



# Investor Guide for Media Licenses

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# Before The Beginning

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# Introduction



Based on the vision of the Kingdom of Saudi Arabia 2030, the Ministry of Media has initiated an initiative to improve business performance in the media sector by re-engineering and automating licensing procedures in order to stimulate investment in the media sector and participate in economic development. In view of that, the Ministry has issued this guide in this vital sector.

# Profile of The Ministry Of Media

It was the first start of the Saudi media when the Um Al-Qura newspaper was established in the year 1434 H. It was established during the reign of His Majesty King Abdul Aziz Al Saud, may Allah have mercy on him, to be the first nucleus in the official Saudi media system. This newspaper publishes all the state's issued decisions and government statements concerning the citizen.

1343H

In keeping with the interest of His Majesty King Abdul Aziz, and his keenness to inform the outside world, especially the Islamic world, of the real situation in the Kingdom, he ordered the establishment of a publicity and pilgrimage council affiliated to the Ministry of Finance in order to counter the malicious campaigns against the kingdom. It was on 1355 H.

1355H

The second step, which is considered to be of great importance in the Saudi media. According to media documents, Saudi Radio was established by royal decree on 22/1368/09/, with the signing of King Abdul Aziz, may Allah have mercy on him, to entrust Prince Faisal bin Abdul Aziz, may Allah have mercy on him, to implement the idea with a view to linking the Kingdom of Saudi Arabia with the outside world. And spreading culture and knowledge in the country.

In order to complete the construction of the Saudi media, a royal decree was issued on 17/1374/06/ H, under which the radio was named (the General Directorate of Radio). Then the General Directorate of Press and Publishing was established, and the radio was linked to it. Then the publishing and publication system was issued in 1378 H.

1368H-1378H

1382H

With the increasing interest in the media and the breadth of its scope locally and internationally, His Majesty King Faisal (may God have mercy on him) issued the royal decree on 091382/10/ directing the transfer of the General Directorate of Press and Publishing to the Ministry of Media to supervise the media.

On 1424 H, the Council of Ministers issued a decision to amend the name of the Ministry of Media to be «Ministry of Culture and Information». With the media changes witnessed by the Kingdom of Saudi Arabia and the need to keep up with the media sector to achieve the ambitious vision of our country, the royal order was issued to separating the culture from the media, to become the Ministry of Media 171439/09/ H.

1424H - 1439H

## Definitions



### **Guide:**

A file includes all the information, procedures, controls and steps needed by the investor

**700**

### **700:**

«No. 700» is a standard identification number issued by the Ministry of Commerce for companies, and linking them electronically with government agencies.



### **Conditions:**

Applicable regulations and should be available.



### **Requirements:**

Documents and papers required.



### **Investor Journey:**

Steps taken by the investor to apply for the license until it is issued.



### **ISEC:**

International Standard Economic Classifications





**A company:**

The Company is a contract whereby two or more persons commit themselves to participate in a profit-making project by providing a share of the money or work or both, and sharing the resulting results of the project, whether profit or loss.



**An Establishment:**

An entity owned by one person to engage in an economic, commercial, professional, industrial or agricultural activity. The financial liability of the establishment is related to the owner, as he bears all the financial obligations of the establishment.



**Commercial Register:**

A register or a book in which data is recorded for a merchant, whether the merchant is an individual or a company, with pages allocated to each merchant. These pages include all what relates to his business and the amendments thereto. The Ministry of Commerce issues this record.



**Operating License:**

A License issued by the Ministry of Media, which allows the practice of media activity.



**System:**

Publications and Publishing System.



**Regulations:**

Regulations of the Publications and Publishing System.

## Description of The Activities and Their Types

<b>Activity Name</b>	<b>Preparation services before printing</b>	<b>Type of license</b>
		<b>Immediate</b>
<b>ISEC</b>	821903 Pre-printing services activities	<b>Duration of license</b>
<b>Description</b>	Practice class activity, color sorting, design, or output of materials prepared for printing	<b>Years 3</b>
<b>Fines</b>	100 riyals for each month in case of delay of renewal, maximum of 6 months	<b>Charges</b>
		<b>SAR 2000</b>

<b>Activity Name</b>	<b>Printing press</b>	<b>not allowed for Gulf Citizen</b>	<b>Type of license</b>
			<b>Non-Immediate</b>
<b>ISEC</b>	182050 Printing		<b>Duration of license</b>
<b>Description</b>	Mechanical printing of words and images on paper or cloth etc.		<b>Years 3</b>
<b>Fines</b>	100 riyals for each month in case of delay of renewal, maximum of 6 months		<b>Charges</b>
			<b>SAR 2000</b>

<b>Activity Name</b>	<b>Libraries</b>	<b>Not allowed for foreigner</b>	<b>Type of license</b>
			<b>Immediate</b>
<b>ISEC</b>	476110 Retailing of books, magazines, newspapers and teaching aids 477410 Retail for used books		<b>Duration of license</b>
<b>Description</b>	Practicing the activity of displaying and selling books or renting newspapers, magazines, newspapers and teaching aids		<b>Years 3</b>
<b>Fines</b>	100 riyals for each month in case of delay of renewal, maximum of 6 months		<b>Charges</b>
			<b>SAR 1000</b>

<b>Activity Name</b>	<b>Painting and Calligraphy</b>	Type of license
<b>ISEC</b>	731012 The activities of calligraphers and painters	<b>Immediate</b>
<b>Description</b>	The activities of writing the types of the font (normal - in Neon) writing and manufacturing billboards, and practice the drawing, display and sale of paintings in all forms, and the preparation of seals needs for special license from the Ministry.	Duration of license
<b>Fines</b>	100 riyals for each month in case of delay of renewal, maximum of 6 months	<b>Years 3</b>
		<b>Charges</b>
		<b>SAR 1000</b>

<b>Activity Name</b>	<b>Photography</b>	Type of license
<b>ISEC</b>	742011 Photography activities	<b>Immediate</b>
<b>Description</b>	The activities of traditional or colored photography, and the processing and purification of films on paper, cloth and so on	Duration of license
<b>Fines</b>	100 riyals for each month in case of delay of renewal, maximum of 6 months	<b>Years 3</b>
		<b>Charges</b>
		<b>SAR 1000</b>

<b>Activity Name</b>	<b>Advertising</b>	Type of license
<b>ISEC</b>	731011 Advertising agencies	<b>Non-Immediate</b>
<b>Description</b>	The activities of the design and execution of commercial, editorial, illustrated, printed and pronounced advertisements, the issuance of calendars, notebooks, the commercial and economic directories, the directory of services, gifts and so on. As well as the adoption and implementation of marketing campaigns related to goods and services.	Duration of license
<b>Fines</b>	100 riyals for each month in case of delay of renewal, maximum of 6 months	<b>Years 3</b>
		<b>Charges</b>
		<b>SAR 2000</b>

<b>Activity Name</b>	<b>Public relations</b>	<b>Type of license</b>
<b>ISEC</b>	823001 Organize and manage trade exhibitions, meetings, conferences and events.	<b>Non-Immediate</b>
<b>Description</b>	Provide services to public and private institutions on the preparation and rehabilitation of their employees to keep pace with the campaign, and provide services for the organization of seminars and conferences and exhibitions and supervision in terms of taking any work relating to the reception and farewell and provide housing and transportation to guests and accompany them. Create business events to promote marketing such as festivals and temporary exhibitions, and prepare invitations to participate.	<b>Duration of license</b>
<b>Fines</b>	100 SAR for each month in case of delay of renewal, maximum of 6 months	<b>Years 3</b>
		<b>Charges</b>
		<b>SAR 2000</b>

