RULES GOVERNING THE OPENING OF BANK ACCOUNTS & GENERAL OPERATIONAL GUIDELINES IN SAUDI ARABIA

FOURTH UPDATE - 2012

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| Discharge Receivables account | 600

Fourth:

**RULES AND INSTRUCTIONS FOR OPERATING BANK ACCOUNTS**

**Rules Pertaining to deposit in bank account:**

Deposits through bank tellers

**Depositing via CAM and ATM**

Depositing by the automatic tellers machines by the ATM card and personal identification number only

Depositing using automatic tellers machines by special depositing card (cash deposit special card)

Closing the Account

**Fifth:**

**SAMA’S PERMISSION TO OPEN BANK ACCOUNTS**

**Sixth:**

**EXISTING ACCOUNTS INCONGRUENT WITH THE DICTATES OF THIS CIRCULAR**

**Seventh:**

**UPDATING THESE RULES AND PROCEDURES**

**Eight:**

**DATE OF EFFECTIVE DATE OF THESE RULES**

**Ninth:**

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First: DEFINITIONS
FIRST : DEFINITIONS

The following are definitions applicable to the rules for opening of accounts for resident and non-resident parties:

1- Bank Account:
A bank account is an accounting record maintained by a resident bank licensed to operate in the Kingdom. Such a record is generated under a contract called “Account Opening Agreement” signed by the bank and the account holder (the Customer). The agreement sets out the rights and obligations of each of the parties including accounting entries posted by the bank in accordance with the applicable regulations and the acceptable rules and practices agreed upon under the account opening agreement, other agreements signed by the two parties, and other instructions given by the account holder to the bank.

2- Resident (Individuals):

- **Saudi Nationals**: Individuals holding Saudi nationality by virtue of identification documents as defined in clause 3 below.
- **GCC Nationals**: Individuals holding Gulf nationality by virtue of identification documents as defined in clause 4 below.
- **Non-Saudis**: Non-Saudi nationals working in the Kingdom and foreign investors and their dependents staying with them by virtue of a legal permit for a specified period defined in clause 3 below.

3- Original Identification Documents for Saudis and non-Saudis residing in Saudi Arabia:

NB: All identification documents must be valid as shown in item SECOND, clause 3 below:

- **All Saudi Nationals**:
  - **Personal Status Card**: issued by Civil Affairs Departments
  - **National Identity Card**: issued by Civil Affairs Departments
  - **Family Registration Book**: Issued by Civil Affairs Departments
  - **Certified Family Record**: Issued by Civil Affairs Departments
  - **Diplomatic passport**: issued by the Ministry of Foreign Affairs.
  - **Special Passport**: issued by the Ministry of Foreign Affairs.
  - **Hafulhat Nofos**: issued by Civil Affairs Departments
  - **Certified Civil Record for Women**: issued by the Civil Affairs Departments.
  - **Certificate of Birth**: issued by Civil Affairs Departments

First: Definitions

What follows are definitions applicable to the rules for opening of accounts for resident and non-resident parties:

1- Bank Account:

A bank account is an accounting record maintained by a resident bank licensed to operate in the Kingdom. Such a record is generated under a contract called “Account Opening Agreement” signed by the bank and the account holder (the Customer). The agreement sets out the rights and obligations of each of the parties including accounting entries posted by the bank in accordance with the applicable regulations and the acceptable rules and practices agreed upon under the account opening agreement, other agreements signed by the two parties, and other instructions given by the account holder to the bank.

2- Resident (Individuals):

- **Saudi Nationals**: Individuals holding Saudi nationality by virtue of identification documents as defined in clause 3 below.
- **GCC Nationals**: Individuals holding Gulf nationality by virtue of identification documents as defined in clause 4 below.
- **Non-Saudis**: Non-Saudi nationals working in the Kingdom and foreign investors and their dependents staying with them by virtue of a legal permit for a specified period defined in clause 3 below.

3- Original Identification Documents for Saudis and non-Saudis residing in Saudi Arabia:

NB: All identification documents must be valid as shown in item SECOND, clause 3 below:

- **All Saudi Nationals**:
  - **Personal Status Card**: issued by Civil Affairs Departments
  - **National Identity Card**: issued by Civil Affairs Departments
  - **Family Registration Book**: Issued by Civil Affairs Departments
  - **Certified Family Record**: Issued by Civil Affairs Departments
  - **Diplomatic passport**: issued by the Ministry of Foreign Affairs.
  - **Special Passport**: issued by the Ministry of Foreign Affairs.
  - **Hafulhat Nofos**: issued by Civil Affairs Departments
  - **Certified Civil Record for Women**: issued by the Civil Affairs Departments.
  - **Certificate of Birth**: issued by Civil Affairs Departments
- Expatriate legally residing in the Kingdom:
  - Passport for Saudi Woman: issued by the passport Department.
  - Residence Book (Iqama): It is a personal identification document (in the form of magnetic card or ordinary book) issued by or through the Passport Department in the Kingdom or by the Protocols Department of the Ministry of Foreign Affairs, valid for one or two years for non-Saudis to prove their legal status in the Kingdom; whether being issued free of charge or against fees (magnetic or ordinary).
  - Five Year Resident Book: A card issued for certain tribal persons as an identification document. It is issued by the Passport Departments at Hafr el Batin, Arar, Najran... etc. for a period of 5 years.
  - GCC Passport: issued by the Immigration and passport Departments of any of the GCC countries.
  - Diplomatic Card: issued by the Ministry of Foreign Affairs of Saudi Arabia for foreign diplomats.

4-National of GCC countries:
These are the nationals of Kuwait, UAE, Qatar, Kingdom of Bahrain, and Sultanate of Oman, with valid passports issued by their respective governments.

5-Resident juristic persons including commercial and other organizations:
These include all private juristic entities, such as commercial firms, corporations and other organizations licensed by the Ministry of Commerce & Industry, if it is a joint venture, or service firms licensed by the Ministry of Municipal and Rural Affairs, the Ministry of Pilgrimage and the like, and financial institutions licensed by the Saudi Arabian Monetary Agency or by the Capital Market Authority, and corporations licensed by the Saudi Arabian General Investment Authority (SAGIA), including all juristic parties owned by Saudi citizens or licensed individual expatriates.

6-Resident Juristic Persons investing under the Foreign Investment Act:
These include all private juristic persons such as companies and firms and subsidiaries, or similar entities, and natural persons of Non-Saudi nationality and their Saudi investing partners who are licensed to invest in the Kingdom pursuant to the Foreign Investment Act with license issued by the Saudi Arabia General Investment Authority (SAGIA).
7. **Juristic Persons renting depository areas at Saudi Ports:**

These include companies and firms authorized to sell and re-export at depository areas at Saudi Ports, whether renting is as per lease contract entered directly with Port Authority or through a licensed leasing agent.

8. **Government Entities:**

These include all governmental institutions, ministries, and local juristic entities, whose financing sources are provided by the Ministry of Finance, which open bank accounts for official purposes only.

9. **Other Official Resident Juristic Entities:**

These include foreign embassies, consulates, diplomatic representation offices, and schools and other affiliated institutions, and resident diplomats and foreign employees on temporary visits.

They also include regional, international and multilateral organizations, foreign airlines, Hajj missions, organizations and clubs affiliated, and charity and public welfare societies and committees as well as the Islamic Relief Organization and the World Assembly of Muslims Youth (WAMY) and other entities.

10. **Under Establishment Companies:**

As defined by the Companies Law applicable in Saudi Arabia.

11. **Chambers of Commerce & Industry:**

These are non-profit organizations which provide special services for licensed commercial entities and other business organizations. They also coordinate the relationship between the private and public sectors. They have their own boards of directors.

12. **Non-resident:**

These include all individuals, commercial corporations and other entities and organizations which are not mentioned in the above clauses, and do not have an existence in the Kingdom via Iqama, commercial or professional license for business, or other official existence such as diplomats and international multilateral organizations.

13. **Reference:**

13-1 **Personal Reference for Veiled Woman:**

A person known to the veiled woman applying for an account and is one of her first, second, third, or fourth degree of her Islamic Shari'ah-legal escorts (Mahram), or a relative through affinity or legally proven foster brother of at-least-eighteen Hejerian years' old age, or her at-least-fifteen Hejerian years'
old sons or brothers having a civil status card or national Identification Card, or by another Saudi woman (who is not of the bank employees) and having a national Identification Card and who should be knowing her and she should be known to him or her.

13-2 Personal Reference on procedures for the Blind and Illiterate:
An adult person of eighteen Hejirian years’ old having a civil status card or national Identification Card known to the blind or illiterate person applying for an account. Such personal reference should be able to read out to the blind or illiterate the procedures, documents and the account opening agreement and act as a witness thereof. If the blind or illiterate is a woman, the reference person must be one of her Islamic legal escort (Mahram) as described in clause (13-1) above.

13-3 Government Agencies Acting as Referee for Women:
Government official agencies, where some of their women employees have no identification documents (Civil Status Card or passport) or have no Islamic legal escort (Mahram) to act as a personal reference for them. For payment of salaries by their employers, such women need to open bank accounts in their names. In such cases, the concerned government agencies, can act as a reference for such woman and certify their signatures and copies of their personal IDs.

14- Women with Restricted Identification:
A woman with no ID / personal identification document that contains her personal details together with a picture of her face, or a lady with an ID/ personal identification document bearing her personal details and the picture of her face but is not prepared to unveil her face at the ladies branches nor does she allow photocopying of her ID/ identification document (concealing details and personality).

15- Persons having Authority to Appoint Signatories:
Responsible officers at certain organizations (public/private) whom banks can, on a case by case basis, identify their powers based on approvals from the Ministry of Finance or SAMA, or based on their job positions or appointment decisions, or on approval from the regulatory bodies, board resolutions, entities owners or by virtue of the Articles of Association, Commercial Registration, job description (finance/human resources), notarized power of attorney, or contracts entered between banks and such organizations, or whom bank can identify through confirmation procedures, as they deem necessary, in addition to the official stamps or signature specimens. (Responsibility of identification rests upon individual banks.)

The married woman (thirteen years of age or more) can sign for her husband in all financial operations provided that she is accompanied by her husband or her Islamic legal escort (Mahram). The married woman must be accompanied by her husband or a relative in the second degree of consanguinity (brother or sister) or a son or daughter of the same sex in all financial operations.

The married woman is not allowed to sign for herself or her children or her husband in all financial operations as she can only be accompanied by her husband or a relative in the second degree of consanguinity (brother or sister).
16-1 Person of Legal Age
Eighteen Hejerian years’ old.

16-2 Juveniles (distinguished person):
A fifteen Hejerian year’s old person having a national Identification Card or a Civil Status Card.

17- Curator:
A person specified by virtue of a Guardianship Deed issued by an Islamic / Shari’a court to have guardianship over a minor.

18- Guardian:
The father of a minor or the grandfather if the father is dead.

19- Sponsor:
A trustee such as the guardian of an orphan or mortmain or the guardian of a minor.

20- Incompetent:
A person legally forbidden from control over his property due to mental incompetence or bankruptcy.

21- Freezing of Account:
This term refers only to the temporary suspension of withdrawal from a bank account/relationship due to the expiration of the account holder’s ID or none updating by the customer or authorized party acting on behalf of him of the personal data and information addresses, income source, signatures and other relevant data. It is different from blockage of the account in that freezing of account is affected for procedural reason, but blocking of account is due to instructions from the supervisory, regulatory or security authorities.

22- Foundations and private philanthropic (Charity) Funds:
These are non-profit private charity organizations licensed by the Ministry of Social Affairs. They are established by a person or a group of persons (natural or legal). Their benefits are limited to providing social and charity services to individuals or specific entities. Their membership is restricted to persons appointed in accordance with their charter.

23- Philanthropic / Charitable Societies:
Organizations (juristic entities) licensed by local government agencies to provide religious, charitable and social services. They are dependent upon donations by benefactors.

24- Philanthropic / Charitable committees:
Special committees licensed by local government
agencies to serve the disabled and indigent. They are dependent upon donations by benefactors.

25- Professional / vocational Organizations, Societies and Committees:

Societies and commissions licensed by official government agencies to assume professional / vocational specialized roles that serve the interests of their members. They are dependent upon contributions by members, or official government support.

26- Pilgrimage (Hajj) Missions:

Hajj missions are of two types:

**Type 1:** Official Hajj Missions representing their respective governments during the pilgrimage (Hajj) season.

**Type 2:** Individual pilgrims who come to perform Hajj with private foreign agencies (charitable societies, tourist offices or agencies etc...) that are officially authorized by their government to offer Hajj services with a minimum number of 50 pilgrims, and approved by the Saudi embassies and consulates in their home countries.

27- Cooperative Societies & Funds:

**27.1 Cooperative Societies:**

Every society formed by the members of a certain region, under the provisions of Societies Act to improve the conditions of its members in production or consumption through the joint efforts of the members using the standard cooperative principles.

**27.2 Cooperative Funds:**

These are funds instituted by the employees of a governmental organization or a company under the provisions of Cooperative Funds Act. Its funding source is originated by its members’ contributions. Expenditure from such funds is mainly for the purposes of covering social, cultural and sport activities of the Fund’s members.

28- Endowments:

There are two types of endowments:

**Type 1: Public Charity Endowment:**

means a charity endowment for public utility such as mosques, orphans, Quran Memorization Schools, Way Farers, Mosque Imams and Moathens (Caller for Prayers) etc. The Ministry of Islamic Affairs Endowments, Call & Guidance acts as a supervisor on such endowment.
Type 2: Private Endowments:

These facilities are endowed to certain descendants or group of people and have a trustee by virtue of a legal deed. Responsible for implementing the endowment terms. The role of the Ministry of Islamic Affairs, Call & Guidance is limited to supervising the activities of the trustee. In this type of endowment, if the endowed persons cease to exist, the endowment becomes a public charity endowment.

29- Children with Special Circumstances:

These are children with unknown parents born in the Kingdom of Saudi Arabia, illegitimately born children and those children deprived of care from parents or relatives due to death, divorce, imprisonment, mental or physical disability or chronic or contagious illness of the mother or for any other reason that prevents her from properly looking after her children. Such children are staying at charity centers of the Ministry of Social Affairs such as nurseries, social care institutions, charity societies caring for orphans or substitute families as per a letter of reference from the Ministry of Social Affairs. Such children are Saudis and are given certificate of birth and Civil Status ID cards or national Identification Cards when they reach the age of 15 years.

30- Relief Committees and Campaigns

Organizations established under Royal directions and consisting of local governmental or private organizations whose objectives are to arrange for the provision of relief assistances in cash or in kind to certain country, people, or minority.

31- Bank Verification:

The bank official certified seal on documents or identification card for certification in addition to the bank staff signature and seal. Only Bank staff Seal on the copy is not sufficient.

32- Escrow Account for Real-estate Development – Project for Selling Units of a Housing Scheme:

It is a bank account related to the project for selling units of a Housing Scheme in which amounts paid by buyers of units or by project financers are deposited. Withdrawals needed for the project are subject to the regulations in a way that ensures using the funds for the same project until it is completed.
- **Account Parties:**

2. Regulations: Regulations governing selling of units of a housing scheme.
3. Real-estate developer: A company licensed to practice the activity of selling and buying real estates for the development purpose.
4. Account Trustee: A commercial bank licensed by SAMA and bond by an agreement with the real estate developer to open and operate the escrow account.
5. Consultant office: A consulting engineering office licensed to practice engineering consultation business by the competent authority.
6. Legal accountant: Natural or juristic persons licensed to practice accounting business and legal auditing by the competent authority.
7. Payment document: A payment document designed by the developer in agreement with the account trustee, under which disbursement transactions from the escrow account for the establishment of the project are made according to the requirements of the regulations.

33- **Settlement to Avoid Bankruptcy:**

It means the arrangements specified by the Law of Settlement to Avoid Bankruptcy and its Implementing Regulations. These arrangements relate to a merchant – individual or corporate – submitting a petition to the Grievance Bureau that its financial conditions are troubled in a way that might lead to default on its debt, after failure to reach an amicable reconciliation with creditor(s). Consequently, the competent judicial entity assigns a receiver to directly supervise the merchant's conduct of its business in a bid to fulfill all its obligations in accordance with the resolution issued by the competent judicial entity.

- **Aطراف الحساب :**

1. الوزارة : وزارة التجارة والصناعة.
2. اللائحة : لائحة تنظيم بيع الوحدات العقارية على الخارطة.
3. المطور العقاري : الشركة المرخص لها بمزاولة نشاط شراء وبيع العقارات بغض تطبيقها.
4. أمين الحساب : البنك التجاري المرخص له من مؤسسة النقد العربي السعودي المرتبط باتفاقية مع المطور العقاري لفتح وإدارة حساب الضمان.
5. المكتب الاستشاري: المكتب الهندسي الاستشاري المرخص له بمزاولة أعمال الاستشارات الهندسية من جهة الاختصاص.
6. المحاسب القانوني: الشخص الطبيعي أو المعادي المرخص له بمزاولة أعمال المحاسبة والراجعة القانونية من جهة الاختصاص.
7. وثيقة الدفع: وثيقة يتم تصميمها من المطور بالاتفاق مع أمين الحساب ويكون الصرف بموجبها من حساب الضمان على إشارة المشروعاً وفقاً لمبادرات اللائحة.

33- **التسوية الواقية من الإفلاس :**

هي الإجراءات التي خصصها نظام التسوية الواقية من الإفلاس وتلتزم به تعدد التنظر في حالة تقدم المشرع، فترى كان أو شركة، للمطالبة عند ضرورة أوضاعه المالية على نحو يحقق معه توافقه، من دفع ديونه وتتعذر توصله مع الدائنين لصلح ودي يساعده، مما يضفي بتعيينة في القضاة المحترمين لقبوله لإفراز الرياح على مباشرة التاجر لإعلانه على أن التسوية تهدف إلى وفاء التجاري بكافة الالتزامات وتوقف ما يتضمنه القرار الصادر بها من قبل القضاة المحترمين.
SECOND SUPERVISORY RULES & CONTROLS

ثانياً: القواعد الإشرافية والرقابية
SECOND : SUPERVISORY RULES & CONTROLS

1 - Electronic Record:

For the purpose of setting up a uniform electronic database for bank accounts in accordance with procedures consistent with the Ministry of Interior’s Ten-digit computerized numbers pertaining to the identity cards / identification documents issued to Saudi citizens, resident expatriates, visitors, pilgrims, Government entities, private enterprises ( Juristic entities and organizations) and others, all banks shall establish an electronic registration system, in accordance with the classification of the Ministry of Interior set forth in Exhibit (C) and including the requirements stated under paragraphs 1-1, 1-2, and 1-3 below and the detailed requirements indicated in accordance with the requirements stated under paragraphs 1

1-1 Saudi Individuals:

Banks must maintain an electronic record for all Saudi nationals having bank records or bank relations. Such record must contain the full name (first, second, and family name) of the account holder as shown in the civil status card or national Identification Card, or family registration book/certified family record for females and minors, or private or diplomatic passport for males and females, or Hafithat Nofos or Civil Registration for females only, or certificate of birth for children residing in any of the refugee houses of the Ministry of Social Affairs, provided that the Civil Registration No. is added in cases where the family book or private or diplomatic passport is used if such number is contained therein.

1-2 Non- Saudi Individuals:

Banks must maintain an electronic record for all non-Saudi nationals who have banking accounts or relationships. Such record must contain the full name (first, second, and family name/surname) of the account holder in the same language used in his/her passport according to language priority - Arabic, English, Latin alphabets-. If any other language is used, the name must be written in the language used on the entry visa granted by Saudi embassies and consulates, in addition to the iqama (resident permit) number and its expiration date. For expatriates working for a juristic person/ agency, the original passport is not required should he be unable to present it, in which case a copy of the passport authenticated by the employer with the signature of the passport holder is used, the name is used, the name is used, the name is used.

1-3 Non-Saudi Individuals:

Banks must maintain an electronic record for all non-Saudi nationals who have banking accounts or relationships. Such record must contain the full name (first, second, and family name/surname) of the account holder in the same language used in his/her passport according to language priority - Arabic, English, Latin alphabets-. If any other language is used, the name must be written in the language used on the entry visa granted by Saudi embassies and consulates, in addition to the iqama (resident permit) number and its expiration date. For expatriates working for a juristic person/ agency, the original passport is not required should he be unable to present it, in which case a copy of the passport authenticated by the employer with the signature of the passport holder.
will suffice. There is also no need to produce the passport in case of magnetic card as the information contained therein will suffice. If the name in the ordinary Iqama book (non magnetic Iqama Card) is different from that of the passport, a bank account may not be opened unless the name is corrected in the Iqama by the Passport Department. For the 5-year residence permit (Iqama) holders issued by Hafr el Batin, Arar or other Passport Departments to certain tribal individuals, the full name, number and date in such permit must be recorded. For GCC citizens, the full name, number and date of expiry as per the passport must be recorded. For expatriates holding Saudi passports, banks may not open accounts for them unless approval is obtained from the Ministry of Interior through SAMA. No accounts may be opened for expatriates holding only their respective national passports unless under the approval of either the Ministry of Interior or the Ministry of Foreign Affairs via SAMA.

1-3 Juristic Persons:

- Banks must maintain an electronic record for all juristic persons who have bank accounts. Such record must detail the official full name of the account holder in addition to the commercial registration or license number in case no CR is required, and the ID cards numbers of the owners of enterprise as indicated in the Articles of Association, and its amendments who are authorized to manage these accounts.
- Shareholders of Joint Stock companies are exempted from recording their ID numbers.
- If the account is meant for the principal commercial registration, the commercial registration shall be recorded. If it is meant for a branch of the commercial registration, then the sub-commercial registration number is recorded.
- For accounts opened pursuant to official approvals or applications, the reference number or name of body granting such approval or making such applications shall be entered.

2 - Requirements for Inspection Purposes:

For the purposes of inspection by SAMA or upon the request of concerned security departments for investigation purposes, banks must maintain an electronic inspection system to perform routine searches on the electronic records maintained for each type of account holders; provided that this search inspection system shall cover express drafts.

3 - Freezing of Accounts at the Expiration of ID:

Subject to the regulations governing the blocking of accounts, banks must take the following actions when the validity of identification document expires:

- Shifting also an endorsement in case was a copy of the expiry document in case of different names in the Iqama (digital) (if different names were in the Iqama) and in case of illegal alterations or deletions, the bank has no authority to open an account, and such accounts may be blocked by the Ministry of Interior or the Ministry of Foreign Affairs. The same applies to expatriates holding only their national passports unless under the approval of any Foreign Affairs department.
- The bank must maintain an electronic record for all juristic persons who have bank accounts. Such record must detail the official full name of the account holder in addition to the commercial registration or license number in case no CR is required, and the ID cards numbers of the owners of enterprise as indicated in the Articles of Association, and its amendments who are authorized to manage these accounts.
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- The bank must maintain an electronic record for all juristic persons who have bank accounts. Such record must detail the official full name of the account holder in addition to the commercial registration or license number in case no CR is required, and the ID cards numbers of the owners of enterprise as indicated in the Articles of Association, and its amendments who are authorized to manage these accounts.
- Shareholders of Joint Stock companies are exempted from recording their ID numbers.
- If the account is meant for the principal commercial registration, the commercial registration shall be recorded. If it is meant for a branch of the commercial registration, then the sub-commercial registration number is recorded.
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- The bank must maintain an electronic record for all juristic persons who have bank accounts. Such record must detail the official full name of the account holder in addition to the commercial registration or license number in case no CR is required, and the ID cards numbers of the owners of enterprise as indicated in the Articles of Association, and its amendments who are authorized to manage these accounts.
- Shareholders of Joint Stock companies are exempted from recording their ID numbers.
- If the account is meant for the principal commercial registration, the commercial registration shall be recorded. If it is meant for a branch of the commercial registration, then the sub-commercial registration number is recorded.
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- The bank must maintain an electronic record for all juristic persons who have bank accounts. Such record must detail the official full name of the account holder in addition to the commercial registration or license number in case no CR is required, and the ID cards numbers of the owners of enterprise as indicated in the Articles of Association, and its amendments who are authorized to manage these accounts.
- Shareholders of Joint Stock companies are exempted from recording their ID numbers.
- If the account is meant for the principal commercial registration, the commercial registration shall be recorded. If it is meant for a branch of the commercial registration, then the sub-commercial registration number is recorded.
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- The bank must maintain an electronic record for all juristic persons who have bank accounts. Such record must detail the official full name of the account holder in addition to the commercial registration or license number in case no CR is required, and the ID cards numbers of the owners of enterprise as indicated in the Articles of Association, and its amendments who are authorized to manage these accounts.
- Shareholders of Joint Stock companies are exempted from recording their ID numbers.
- If the account is meant for the principal commercial registration, the commercial registration shall be recorded. If it is meant for a branch of the commercial registration, then the sub-commercial registration number is recorded.
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2 - Requirements for Inspection Purposes:

For the purposes of inspection by SAMA or upon the request of concerned security departments for investigation purposes, banks must maintain an electronic inspection system to perform routine searches on the electronic records maintained for each type of account holders; provided that this search inspection system shall cover express drafts.

3 - Freezing of Accounts at the Expiration of ID:

Subject to the regulations governing the blocking of accounts, banks must take the following actions when the validity of identification document expires:
3-1 Rules for Freezing the Account:

As a rule, dealings between banks and their customers and their relationship must start and continue in all aspects under valid ID documents, including dealings covered under the bank account definition in clause (1) or other contractual dealings or account related services.

3-1-1 Saudi Individuals:

Banks must freeze all accounts held by Saudi individuals when the ID documents described below expire unless the account holder presents a renewed document or a valid Civil Status card or national Identity Card is presented instead of any of these ID documents. A true copy of the renewed ID document or Civil Status card must be obtained according to clause 200-1, and the electronic record shall be updated accordingly. The ID documents acceptable from Saudis for purposes of opening new bank accounts or maintaining existing accounts shall exclusively be as follows:

- **Civil status card or national Identification Card**: The account opened on their basis will be frozen after expiry of 90 days from expiry date and shall not be reactivated except after their renewal. In all cases, period of using the account without updating should not exceed five years.

- A passport of female person may be accepted to replace the reference person, rather than as a basis of account opening in which case the Civil Status Card/ National Identification card or family book/ certified family record or Certified Civil Record shall be required for female persons.

- **Private and Diplomatic Passport**: The account opened by either passport shall be immediately frozen upon expiry. The account may be reactivated upon renewal of the passport or upon presenting of valid Civil Status card or national Identification card.

- **Family Book for minors and women (entered therein)**: An account opened for a minor or female person under a Family Book/ Certified Family Record shall be frozen upon elapse of five years as of account opening date or upon elapse of five years as of account updating date, provide that the concerned women is present at account opening and updating process. Presence of the minor is not required as the presence of his guardian will suffice.

- **Hafithat Nofos and Certified copy of Civil Registration for Ladies**: The account must be frozen after five years from the date it was first opened or from the date these updated rules are circulated. If the account was opened before this updated version, it can be reactivated upon the presence of the account holder and updating her details.

3-1-2 Foreign Individuals:

Banks must freeze all accounts held by foreign individuals when the ID documents described below expire unless the account holder presents a renewed document or a valid Civil Status card or national Identity Card is presented instead of any of these ID documents. A true copy of the renewed ID document or Civil Status card must be obtained according to clause 200-1, and the electronic record shall be updated accordingly. The ID documents acceptable for opening new bank accounts or maintaining existing accounts shall exclusively be as follows:

- **Passport**: The account opened on their basis will be frozen after the elapse of 90 days from expiry date and shall not be reactivated except after their renewal. In all cases, period of using the account without updating should not exceed five years.

- A passport of female person may be accepted to replace the reference person, rather than as a basis of account opening in which case the Civil Status Card/ National Identification card or family book/ certified family record or Certified Civil Record shall be required for female persons.

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- **Family Book for minors and women (entered therein)**: An account opened for a minor or female person under a Family Book/ Certified Family Record shall be frozen upon elapse of five years as of account opening date or upon elapse of five years as of account updating date, provide that the concerned women is present at account opening and updating process. Presence of the minor is not required as the presence of his guardian will suffice.

- **Hafithat Nofos and Certified copy of Civil Registration for Ladies**: The account must be frozen after five years from the date it was first opened or from the date these updated rules are circulated. If the account was opened before this updated version, it can be reactivated upon the presence of the account holder and updating her details.
- Certificate of Birth for Children having Special Circumstances: The account must be frozen when the child reaches the age of 15 Hijri years, and may be reactivated when he/she is provided with a valid civil status card or national identification card or a letter from the Ministry of Social Affairs requesting continuation of the account until the account holder reaches 18 Hijri years.

- The account frozen due to expiry of identification document, except the civil status card or national identification card, may be reactivated if a valid Civil Status card or national Identification Card is presented. Accounts opened by virtue of Civil Status cards or national identification cards may not be reactivated if an identification document, other than the civil status card or national Identification Card, is presented.

3-1-2 Non-Saudi Individuals:

All banks must freeze all accounts and transactions of all non-Saudi individuals upon the expiration of the iqama for ordinary expatriate, the diplomatic card for diplomats, or passport for GCC citizens, unless he/she provides a renewed ID document, as applicable. After 180 days of the expiration of the ID, the account must be closed and transferred to the “Unclaimed Balances” taking into consideration that any outstanding obligations of the customers during and after this period shall be settled. Also, all accounts of expatriates must be closed when the account holder leaves the Kingdom on exit-only visa.

3-1-3 Juristic Entities:

- All banks must freeze all accounts of juristic entities after 90 days from the expiration date of the respective authorization to practice their activity (license, commercial registration, etc) unless the customer provides a renewed authorization or any document proving that it is being renewed.

- All banks must freeze all accounts of juristic persons and organizations whose documents of opening their accounts do not contain a validity date, such as the accounts of Charity and Welfare societies or organizations, government accounts and licensed schools and the like upon the expiration of five years as of the date of opening the account or as of the date of last updating made on such accounts.

- Accounts of correspondent banks shall be given a grace period, providing that all requirements of "Know your Customer" and money laundering control certificate are periodically fulfilled. Upon elapse of three years, all banks shall freeze such accounts of correspondent banks until all requirements of "Know your Customer" and
The validity of the ID cards of the directors and authorized signatories of the accounts of such persons and entities must be monitored, and their powers to operate the account only shall suspend, depending on their position as Saudis/non-Saudis, until renewal of their IDs. This requirement shall also be applicable to owners of private establishments and companies, save joint stock companies who shall be subject to the provisions of clause 3-1-1 and 3-1-2 above.

3-2 General Account Freezing Rules:
- In the account opening form and contractual relationships and services, banks must document that the bank has the right to freeze the account upon the expiration of the customer’s ID or when the account holder does not update his personal data and information, addresses, income sources and signature, etc.
- All banks must notify their customers of the date of freezing their respective accounts at least one month prior to the date of freezing, and must have adequate programs and processes in place to ensure the same with respect separately to each customer or authorized person acting on his behalf and that such policy and processes are documented.
- The joint account, whether operated by Joint or Single signature, must be frozen upon the expiration of the ID of any of the account holders.
- Saudi individual customers and juristic persons and organizations (official and private) are allowed to close their own accounts, or any frozen accounts they are authorized to operate, by reason of the expiration of the validity of their IDs or failure to update them, provided that a written request for this purpose is submitted by the customer and the implementation related to closing bank accounts including withdrawal of all cheques in the possession of the customer or their electronic cancellation.
- Individual expatriates may not withdraw their balance and close their accounts during the period when they are in the Kingdom after the expiration of their Iqamas that authorize their residence unless they present either a final exit visa or a letter from the Passport Department, security agency, or Regional Governorate authorizing the bank to allow the expatriate account holder to withdraw his balance using his passport as an ID. The bank may develop a form to be given to such an expatriate indicating the reason why it is impossible to use the account so that it may be used when approaching the said authorities.
- If the expatriate’s request is submitted after his final departure from the Kingdom and his account balance is less than SR 50,000, banks may transfer such amount to their respective accounts’ holders.
under the approval of the compliance officer at the bank in accordance with procedures set by the bank based on the type of their customers and their home countries and the verification of their signatures. If his balance is over SR 50,000, such balance may only be transferred to him by his own request authenticated by the correspondent bank of the domestic bank or the resident branch of the foreign bank. Banks may not transfer a portion of the balance and retain the remained, and they must check the account for any unusual transactions that could have been carried after the departure date. The account balance may only be transferred outside the Kingdom to the name of the account holder or the attorney of his heirs under the approval of the compliance officer.

- In case an expatriate customer requests the bank to transfer the balance of his account immediately after his previous final exit and presents a visa other than the work visa, the balance exceeding SR 50,000 may only be paid to him under the compliance officer’s approval after his evaluation of the account. If such a customer directly applies to the bank and submits a new Iqama issued under the same passport or a new passport, the frozen account shall be closed if it is still within the freezing duration, namely prior to 180 days, and a new account shall be opened for him and the amount shall be transferred to the new account, and thereafter he shall be allowed to deal on such account.

- Transferring the account to unclaimed balances means transferring it to a special database without closing it. Each bank can follow its own policies and procedures that fit to its own operational needs and fulfill this requirement.

- Saudi individuals may not be allowed to open and operate accounts for third parties except for those holding valid civil status cards / national identification card only.

3-3 Freezing Exceptions:

Banks shall not be allowed to enable a customer to personally withdraw from his accounts or from other accounts which he is authorized to operate, whether by all types of cheques, by transfers or ATM card, Internet, phone banking or credit cards and the like, withdraw the balance after the expiration of his ID, unless upon renewal thereof or with respect to certain Saudi ladies with certified Family Registration Book/ Certified Family Record, personal ID, or Certified Civil Registration having their data updated or upon maturity of timing set to update other personal data. However, exceptions to above are:

- Personal deposits or deposits received through clearing and local and international transfers, SARIE payments/ collections and salaries of employees.

تحويلها لأصحابها بموافقة منسوبي البنك وفق إجراءات

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- Personal deposits or deposits received through clearing and local and international transfers, SARIE payments/ collections and salaries of employees.
The customer existing obligations already effected by the bank with or on behalf of the customer in favor of the bank or third parties (government or non-government) before the expiration of the ID (of account holder/authorized representative). Such obligations include, but are not limited to, payment of credit cards, loans, direct debit payments, standing regular instructions for payments such as payment of utility bills, letters of credit and letters of financial reference. This period will be considered as an extension period after the expiration of the ID. Banks must keep contact with the account holder/authorized representative. The bank officer will inform the customer of the status of the account within one working day of the completion of this procedure. In the event that the customer is unable to present the document due to a legitimate reason, the account shall be allowed a 6-month period of extension for a limited number of times and for a maximum period of 6 months as of the ID’s expiry date. The bank should lay down the procedures and the policies which ensure control and activation of these cases in terms of limits and number of times.

