

Guidelines for Obtaining Type (B) Class License

Introduction:

Based on CITC regulations, those who desire to provide communication and information technology services must obtain a License from CITC. CITC has issued the requirements for providing any type of (B) Class licenses (Issue, Renew, Cancel, and Update license data) upon request by submitting electronically

Requirements needed:

1. Register to use the Electronic Licensing Services.
2. Submitting a valid Commercial Registration.
3. Paying the required fees for the License through the SADAD payment system, the invoice will be sent to the email address of the applicant. (Note: The invoice payment must be made within one month; otherwise, the request will be cancelled).
4. If the required service is Short Messages Service (SMS), an original copy of the bank guarantee in Arabic must be submitted to CITC after accepting it electronically when applying for a license. (Note: the amount must be as required for the service and the validity period of the bank guarantee must match the period of the requested License).
5. If the required service is a VSAT service, requirements shall include submitting the following:
 - Complete the [Frequency Assignment Application Form](#).
 - Provide a brief description of the company profile and operations.
 - Provide technical specifications of systems and devices and list of Services to be provided through this license
6. If the required service is Carrier Service Provider (CSP), additional requirements can be found in [the Terms and Conditions for this service](#).

7. If a Broadband Satellite Service (BBSS) license is required, additional requirements can be found on the CITC website "[Information for Broadband Satellite Service \(BBSS\) License Applicants](#)".
8. If the required service is Wholesale Infrastructure Services, additional requirements can be found in [the Terms and Conditions for this service](#).
9. If the required service is providing IoT services using license-exempt frequency, requirements shall include submitting the following:
 - Provide a brief description of the company profile and operations.
 - Provide technical specifications of systems and list of Services to be provided through this license
 - Providing a proof for the Saudization of the jobs referred to in [the Special terms and Conditions of the service](#), and attaching copies of National IDs.

Notes:

1. The applicant must obtain the approval of the relevant authorities if required, as mentioned in the general and special conditions of the license, and this must be attached with the application.
2. The payment of the annual fees for the use of frequencies shall be made upon the issuance of the license. The licensee shall be informed of the fees required for the remainder of the year.
3. To provide a new service not included in the licensed services, please submit an official request to CITC, including all information related to the requested service for study.
4. The license will be issued electronically by the system and can be printed from the company's user (Note: all valid licenses can be verified by CITC website).
5. Within no later than 3 days from the submission of a complete request for "license issuance", CITC will inform the result of the review of the request to the applicant. In case

the wanted service requires a frequency assignment or regulatory requirements, CITC will inform the result of the review of the request to the applicant within no later than 15 days from the submission of a complete application.

6. Within no later than 10 days from the submission of a complete request for "cancelling a license", CITC will inform the result of the examination of the request to the applicant.

Available Services:

Type of Service	The Service Fees (Applied until 31/12/2020)	Bank Guarantee
VSAT System Communications Service	<ol style="list-style-type: none"> 1. SR(30,000) Thirty Thousands Riyals for license issuance (Paid only once). 2. Annual fee charged by the State in return for providing commercial communications services of ten percent (10%) of the Net Telecommunication Revenue 3. Annual fee charged by the CITC in return for obtaining license of one percent (1%) of the Net Telecommunication Revenue 4. SR(10,000) ten Thousands Riyals for license renewal. 	None

<p>Provision of Global Mobile Personal Communications Service</p>	<ol style="list-style-type: none"> 1. SR(50,000) Fifty Thousands Riyals for the license issuance. 2. Annual fee charged by the State in return for providing commercial communications services of ten percent (10%) of the Net Telecommunication Revenue 3. Annual fee charged by the CITC in return for obtaining license of one percent (1%) of the Net Telecommunication Revenue 4. SR(20,000) Twenty Thousands Riyals for license renewal. 	
<p>Operation of Global Mobile Personal Communications Service</p>	<ol style="list-style-type: none"> 1. SR(33,000) Thirty-Three Thousands Riyals per MHz in the range (1MHz to 10MHz) annual charges for frequencies usage. 2. SR(17,000) Seventeen Thousands Riyals per MHz in the range (more than 10MHz to 30MHz) annual charges for frequencies usage. 3. Annual fee charged by the State in return for providing commercial communications services of ten percent (10%) of the Net Telecommunication Revenue 4. Annual fee charged by the CITC in return for obtaining license of one percent (1%) of the Net Telecommunication Revenue 	<p>None</p>
<p>Internet Services Provider (ISP)</p>	<ol style="list-style-type: none"> 1. Annual fee charged by the State in return for providing commercial communications 	