<b>Activity Name</b>	<b>Publishing</b>	<b>Type of license</b>
<b>ISEC</b>	581101 Publication of paper books, dictionaries, atlases and maps (including the Importing and production of intellectual written or drawn and illustrated materials) 581311 Publishing newspapers, magazines and periodicals.	<b>Non-Immediate</b>
<b>Description</b>	To engage in activities related to the production, preparation and financing of any written production (scientific, cultural or artistic) for the purpose of circulation, as well as participation in book fairs	<b>Duration of license</b>
<b>Fines</b>	100 SAR for each month in case of delay of renewal, maximum of 6 months	<b>Years 3</b>
		<b>Charges</b>
		<b>SAR 2000</b>

<b>Activity Name</b>	<b>Distribution</b> <span style="color: red;">not allowed for Gulf Citizen</span>	<b>Type of license</b>
<b>ISEC</b>	464961 Retailing of paper books, dictionaries, atlases and maps (including the Importing and production of intellectual written or drawn and illustrated materials). 465102 Wholesale for (software) includes import	<b>Non-Immediate</b>
<b>Description</b>	Marketing publications of all kinds, internal and external, at various distribution points and participating in book fairs	<b>Duration of license</b>
<b>Fines</b>	100 SAR for each month in case of delay of renewal, maximum of 6 months	<b>Years 3</b>
		<b>Charges</b>
		<b>SAR 2000</b>

<b>Activity Name</b>	<b>Press Services</b>	<b>Type of license</b>
<b>ISEC</b>	639901 Press services	<b>Non-Immediate</b>
<b>Description</b>	Providing supportive advertising services, representing internal and external media and communicating them	<b>Duration of license</b>
<b>Fines</b>	100 SAR for each month in case of delay of renewal, maximum of 6 months	<b>Years 3</b>
		<b>Charges</b>
		<b>SAR 2000</b>

<b>Activity Name</b>	<b>Computer Software Production</b>	<b>Type of license</b>
		<b>Immediate</b>
<b>ISEC</b>	182050 Reproduction of computer software 620102 Design and programming of special software	<b>Duration of license</b>
		<b>Years 3</b>
<b>Description</b>	The practice of preparing, designing and issuing computer programs and preparing them for printing	<b>Charges</b>
		<b>SAR 2000</b>
<b>Fines</b>	100 SAR for each month in case of delay of renewal, maximum of 6 months	
<b>Activity Name</b>	<b>Selling Computer Software</b>	<b>Type of license</b>
		<b>Immediate</b>
<b>ISEC</b>	474151 Retail selling of Computer Software	<b>Duration of license</b>
		<b>Years 3</b>
<b>Description</b>	The practice of displaying and selling local and foreign computer programs and renting them under special licenses from the software publisher	<b>Charges</b>
		<b>SAR 2000</b>
<b>Fines</b>	100 SAR for each month in case of delay of renewal, maximum of 6 months	

<b>Activity Name</b>	<b>Copying and Reproduction</b>	<b>Type of license</b>
<b>ISEC</b>	821902 Copying and reproduction activities	<b>Immediate</b>
<b>Description</b>	<ul style="list-style-type: none"> <li>•Copying: Copying documents and files for commercial use</li> <li>•Photocopying: Copying more than one copy of the printed publications or images for trading.</li> </ul>	<b>Duration of license</b>
<b>Fines</b>	100 SAR for each month in case of delay of renewal, maximum of 6 months	<b>Years 3</b>
		<b>Charges</b>
		<b>SAR 1000</b>

<b>Activity Name</b>	<b>Media Studies and Consultations</b>	<b>Type of license</b>
<b>ISEC</b>	749051 Media Studies and Consultations.	<b>Non-Immediate</b>
<b>Description</b>	To develop economic feasibility studies for media activities and media projects, to provide media advice to the media, to advise on the means of work, to study their effects, activities and impact, through field studies and public opinion surveys. Moreover, to develop and prepare studies and research for Media campaigns, and develop appropriate plans for them in addition to follow-up and evaluation of its results.	<b>Duration of license</b>
<b>Fines</b>	100 SAR for each month in case of delay of renewal, maximum of 6 months	<b>Years 3</b>
		<b>Charges</b>
		<b>SAR 2000</b>

# Conditions for Obtaining an Operating License

To have an appropriate qualification for the activity according to the following:

- I. **Secondary education and less:**
  - Libraries
  - Painting and Calligraphy
  - Photography
  - Preprinting services
  - Publishing distribution
  - Copying and reproduction
  - Computer software production, sale or leasing
  - Press
  - Advertising
  - Public relations
- II. **The university qualification:**
  - Studies and Media Consultancy (with five years' experience)
  - Press services



## Nationality

Saudi «should not be a government employee»

From the Gulf States

Foreign investor «Authorized to invest in the Kingdom»



## Age

25 Years old



## The presence of commercial register

No.700 for Companies

- For companies, a Saudi manager must be appointed according to the same conditions.



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## **Controls of the Practice of Media Activities**

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# Controls of the Practice of Media Activities

## 1 Printing practice controls

All materials that are printed, published and circulated, however printed, are subject to the approval of the Ministry of Media, with the exception of publications and entities mentioned in the General Regulations or Royal Instructions.

The applicant shall submit two copies of the material to be printed to the competent authority of the Ministry for approval initially.

After printing the material in its final form, five copies are submitted for obtaining final approval, before being distributed, published and circulated.

The same procedures shall be followed when reprinting the same material, whether or not modified or added to it. And that the applicant specifies the location of the modifications and additions made to the content.

## 2 Controls of the register of publications produced by the presses

The official responsible for the press should prepare a register to record everything printed in the press, in which the titles of the printed publications are printed, the names of the owners and publishers, in addition to the number of copies and the date of printing. He must also present this register to the Ministry's observers for review when necessary, while retaining at least three copies of the printed material.

## 3 Controls Presses Representation Office

**Any printing press may open one or more duty-free offices as an outlet for the marketing of its products after the approval of the Ministry, according to the following:**

To nominate a Saudi Director for approval by the Minister

The office within the city shall be the «headquarters of the printing press» registered in the license, to act as an outlet for the delivery and receipt of the works.

The press owner should obtain a prior approval from the ministry to open an office to represent the printing press.

The Director of the Office shall prepare a register in which the works received for the printing press and the delivery dates shall be recorded.

The activity is limited to the representation of the printing press, and it is not entitled to carry out any other media activities or to represent other printing presses.

## 4 Controls the practice of photography

A photographer of a shop may not photograph parties or special events except under an agreement with the shop manager.

The studio is entitled to photograph the events if it is delegated by the owner of the event, under a written contract, while avoiding the photograph the persons who are not interested in.

Photographers of parties or events are required to be Saudi nationals.

Photographers of parties or events are required to be Saudi nationals.

It is not allowed to acquire self-imaging equipment except in shops authorized by the Ministry.