- Standing instructions governing Saudi account not renewed.

- Accounts of Saudi individuals (male and female), diplomats, students on scholarship abroad, patients with chronic diseases staying at hospitals or other places, prisoners and the like, soon after the bank becomes aware of them, in which case they may be given 6 months from the date of expiration of ID including the 90 day grace period which is allowed to those whose Personal Status cards have expired. The bank should delay the processing of the transaction to have his ID renewed.

- The accounts of the State employees whose salaries are delivered through banks and whose accounts are frozen and are not able to present a Status Card or national Identification Card because of certain formality problem in respect therewith, they shall be allowed a 6-months’ delay period after the date of expiration of their identification documents or updating due date including the ninety (90) days’ period allowed to those whose Personal Status cards have expired, after presenting the official employment card or an official reference letter.

- The standing instructions to the employer to ensure that the employee has a valid ID at the time of execution of the transaction and that the transaction is effected during this extension period. The bank officer will inform the customer of the status of the account within one working day of the completion of this procedure. In the event that the customer is unable to present the document due to a legitimate reason, the account shall be allowed a 6-month period of extension for a limited number of times and for a maximum period of 6 months as of the ID’s expiry date. The bank should lay down the procedures and the policies which ensure control and activation of these cases in terms of limits and number of times.

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4 - Updating Account Data

4-1 Customer identification must be established at the outset of relationship.

4-2 As a measure of control, banks must require all their customers to update the database of their accounts with the bank according to the cases and the periods provided in These Rules or every five years as a maximum limit for any exceptional cases and circumstances.

4-3 Updating must include personal information, address, signature specimen and (major and additional) income sources, including those who act on behalf of a customer or as its agent. Banks must establish procedures and policies that ensure the realization of these objectives. The appropriate time of updating, may, among other things, be when the customer requests a banking service, issuance or re-issuance of an ATM card, check book, bank account statement, making a significant transaction, when a material change occurs in the way the account is operated, when customer’s ID is renewed or when the Bank feels a need to have additional information about the customer or his representative.

4-4 For accounts opened under personal identification documents with validity duration of less than two Hejirian years, it shall suffice to demand the renewal of the identification document upon its first expiry and the updating of all relevant data and information upon ID subsequent expiry (except otherwise explicitly stated in certain cases that should be updated on an annual basis or less than that (such as for Beloushies, Turkstaniens, etc).

4-5 For accounts opened under personal identification documents with validity duration of three Hejirian years, the account data must be updated at the end of the validity duration of identification card, license or registration document each time they are renewed.

4-6 For identification documents with validity duration of more than five years such as Civil Status Card or national Identification Card and the like, period of updating must not exceed five years as maximum so that this is taken into consideration on opening new account under such identification documents, in which case actual validity duration thereof shall not be considered if there remains more than five years until such validity expires.

4-7 For accounts opened under official approvals or letters, such as government accounts and the accounts of embassies and the like and international organizations and the like, or under open-term licenses and registrations such as those of charity societies and organizations and private schools, updating period should not exceed max. 5 years.

4-8 The accounts of official pilgrim missions and those of private foreign organization, engaged in arranging arrival of pilgrims from outside the Kingdom, shall be frozen at the end of Moharram and updated at the beginning of Rajab every year under the written approval of the Operations Officer at the Bank Head quarter/main office by automated power assigned to

4 - تحديث بيانات الحسابات:

4-1 تبدأ عملية تحديث هوية العمل في بداية التعامل.

4-2 وكتممة راقية تتوافق على البنوك الطبق من كافة عملياتها تشمل تحديث قائمة معلومات الحساب المحتملة في البنك حسب الحالات والتمايل المحددة في هذه القواعد أو كل خمس سنوات كحد أقصى للظروف والحالات الاستثنائية.

4-3 يشمل تحديث المعلومات الشخصية والدوائر ونموذج التوقيع ومواد الدخل (الرئيسي والإضافي) بما في ذلك مع ي Gelişليا / وكيل عن العمل، وعلي البنوك وضع إجراءات وسياسات دائمة لتسجيل تحديث ذلك، وحقق الأماني لإجراء التحديث وقد يكون من ضمانها عند تقديم العمل لطلب خدمة بنكية أو طلب قتلة صراف أو أي أم إعداد إصدارها أو دفعة شكل أو كشف حساب بنكي أو إجراء عملية مالية أخرى عند حدوث تغيير موجعي في طريقة تشغيل الحساب أو عند تجديد هوية العمل أو عند نشر البنك في أي وقت أنه يجاء لتحديث المعلومات إضافية عن العمل أو وكيله.

4-4 بالنسبة للحسابات المفتوحة بهويات شخصية وقل شرطة مدة سريان عقولته عن ضمانية جزءية، يكتفي بطلب تأهيل الهوية عند إثباتها في المرة الأولى ومثاليا العملية البحث في كل ما تشمل عملية التحديث عند تجديد الهوية في المرة اللاحقة (إذا عدا ما تم تنص عليه صراحة في بعض الحالات التي ينبغي تجديتها بشكل سنوي أو أقل من ذلك (كالبولشيوس والتراكستانيين وغيرهم).

4-5 بالنسبة للحسابات المفتوحة بهويات ومستندات مدة سريانها ثلاث سنوات فلاد من تحديث بيانات الحساب مع نهاية المدة المحددة لسنوات الهوية أو مستندات الترخيص أو السجل، وكل شهر يتم تحديثه فيها.

4-6 بالنسبة للهويات التي تتجاوز مدة سريانها خمس سنوات مثل بطاقات الأحوال الشخصية أو الهوية الوطنية ومن ثم يجب الإتجار مرة تحديث الخمس سنوات حسب أقصى حيث يوجد ذلك في الاعتبار عند تف تفوات الحسابات الجديد تلك الهويات ولا يعد بخارس سريانها إذا كان يأتي من متى أكثر من خمس سنوات.

4-7 بالنسبة للحسابات المفتوحة بجهة موافقات أو طوابع عربية مثل المستندات الحكومية والسفارات أو ممثلية ومؤسسات الدولة و совершتها أو بجهة تراخيص وسجلات المفتوحة مثل الجمعيات والمؤسسات الخيرية والمدارس الأهلية فإنه ينبغي أن لا تتجاوز مدة تحديث البالتي الخمس سنوات حسب أقصى.

4-8 بالنسبة لحسابات بذور الحج الرسمية والهوية الخاصة الخارجية لتسمية عدم قدم الدخلي من خارج المملكه يتم في نهاية شهر محرم وتتم من أول رجب كل سنة بموجب خطة من مسئول العملات بالإدارة العامة المركز الرئيسي بالبنك وتصلاحية آلة برامج السري.

4-9 أما حسابات البنوك المراسلة، فيتم التحديث كل ثلاث سنوات حسب
his PIN number.

4-9 For accounts of correspondent banks, updating shall be made every three years as maximum.

4-10 Identification documents or registration documents and official approvals shall be considered as a means for processing updating of accounts approvals rather than an independent objective as such, and should not be considered as constituting in themselves the account updating process.

4-11 If there is any suspicion of money laundry or terrorist financing in any time, customer and authorized persons information must be updated.

5. Dormant Accounts:

- If an account completes 6 months period with no movement what so ever by the customer, the account will be considered as “Inactive” and should be subjected to dual control for activation thereof. This measure has no relation with the rules of account freezing by reason of the expiration of the account holder's identification document validity duration.

- If an account completes another 6 months period (i.e. one full year in total) with no movement therein by the customer, the account will be considered as “Dormant” and should be subjected to a higher authority dual control for activation thereof.

- No transaction of withdrawal or transfer is allowed on dormant account except in the presence of the respective individual customer personally or his legal attorney under an explicit specific power of attorney issued by the customer to operate the account, or his heirs' attorney or the person duly authorized to deal in the account if such an account is of an entity (juristic person).

- If the account completes five-years' period including the above-mentioned periods, with no transactions of withdrawal or transfer by the customer or his authorized agent, or deposit by the client or his authorized agent, then the account shall be considered (unclaimed) and the bank should transfer the balance thereof to a pooled Suspense Account reserved for these accounts. The accounts that are required to be contractually renewed without the customer presence annually (periodically) such as investment deposits are excluded from the pooled account but included when five years are completed and client must be communicated.

- In all the above-mentioned periods (for inactive, dormant, unclaimed accounts), it is allowed to accept deposits of personal nature or incoming deposits through clearance, national, international remittance and deposit of share proceeds performed by another person (not account holder) without changing the account status.

- If, after the aforementioned five years, the customer
applies to the bank to activate the account or to withdraw the balance there from, then a new account may be opened or the outstanding balance in the bank’s record may be paid to the customer, after verification of ID of the customer’s or his attorney or his heirs’ attorney. Action taken in this regard should be included in the related year-end report submitted to SAMA.

- Banks should conceal the customer signature and balance totally from the branches screens after five years without financial movement on the account. Banks should restrict supervision on these accounts in the Bank Head Office with the supervision of the System Compliance Department.

- Banks shall set the policies and procedures that ensure double supervision on the customer dormant accounts files with a higher level than that applied on other files. Dormant accounts files also must be isolated and the security tools must be available to prevent the archiving risk.

- This rule must be applied on all customers without exceptions including the customers who have other active accounts. In this case, bank needs to contact the customer (holder of the active accounts) before the end of five years period and require making financial transaction to activate the account. If not, the above clause will be applicable. i.e. contact the customer to activate his account after the period of five years.

- The bank must set policies and procedures approved by the Board of Directors to contact the dormant accounts’ holders on the level of branches and head office including the communication procedures, responsibilities, documentations, account categories, periodical reports, efforts exerted and the results.

- All unclaimed dormant accounts with five years period must be maintained as a liability of the bank financial status. Banks should not take any action related to these account balances regardless of the minimum balance limit and the succeeding period or the account type.

- These accounts must be subjected to the internal audit program at least once in the year. The report must be raised to the audit committee.

- The requirements of the unclaimed dormant accounts for five years and more on all customers’ accounts according to the banking account definition (Relationship) such as the investment accounts, returned transfers, trust accounts and safe deposit boxes (numeric inventory without opening) share proceeds and others should be applied.

- At the end of March on yearly bases, a softcopy
statement must be reported to SAMA on a Floppy Disk -Excel program according to the schedule reported for the bank by SAMA- that includes accounts according to their nature, category and numbers without mentioning personal information as at the end of December of the previous year.

6 - Know Your Customer (KYC) Standards:

6-1 To ensure effective implementation of a KYC program, banks should basically apply high ethical and professional standards and policies that all employees must follow. They must determine the types of accounts that are acceptable, in such a way that will prevent banks from being used, intentionally or unintentionally, by criminal elements.

6-2 Banks should include certain key elements in the design of their KYC programs, including customer acceptance policy, customer identification as set in these Rules (at minimum), on-going monitoring of high-risk accounts, and risk management.

6-3 Banks should deal with the clients by virtue of the names mentioned in their official identification documents accepted according to these guidelines.

6-4 It is not allowed to deal, open, operate or maintain any anonymous account, or with vague, counterfeited or incorrect name.

6-5 It is not allowed to deal, open, operate or maintain any numeric account without full details.

6-6 If the client requested opening an account or ask for a banking relationship but it is not possible to open that account because of some suspicions related to KYC in regard to the accuracy, correctness, non sufficient data or the client not complying the requirements, the bank shall not allow to open the account, start the relationship or execute any transactions. Therefore, financial investigation unit must be advised about the suspicions.

6-7 Banks should not only establish the identity of their customers, but should also acknowledge the purpose of opening any banking account or the banking relationship and its nature. Banks also shall monitor account activity to determine unusual transaction and should continue to exert due diligence toward the business relationship and operation pattern.

6-8 KYC must be a core feature of bank’s risk management and internal audit procedures. Intensity of KYC programs beyond these essential elements should be tailored to the degree of risk involved.

6-9 Banks operating in KSA are fully responsible for the final recognition of customers’ identity, their agents, authorized persons and the beneficiary owners. Banks also shall ensure that the identification documents are safe and sound.

6-10 Banks should verify the ownership structure for the juristic persons to recognize the actual

على قرض مرن - برامج أكمل وفق الجدول المبلغ للبنك من المؤسسة - يتضمن حصر للحسابات حسب طبيعة وفترة الحسابات وأرار الحسابات دون ذكر المعلومات الشخصية وذلك كما هي في نهاية شهر ديسمبر من السنة السابقة.

6 - معايير مبدأ عرف عملك:

6-1 إضافة فعالة تنفيذ برنامج عرف عملك يتوجب على البنك كاحتياج أساسية أن يتضمن نظام المعايير الأخلاقية وقواعد مهنية عالية تلزم جميع موظفيه بإتباعه وأن تحدد نويع الحسابات المقبولة وذلك ما يتم استخدام البنك عن قدس أو غير قدس من قبل عناصر إجرامية.

6-2 كما يوجب على البنك إدراج بعض العناصر الأساسية في تصميم برنامج عرف عملك ومنها سياسة قبول العمل وتحديد هويته كما خذلت في هذه القواعد (حد أدبي) والمراقبة المستمرة للحسابات ذات المخاطر.

6-3 يجب على البنك التعامل مع العملاء بموجب الأسماء الواقرة في الهيئات والوثائق الرسمية المقبولة للتعامل بوجود هذه القواعد.

6-4 يمنع التعامل أو فتح أو تشغيل أو الاحتفاظ بأي حساب مجهول الاسم أو اسم رجلي أو غير صحيح.

6-5 يمنع التعامل أو فتح أو تشغيل أو الاحتفاظ بأي حساب رجلي.

6-6 في حال تمد نظام لفتح حساب أو بد عائدة مصرفية وتعثر فتح حساب له وجود مركبات تقع مع عرف عملك بسبب مخاطر دقة أو صحة أو كفاءة البيانات أو عدم تنفيذ العميل المطلوب فإنه يتطلب من البنك عدم السماح بفتح الحساب أو بد عائدة أو تأديب عمليات وعليه كذلك الإبلاغ عن ما تم الانتهاء به وملحظته إلى وحدة التحريات المالية.

6-7 يجب أن يكون مبدأ عرف عملك الرازيق في إدارة مخاطر البنك ونظام الرقابة الداخلية وأن تكفي برامج بما يتحدى هذه العناصر استنادًا إلى درجة المخاطر.

6-8 تقت المعدلة النهائية عن التعرف على عينة العملاء والأفراد نقاط التوثيق المستخدمي والتأكيد من صحتها وسلامتها على نظام البنك العام في المملكة.

6-9 يتوجب على البنوك الإبلاغ والتحقيق من هيئة الملكية
beneficiaries (beneficiary owners) who hold the final power, recognize their identities (at minimum the natural owner who has 5% according to the organization by laws and its attachments or according to available data) and recognize the identities of the managers.

6-11 special attention should be given to the accounts opened and operated in virtue of delegation.

6-12 Instructions given in SAMA's Money Laundering Control, Financing of Terrorism and Fraud Prevention Manual must be implemented.

6-13 For fulfilling due diligence measures for customers residing outside the kingdom by depending on a third party, banks must obtain from that party an undertaking that it would provide the supervisory authorities in the Kingdom with any requested information about customers immediately.

7 - Role of Regulatory Supervisor/Compliance Officer:

- Establishment, review, and updating of ethical and professional standards and determination of acceptable accounts under KYC program should be started by the Supervisory Authority (compliance officer) in coordination with the Internal Audit.

- Ensure that the bank policies and procedures at least conform with local statutory and regulatory requirements with respect to money laundering and terrorism finance prevention.

- The Regulator/Compliance Officer Shall have the authority and right to access, at any time, customers’ identification information and other information needed toward customers, transaction records and other related information.

8 - Trustees, Nominees Sponsors and Authorized Representatives (natural or juristic):

- Banks should understand the true relationship of individual customers who open accounts as sponsors, nominees, trustees or authorized representatives, and ensure that such sponsors, nominees, trustees or authorized representatives do not act only as a “front” for other individuals or as intermediaries or on their behalf.

9 - On-Going Monitoring of Accounts and Transactions:

- Banks should always monitor the accounts and their transactions and activity, identify any suspicious transactions and report these to the Financial Investigation Unit and inform SAMA accordingly. They should implement formal procedures to identify unusual or suspicious activities, such as accounts exceeding certain limits, transactions of no economic or commercial purpose or those involving

- the personal or business information of the beneficiaries for reference to the supervisory bodies. (The beneficial ownerregistration)

- the beneficiary owner registration's (beneficial owner)

- the supervisory registration's (beneficial owner)

- the supervisory registration's (beneficial owner)

- the supervisory registration's (beneficial owner)
large or frequent cash deposits and subsequent transferring of such deposits.

- Accounts and transactions must be classified according to the risk level so that no high risk accounts will be opened except after obtaining the bank senior management approval. Also, the discovered transactions shall not be allowed to be continued as well, except after the approval of high management. There should be intensified monitoring of high risk accounts. Every bank should set key indicators for such accounts based on the country of origin, source of funds and the type of transactions involved, etc. The senior management should pay great attention to management information systems and high risk personal banking transactions. Such transactions should be reviewed regularly (at least annually), especially with regard to high risk clients.

- Banks should include in its internal procedures those related to the e-services provided to the clients to enable monitoring the electronic transactions, risks in general and clients of high risks basically according to indicators that enable acknowledging and measuring the risks extent and criminal suspicions through these services.

- Monitoring accounts of all existing customers (whether before or after the issue of the Anti-Money Laundering Law) and their operations must be carried out on the basis of materiality and risks.

10 - Training as a Key Principle for these Rules:

- Banks should not assign any teller or customer service staff before attending courses on KYC, anti-money laundering measures, and ethical and professional behavior of bankers.

- Banks should put in place continued training programs to provide on-job training to employees in these areas.

- Banks should include in their training programs, extensive training on the contents of these Rules and their applications.

11- Disclosing of account data and blocking balances:

11-1 Disclosing and blocking at the request of official authorities:

As a basic rule, for the purposes of disclosing of accounts and balances and blocking thereof pursuant to an order by the concerned official authorities, communications between these official authorities and the banks should be made through SAMA only.

- Disclosing and blocking at the request of official authorities:

As a basic rule, there should be a comprehensive training program for service staff before attending courses on the contents of these Rules.

- Monitoring accounts of all existing customers (whether before or after the issue of the Anti-Money Laundering Law) and their operations must be carried out on the basis of materiality and risks.

11- Training as a Key Principle for these Rules:

- Banks should not assign any teller or customer service staff before attending courses on KYC, anti-money laundering measures, and ethical and professional behavior of bankers.

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11- Disclosing of account data and blocking balances:

11- Disclosing and blocking at the request of official authorities:

As a basic rule, for the purposes of disclosing of accounts and balances and blocking thereof pursuant to an order by the concerned official authorities, communications between these official authorities and the banks should be made through SAMA only.
11.1.1 Disclosing of account data and balances pursuant to SAMA request:

For the purpose of disclosing of account and balances upon SAMA instructions, in accordance with the applicable regulations, banks should include in their search disclosing of all relations between the bank and the customer, including the existing accounts and all active, closed, suspense, unclaimed accounts and investment accounts, deposits and, securities dividends, mutual funds, safe deposits, credit cards, express remittances (SWIFT) either opened un

11.1.2 Blocking balances pursuant to SAMA request:

For purposes of blocking accounts and balances pursuant to SAMA request according to the applicable rules, banks should observe that:

- Blocking shall include the outstanding balance, and all withdrawals there from shall be entirely stopped at and after the time of blocking no new accounts are to be opened unless SAMA's request demanded the blocking of specific balances and specific accounts, blocking shall be restricted to what is specifically demanded only in which case.

- Blocking shall include all accounts and transactions stated in the above paragraph 11.1.1 with the exception of the customer's participation in companies (in which he is share holder) accounts unless otherwise stated in SAMA request.

- Banks must maintain blocking permanently effective and valid until the bank receives a notice from SAMA for lifting the blocking and allowing dealing on such accounts.

- In applying the blocking procedures, banks shall comply with the instructions related to the deduction from the employees and pensioners salaries transferred to, or opened by the bank.

11.2 Blocking in the event of death, bankruptcy or loss of legal competence:

11.2.1 Official notice on blocking by reason of death, bankruptcy or loss of legal competence:

If a bank becomes aware of, or receives an official notification of, the death of an account holder(s) or declaration of his bankruptcy or or of a restriction on his legal competence requested by an authorized party, the bank on the basis of applicable laws should stop all dealings related to the account and block the balance therein. Unless the companies law or the company’s articles of associations (in regard
to corporate bodies) allow the continuation of such accounts despite the above conditions. Anther exception is the case when the drawer has passed away, or become bankrupt or lost his legal competence after the issuance of a cheque(s), in which case the cheques(s) in question will remain valid.

11.2 Heirs’, guardian’s and trustees’ request to banks to disclose transactions and account balances of their deceased or incompetent legatos and the like.

11-2-1 Disclosure and operation of a deceased’s account:

- If any person requests a bank to disclose transactions, accounts balances or banking relationships of his deceased legato, the bank must respond to the request after verifying the existence of the necessary documents, which empowers him to act so, including, as a minimum, a death certificate, inheritance deed, that defines the names of heirs, including the person requesting the disclosure. In case the requesting person is a legal agent of all the heirs or one of them, he should produce the original power of attorney of his heirs or any of them that gives him the right to inquire about or disclose their deceased legato’s balances. The inquirer should be provided with the result in a written form. The result should be accurate and should include all banking relationships pertaining to the deceased. The Bank should keep a copy of the result signed by the recipient.

- To operate the accounts of a deceased after attachment of balances and transactions because of death, the bank must verify the persons who have the right to the account of the deceased. Disbursement should be made to them in accordance with legal practices, including, as a minimum, the inheritance deed, and the presence of heirs in person or agents or their representatives collectively or individually. The decision of disbursement or distribution should be made by mutual agreement or by the Sharia Court. This also applies to an expatriate as well. If it is impossible to provide any of the required documents in connection with the expatriate, the bank, after obtaining an attested death certificate, should issue a banking check with the amount of the balance in the name of the deceased’s country’s Embassy to hand it to his/her heirs. The Bank must comply with the requirements and procedures for heirs’ accounts set forth in Rule (200-1-1).

11-2-2-2 Incompetent Persons’ Accounts:

- In case that any person contacts a bank to inquire about or disclose transactions, accounts balances or banking relationships of an incompetent person, the bank must respond to the request after verifying the existence of the necessary empowering documents, including, as a minimum, a legal document that proves his

- In case that any person contacts a bank to inquire about or disclose transactions, accounts balances or banking relationships of an incompetent person, the bank must respond to the request after verifying the existence of the necessary empowering documents, including, as a minimum, a legal document that proves his
custody or guardianship over the incompetent person. The inquirer should be provided with the result in a written form. The result should be accurate and should include all banking relationships pertaining to the incompetent person. The bank should keep a copy of the result signed by the recipient. For account operation, the provisions of the related rules should be applied depending on each case (interdicted and disabled ... etc.).

11-2-2-3 Disclosure of Accounts of Bankrupt and Insolvent:
- If any person contacts a bank to inquire about or disclose transactions, account balances or banking relationships related to his debts or his clients because of bankruptcy or insolvency, the bank should direct him to submit a request of that to the competent judicial authority.

12- Deduction from, or blocking of, the salaries of the employee customer:
- If the bank receives instructions to block the balances of the accounts of any employee customer or deduct there from, it shall observe that the deducted or blocked amount each month should not exceed one third of his net monthly salary with the exception of blocking for the purpose of payment of alimony if it is explicitly stated in the instructions received by the bank.
- If the bank receives instructions to block the balances of the accounts of any retired employee customer or deduct there from (the Arab Bank or through other banks), it shall observe that the deducted or blocked amount each month should not exceed 25% of his monthly retirement salary or the retirement salary of retired employees under the Regulations of General Organization of Social Insurance unless otherwise expressly stated in the blocking order in any of the cases provided in Article thirty seven of the Civil Retirement Act.

13- Providing services to the clients of special needs and giving them the priority:
Banks should give the optimum priority to clients of special needs in a way that facilitate the procedures of providing the banking services to them.
THIRD: PROCEDURAL RULES

ثالثًا: القواعد الإجرائية
Third: PROCEDURAL RULES

100 Instructions for "Opening Bank Accounts"

1. Customer ID and address:
A bank must compare the originals and copies of all required documents in order to ensure their conformity and authenticity. All copies of documents must be stamped by the bank to confirm their authenticity, without prejudice to the exceptions related to expatriate customers as provided in clause 200-1 herein. Banks must obtain customer’s signature on the photocopy of his ID along with his confirmation of the authenticity of the photocopy and the original.

A bank must ensure that no transaction shall be carried out for any customer before examining the original identification card (ID) and verifying its validity as prescribed for the ID documents of customers set forth under these Rules. It must also ensure that no bank account shall be opened or updated before examining the original identification card (ID) and copying it by the bank’s employee himself, and the copy shall be sealed with the bank’s seal, signifying its verification against the original. The purpose of obtaining a copy of the original ID shall be indicated; and the customer shall put his signature on the photocopy, certifying its authenticity against the original.

NB – Bank employees are not allowed to act as reference person to customers except in the cases set out in the Rules relating to Blind Customers (200-1-1).

2. Documentation required to open a bank account are as follows:
• Account Opening Agreement Form which includes customer’s personal data, validity date of ID card and residence permit numbers, address, occupation, and information about the account including the purpose for which it is being opened and the operation thereof, terms and conditions of the agreement between the two parties i.e. the bank and the account holder (according to the type of the customer, natural/Juristic) and other accounts, if available with the bank itself or with other local banks so that the customer sign on such procedure at the proper space to indicate whether he already has accounts or denies the existence of such account(s). The declarations indicated below may be

اضحاح: لا يسمح للموظفي البنوك التعريف بالعملاء باستثناء الحالات المرتبطة في الفوائد الخاصة بالعملاء كفيفي البصر والأميين (200-1-1).

2- المستندات المطلوبة لفتح حساب مصرفي هي:

- استمارة (اتفاقية) لفتح الحساب المشترك على المعلومات الشخصية عن العميل وسريان مفعول هويته ووثائقه ومعلومات حول الحساب ومنفه الغرض من حفظ وكيفية استخدامه وشروط وأحكام الاتفاقية بين الطرفين، أي بين البنك وصاحب الحساب (حسب نوع العميل، شخص طبيعي أو اعتباري) والحسابات الأخرى في حال وجودها، سواء لدى البنك نفسه أو لدى البنوك المحلية الأخرى بحيث يوقع العميل على هذا الإجراء في خانة مخصوصة له سواء كان لديه حسابات أو نقش وجودها، وقد تتضمن الإجراءات المطلوبة أدناه ضمن بنودها بدلا من عمل إجراءات.
included in the Agreement instead of creating a separate document, provided that the customer signs each declaration.

- Signature Specimen card for the signature which the customer will use for his transactions with the bank.
- Thumb imprint for the illiterate and a personal stamp.
- An application form for cheque book, if applicable.
- An application form for ATM Card, if applicable.
- A declaration from the customer that he is not legally prohibited to be dealt with, that all information and data he has given are true and reliable, and that he has understood the terms, conditions and other provisions of the account opening agreement.
- A declaration from the customer that he would be liable before the competent authorities for the funds deposited to his account by him personally, or deposited by others with or without his knowledge. He would also be liable whether or not he subsequently disposed personally of these funds, but he failed to formally report to the bank the existence of such funds. The customer must confirm that funds deposited are from legal sources, that he is liable for their being free from any forgery or counterfeiting, and that if the bank receives from him (customer) any counterfeit notes, he will not be refunded or compensated.
- A declaration from the customer that he understands and commits himself for updating his personal data when requested by the bank or for a period (as specified by the bank) not exceeding 5 years. The customer undertakes to provide a renewed ID before the expiration of its existing validity, and he acknowledges that if he fails to do so, the bank will freeze his account.
- A bank must ensure that the Account Opening Agreement Form contains the following information:

1. Information on members of the board of directors,
2. Information on managers of the juristic person as per its status,
3. Information on authorized signatories,
4. Explicit question to the customer about the identity of the beneficiary owners of the account, his particulars and verification thereof.

- A declaration from the customer that he understands and commits himself for updating his personal data when requested by the bank or for a period (as specified by the bank) not exceeding 5 years. The customer undertakes to provide a renewed ID before the expiration of its existing validity, and he acknowledges that if he fails to do so, the bank will freeze his account.
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5. Verification of the ownership structure to identify the actual beneficiary.

6. The structure of control and ownership.

3. Accountant Identification Card:
The bank must issue an account holder card to the customer showing the customer's name and account number as an evidence of opening the account.

4. Opening an account without making a deposit:
The bank must agree to open an account for any customer without requiring him/her to deposit any amount. If no amount is deposited within a period of 90 days, then the bank is in entitled in this case to close such account. This period shall not be applicable to government accounts, that the Ministry of Finance approves it's opening without depositing any amounts for any period as specified by the Ministry.

5. Blind Customer Service and dealing:
The bank must open an account for any blind customer who requests so. The bank must also provide him with an ATM Card and a Cheque book upon his request. The Blind customer may obtain any banking service (telephone banking, internet banking and credit cards) provided he has been advised of the terms and conditions governing these services and his signature obtained evidencing that such services were provided to him upon his request and choice, his awareness of the risks of the use of such services and in acknowledgement of his legal liability for all deals being conducted through such type of ser vices. Should the blind customer be a female, the reference person should be as provided for in the Article relating to the personal reference of veiled women (veiled personality and information). The Bank must obtain from the reference person a copy of his ID, his address and signature. This condition will be waived where the reference person was a staff of the bank in line with the requirements of Article 200-1-1 (Reference person for Blind customer).

6. Foreign Currency Accounts:
Customers may open accounts in any available foreign currency. They may deposit and withdraw funds in a foreign
الأجنبية، وفي حالة عدم توفير تلك العملة ف يتم الصرف بالرغم السعودي. وتحمل العملة الرسمية والمصاريف الاجتماعية المحددة علا على تلك المعاملات.

7. عدد الحسابات:
يجوز أن يكون للمستهلك عدد حسابات لدى البنك تحت رمز تعريفي واحد لكل حسابات.

8. مقابلة العميل:
مع مراعاة بعض الحالات الراوية في متطلبات هذه القواعد فإنه كقاعدة أساسية لا يسمح بفتح حسابات لعملاء جدد إلا بمراقبتهم ومقابله بما في ذلك الظروف غاربة والإيرادات والآفات والتقويم، وحسابات صرف روابط مתיאורية /وظائف الجهات الحكومية والقطاع الخاص وغيرها. ستكون وكالة شرعية منتصصة فيما على فتح حسابات البنكية وشاملة على المعلومات الشخصية للطرفين، ويمكن تقديم خدمة الحساب المصرفية والإستمارة للمعاملات الشريانية. كما تطبق هذه القاعدة أيضاً، (مقابلة العميل) عند تحديث الحسابات.

9. زيارة العملاء في حالات الظروف الاستثنائية:
يمكن للبنك في الحالات الخاصة والاستثنائية التي يتعذر أعلقا فيها حضور العميل /العملية للبنك (الظروف المصرفية الشاملة) تكفيل الطرفين من الموظفين أو الموظفين أو أكثر من البنك (صلاحيات مختلفة) لمقابلة العملاء في مقامر واستثناء البيانات والمستندات بتأملهم وفق قواعد هذا الدليل، وعلى البنك وضع الإجراءات والسياسات المناسبة لسلامة التطبيق.

10. خدمة الحوارات والشبكات:

10.1 خدمة الحوارات والسببات:
تتمتع جميع البنوك بالقدرة على هيئة الحوارات الصادرة والشبكات المباشرة حيث لديهم سهولة معها فقط سواء كانوا شركات أو مؤسسات أو أفراد موظفين أو مقيمين. وبذل صرف معاملة في نظام الحوارات العامة (السرعة) كبديل عن الحساب البنكية للعملاء المتعاونين بهذه الخدمة فقط، توجه أن يستوفي البنك عند استعداد العضوية البيانات الشخصية للمعاملة على استياء خاصة بهذه الخدمة.
قواعد فتح الحسابات البنكية والقواعد العامة للتفاعل:

قواعد الحسابات البنكية في المملكة العربية السعودية:

القواعد الخاصة بفتح حسابات الأفراد:

10-2 حالات الودائع والسيولة المشتركة:

يمكن فتح الحسابات الودائي والسيولة المشتركة في الحالات التالية:

- في حال كانت الحالة أو الشيك من حساب بالبنك إلى مستفيد (طبيعي أو اعتباري) على أحد فروع البنك، فسمح بصرف الحالة أو الشيك الى البائع.
- في حال كانت الحالة أو الشيك من بنك محمي إلى بنك محمي، يجري الفirement من حساب المدين إلى حساب المدين.
- في حال كانت الحالة أو الشيك من حساب شخصي، فإنه لا يسمح بذلك إلا في حالة الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

11. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

12. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

13. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

14. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

15. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

16. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

17. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

18. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

19. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

20. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

21. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

22. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

23. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

24. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

25. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

26. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

27. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

28. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

29. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

30. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

31. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

32. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

33. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

34. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

35. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

36. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة في الحالات المحددة، حيث ينطبق أن تكون من حساب المدين إلى حساب المدين.

37. حالات الودائع المشتركة:

يمكن فتح الحسابات المشتركة فيحالات الودائع المشتركة.

200 Rules for Opening Accounts for Individuals :

200-1 Saudi nationals and residents of Saudi Arabia may open accounts in Saudi Riyal and foreign currencies and take advantage of any of the services offered by Saudi banks subject to the rules and regulations governing such services. The bank must review originals of the required identification documents as described
below and obtain photocopy thereof, which shall be certified by the bank’s employee, the customer or the customer’s authorized representative as “true copy of the original”. The process of photocopying and authentication is not permitted unless a written approval is obtained from her on the photocopy itself. Excluded also is the photocopy of the passport of the expatriate working with an owner of a corporate entity (institution). In this case the attestation of the corporate (employer) on the photocopy of the passport is sufficient. However, if the residence permit (Iqama) is magnetized, the passport's photocopy will no longer be needed.

200-1-1 Individual Saudi Nationals:

- **Male Saudi Nationals:** A photocopy of personal civil status card (Betagat Ahwal), national Identification Card, Family Registration Book for minors only or Saudi private or diplomatic Passport.

- **Female Saudi Nationals:** A photocopy of civil status card (Betagat Ahwal), national Identification Card, Saudi private or diplomatic passport, Family Registration Book/Family Record wherein the woman's name is included, her personal Hafithat Nofos or attested copy of her civil registry provided that a written approval and signature of the respective woman is obtained on the photocopy of Betagat Al-Ahwal National Identification Card or Saudi private or diplomatic passport, authorizing the bank to take a photocopy for any of these documents. However, if the female customer declines photocopying her ID documents, then the bank may only record the number, place of issue and validity of ID, in which case the woman must be accompanied with an Islamic legal escort (Mohram) as a personal reference in conformity with appendix D (according to the provisions of the Rule on personal reference for veiled woman as included in the next page) or otherwise present one of the above IDs to be photocopied and used in lieu of the reference.

