directors:

Chairman of Board of Directors.

Member of Board of Directors.

CEO.



Manager Information

Board of Directors

Managers

Add Managers of company

Board Member 1

Full Manager Name

s

Manager Nationality

Saudi Arabia

ID Number

1000000000

Email

email@domain.com

Mobile Number

+966 50 555 5555

Role

Role

Chairman of Board of Directors

Member of Board of Directors

CEO

*Please Note: this service will only appear when the managers are appointed in a separate shareholder resolution contract.

3- Review & Payment.

Finally, you can review your request and proceed.

License amendment

Activity Management Review & Payment

Review

Activity

Management

Payment

Application Fee 1000 SAR

Back Proceed

You can review your request from “Amendment Requests”. The request will be “Waiting for payment” until payment, then you can proceed to payment. After, the request will be “Completed” with three options (View Details, Download License, and Download AOA report).

Company Name	Reference No	Activities	Sector	Date	Amendment Type	Status
		Maintaining, repairing, protes...	Consumer Electronics		License	Waiting for payment

The application fee of the “License Amendment” is “1000” Saudi Riyals. You can access the Invoice from “Invoices”.

Serial Number	Payment Amount	Invoice Reference	Application Reference	Payment Date	Status
	1000				Pending
	1000				Paid Through Sadat
	1000				Paid Through Sadat