## 5 Controls the work of itinerant photographers

### **Photography studio may deal with cooperating photographers and under the responsibility of the shop owner according to the following conditions:**

The cooperating photographer must be a Saudi citizen and not less than 17 years of age.

The owner of the shop shall submit a request to the Ministry stating the name of the photographer and his personal data in accordance with what is written on his ID card, in addition to his address and two personal photographs, specifying the city or cities where he will be present. A card is issued from the Department of Media Licenses renewed annually.

## 6 Press services controls

The Office shall provide the Ministry's internal information agency with the names of the media to which it cooperates, and shall ensure that this information is kept up-to-date.

The Office shall not cooperate or represent any foreign media unless the Ministry approves such cooperation.

The Office shall be entitled to prepare investigations and files of press and data services and distribute them to media outlets represented or collaborated with, and to keep copies of them in a special file for each media outlet.

The Office is entitled to receive representatives from the media it deals with, after obtaining the prior written approval from the Ministry, providing it with photographing services, arranging press interviews or visiting public places.

The office shall be responsible for publishing any misinformation or misrepresentation of the Kingdom or harming the relations between the Kingdom and other friendly countries and international organizations and bodies in the media it represents, and whether that information was issued by the Office or through the arrangements it had prepared to receive the representatives of those media.

The Office may not engage in the collection of advertisements, the collection of subscriptions, the distribution or other practices that are considered as an area of other media activities, except after obtaining a license from the Ministry.

## 7 Controls advertising practice:

Subject to the provisions and conditions of publication of the advertisement and issuance of commercial evidence contained in the Regulations.

The advertising offices have the right to prepare, design, execute or obtain advertisements from advertisers inside and outside the Kingdom of Saudi Arabia and distribute them to the means of advertising according to the agreement.

Any media that is unknown or anonymous or is not permitted to be traded in the Kingdom shall not be dealt with.

The Saudi advertiser shall be responsible for the contents of his advertisement within the Kingdom.



## 8 Controls on the production, sale or leasing of computer software:

The production, design and publicizing of computer software of general use through programmers working in the facility, or through the d publicizing of programmers or designers part-time and under written agreement, and this after approving all of them by the ministry.

Designing and preparing operational and administrative software according to special specifications for use by «governmental or private entities» as their own software. The production institution is not entitled to exploit and design the software for another enterprise.

Designing and preparing specialized operational and administrative software that serve activities or services with similar applications.

To import the original software produced outside the Kingdom of Saudi Arabia, after obtaining the written clearance of each software by the ministry's internal media agency or one of its branches in accordance with the control procedures.

Display and sale of original computer software “packaged”.

Do not display any software that is not approved by censorship, or anonymous.

Maintain the purchase invoices for each software displayed in the shop, indicating the name of the distributor, the name of the software, the number of copies and the date of delivery to the shop.

They are not entitled to sell any computers or electronic devices, and are entitled to sell complementary equipment.

## 9 Pre-print preparation center controls

Performing the work of the electronic grade and its covers, and the publications, cards or advertisements to be submitted to the printing press.

Perform color sorting work to print from images, drawings, or covers.

Performing design, production or other services that may be provided prior to submission to the printing press.

The owner and the manager of the establishment shall be responsible for any materials or photographs prepared or found in the shop or in any other place contrary to the provisions of the regulations and the executive regulation.

The owner of the establishment must prepare a uniform contract form that includes the terms agreed between the parties, and determine the type of work agreed upon in the performance of this contract, and retain a copy of this contract in a contract file for the work performed in the office. This file should be presented to the Ministry's observers.

The owner of the establishment shall not have the right to enable others to view the works he has performed for others.

## 10 Controls of the activities of calligraphers

The owner of the shop or its manager shall be responsible for any materials that are contrary to the provisions of the system and this regulation is prepared in the shop or through it.

Care must be taken to ensure the correctness and integrity of written materials.

Calligraphy, painting or other services shall not be permitted to provide the services of the seals industry except under a license from the Ministry. This license shall be presented in addition to the license to practice the basic activity or as a follower thereof.

Those who wish to practice the seals industry must apply to the Ministry of media and clarify in this application the license number and the address of the authorized shop. And must be committed to provide an appropriate work room is not allowed to enter or the non-specialists in the manufacture of seals after obtaining the license, and those specialists must comply with any instructions are communicated to them and related to the organization of their work.

The Ministry may refuse to issue a license to manufacture the seals without giving reasons.

**The licensees of the stamp industry must comply with the following:**

Seals for individuals: Not to accept the manufacture of any seals for individuals only after confirming the identity of the student seal, and photocopy of his identity card and keep it in a file on the documents of the applicants of the seal industry, The seal shall be free from any information indicating that it can be exploited in business.

Seals for Corporates and commercial companies: The company or commercial company wishing to manufacture seals should bring the letter of its owner or its manager and certified by the Chamber of Commerce and Industry indicating the quality of the seals and the name of the representative of the institution to whom the seals will be delivered.

Seals for public bodies: The manufacture of any seals for the public bodies should not be accepted except by an official letter from those authorities, indicating the type of stamps, the number and the name of the representative who is delivered the seals, and be a Saudi citizen.

The shop owner should open a file to maintain the supported documents for the applicants of seals from the individuals and copies of the commercial registries (CRs) with letters of applying for the attested seals for the establishments, corporations and genera directions and copies of cards of their representatives who had received the seals.

Open a record including the serial of Media for all seals manufactured by the shop and to indicate in the commercial registry the owner of the seal, date of application, quantities of seals, their descriptions, and name of the receiver of the seal and final version of the seal in its form shape.

The activity of (seal industry) will be added to the main registry and without additional fees.

A license of manufacturing seals only may be granted to whom desire to do that and under the name of (Lineman)

## 11 Standards of Centers of Copies and Photocopy

A written agreement between the author and the shop indicating the duration of the contract and quantities of copies and submission two copies from the note for approval before sale while to be an authorship and not collection.

Not photocopy published books or authors or part of them or selling them on shape of notes.

Not prepare or sell or photocopy curriculum summaries or oral lectures.

Not preparing researches or thesis's or summaries, etc. for any purpose whatever or selling them to the individuals.

The allocated part of the devices of photocopy or packaging or printing should be visible and to by in glass barriers.

## 12 Standards of Publishing

The publishers should attest their relations with the authors the owners of the intellectual works that are published pursuant to written contracts indicating the limits of this relation and its liabilities and the rights of both parties with regard to the agreed quantities of copies for printing and the contractual duration and the publisher will be responsible about the settlement of the rights of the author for the remained copies in case of expiration of the contract and the contracts will be attested from the concerned directions in the ministry.

The publisher should write his name as a publisher for the published work, the number of the edition and its date.

The publisher should not publish any work unless make sure the availability of all supported documents assure the ownership of other party to the agreed work for publishing.

The publisher or the interpreter should not act translation to the published intellectual works unless getting a written consent from the owners of right to translate work to the desirable language for publishing.

The publishers should not import books or written materials unless getting a permission to each address they wish to import quantities from it



## 13 Standards of Distribution

Every distribution facility should enter written contracts with the owners of Media who desire to distribute them across from this facility, and to mention in the contract the important conditions that will be agreed by both parties.

Every facility should not receive any edition or composed unless make sure that its owner had got a permission from the ministry to distribute the composed and to maintain a copy of it in a special file after conformation with the original.