- **Tribesmen of Rabi’ AlKhali:** They may be allowed to open bank accounts in Saudi Riyals and foreign currencies according to the following

المواطنون السعوديون:

- **المواطنون الذكور:** صورة من بطاقة الأحوال الشخصية أو بطاقة الهوية الوطنية أو دفتر العائلة للصقر فقط أو جواز السفر السعودي الخاص أو الدولي.

- **المواطنات:** صورة من بطاقة الأحوال الشخصية أو بطاقة الهوية الوطنية أو جواز السفر السعودي الخاص أو الدولي أو دفتر العائلة / سجل الأسرة المسجلة فيه أو حقيقة الفنوس الخاصة بها أو نسخة مصدقة من سجلها المدني. شريطة أن توفرها مرفقة بالخطية توقيعها على صورة بطاقة الأحوال أو الهوية الوطنية أو جواز السفر السعودي الخاص أو الدولي بالسماح للبنك بتصويرها وإذا لم توافق ففي نفس رقم المصرد وصوران مع إحضار إما معرف شخصي من المحرر كما ورد في الملف د.حسب ما ورد في قاعدة المعرف الشخصي (بالنسبة للمحجبات في الصفحة التالية) أو تقديم إحدى الهويات الأخرى المشار إليها أعلاه لتصورها بدلاً من المعرف.

- **أبناء قبيلات الربيع الماضي:** يسمح لهم بفتح حسابات بنكية بالريال السعودي
conditions:

1. A copy of the Saudi Passport made by the Bank staff.

2. The validity date of the Saudi passport shall be considered as a basis for the validity of the account upon the opening thereof and subsequent updates.

3. Provide the other personal information provided for by the Rules requirements.

4. Copies must be checked against the originals and signed as a true copy by the customer and bank staff.

• Personal reference on the procedures for the blind and the illiterate:

Both the blind person and illiterate person must present a personal reference to introduce them to the banking procedures and documents and papers made by the bank in this respect. Such personal reference shall have a Status Card (15 years) educated and able to read out to the blind or the illiterate and to act as a witness. If the blind or illiterate is female, the personal reference shall meet the requirements of the following paragraph relating to veiled (personality and information) women, and the bank shall obtain from him a copy of his Identification document in addition to his address and signature.

Should the (blind or illiterate) customer request to do without the personal reference whom he should present to introduce him with the banking procedures, he will be introduced to the said banking procedures by one of the customer service representatives and such introduction will be certified by one of the branch authorized signatories (branch/operations manager) evidencing that the customer has been introduced to all terms and conditions for the opening of accounts as well as the account management controls and that such terms and conditions/controls have been read out to him.

• Personal Reference for Veiled Woman (Veiled personality and information):

A veiled woman (as defined above) must have a personal reference for her, who should be one of her first, second, third or fourth-degree of Islami-Shari'ah-Permitted legal escort (Marhram) as
defined in appendix(D), or an at-least-eighteen Hejerian years’ old adult close relative through affinity or legally proven foster brother. Such a personal reference may also be her at-least-fifteen Hejerian years’ old educated and discerning son or brother having a Civil Status Card or national Identification Card. Also such a personal reference may be another Saudi woman provided that she has a national Status Card and allows her card to be photocopied and to sign on such copy indicating her approval thereon and on its purpose. In all cases, the bank must obtain from the personal reference a copy of his identification document in addition to his address and signature.

• Saudi nationals exempted from presenting their personal photo

Banks are not allowed to open accounts under the Family Book of Saudi individuals (except minor and female persons added to the Family Book) including the persons presenting a Family Book that includes in the place of their personal photo a statement indicating that he is “exempted from personal photo”. Also, it is not allowed to open accounts under a Status Card or a national Identification Card containing a statement to the effect that its holder is exempted from personal photo. Exceptions to this are the cases where a customer exempted from presenting his personal photo presents an official letter from the Ministry of Interior to this effect, communicated to the bank through SAMA. Accounts previously opened must be reconsidered based on this Rule as from the date of updating this Manual.

• Official entities as reference for their Saudi female employees:

With respect to the Saudi female employees working in the Government sector, when a government entity requests opening accounts for their female employees for the purpose of transferring their salaries and other related payments, and such a female employee could not provide the bank with her personal status card, passport or a personal reference, then the bank may accept an introduction letter from the said government entity which shall authenticate the personal photo and signature of the said female employee. Such entity will be responsible for the information and documents presented in this connection. Also, such
information and documents should be checked by the bank.

- **Illiterate and Blind Signatures.**

An illiterate and Blind person should present a thumb imprint and a personal stamp as a specimen signature of his. Should either of them wish to use the personal signature (manual) as a specimen signature, he will be permitted to do so provided it is documented that this has been made at his request, choice and liability. In case of a female illiterate or blind, the personal reference of her should be as stipulated in the paragraph relating to personal reference of veiled women (personality and identity), and the bank must obtain from the personal reference a copy of his ID, address and signature.

- **Minors of less than 18 years’ old.**

An account may be opened for a minor (below 15 Hijrian Years) with the knowledge and signature of his father, or grand-father in case the father is dead, or a legal guardian. The father, grandfather or legal guardian must present his original identification document and a copy of the birth certificate for the minor or a copy of the Family Registration Book, and a copy of the Court's deed if the minor is under the guardianship of a relative (copies must be taken by the Bank and checked against the originals). The account must be in the name of the minor while it will be operated by the sponsor or guardian, as the case may be, when a minor reaches the age of (15) years, and if the sponsor or guardian (as the case may be) wish to open an account for him after he has attained this age, then this may not be allowed except with the National Identity Card. Should the minor (A distinguished child) wish and request to open an account by him directly (after he has attained the age of (15) years' old, then account will be opened in his name, however, no cheque book will be issued unless he has attained the age of (18) Hijrian years’ old.

- **Mentally disabled.**

An account may be opened for the mentally disabled person (irrespective of his age) in the presence and under the signature of the father, grandfather, if the father is deceased or a legal guardian. The father, grandfather or a legal guardian
must present his original ID document together with birth certificate or civil status card of the mentally disabled, or family registration book and court deed stating that the mentally disabled is under guardianship if actually is. All documents should be photocopied and stamped “original sighted” by the bank. The account must be opened in the name of the mentally disabled and may be operated by the curator or the legal guardian as the case may be.

- Accounts of people with special needs– the handicapped/those who have lost their upper limbs –

Banks are allowed to open accounts when citizens with special needs, handicapped or those who have lost upper limbs which enable them to write, sign and manage their accounts according to the following conditions and requirements:

1. Obtaining a copy of a valid national identity card / ID card and the bank should ratify that the copy is authentic of original.
2. Approving the client’s seal as an alternative to the personal signature on all documents and bank transactions.
3. Withdrawals from the account should be made only in the presence of the client personally at the bank’s branches. If the client requests an ATM card, e-banking services, banking telephone services, a checkbook or all of them, he or she should be granted these services, after, a sealed declaration, undertaking under his/her seal and a testimony of two of the branches’ employees (one of them should be the branch manager or his deputy) that the services granted are under his/her own responsibility.
4. The procedures are introduced to the client by two employees (one of them is the branch manager or his deputy). They should sign on each transaction, relationship contract, deposit or withdrawal document.
5. In case the client is a female handicapped / who lost her upper limbs, her identifier should be as stipulated in the paragraph concerning the personal identifiers of veiled women (veiled personal identities

- حسابات ذوي الاجتهادات الخاصة – معاملات الأطراف العلوية –

1. Obtaining a copy of a valid national identity card / ID card and the bank should ratify that the copy is authentic of original.
2. Approving the client’s seal as an alternative to the personal signature on all documents and bank transactions.
3. Withdrawals from the account should be made only in the presence of the client personally at the bank’s branches. If the client requests an ATM card, e-banking services, banking telephone services, a checkbook or all of them, he or she should be granted these services, after, a sealed declaration, undertaking under his/her seal and a testimony of two of the branches’ employees (one of them should be the branch manager or his deputy) that the services granted are under his/her own responsibility.
4. The procedures are introduced to the client by two employees (one of them is the branch manager or his deputy). They should sign on each transaction, relationship contract, deposit or withdrawal document.
5. In case the client is a female handicapped / who lost her upper limbs, her identifier should be as stipulated in the paragraph concerning the personal identifiers of veiled women (veiled personal identities
and information).

- **Legally Incompetent Person:**

An account may be opened for a legally incompetent person by his legal representative who shall be authorized to sign and operate such account. The legal representative must present the original documents supporting such authority together with the originals of his personal identification documents as well as those of the legally incompetent person.

- **Children with special circumstances:**

A bank account may be opened for a child with special circumstances, residing in the housing facilities of the Ministry of Labor and Social Affairs, upon a letter from the General Manager of the Orphan Welfare or the General Manager of Social Affairs in the Ministry enclosing a copy of the child birth certificate authenticated by the House, Ministry or the bank, as the case may be, as a true copy of the original. Drawing from such an account shall only be made under a letter from either the Deputy Minister for Social Affairs or the Assistant Deputy Minster for Welfare Affairs. If the child is living with a foster family, (substitute family sponsoring him) and such a family requests opening a bank account for him, an account may be opened in his name after obtaining a certificate from the Ministry issued by the General Manager of Social Affairs or the General Manager of Orphan Welfare in various regions of the Kingdom specifying the name of the child and the names of both spouses of the family sponsoring him along with copies of the identification documents and other relevant information of such family. Such an account shall be operated by such family in all drawing and depositing transactions until the child reaches the legal age. A personal status card of such a child shall be acceptable in replacement of birth certificate when he becomes fifteen years' old.

- **Prisoners:**

Accounts may be opened for prisoners if they approach banks escorted by security staff of the Directorate General of Prisons. The bank must obtain from the accompanying guards a letter from the management of the prison at the city

- **Nalaa as-Sajoon:**

It is permitted for the bank to accept demands from prisoners if they are accompanied by prison guards. The bank must obtain a letter from the prison management confirming the presence of the prisoner.
where the prison is situated addressed to the branch, indicating the name and ID details of the prisoner. The branch shall assign its senior teller, customer service officer or any other higher senior officer to meet the prisoner personally in the security car outside the premises of the branch, in order to complete all regular procedures for opening the account as stipulated in clause (100), indicating that the prisoner is in prison custody at the time of opening the account. Such a customer shall be permitted to perform transactions and benefit from the services offered by the bank. Also, the prisoner shall be permitted to operate his account in the same manner and procedures applicable to normal customers. For female prisoners, the bank may accept a letter of introduction from the prison administration if she does not present her ID/passport and permit photocopying thereof.

Prisoners’ Trusts Accounts:

Opening of bank accounts for depositing and withdrawing of Prisoners’ Trusts shall be allowed according to the following controls:

1. The account shall be opened by a letter from the General Director of Prisons or his authorized representative addressed to the bank branch at which the account will be opened, clearly indicating the purpose for which the account will be opened.

2. The name of the account shall be (General Directorate of prisons / Prisons of …….. Region / …….. Prison – Holding Prisoners’ Trusts). The same regular procedures for general updating of accounts shall be applied to the account.

3. The account shall be operated by a joint signature of at least two persons, one of them shall be the director of the prison or his deputy, and the second shall be the designate officer of prisoners’ trusts at the prison or his deputy.

4. ID copies of the authorized signatories and specimens of their signatures shall be obtained.
5. وتحليص الأموال، ويتفجر في مشرق البنك، الغرض من صرف الشيك.

6. يمكن تقديم خدمة الإيداع النقدي فقط (وضع
جهاز صراف آلي في إدارة السجن) وإصدار
بطاقة إيداع نقدي فقط تصدر باسم السجن -
أمانات نزلاء السجن، وتسلم ورقها السري إلى
مدير السجن في حال رأى البنك مناسبة ذلك.

7. عادة ما يكون في الفقرة السابقة، لا يسمح بإصدار
بطاقات صراف آلي أو بطاقات ائتمان على
الحساب، ولا يسمح بالتحويل منه.

8. يمكن للبنك حسب تقريره ومواقيت تقديم خدمة
الإنترنت والهاتف المعيّن للاستلام على
الأرصدة والاستفسار عن العمليات فقط، بناءً
على كتاب رسمي من الجهة القائمة على
الحساب.

8. مع الإشارة إلى الفقرة السابقة، لا يسمح بإصدار
بطاقات صراف آلي أو بطاقات ائتمان على
الحساب، ولا يسمح بالتحويل منه.

9. لا يسمح بإصدار
بطاقات صراف آلي أو بطاقات ائتمان على
الحساب، ولا يسمح بالتحويل منه.

10. يمكن للبنك حسب تقريره ومواقيت تقديم خدمة
الإنترنت والهاتف المعيّن للاستلام على
الأرصدة والاستفسار عن العمليات فقط، بناءً
على كتاب رسمي من الجهة القائمة على
الحساب.

• Accounts of heirs

If a bank receives an official notice on, or becomes ascertained of the death of an account holder, it should apply the following measures based on the applicable regulations

1. Apply the provisions of Supervisory Rule 11-2.
2. Change the title of the account to "Heirs of ......." or open a new account under this name.
3. Adopt the hereditary succession deed as an identity evidence for maintaining the account or open a new account for the balances.
4. Adopt the number of the hereditary succession deed as a number of the account identity, the date of such deed as the date of the identity and consider the court that issued the deed as the issuance place.
5. The person authorized to sign shall be the

موضع من المخولين، ويحدد في مكان الشيك.

عامة ما تكون هذه الملاحظة لกำหนด الفعل
ب有意义ًا من السج، ويدرس ورقها السري إلى
مدير السجن في حال رأى البنك مناسبة ذلك.

على إدارة السجن، إصدار
يمن من الجهة القائمة على
الحساب.

لا يسمح بإصدار
بطاقات صراف آلي أو بطاقات ائتمان على
الحساب، ولا يسمح بالتحويل منه.

1. تحليل مسمى الحساب إلى حساب (ورثة)

2. (أو فتح حساب جديد بهذا الاسم.

3. اعتماد رقم حصر الإرث إدانة للهوية
للاستمار الحساب أو لفتح الحساب الجديد
للأرث.

4. اعتماد رقم حصر الإرث إدانة للهوية
حساب والأفراد هو تاريخ الهوية ومكان
الإصدار هي المحكمة التي أصدرت الصك.

5. يكون صاحب الصلاحية بالتوقيع الورثة أصالة.

• حسابات الورثة:

في حال استلام البنك إخطاراً رسميًا بوفاة صاحب
الحساب أو تثبت لديه وفاة الوفاة فإنه استنادًا للأوضاع
المرتبة يتوفر على البنك تطبيق الضوابط التالية:

1. العمل بما تضمنته القاعدة الإدارية 2011-12.
2. تحويل مسمى الحساب إلى حساب (ورثة)

3. (أو فتح حساب جديد بهذا الاسم.

4. اعتماد رقم حصر الإرث إدانة للهوية
للاستمار الحساب أو لفتح الحساب الجديد
للأرث.

5. يكون صاحب الصلاحية بالتوقيع الورثة أصالة.
heirs themselves or their proxy/proxies, jointly or singly. The bank is required to document the personal data of the heirs and authorized proxy/proxies as well as the legal proxy document along with the copies of their identification documents in the account file.

6. The duration of the account validity shall be one year from the date when the authorized persons as per the above clauses are determined. The account shall be annually updated, and if there is no movement therein during five years from the date of the death, the rules provided in paragraph 5 of the Supervisory Rules and Controls shall be applied.

7. Cheque books may be issued for such an account, but issuance of ATM cards or credit cards shall not be allowed.

8. The holders of such an account may subscribe and invest in shares in their favor under a request of their authorized guardian, or legal proxy or legal judiciary authority.

- A Receiver:

Banks are permitted to open accounts for a receiver under the following conditions, documents and procedures:

1. A photocopy of the resolution of the judicial entity that provides for the appointment of the receiver and stating its powers.

2. A photocopy of the national identity card of the receiver

3. A photocopy of the receiver’s license

4. A photocopy of documents pertaining to the subject of dispute on which the receivership was issued by a resolution of the judicial entity (such as a hereditary succession deed if the dispute is over heirloom, and the articles of association and its appendixes if the dispute is over a company, and accordingly in other cases)

5. The name and purpose of the account should be indicated, in addition to the clause "Under Receivership"

6. The resolution of the judicial authority shall be adopted as an identification document for opening the account or continued dealing therewith.

7. The number of the judicial resolution
shall be adopted as the Account Identification Number, the resolution date as the Account Date, and the judicial authority as the Issue Place.

8. The authorized signatory shall be the receiver or as specified by the judicial resolution.

9. The account shall be valid for one year from the date of the judicial resolution, and renewable annually by the authorized signatory in accordance with Paragraph (8). If there is no movement therein during five years from the date of its opening, the rules provided for in paragraph 5 of the Supervisory Rules and Controls (Dormant Accounts) shall be applied.

10. Check books may be issued for such an account, but issuance of ATM or credit cards shall not be allowed.

11. The bank must countercheck the copies against their originals provided.

200-1-2 Individuals of GCC Citizens residing in the Kingdom:

They can open current and investment accounts in local shares in Saudi Riyals and foreign currencies. Banks must obtain a copy of his valid passport GCC citizens, a copy of the national identity card of the citizens of (the United Arab Emirates – Oman - Bahrain – Qatar - Kuwait) in addition to their address in the Kingdom (as evidenced by a utility bill, house rental contract, real estate title deed or a reference letter from a Saudi person witnessing his residence in the specified address) and his Home country address. A GCC individual citizen may appoint a Saudi or other GCC individual citizen as legal proxy.

200-1-3 Individual Expatriates:

- Individual Expatriates holding residence permit (Iqama):

An individual expatriate residing in the Kingdom may open a Saudi Riyal and Foreign Currency account after obtaining a legally valid Iqama either issued from the Passport Department against the applicable fees or free of charge such as

8. يكون صاحب السلاح بالتوقيع على الحساب الحارس القضائي أو وفق ما يحدده قرار الجهة القضائية.

9. مدة تاريخ سريان الحساب سنة واحدة فقط من تاريخ قرار الجهة القضائية. ويستدقة بنصف سنة من صاحب السلاح بالتوقيع وفقًا للفقرة (8) وإذا لم يتم عليه أي حركة خلال خمس سنوات من تاريخ فتحه يطبق عليهم الأحكام الواردة في الفقرة (5) من القواعد الإشرافية والرقابية (الحسابات الراقدة).

10. يسمح بإصدار دفتر شيكات لهذه الحسابات ولا يسمح بإصدار بطاقات صراف آلي أو بطاقات الائتمانية.

11. على البنك متابعة المصرف مع الأصول المقدمة.

200-2-1-2 موطنون دول مجلس التعاون الخليجي الأفراد المقيمون في المملكة:

يسمح لهم بفتح حسابات حسابات استثمار في الأسهم المحلية بالريال السعودي والعملات الأجنبية.

وعلى البنك أن يستمسك على صورة من جواز السفر الوطني الخليجي ساري المفعول أو صورة من بطاقته الهوية الوطنية بالصورة المقدمة (دولة الإمارات العربية المتحدة – سلطنة عمان – مملكة البحرين – دولة قطر – دولة الكويت وأية دولة خليجية أخرى) بالإضافة إلى العدلية الترخيص (موجب فاتورة خدمة أو عدد تأجير سكن أو استمالة أو تعريف من شخص سعودي يشتمل بأسمائه في المكان المحدد) وعناوينه في بلد ، كما يسمح للخليجي الفرد أن يقوم بتحويل سعودي أو خليجي آخر.

200-3-1-2 الوافدون الآخرون المقيمون في المملكة:

- الوافد الفرد الحاصل على إقامة:

يسمح للوافد من الأفراد أن يفتح حسابات بالريال السعودي والعملات الأجنبية بعد حصوله على إقامة سارية المفعول سواء تلك الصادرة من إدارة الجوازات.
Iqamas issued to students of universities, colleges and military faculties and institutes, who obtained scholarships or training approvals, or Iqamas issued from the Protocol Department in the Ministry of Foreign Affairs or the like. Banks must obtain a copy of the expatriate's valid passport (exempted from this condition are holders of magnetic Iqamas whom it is not required to obtain a copy of their passport), a copy of his valid Iqama and his address in the Kingdom and his home country. An expatriate shall not be required to provide a letter from his sponsor for opening bank account.

• **Expatriate resident included with other dependents in the Iqama of a sponsor:**

They may open bank accounts under the following documents:

- A valid passport of the dependant himself with his Iqama number is provided.
- A valid residence permit showing the name and photo of the dependant and the validity date of the Iqama.
- The account shall be operated against the passport as the validity of the account shall be bound with the validity of the dependant Iqama.
- In case the dependant is minor, then the account shall be operated by Iqama holder, unless when the Iqama holder is a woman and her husband is her escort, then the minor account shall be operated by his father as being his legal guardian.
- These accounts shall be considered as high risk accounts.

• **3 month Work Visa in passport:**

No bank accounts are to be opened to individual expatriates having a temporary residence permits endorsed in their passports (normally the first three months of their arrival) granted to them by the embassies of the Kingdom abroad on the basis of an employment visa as a preliminary step towards obtaining a regular residence permit (Iqama). However, they may perform bank transactions apart from current bank account such as: receiving and transferring money, cashing traveler cheques etc. such an expatriate shall not be required to present a reference letter from his sponsor to have a bank account.
• Individual Expatriates with a visit visa to perform certain assignments for entities in the Kingdom:

A bank current account may be opened for an expatriate individual visiting the Kingdom to perform a business for government or semi government departments or other parties contracted to perform certain assignments therewith or with a business visa (companies or establishments), scientific, or professional visit and the like, after fulfilling the following requirements:

1. A copy of a valid passport including the visit visa.
2. A letter from the inviting entity (endorsed by the Chamber of Commerce if it is a business visit visa) clarifying the mission of the individual and the reasons for not issuing a Residence Permit in the Kingdom for him as well as why the account is needed and its period, sources and amounts of money to be deposited therein.
3. Duration of the account shall be bound to the validity of the visa. If the visa is for a single entry, the account shall be immediately closed after the visa expires. If the visa is for multiple entries, the account duration shall be for (6) months from the date of entry to the Kingdom, and shall be renewed for a similar period or less taking into consideration the validity of the visa. The bank must obtain a written pledge from the client to inform the bank of his departure each time, and to obtain from the inviting entity a written pledge to inform the bank when the expatriate leaves the Kingdom for good to close the account.
4. The expatriate shall not be given ATM card or checkbook, but must deal directly with the branch.
5. The account shall be classified under high risk accounts and shall be subject to the supervision of compliance officers.
6. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.
7. Informing SAMA when opening the

The requirements:

1. A copy of a valid passport including the visit visa.
2. A letter from the inviting entity (endorsed by the Chamber of Commerce if it is a business visit visa) clarifying the mission of the individual and the reasons for not issuing a Residence Permit in the Kingdom for him as well as why the account is needed and its period, sources and amounts of money to be deposited therein.
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4. The expatriate shall not be given ATM card or checkbook, but must deal directly with the branch.
5. The account shall be classified under high risk accounts and shall be subject to the supervision of compliance officers.
6. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.
7. Informing SAMA when opening the
account by the bank.

8. In case the expatriate takes a final leave then comes to the Kingdom once again by a new visa for any of the abovementioned tasks for the same entity or another, the bank shall apply all the requirements in the paragraphs above. The old account shall be treated according to Rule number (3-2) of Section II: Supervisory and Control Rules by the Account balance.

9. The expatriate coming by a personal visit visa shall be treated in accordance with Rule (200-2-3) for non-Saudi, non-Gulf, and non-resident individuals in the Kingdom. In case the expatriate had already opened a bank account under the previous visa and taken a final leave from the Kingdom then returned by a personal visit visa, he would not be allowed to reactivate the account opened previously and should be treated according to Rule number (3-2) of Section II: Supervisory and Control Rules by the Account balance.

- Foreign Individual Hajj

A foreign individual hajj having a Hajj identification card issued from the Ministry of Hajj or pilgrims guiding institutions etc shall not be allowed to open bank accounts, but he shall be allowed to deal in banking transactions beyond bank accounts according to the provisions of paragraphs 10 and 11 of these Rules and Procedures.

- Transfer via bank account or transfer membership;

All banks are prohibited to carry out any transfer, issue cheques or exchange foreign currencies for an expatriate except through a bank account opened in his name after the expiration of the first three month period from his arrival in the Kingdom or after obtaining an (Iqama). A customer number created in the Express Remittance systems in lieu of a bank account will suffice for customers using this service only. However, the bank must obtain personal identification information and a valid residence permit, so that the customer number is based on his residence permit, and that supervisory requirements applicable to bank accounts, for Express Remittance system, are met. This includes freezing, monitoring ID

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expiry date, matching the expatriate’s name against his passport, with respect to non-magnetic Iqama holders, and observing transaction limits, etc.

- **Transfer limit during the 3 months work visa:**

  The maximum amount of a transfer or a cheque which banks may effect for an expatriate during the first three months after his arrival and before his obtaining an Iqama and opening an account in his name shall be ten thousand Saudi Riyals (10,000). This limit is applicable to professionals, such as physicians, engineers and senior administrative officers whose salaries are appropriate to this limit and above. For normal or labor categories of workers, the maximum limit of each transfer should be appropriate to the type of profession shown in the work visa stamped on the passport. The bank shall take the passport number as reference for the transactions processed during such period.

- **Expatriates exempted from working with their sponsors:**

  A resident expatriate having a valid Iqama including a statement to the effect that its holder is exempted from working with his sponsor may open a bank account under the Iqama book and an introduction letter from the person or entity with which he works. If his Iqama document is not a magnetic Iqama card, he shall be required to present the passport original and a copy thereof attested by his sponsor or employer to verify the provided name and information against the passport and the personal photo.

- **Expatriates working in the Kingdom without Iqama:**

  No bank account may be opened for an expatriate working under employment contract (monthly or annual) with any entity in the Kingdom without a valid Iqama., otherwise an explicit approval from the Ministry of Interior must be provided for every case communicated to the bank through SAMA together with the procedures applicable thereto.

## Arabic

- **حدد التحويل خلال فترة تأشيرة العمل 3 شهور:****

  الحد الأعلى لتحويل أو الشحنات المسموح تلبس المال خلال ثلاثية أشهر الأولى من فجره للعمل وقبل حصوله على دفتر إقامة وتielding حساب باشة هو مبلغ (10,000) عشرة آلاف ريال.

  الحد أعلى للفترة الواحدة. وهذا الحد ينطبق على المهندسات كالموظفين والموظفين الإدارية العليا التي تتناسب مرتين تهاذا هذا الحد أو أعلى منه أما المهندسات أو العمالية فيجب أن يتناسب الحد الأعلى لهذا الحالة الواحدة مع نوع المهنة المحددة في التأشيرة على جواز السفر. وعلى البنك أن يسكر حجز جواز خلال هذه الفترة كرمعيالي للعمليات المفيدة.

- **المقيمين المعنون من العمل لدى كفاليهم:****

  يسمح للوفاق المعني بموجب إقامة سارية المفعول الدموه فيما النص لحالة هي مفعى من العمل مدى كفاليه، يفتح حسابات بنكية بموجب دفتر الإقامة، وتعرض من الشخص أو الجهة التي يعمل لديها وإذا كان يحمل بطاقة إقامة غير ممغنطة فيطلب إحصار أصل جواز السفر أو صورة مصدقة من الكفيل أو الجهة التي يعمل لديها وذلك لمتابعة الاسم والمعلومات مع الجواز والصورة المسمية.

- **الوافدون العاممون لدى أشخاص في المملكة بدون إقامة:**

  لا يسمح بفتح حسابات بنكية للوفاق الذي يعمل مع شركات في المملكة أو جهات أخرى بموجب عقود (شهية أو سنوية) بدون إقامة سارية المفعول. ولا بد من إحضار موافقة صريحة من وزارة الداخلية لكل حالة تبلغ البنك عن طريق مؤسسة النقد ويدب عن الإجراءات اللزم استيفائها.
**Valid Iqama holders without passport**

Bank accounts may be opened and maintained for expatriates having valid Iqama indicating in the place of the passport number the word "without", under the Iqama only, and they will not be required to present a passport or copy or number thereof.

**Expatriates having Saudi passport**

No bank account may be opened by virtue of a Saudi passport issued to some expatriate individuals. Such an expatriate must present a valid Iqama, in which case the validity of his Saudi passport shall not be required. However, in case where the expatriate has no identification except his Saudi passport, then the approval of SAMA shall be required for opening the account, which approval shall include reference to the approval of the Minster of Interior or his Deputy, so that SAMA is provided with the number of the account and address of the resident once the account is opened. The bank shall be required to classify such an account under the high-risk accounts subject to constant control.

**Authorization by Expatriate to others or opening joint accounts**

An expatriate may not authorize another person to open account in his name or a joint account with others except in the following cases:

- A resident expatriate and his expatriate wife and vice versa and their first degree resident relatives.
- An employed resident expatriate woman and her Islamic legal escort (Mahram), provided that his legal escort is recorded in his Iqama or any other official document.
- A resident expatriate woman and her Saudi husband.
- An expatriate woman and her Saudi father, mother, son and daughter.
- A resident expatriate person and his Saudi wife.
- A resident expatriate and his Saudi father, mother, son and daughter.

Provided that the resident expatriate man or woman and their above mentioned relatives hold valid Iqamas. The bank should record the Iqama No. of each resident expatriate male or female as an electronic reference number for him/her.

**Expatriate accounts**

- Valid Iqama holders without passport:
  - bank accounts may be opened and maintained for expatriates holding valid Iqama indicating in the place of the passport number the word "without", under the Iqama only, and they will not be required to present a passport or copy or number thereof.

- Expatriates having Saudi passport:
  - no bank account may be opened by virtue of a Saudi passport issued to some expatriate individuals. Such an expatriate must present a valid Iqama, in which case the validity of his Saudi passport shall not be required. However, in case where the expatriate has no identification except his Saudi passport, then the approval of SAMA shall be required for opening the account, which approval shall include reference to the approval of the Minster of Interior or his Deputy, so that SAMA is provided with the number of the account and address of the resident once the account is opened. The bank shall be required to classify such an account under the high-risk accounts subject to constant control.

- Authorization by Expatriate to others or opening joint accounts:
  - an expatriate may not authorize another person to open account in his name or a joint account with others except in the following cases:
    - a resident expatriate and his expatriate wife and vice versa and their first degree resident relatives.
    - an employed resident expatriate woman and her Islamic legal escort (Mahram), provided that his legal escort is recorded in his Iqama or any other official document.
    - a resident expatriate woman and her Saudi husband.
    - an expatriate woman and her Saudi father, mother, son and daughter.
    - a resident expatriate person and his Saudi wife.
    - a resident expatriate and his Saudi father, mother, son and daughter.

  provided that the resident expatriate man or woman and their above mentioned relatives hold valid Iqamas. The bank should record the Iqama No. of each resident expatriate male or female as an electronic reference number for him/her.
• التعميمات الدائمة على حساب الوافد:

يمح الموافق المقيم بإصدار أوامر مستدامة لعدة عام واحد فقط، على حسابه كالتحويل بصورة دائمة ومستمرة لأشخاص أو خلافه إلى داخل المملكة أو خارجه على أن يكون محدداً مرة واحدة في الشهر ولمبلغ لا يتجاوز الخمسة آلاف ريال سعودي (5,000) أو ما يعادله. ويستند البنوك أن يحتفظ بسجلات لأي معلومات العمل وجميع العمليات المنفذة وترم تعينه من قبل العمل نفسه وحصصه شخصياً للمركز، إذا رغب في تجديد أوامر الدفع على أن يراعى مدة سرية الأقامة ونفاذها.

200-1-4   أفراد القبائل الصادرة إقاماتهم من إدارتي جوازا الباطن وعرعر وغيرهما:

يمح لهؤلاء الأشخاص المقيم في المملكة بفتح حساب بالمملكة فقط لمدة إقامتهم وعلى البنوك أن تحصل ضمناً دفتر الإقامة المصرفية فقط. ويجب أن يلتقي قاعدة فتح الحساب مع ما جاء في 200-1-3 الخاصة بتنفيذ العمليات من خلال حساب يكي وفتح الحساب منفرد أو مشاركاً وتكيل الفيور وكذلك قاعدة التجميد الحساب كما جاء في القواعد الإضافية والمقررة مع أوامرهم كلاً كفرديين الوارد في القواعد والتعليمات العامة لتشغيل الحسابات المصرية الوارد في البنوك خليجية.

200-1-5   الأفراد المنظورة هويتهم لدى اللجنة المركزية لحفظ

النفاذ:

بالنسبة للأفراد الذين سبق أن تم فتح حسابات بنكية لهم بموجب هويات سابقة ومن ثم أصبحت تلك الهويات تحت نظر اللجنة المركزية لحفظ النفاذ فإنه يسمح باستمرار حساباتهم بعد تقديمهم خطابات مصدقية من اللجنة المذكورة تثبت هويتهم، وإذا لم تحدد اللجنة مدة فترة النظر في متهمين الجنسية أو تصحيح وضع الهوية، فطلب من البنك مطالبة العمل بخطاب جديد
200-1-6 **Foreign Father and Saudi mother’s daughter borne in the Kingdom**

No bank account may be opened or maintained under specific work and study cards pursuant to Royal Decree no. 6/kh/6834 dated 26/3/1398H. However, its holder must produce a regular valid Iqama.

200-1-7 **The Burmese (Burme National):**

Such a customer may open bank accounts under presenting a legal valid Iqama and an undertaking stating that he will present a passport upon receipt thereof from an embassy and that he accepts that his account will only be updated next time upon presenting the passport or a letter from the Ministry of Interior or Passport Department to the effect of accepting the Iqama only. Before opening a new account, updating an existing one or effecting any other bank transaction, such a customer should be required to indicate his residence place in the Kingdom and present an introduction letter from his employer authenticated from the Chamber of Commerce or the official organization he is employed under its supervision. If he fails to do that and his Iqama contains no entity with which he (she) works, he (she) shall be required to present an introduction letter from the mayor of area (district, governorate or town) where he is residing duly authenticated from the police station of the area of such mayor provided that addresses provided in such letter should be clear enough to allow easy access to him / her when necessary. Such requirements shall be updated annually.

200-1-8 **The Beluchis and Turkistanians**

Bank accounts may only be opened for these two categories under a legal valid Iqama without requiring the original passport or copy thereof. Before opening a new account, updating an existing one or effecting any other bank transaction, such a customer should be required to indicate his residence place in the Kingdom and present an introduction letter from his employer authenticated from the Chamber of Commerce or the official organization he is employed under its supervision. If he does not work and his Iqama contains no entity with which he (she) works, he (she) shall be required to present an introduction letter from the mayor of area (district, governorate or town) where he is residing duly authenticated from the police station of the area of such mayor provided that addresses provided in such letter should be clear enough to allow easy access to him / her when necessary. Such requirements shall be updated annually.