	<p>services of ten percent (10%) of the Net Telecommunication Revenue</p> <p>2. Annual fee charged by the CITC in return for obtaining license of one percent (1%) of the Net Telecommunication Revenue</p>	
Providing Internet Services on Airplanes	<p>1. Annual fee charged by the State in return for providing commercial communications services of ten percent (10%) of the Net Telecommunication Revenue</p> <p>2. Annual fee charged by the CITC in return for obtaining license of one percent (1%) of the Net Telecommunication Revenue</p>	
Providing Mobile Communication Services onboard Aircraft	<p>1. Annual fee charged by the State in return for providing commercial communications services of ten percent (10%) of the Net Telecommunication Revenue</p> <p>2. Annual fee charged by the CITC in return for obtaining license of one percent (1%) of the Net Telecommunication Revenue</p>	None
Carrier Service Provider (CSP)	<p>1. An annual license fee for the license of one percent (1%) of net revenues generated by the lease of surplus capacities</p> <p>2. An annual Commercial Provisioning Fee of ten percent (10%) of net revenues generated by</p>	

	<p>lease of surplus capacities. However, this fee will be five percent (5%) in the first year and eight percent (8%) in the second year following the date of issue of the license.</p>	
<p>Broadband Satellite Services</p>	<ol style="list-style-type: none"> 1. License issuance Fees of One Hundred Thousand (100,000) Saudi Riyals one-time payment. 2. Annual fee charged by the State in return for providing commercial communications services of ten percent (10%) of the Net Telecommunication Revenue 3. Annual fee charged by the CITC in return for obtaining license of one percent (1%) of the Net Telecommunication Revenue 	
<p>Wholesale Infrastructure Services</p>	<ol style="list-style-type: none"> 1. License issuance fee of One Hundred Thousand (100,000) Saudi Riyals one-time payment 2. An annual fee of one percent (1%) of net revenues generated by Wholesale Infrastructure Services. 3. An annual commercial provisioning fee of ten (10%) of net revenues generated by Wholesale infrastructure services. However, this fee will be two and a half percent (2.5%) in the first fiscal year, five percent (5%) in the second fiscal 	

	<p>year and ten percent (10%) per annum in the third fiscal year and beyond.</p>	
<p>IoT services using license- exempt frequency</p>	<ol style="list-style-type: none"> 1. License issuance fee of One Hundred Thousand (100,000) Saudi Riyals one-time payment 2. Annual fee charged in return for obtaining license of one percent (1%) of the Net Telecommunication Revenue 3. Annual fee charged in return for providing commercial communications services of ten percent (10%) of the Net Telecommunications Revenue 	<p>None</p>
<p>Short Messages Service (SMS)</p>	<ol style="list-style-type: none"> 1. Annual fee charged by the State in return for providing commercial communications services of ten percent (10%) of the Net Telecommunication Revenue 2. Annual fee charged by the CITC in return for obtaining license of one percent (1%) of the Net Telecommunication Revenue 	<p>SR 500,000</p>

نموذج خطاب الضمان البنكي

هيئة الاتصالات وتقنية المعلومات

حي النخيل

ص.ب ٧٥٦٠٦ - الرياض ١١٥٨٨

المملكة العربية السعودية

[التاريخ]

اسم مقدم الطلب

بعد التحية،،

بخصوص: الترخيص لتشغيل [.....اسم الخدمة.....] في المملكة العربية السعودية.