Every facility and its distributors shouldn't distribute any composed to non-licensed shops by Media to practice the related activity with the distributed composed excluded newspapers and magazines.

Each shop should be provided with an invoice including the name of the shop, name of received composed, quantities of copies, date of delivery to the shop, and its unit and total prices, also the refund quantities will be mentioned daily or weekly or monthly based on the status.

The facility of distribution will be responsible for any damages of the editions or loss some of them or change the milestones of the distributed edition for arise reasons due to neglect of its staff.

## 14 Standards of Work of Bookstores

The offered materials in the library should be directly bought from the owners of rights or across from certified distributors and pursuant to invoices including every materials and quantities of editions.

The owner of the library or its manager should maintain a file of invoices of procurement offered materials, and in case existence of any breached material and without availability of an invoice of purchasing it, will be responsible for that.

The owners of the bookstores aren't entitled to purchase any of their offers from the international book fair which held in the land of the Kingdom unless licensed from the ministry.

## 15 Standards of Media Studies & Consulting

Not accept any procedure or studies or consulting deal with the social or cultural aspects unless the beneficiary will get the consent from the ministry.

Not to make any statistics or deductions unless completion the mentioned procedures if Standards in the regulation.

The office is responsible for any incorrect Media mentioned in the studies or contrary to the applied systems and instructions in the Kingdom.

The office should have a record to register Media of all studies and consulting that had been prepared by the beneficiaries and registry should mention the name of consulting, name of the beneficiary, the direction where submitted the study, date of preparation and delivery and other Media, and be ready for monitoring by the ministry supervisors if required and the office will maintain at least one copy of the prepared study.

**The commercial or desirable direction to make field researches should do its researches by the licensed offices of Media studies and consulting or offices of public relations from the ministry pursuant to a contract with the beneficiary direction from the field survey in accordance with the following rules:**

Do the researches by the licensed offices of Media studies and consulting or offices of public relations.

The questionnaire should not include questions contrary to religion, applied values and habits in the Kingdom or any personal or family Media.

The forms of marketing questionnaire should be offered to the internal Media agency to monitor them with indication the objective from the survey and the quantities of edition that will be printed from the questionnaire and the regions where acting the survey and the beneficiary directions from the study.

Researches and surveys should be done within the written questionnaire.

It should not make a questionnaire for non-available goods or service in the Kingdom or prohibited promotion such as smoking and Shisha.

The field studies for commercial or industrial goods and services, field researches for scientific studies or measure the public opinion, field economic or health or social researches etc. from the researches approved by the ministry.

## 16 Standards of Public Relation

Compliance with the assets of practice this activity and not breach the systems representing the commercial or industrial or administrative activities or using any methods contrary with the principles of Islamic Sharia or ethical manners.

Entering contracts with whom desire to take advantages from the services of the office the practitioners of this activity while the contracts should include the liabilities of both parties, type of services or supportive services will be provided to the beneficiary directions.

Non-cooperation with similar external institutions in the activity unless getting a consent from the ministry to do that.

## Cancellation the Operating License

The license may be Cancelled in the following cases:

! If a penalty was issued to erase the license

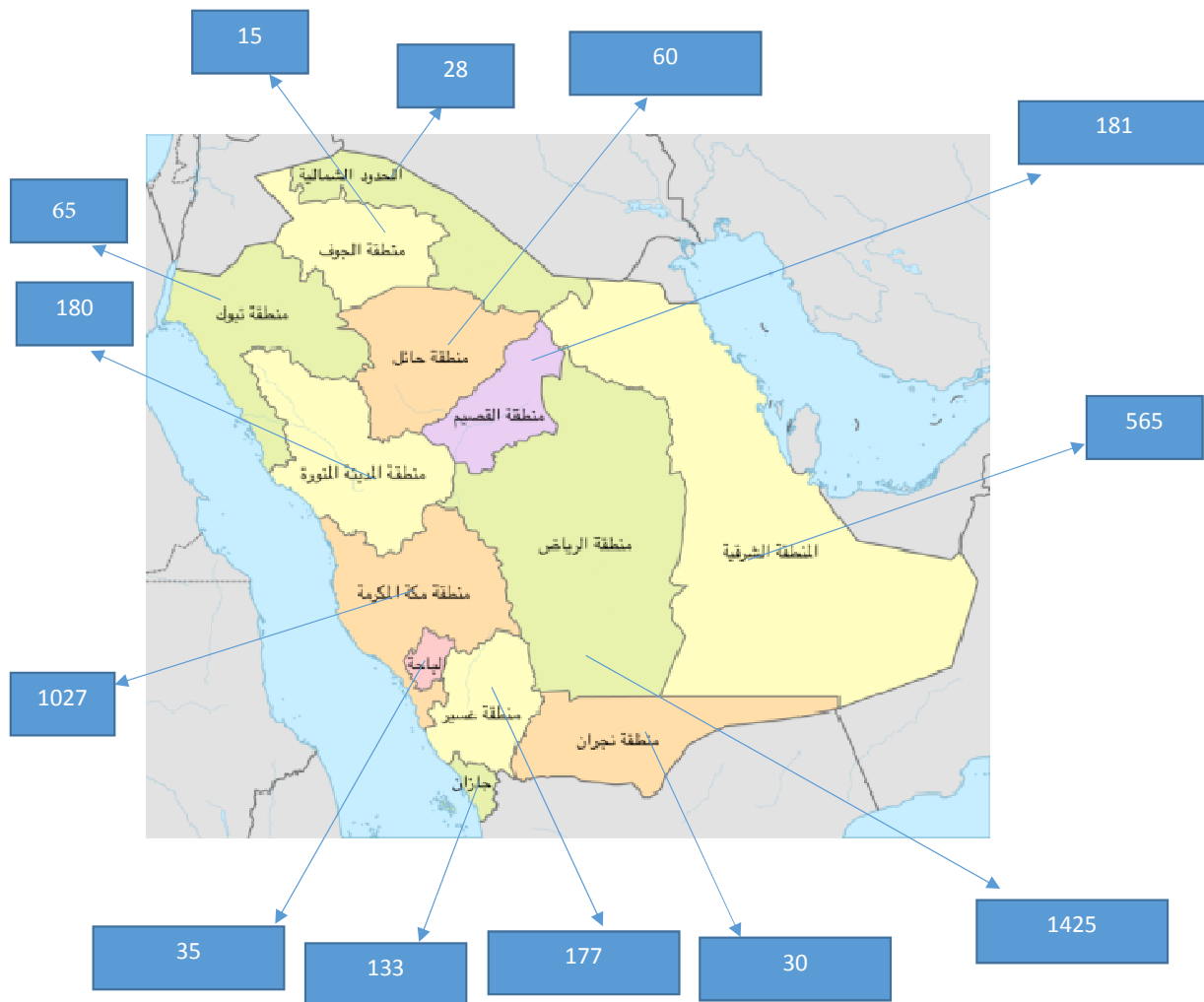
! If delay in renewal license exceed than period of 6 months after expiration its period without submission and acceptable excuse

! If the licensee is died and his heirs not inform the ministry within two months from date of death as item (12) mentioned in the system, unless the heirs submit a reasonable excuse of reasons of delay to .inform

! If doesn't practice the activity after passing 180 days from issue the .license