**Update**

year from the date of the previous letter.

- **المرأة المولودة في المملكة لأب أجنبي وأم سعودية**
  - بعد مضي سنة عمى الخطاب السابغا
  - لا يسمح بفتح حسابات بنكية بمكجب البطاقات الخاصة المحددة
  - الغرض في العمـ الـ كالدراسة
  - كفـ الأمر السامي الكريـ رقـ /خ/6834
  - كتاريا 19921398
  - كا نما لا بد لحاممتيا أف تقدـ إقامة نظامية سارية المفعكـ.  

- **البرماويون (مواطنو بورما):**
  - يسمح بفتح حسابات بنكية لمعميـ مف ىاتيف الفئة
  - في الكافديف بمكجب الإقامة النظامية سارية المفعكـ
  - فقط، دكف مطالبتيـ بأصـ جكاز السفر أك صكرة منو.
  - كيتعيف قبـ فتح الحساب أك تحديث الحساب القديـ أك إجراء أية تعاملات بنكية أخرل مطالبة العميـ بإيضاح مكاف الإقامة داخـ المممكة كا حضار تعريـ مف الجية التي
  - يعمـ لدييا بحيث يكـف مصدقا مف الغرفة التجارية أك الجية الرسمية المشرفة التي يعمـ تحت إشرافيا. كا ذا لـ يكف يعمـ كخمت الإقامة مف كجكد جية يعمـ/تعمـ لدييا فيتطمب تقديـ تعريـ مف عمدة الجي
  - (الحي، المحافظة أك البمدة) مصدقا عميو مف قسـ الشرطة التي يتبعيا العمدة، كاف ت
  - ككف العناكيف كاضحة
  - بحيث تمكف من الكصكـ إليو/إلييا كقت الطمب. كيتطمب تحديث ىذه المتطمبات سنكيا.

- **البلوشيون (نورستاكلان):**
  - يسمح بفتح حسابات بنكية للعملاء من هاتين الفئتين
  - بموجب الإقامة النظامية سارية المفعول
  - فقط، دون مطالبتهم بأصل جواز السفر أو صورة منه.
  - ويعيب قبل فتح الحساب أو تحديث الحساب القديم أو
  - إجراء أية تعاملات بنكية أخرى مطالبة العمل بإيضاح
  - مكان الإقامة داخل المملكة وإحضار تعريف من الجهة التي
  - يعمل فيها بحيث يكون مصدقا من الفئة التجارية أو
  - الجهة الرسمية المشرفة التي يعمل تحت إشرافها. وإذا لو
  - تمكـ عمل وخلت الإقامة من وجود جهة يعمل/يعمل
  - لديها فيطلب تغـ تعريف من عـدة الجـة المفـ فيها (الحي، المحافظة أك البمدة) مصدقا عليه من قسم
  - الشرطة التي تبـها المـ، وان تكون المعاني واضحـ
  - بحيث تمكن من الوصول إليه/إليها وقت الطلب. ويتطلب
  - تحديث هذه المتطلبات سنويا.
جهية يعمل/تعمل لديها ف堤طلب تقديم ترخيص من عدة الجهة المقيم فيها (الحي، المحافظة أو البلد) مصدقا عليه من قسم الشرطة التي ينتمي إليها العدد، وأن تكون العدادين واضحه بحيث يمكن من الوصول إليه/إليها وقت الطلب. ويتم تحديث هذه المعلومات سنويا.

200-1-9 Expatriate Saudia stewards and stewardesses, ship crews and the like:
Bank accounts may be opened and existing accounts may be maintained for such persons by virtue of a valid visa endorsed on the passport after checking the visa against the identification card provided to them from their employers. The account duration shall be limited to the period of visa or renewal thereof, which is often six months.

200-1-10 Salaries accounts of expatriate personnel of enterprises with more than (100) employees:
For a major corporate customer employing more than (100) expatriate employees under its sponsorship, the bank may pay their salaries by virtue of special electronic cards in line with the following conditions:
1. A master account or shadow account shall be opened under the name of the company, titled "Account of …… company, expatriate employees salaries".
2. Electrical record (sub-accounts of the master account) shall be opened for every special card.
3. Such card shall only be used on the ATMs only and on the ATM of the bank issuing such card.
4. Sub-accounts (Cards accounts) shall not be allowed to accept cash deposits or any credit entries other than the amounts transferred thereto from the master account of the company for the purposes of payment of salaries and financial dues as mentioned in clause (1) above.
5. No monthly account statements shall be issued for such cards customers. Instead, the card holder can get an ATM-generated brief statement of accounts.
6. The signature specimens of the customers of such cards accounts shall
not be entered into the computer system.

7. The company shall provide the bank with copies of the personal documents of its personnel indicating that they are checked and found valid and identical to their respective originals, that the listed personnel work under its sponsorship and that they are under its responsibility.

8. The authorized representatives of the bank shall be made acquainted with the originals of the Iqama and attest the authenticity of the provided copies attached to the applications for opening the accounts.

9. An employee shall sign a form of opening his own card account.

10. No such an individual employee may have more than one sub-account and card.

11. This service shall not include the accounts of Saudi employees of the company.

12. The monthly salary of an employee for whom the above-mentioned card account is opened shall not exceed SR 3000. Under limited exceptional cases, such limit may be raised for an employee with the approval of the compliance department at the bank on the basis of certain criteria for exceptional approval.

13. Transactions of the accounts of such cards shall be limited to depositing and drawing the amount(s) of the salary and other amounts payable to the employee. It is permitted to make transfer inside and outside the Kingdom for this account category via transfer membership respective of the worker, to transfer funds from a card account to a current account if the worker has such account with the same bank and to payout all utility bills as well as SADAD payments.

14. Such cards shall be delivered to concerned employees by the company, and personal identification numbers of the cards shall be delivered by the bank (the bank branches or representative) under a written form to be kept in the master account file.

15. A special design shall be adopted for the above-mentioned cards, indicating the category using them, but does not
16. Other design features of other cards in terms of technical and security specifications, duration and drawing limits, etc shall be applicable to the above-mentioned cards. The card validity shall not exceed two years. As soon as an employee’s residence permit (Iqama) expires, the bank shall suspend the use of the ATM card until it receives a valid Iqama for the employee.

17. A complete proposal on the cards which the bank wishes to issue shall be submitted to the Banking Technology Department at SAMA for approval of the issuance.

18. The bank shall provide necessary technical support and install sufficient ATMs to serve the above-mentioned customers as near as possible to their work locations.

200-1-11 Credit cards for non-resident expatriate employed by resident Saudi companies

The bank may issue credit cards to a selected, limited category of non-resident expatriates employed with a limited category of major Saudi companies having relationship with the bank, whose job nature necessitating moving from a place or country to another (such as private airways pilots and stewards) requires that they hold resident cards of any country where they go including the Kingdom where the Saudi company covers their local and international transportation expenses by credit cards, provided that the bank shall observe the following conditions:

1. The credit cards shall be issued by the resident Saudi company where such employees work
2. Such company shall have a good creditworthiness and sound financial position.
3. All persons for whom credit cards or discount are required to be issued do work with it.
4. The company shall ensure in writing that the said cards will be properly used and that it will bear all implications of use thereof by its employees.
5. Such company, rather than the

ويعتبر أن يحمل صورة العامل الشخصية.

16. أن يطبق على هذه البطاقات ما يطبق على غيرها من البطاقات من حيث المواصفات الفنية والأمنية وحدود السحب وخلالها، وعلى أن تكون مدة سريان البطاقة لا تتجاوز ستين، وعند إنهاء سريان إقامة العامل فожет البنك إيقاف التعامل على بطاقات الصرف الآلي لحين استيفاء البنك إقامة سارية المفعول له.

17. تقديم عرض شامل إلى إدارة التقنية بالمؤسسة عن هذه البطاقة (المتج) التي يرغب البنك في إصدارها من أجل الحصول على عدم الممانعة على الإصدار.

18. يلزم البنك بقدم المسندة الفنية اللازمة وكذلك تركيب أجهزة صراف آلي كافية لخدمة هذه الشريحة من العملاء قد الإمكاني بالقرب من مواضع ومفتر عملهم.

البطاقات الإتمانية للفائتين غير المقيمين العاملين لدى شركات سعودية مقيدة

يمكن للبنك أن يصدر بطاقات اتمانية (بطاقة أعمال) لفئة مختارة ومحددة فقط من الوافدين غير المقيمين العاملين لدى شركتي البنك وفقاً لممتلكات الشركات السعودية التي لها توازن وذين تتطلب طبيعة أعمالهم (مثل طيار أو مضيف طيار خاص) النقل من مكان إلى آخر دون أن يحملوا بطاقات إقامة في أي بلد من أماكن تقلت المنشأة بما في ذلك المملكة التي تقول الشركة السعودية بتامين وتنشيط مصاريف نقلاتهم محلياً ودولياً بموجب بطاقات اتمانية شريطة أن يقوم البنك بتنفيذ الشروط التالية:

1. إصدار بطاقات اتمانية من الشركة السعودية المقيدة التي يعمل بها أولئك العاملين.
2. أن تتسع تلك الشركة السعودية في السعة الإتمانية الجيدة والوضع المالي الجيد.
3. أن يكون جميع الأحكام المطلوبة إصدار البطاقات الإتمانية أو الخصم بمعلوم لديها.
4. أن تضمن الشركة خططا الاستخدام الجديد للبطاقات وأن تتحمل ما يترتب على استخدامها من قبل
employees to whom the cards are delivered, shall pay all due payments related to the cards.
6. The maximum credit limit per card shall not exceed the limit allowed to other customers corresponding to card category.
7. Dealing under this system shall be based on a formal agreement entered into between the bank and the company prior to the issuance of such cards.
8. The company shall provide the bank with the agreement signed by it and its employees that determines the responsibility related to the issuance of and dealing with such cards.
9. The company shall provide the bank with necessary documents evidencing that the persons for whom credit cards are required to be issued do work with the company.
10. The bank shall make sure that the company has in place an effective system to ensure its adequate knowledge of its employees and thus reflecting the image that the company applies proper "Know your customer" standards.
11. Obtaining SAMA approval on the issuance of the said product / service.

200-1-12 Accounts related to raising funds for reconciliation blood money for murder cases.

Banks shall comply with the controls of opening bank accounts for raising funds for reconciliation blood money for murder cases in terms of both the documents required to be obtained for the bank account and the financial aspect as well as the management of the account that shall be complied with as follows:

First: Any activity for raising funds for reconciliation blood money for murder cases shall not be undertaken without the consent of His Highness Minister of Interior, after reporting of such activity by the Emirate of the Region.

Second: If the approval of the Minister of Interior is issued, the Emirate of the Region shall communicate with SAMA to open the account for raising funds after satisfying the following requirements:

1. Approval from the Ministry of Interior (indicating the bank's name and the working duration of the account ).
2. A copy of the legal deed indicating the

الأفعالين لديها المنونة لهم.
5. أن تكون الشركة هي الملتزمة بتسديد جميع مستحقات البطاقات وليس العاملين المسموح لهم.
6. أن لا تتجاوز الحد الإلتزماني للبطاقة الواحدة الذي يقيمه البنك لفيه العملاء كل حسب فئة البطاقة.
7. أن يتم التعامل بموجب اتفاقية رسمية بين البنك والشركة قبل إصدار هذه البطاقات.
8. أن تلزم الشركة البنك بالإلتزام الموقعة بينها وبين موظفيها التي تحدد المسؤولية لإصدار هذه البطاقات والتعامل بها.
9. أن تثبت الشركة أن الأشخاص المطلوب إصدار بطاقات إتمانية لهم أنهم يعملون لدى الشركة.
10. أن يتأكد من أن لدى الشركة نظام فعال لمعرفتها بموظفيها يؤدي إلى إعطاء صورة أن الشركة لديها معايير عرفية.
11. الحصول على موافقة المؤسسة على تقديم المنتج.

لا إجراء لجمع التبرعات لأغراض دفع ديانة الصمحة في قضايا القتل المتعمدة، في حسابات البنكيّة التالية يجب اتباع ما يلي:
أولاً: أن أي عملية لجمع المبالغ المالية للصلح في الجرائم يجب أن تكون متوافقة مع معايير وزيرة الداخلية وذلك بعد أن تتوفر بها إمارة المنطقة.
ثانيا: إذا صدرت موافقة وزير الداخلية، تقوم إمارة المنطقة بملاحظة مؤسسة النقد لطلب فتح الحساب لجمع التبرعات محددة فيه اسم البنك بعد استيفاء المتطلبات التالية:
1. موافقة وزارة الداخلية على فتح الحساب (بحدد فيه اسم البنك وعدد فتح الحساب).
2. صورة من الياقة الشرعيّة موضحة فيه تنازل
blood redeemers waiving the penalty and approving the amount of the reconciliation blood money, provided that the legal deed should indicate time agreed upon to submit the money.

3. The account of the amount of the reconciliation blood money shall be under the supervision of the Emirates of the Region and no other party of the case shall have any rights thereon.

4. The Emirates of the Region shall specify the names of persons authorized to manage the account (supervision of the account and following-up deposits); copies of their identification cards and their signatures (joint signature) and means to contact them shall be enclosed.

5. The bank shall neither issue check book, and ATM cards for the account, nor allow transfer transactions.

6. The name of the account shall be as follows (the Region Emirate's name....., raising blood money donations and the "the full name of the murdered ")

7. The bank shall stop the account once the amount of the blood money is reached, and it shall not accept extra money.

8. The account shall be valid for one year as a maximum starting from the date of opening the account. It shall be deactivated after the duration is finished. The account may continue to operate under a letter from SAMA upon the request of the Emirates of the Region for another year.

9. If the amount of the reconciliation blood money is completed, the Emirates of the Region disburse it by a bank check delivered to the beneficiary through the court.

10. If the amount of reconciliation blood money is not completed and if the blood redeemers were not satisfied with it, or if the blood redeemers waive the amount, the funds shall be returned to depositors whose names are known on the deposit slips. As for anonymous
deposits, the Emirate of the Region shall present the case to the Mufti to be disposed of according to shari'a Fatwa (Ruling). (This requirement is executed by the bank in accordance with the directions of the Emirate of the Region submitted by authorized persons)

Non-Resident Individuals:

200-2-1 Saudi individual citizens residing outside the Kingdom:

Siad citizens residing outside the Kingdom for study or work (such as in embassies, consulates, multilateral organizations) may open bank accounts according to the following:
1. Having a copy of his passport
2. Having a copy of his civil status card
3. A signature specimen.
4. Having and account opening form or a power of attorney to a Saudi citizen to open a bank account.
5. Authentication of such documents by the Saudi embassy or consulate in the foreign country.
6. Saudi individuals residing in a GCC country may provide such data via the correspondent GCC bank for the bank existing in the Kingdom.

200-2-2 GCC nationals non residing in the Kingdom

Banks may open current accounts and investment accounts in local shares in Saudi Riyals and other currencies for such GCC nationals directly by themselves, or by a power of attorney in the name of a Saudi or GCC citizen, provided that the bank obtains the following:
1. A copy of valid national identity document
2. A copy of valid passport (if any).
3. An introduction letter from the entity with which he works or performs his personal business.
4. An account opening application
5. A signature specimen.

Such documents shall be compiled by the employees of the local bank or through a GCC resident correspondent bank in the country of the citizen or GCC State where such a person exists. The GCC bank shall authenticate all documents, and all depositing, drawing and transfer transactions shall be effected through the correspondent bank. Compiling and

المواطنون السعوديون المقيمون خارج المملكة:

يسمح للأفراد السعوديين المقيمين خارج المملكة للدراسة أو العمل الرسمي (سفارات، فصليات، منظمات متعددة الأطراف) بفتح حسابات بنكية وفق الشروط التالية:
1. على صورة جواز السفر
2. على صورة بطاقة الأحوال
3. نموذج توقيع
4. لا تقبل التوقيعات على حساب المسؤول الأول أو الهيئة المسؤولة.
5. مساعدة السفارة أو القنصلية السعودية في البلاد الأخرى على ذلك المستند.
6. أما الأفراد السعوديين المقيمين في één دول مجلس التعاون فهم يوفر معلومات عن طريق البنك الخليجي المقابل للبنك المعني في المملكة.

مونتوانو البحرينيين المقيمون خارج البحرين:

يسمح لهم بفتح حسابات بنكية جارية وحسابات استثمار في الأسهم المحلية بالرباعي السعودي والعملات الأخرى وذلك من قبلهم شخصيًا أو موجب وكالة خاصة لفرد سعودي أو خليجي فقط. وعلى البنك أن

1. صورة الهوية الوطنية سارية المفعول.
2. صورة جواز السفر (إن وجد) ساري المفعول.
3. تعريف من جهة عمله أو نشاطه الشخصي.
4. طلب فتح الحساب.
5. نموذج توقيع.

ويشترط استيفاء المستندات من قبل موظفي البنك المحلي مباشرة أو من خلال بنك مسائل الخليج، في دول المستوطن أو الدولة الخليجية التي يتم بها على أن يقوم البنك الخليجي بالمصادقة على كافة المستندات المستفيدة من طرفه وعلى أن يتم الإعداد والسحب والتحويل عن طريق البنك المقابل. كما يسمح
authenticating such documents and effecting depositing, drawing and transfer transactions may be made by a correspondent bank in such GCC State where the GCC citizen exists and is a partner of the Saudi bank's capital and technical management.

No cheque book, ATM card or credit card may be given to such a person until he comes to the Kingdom and presents adequate data evidencing his residence in the Kingdom. Opening accounts through the Internet or by sending the required documents via mail shall not be allowed at all. Further, it is not allowed to accept cash deposits by a third party.

200-2-3 Non-Saudi and non-GCC citizens non resident of the Kingdom

Saudi banks and branches of foreign banks operating in the Kingdom shall never open an account in Saudi Riyals or foreign currencies for individual's non resident in the Kingdom unless under SAMA approval or according to the rules contained under reference no. 200-1-11 and 400 that will follow.

300 RULES FOR OPENING ACCOUNTS FOR JURISTIC PERSONS;

300-1 Resident Juristic Persons: (including embassies, and multi-lateral organizations):

Licensed Businesses and Shops:

Banks may open both Saudi Riyal and Foreign Currency bank accounts for these juristic persons after obtaining the following documents:

- Copy of the Commercial registration issued by the Ministry of Commerce and Industry for the establishment/shop, including real estate offices.
- Copy of the entity's license if it is the only item required for evidencing the entity's line of business or with a copy of the commercial registration, such as the licenses issued by the Ministry of Municipal and Rural Affairs to services firms and licensed shops, Ministry of Agriculture, Ministry of Pilgrimage, Ministry of Justice, Ministry of Commerce and Industry, Ministry of culture and information and the like. Entities operating vide a license only are those engaged in handicraft or manual occupation such as laundries, restaurants, tailors, barbers, workshops and groceries etc. registered in the personal name of the owner as it appears

300-3-2-1 00

The following documents shall be presented by the opening juristic person:

- Copy of the Commercial registration issued by the Ministry of Commerce and Industry for the establishment/shop, including real estate offices.
- Copy of the entity's license if it is the only item required for evidencing the entity's line of business or with a copy of the commercial registration, such as the licenses issued by the Ministry of Municipal and Rural Affairs to services firms and licensed shops, Ministry of Agriculture, Ministry of Pilgrimage, Ministry of Justice, Ministry of Commerce and Industry, Ministry of culture and information and the like. Entities operating vide a license only are those engaged in handicraft or manual occupation such as laundries, restaurants, tailors, barbers, workshops and groceries etc. registered in the personal name of the owner as it appears
لمحالك كما هو في حكميا، أما ما كان باسم تجاري فقط أو اسم تجاري مخالب باسم المالك فلا بد من تقديم السجل التجاري مع الترخيص بالشائع. وما يشمل الترخيص فقط دون الحاجة إلى سجل تجاري المنشأة التي تمارس المهن الحرة للأفراد والشركات كمهني المحاماة والمستشارات القانونية والهندسية والمحاسبية والاقتصادية والإدارية والخدمات والمؤسسات ومراكز العلاج والدراسات الخاصة ومركز تدريب (حاسب / تعليم) وما في حكميا.

- صورة بطاقة هوية شخصية للناشر التجارية أو شركة الخدمات المزعوم لها، لو كانت بطاقة الأحوال الشخصية للمواطن السعودي، لأنه من أسم النشاط الواقعي في السجل التجاري أو الترخيص مطلوبة لتمكين التفاصل الآتي في بطاقة أحوال الشخصية للمرخص لهم.
- قائمة بالأشخاص مالكي المناشة التجارية أو شركة الخدمات المزعومة لها في الائتمان بالأعمال مالكي المناشة الباردة أسماؤهم في عقد التأسيس ودفعتهم إن وجد وصورة من هوية كل منهم حصرًا للترخيص فيهما أكثر من شخص (طبيعي أو اعتباري).
- قائمة بالأعمال المقطعة من قبل المالك المسؤولين بتشغيل الحسابات حسب ما ورد في سجل المنشأة التجارية أو بعوضة وكالة مصرفية من كاتب عدل أو توكل مدع بالبنك وصورة من هوية كل منهم على أن تتفق إجراءات تشغيل مع القواعد العامة لتشغيل الحسابات في البنك رابعة.

300-1-2 Licensed Money Exchangers:

Banks may open accounts in Saudi Riyal or foreign currency for licensed local money exchangers after obtaining the following documentation:

- Copy of a valid license issued by SAMA. Since the license is to be renewed every 3 years by SAMA, banks must ensure that the license is valid before opening bank accounts for them.
- Copy of the Commercial Registration issued by the Ministry of Commerce for the licensor as specified in the commercial registration document or under a power of attorney issued by a notary public or an authorization prepared in the bank and a copy of their respective ID’s, provided that operational procedures are in conformity with the general guidelines governing the operation of accounts as per Article 400-1-3.

licensed Money Exchangers: 300-

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and Industry, which allows the money exchanger to conduct such business.

- Banks must ensure that the personal information (name and address) in the commercial registration or license issued by SAMA are matching with the identification document of the owner, such as social status ID card or family registration book.
- A copy of the ID card of the owner.
- List of persons authorized to operate the account as specified in the commercial registration, the power of attorney or the authorization made in the bank, and a copy of their respective IDs.

300-1-3 Resident Corporations:
All resident companies listed below are required to present the following general documents:

- Copy of a Commercial Registration from the Ministry of Commerce and Industry.
- Copy of license from the Ministry of Commerce and Industry, Ministry of Hajj, Capital Market Authority, SAMA (insurance companies) and other Ministries, for companies whose line/lines of businesses require such a license.
- Copy of their articles of association and appendices thereof.
- Copy of the ID of the manager in charge
- Authorization under a power of attorney or an authorization made in the bank from the person(s) who, by virtue of Articles of Association, partners resolutions or resolutions of the Board of Directors, has/have the power to authorize others to sign for and operate the accounts.
- Copy of ID of signatories authorized to sign on and operate the accounts.
- Copy of the ID cards of the owners of the company whose names are included in the Articles of Association and its amendments. Public Joint-stock companies are excluded from this requirement.

These corporations may operate accounts in Saudi Riyals and foreign currencies.

The ministry of commerce and industry is responsible for examining businesses that wish to engage in foreign exchange transactions, and it grants them the right to conduct such business.

- Banks must ensure that the personal information (name and address) in the commercial registration or license issued by SAMA are matching with the identification document of the owner, such as social status ID card or family registration book.
- A copy of the ID card of the owner.
- List of persons authorized to operate the account as specified in the commercial registration, the power of attorney or the authorization made in the bank, and a copy of their respective IDs.

300-1-4-1-3 Resident Corporations:

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  - Copy of a Commercial Registration from the Ministry of Commerce and Industry.
  - Copy of license from the Ministry of Commerce and Industry.
  - Copy of the ID of the manager in charge.
  - Authorization under a power of attorney or an authorization made in the bank from the person(s) who, by virtue of Articles of Association, partners resolutions or resolutions of the Board of Directors, has/have the power to authorize others to sign for and operate the accounts.
  - Copy of ID of signatories authorized to sign on and operate the accounts.
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- Copy of license from the Ministry of Commerce and Industry, Ministry of Hajj, Capital Market Authority, SAMA (insurance companies) and other Ministries, for companies whose line/lines of businesses require such a license.
- Copy of their articles of association and appendices thereof.
- Copy of the ID of the manager in charge
- Authorization under a power of attorney or an authorization made in the bank from the person(s) who, by virtue of Articles of Association, partners resolutions or resolutions of the Board of Directors, has/have the power to authorize others to sign for and operate the accounts.
- Copy of ID of signatories authorized to sign on and operate the accounts.
- Copy of the ID cards of the owners of the company whose names are included in the Articles of Association and its amendments. Public Joint-stock companies are excluded from this requirement.

These corporations may operate accounts in Saudi Riyals and foreign currencies.
300-1-3-1 Joint and closed Stock Companies:
- Required documents as per 300-1-3 above.
- If the company is under formation, a copy of its preliminary articles of association must be submitted so that the bank may take deposits from the subscribers in an account of a stock company under formation only (Company……. Subscribers’ Escrow account). Payment from this under-formation-company account shall not be allowed unless upon issuance of its commercial registration. If the founders wish to open a particular account for the formation expenses, the bank shall be required to obtain an application to this effect from the persons authorized under the preliminary Articles of Association, indicating the purpose of the account, the specified amounts, the authorized persons and how to treat such amounts after the formation, together with the approval of the Ministry of Commerce and Industry on such expenditures account, provided, however, such an account is opened for this purpose, and titled “Account of company formation expenses account of ……..”.

300-1-3-2 Limited Liability Companies:
Required documents as specified in 300-1-3 above.

300-1-3-3 Limited Partnerships:
Required documents as specified in 300-1-3 above.

300-1-3-4 Limited Partnerships:
Required documents as specified in 300-1-3 above.

300-1-3-5 Partnership Limited by Shares:
Required documents as specified in 300-1-3 above.

300-1-3-6 Insurance Companies:
Required documents as specified in 300-1-3 above.

300-1-3-7 Intermediation Companies:
Required documents as specified in 300-1-3 above.

300-1-3-8 Commercial , non-banking Gulf Companies residing in the kingdom:
Should a GCC company acquires a commercial registration in the Kingdom (without investment license by SAGIA), such company shall be treated as...
resident company, subject to the same requirements applicable to Saudi resident companies. As such, documents required as per 300-1-3 above shall be submitted by the GCC company.

300-1-3-9 Escrow of Real-estate development – Project for selling units of Housing Schemes:
Banks may open an escrow account for a real-estate developer after fulfilling the following controls and requirements:

A. Documents related to the real-estate developer, the consultant office and the legal accountant:
1. commercial registration and license to practice the activity, if needed for such an activity, from the competent authority.
2. An Article of Association and its annexes, if any.
3. Copies of the identity cards of the owners of the entities included in the Article of Association and its amendments (except public joint-stock companies).
4. A decision of establishing the entity’s board of directors and copies of its members’ identity cards.

B. Controls related to opening each individual account:
1. The account trustee shall not activate the escrow account for the project unless the license of the project issued by the Ministry of Commerce and Industry is submitted and it shall verify that it is issued by it.
2. The agreements signed by the real-estate developer, the account trustee, the consultant office and the legal accountant, including disbursement conditions, the account operation, and rights and commitments of the contracting parities; and their agreement on the content of the regulations for selling units of the housing scheme, which should be certified by the Ministry of Commerce and Industry.
3. Only One account shall be opened under the name of each individual project, and the account name shall be (Project “the name of project” – escrow account for “the name of real-estate developer”. The account shall not be used for purposes other than those specified in the project).
4. The Account Trustee shall keep 5% of the total value of the cost of construction works or the developers should submit a bank guarantee for the same percentage to the account trustee after obtaining a completion certificate by the developer issued from the consultation engineering office.

5. A written undertaking shall be made by the real-estate developer stating that no disbursement shall be made from the account for purposes other than those specified in the project.

6. A written undertaking shall be made by the real-estate developer stating the consent to amend the signed agreement between him/her and the account trustee in case of new issuance or amendments of the relevant regulations.

C. Account Management Controls:

1. Payment shall be made from the account under the payment document submitted by the real-estate developer to the secretary of the account certified by the consultant and chartered accountant, including amounts required and how they were spent.

2. List of persons authorized in relation to the account, as specified in the agreement, and copies of their IDs (the national identity for Saudis / iqama - residence permit for foreigners), and specimens of their signatures.

3. Payment from the account shall be made by check only, and within the limits stated in the requirement (C-1) mentioned above.

4. Depositing in the account shall be made by buyers and financiers via any means of payment accepted by the secretary of the account other than cash.

5. The real-estate developer shall provide the secretary of the account with a list containing the names of buyers of real estate units, financiers of the project and the value of units or amounts of funding, provided that the list shall be certified by the Ministry of Commerce and Industry.

D. Other Controls:

1. The account secretary may not attach the account for his own interest or that of the creditors of the real-estate developer.

2. No funds may be transferred from the
3. The real-estate developer may withdraw from the account, for administrative expenses, marketing and other expenses, other than the project construction expenses, 20% of the value of the unit sold. The secretary of the account shall make sure that the total amount spent from the account for this purpose shall not exceed 20% of the total costs of the project.

4. The developer shall not withdraw amounts in excess of the actual total cost of finishing the entire project and its services, except after the approval of the competent committee looking into the applications submitted for practicing the activity of real estate development.

5. The guarantee amount mentioned in paragraph (B-4) shall not be disbursed and delivered to the real-estate developer except after the expiry of one year from the date of handing over the project from the contractor to the developer, or after the approval of the competent committee looking into the applications for practicing the activity of real estate development.

6. When a real-estate developer obtains finance for a project, the finance amount shall be deposited in the escrow account of the project.

7. Cheque books shall be issued to this account at the request of the real-estate developer. However, ATM or credit cards shall not be issued to the account.

8. Banking phone and internet service shall be limited to inquiry about balances only.

9. Funds in the account shall not be used in any investment or speculation operations of any kind.

10. The secretary of the account shall cross-check the copies with the originals submitted before opening the account.

 Residents Juristic Persons Investing under Foreign Investment Act:

Pursuant to Foreign Investment Act which allows entities wholly-owned by a foreign investor or in the form of a joint-venture with a national investor (natural or juristic person), banks may open bank escrow account to any other accounts.

3. The real-estate developer may withdraw from the account, for administrative expenses, marketing and other expenses, other than the project construction expenses, 20% of the value of the unit sold. The secretary of the account shall make sure that the total amount spent from the account for this purpose shall not exceed 20% of the total costs of the project.

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السعودي والعملات الأجنبية للكمل المنشآت بعد استيفاء المستندات والمطلبات الموضحة في كل صورة من صور النشاط أدناه:

المنظمات المختلفة المملوكة للمستثمر الوطني

1. 300-1-4-1

**Joint - Venture Entities Owned by a National Investor and a Foreign Investor:**

These include entities owned by an individual and a firm, firm and firm, or individual and individual. The documents required are:

1. Copy of License issued by the Saudi Arabian General Investment Authority (SAGIA).
2. Copy of the Commercial Registration issued by the Ministry of Commerce for the license, provided that the name of the line of business in the commercial Register is identical with the one in the license and with the merchant’s name and his/ her ID number.
3. Copy of a business license and / or a commercial registration for the national corporate investor.
4. Copy of the personal ID cards of the partners of the national corporate investor (except shareholding companies).
5. Copy of personal ID cards of the national investor, if it is an individual.
6. Copy of business license and / or commercial registration for foreign corporate investors issued by competent authorities in their home country attested by the Saudi embassy in that country.
7. Copy of a valid Iqama, if the investor is an individual, which specifies his job as “Foreign Investor”, and a copy of his passport.
8. Copy of IDs of the individual partners of the foreign company or firm or similar entity, and a copy of a valid Iqama of any partner residing in the Kingdom, if any.
9. Copy of the articles of Association and attachments of the foreign investor partner entity duly attested by a Saudi Embassy.
10. Addresses of the foreign firms in its home countries.
11. If there is an agent or authorized representative to manage the
investment and its bank accounts, copy of the authorization must be obtained showing the names and ID numbers of the agent or representative and partner(s) attested by notary public if issued in the Kingdom, or the Saudi embassy if issued abroad. If the authorization to manage the account is on the bank’s form, it must be prepared by an authorized person present at the bank, or provided for in the above authorization.

12. Copy of a valid ID of the agent or authorized representative (For Saudis: Betaqat Ahwal, for foreigners: Iqama), or GCC country passport and detailed address in the Kingdom and home country if he is a foreigner.

13. The bank must view the original documents, verify the copies against them, stamp and sign the copies as an evidence of verification.

14. Personal accounts of the foreign investor and his employees will be subject to Clause 200-1.

300-1-4-2 Entities Wholly-Owned by a Foreign Investor:

These include foreign individuals, corporate, subsidiaries or a combination thereof, as bellow:

- An Individual Foreign Investor:
  1. Copy of license issued by the Foreign Investment Commission.
  2. Copy of Commercial Registration issued by the Ministry of Commerce and Industry provided that the name of the line of business in the Commercial Register is identical with the one in the license and with the merchant’s name and his/ her ID number.
  3. Copy of valid Iqama.
  4. Copy of passport.
  5. Full address in his home country.

- If there is an agent or authorized representative, copy of authorization must be obtained. Such authorization must be attested by a notary public if issued in the Kingdom, or the Saudi embassy if issued abroad. If the authorization is made using the bank’s form, it must be prepared by an authorized person in presence at the bank.

- The bank must authenticate the verification of copies against originals.

- صورة من الوكيل أو المفوض وثيقة باسم التشريكاً أو الشركاء الآخرين مصدق عليها من كاتب عدل إذا كانت صاحبة في المملكة أو من السفارة السعودية إذا كانت قد صدرت خارج المملكة، أما إذا كان التوقيع بإدارة الحساب معداً على نماذج البنك فيجب أن يكون معدناً من قبل شخص مفوض وثائقه في البنك أو يكون منتصراً عليه في الوكالة أو الوكيل أعلاه.

- صورة من الهوية الشخصية للوكيل أو المفوض.

- سارية المفعول (بطاقة أحوال للسعوديين/أو إقامة للأجانب أو جواز سفر خليجي) وعوان واضح له معلقاً في بلده إذا كان أجنبياً.

- يجب أن يقوم البنك بالإطلاع على الأصول ومطابقة الصور معها وتوقيع عليها بالتماس.

- الحسابات الشخصية للمستثمر الأجنبي الفرد والحسابات الشخصية الخاصة بالعمال لدى.

