



Parcel Transfer Regulations



Conditions for Granting Parcels Transfer License

The competent regulatory authority may authorize companies and establishments to transport parcels within the Kingdom, or between it and other countries. The license applicant shall satisfy the following conditions:



Have a commercial register



The director of the company or the establishment, and all heads of branches shall be Saudis.



The applicant shall fulfill the regulatory requirements related to the provision of the service.



The licensee company or establishment shall transfer the parcels by itself, and shall not entrust it to other sub-companies.



The licensee company or establishment shall carry out the parcel transfer activity, and shall add such activity to its commercial register in accordance with the regulations and instructions issued in such regard.



The license duration shall be two years renewable.



The competent authority shall provide the following authorities with a copy of the license at the time of its issuance (the State Security Presidency, the Ministry of Commerce and Investment, the General Authority of Customs).



After issuing the license, the competent authority shall publish it in two daily newspapers at the expense of the license applicant.



Obligations of the Licensee to Transfer Parcels

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It is prohibited for the licensee to transfer mail dispatches or the like, and its activities shall be limited to the transport of parcels under the following conditions:

- It shall not be less than 10 kg for parcels sent to the Kingdom from abroad or vice versa.
- It shall not be less than 20 kg for what is being transferred within the Kingdom.



Licensee may not state the word (mail or correspondences) on the parcels that it transfers, whether within the Kingdom or abroad, or use it in its letterhead paper or otherwise.



The licensee shall not transfer parcels containing any of the following materials:

1. Letters and writings, such as personal correspondences, as well as correspondences of any kind that contain an address other than the address of the addressee. However, it may transfer the open invoices that contain the generally accepted data.
2. All kinds of paper currencies.
3. Hazardous, flammable and explosive materials.
4. All materials prohibited to export or import under the customs law, its implementing regulations, and laws and regulations in force in the Kingdom.
5. Silver and gold, whether coins or alloys, shall not be transferred outside the Kingdom, except with a license from the Ministry of Finance and National Economy "Customs Authority".
6. Pictures, books, drawings, newspapers and all things that involve violation of Islamic traditions, include prejudice to the dignity or a breach of the security of the Kingdom.
7. All kinds of tapes, microfilm slides and the like.
8. Things with odors.
9. Live and dead animals and insects, except live bees, provided that they shall be placed inside tins arranged in a manner that prevents hazards and helps ease of inspection.
10. Parcels with addresses that differ from the addresses of packages placed inside it.



The Licensee shall comply with the rules applied by Saudi Customs on exports and imports, and the Licensee shall be liable before it for all customs violations that occur from the sender, and for payment of the financial penalties resulting therefrom.



The licensee shall submit and open all parcels received and sent to and from abroad by the customs officer to complete the customs procedures, and Customs officers may refrain from completing the customs procedures on these parcels in case they are found to be incompatible with the specifications of the parcels.



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The licensee shall comply with the customs instructions related to the expose of parcels containing items under supervision by any of the authorities entrusted with such control, such as the Ministry of Agriculture, the Ministry of Health, the Ministry of Information, the Ministry of Commerce, the Ministry of the Interior and other relevant government agencies.



In case the licensee transfers the parcels containing devices or equipment, and one of the agencies wants to export it abroad for repair and then return it, the licensee shall submit the following to the Customs:

A- A letter from the government agency, to which these devices and equipment belong, including their specifications and types, and the desire of such agencies to repair them abroad.

B- Submit to imports' Customs the invoices for the repair, including the statement of the added items and its prices in order to achieve customs duties.



The Licensee shall be fully responsible for the contents of the parcels that it transfers, and shall comply with all the statutory responsibilities arising therefrom.



The Licensee shall be responsible for clarifying the full information on the consignments sent and received from and to the Kingdom and its follow-up until delivery, as well as consignments submitted to Customs and all related inquiries and information through a computer that save such information for at least two years.



All dispatches sent to the Kingdom shall pass only through two points outside the Kingdom in which all dispatches are collected. Such two points shall have strong security measures, including X-ray devices and explosive detection devices.



The same measures, security precautions and securing the devices located at the external exchange points shall be taken at the collection point or points for the dispatches issued from the Kingdom.



The licensee company or establishment shall pay the expenses of the presence of a security officers relating to the concerned parties in each of the main collection points, whether inside or outside the Kingdom, when necessary, throughout the required duration.



The licensee company or establishment shall make the insurance system available for consignments sent or received upon the request of the beneficiary.



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The licensee company or establishment shall oblige its cooperating international company to provide a manual for the precautions and security measures to be complied with by the company in accordance with the specifications of the International Civil Aviation Organization to the Ministry of the Interior for prior approval.



The licensee company or establishment shall provide certificates to all its employees stating that they have completed security courses, as well as the employees of the cooperating international company, in addition to people working in the collection points outside the Kingdom.



The licensee company or establishment shall provide, within twelve months of receiving the permit, the proof of applying the precautions and security measures in all the worldwide offices of the cooperating international company similar to what is applied in the offices of the company in the Kingdom.



The competent authorities shall be entitled to control the parcels transferred within the Kingdom, and shall take the necessary action in case of violation of the conditions and terms stipulated herein.



The licensee shall undertake to guarantee the rights of the parcels' owners, and in the case of loss or damage to such parcels, the licensee shall compensate the owners on the basis of the same value. Any other conditions set by the Licensee shall not be deemed valid in case they are contrary to what is provided for herein.



Penalties

In case it turns out that any of the data contained in the license application form is incorrect, this shall be deemed a forgery in official documents, the license shall then be invalidated, and the licensee shall be penalized under the forgery law.

In case the licensee violates the conditions and obligations stipulated herein, or violates the law and regulations in force in the Kingdom, the competent authorities shall be entitled to impose the following penalties:



Warning



Suspension for
three months



Fined one hundred
thousand riyals



Withdrawal of
the license

The penalties provided for in the second and third clauses may be combined together



هيئة الاتصالات وتقنية المعلومات
Communications & Information
Technology Commission



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