! Whom his license was cancelled as a penalty, isn't entitle to apply to get a new license to practice same activity unless passing two years from date of erasing

## Statistic of License for Year 1439H



### More required Licensed:

1-Advertising and Media	<b>967</b>
2-Copy and photocopy	<b>834</b>
3-Photography	<b>662</b>
4-Drawing & Lining	<b>409</b>
5-Bookstore	<b>408</b>





# Detailed Procedures For Application Submission



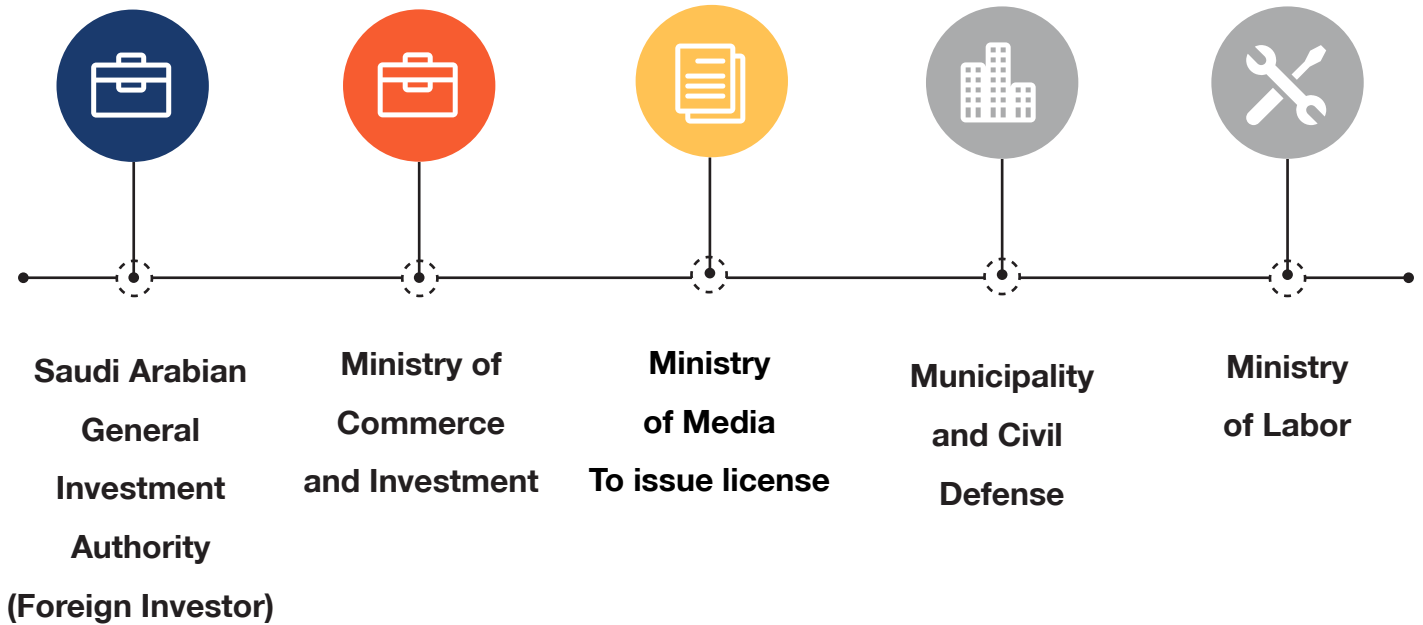
# Procedures of Issue

## Instant Operating License

### Procedures of License

- Issue CR second 180 
- Issue Operating License second 180 

### Investor's Trip to Issue Operating License



## Procedures of Issue

# Non- instant Operating License

### Procedures of License:

- Issue CR

second 180

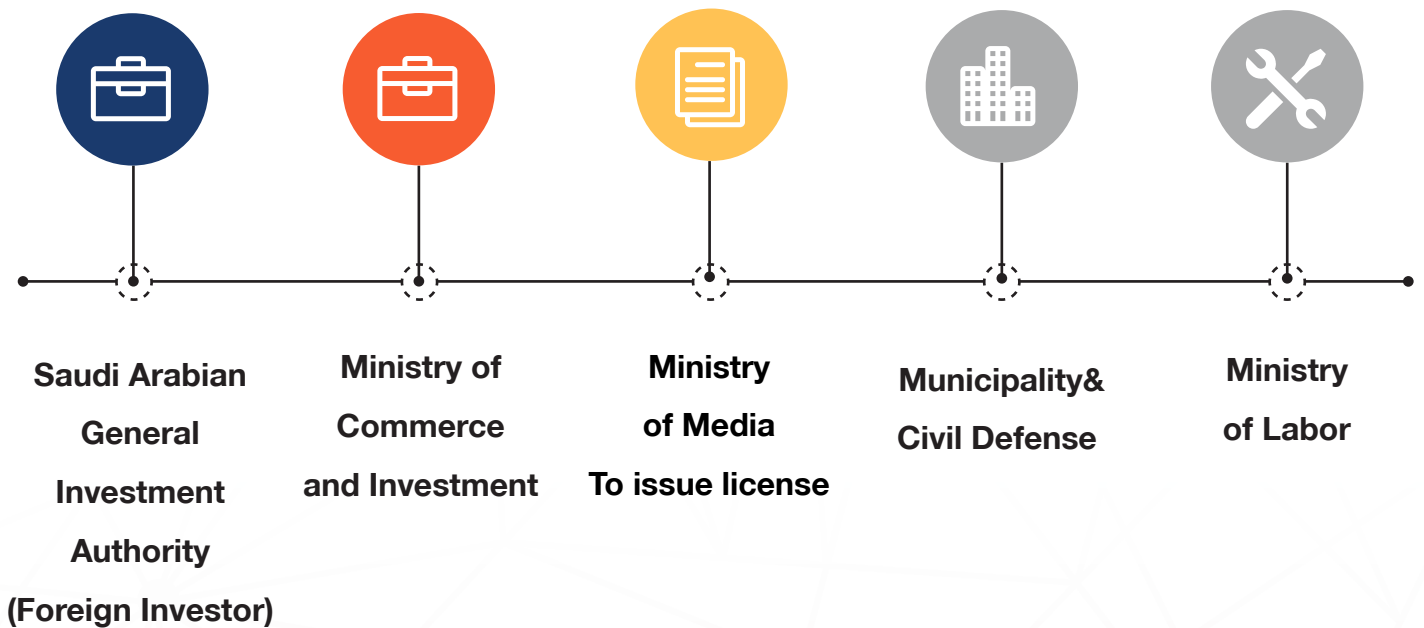


- Issue Operating License

days 30



### Investor's Trip Investor to Issue Operating License



# Procedures of Renew Operating License

## Procedures of License:

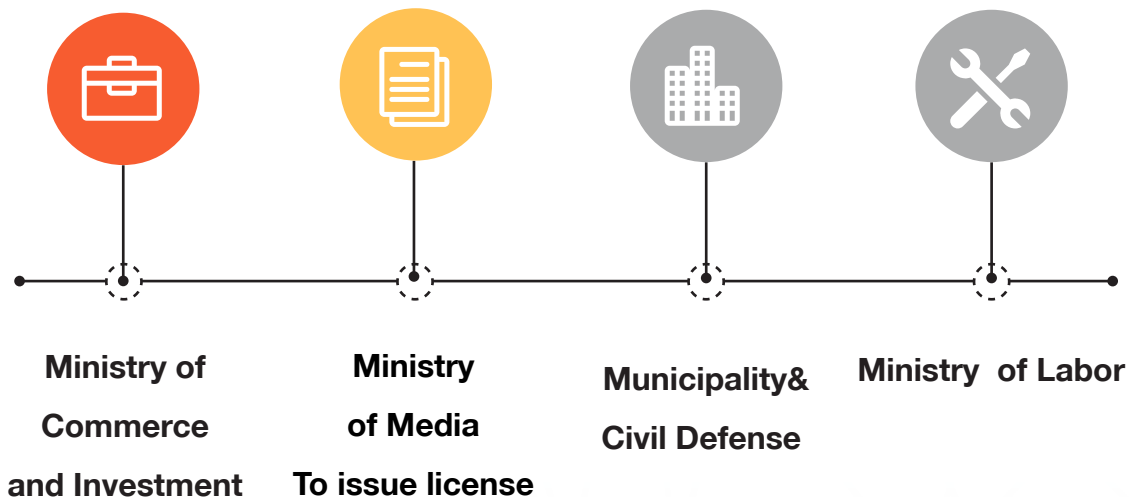