- يطبق عليها ما تضمنته الفقرة 200-1-

- المنتحات الملكية بالكامل للمستثمر أجنبي:

- تشمل الفرد الأجنبي أو المؤسسة أو الشركة أو فروع الشركة أو المؤسسة الأجنبية أو خليط منهم كما يلي:

- المستثمر الأجنبي الفرد:

  1- صورة من الترخيص الصادر من الهيئة العامة للاستثمار.

  2- صورة من السلع التجارية الصادر من وزارة التجارة والصناعة للتردد على أن يتطابق مع اسم التاجر وكذلك رقم هويته.

  3- صورة من تفريج إقامته السعودية المفعول.

  4- صورة من جواز السفر.

  5- عنوان واضح في بلد التنشأ.

  6- في حالة وجود وكيلاً أو مفوض عنه فيطلب صورة من الوكالة أو الفريق مصدق عليه من كاتب عدل أو السفارة السعودية إذا كان المصدر خارج المملكة، وفي حالة إجراء توقيع على نماذج البنك فيجب أن يتم بحضوره في البنك.

  7- يجب أن يصادق البنك على مطابقة الصور مع أصول المستندات والوثائق.
• **Corporate individual or mixed foreign investment**
  Corporate foreign institution or individual or mixed firm investor (more than one foreign partner): Documents as specified in 300-1.4-1 above after excluding documentation requirements in respect of a local investor.

• **Foreign Investor - branches of foreign companies and corporations:**
  1. Documents as specified in 300-1.4-1 above after excluding documentation requirements in respect of local investor.
  2. Copy of the authorization issued by the parent company in the home country must be obtained. The authorization must name the persons authorized to sign on behalf of the company in the Kingdom in respect of all financial transactions including cheques and managing the accounts.

**Controls for opening and operating the accounts of “companies under liquidation”:**
Banks are permitted to open accounts of liquidation (if the liquidation is due to bankruptcy or any winding up reasons mentioned under the Companies Law) after meeting the following conditions and procedures:

**First: Liquidation Due to Bankruptcy:**
  1. A decision from the administrative court including the following: A. Liquidation of the company due to bankruptcy.
  B. Appointment of one liquidator (or more) (and trustees if appointed) specifying their names and powers.
  2. A request for account opening from the liquidators, indicating the purpose thereof.
  3. The name of the account is (the name of the company under liquidation – liquidation account).
  5. Copies of the ID cards of owners of the company under liquidation whose names are included in the Memorandum of Association and its annexes (except joint-stock companies).
  6. Copies of valid ID card and Commercial Register or license of the liquidator (and

المستثمر الأجنبي المؤسسة أو الشركة الفردية أو المختلطة (أكثر من شريك أجنبي): المستندات حسب ما ورد في 300-1-4-1 أعلاه بعد استبعاد المتطلبات المتعلقة بالمستثمر الوطني فيها.

المستثمر الأجنبي – مؤسسات أو شركات أجنبيّة: المستندات حسب ما ورد في 300-1-4-1 أعلاه بعد استبعاد ما يتعلق منها بالمستثمر الوطني.

2- يجب الحصول على صورة مصدقة من السفارة لتقويض المكتب الرئيسي الشركة أو المؤسسة في بلد المشتري الذي يسمى الأشخاص المخولين بالتوقف نazole عن الشركة في المملكة فيما يتعلق بجميع الصفقات المالية بما في ذلك الشبيهات وإدارة الحسابات.

الشركات تحت التصفية:
يسمح للبنك فتح حسابات التصفية ظرفية إذا كانت التصفية بسبب الإفلاس أو أي من أسباب الأداء الحالي الواقعة في نظام الشركات بعد استيفاء الشروط والإجراءات الآتية:

أولاً : التصفية بسبب الإفلاس:
  1. قرار الحكمة الإدارية المشتمل على الآتي:

  1- تصفية الشركة بسبب إفلاسها.
  2- تعيين أمين التقييم واحد أو أكثر (وأيzan الدائرة في حال تعينهم) المحدد فيما أسماهم وصلاحاتهم.
  2. طلب فتح الحساب من أمانة التقييم موضعاً فيه الغرض منه.
  3- يكون مسما الحساب على النحو الآتي (اسم الشركة تحت التصفية – حساب تصفية).
  4- صورة السجل التجاري وعقد التأسيس وملحقاته للشركة تحت التصفية.
  5- صورة مسافرية الشركة تحت التصفية الواقعة وأسماهم في عقد التأسيس وملحقاته (عدد الشركات المسالك).
  6- صورة الهوية الوطنية والسجل التجاري أو الترخيص.

300-1-(3+4)
7. The account shall be operated by the liquidator or as determined by the decision of the Administrative Court regarding the company’s liquidation.
8. Checkbooks may be permitted for these accounts at the request of the liquidator, and no ATM or credit cards shall be permitted unless the liquidation decision states otherwise.
9. Authentication by the bank and the liquidator of the verification of the photocopies of all identity cards and documents against their origins.
10. The validity period of the account shall be as set forth in the Administrative Court’s decision of the company liquidation, and it shall be renewed after the expiry of this period under a letter by the liquidator based on a decision from the administrative court stating non-completion of the liquidation process and the time required to do so.
11. The account shall be closed on the completion of the liquidation under a letter by the liquidator based on a decision from the Administrative Court stating the completion of the liquidation.

SECOND: Liquidation for reasons of company winding up stated in Article 15 of Companies’ Law:
1. The Administrative Court’s decision to liquidate a company should be obtained. In the event of a voluntary liquidation by partners, the liquidation announcement decision and the Board of Directors’ decision or that of the General Assembly of the Company approving the liquidation should be obtained.
2. A request from the liquidator to open an account.
3. The Liquidator (his name and powers) should be appointed under the Administrative Court’s decision or the decision of the Board of Directors or the General Assembly of the company.
4. A copy of the commercial registration, the Memorandum of Association and its annexes of the company under liquidation.
5. Copies of IDs of the owners of the company under liquidation whose names are listed in the Memorandum of Association and its annexes (except stock companies).
6. A copy of the national identity card and the commercial register or the valid license of the liquidator.
7. The name of the account should be as follows (the name of the company under liquidation .......... - a liquidation account).
8. The account shall be operated by the liquidator (a chartered accountant / attorney / advisor ....... etc.) or as determined by the decision to liquidate the company.

9. Check books are allowed to be issued for these accounts at the request of the liquidator. No ATM or credit cards shall be allowed to be issued, unless the liquidation decision stipulates otherwise.

10. The bank and the liquidator shall certify the verification of the copies of all IDs and documents against the originals.

11. The validity period of the account shall be as set forth in the Administrative Court's decision to liquidate the company. In the event of voluntary liquidation, the duration in the liquidation decision shall be specified according to the type of company with a maximum period of three years. The renewal shall be after the end of this period by a letter from the liquidator based on the decision of the Administrative Court, the decision of the Board of Directors or the General Assembly of the company stating the non-completion of the liquidation, and the time required to do so.

12. The account shall be closed on the completion of the liquidation under a letter of the liquidator based on the Administrative Court’s decision, the Board of Directors’ decision or the General Assembly of the company stating that the liquidation procedures have been completed.

Third: If there are currently outstanding accounts for companies under liquidation for any of the above two cases, the requirements referred to above shall be applied according to the type of liquidation.

Settlement to Avoid Bankruptcy:

Banks may open and maintain accounts of settlements to avoid bankruptcy for licensed resident corporate, institutions, and shops, after fulfilling the following conditions, documents, and measures:

1. Resolution of the Grievance Bureau providing for the beginning of measures of settlement to avoid bankruptcy with creditors.

2. An official receiver(s) shall be appointed (his name and his powers) under a decision made by Grievance

.misc/ saturated .... (attach) or what you need to钺 تصفية الشركة.  

9. By issuing a decision to distribute the accounts to the company. On top of the specified, cannot issue a decision to distribute any or credit cards, unless the liquidation decision otherwise.

10. The bank and the liquidator shall certify the verification of the copies of all IDs and documents against the originals.

11. The validity period of the account shall be as set forth in the Administrative Court's decision to liquidate the company. In the event of voluntary liquidation, the duration in the liquidation decision shall be specified according to the type of company with a maximum period of three years. The renewal shall be after the end of this period by a letter from the liquidator based on the decision of the Administrative Court, the decision of the Board of Directors or the General Assembly of the company stating the non-completion of the liquidation, and the time required to do so.

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The account shall be operated by the liquidator (a chartered accountant / attorney / advisor ....... etc.) or as determined by the decision to liquidate the company.

Check books are allowed to be issued for these accounts at the request of the liquidator. No ATM or credit cards shall be allowed to be issued, unless the liquidation decision stipulates otherwise.

The bank and the liquidator shall certify the verification of the copies of all IDs and documents against the originals.

The validity period of the account shall be as set forth in the Administrative Court's decision to liquidate the company. In the event of voluntary liquidation, the duration in the liquidation decision shall be specified according to the type of company with a maximum period of three years. The renewal shall be after the end of this period by a letter from the liquidator based on the decision of the Administrative Court, the decision of the Board of Directors or the General Assembly of the company stating the non-completion of the liquidation, and the time required to do so.

The account shall be closed on the completion of the liquidation under a letter of the liquidator based on the Administrative Court’s decision, the Board of Directors’ decision or the General Assembly of the company stating that the liquidation procedures have been completed.

Third: If there are currently outstanding accounts for companies under liquidation for any of the above two cases, the requirements referred to above shall be applied according to the type of liquidation.

Settlement to Avoid Bankruptcy:

Banks may open and maintain accounts of settlements to avoid bankruptcy for licensed resident corporate, institutions, and shops, after fulfilling the following conditions, documents, and measures:

1. Resolution of the Grievance Bureau providing for the beginning of measures of settlement to avoid bankruptcy with creditors.

2. An official receiver(s) shall be appointed (his name and his powers) under a decision made by Grievance

The account shall be operated by the liquidator (a chartered accountant / attorney / advisor ....... etc.) or as determined by the decision to liquidate the company.

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Check books are allowed to be issued for these accounts at the request of the liquidator. No ATM or credit cards shall be allowed to be issued, unless the liquidation decision stipulates otherwise.

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Banks may open and maintain accounts of settlements to avoid bankruptcy for licensed resident corporate, institutions, and shops, after fulfilling the following conditions, documents, and measures:

1. Resolution of the Grievance Bureau providing for the beginning of measures of settlement to avoid bankruptcy with creditors.

2. An official receiver(s) shall be appointed (his name and his powers) under a decision made by Grievance
3. A copy of the national identification card and the license/commercial register of the official receiver(s).

4. A copy of the national identification card of the owner of the enterprise(s) applying for a settlement to avoid bankruptcy.

5. Copies of license/commercial register(s) of the enterprise(s) owned by the person applying for a settlement to avoid bankruptcy pursuant to the statement submitted to the Grievance Bureau.

6. The control of the account (withdrawal and depositing) shall be signed jointly by the official receiver(s) (chartered accountant/lawyer/counselor….etc) and the person applying for a settlement to avoid bankruptcy, provided that the signature of the judge in charge of the case shall be basic.

7. Deposit transactions are not allowed in these accounts except in form of checks only with the knowledge of the official receiver(s) and the judge in charge of the case.

8. Check-books may be issued at the request of the official receiver(s) and the person applying for a settlement to avoid bankruptcy. Neither the issue of ATM cards, credit cards or the addition of some other banking products (such as phone and on-line banking) may be permitted, unless otherwise is stated in the decision issued for the settlement to avoid bankruptcy.

9. The account name is as follows (The name of the person applying for a settlement–account for the settlement to avoid bankruptcy).

10. All identification cards and documents shall be valid and their copies shall be certified by the bank and the official receiver(s) as true copies of the originals.

11. The account shall be valid for the duration specified in the decision made by the Grievance Bureau on the settlement to avoid bankruptcy. If the duration is not specified in the
decision, it shall be specified and agreed upon jointly by the bank and the official receiver(s), and it shall not exceed a 3-year maximum limit. The duration shall be renewed in accordance with a written letter by the official receiver(s) stating that the settlement proceedings of the case are not finished yet and renewal of duration is needed. The written letter of the official receiver(s) shall be certified by the judge in charge of the case. The account shall be closed after the official receiver(s) has(have) finished the proceedings of the case and declared that in a written letter certified by the judge in charge of the case.

12. As for accounts already opened with the bank under the name of the enterprise owned by the person seeking a settlement to avoid bankruptcy, they will continue to operate in accordance with the operations and procedures of the settlement. However, the enterprise(s) may not invest its/their accounts assets with the bank in other banking activities such as various investment funds or deposits unless otherwise stated in the decision made by the competent jurisdiction.

13. These accounts shall be opened and continue to operate provided that an approval from the Compliance Department or Legal Department of the concerned bank has been obtained and all requirements indicated above have been met. These accounts are classified as high risk accounts.

300-1-5 Resident Juristic Entities:
- These are the entities described separately in the following paragraphs or any similar businesses.
- These entities can open bank accounts in Saudi Riyal only with the exception of public corporations and public sector entities (see clause 300-1-5-9) and chamber of commerce & industry (see clause 300-1-5-10) which are permitted to open accounts in foreign currency also.
- SAMA's approval for opening such accounts is required based on a request.
to be submitted by the bank. Accounts of the Chambers of Commerce and Industry (300-1-5-10), national private endowment (300-1-5-7), Cooperative Societies and Funds (300-1-5-6), and private commercial clubs as mentioned at the end of the rule (300-1-5-8) shall be excluded from this requirement as SAMA approval thereon shall not be required.

- Only residents in Saudi Arabia can operate the accounts of these entities which are licensed, excluding those who are authorized to operate Hajj and Omra accounts as per (300-1-5-1). Copy of their IDs must be obtained in order to complete account opening procedures.

300-1-5-1 Hijj and Omra performed together:

- Foreign official Hajj missions:
The bank may open accounts serving the Hajj missions and offices of representation of Moslem minorities upon fulfilling the following conditions and procedures:

1. The accounts shall be opened in Saudi Riyals only.
2. A request letter from the embassy of the concerned entity addressed to the bank for opening an account for the official to operate the account, the purpose for opening such account and the entity to which the balance is to be returned by the end of the permission period for operating or closing the account. Instead, the bank may conclude an agreement for opening an account to be signed by the Ambassador of the country of the mission or his authorized representative before the bank staff and the branch manager. The bank may require the authentication of the Saudi Ministry of Foreign Affairs of the signatures on the agreement or a certificate issued by it authorizing such diplomatic entities and indicating the names of authorized concerned persons thereof should the bank deem it necessary to ascertain the accuracy of the provided information.

3. Such accounts shall be for the purposes of Hajj and the umrah services.

- Hajj and Omra performed together:

1. The bank may accept a letter from the head of the Hajj mission requesting opening of the bank account authenticated by the Embassy of the Kingdom in the country of the mission and by the Saudi Ministry of Hajj.

2. Such accounts shall be for the purposes of Hajj and Omra services.
of the expenses of Hajj only or Hajj and Omra performed together during the months of Hajj season, such as food, accommodations, services and transportation expenses and other necessary subsistence requirement, provided that such purposes shall be expressly stipulated in the letter issued by the Embassy or in the agreement of opening the account signed by the Embassy or its authorized representation office.

4. Depositing in such account shall be made through cheques or remittances made by a bank located in the mission’s country. Such deposited cheques shall be dealt with using the name of the mission’s official name.

5. No transfer to the account from abroad which is not directly from the mission’s country, or whose clear original source is not the mission’s country, shall be accepted. No transfer from accounts inside the Kingdom other than the mission officers; accounts shall be accepted.

6. No withdrawal from the account shall be made except through cheques, and none of the missions’ members may withdraw from the account unless all authorized persons act as officials of the embassy concerned in the Kingdom.

7. The account may be opened for ten months starting from the first of Rabi II in the Hajj year until the end of Muharram in next hijri year following the said Hajj year or the end of the duration specified in the application for opening the account, provided that the date of closing the account must not precede mid Dhu Al-Hijjah in the Jajj year nor must exceed the end of Muharram of the year following the Hajj year. Operating the account for any reason whatsoever during the period, starting from the end of Muharram until the beginning of Rabi’II, shall be prohibited except under SAMA’s approval.

8. Such accounts may be operated by two officers of the Embassy of the country of the mission in the Kingdom as identified by the Embassy or by two members of the official mission or both., the names of both members of the mission and their positions shall be specified by the country of the mission in a formal letter from the Head of the Hajj mission authenticated by the Saudi
9. استيفاء شروط الوكالات الأجنبية المرخصة دمية المتعلقة بفتح حساب الحجاج من خارج المملكة، وكالات سياحية وجمعيات أخرى.

10. بعد استيفاء الشروط المذكورة أعلاه، فتح الحساب، وفقاً للنصوص والتعليمات المذكرة، سيتم تسجيل الحساب في البنك، وبصرف whatsoever من سرًا أو نقدًا إلى الحساب، وفقاً للنصوص المذكورة أعلاه.

11. إن حسابات الوكالات الأجنبية المرخصة لتنظيم حركة الحجاج من خارج المملكة، وكالات سياحية وجمعيات أخرى، ستكون محتفظة ضمن تسجيلات البنك، وفقاً للنصوص المذكورة أعلاه.

12. السماح بالعمل على الحساب بشكل مباشر أو غير مباشر، وفقاً للنصوص المذكورة أعلاه.

13. إن حسابات الوكالات الأجنبية المرخصة لتنظيم حركة الحجاج من خارج المملكة، وكالات سياحية وجمعيات أخرى، ستكون محتفظة ضمن تسجيلات البنك، وفقاً للنصوص المذكورة أعلاه.
following documents:

1. An official letter from the agent of the Ministry of Hajj addressed to the bank concerned with opening an account in which the following shall be specified:
   1.1. Name of Organizer (i.e., tourist company, agency or association approved to organize pilgrims arrival) in both English and Arabic.
   1.2. Computer number given to the organizer by the Ministry of Hajj.
   1.3. The year of performing Hajj.
   1.4. Number of pilgrims approved for the organizer.
   1.5. Name of person or persons authorized to operate and manage the account provided that they are officials in the tourist company, agency or association approved to organize pilgrims arrival. Names shall be in English and Arabic along with their passport numbers.

2. A copy of the commercial register and/or license issued for the organizer in its country and authenticated by the embassy of the Kingdom and Ministry of Foreign Affairs or Ministry of Hajj in the Kingdom.

3. Copies of passports of persons authorized to operate and manage the account, authenticated by the Ministry of Hajj.

4. Deposits in such accounts shall be made in cheques or transfers issued by a bank in the organizer’s country. Dealing with these deposited cheques shall be through the trade name approved by the organizer.

5. No transfer incoming to the account from abroad other than the country of the organizer shall be accepted, and transfers incoming from inside the Kingdom other than the accounts of the organizer’s officials shall not be accepted either.

6. Cash withdrawal from the account shall strictly be made by checks only.

7. The account must only be opened for the purposes of the expenses of housing, catering, transportation, guides and subsistence requirements, and charges of the Ministry of Hajj, which must be expressly indicated in

1. خطاب رسمي من وكيل وزارة الحج موجه إلى

2. رقم الحساب الآلي الممنوح للمنظم من وزارة الحج.

3. تحديد سنة الحج المعنية.

4. تحديد عدد الحجاج المعتمد.

5. تعين اسم الشخص أو الأشخاص المخولين

6. إرفاق صورة المجلة التجارية أو الترخيص المسموح به من سفارة المملكة ومن وزارة الخارجية أو وزارة الحج في المملكة.

7. صور جوازات سفر المخولين يشمل إدارة الحساب مصادفًا عليها من وزارة الحج.

1/ اسم المنظم (الشركة السياحية أو الوكالة أو الجمعية المعتمدة منظماً لخدمة الحجاج) باللغتين العربية والألمانية.

2/ رقم الحساب الآلي الممنوح للمنظم من وزارة الحج.

3/ تحديد السنة المعنية بالحج.

4/ تحديد عدد الحجاج المعتمدين للمنظم.

5/ تعين اسم الشخص أو الأشخاص المخولين

6/ إرفاق صورة المجلة التجارية أو الترخيص المسموح به من سفارة المملكة ومن وزارة الخارجية أو وزارة الحج في المملكة.

7. لا يتم الصرف من الحساب إلا بموجب شيك.

8. يفتح الحساب فقط لأغراض نفقات السكن والطعام والأقامة والمواصلات والإدلاة والطوفة ومستلزمات المعيشة و مستحقات وزارة الحج.
the account opening agreement.

8. The account may be opened for ten months from the first of Rabi’II in the Hajj year to the end of Muharram in the next Hejira year following the Hajj year or the end of the duration specified by the account holder, provided that the account closure not to be before mid Dhul Hejja in the Hajj year or after the end of Muharram of the following year. Operating the account, after the end of Muharram up to the beginning of Rabi’II, shall never be allowed except with SAMA approval.

9. At the end of Moharram, the balance of the account shall be reimbursed or frozen, and the agreement concluded for opening the account or the letter signed by the organizer shall specify the person or party to whom the balance will be reimbursed and how it will be reimbursed.

10. SAMA’s approval shall be obtained for opening such accounts after fulfilling the above conditions by the bank. A request for an approval shall be submitted to SAMA by the bank’s head office.

11. SAMA’s approval shall not be required for re-operation of the same account in the succeeding Hajj year, rather it will be sufficient to obtain the written approval of the Ministry of Hajj and the Compliance Officer in the bank after making sure that the persons authorized to operate the account in the new Hajj year in accordance with the above requirements.

12. Such accounts shall be subject to dual control of compliance officials in the bank.

300-1-5-2 Charity and Welfare Organizations:

Bank is allowed to open an account in Saudi Riyal only to charitable organizations or branches such as Quran Memorizing Societies and Females Associations and other related religious and social organizations and the like e.g. Social Development Committees, Marriage Support Projects, Computer Training Institutes and Charitable Institutions and their branches in Saudi Arabia. And shall not be opened for other purposes.

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Warehouses affiliated to charitable organizations and other similar activities, subject to the completion of the following terms and conditions:

1. Photocopy of the license issued by the Ministry of Social Affairs or Ministry of Islamic, Endowments, Call and Guidance Affairs or Royal Decree (in certain cases) authorizing the exercise of the charitable activity for which an account is to be opened.

2. Copy of the Articles of Association of the organization.

3. Copy of the approval issued by one of the above-mentioned supervisory authorities in case the account is opened for one of the branches of the organization.

4. Resolution of the formation of the society’s board of directors and the appointment of its officials as certified by the supervisory competent ministry (the Ministry of Social Affairs in the case of social societies; and the Ministry of Islamic Affairs, Endowment, Call and Guidance in the case of religious societies), and the bank’s certification of a copy of such resolution.

5. A letter from the chairman of the board of directors of the charitable organization, Call Office or the social development committee stating that the authorized persons to open and operate the account are either the Chairman, or his deputy in case of the chairman’s absence, who signs jointly with the Cashier (the financial official) as a basic signature.

6. Bank should obtain photocopies of the IDs of the Organization’s chairman, members of the Board duly certified by the organization and of the individuals authorized to open and operate the account duly certified by the organization and the Bank.

7. One main account shall be opened for each organization in its own name as it appears in the license. In case the organization has branches and multiple activities and wishes to open accounts for these branches, it will be allowed to open sub-accounts (under the main account) for such branches and activities, taking into consideration that such an organization is not allowed to perform its activities or open accounts in any area other than that where it is licensed to provide its services except against a written
6. Approval from the Ministry of Social Affairs.

8. Accounts shall be opened by the bank head office. However, if such head office has no accounts or a branch, then, the accounts or at least the main account shall be opened within the accounts of the main branch of the region.

9. Sub-accounts will be restricted to the receipt of deposited amounts only. No withdrawals or transfers other than from/to the main account will be permitted. No cheques may be issued on the sub-accounts.

10. Deposits in such accounts will be made in cash or cheques or incoming internal transfers after ascertaining the accuracy of all information included in the required forms as well as the information pertaining to the depositor including his full address and confirmation thereof by the bank staff.

11. Payment shall restrictly be made from the main account only against cheques payable to the First beneficiary residing in the Kingdom only. Transfers to banking accounts of families, beneficiary from the organizations subsidies through SARIE in the Kingdom only, provided such transfers are made from the main account. Transfer forms must be completed through SARIE by the persons authorized to sign on the main account. Such transfers should be under the Bank's control to ensure the transfers conform with the nature of the organization's activity. This account must be rated as high risk and should be placed under direct control by the compliance officer at the Bank. When transferring to beneficiary families through SARIE, the maximum limit of the transfer amount should not exceed SAR 3000 at one time per customer, and the number of times of transfer per customer should not exceed 3 times per year.

12. ATMs cards or credit cards shall never be provided to such accounts, and any such cards previously issued shall be canceled.

13. Opening transfer membership
accounts shall never be allowed.

14. For the purpose of payment of the Organization' services and utilities bills, cheques in the name of service/utilities company may be drawn, indicating, beside the beneficiary name, the number of the Organization's account with the service/utilities company (electricity, telephone, water).

15. Collecting cheques drawn to the first beneficiary shall only be allowed through the clearing system of the banks operating within the Kingdom.

16. Implementing any transfer transactions to any party outside the Kingdom from the Organization's accounts shall never be allowed.

17. Issuance of bank cheques on the Organization's account shall never be allowed.

18. Issuance of cheques to other organization or society in the same area of the Organization's activity area or any other area shall only be allowable under a written approval from the Ministry of Social Affairs on individual cases basis or pursuant to a general direction to the Organization.

19. The services of Tele-bank and Internet banking shall be limited to inquiry on the balances and transfers from the sub-accounts to the main account only.

20. Transfers or cheques incoming from outside the Kingdom drawn to the account of the organization with the bank or via the bank with other local banks shall only be allowed pursuant to a written approval to be communicated to the Bank by SAMA.

21. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.

22. Informing SAMA when opening the account by the bank.

23. Philanthropic / charity societies licensed by the Ministry of Social Affairs are allowed subject to the said ministry's approval to open accounts for investment in funds exceeding their needs in order to provide a financial return that assists them in realizing their objectives. However, investment in financial speculations should never be allowed by banks to such societies.

24. Clients benefiting from philanthropic / charity societies shall be exempted from the SR 2.5 fee chargeable on the account balance if it falls below the
specific limit, if they deposit the sums if their cheques in their accounts with the bank.

25. Cash donations may be received in the bank accounts of Charitable Organizations. Direct transfers to such accounts from other accounts, or by debiting other accounts, through ATM Cards, Credit Cards, Standing Orders and Internet are also allowed as long as such donations come from banking sources in the Kingdom only which enables the disclosure of donors.

Furthermore, banks shall be allowed to issue (use) a special card (similar to ATM card) in lieu of the cheques drawn in favor of the subsidiaries in accordance with the following:

1st: Conditions and procedures related to the banking relations and procedures of handling of this card:

1. A main account shall be opened in the name of such entity (public and private welfare organizations and non-profit committees and the like). The account (closed or intermediate sub-account) of the cards shall be distinguished as being an account (of beneficiaries of the subsidiaries and assistance) and thereafter a sub-account shall be opened for each beneficiary holding such private card (similar to ATM card).

2. This account and its sub-accounts (card accounts) shall not be allowed to accept cash deposits; other than those being transformed from the private welfare organization account for the purpose of donations and subsidiaries payment.

3. The account shall not be allowed to accept any credit entries; other than those of donations and subsidiaries made at the request of the private welfare organization.

4. Bank account statement shall be restrictedly issued only to the cards special account in the name of such private welfare organization. No monthly account statement shall be issued for the card accounts, other than such brief account statements which the card holder can get from ATM.

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3. The account shall not be allowed to accept any credit entries; other than those of donations and subsidiaries made at the request of the private welfare organization.

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5. عدم إدخال نماذج توقعات عملاء هذه الحسابات في شبكة الحاسب الآلي خلاف البصمة.
6. تقديم الخدمة فقط مستحقي الإعانة أو المساعدة من قبل المنشأة التفعيلية فقط في منطقة نشاط الجمعية فقط.
7. التأكد ويشكلي مدى من قبل مستوى البنك بالبنك أن حسابات البطاقات تستند للأعراف المفتوحة والمعلنة من أجلها فقط.
8. أن تقوم المنشأة الفرعية بتصوير المستندات والوثائق المربوطة للعملاء مستقفاً عليها من قبل الجمعية.
9. أن تقوم الهيئة الإشرافية أو الرقابية في المنشأة (وزارة الشئكف الاجتماعية) بالمصادقة على بيان بأسماء وأرقام هويات العمال المطلوب إعطائهم تلك البطاقات وأن الحجة قائمة بالتحقق منها.
10. إبلاغ مقدمي البنك المفوضين على أصول بطاقات الأعمال والتصديق على صحة الصور المرفقة بطلبات منح البطاقات أو عينتها منها حسب ما بحدده مسئول الالتزام بالبنك.
11. أن تسلم البطاقات الخاصة (المماثلة لبطاقة السحريات) للعملاء من قبل المنشأة التفعيلية وان تسلم الأرقام السرية للبطاقات (رقم سري أو بعثة إيماء) من قبل فروع البنك بحيث يتم البنك بتكليف موظفيه باستيفاء صور هويات العملاء (احص الدخول البطاقات الخاصة) مستميتها من الشئكف الإداري أو يتم حل كل من العمل وموظف البنك مع صورة الهوية بأنها مطابقة للأصل، وأن الصورة الخاصة بالبطاقة الخاصة (المملكة لبطاقة السحريات) المسلمة من قبل المنشأة الفرعية، وقد يوفر البنك ذلك على صيغة ختم بهذه المعلومات، ومن ثم توصل هذه الصورة إلى الهيئة التي تدير الحساب في البنك.
12. أن لا يتم أكثر من بطاقة لمستحقي الإعانة أو المساعدة ضمن هذه الحسابات.

II. Conditions related to the card itself:
1. The card shall have a special design with no SPAN logo and the category

II. شروط الخاصة بالبطاقة ذاتها:
1. استخدام تصميم خاص للبطاقات يوضح فيها
of holders is specified.

2. The number of cards shall not exceed (…………) card (the exact figure to be specified by Banking Technology Dept. With SAMA).

3. The transactions permissible for such card sub-accounts shall be restricted to the depositing and withdrawal of the donation/subsidiary amount only. Specifically, such card accounts are not qualified to the same facilities of the current accounts, nor are they eligible for loans, facilities or credit card issuance.

4. An application will be presented by the bank to the Banking Technology Department at SAMA concerning the cards to be issued for obtaining final approval thereof. Such application shall include the beneficiaries' category (donations and subsidies recipients), the estimated number of cards to be issued and their average amounts (min/max limits on monthly or annual basis, if possible) and a sample of the card design.

5. Upon securing the approval of the Bank Technology Dept. on the commencing of issuance, the bank shall be required to submit a periodical report on such cards issued, number of transactions and volume of amounts withdrawn. Upon completion, such report is to be sent to SAMA Bank Inspection Dept. semi-annually.

6. The bank shall provide required support and install sufficient ATM machines at sites of close vicinity to the headquarters of such private welfare organization; holders of such accounts, in order to properly serve this category of customers.

7. The bank shall be committed to apply to such cards the restrictions applicable to other type cards in terms of its technical and security specifications and limits of withdrawal specified by the relevant organization.

8. Data of all such cards shall be updated each three years.

300-1-5-3 Charity Organizations:

- Special public welfare organizations established under a Royal approval:

Such organizations may open bank accounts according to the following conditions and requirements:

1. A copy of the Royal Decree licensing the category used for this service. This includes:

   - The number of cards shall not exceed (…………) card (the exact figure to be specified by Banking Technology Dept. With SAMA).

2. The transactions permissible for such card sub-accounts shall be restricted to the depositing and withdrawal of the donation/subsidiary amount only. Specifically, such card accounts are not qualified to the same facilities of the current accounts, nor are they eligible for loans, facilities or credit card issuance.

3. An application will be presented by the bank to the Banking Technology Department at SAMA concerning the cards to be issued for obtaining final approval thereof. Such application shall include the beneficiaries' category (donations and subsidies recipients), the estimated number of cards to be issued and their average amounts (min/max limits on monthly or annual basis, if possible) and a sample of the card design.

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Such organizations may open bank accounts according to the following conditions and requirements:

1. A copy of the Royal Decree licensing the category used for this service. This includes:

   - The number of cards shall not exceed (…………) card (the exact figure to be specified by Banking Technology Dept. With SAMA).

2. The transactions permissible for such card sub-accounts shall be restricted to the depositing and withdrawal of the donation/subsidiary amount only. Specifically, such card accounts are not qualified to the same facilities of the current accounts, nor are they eligible for loans, facilities or credit card issuance.

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5. The bank shall provide required support and install sufficient ATM machines at sites of close vicinity to the headquarters of such private welfare organization; holders of such accounts, in order to properly serve this category of customers.

6. The bank shall be committed to apply to such cards the restrictions applicable to other type cards in terms of its technical and security specifications and limits of withdrawal specified by the relevant organization.

7. Data of all such cards shall be updated each three years.
جوانب استخدام حساب النقود والحوالات

1. صورة من النظام الأساسي للمؤسسة.
2. صورة من هيئة أعضاء مجلس الإدارة أو المؤسس إذا لم يكن له مجلس إدارة أو رئيس المؤسسة إذا كان الرئيس خلاف مؤسسة وبدون استثناء.
3. خطاب من رئيس المؤسسة أو رئيس المجلس يحدد الشخص أو الأشخاص المسؤولين عن إدارة الحسابات البنكية.
4. يتطلب فتح حسابات بنكية للمنظمات الخيرية الموصى بها في الفقرة 300-1-5-2.
5. لا يسمح لهذه المؤسسات بالتعامل النقدي حيث يلزم إجراء كافة عمليات السحب بموجب شيكات.
6. في حال توصية رئيس التنظيم/المدير العام بفتح حساب بنك.
7. لا يسمح لهذه المؤسسات بالتحويلات المالية، سواء داخل المملكة أو خارجها، من دون استخدام بطاقات الأتم أو شركات الدفع الإلكترونية.
4. Identification of the persons authorized to open or operate the account by two joint signatories, namely the Head of the organization and its Treasurer.

5. Drawing shall be made from the main account by cheques to the first beneficiary. Cash dealing shall not be allowed.

6. No ATM cards, credit cards or special cards may be provided to such accounts.

7. Such organizations shall not be allowed to raise donations, but they may accept endowments and bequests by the approval of the Ministry of Social Affairs. As such, the bank shall exert the required effort and care to verify the fund source.

8. Such organizations shall never be allowed to transfer or issue bank or personal cheques to any party outside the Kingdom.

9. They may invest their funds under the approval of the Ministry of Social Affairs provided that such investment involves no financial speculations.

10. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.

