


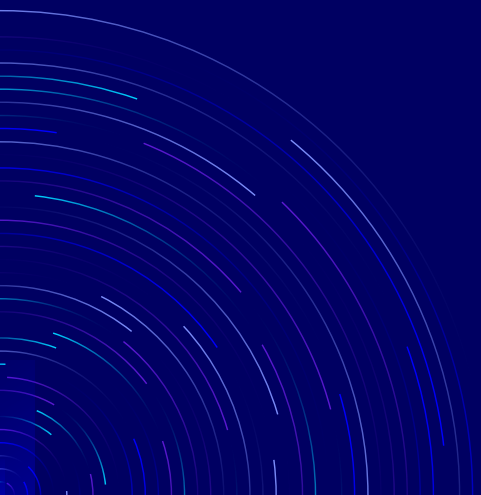
# INVESTORS GUIDE FOR TRANSPORTING PARCELS SERVICE LICENSE

COMMUNICATIONS AND INFORMATION  
TECHNOLOGY COMMISSION





In accordance with the  
Transporting Parcels Service  
bylaw, CITC has issued this  
guide to clarify the required  
conditions and requirements for  
obtaining Transporting Parcels  
Service License.



# Transporting Parcels Service License

Service | **Transporting Parcels**  
Local

**Application  
Processing Duration**  
**15 Days**

**ISIC 4**  
**532000**



## Service Description

The provisioning of parcel transport services within the Kingdom of Saudi Arabia



## Service Provisioning Conditions

- 1 Adherence to the Transporting Parcels Service bylaw and the Investor Guide published on CITC website.
- 2 Adherence to the Mail Services Users Protection policy, and decisions released by CITC in this regard.
- 3 Holding a valid commercial registration.
- 4 Commitment to pay the annual fees for the service



## License Fees

**10% of revenue**

Annual fee to be paid at the end of the first and second year

**15% of revenue**

Annual fee to be paid at the end of the third year and each year after



## License Duration

**Years 2**



## Requirements

- 1 Register to use the Electronic Licenses Services.
- 2 Submitting a valid commercial registration.
- 3 Must provide CITC with the operational plans including details of registered main office and branches (if exist), as well as preparations, procedures, measures and prices which will be implemented by the entity.
- 4 Must Submit the following information:
  - ▶ National Address of the entity
  - ▶ Number of workers/employees in the entity
  - ▶ Number of transportation methods (Number of Vehicles, Number of Aircrafts)
- 5 The person in charge of the company (General Manager/CEO) and directors of branches must be Saudis

# Transporting Parcels Service License

Service |

## Transporting Parcels Local & International

Application  
Processing Duration  
**15 Days**

ISIC 4  
**532000**



### Service Description

The provisioning of parcel transport services in/out of the Kingdom of Saudi Arabia.



### Service Provisioning Conditions

- 1 Adherence to the Transporting Parcels Service bylaw and the Investor Guide published on CITC website.
- 2 Adherence to the Mail Services Users Protection policy, and decisions released by CITC in this regard.
- 3 Holding a valid commercial registration.
- 4 Specialists' examination of the collection points and the fulfillment of the related regulatory procedures.
- 5 Commitment to pay the annual fees for the service



### License Fees

**10% of revenue**

Annual fee to be paid at the end of the first and second year

**15% of revenue**

Annual fee to be paid at the end of the third year and each year after

### License Duration

**Years 2**



### Requirements

- 1 Register to use the Electronic Licenses Services.
- 2 Submitting a valid commercial registration.
- 3 Must provide CITC with the operational plans including details of registered main office and branches (if exist), as well as preparations, procedures, measures and prices which will be implemented by the entity.
- 4 Must Submit the following information:
  - ▶ National Address of the entity
  - ▶ Number of workers/employees in the entity
  - ▶ Number of transportation methods (Number of Vehicles, Number of Aircrafts, Number of Ships)
  - ▶ Means of export and import (by shipping, via airmail service, by private aircraft).
  - ▶ Address of the offices (Main export offices, and branch export offices)
  - ▶ Foreign entities that are conducting business with of sending and receiving parcels (Name, Nationality, Main Office Address).
  - ▶ International collection points (Name of the Office, Address, Country).
  - ▶ Attach a copy of the partnership contract with the foreign partner.
  - ▶ Attach a description of profile of the foreign partner.
- 5 The person in charge of the company (General Manager/CEO) and directors of branches must be Saudis



## Steps for Applying for a Transporting Parcel (Local) License or Transporting Parcels (Local and International):



Register to use the Electronic Service Portal



Apply for a license



CITC will review the application



The license will be issued online



## Steps for Renewal for a Transporting Parcel (Local) License or Transporting Parcels (Local and International):



Register to use the Electronic Service Portal



Submit a license renewal request



Update the previously submitted information



CITC will review the application



The license will be issued online



## Notes

- » All requirements must be submitted in Arabic with the possibility of submitting supporting documents in English.
- » The license will be issued electronically by the system and can be printed from the entity's user (Note: all valid licenses can be verified by CITC website).
- » Within not later than 15 days from the submission of a complete request for "Issuance a license" CITC will inform the result of the examination of the request to the applicant
- » Within not later than 5 days from the submission of a complete request for "Renewing a license", CITC will inform the result of the examination of the request to the applicant.
- » Within not 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.



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