- Valid CR

- Renew Operating License

second 180



## Investors Trip to Renew Operating License



# Procedures of Assignment

## Instant Operating License

### Procedures of License:

- Attestation assignment of license License

- Assignment CR

seconds 180

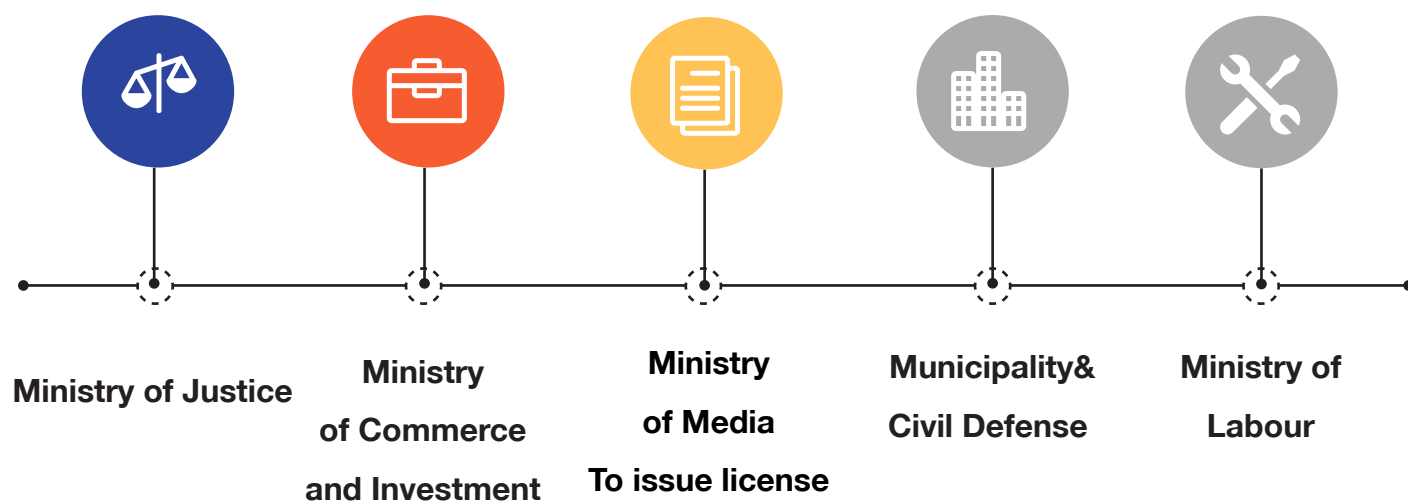


- Transfer Operating License

One day



### Investor's Trip to Operating License



# Procedures of Assignment

## Non- Instant Operating License

### Procedures of License:

- Attestation assignment of license License

- Assignment CR

seconds 180

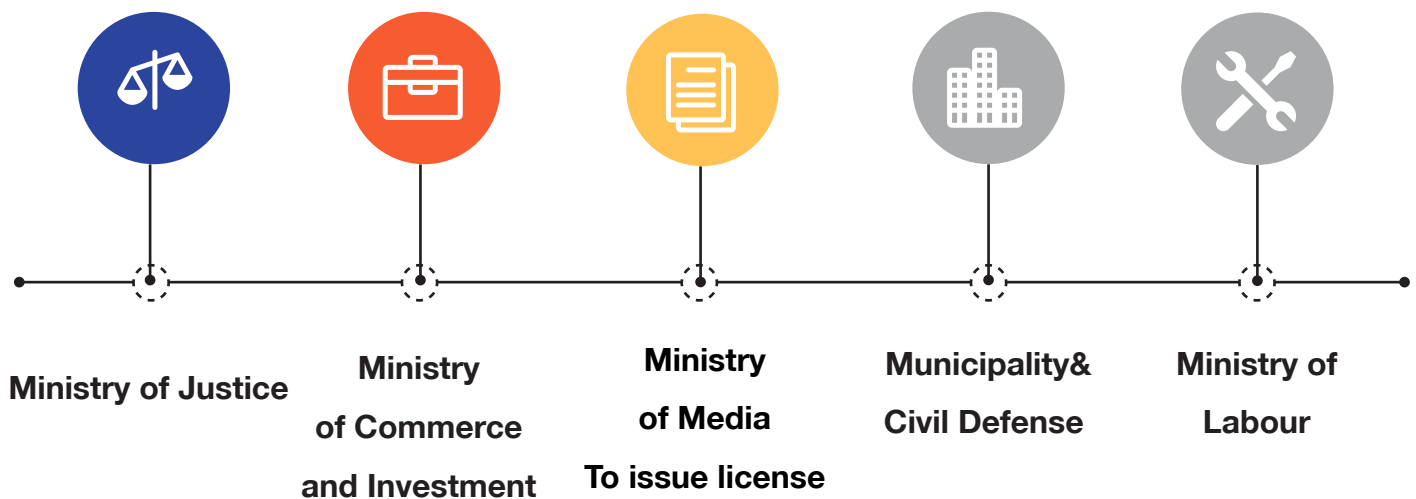


- Transfer Operating License

days 30



### Investor's Trip to Operating License



# Procedures of Cancellation

## Operating License

### Procedures of Cancellation:

- Submission cancellation application

seconds 180



### Investors Trip to Issue Operating License





**Ministry of Media  
To cancel license**