11. Informing SAMA when opening the account by the bank.

- Foundations, Societies, Families and Tribal philanthropic / charitable funds:
  Such entities shall not be allowed to open bank accounts until regulating instructions are issued by the concerned authorities for licensing such activities.

- Charitable / philanthropic activities of Government entities (civil and military):
  If an account is requested by such entities, the bank shall inquire there from on the source of the funds. If such source is the budget, the requirements related to government accounts shall be applicable to this account. If the source is the contributions of the sector employees, opening account request shall be addressed by its Head, identifying the authorized persons to jointly sign in respect with its transactions and providing copies of their Identification documents. Drawing from such an account shall only be affected by cheques to the first beneficiary.
beneficiary. Raising donations and transfers outside the Kingdom shall not be allowed, and in both cases approval of both the compliance officer and the chief executive officer (the general director) to open the account and informing SAMA when opening the account by the bank.

Public Welfare Committees and Organizations (such as Patient, Disabled, Blind Friends Committee, Scientific Excellence Awards and Charitable Warehouses licensed by Regions Governors/Princes, and the like):

- These committees and organizations may open and operate accounts in Saudi Riyal only after obtaining license from the Ministry of Health or the official agency granting the respective license such as the Ministry of Education or the Regional Emarah and the like, so that the account may be opened and managed under joint signatures of the committee or organization head or secretary and the financial manager. In this respect, the bank shall obtain copies of the identity cards of the committee or organization head or secretary and the financial manager. In this case, the account may be opened and managed under joint signatures of the committee or organization head or secretary and the financial manager and the IDs copies of board members or secretaries as well as the committee or organization bylaw approval of both the compliance officer and the chief executive officer (the general director) to open the account and informing SAMA when opening the account by the bank.

- Should the accounts be for the purpose of public welfare annual or seasonal activities such as festivals or celebrations, etc., which source of funds are out of the government budget, accounts may be opened for such activities after having obtained an official request from the official organizing department. In this case the account may be opened and managed under dual signature by the person authorized to manage the activity and the financial officer whose photo copies of their ID's as well as those of the Activity Committee members, should be obtained. A certain period must be defined for the use of the account after which it should be closed upon end of the purpose for which it was opened, and approval of both the compliance officer and the chief executive officer (the general director) to open the account.

The transfer of funds from the company’s account to the account of the organization may be made only after obtaining approval of both the compliance officer and the chief executive officer (the general director).

The transfer of funds from the company’s account to the account of the organization may be made only after obtaining approval of both the compliance officer and the chief executive officer (the general director).
• Such Organizations are not allowed to transfer funds outside the Kingdom.

300-1-5-5 Professional Societies and Committees:
( i.e. Accounting, Technical, Management, Engineering, Economics, Physicians societies, etc).

These societies may open SR account. The bank shall obtain their foundation licenses issued by the respective competent bodies, so that the account may be opened and managed under joint signatures of the committee or the committee's secretary and the financial manager. The bank shall maintain the said officials IDs, the cards of the members of the board, the society / committee internal bylaw. Those societies / committees are prohibited to transfer funds outside the Kingdom.

300-1-5-(24) Accounts for Collection of Shoppers' Donations of Remaining Halalas (Change) in Favor of Charity Entities.

1. Donation service provision shall be restricted to commercial enterprises with commercial registers from the Ministry of Commerce and Industry.

2. Taking advantage of such donations shall be restricted to the licensed charity entities inside the Kingdom, whose governing Articles of Associations and regulations permit collection of donations.

3. No commercial enterprise shall be allowed to provide the donation service of remaining halalas in favor of charity entities, whether societies, institutions, commissions or others, aiming at taking advantage of such donation without official permission from the Ministry of Social Affairs or supervisory authorities, to which the charity entities belong. The Ministry of Interior and the Emirates of Regions are the authorities supervising charity entities, the establishment of which is approved by a Royal Decree, and they are the authorities licensing the service of shoppers' donation of remaining halalas.

4. The supervisory authority's permission shall include (or have enclosed
4. أن تضمن مواصفة المنشأة المشتركة (أو يرق بها) رسم الترخيص بجمع التبرع الاختياري وتمثله باسم المنشأة التجارية ورقم سجلها التجاري.

5. أن يتم عملية جمع التبرع بباقي البلاط عند الشروط بموجب عدد من الطرفين: المنشأة التجارية المقدمة لخدمة التبرع بالبلط والجهة الخيرية، ويحدد فيها التزامات الطرفين على أن لا تتضمن المنشأة التجارية أي أتعاب لقاء تقديم الخدمة.

6. أن يحدد فتره العقد بين الطرفين لمدة لا تزيد عن سنة ويجوز تجديدها لأكثر من مرة بموجب إمساكية على الجهة الخيرية شرط أن يتم تصريف تراخيص جميع التبرعات السابقة والحسابات ذات العلاقة قبل إعطاء موافقة التجديد في نهاية السنة المالية.

7. أن يتم صرف مستحقات كل جهة خيرية عن التبرع بشكل ربع سنوي في نهاية كل بربع بالتاريخ الميلادي بموجب شيك مسخر أو تحويل بنكي لحساب الجهة الخيرية مع ترديد الجهة المشتركة بصورة من الشكوات المتصورة أو قسم التحويل البنكي.

8. أن تلزم المنشأة التجارية عند تسليمها الجهة الخيرية ما يخصها من تبرع النصفي في صلب الشك مسخر أو أمر التحويل على اسم الجهة الخيرية أو رقم مسابها أو السبب وهو التبرع الإختياري بباقي البلاط من العملاء المستويين.

9. أن يتوفر في إجراءات الجهة التجارية ونظامها الآلي ويساهم بخصوص التبرع بالبلط المتطلبات والمميزات التالية: 

   a. يتم استخدام فاتورة منفصلة مثل (النقود) - شيك نقاط البيع تكون خاصة بالتبادلي بالبلط.

   b. بفحص حساب بنكي مستقل باسم (العلاقة التجارية المشتركة) بإسم إحساء بباقي البلاط مع جمع ما ينتج عن العمال والتكلفة بين الحسابات فرعية بفحص كل واحد منها لكل جهة خيرية مستفيدة بموجب العقود والمواقف.
Cooperative Societies and Funds:

- **Cooperative Societies**
  - **Cooperative Societies Under Establishment**

A Saudi Riyal trust account may be opened for a cooperative society under establishment for the purpose of capital raising in accordance with the following conditions:

1. A letter from the appropriate entity at the Ministry of Social Affairs addressed to the bank, stating that the cooperative society is under establishment and that the Ministry of Social Affairs agrees to open an account for the purpose of capital raising. The letter shall state the name of society under establishment, civil register number and name of constituent committee chairman in charge of coordinating with the bank regarding the account and a photocopy of the society’s preliminary articles of association.

2. A trust account is opened for only six months. This period may be extended for another six months upon a request addressed to the bank by the concerned entity at the Ministry of Social Affairs.

3. If the society is not registered and proclaimed within the period stated in the above Paragraph (2), amounts deposited in the trust account shall be returned with the approval of the concerned entity at the Ministry of Social Affairs, which to state how such amounts will be returned and to whom they will be delivered.

4. If the society is registered and proclaimed, the bank shall fulfill the requirements of the following paragraph (b) and convert the trust account into a current account.

- **Licensed Cooperative Societies**:

Banks are allowed to open a Saudi-Riyal account for cooperative societies in accordance with the following conditions and requirements:

1. An account shall be opened at the request of the society chairman and managed by a joint signature of the society chairman, or his deputy, and the cashier (basic signature).

2. A photocopy of registration and proclamation (the society

- **Cooperative Societies Under Establishment**

1. A letter from the appropriate entity at the Ministry of Social Affairs addressed to the bank, stating that the cooperative society is under establishment and that the Ministry of Social Affairs agrees to open an account for the purpose of capital raising in accordance with the following conditions:

2. A trust account is opened for only six months. This period may be extended for another six months upon a request addressed to the bank by the concerned entity at the Ministry of Social Affairs.

3. If the society is not registered and proclaimed within the period stated in the above Paragraph (2), amounts deposited in the trust account shall be returned with the approval of the concerned entity at the Ministry of Social Affairs, which to state how such amounts will be returned and to whom they will be delivered.

4. If the society is registered and proclaimed, the bank shall fulfill the requirements of the following paragraph (b) and convert the trust account into a current account.

B- **Licensed Cooperative Societies**:

Banks are allowed to open a Saudi-Riyal account for cooperative societies in accordance with the following conditions and requirements:

1. An account shall be opened at the request of the society chairman and managed by a joint signature of the society chairman, or his deputy, and the cashier (basic signature).

2. A photocopy of registration and proclamation (the society

- **Cooperative Societies Under Establishment**

1. A letter from the appropriate entity at the Ministry of Social Affairs addressed to the bank, stating that the cooperative society is under establishment and that the Ministry of Social Affairs agrees to open an account for the purpose of capital raising in accordance with the following conditions:

2. A trust account is opened for only six months. This period may be extended for another six months upon a request addressed to the bank by the concerned entity at the Ministry of Social Affairs.

3. If the society is not registered and proclaimed within the period stated in the above Paragraph (2), amounts deposited in the trust account shall be returned with the approval of the concerned entity at the Ministry of Social Affairs, which to state how such amounts will be returned and to whom they will be delivered.

4. If the society is registered and proclaimed, the bank shall fulfill the requirements of the following paragraph (b) and convert the trust account into a current account.

B- **Licensed Cooperative Societies**:

Banks are allowed to open a Saudi-Riyal account for cooperative societies in accordance with the following conditions and requirements:

1. An account shall be opened at the request of the society chairman and managed by a joint signature of the society chairman, or his deputy, and the cashier (basic signature).

2. A photocopy of registration and proclamation (the society
Cooperative Funds

Banks may open accounts for the cooperative funds established by governmental organizations for their employees (such as student funds, school canteens and the like) according to the following conditions:

1. A copy of the decision allowing or approving the establishment of the fund(s) issued from the competent Minister or the General Director of the organization or the concerned sector Head.
2. The fund shall be named after the organization that established it.
3. The account shall be opened and operated by the manager and treasurer of the organization where the fund is established.
4. Copies of personal identification documents of the persons authorized to open the account and the board of directors, if any.
5. A copy of the Rules regulating the fund issued by the concerned government organization.

Charitable Endowments and Wills:

Banks may open accounts in Saudi Riyal for charitable endowments and wills subject to the following conditions:

Public Endowment:

A main consolidated account may be opened in areas where SAMA has no branches only, provided that the account should be opened pursuant to a letter from the Minister of Islamic Affairs, Endowment, Call and Guidance requesting opening the account under the title "proceeds (Iradat Ghelal)". The letter should also indicate the names of persons authorized to operate the account by joint signature, and their financial authorization limits, or their powers to delegate such authority to others. The bank shall obtain photocopies of the registration certificate) issued by the Ministry of Social affairs.

Charitable Endowments and Wills:

- Bearer Endowment: Banks may open accounts in Saudi Riyal for charitable endowments and wills subject to the following conditions:

  - Public Endowment: A main consolidated account may be opened in areas where SAMA has no branches only, provided that the account should be opened pursuant to a letter from the Minister of Islamic Affairs, Endowment, Call and Guidance requesting opening the account under the title "proceeds (Iradat Ghelal)". The letter should also indicate the names of persons authorized to operate the account by joint signature, and their financial authorization limits, or their powers to delegate such authority to others. The bank shall obtain photocopies of the registration certificate) issued by the Ministry of Social affairs.

  - A copy of the decision allowing or approving the establishment of the fund(s) issued from the competent Minister or the General Director of the organization or the concerned sector Head.

  - The fund shall be named after the organization that established it.

  - The account shall be opened and operated by the manager and treasurer of the organization where the fund is established.

  - Copies of personal identification documents of the persons authorized to open the account and the board of directors, if any.

  - A copy of the Rules regulating the fund issued by the concerned government organization.

3. A photocopy of the resolution forming the board of directors issued, approved or endorsed by the Ministry of Social affairs.
4. A photocopy of the articles of association.
5. A photocopy of the society’s bylaws.
6. Photocopies of personal identity cards of members of board of directors.

Charitable Endowments and Wills:

- Bearer Endowment: Banks may open accounts in Saudi Riyal for charitable endowments and wills subject to the following conditions:

  - Public Endowment: A main consolidated account may be opened in areas where SAMA has no branches only, provided that the account should be opened pursuant to a letter from the Minister of Islamic Affairs, Endowment, Call and Guidance requesting opening the account under the title "proceeds (Iradat Ghelal)". The letter should also indicate the names of persons authorized to operate the account by joint signature, and their financial authorization limits, or their powers to delegate such authority to others. The bank shall obtain photocopies of the registration certificate) issued by the Ministry of Social affairs.

  - A copy of the decision allowing or approving the establishment of the fund(s) issued from the competent Minister or the General Director of the organization or the concerned sector Head.

  - The fund shall be named after the organization that established it.

  - The account shall be opened and operated by the manager and treasurer of the organization where the fund is established.

  - Copies of personal identification documents of the persons authorized to open the account and the board of directors, if any.

  - A copy of the Rules regulating the fund issued by the concerned government organization.
National/Private Endowment:
Banks may open accounts for this type of endowment (Wakf), provided that the account should be opened in the name of the endowment. The bank shall obtain a photocopy of the legal deed whereby the property is endowed, and a photocopy of the legal deed of trusteeship stipulating disposal of the endowment as per the conditions of the person who offered the property. The deed of trusteeship of the wakf need not necessarily contain a provision for opening bank accounts, as opening accounts is a matter of course in the context of his trusteeship. The bank must obtain photocopy of the ID of the trustee(s) and check it against the original, conformity with the original should be certified by the bank and the trustee.

Wills:
Banks are allowed to open accounts for Wills in the name of the Will (Will of ………); the Bank must obtain a copy of the Will deed which includes the Will contents. The Bank must obtain a copy of ID of the guardian/guardians. The copies must be checked against the original and certified as true copies by the Bank and the guardians.

Cultural, Sport, Social Clubs and Youth Houses:
Sport clubs licensed by the General Presidency for Youth Welfare;
Banks may open Saudi Riyal accounts for these clubs upon submitting the following documents:
1. Approval of the Ministry of Finance on opening the account.
2. Copy of license from the General Presidency for Youth Welfare.
3. Copy of the decision to form the Board of Directors.
4. Authorization from the Board of Directors for the person(s) authorized to open and operate the account (joint signatures).
5. Accounts of contributions and subsidies of the club’s members of honor and fans shall not require an approval from the

 IDs of the authorized signatories and SAMA’s approval to open the account.

• الوقف الخيري الأهمي/ الخاص:

بسم الله يفتح حسابات بنكية لهذا النوع من الوقف حيث يكون الحساب باسم الوقف. وعلى البنك الحصول على صورة الوصاية الرسمية للوقف الذي ينص على إيقاف الموقف للدين وصورة الصك الشرعي للنظر في الوقف وتخفيف شرط الوقف ولا حاجة أن يبين ضمن الصك الناظر النص على حسابات الوقف. ويجب على البنك استيفاء صورة الورقة الشخصية للنازح/participants وطابق الشروط مع الأصول والمصادقة بالمطابقة من قبل البنك ومن قبل الناظر.

• الوصية:

بسم الله يفتح حسابات بنكية للوصايا حيث يكون الحساب باسم الوصية (وصية ………) وعلى البنك الحصول على صورة الوصية الرسمية الذي ينص على مضمون الوصية. ويجب على البنك استيفاء صورة الورقة الشخصية للنازل/participants ومطابقة الصور مع الأصول والمصادقة بالمطابقة من قبل البنك ومن قبل الوصیة.

• النواتيج الثقافية والرياضية والاجتماعية وبيوت الشباب:

النواتيج المرخصة من الوزارة العامة لرعاية الشباب:

بسم الله يفتح حسابات بنكية بالورقة السعودية لهذه النواتج عند تقديم المستندات التالية:
1. موافقة وزارة المالية على فتح الحساب.
2. صورة التمثيل الرسمي عن الوزارة العامة لرعاية الشباب.
3. صورة قرار مجلس الإدارة.
4. توقيع من مجلس الإدارية لأنشطة المخالفة (توقيع شريك) يفتح الحساب وإدارته.
5. الحسابات الخاصة بمشاركة ودعم أعضاء الشرف بالنازي وجماعته لا يتطلب لها موافقة
Ministry of Finance, and may be opened in Saudi Riyals and foreign currencies, but they shall be separated from the Government subsidy account.

6. Copies of the identity cards of the persons authorized and the board directors.

- **Youth houses:**
  The same requirements applicable to the clubs, licensed by the General Presidency for Youth Welfare, shall be applied to the Youth houses.

- **Cultural and literary Clubs and Clubs supervised by the Ministry of Culture and Information:**
  Banks may open accounts in Saudi Riyals for such clubs upon presenting the following documents:
  1. The approval of the Ministry of Finance on opening the account.
  2. A copy of the license.
  3. A copy of the decision of formation of the Board of Directors.
  4. An authorization from the Board of Directors for the persons authorized to jointly sign on opening and operating the account.
  5. Copies of identity cards of the persons authorized and the board directors.

- **Private commercial clubs (body building clubs and the like):**
  Same requirements as those of juristic entities based on the club legal status (individual institution or company) as those mentioned in clause 300-1-3.

**Public Corporations and Public Sector Entities:**

These organizations include quasi government corporations, such as Saudi Airlines, ARAMCO, SABIC and Saudi Telecommunication Co. (See Appendix "B" for further information). Before opening an account in Saudi Riyals or foreign currencies, for such organizations, the bank must obtain the following documents:

- A photocopy of the resolution for formation of the board of directors issued by the Council of Ministers shall be obtained.
- Authorization from the Board of Directors for the person/persons authorized to operate these accounts along with his (their) ID documents and signatures specimen form.

- **Youth houses:**
  The same requirements applicable to the clubs, licensed by the General Presidency for Youth Welfare, shall be applied to the Youth houses.

- **Cultural and literary Clubs and Clubs supervised by the Ministry of Culture and Information:**
  Banks may open accounts in Saudi Riyals for such clubs upon presenting the following documents:
  1. The approval of the Ministry of Finance on opening the account.
  2. A copy of the license.
  3. A copy of the decision of formation of the Board of Directors.
  4. An authorization from the Board of Directors for the persons authorized to jointly sign on opening and operating the account.
  5. Copies of identity cards of the persons authorized and the board directors.

- **Private commercial clubs (body building clubs and the like):**
  Same requirements as those of juristic entities based on the club legal status (individual institution or company) as those mentioned in clause 300-1-3.

- **Public Corporations and Public Sector Entities:**
  These organizations include quasi government corporations, such as Saudi Airlines, ARAMCO, SABIC and Saudi Telecommunication Co. (See Appendix "B" for further information). Before opening an account in Saudi Riyals or foreign currencies, for such organizations, the bank must obtain the following documents:
  1. A photocopy of the resolution for formation of the board of directors issued by the Council of Ministers shall be obtained.
  2. Authorization from the Board of Directors for the person/persons authorized to operate these accounts along with his (their) ID documents and signatures specimen form.
Chambers of Commerce & Industry:

These include Chambers of Commerce & Industry and their Boards of Directors. For the bank to open an account for these organizations or their boards of directors in Saudi Riyals or Foreign Currencies, it must obtain the following documents:

1. Copy of the decision to form the Board of Directors.
2. Authorization from the Board of Directors for the person/ persons authorized to operate these accounts along with his (their) ID documents and signatures specimen form.

Building, renovating or expanding small and large mosques:

Banks may open special bank accounts for building, renovating or expanding small and large mosques after meeting the following conditions, documents and procedures:

1. A letter from the Ministry of Islamic, Endowments, Call and Guidance Affairs or any of its branches in the concerned region requesting the opening of an account and indicating the purpose of the account.
2. A copy of the approval of the Ministry of Islamic, Endowments, Call and Guidance Affairs or any of its branches in the concerned region of building, renovating or expanding a small or large mosque.
3. Obtaining the decision made by the Ministry of Islamic, Endowments, Call and Guidance Affairs or any of its branches in the concerned region for forming a committee to supervise the process of building, renovating or expanding a small mosque or a large mosque. The committee formed shall be chaired by the branch manager of the Ministry personally and include two members of the Ministry branch in the concerned region.
4. The account name shall be as follows (The branch of the Ministry of Islamic, Endowments, Call and Guidance Affairs in the ....... region- the account ....... " building, renovating
or expanding "….. "The name of large or small mosque"")

5. The operation of the account shall be by the Ministry branch’s manager in the concerned region, personally (basic signature) with one or both members of the committee indicated above.

6. Obtaining copies of the identification cards of the committee's members who are authorized to sign.

7. Specifying the sources of the money, and if the source of the money is from donations, the approval of the concerned entity shall be attached.

8. No disbursement for the account shall be made except with check with joint signatures, and no ATM or credit cards shall be issued at all.

9. The validity duration of the account shall be defined and connected to the duration specified by the Ministry for building, renovating or expanding the mosque. In case that the validity duration of the account needs to be extended, that shall be executed in accordance with a letter from the Ministry of Islamic, Endowments, Call and Guidance Affairs or its concerned branch of the region.

10. Approval of the Ministry of Finance if the source of funds is from the general budget of the State at the request of the Ministry of Islamic Affairs, Endowments, Call and Guidance to be notified to the bank by the Saudi Arabian Monetary Agency.

11. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.

12. Informing SAMA when opening the account by the bank.

Local Committees for the Disbursement/Settlement of labor wages in the regions’ Emirates and Governorates

Banks are allowed to open accounts for these committees in Saudi Riyals in accordance with the following requirements:
1. Obtaining a letter from the region’s Emirate, providing for the request to open the account and containing the purpose, names, positions of persons authorized to open and manage the account.

2. The name of the account should be (the Local Committee for the Disbursement / Settlement of wages in Emirate / Governance…… company/institution employees’ salaries).

3. The account should be managed by two authorized members of the Committee (at least two) with a joint signature. The chairman of the Committee or his deputy in his absence should be one of them along with the Chief Financial Officer of the Committee or one of its members if the committee has no financial official.

4. Obtaining a copy of the decision forming the labor committee in the Emirate or Governorate.

5. Obtaining the signature specimens of those authorized to manage and operate the account, along with copies of their IDs.

6. A copy of a valid Commercial Register of the entity, which the labors work under its sponsorship.

7. Dealing under the account should be by checks.

8. The account should be used only for the purpose for which it is opened.

9. The account should be opened for a period not exceeding one year and it is renewable for a similar period, or less, at the request of the Emirate of the region and the approval of the compliance officer at the bank.

National Societies and Committees

Banks may open accounts in Saudi Riyal and foreign currencies for national committees and societies, such as the National Society for Human Rights and the Committee on Prevention of Blindness, upon obtaining the following documents and requirements:

1. A request by the chairman of the society or committee addressed to the bank for opening of an account.

2. A copy of the Royal Order approving the society or committee to exercise its activities.

3. A copy of the society’s or committee’s articles of association.

4. A copy of the society’s or
committee’s Rules governing its financial affairs.

5. Copies of the ID cards of members of the society’s or committee’s executive board.

6. Determining the names of authorized signatories by the Chairman of the society or committee, and producing copies of their ID cards, and specimen forms of their signatures certified by the society / committee or the bank. Changing authorized signatories shall be made pursuant to a letter from the chairman of the society or committee addressed to the bank with which the account is opened.

300-1-5-14 General Courts/Attachment and Execution Departments:

Opening bank accounts for Attachment and Execution Departments of General Courts shall be permissible after the fulfillment of the following conditions and documents:

1. The account shall be opened under a letter to the bank from the Deputy Minister of Justice for Judicial Affairs or his authorized representative defining the names of the persons entitled (two as minimum) to operate the account with their joint signatures.

2. The account shall be titled: (The General Court of ……/ Attachment and Execution Department) and shall be independent from the Court's accounts and the Attachments and Execution Departments in other Courts.

3. Obtaining photocopies of the IDs of the persons entitled to sign with specimens of their signatures.

4. Withdrawal from the account shall only be under checks payable to the primary beneficiary. The purpose of the withdrawal, the case number and its date shall be indicated within the check.

5. In case of the availability of terminal screens linked to the account in the Attachment and Execution Departments; these shall be only for the purposes of view and inquiry about transactions, without executing any other operations.

6. Issuance of ATM or credit cards for these accounts shall not be allowed at
all.

7. Money transfer between such accounts or to other accounts shall not be allowed.

8. No money transfer outside the Kingdom from these accounts shall be allowed, except if the account holder is a foreign person residing outside the Kingdom, provided that the transfer permission shall be under a letter from the chairman of the Court, with the approval of the Deputy Minister of Justice for Judicial Affairs included in the letter.

300-1-6 Rules for Foreign Embassies, Consulates, Diplomats, Airlines and Multilateral Organizations and their Employees:

300-1-6-1 Embassies, Consulates and their Educational Institutions and Employees:

1. Foreign Embassies and Consulates and educational institutions operating under their auspices are permitted to open Saudi Riyal and Foreign Currency accounts. They are not permitted to open accounts for or on behalf of other entities, such as business or charitable / philanthropic organizations, etc.

2. The bank must obtain from such diplomatic entities a letter for opening the account specifying the name, nature and purpose of the account and names of residents authorized to operate the account. The letter should be attached with photocopies of the diplomatic card, of persons authorized to operate the account together with photocopies of diplomatic card of the ambassador or the consul attested by the stamp of the embassy or the consulate. Alternatively the letter may be attested by the Ministry of Foreign Affairs or a certificate of introduction of officer in charge and the name of embassy. In either case, the bank shall edit and complete the account opening agreement. If the embassy is under formation in the kingdom, the bank may open account for it after obtaining a letter or an evidence from the Ministry of Foreign Affairs specifying the name of the embassy and the officer authorized to open the account and type and number of his identify card. The bank shall update the information related to the embassy and its staff upon completion of the formation process of the embassy or the consulate.

7. لا يسمح بالتحويل بين هذه الحسابات أو منها إلى حسابات أخرى.

8. لا يسمح بالتحويل من هذه الحسابات إلى خارج المملكة، بتنسيق من ذلك إذا كان صاحب الحق شخصاً أو جماعة أو شركة خارج المملكة شريطة أن يكون السماح بالتحويل بموجب خطاب من رئيس المحكمة متنصلاً موافقة وكيل وزارة العدل للشؤون القضائية.

القواعد الخاصة بالسفارات الأجنبية والخدمات الدبلوماسية وشركاء الطيران والمنظمات المتعددة:

1- يسمح للسفارات الأجنبية والمنظمات المتعددة والدبلوماسيون وشركاء الطيران والمؤسسات التعليمية للعمل في البنوك، بالإضافة إلى السفارات وال órgão المعني بالأعمال التجارية والمؤسسات الخيرية وغيرها.

2- على البنك الحصول من تلك الجهات الدبلومازية على خطاب طلب فتح حساب يحدد اسم الحساب وطبيعته وضوابطه المطلوبة بإشرافه وتصوير بطاقاتهم الدبلومازية مرفقة بصورة البطاقة الدبلومازية للسفارة أو القنصلية أو إرفاق نسخة عن صورة البطاقة الدبلومازية مصادقة وزارة الخارجية على الخطاب أو مشهده من بعثة السفارة أو القنصلية أو إرفاق نسخة عن صورة البطاقة الدبلومازية مصدقة وزارة الخارجية على الخطاب أو مشهده خريطة السفارة أو القنصلية أو إرفاق نسخة عن صورة البطاقة الدبلومازية مصادقة وزارة الخارجية على الخطاب أو مشهده من بعثة السفارة أو القنصلية أو إرفاق نسخة عن صورة البطاقة الدبلومازية مصادقة وزارة الخارجية على الخطاب أو مشهده من بعثة السفارة أو القنصلية أو إرفاق نسخة عن صورة البطاقة الدبلومازية مصادقة وزارة الخارجية على الخطاب أو مشهده من بعثة السفارة أو القنصلية أو إرفاق نسخة عن صورة البطاقة الدبلومازية مصادقة وزارة الخارجية على الخطاب أو مشهده من بعثة السفارة أو القنصلية.
300-1-6-2 **Resident Diplomats:**

Resident diplomats working for foreign embassies and consulates can open bank accounts in Saudi Riyal and foreign currencies. For identification purposes, their passport or diplomatic card issued by the Ministry of Foreign Affairs will be sufficient and photocopy of the diplomatic passport for verification and customer’s file.

With regard to diplomats engaged in the foundation of new embassies for their countries in the Kingdom, the bank must obtain a letter from the Ministry of Foreign Affairs or an Identification certificate specifying the name of country of embassy, diplomatic officer in charge and his identification card. The bank must obtain the diplomatic passport and update customer’s file upon completion of foundation.

300-1-6-3 **Diplomats on Temporary Visit:**

These diplomats can open accounts in Saudi Riyals and foreign currencies. In addition to the identification requirements described in 300-1-6-2 above, the bank must obtain from the embassy or through it a letter from the Ministry of Foreign Affairs specifying the term of their assignment. The bank must obtain an approval of both the compliance officer and the chief executive officer (the general director) to open the account and informing SAMA when opening the account by the bank. Accounts must be closed when the visit (the assignment) expires and if no extension of the visit is received and the balance of the account remains unsettled, then a letter from the customer addressed to the bank and attested by the embassy should be obtained advising the departure of the account holder and specifying the method of his receipt of the balance of the account.

Accounts are not permitted to open accounts for visitors for unofficial or short term assignments for few days.

300-1-6-4 **Foreign Airlines and their Employees:**

Foreign Airlines can open accounts in Saudi Riyals or foreign currencies for their basic objectives. They are not permitted to open accounts for or on behalf of any other juristic entities or
organizations such as corporations, business or charitable organizations, etc. The accounts may be opened subject to the following conditions:

1. The person authorized to open the bank account for the airline must be a resident of Saudi Arabia. If such person is a non-Saudi he must be under the sponsorship of the company, or the license of the agency (agents). Identification required from residents in the Kingdom will apply.

2. Approval or authorization from the Civil Aviation Authorities must be obtained.

3. A copy of the license issued by the General Authority of Investment if the company directly undertakes its business without an agent.

4. A copy of the commercial register on the basis of which the entity’s activity is performed.

5. The account should only be used for receiving business proceeds and for payment of business expenses to agents and other suppliers.

6. Accounts maintained by the employees of those companies will be subject to clause 200-1.

**Rules for Multilateral Organizations:**

- Institutions and Organizations of the Muslim World League (MWL), Including the International Islamic Relief Organization (IIRO).
- The Muslim World League (MWL) Accounts in Saudi riyal and foreign currencies may be opened for the MWL’s Organization upon fulfilling the following conditions and procedures:

**First. MAIN ACCOUNT:**

a. Requirements for opening main account:

1. A letter from the Secretary General or vice Secretary General of the MWL addressed to the bank requesting the opening of a main account or maintaining and updating the existing

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The text above is a translation of the original Arabic content into English. The content discusses the rules governing the opening of bank accounts for organizations, including conditions for opening accounts and procedures for specific organizations such as corporations, business or charitable organizations, etc. The text also includes requirements for opening a main account and conditions for maintaining and updating existing accounts. The rules are applicable to the Muslim World League (MWL) and include the International Islamic Relief Organization (IIRO).
الغرض من الحساب وأن المخولين بإدارته بتوقيع مشترك ما رئيس الرابطة أو نائبه والمدير المالي توقعيا أساسياً.

2. صورة اتفاقية المقر في المملكة.

3. صورة من البوتلوك الملحق باتفاقية المقر.

4. صورة من قرار تشكيل مجلس إدارة الرابطة وتعيين مسئوليها وصلاحياتهم.

5. استيفاء استمارة (عدد) فتح الحساب من المفوضين تضمن تحقق الغرض من الحساب ومصادر الدخل والمستفيديفين الحقيقيين.

6. صورة هوية رئيس الرابطة ونائبه والم孙悟 المالي، وأعضاء مجلس الإدارة مصدقاً عليها من الرابطة.

7. يفتح حساب رئيس واحد فقط للرابطه باسمها البارد في اتفاقية المقر للإيداع والسحب والتحويل وتحديث بيانات وفوق مستمارات هذه القاعدة.

8. يفتح الحساب لدى الإدارة العامة (المركز الرئيس) للبنك أو الفرع الرئيس في المنطقة.

9. موافقة الرئيس التنفيذي / مدير العام ومدير إدارة الالتزام في البنك على فتح الحساب أو على استمرار الحساب القائم حالياً وتحديثه.

10. قصر خدمة الهاتف المصرفي والإنترنت على الاستعلام عن الأرصدة والتحويل من الحسابات الفرعية إلى الحساب الرئيس فقط.

11. إعداد موسمة للإيداع حساب فتح الحساب.

12. تفع مسئولية الالتزام ببنود البوتلوك الملحق باتفاقية المقر على الرابطة نفسها.

ب. ضوابط الإيداعات:

13. يُسمح بقبول المبالغ النقدية المودعة من منسوبي الرابطة المعتمدين (الرسميين) في حسابهما الرئيس والحسابات الفرعية.

14. Deposits (cash, checks, transfers and
the like) in the main account and sub-accounts received by the Bank from inside the Kingdom by non-employees of the MWL and its branches (officially authorized) that the purpose of which is a gift, aid or endowment only may be accepted.

15. Deposits or transfers incoming to a bank inside the Kingdom, if they were donations, shall not be accepted.

16. All information provided in deposit and transfer forms should be filled out. Depositor’s/transferor’s information and full address shall be verified and certified by the bank staff.

c. Withdrawal Controls:

17. Disbursement from the main account shall be limited only to cheques or transfers to entities within or outside the Kingdom through the main account or a transfer membership connected to the main account (for transfers).

18. Incoming amounts as gifts, aid or donations from outside the Kingdom to the Muslim World League’s main and sub accounts with a bank may be allowed. Amounts incoming to the bank may also be accepted and transferred to other banks operating in or outside the Kingdom. Depositing these amounts with the bank or transferring them may not be allowed unless the Muslim World League submits an approval of the competent official entity in the Kingdom to the bank to accept these amounts whether they are incoming transfers or cheques for collection, etc.

d. Balances Investment

19. The Muslim World League may be allowed to open accounts for investing its excess funds in financial yields bearing activities that help to achieve its objectives, excluding high-risk investments, such as financial speculations.

Second. Subaccounts for The Muslim World League’s branches and its various activities:

Opening subaccounts derived from the Muslim World League main account or linked to it for the branches’ purposes or
the Muslim World League's various activities may be allowed after the fulfillment of the following provisions and documents:

1. A copy of the formal approval from the competent authority in the Kingdom of opening a branch of the Muslim World League or practicing sub-activity.

2. A letter from the Secretary General or the Vice-Secretary General of the Muslim World League to the bank for opening the subaccount determining its purpose and the authorized persons to operate it.