حيث أن [اسم مقدم الطلب]، سيُمنح ترخيص لتقديم خدمة [.....اسم الخدمة.....] في المملكة العربية السعودية

فإننا، نحن، [اسم البنك المصدر] بهذا نتعهد تعهداً غير مشروط وغير قابل للإلغاء بدفع مبلغ وقدره [.....] ريال سعودي وفق الشروط التالية:

١. ندفع لكم على الفور بناء على طلبكم الخطي وبصرف النظر عن أي اعتراض من جانب المرخص له أو أي طرف آخر المبلغ أو المبالغ التي تطلبونها والتي لا تتجاوز في مجموعها المبلغ المذكور أعلاه، وذلك إما بالتحويل إلى حسابكم لدى أي بنك في المملكة العربية السعودية أو بأية طريقة أخرى تكون مقبولة لديكم.

٢. جميع الدفعات التي تسدد بناء على طلبكم تكون غير مقيدة كما تكون خالية من أية حسميات في الوقت الراهن أو المستقبل ولا يترتب عليها دفع أية ضرائب أو رسوم أو مصاريف أو أتعاب أو حسميات أو استقطاعات مهما كان نوعها أو طبيعتها أو الجهة التي فرضتها.

٣. إن التعهدات الواردة في هذا الضمان تمثل التزامات مباشرة وأساسية من جانبنا وهي غير مشروطة وغير قابلة للإلغاء. ولا تعفى من أي جزء أو من كامل هذه الالتزامات لأي سبب من الأسباب مهما كانت طبيعتها أو مصدرها، مثل التغيير في شروط عملية الترخيص أو تمديده أو تغيير نطاق أو طبيعة العمل الذي يراد تنفيذه أو أي تقصير أو تصرف أو إجراء من طرفكم أو مما يعفينا أو يبرئ ذمتنا من الالتزامات والتبعات المنصوص عليها في هذا الضمان.

٤. يبقى هذا الضمان سارياً وناظراً حتى نهاية يوم من شهر من سنة في هذا الضمان، وذلك وفقاً لما يتضمنه من شروط وأحكام، وفي حال موافقتنا بإشعار خطي موقع حسب الأصول في التاريخ أو قبل التاريخ المحدد لانتهاء صلاحية هذا الضمان (أو أي تمديد لاحق ما يتضمنه من شروط وأحكام) بطلب تمديد صلاحية هذا الضمان فإننا نتعهد بالقيام بما يلي:

(أ) القيام تلقائياً بتمديد هذا الضمان لنفس الفترة من تاريخ انتهاء صلاحيته الأصلية أو تاريخ انتهاء صلاحية أية تمديدات لاحقة. أو

(ب) - ندفع لكم قيمة الضمان.

٥. نقر ونؤكد بأن قيمة هذا الضمان لا تتجاوز ٢٠% من إجمالي رأسمال البنك المدفوع و احتياطياته.

٦. أي نزاع يتعلق بهذا الضمان يجب تسويته حصراً من قبل الجهات الرسمية المختصة في المملكة العربية السعودية، وفقاً لشروط وأحكام الأنظمة والقرارات والقواعد والتوجيهات المرعية في المملكة العربية السعودية.

مع خالص الاحترام والتقدير،،

[توقيع المفوض (المفوضين) بالتوقيع]

[اسم المفوض (المفوضين) بالتوقيع]

[اسم البنك المصدر]

[التاريخ]

ملاحظة: يجب أن لا تحتوي صيغة الضمان البنكي على كلمة " عقد " أو " مقال " للشركة/المؤسسة التي ترغب في الحصول على ترخيص فئوي من الهيئة، ولن يقبل الضمان البنكي الذي يحتوي على هذه الكلمات.

CITC Contact Addresses

Riyadh

Communications & Information Technology

Commission (CITC)

P.O. Box 75606, Riyadh 11588 Email address:

(info@citc.gov.sa)

Phone: 011 4618000

CITC Branch in Eastern Region

2nd floor , Al Dosary Tower, Alashre'aa Road,

Al shati District ,Dammam

P.O. Box 2218 Dammam 31451 Email address:

(eb@citc.gov.sa)

Phone: 0138441818

CITC Branch in Makkah Region

Jeddah , Al Salamah District , Prince Sultan St.

Opposite of Sultan Mall

ZAHRAN Business Center

The Northern tower , 12th floor , Office No 1205

P.O Box 17313,Jeddah 21484

Email address: (wb@citc.gov.sa)



هيئة الاتصالات وتقنية المعلومات
Communications & Information
Technology Commission