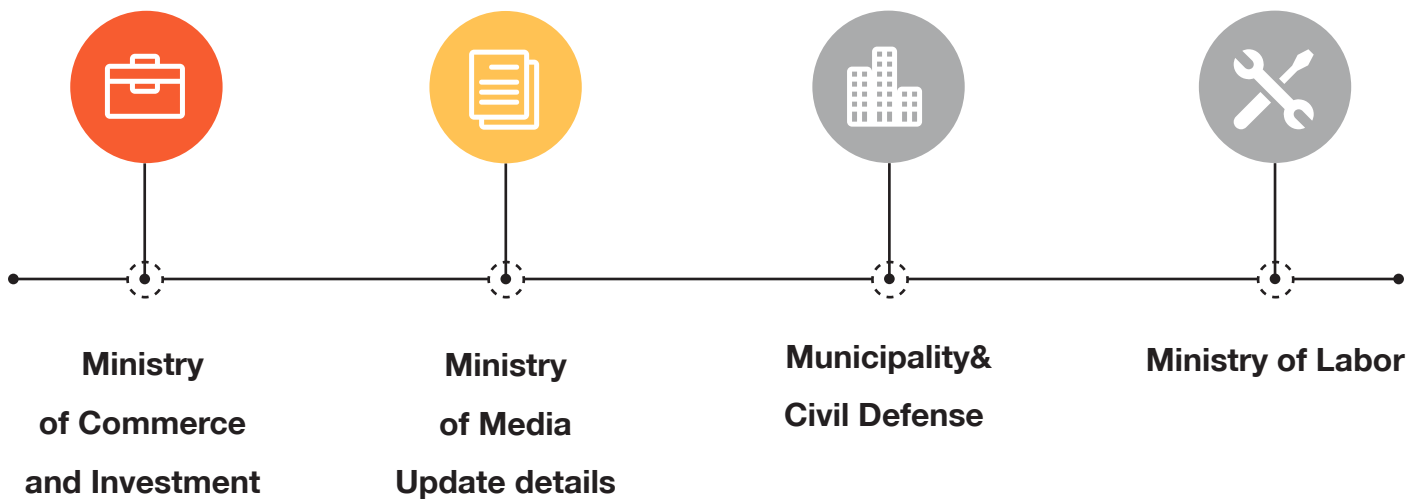
# Procedures of Update

## Details of CR

### Procedures of Update:

- Amendment CR seconds 180 
- Update Operating license seconds 180 

### Investors Trip to Issue Operating



# Procedures of Update

## Details of Address of The Shop

### Procedures of Update:

- Application of amendment address
- Update Operating license

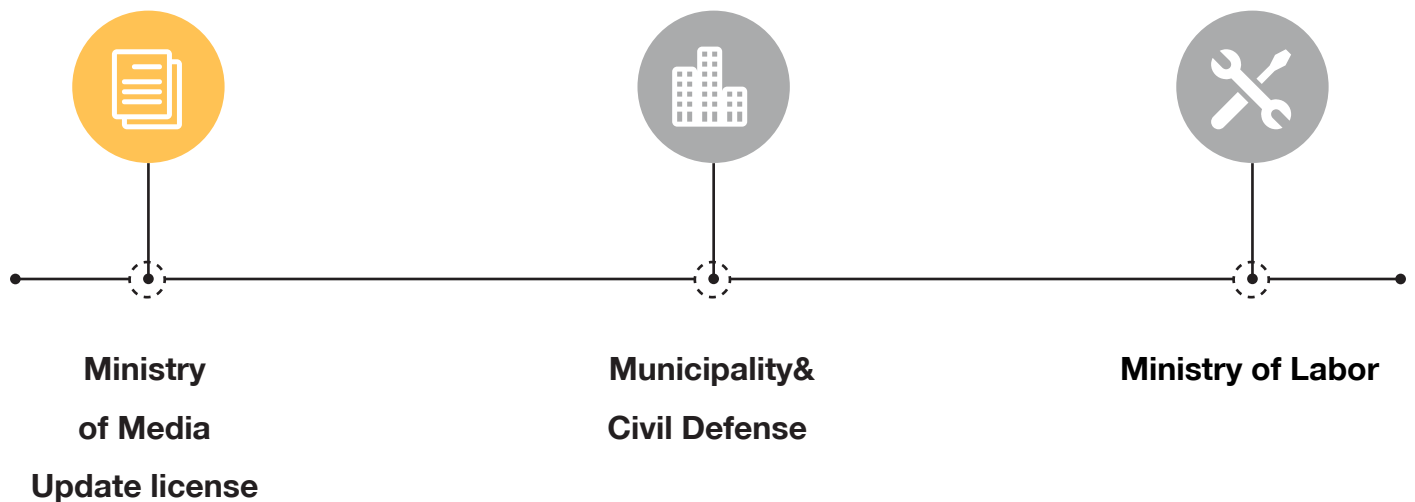
seconds 180



seconds 180



### Investors Trip to Update Operating License





## Additional Procedures

### Partners in a company

Non-Instant Operating License

#### Procedures of Update:

- Issue Shareholders Decision address

seconds 180

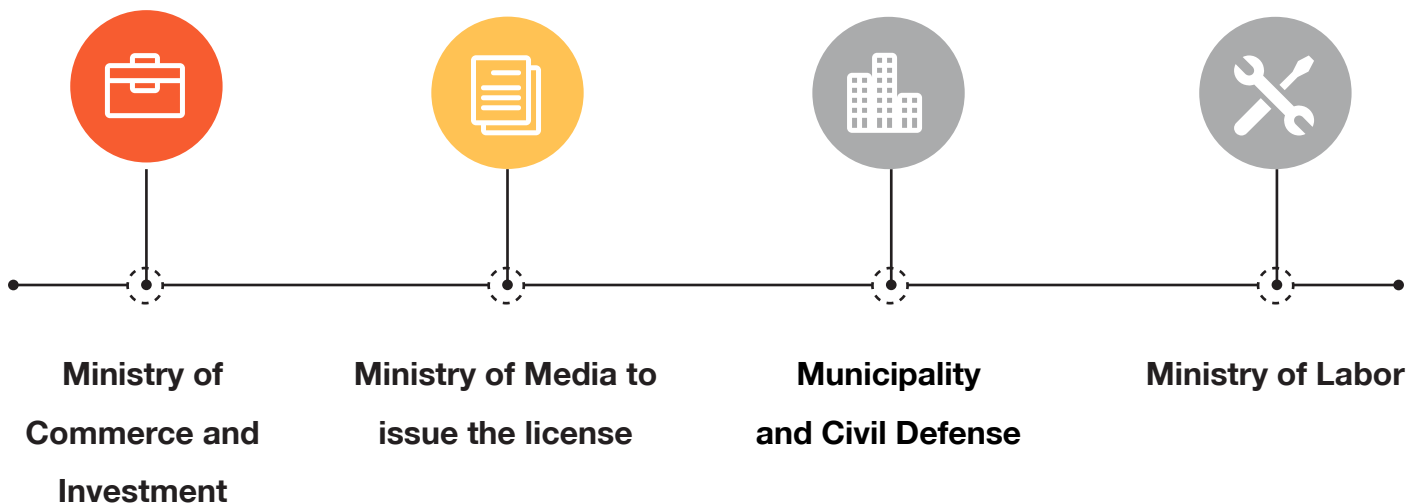


- Update Operating license

seconds 180



#### Investors Trip to Update Operating License



# Steps to change Company manager

## Update Procedures:

- Add the manager in the commercial register address
- Updating the operating license