3. Designated persons of the Muslim World League may be authorized under a letter from the Muslim World League's Secretary General or vice Secretary General to operate the account, and their authorization shall be limited to the making of transfer transactions from the subaccounts to the main account only.

4. Copies of the authorized persons IDs signed and certified by the Muslim World League.

5. Documents for opening and updating the main account are considered complementary and fulfilling the subaccounts, however, the purpose of the subaccounts is combined for the main account.

6. In case subaccounts are already opened prior to the issuance of these requirements, all their information shall be updated in accordance with the requirements of this Rule.

- **Institutions and Organizations of the Muslim World League (MWL), Including the International Islamic Relief Organization (IIRO).**

Accounts in Saudi riyal and foreign currencies may be opened for the MWL's Institutions and Organization, including the IIRO upon fulfilling the following conditions and procedures:

**First. MAIN ACCOUNT:**

a. **Requirements for opening main account:**

1. A letter from the president of the MWL institution or organization addressed to the bank requesting the opening of a main account or maintaining and updating the standing one. The letter


1. صورة من الموافقة الرسمية من الجهة المختصة في المملكة بفتح فرع الرابطة أو ممارسة النشاط الفرعی.

2. كتاب من رئيس أو نائب رئيس الرابطة موجه إلى البنك تفتح الحساب الفرعي محدد فيه الغرض والمخلوقين بإدارة الحساب.

3. يسمح تفويض مخكونلين لإدارة الحساب من مسؤولي الرابطة بموجب طلب من رئيس الرابطة أو نائبته بحيث يقتصر تفويضهم على إجراء عمليات التحويل من الحسابات الفرعية إلى الحساب الرئيس فقط.

4. صور هويات المخكونلين بالتوقيع مصادقاً عليها من الرابطة.

5. تُعد مستندات فتح وتحديث الحساب الرئيس مكملة ومحفزة للحسابات الفرعية حيث أن الغرض من الحسابات الفرعية تجنيب الحساب الرئيس فقط.

6. في حال سبق فتح الحسابات الفرعية قبل صدور هذه المتطلبات تحدث بياناتها جميعاً وفق متطلبات هذه القاعدة.

- **المؤسسات والهيئات التابعة لرابطة العالم الإسلامي ومنها هيئة الإغاثة الإسلامية:**

يسمح فتح حسابات بالريال السعودي والعملات الأجنبية للمؤسسات والهيئات التابعة لرابطة العالم الإسلامي ومنها هيئة الإغاثة الإسلامية بعد استيفاء الشروط والإجراءات الآتية:

أولاً: الحساب الرئيس:

أ. متطلبات فتح الحساب الرئيسي:

1. كتاب من رئيس المؤسسة أو الهيئة التابعة لرابطة العالم الإسلامي موجه إلى البنك ينص على طلب فتح حساب رئيس أو استمرار الحساب الحالي
shall define the purpose of the account and that the persons authorized to operate it by a joint signature are the president or vice president of the institution or organization and the financial director as a basic signature.

2. A copy of the MWL’s Headquarters Agreement in the Kingdom.

3. A copy of the protocol appended to the MWL’s headquarters agreement.

4. Copies of the decisions of the formation of the Board of Directors of the institution or organization and the appointment of its executives and their powers.

5. A copy of the by-law and procedures of the institution or organization.

6. Obtaining application form for opening the account from the authorized persons defining the purpose of the account, income sources, and real beneficiaries.

7. Copies of the identity cards of the president and vice president of the institution or organization, financial director, and members of the Board of Directors. Such documents shall be certified by the institutions or organization.

8. A single main account shall be opened only for the institution or organization under its name as stated in the license. Such account shall be for depositing, withdrawing, and transferring transactions and as applicable. If the bank has already opened a main account prior to these requirements and such account is defined by the institution or organization as the main account, its data shall be updated in accordance with the requirements of this rule.

9. The account shall be opened by the head office (headquarters) of the bank or its regional main branch.

10. Approval of the CEO/Director General and compliance officer at the bank on opening the account or maintaining and updating the standing one.

11. The telephone banking and e-banking services shall be limited to inquiry of the balances and transfers from the sub-accounts to the main account only.

12. Informing SAMA of opening such account.

13. The MWL shall be responsible for complying with provisions of the protocol appended to the Headquarters Agreement.
b. Depositing Controls:
14. Cash amounts deposited by officially authorized persons of the institution or organization in its main account and sub-accounts shall be allowed.
15. Deposits (money, checks, transfers etc) to the main account and subaccounts from inside the Kingdom by non-employees of the Institution or Organization itself and by non-employees of its official accredited branches the purpose of which is a gift, aid only or endowment may be allowed.
16. Deposits or transfers incoming to a bank inside the Kingdom may not be accepted if they were donations.
17. Information required in deposit and transfer forms should be filled out. Depositor's /transferor's information and full address shall be verified and certified by the bank staff.

c. Withdrawal Controls:
18. Disbursement from the main account shall be limited only to cheques or transfers to entities within or outside the Kingdom through the main account or a transfer membership connected to the main account (for transfers).
19. Incoming amounts as gifts, aid or donations from outside the Kingdom to the Institution or Organization's main and sub accounts with a bank may be allowed. Amounts incoming to the bank may also be accepted and transferred to other banks operating in or outside the Kingdom. Depositing these amounts with the bank or transferring them may not be allowed unless the Institution or Organization submits an approval of the competent official entity in the Kingdom to the bank to accept these amounts whether they are incoming transfers or cheques for collection, etc.

d. Balances Investment
20. The Institution or Organization may be allowed to open accounts for investing its excess funds in financial yields bearing activities that help to achieve its objectives, excluding high-risk investments, such as financial speculations.
Second. Sub accounts for The Institution or Organization’s branches and its various activities:

Opening subaccounts derived from the Institution’s or Organization’s main account or linked to it for the branches’ purposes or the Institution’s or Organization’s various activities may be allowed after the fulfillment of the following provisions and documents:

1. A copy of the formal approval from the competent authority in the Kingdom of opening a branch of the Institution or Organization or practicing sub-activity.

2. A letter from the President or the Vice-President of the Institution or Organization to the bank for opening the subaccount and determining its purpose and the persons authorized to operate it.

3. Designated persons of the Institution or Organization may be authorized under a letter from the Institution or Organization's President or Vice-President to operate the account, and their authorization shall be limited to the making of transfer transactions from the subaccounts to the main account only.

4. Copies of the authorized persons IDs signed and certified by the Institution or Organization.

5. Documents for opening and updating the main account are considered complementary and fulfilling the subaccounts, however, the purpose of the subaccounts is combined for the main account.

6. In case subaccounts are already opened prior to the issuance of these requirements, all their information shall be updated in accordance with the requirements of this Rule.

• World Assembly of Muslim Youth (WAMY):

A bank may open accounts in Saudi Riyals and foreign currencies for the Assembly (WAMY), after fulfilling the following conditions and procedures:

1. Obtaining an application for opening an account from the President of Vice-President of the Assembly.

2. A Copy of the Venue Agreement in the Kingdom.

3. The Decision of the formation of the Assembly’s Board of Directors and the appointment of its officials.

4. An authorization by the Assembly’s President determining, in accordance
with the powers conferred upon him, the persons authorized to open and operate the account of the Assembly, its branches or organizations and bodies. These shall be at least two persons and with joint signatures, one of which should be the President’s or Vice-President’s and the other is the chief financial officer of the Assembly, the subsidiary organization or body, as applicable.

5. The bank shall obtain identity card copies of the chairman of the Assembly, its organization or body, its board members and persons authorized to open and operate the account. Those copies shall be certified by the Assembly.

6. Only one main account shall be opened for the Assembly by its name contained in the Venue Agreement. In case it has branches and various activities and it desires to open accounts for them, it may be allowed to open sub-accounts from the consolidated main account, for those branches and activities. The same mechanism shall be applied to the accounts of its organizations and bodies in terms of having a single main account... etc.

7. Accounts shall be opened by the Headquarters of the Bank and if it does not have accounts, the accounts shall be opened with the main branch accounts in the respective region.

8. Limiting the use of sub-accounts to receiving deposits only, and banning any withdrawals or transfer from them, except for the main account.

9. Depositing in those accounts shall be through checks, cash, incoming domestic transfers after making sure that they fulfill all data contained in the forms required to be filled, and verification of the depositor’s data, his full address and the confirmation of the bank employee. If donations are made by individual and legal entities, other than the support given by official entities, the bank is required to obtain a permission, before accepting such deposits and transfers, which will allow it to collect donations. The bank will be informed by SAMA of such a permission.

10. Stopping all cash disbursements from the main account.
11. Disbursement shall only be made by checks to be encashed only by the first beneficiary living in the Kingdom.

12. No ATM cards or credit cards shall be given for these accounts at all and any cards already issued shall be cancelled.

13. No transfer membership accounts may be opened at all.

14. For the purpose of utility bills payments, checks may be drawn on behalf of the service company specifying the account number of the assembly, organization or its affiliated body with the utility service company (electricity, telephone, water) against the name of the beneficiary.

15. Checks drawn for the first beneficiary may not be collected through the clearing system from outside the Kingdom at all.

16. No transfers shall be allowed directly from the accounts of the assembly, organizations and its affiliated bodies outside the Kingdom at all. SAMA’s approval is required for each transfer. Banks are required to obtain an acknowledgment statement signed by authorized signatures of the account stating their commitment not to transfer or attempt to transfer any amount of money in any way outside the Kingdom through banks operating in the Kingdom except if approved by SAMA, and only as determined by SAMA.

17. No issuance of bank checks to accounts may be allowed at all.

18. Issuance of checks to charitable organizations may be allowed in the Kingdom only with the written approval of the Ministry of Social Affairs on an individual case basis.

19. Limiting of phone banking and internet services to query of the balances and transfer from sub accounts to main accounts only.

20. Remittances or checks received from outside the Kingdom may not be accepted for this account with the bank or through the bank with other local banks without the written approval of SAMA.

21. The assembly and its affiliated organizations and bodies may open accounts for investing their funds in the Kingdom only.
excess of their needs in activities generating financial returns that help
them achieve their objectives except for financial speculation, and banks are
prohibited to allow entering into such activities.

22. The Bank shall write to SAMA for the
approval of opening all main, subsidiary and investment accounts, and submit to it the mentioned supporting documents.

23. These accounts shall be subject to the supervision of the bank's compliance officer.

**Islamic Development Bank:**
The bank may open accounts in Saudi Riyals and foreign currencies to this bank upon fulfilling the following conditions and procedures.

1. Obtain an application for opening the account from the President or Vice president of the Bank.

2. A copy of the agreement supporting the presence of the bank in the Kingdom.

3. Signatures shall be joint signatures

4. Obtain copies of the identification documents of the authorized persons, the Bank President or Vice President as per the presented application.

5. Cheque books may be provided to the bank and its employees to cover the administrative expenses. The accounts of such bank shall not be required to be correspondent accounts.

6. A copy of the procedures of money laundry and terrorism financing control applied in the Bank.

7. The Bank may open current and investment accounts.

**Organization of Islamic Conference and its affiliated commissions:**
The bank may open accounts in Saudi Riyals and foreign currencies to this organization upon fulfilling the following conditions and procedures;

1. Obtain an application for opening the account from the President or Vice president of the organization, wherein the names and positions of the persons, authorized to open and manage the account of the organization, its affiliated commission or fund, shall be specified.

2. A copy of the agreement supporting the presence of the organization in the Kingdom (or any document that serves
the same purpose).  
3. Signature shall be joint signatures.  
4. Obtain copies of the identification documents of the authorized persons, the Organization President or Vice President as per the presented application.  
5. Conference of Moslem World are allowed to transfer funds only related to its programs and projects to outside of Kingdom of Saudi Arabia

**Conference of Moslem World:**
The bank may open accounts in Saudi Riyals and foreign currencies to this Conference upon fulfilling the following conditions and procedures.  
1. Obtain an application for opening the account from the President or Vice President in the Kingdom  
2. A copy of the agreement supporting the presence of the Conference in the Kingdom  
3. Signature shall be joint signatures.  
4. Obtain copies of the identification documents of the authorized persons, the Conference President or Vice President as per the presented application.

**Permanent Mission of the Republic of Russian Federation:**
Banks are allowed to open accounts and keep them open for the Permanent Mission of the Republic of the Russian Federation at the Organization of the Islamic Conference after meeting the following conditions and documents:  
1. Obtaining the request certified by the Organization of Islamic Conference for opening the account, in Riyal or in a foreign currency addressed to the bank at which the account would be opened.  
2. A certified copy of the approval of opening the Mission Office in the Kingdom, indicating the purpose of the permanent presence of the Federal Republic of Russia with the Organization of Islamic Conference.  
3. A letter from the head of the mission certified by the Organization of the Islamic Conference specifying the person or persons authorized to manage the account.  
4. Copies of the IDs of the authorized persons to open and manage the account, as issued for them in the Kingdom whether valid diplomatic

1. An opening account can only be opened by the Conference President or Vice President.  
2. A copy of the agreement supporting the presence of the Mission in the Kingdom, indicating the purpose of the permanent presence of the Federal Republic of Russia with the Organization of Islamic Conference.  
3. Signature shall be joint signatures.  
4. Obtain copies of the identification documents of the authorized persons, the Conference President or Vice President as per the presented application.

**Conference of Moslem World:**
Conference of Moslem World are allowed to transfer funds only related to its programs and projects to outside of Kingdom of Saudi Arabia.

**Conference of Moslem World:**
The bank may open accounts in Saudi Riyals and foreign currencies to this Conference upon fulfilling the following conditions and procedures.  
1. Obtain an application for opening the account from the President or Vice President in the Kingdom  
2. A copy of the agreement supporting the presence of the Conference in the Kingdom  
3. Signature shall be joint signatures.  
4. Obtain copies of the identification documents of the authorized persons, the Conference President or Vice President as per the presented application.

**Permanent Mission of the Republic of Russian Federation:**
Banks are allowed to open accounts and keep them open for the Permanent Mission of the Republic of the Russian Federation at the Organization of the Islamic Conference after meeting the following conditions and documents:  
1. Obtaining the request certified by the Organization of Islamic Conference for opening the account, in Riyal or in a foreign currency addressed to the bank at which the account would be opened.  
2. A certified copy of the approval of opening the Mission Office in the Kingdom, indicating the purpose of the permanent presence of the Federal Republic of Russia with the Organization of Islamic Conference.  
3. A letter from the head of the mission certified by the Organization of the Islamic Conference specifying the person or persons authorized to manage the account.  
4. Copies of the IDs of the authorized persons to open and manage the account, as issued for them in the Kingdom whether valid diplomatic
cards or residence permits.
5. The mission is allowed to receive and transfer funds related to its purposes and programs only.

• **United Nations Organization and its Programs and Offices:**
The bank may open accounts in Saudi Riyals and foreign currencies to this Organization upon fulfilling the following conditions and procedures:
1. Obtain an application for opening the account from the President or Vice president of the Organization, Program or Office.
2. A copy of the agreement supporting the presence of the Organization in the Kingdom.
3. Signature shall be joint signatures.
4. Obtain copies of the identification documents of the authorized persons, the Organization, Program or Office President or Vice President as per the presented application.

• **World Bank and its Institutions and Organizations:**
The bank may open accounts in Saudi Riyals and foreign currencies to this Bank upon fulfilling the following conditions and procedures:
1. Obtain an application for opening the account from the President or Vice president of the Bank, Program or Office.
2. A copy of the agreement supporting the presence of the Bank in the Kingdom.
3. Signature shall be joint signatures.
4. Obtain copies of the identification documents of the authorized persons, the Organization, Program or Office President or Vice President as per the presented application.

• **International Monetary Fund and its institutions and organizations:**
The bank may open accounts in Saudi Riyals and foreign currencies to this Fund upon fulfilling the following conditions and procedures:
1. Obtain an application for opening the account from the President or Vice president of the Fund, Program or Office.
2. A copy of the agreement supporting the presence of the Fund in the Kingdom.
3. Signatures shall be joint signatures.
4. Obtain copies of the identification documents of the authorized persons.
the Organization, Program or Office President or Vice President as per the presented application.

- **Arab Monetary Fund:**
The bank may open accounts in Saudi Riyals and foreign currencies to this Fund upon fulfilling the conditions and procedures.
1. Obtain an application or a request from the president, vice president, deputy president of the Arab monetary Fund to open the account.
2. A copy of the agreement supporting the presence of the Organization in the Kingdom.
3. Signatures should be joint signatures.
4. Obtain copies of the identification documents of the authorized persons, the Organization, Program or Office President or Vice President as per the presented application.

- **Arab Red Crescent and Red Cross Organization:**
The bank may open accounts in Saudi Riyals and foreign currencies to this organization upon fulfilling the following conditions and procedures:
1. Obtain an application for opening the account from the President or Vice president of the organization, Program or Office in the Kingdom.
2. A copy of the agreement supporting the presence of the organization in the Kingdom.
3. Signature shall be joint signatures.
4. Obtain copies of the identification documents of the authorized persons responsible to manage the account, the Organization, Program or Office President or Vice President as per the presented application.
5. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.
6. Informing SAMA when opening the account by the bank.
7. Arab Red Crescent and Red Cross Organization are allowed to transfer funds only related to its programs and projects to outside of Kingdom of Saudi Arabia

- **Gulf Countries Cooperation Council**
The bank may open accounts in Saudi Riyals and foreign currencies to this council upon fulfilling the following conditions and procedures:
1. Obtain an application or a request from the president, vice president, deputy president of the GCC to open the account.
2. A copy of the agreement supporting the presence of the GCC in the Kingdom.
3. Signatures should be joint signatures.
4. Obtain copies of the identification documents of the authorized persons, the GCC President or Vice President as per the presented application.

- **宗旨與銀行申請:**

1. - 資金申請或請求應由基金經理、副經理、副總裁或組織的總裁、計劃或辦公室主管提出。
2. - 取得組織在國內存在的支持文件的複印件。
3. - 簽署應為共同簽署。
4. - 取得經辦人責任管理帳戶的識別文件的複印件，組織、計劃或辦公室總裁或副總裁。
5. - 同意合規官員和首席執行人（總裁）開戶。
6. - 聲明開戶銀行。
7. - 阿拉伯紅新月及紅十字組織僅可將資金轉移到組織內的計劃和項目。

- **宗旨與國際組織:**

1. - 資金申請或請求應由基金經理、副經理、副總裁或組織的總裁、計劃或辦公室主管提出。
2. - 取得組織在國內存在的支持文件的複印件。
3. - 簽署應為共同簽署。
4. - 取得經辦人責任管理帳戶的識別文件的複印件，組織、計劃或辦公室總裁或副總裁。
5. - 同意合規官員和首席執行人（總裁）開戶。
6. - 聲明開戶銀行。
7. - 阿拉伯紅新月及紅十字組織僅可將資金轉移到組織內的計劃和項目。

- **宗旨與銀行申請:**

1. - 資金申請或請求應由基金經理、副經理、副總裁或組織的總裁、計劃或辦公室主管提出。
2. - 取得組織在國內存在的支持文件的複印件。
3. - 簽署應為共同簽署。
4. - 取得經辦人責任管理帳戶的識別文件的複印件，組織、計劃或辦公室總裁或副總裁。
5. - 同意合規官員和首席執行人（總裁）開戶。
6. - 聲明開戶銀行。
7. - 阿拉伯紅新月及紅十字組織僅可將資金轉移到組織內的計劃和項目。

- **宗旨與國際組織:**

1. - 資金申請或請求應由基金經理、副經理、副總裁或組織的總裁、計劃或辦公室主管提出。
2. - 取得組織在國內存在的支持文件的複印件。
3. - 簽署應為共同簽署。
4. - 取得經辦人責任管理帳戶的識別文件的複印件，組織、計劃或辦公室總裁或副總裁。
5. - 同意合規官員和首席執行人（總裁）開戶。
6. - 聲明開戶銀行。
7. - 阿拉伯紅新月及紅十字組織僅可將資金轉移到組織內的計劃和項目。

- **宗旨與銀行申請:**

1. - 資金申請或請求應由基金經理、副經理、副總裁或組織的總裁、計劃或辦公室主管提出。
2. - 取得組織在國內存在的支持文件的複印件。
3. - 簽署應為共同簽署。
4. - 取得經辦人責任管理帳戶的識別文件的複印件，組織、計劃或辦公室總裁或副總裁。
5. - 同意合規官員和首席執行人（總裁）開戶。
6. - 聲明開戶銀行。
7. - 阿拉伯紅新月及紅十字組織僅可將資金轉移到組織內的計劃和項目。

- **宗旨與國際組織:**

1. - 資金申請或請求應由基金經理、副經理、副總裁或組織的總裁、計劃或辦公室主管提出。
2. - 取得組織在國內存在的支持文件的複印件。
3. - 簽署應為共同簽署。
4. - 取得經辦人責任管理帳戶的識別文件的複印件，組織、計劃或辦公室總裁或副總裁。
5. - 同意合規官員和首席執行人（總裁）開戶。
6. - 聲明開戶銀行。
7. - 阿拉伯紅新月及紅十字組織僅可將資金轉移到組織內的計劃和項目。
1. الحصول على طلب فتح الحساب من رئيس أو أحد وكيل أو نائب الرئيس.
2. صورة اتفاقية المقر (التصريح) يواجدها في الملكة.
3. أن يكون التوقيع مشترك.
4. استيفاء صور هويات المخولين ورئيس المجلس أو نائبه أو وكيله حسب الطلب المقدم.

- **Arab Urban Development Institute:**

  The bank may open accounts in Saudi Riyals and foreign currencies to this council upon fulfilling the following conditions and procedures;

  1. Obtain an application for opening the account from the President, Vice president or a Deputy President of the Council.
  2. A copy of the agreement supporting the presence of the organization in the Kingdom.
  3. Signature shall be joint signatures.
  4. Obtain copies of the identification documents of the authorized persons, the Council, President, Vice president or Deputy President as per the presented application.

- **Other Multilateral organizations:**

  Allowing international multilateral organizations, other political nature or developmental and other services, such as the League of Arab States and Arab satellite broadcasters and analogous to open account in Saudi Riyal and other foreign currencies with the following conditions:

  1. Obtain an application for opening the account from the President, Vice president or a Deputy President of the Council.
  2. A copy of the agreement supporting the presence of the organization in the Kingdom.
  3. Signature shall be joint signatures.
  4. Obtain copies of the identification documents of the authorized persons, the Council, President, Vice president or Deputy President as per the presented application.
- Personal accounts for the staff of the above Organizations:
The bank shall not require SAMA approval for opening accounts for the permanent personnel of the above organizations as the same conditions and procedures stated in paragraph 200-1 shall be applicable to them. Conditions provided in paragraph 300-1-6 shall be applicable to their diplomats.

300-1-6-6 Accounts of Relief Campaigns and Committees:
Banks may open accounts in Saudi Riyals and foreign currencies to Relief Campaigns and Committees according to the following conditions:

1. Issuance of a Royal approval or license for the establishment of such committee or allowing the Relief Campaign to raise donations.

2. Approval of SAMA on opening by the bank of a single main account in the name of the committee or campaign after identifying the persons authorized to operate the account, and fulfill their personal data and copies of their identification documents and signature specimens.

3. The authorized persons in the committee or campaign may request opening sub-accounts of the main account.

4. Consolidating the accounts of each committee or campaign with the bank in a single main account. Investment or operational sub-accounts under the main account.

5. The account shall only be used for the purpose for which it is opened.

6. Depositing in these accounts by cheques, cash or incoming domestic transfers shall be allowed after fulfillment of all data of the specific forms of such transactions and completing and checking by the bank staff of the depositor data and signature.

7. All cash payments from the main account shall be discontinued, and all payment transactions from this account shall be limited to those made by cheques that are not payable to beneficiaries within the Kingdom other than the first beneficiary.

8. No ATM or credit cards shall be issued for such accounts.

9. No transfer transactions from the account of such committees and
campaigns may be made to any party outside the Kingdom without obtaining a prior approval from SAMA.

10. No drawing or transfer transaction shall be made from the sub-accounts except to the main account.

11. Such accounts shall only be operated upon joint signatures of duly authorized two persons whose personal data, copies of their valid identification documents and their signature specimens shall be fulfilled.

12. The bank shall adjust the positions of the existing bank accounts of relief accounts and campaigns that were opened prior to the issuance of these Rules and Procedures in conformity with these instructions.

**Accounts of Committees of Friendship and Official External Relation of the Kingdom:**

Bank may open accounts in Saudi Riyals and foreign currencies to such Committees according the following conditions and procedures:

1. Issuance of an official direction from the Minister of Foreign Affairs on approving the establishment of the committee.

2. A direction from SAMA to the bank identifying the title and purpose of the account and the names of persons authorized to operate thereof.

3. Copies of personal identification documents of the authorized persons or a letter from the Ministry of Foreign Affairs containing their personal data.

4. Drawing, depositing and transferring instructions, if necessary.

**Economic and Technical Liaison Offices in the Kingdom:**

Economic and technical liaison offices and their branches of foreign states licensed by the Ministry of Foreign Affairs in the Kingdom, may open accounts in Saudi Riyal and foreign currencies after meeting the following conditions and documents:

1. The account shall be opened at the request of the director of the office, explaining its purpose.

2. A copy of the license issued for the office by the Ministry of Foreign Affairs, and a copy of the valid
Civil Rights- Private Debt Settlement Account:

Banks may open accounts in Saudi Riyal only for any Civil Rights directorate, section, or department and Civil Rights units at external police centers after fulfilling the following conditions and requirements:

1. A letter by director of (directorate, section, Civil Rights department, or external police center) to the bank requesting opening an account and specifying the purpose of such account and authorized signatories.

2. A letter by director of (directorate, section, Civil Rights department, or external police center) to the bank requesting opening an account and specifying the purpose of such account and authorized signatories.

3. Signatures of the persons authorized to manage the account and copies of their identity cards.

4. The account name shall be (the economic/technical liaison office of......), and the duration thereof shall be linked with the duration of the license, to be renewable by a letter for extension or a new license issued by the Saudi Foreign Ministry.

5. The account shall be used for purposes specified in the license. The offices may not open accounts for or on behalf of other entities, such as businesses, charity entities or others.

6. The account shall be managed by persons working in the office and residing in the Kingdom under residence permits issued by the Saudi Foreign Ministry.

7. The persons authorized for managing the account shall only be replaced under the approval or endorsement of the embassy of the country that the office belongs to.

8. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.

9. Informing SAMA when opening the account by the bank.

Civil Rights- Private Debt Settlement Account:

Banks may open accounts in Saudi Riyal only for any Civil Rights directorate, section, or department and Civil Rights units at external police centers after fulfilling the following conditions and requirements:

1. A letter by director of (directorate, section, Civil Rights department, or external police center) to the bank requesting opening an account and specifying the purpose of such account and authorized signatories.

2. A letter by director of (directorate, section, Civil Rights department, or external police center) to the bank requesting opening an account and specifying the purpose of such account and authorized signatories.

3. Signatures of the persons authorized to manage the account and copies of their identity cards.

4. The account name shall be (the economic/technical liaison office of......), and the duration thereof shall be linked with the duration of the license, to be renewable by a letter for extension or a new license issued by the Saudi Foreign Ministry.

5. The account shall be used for purposes specified in the license. The offices may not open accounts for or on behalf of other entities, such as businesses, charity entities or others.

6. The account shall be managed by persons working in the office and residing in the Kingdom under residence permits issued by the Saudi Foreign Ministry.

7. The persons authorized for managing the account shall only be replaced under the approval or endorsement of the embassy of the country that the office belongs to.

8. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.

9. Informing SAMA when opening the account by the bank.

300-1.7

Civil Rights- Private Debt Settlement Account:

Banks may open accounts in Saudi Riyal only for any Civil Rights directorate, section, or department and Civil Rights units at external police centers after fulfilling the following conditions and requirements:

1. A letter by director of (directorate, section, Civil Rights department, or external police center) to the bank requesting opening an account and specifying the purpose of such account and authorized signatories.

2. A letter by director of (directorate, section, Civil Rights department, or external police center) to the bank requesting opening an account and specifying the purpose of such account and authorized signatories.

3. Signatures of the persons authorized to manage the account and copies of their identity cards.

4. The account name shall be (the economic/technical liaison office of......), and the duration thereof shall be linked with the duration of the license, to be renewable by a letter for extension or a new license issued by the Saudi Foreign Ministry.

5. The account shall be used for purposes specified in the license. The offices may not open accounts for or on behalf of other entities, such as businesses, charity entities or others.

6. The account shall be managed by persons working in the office and residing in the Kingdom under residence permits issued by the Saudi Foreign Ministry.

7. The persons authorized for managing the account shall only be replaced under the approval or endorsement of the embassy of the country that the office belongs to.

8. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.

9. Informing SAMA when opening the account by the bank.

300-1.7

Civil Rights- Private Debt Settlement Account:

Banks may open accounts in Saudi Riyal only for any Civil Rights directorate, section, or department and Civil Rights units at external police centers after fulfilling the following conditions and requirements:

1. A letter by director of (directorate, section, Civil Rights department, or external police center) to the bank requesting opening an account and specifying the purpose of such account and authorized signatories.

2. A letter by director of (directorate, section, Civil Rights department, or external police center) to the bank requesting opening an account and specifying the purpose of such account and authorized signatories.

3. Signatures of the persons authorized to manage the account and copies of their identity cards.

4. The account name shall be (the economic/technical liaison office of......), and the duration thereof shall be linked with the duration of the license, to be renewable by a letter for extension or a new license issued by the Saudi Foreign Ministry.

5. The account shall be used for purposes specified in the license. The offices may not open accounts for or on behalf of other entities, such as businesses, charity entities or others.

6. The account shall be managed by persons working in the office and residing in the Kingdom under residence permits issued by the Saudi Foreign Ministry.

7. The persons authorized for managing the account shall only be replaced under the approval or endorsement of the embassy of the country that the office belongs to.

8. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.

9. Informing SAMA when opening the account by the bank.

300-1.7

Civil Rights- Private Debt Settlement Account:

Banks may open accounts in Saudi Riyal only for any Civil Rights directorate, section, or department and Civil Rights units at external police centers after fulfilling the following conditions and requirements:

1. A letter by director of (directorate, section, Civil Rights department, or external police center) to the bank requesting opening an account and specifying the purpose of such account and authorized signatories.

2. A letter by director of (directorate, section, Civil Rights department, or external police center) to the bank requesting opening an account and specifying the purpose of such account and authorized signatories.

3. Signatures of the persons authorized to manage the account and copies of their identity cards.

4. The account name shall be (the economic/technical liaison office of......), and the duration thereof shall be linked with the duration of the license, to be renewable by a letter for extension or a new license issued by the Saudi Foreign Ministry.

5. The account shall be used for purposes specified in the license. The offices may not open accounts for or on behalf of other entities, such as businesses, charity entities or others.

6. The account shall be managed by persons working in the office and residing in the Kingdom under residence permits issued by the Saudi Foreign Ministry.

7. The persons authorized for managing the account shall only be replaced under the approval or endorsement of the embassy of the country that the office belongs to.

8. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.

9. Informing SAMA when opening the account by the bank.

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Civil Rights- Private Debt Settlement Account:

Banks may open accounts in Saudi Riyal only for any Civil Rights directorate, section, or department and Civil Rights units at external police centers after fulfilling the following conditions and requirements:

1. A letter by director of (directorate, section, Civil Rights department, or external police center) to the bank requesting opening an account and specifying the purpose of such account and authorized signatories.

2. A letter by director of (directorate, section, Civil Rights department, or external police center) to the bank requesting opening an account and specifying the purpose of such account and authorized signatories.

3. Signatures of the persons authorized to manage the account and copies of their identity cards.

4. The account name shall be (the economic/technical liaison office of......), and the duration thereof shall be linked with the duration of the license, to be renewable by a letter for extension or a new license issued by the Saudi Foreign Ministry.

5. The account shall be used for purposes specified in the license. The offices may not open accounts for or on behalf of other entities, such as businesses, charity entities or others.

6. The account shall be managed by persons working in the office and residing in the Kingdom under residence permits issued by the Saudi Foreign Ministry.

7. The persons authorized for managing the account shall only be replaced under the approval or endorsement of the embassy of the country that the office belongs to.

8. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.

9. Informing SAMA when opening the account by the bank.

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Civil Rights- Private Debt Settlement Account:

Banks may open accounts in Saudi Riyal only for any Civil Rights directorate, section, or department and Civil Rights units at external police centers after fulfilling the following conditions and requirements:

1. A letter by director of (directorate, section, Civil Rights department, or external police center) to the bank requesting opening an account and specifying the purpose of such account and authorized signatories.

2. A letter by director of (directorate, section, Civil Rights department, or external police center) to the bank requesting opening an account and specifying the purpose of such account and authorized signatories.

3. Signatures of the persons authorized to manage the account and copies of their identity cards.

4. The account name shall be (the economic/technical liaison office of......), and the duration thereof shall be linked with the duration of the license, to be renewable by a letter for extension or a new license issued by the Saudi Foreign Ministry.

5. The account shall be used for purposes specified in the license. The offices may not open accounts for or on behalf of other entities, such as businesses, charity entities or others.

6. The account shall be managed by persons working in the office and residing in the Kingdom under residence permits issued by the Saudi Foreign Ministry.

7. The persons authorized for managing the account shall only be replaced under the approval or endorsement of the embassy of the country that the office belongs to.

8. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.

9. Informing SAMA when opening the account by the bank.

300-1.7

Civil Rights- Private Debt Settlement Account:

Banks may open accounts in Saudi Riyal only for any Civil Rights directorate, section, or department and Civil Rights units at external police centers after fulfilling the following conditions and requirements:

1. A letter by director of (directorate, section, Civil Rights department, or external police center) to the bank requesting opening an account and specifying the purpose of such account and authorized signatories.

2. A letter by director of (directorate, section, Civil Rights department, or external police center) to the bank requesting opening an account and specifying the purpose of such account and authorized signatories.

3. Signatures of the persons authorized to manage the account and copies of their identity cards.

4. The account name shall be (the economic/technical liaison office of......), and the duration thereof shall be linked with the duration of the license, to be renewable by a letter for extension or a new license issued by the Saudi Foreign Ministry.

5. The account shall be used for purposes specified in the license. The offices may not open accounts for or on behalf of other entities, such as businesses, charity entities or others.

6. The account shall be managed by persons working in the office and residing in the Kingdom under residence permits issued by the Saudi Foreign Ministry.

7. The persons authorized for managing the account shall only be replaced under the approval or endorsement of the embassy of the country that the office belongs to.

8. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.

9. Informing SAMA when opening the account by the bank.

300-1.7

Civil Rights- Private Debt Settlement Account:

Banks may open accounts in Saudi Riyal only for any Civil Rights directorate, section, or department and Civil Rights units at external police centers after fulfilling the following conditions and requirements:

1. A letter by director of (directorate, section, Civil Rights department, or external police center) to the bank requesting opening an account and specifying the purpose of such account and authorized signatories.
2. The account name shall be (Ministry of Interior- Public Security- Civil Rights Directorate in …...Region/ City/ governorate -Private Debt settlement Account).