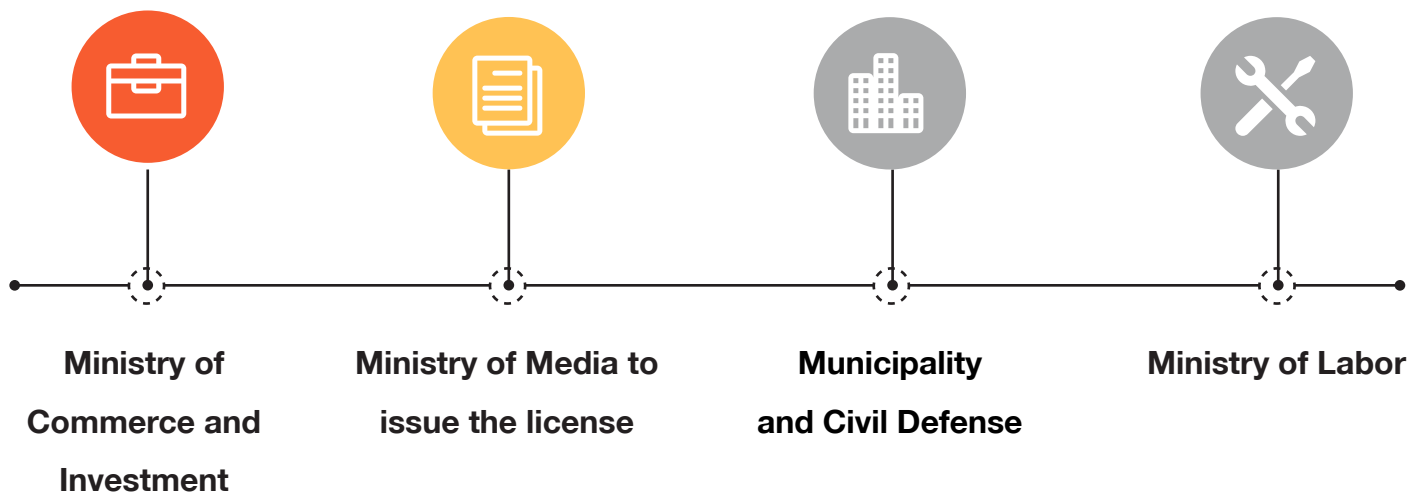
seconds 180



seconds 180



## Investors Trip to Update Operating License





# Violations and Penalties

# Types of irregularities

It is prohibited to publish by any means:

Which calls  
for a breach of  
the security of the  
country or its public order,  
or serving foreign interests  
that conflict with the  
national interest

Encourage or  
encourage crime

Contrary to the  
provisions of Islamic  
law or the regulations  
in force

Exposure to or  
damage to reputation,  
dignity, defamation  
or personal abuse to the  
Grand Mufti of the Kingdom, the  
members of the Council of Senior  
Scholars, the State or any of its  
employees, or any person  
of a natural or special  
character

Proceedings of  
investigations or trials,  
without the authorization of  
the authorizing authority

Stir up strife and  
divide the citizens

Which harms the  
public affairs in the  
country

## Types of penalties

**Any person who contravenes the provisions of this Law shall be liable to one or more of the following penalties**



A fine not exceeding (500) five hundred thousand riyals and double the fine if repeated violation.



Stop the violator from writing in all newspapers and publications or from media participation through satellite channels or both.



Closing or blocking the premises of the violation temporarily or permanently, if the place of violation is a newspaper, the implementation of the closure decision with the approval of the Prime Minister, even if replaced by an electronic newspaper or a site and so the implementation of the closure or blocking decision of the Minister.



An apology from the violator is published in the publication if he violates the publication of false Media or accusations against those mentioned in paragraph (3) of Article (9) of the system in accordance with the formula that the committee sees at his own expense and at the same place where the violation was published. The commission must refer the case to the king to consider taking legal action before the competent court or to take what he deems appropriate for the public interest.

## Who will issue the penalty?



Penalties are issued by the committees formed by the Press and Publication System

The Commission	Floor	Office No	Phone - Ext Add (number
First Initial	Third	(305)	4425961
Second Initial	Third	(305)	4426236
Third Initial	Second	(210)	4426544
Fourth Initial	Second	(210)	4426545
Appeal	Third	(311)	4426547



Ministry of Media - Internal Media – Wisham District- - Amr Ibn El-Aas street

## How do I complain?



The complainant shall submit to the General Secretariat of the Preliminary and Appeals Committees within 30 days from the date of notification of the decision.

The Commission	Floor	Office No	phone-Ext add(number
Appeal	Third	(311)	4426547

### Requirements for grievance note

Statement of Resumed Resolution

The number and date of the decision

Reasons for the appeal

Appeals



Ministry of Media - Internal Media – Wisham District- - Amr Ibn El-Aas street

# **4 Enclosure**



## الأسئلة الشائعة

**I have an individual institution license and I want to convert it to a company**

- You must submit a transfer request.
- Attach the company's Memorandum of Association.
- Appointment of a manager to whom the conditions apply (Attach the appointment contract).

**When do I get the operating license?**

- You must obtain a commercial register and apply through the Ministry of Media portal.
- Payment of license fees.
- A link will be sent through which you can print the operating license.

**How to inquire about a request?**

By entering the portal of the Ministry of Media and entering into a query on an operating license

**What are the procedures required to apply for an operating license?**

- Approval of the terms.
- Filling personal data.
- Choose the type of media license.
- Confirm that the data is correct.
- A text message will be sent to confirm receipt of the order with the order number.

## Contact information

### Ministry of Media



The Ministry works in an active role by identifying and preserving the Saudi identity, spreading the true image and values of Islam in the life of the Saudi citizen and deepening its dimensions, and expressing the achievements of the Kingdom of Saudi Arabia and its positive role in all regional and international forums and events. The Ministry also contributes to raise the awareness and roles played by the Kingdom of Saudi Arabia local, Arab, Islamic and global, and to face all the Media that is inaccurate about the Kingdom.

To connect

[www.media.gov.sa](http://www.media.gov.sa)

### Meras Initiative



Maras is a program launched by the Executive Committee to improve business performance in the private sector (Taysir) and is part of the vision of Saudi Arabia 2030.

To connect

<https://meras.gov.sa>

## Ministry of Commerce & Investment



The Saudi Ministry of Commerce & Investment is the ministry responsible for regulating trade and investment in Saudi Arabia, which was established in 1373H

To connect

<https://www.mci.gov.sa/Pages/default.aspx>

## Ministry of Municipal and Rural Affairs



The ministry responsible for the urban planning of the cities of Saudi Arabia was founded in 1395H

To connect

<https://www.momra.gov.sa/>

## BALADI



Within the framework of the national transformation program for the municipal sector represented by the Ministry of Municipal and Rural Affairs and the secretariats of the Kingdom in their support to improve the level of satisfaction of the beneficiaries and improve the quality of life and prosperity in the Saudi cities to meet the aspirations and needs of current and future generations and achieve the happiness and well-being of the residents. To be the national gate in support of the municipal community

To connect

<https://balady.gov.sa/about/Pages/default.aspx>

## Saudi Civil Defense



A body that has a set of measures and actions necessary to protect the public and private residents against the dangers of fire, disasters, wars, various accidents, relief of the afflicted, safety of transportation and communications, work in public facilities and protection of national sources of wealth in peacetime and war .situations

To connect

<http://www.998.gov.sa/Ar/Pages/default.aspx>

## Ministry of Labor and Social Development



It is the ministry responsible for supervising and organizing the affairs of labor and workers in ministries, public government departments and bodies with moral personality in the Kingdom of .Saudi Arabia

To connect

<https://mlsd.gov.sa/>

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## Channels of Submission

Ministry of Media

<https://lcsys.media.gov.sa/>

Meras initiative

<https://meras.gov.sa>