3. The account shall be operated by joint signatures of at least two persons, director of (Civil Rights directorate, department, or section or external police department) or his deputy and treasurer or treasurer's assistant (basic signature).

4. Obtaining copies of authorized signatories' IDs and their signature specimens.

5. Amounts shall be deposited in the account from the debtor, debtor’s relatives, or their representatives by the following means:
   a. Bank checks in the following form: (to the order of Civil Rights Directorate in …...Region/ City/ governorate -Private Debt settlement Account). The bottom of the check shall state the deposit purpose (repaying the debt of, "debtor's name and ID No.")., and number and date of the case, verdict, or resolution.
   b. Bank remittances meeting the remitter’s ID particulars and the remittance purpose.
   c. Points of Sale.
   d. Cash deposit machines.

6. Withdrawal from the account shall be restricted to the authorized signatories stated in Paragraph (3) above by checks only in the following form: (to the order of "name of the debtor"). It should be stated at the bottom of check that the purpose of the check is to (repay the debt of "debtor's name and ID No." ) and number and date of the case, verdict or resolution.

7. The issue of ATM and credit cards is strictly prohibited for such accounts and no transfers therefrom shall be permitted.

8. Compliance officer at the bank shall verify fulfillment and accuracy of the
The bank shall send to the concerned Civil Rights Department a free of charge monthly detailed statement on the account or upon its request at any time.

9. The bank shall, if requested, facilitate online and phone banking services for checking operations and balances only, and provide points of sale and cash deposit machines, under the rules regulating provision of such services.

Non Resident Juristic Persons:

Non-Banking GCC Companies not residing in the Kingdom:

Current Accounts and Deposits for Business and Credit Purposes:

Banks may open accounts in Saudi Riyals and foreign currencies to GCC companies for business and credit purposes according to the following documents, conditions, procedures and requirements:

1. A copy of the license/commercial register issued by the governmental authority in the GCC country of origin (residence).

2. An application for opening a bank account. Indicating the business purpose of the account, which should be consistent with the purposes of the company as per its Article of Association and license.

3. A copy of the national identification document of the owner(s) of the GCC establishment (excluding public joint stock companies), and copy/copies of the passports (if any).

4. The Articles of Association and its appendices, clearly indicating the capital composition and corporate organization, and that the share of GCC nationals (both natural and juristic persons) therein is more than 50% of the capital.

5. A list of the names and nationalities, and copies of the identification documents, of the members of the Board of Directors, authorized above requirements.

The bank shall send to the concerned Civil Rights Department a free of charge monthly detailed statement on the account or upon its request at any time.

10. The bank shall, if requested, facilitate online and phone banking services for checking operations and balances only, and provide points of sale and cash deposit machines, under the rules regulating provision of such services.

Non Resident Juristic Persons:

Non-Banking GCC Companies not residing in the Kingdom:

Current Accounts and Deposits for Business and Credit Purposes:

Banks may open accounts in Saudi Riyals and foreign currencies to GCC companies for business and credit purposes according to the following documents, conditions, procedures and requirements:

1. A copy of the license/commercial register issued by the governmental authority in the GCC country of origin (residence).

2. An application for opening a bank account. Indicating the business purpose of the account, which should be consistent with the purposes of the company as per its Article of Association and license.

3. A copy of the national identification document of the owner(s) of the GCC establishment (excluding public joint stock companies), and copy/copies of the passports (if any).

4. The Articles of Association and its appendices, clearly indicating the capital composition and corporate organization, and that the share of GCC nationals (both natural and juristic persons) therein is more than 50% of the capital.

5. A list of the names and nationalities, and copies of the identification documents, of the members of the Board of Directors, authorized above requirements.
1. يكون أغلبية أعضاء مجلس الإدارة من مواطنين دول المجلس أو منشئيها الخليجية.
2. صورة من التعريض الصادر عن مجلس إدارة المنشأة الذي يحمل الأشخاص بإدارة الحساب البنكي إذا كان ذلك محدداً في عقد التأسيس.
3. أن يكون المخول بإدارة الحساب البنكي من مواطني دول مجلس التعاون الخليجي، وفي حال كان غرض الحساب الحصول على تسهيلات من بنك عامل في المملكة، فسمح أن يكون المخول من غير الخليجيين العاملين في الشركة المقيمين في دولة الشركة.
4. مصادقة السفارة السعودية في البلد الخليجي للشركة الخليجية على كافة المطلبات الموضحة أعلاه.
5. يجب استيفاء المستندات أعلاه من قبل موظفي البنك المحلي مباشرة من خلال محقق العملاء شخصياً (الموظفين) أو من خلال استيفائها من خلال بنك مرسال خليجي وطني مقيم في بلاد الشركة على أن يقوم بالمصادقة على مطالب الصوثر للأصول كافة المستندات المتوفرة عن طرفه والمصادر عليها كذلك من السفارة السعودية، وعلى أن يتم الإيداع والسحب والتحويل عن طريق ذلك البنك المراسل. كما يسمح كذلك بإستيفائها من خلال بنك مرسال مقيم في البلد الخليجي للشركة من ضمن الشركة، بنك سعودي في رأس المال والإدارة الفنية، أو فروع البنوك السعودية في الدولة الخليجية علماً بأن المسئولية المبادرة عن بيانات العمل تقع على عات البنك المعني في المملكة.
6. أن يقوم البنك بعد توفر المستندات المتطلبات أعلاه بانتشاف وتطبيق متغيرات عرف عملائه، ومنها مصادر الدخل الأساسية والإضافية وحجم الأصول وطبيعة الأنشطة والتعارض الواضح وتقديم توضيح الأشخاص المسؤولين في قرارات
identifying the influential persons in the decisions of the company.

11. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.

12. Informing SAMA when opening the account by the bank.

13. Allowing opening accounts is applicable to all types of GCC panies, including public joint stock companies, closed joint stock companies, limited liability companies, general partnerships, limited partnerships and partnerships limited by shares.

14. Allowing opening accounts to GCC companies includes those undertaking commercial, industrial, service, agricultural and real estate businesses.

15. No current accounts shall be opened for banks, money exchangers (apart from correspondent accounts), investment companies, financial institutions, mutual funds, insurance companies, individual establishments and licensed shops.

300-2-1-2 Accounts of GCC juristic persons for trading in securities of companies listed in the Saudi Exchange Market:

The GCC juristic persons specified below shall be allowed to open current accounts for enabling them to invest in the local securities (Saudi companies shares) upon meeting the following documentations, conditions, controls and requirements:

1. Application to open a bank account whereby it is specified that such account is for investment in the Saudi Stock Companies or Securities. The bank shall ascertain that the investment purpose corresponds to the company business lines as specified in the company articles of association and license, and that the company statue and articles of association are free of any restrictions that might prevent or restrict the company from acquiring shares of stock companies.

a) Gulf companies:

a-1 A copy of license / commercial Register issued by the competent government authority in state of origin identifying the influential persons in the decisions of the company.

11. موافقة الرئيس التنفيذي/مدير العام ومدير إدارة

الالتزام على فتح الحساب

12. إخطار المؤسسة عند فتح الحساب.

13. يشمل السماح بفتح الحسابات كافة أنواع الشركات التجارية السامحة العامة، السامحة المغلقة، ذات المسؤولية المحدودة، التجارية، والشريكة البسيطة، والشريكة الأصلية.

التوصية البيضاء، التوصية بالأسهم.

14. يشمل السماح بفتح الحسابات التجارية للكيانات التجارية، الصناعية،

الخدمة، الزراعية، الدائرة.

15. لا يسمح بفتح حسابات جارية لكل من البنوك، والصراط / حسابات المراسلة،

ورشوات الاستثمار المالي، والمؤسسات المالية،

ومناصب الاستثمار المستقلة أو التابعة

ورشوات التامين، والمؤسسات الفردية والمحلات،

المخصصة.

الحسابات البنكية للأفراد الإعتباريين من دول مجلس التعاون لدول الخليج العربية لغرض تداول أسهم الشركات المدرجة في السوق المالية:

السعودية:

يسمح بفتح حسابات جارية للأفراد الإعتباريين من دول مجلس التعاون لدول الخليج العربية المذكورين

أدناء، لغرض الاستثمار في الأوراق المالية (أسهم

الشركات السعودية) بعد استيفاء المستندات والشروط،

والضوابط والمطالب التالية:

1. طلب فتح حساب بنكي محدد فيه أن الغرض هو

الاستثمار في أسهم الشركات المدرجة في السوق المالية

أو الأوراق المالية، ويعيد على البنك التأكد من

أن الغرض الاستثماري للشركة يتوافق مع

أغراض الشركة حسب عدد التوقيت والترخيص

بالنشاط وأنه لا يوجد في نظامها الأساسي أو

عدد تأسيسها قيداً من تقييد أو تحد من امتلاكها

أسهم شركات مساهمة.

الشركات الخليجية:

1- صورة من التوقيت / السجل التجاري المصدر

عن جهة الاقتصاد الحكومية في دولة المنشأ
(Residence) in GCC countries duly attested as a true copy of the original.

a-2 A copy of the license issued either by Capital Market Authority or the Central Bank (Monetary Agency) in GCC countries.

a-3 A copy of the citizenship card of the proprietors of the Gulf company (other than joint stock companies) as well as passport copy (if any), duly attested by the mediatory as a true copy of the original.

a-4 A copy of the company articles of association and attachments which illustrate clearly the make-up of the company capital and management. GCC citizen’s proprietors (natural and juristic) shall exceed 50% of the company capital.

a-5 A list of names and copies of ID cards of the members of the board of directors as well as the authorized managers and their nationalities.

a-6 Copy of the authorization issued by the company’s board of directors empowering the concerned persons to manage the cash account and the investment portfolio unless such authorization is included in the Articles of Association.

b) Gulf Investment Firm:
Documents of incorporation of the investment firms which support that they are owned by the Government, including the articles of association, resolution in formation of its board of directors and names of those who are authorized to operate the investment accounts and copies of their ID cards.

c) Retirement Pensions and Social Insurance Organizations Funds:
Documents pertaining to their formation, the board of directors formation resolution, the names of those authorized to manage the investment accounts and copies of their vested bowers resolution as well as their identification photocopies.

d) Affiliated Investment Funds:
d-1 A copy of the fund statute.

d-2 Documents licensing the formation of the fund either from the Capital Market Authority or the Central Bank (Monetary Agency) in GCC Countries.

d-3 Names of the members of the board empowered to operate the fund and direct its policy.

d-4 The resolution nominating those empowered to operate the fund and

(الإقامة) في دول مجلس التعليم مصدق عليها بمطابقة الأصل.

أ-2 صورة من الترخيص الصادر من إمارة سوق المال أو البنك المركزي (مؤسسة النقد) الخليجية.

أ-3 صورة من الهيئة الوطنية لسماك الشركة الخليجية (باستثناء الشركات المساهمة العامة) وصور جوازات السفر (إذ وجدت) مصدق عليها بمطابقة الأصل.

أ-4 قائمة بأسماء وصور هويات أعضاء مجلس الإدارة والمدرب المفوضين وسجياتهم.

أ-5 صورة من عدد تأسيس الشركة وملفاته الذي يبين موضوع تركيبة كل من رئيس المال وإدارة الشركة وأن ملكية الموظفين الجمليين فيها (طبيعيين أو اعتباريين) تزيد عن (50)% من رأس المال.

أ-6 مذكرة باسماء وصور هويات أعضاء مجلس الإدارة ومدرب المفوضين وسجياتهم.

ب- المؤسسة الاستثمارية الخليجية:

الوثائق الخاصة بإنشاء المؤسسة الاستثمارية التي تثبت ملكيتها للحكومة ومنها وقetri تأسيس وقرار تشكيل مجلس إدارة وأسماء المخولين بإدارة الحسابات الاستثمارية وصور هوياتهم.

ج- مؤسسات تعاونيات التأمينات والتأمينات الاجتماعية:

الوثائق الخاصة بإنشاء مؤسسات التأمينات والتأمينات الاجتماعية وقرار تشكيل مجلس إدارة وأسماء المخولين بإدارة الحسابات الاستثمارية صور هوياتهم.

(1) صناديق الاستثمار التابعة:

د-1 صورة من نظام الصندوق.

د-2 الوثائق الخاصة بالترخيص بإصدار الصندوق من إمارة سوق المال أو البنك المركزي (مؤسسة النقد) الخليجية.

د-3 أسماء أعضاء مجلس الإدارة المعينين بإدارة الصندوق وتوجه سياساته.

د-4 القرار الصادر بضم صندوق إدارة الصندوق.
1. Non Resident Non Banking Corporations and Businesses (other than GCC) with No Contracts or Projects in Saudi Arabia:

Saudi banks are not permitted to open any account for such organizations, apart from the allowed intermediary accounts as per clause 400-1 and 400-2. Except companies and institutions which SAMA approves to obtain facilities, financing or loans from banks operating in the Kingdom according to the following conditions and controls:

1- Obtaining copies of the following documents:

A- The license/commercial register

b- Photocopies of their identification .
d- 5 Photocopy of the Fund's Articles of Association and its annexes which show clearly the structure of its capital , its management and that the GCC citizens ownership ratio in it (be it natural or juristic ) exceeds 50% .

2. To obtain the above mentioned documents in A, B, C and D directly through personal interviews of customers (authorized representatives) or through such Gulf mediator along with having the copies thereof matched with originals of all documents and submit.

3. To make sure that the Gulf mediator fills up fully the form of anti-money laundering and terrorism finance. However, if dealing is to be effected directly through personal interviewing of authorized clients by the local bank staff , the questionnaire has to be completed in case of the Gulf company and investment fund only by these two parties themselves as applicable .

4. To apply the standards of "know your customer", including main and secondary sources of income, volume of assets, nature and genuineness of business activities and clear address

5. To obtain a declaration by the Gulf intermediary whereby he undertakes to provide the supervisory authorities in the Kingdom with any information about the customer investors at any time upon request. In case the dealing of the local bank with the Gulf client is effected through a Gulf mediator / intermediary.

300-2-2
issued by the government authority in the country of origin (residence).

B- Memorandum of Association and its attachments, which shows clearly the structure of capital and company management.

C- A copy of the authorization issued by the Board of Directors authorizing persons to handle the credit process and bank account management, unless this is specified in the Memorandum of Association.

2- A list of names and copies of the identities of the members of the Board of Directors and authorized managers and their nationalities.

3- Determining the natural real beneficiary of the ownership regardless of the degree of search.

4- Verification of the ownership of any politically exposed person, if any, and verification of his/her source of funds.

5- Opening an intermediate account with the bank for this purpose under the name of (a company loan account ...........).

6- The intermediate account is managed at the level of an executive official in the bank.

7- The account is not given any kind of services (checks, ATM cards, etc.).

8- The client’s (the borrower, obtaining the finance) requests to withdraw from the account are carried out under any of the following:

A- A SWIFT message from the client through the correspondent bank which he/ she deals with in his/her country.

B- Written instructions signed by two authorized persons in the company obtaining the financing, stating their names in the request for financing.

9- Repayment is made through remittances from the borrower’s country or from banks in the Kingdom by resident client specified in the loan agreement. Cash deposits, checks or transfers from domestic accounts at the

أ- الترخيص/السجل التجاري المصدر من الجهة الحكومية في دولة المنشأ (الإقامة).

ب- عقد التأسيس وملفاته الذي يبين ووضوح تركيبة رأس المال وإدارة الشركة.

ج- صورة من التوقيعين المصدرين عن مجلس إدارة الشركة بخول الأشخاص بالعملية الإتمانية وإدارة الحساب البنكي إلا إذا كان ذلك محدداً في عقد التأسيس فيكتفي به.

2- قائمة بأسماء وصور هويات أعضاء مجلس الإدارة والذريات المعترفين وخصائصهم.

3- تحدد المستفيد الحقيقي الحقيقي من الملكية بغض النظر عن درجة البحث.

4- التحقق من ملكية أي شخص مكشوف سياسيًّا إضافةً إلى التحقق من مصدر أمواله.

5- يفتح حساب وسطي لدى البنك لهذا الغرض يسمى حساب فرض شركة ...........).

6- يدار الحساب الوسيط من مستوى مسئول تنفيذي في البنك.

7- لا يمنح الحساب أي نوع من الخدمات (شيكين بطاقات تصاريح الخلافة).

8- تصدر تعليمات العميل (المقترض) الحاصلة على التمويل بالسحب من الحساب بموجب أي من الآتي:

أ- رسالة سويفت عن طريق البنك المراسل الذي يتعامل معه في بلدته.

ب- تعليمات خطية موضوعة من شخصين مخولين في الشركة الحاصلة على التمويل مع التنص على أسمائهم في طلب التمويل.

9- يكون السداد بموجب حوارات من بلد المفترض في الخارج أو ينوي في المملكة من عمله مقيم يحد في اتفاقية الفرض ولا يسمح بالإيذاع الفعلي أو الشيك أو التحويل من حسابات داخلية لدى البنك نفسه.
bank itself are not permitted.

10. The bank should certify that all copies of identity cards and documents are true copies of the originals. As for documents issued abroad, they must be authenticated by the concerned authorities and the Saudi Embassy in the concerned country and the Ministry of Foreign Affairs of the Kingdom.

**300-2-3 Non Resident, Non Banking Corporations and business entities with contracts or projects in Saudi Arabia:**

Where a non-resident business or corporation has a contract or a project in Saudi Arabia, it can maintain Saudi Riyal or Foreign Currency accounts with a Saudi bank in the Kingdom for the duration of the project or the contract subject to the following requirements:

1. Obtaining permission from the Saudi Ministry of Commerce & Industry and/or a provisional license from the General Investment Authority and approval from company’s head Office. This approval must be certified by the Saudi Embassy in the company’s country of origin.

2. Copy of company’s articles of association certified by the Saudi Embassy in the company’s country of origin.

3. Recommendation from a rated bank (by a rating agency such as S&P, IBCA etc.) with which it deals in its country of origin.

4. Copy of the authorization from the head office of the company certified by the Saudi Embassy, nominating officers in Saudi Arabia to sign on behalf of the company on all financial transactions including opening and operation accounts and cheques, along with copy of their Iqama.

5. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.

6. Informing SAMA when opening the account by the bank.

Banks must close all such accounts on the expiry of the underlying contract. In order to accommodate post project receivables the following requirements must be met:

- The bank shall open a valid bank account for each project in the concerned bank.
- The bank shall make a list of the projects, including the bank account number, and send it to the Ministry of Commerce & Industry.
- The bank shall keep a record of all transactions related to the projects.
- The bank shall submit a report to the Ministry of Commerce & Industry at the end of each quarter describing the status of the project and the amount of funds used.
- The bank shall inform SAMA of any changes in the status of the project.
- The bank shall ensure that all transactions related to the project are recorded in the bank's books and are subject to audit by SAMA.

**300-2-300 شركات ومؤسسات التجارة غير المقيمة وغير المصرفية التي لها عقد أو مشايع في المملكة:**

عندما يكون للمؤسسة التجارية أو الشركة غير المصرفية عقد أو مشروع في المملكة يمكن أن تفتح حسابات البنوك بشكل مناسب في المملكة.

1. الحصول على موافقة من وزارة التجارة والصناعة السعودية أو من الجهة المتأهلة لاعتماد الأنشطة التجارية، وموافقة المكتب الرئيسي للمؤسسة التجارية والمصرفية السعودية في بلد المنشأ على هذه الموافقة.

2. صورة من عقد تأسيس الشركة مصدق عليه من السفارة السعودية في بلد الشركة.

3. توصية من بنك مصنف (من قبل وكيل تصنيف مثل أس بي ام أو سبي أو أي بي إس آي وغيرها) مع работе مع في بلد المنشأ.

4. صورة من التقويم الأسعار من المكتب الرئيسي للمؤسسة التجارية مصدق عليه من الصناعة السعودية، والذي يعد الأشخاص المخولين في المملكة بالتوقيع نهاية عن الشركة فيما يتعلق بجميع العمليات المالية بما فيها فتح الحسابات البنكية وتسليط الشكوك مع الحصول على صورة من إعفاء المخولين.

5. موافقة الرئيس التنفيذي/المدير العام ومدير إدارة الائتمان على فتح الحساب.

6. إجابة المؤسسة عند فتح الحساب.

وعلى البنوك أن تقلل كل هذه الحسابات عند انتهاء عقد يقع على من أجل تحصيل المستحقات وتسديد المدفوعات، بما في ذلك...
and payables, including Zakat and Tax payments, special accounts can be maintained specifically for this purpose until completion after which such accounts must be closed according to the following procedures:

1. Consider such an account as a trust account under the control of the operations manager at the bank’s Head Office.

2. Obtain a letter from the head office of the company, duly attested by the Embassy of the Kingdom, or, if none, an Arab state embassy, identifying the persons authorized to sign on the trust account after the expiration of the company business and specifying how the residual amounts will be transferred and Zakat or income tax will be paid.

3. Deposits in such an account shall be limited only to the amounts payable to the company by other parties (government cheques) such as the Ministry of Finance or private institution if the contract is made with a private or semi-government business sector.

4. The guidelines related to dormant accounts for five years shall be applicable to such an account.

5. This account shall be classified in the category of high-risk accounts.

Non-Resident Non-Banking Corporations Renting Spaces at Depository Areas in the Kingdom:

Since it has been allowed for foreign firms to deposit and re-export commodities at depository areas at Saudi ports even if such firms do not have authorized agents in Saudi Arabia and even if such firms are not licensed under the Foreign Investment Act. Pursuant to leasing contracts from the respective port administration or from leasing authorized agents, banks may open accounts for such firms in Saudi Riyal and/or foreign currencies for a period equal to the duration of the lease contract, subject to the following requirements:

1. Obtaining a letter from the head office of the company, duly attested by the Embassy of the Kingdom, or, if none, an Arab state embassy, identifying the persons authorized to sign on the trust account after the expiration of the company business and specifying how the residual amounts will be transferred and Zakat or income tax will be paid.

2. Deposits in such an account shall be limited only to the amounts payable to the company by other parties (government cheques) such as the Ministry of Finance or private institution if the contract is made with a private or semi-government business sector.

3. The guidelines related to dormant accounts for five years shall be applicable to such an account.

4. This account shall be classified in the category of high-risk accounts.

300-2.4 Non-Resident Non-Banking Corporations Renting Spaces at Depository Areas in the Kingdom:
1. نسخة من عقد الإيجار في 부تة المحافظة مع اعتماد من الجمعية التجارية والإدارة الرسمية.

2. نسخة من شهادة التسجيل التجاري للعقد الممنوحة من البلد المنشأ، والموافقة عليها من سفارة السعودية مع عنوان واضح للشركة.

3. رسالة مبتدئة من صاحب العقدين في البلد المنشأ للشركة أو المؤسسة المتمركزة.

4. إذا كان الأشخاص المعولمون بإعداد حسابات الشركة المتمركزة إما سعودي الجنسية أو غير سعوديين حاملين على إقاداتسابقة المعقول.

5. أن يوجد عرض من فتح الحساب بموجب خطاب من المستأجر موجه للبنك.

6. أن يتم قفل الحساب فور انتهاء مدة الإيجار.

وبعد تغيير البنك ما يفيد تجديده.

**300-2-5 Non Resident (including GCC) Commercial Banks:**

- البنوك التجارية غير المقيمة (بما فيها البنوك الخليجية):

  يجوز للبنك السعودي أن تفتح حسابات مراسلة بالسعودي والمستثمرين الأجنبية للبنوك التجارية المراسلة غير المقيمة (بما فيها البنوك الخليجية) وهذا يتضمن حسابات مراسلين للبنوك المركزة.

- موافقة الرئيس التنفيذي/المدير العام ومدير إدارة التدفق على فتح الحساب.

- إخطار المصرف عند فتح الحساب.

- الحصول على مستندات الترخيص (باستثناء الحالات التي يكون فيها المراسل هو البنك المركزي بذاته) المقدمة عن سلطات الترخيص الأجنبية المكلفة بمنحه المراسل الأجنبية كالمصرف المركزي أو هيئة الرقابة على البنوك أو سواها في ذلك البلد.

- ومن أجل منع الأعمال المصرفيه المشبوهة في المملكة، بما في ذلك عمل الأسواق وممارسة نشاطات مصرية أخرى دون إذ من مؤسسة النقد، على البنوك السعودية أن ترفض الدخول في أو أن تستمر في علاقة بنكية مع بنك مراسل م beaned. 

**بخش خاص:**

- البنوك التجارية غير المقيمة (بما فيها البنوك الخليجية):
a correspondent banking relationship with a bank incorporated in a jurisdiction where it has no physical presence and which is not affiliated with a regulated financial group (i.e. Shell banks).

- Banks should select or approve correspondent banks whose countries apply strong measures and standards for determining the client's identity, cooperate in the control of money laundering operations, are under the control of concerned authorities, provide easy access to information related to the management of such banks and their main line of business and locations, reputation and the level of controls applied by the concerned regulator.

- Local banks should obtain from correspondent banks a questionnaire of anti-money laundering and terrorism finance prevention measures, stating that the correspondent bank is committed to the policies, anti-money laundering and terrorism finance prevention measures in relation to new banks relationships and existing relationships, and access the correspondent bank internal controls to combat money laundering and terrorist financing and ensure they are sufficient and effective, and ensure that the correspondent bank does not allow Shell banks to use the account opened in your books.

- Banks should ensure through publicly available information and research (the media and others) that the correspondent banks planned to deal with, or to continue to deal with has never been subject to investigation on money laundering or terrorist financing cases, or raising issues in this regard or subject to regulatory investigation.

- Banks are not allowed to start new relationships with any correspondent bank or open a new correspondent bank account in their books without the approval and consent of their senior management.

- Banks should ensure that the operation of these accounts is restricted to dealings among correspondent banks only, and that such accounts should not be used or treated as current accounts and therefore, no cheque-books should be issued for them. Correspondent accounts may not be used by a third party to conduct activities for its own account.
300-2-6 Non Resident Investment Companies, International Mutual Funds and Other Financial Institutions (Including GCC):

Saudi banks may not open any bank account for foreign investment companies, mutual funds or financial institutions, including GCC manage investment companies, or brokers who illegally sell their products in the Kingdom and raise funds in Saudi Riyal and foreign Currencies. Saudi banks must not facilitate the business and transactions of such entities in any way. As an exception to this restriction, the cases and categories only which permitted by CMA to invest in the shares of Saudi stock companies.

300-2-7 Non-Resident Insurance Companies and Money Exchangers:

Saudi banks are not permitted to open bank accounts, for such juristic entities except in the following cases and after obtain an approval of both the compliance officer and the chief executive officer (the general director) to open the account and informing SAMA when opening the account by the bank.

- Non-resident insurance companies with agreements with a Saudi bank to offer assurance product:
  may only open an (deposit/escrow) account in SR and FC with the partner bank to facilitate their business under the agreement

- Non-resident money exchangers:
  may only open correspondent accounts after providing the documents related to practicing (banking activities) currency exchange activities specified in Article 300-2-5.

300-2-8 Payment Card Companies which are Non Resident in the Kingdom or GCC affiliated:

Saudi Banks are not permitted to open Saudi Riyal or foreign currency accounts for such companies. However, Saudi banks may - after obtain an approval of both the compliance officer and the chief executive officer (the general director) to open the account and informing SAMA when opening the account by the bank - maintain Saudi Riyal accounts for such companies to enable them to pay for

300-2-9

• Companies of the Kingdom’s Board of Directors and the International Board of Directors and Other Financial Institutions (including GCC):

The banks may not open any bank accounts for foreign investment companies, international mutual funds and other financial institutions, including GCC-managed investment companies, or brokers who illegally sell their products in the Kingdom and raise funds in Saudi Riyal and foreign currencies. Saudi banks must not facilitate the business and transactions of such entities in any way. As an exception to this restriction, the cases and categories only which are permitted by CMA to invest in the shares of Saudi stock companies.

- Non-resident insurance companies with agreements with a Saudi bank to offer assurance product:
  may only open an (deposit/escrow) account in SR and FC with the partner bank to facilitate their business under the agreement

- Non-resident money exchangers:
  may only open correspondent accounts after providing the documents related to practicing (banking activities) currency exchange activities specified in Article 300-2-5.

300-2-10 Payment Card Companies which are Non Resident in the Kingdom or GCC affiliated:

Saudi Banks are not permitted to open Saudi Riyal or foreign currency accounts for such companies. However, Saudi banks may - after obtain an approval of both the compliance officer and the chief executive officer (the general director) to open the account and informing SAMA when opening the account by the bank - maintain Saudi Riyal accounts for such companies to enable them to pay for

300-2-11

• Companies of the Kingdom’s Board of Directors and the International Board of Directors and Other Financial Institutions (including GCC):

The banks may not open any bank accounts for foreign investment companies, international mutual funds and other financial institutions, including GCC-managed investment companies, or brokers who illegally sell their products in the Kingdom and raise funds in Saudi Riyal and foreign currencies. Saudi banks must not facilitate the business and transactions of such entities in any way. As an exception to this restriction, the cases and categories only which are permitted by CMA to invest in the shares of Saudi stock companies.

- Non-resident insurance companies with agreements with a Saudi bank to offer assurance product:
  may only open an (deposit/escrow) account in SR and FC with the partner bank to facilitate their business under the agreement

- Non-resident money exchangers:
  may only open correspondent accounts after providing the documents related to practicing (banking activities) currency exchange activities specified in Article 300-2-5.

300-2-12 Payment Card Companies which are Non Resident in the Kingdom or GCC affiliated:

Saudi Banks are not permitted to open Saudi Riyal or foreign currency accounts for such companies. However, Saudi banks may - after obtain an approval of both the compliance officer and the chief executive officer (the general director) to open the account and informing SAMA when opening the account by the bank - maintain Saudi Riyal accounts for such companies to enable them to pay for

300-2-13

• Companies of the Kingdom’s Board of Directors and the International Board of Directors and Other Financial Institutions (including GCC):

The banks may not open any bank accounts for foreign investment companies, international mutual funds and other financial institutions, including GCC-managed investment companies, or brokers who illegally sell their products in the Kingdom and raise funds in Saudi Riyal and foreign currencies. Saudi banks must not facilitate the business and transactions of such entities in any way. As an exception to this restriction, the cases and categories only which are permitted by CMA to invest in the shares of Saudi stock companies.

- Non-resident insurance companies with agreements with a Saudi bank to offer assurance product:
  may only open an (deposit/escrow) account in SR and FC with the partner bank to facilitate their business under the agreement

- Non-resident money exchangers:
  may only open correspondent accounts after providing the documents related to practicing (banking activities) currency exchange activities specified in Article 300-2-5.

300-2-14 Payment Card Companies which are Non Resident in the Kingdom or GCC affiliated:

Saudi Banks are not permitted to open Saudi Riyal or foreign currency accounts for such companies. However, Saudi banks may - after obtain an approval of both the compliance officer and the chief executive officer (the general director) to open the account and informing SAMA when opening the account by the bank - maintain Saudi Riyal accounts for such companies to enable them to pay for
customers' purchases from merchants in Saudi Arabia. Banks should obtain authenticated licensing or registration documents in order to establish their identity.

400 RULES GOVERNING THE OPENING OF ACCOUNTS FOR RESIDENT AND NON-RESIDENT INDIVIDUAL INVESTORS NOT UNDER THE FOREIGN INVESTMENT ACT:

400-1 Rules Governing the Opening of Accounts for Resident and non-resident Foreigners for Investment in funds of (Local and foreign Share) :

For the purposes of investment in mutual funds of local and foreign shares for resident and non-resident foreigners (natural and juristic persons), the banks and other mutual funds may open an internal intermediary account (Inter-Group Account) containing all accounts of the customers with a view to use it in investment in local and foreign shares mutual funds. The bank shall assign the customer a special number as a cross reference to the inter-group account through which the customer can follow up his account and financial transactions including sales and purchases, provided that the bank shall obtain the following documents:

Resident individual:
2. A copy of the passport
3. His / her address in the Kingdom.

Non resident Individual:
1. A copy of the customer's national identification document
2. A clear address in his country
3. His job in his country

The documents of a non-resident individual investor must be obtained by the bank through its correspondents abroad. Banks must take care to select reliable and reputable correspondents. The correspondent bank shall authenticate all such documents and identify the number of the customer account maintained by it.

Non-resident commercial banks:
1. The account shall be opened in favor of the bank, and not its customer.

لهيكل في المملكة. وعلى البنك أن يحصل من هذه الشركات على مستندات التسجيل أو التراخيص المطلوبة لتمكينهم من التعريف عليها.

القواعد الخاصة بفتح حسابات للأعمالاء.argmaxاء الأجانب المستثمرين المقيمين وغير المقيمين غير المشمولين بنظام الاستثمار الأجنبي:

القواعد الخاصة بفتح حسابات الأجنبية المقيميين وغير المقيميين للاستثمار في صناديق الاستثمار للأعمالاء.argmaxاء الأجانب (المتخصصة في صناديق الاستثمار للأعمالاء.argmaxاء الأجانب):

الأسهم المحلية والإجنبية:

لاغرض الاستثمار في صناديق الاستثمار بالأعمالاء.argmaxاء الأجانب الأولية الإجنبية واعترازيين) المقيميين وغير المقيميين، يسمح البنكان وغيرهما من الصناديق الأخرى فتح حساب داخلي (INTER-GROUP ACCOUNT) ويستخدموه على جميع حسابات العملاء بالإفراح استخدامه في الاستثمار في صناديق الاستثمار الأولية الإجنبية والعناية في إعداد أغلب رقم خاص كمرجع مطلوب من الحساب الوسيط يستفيد من خلاله متابعة حسابات وإدراكه المالية من جميع وشراء، على أن يستوفي البنك المستندات التالية:

بالنسبة للفرد المقيم:
1- صورة من دفتر/بطاقة الإقامة الديموغرافية سارية المغفر.
2- صورة من جواز السفر.
3- عنوان في المملكة.

الفرد غير المقيم:
1- صورة هوية العمل في بلده.
2- عنوان واضح في بلده.
3- عمله في بلده.

تستوفي مستندات المستثمر الاجنبي المقيم من خلال مراقبة البنك في الخارج مع الحرص على التأكد من اختيار البنك المراسل ذات السمعة المصرفية الجيدة وتطابق صادقة البنك المراسل على جميع المستندات وتحديد رقم حساب العمل.

لدى البنوك التجارية غير المقيمة:
1- يفتح الحساب لصلح البنك وليس لصلحه.
2. Requirements and procedures contained in Rule 300-2-5 shall be fulfilled, but the account shall not be treated as a correspondent account.

3. The procedures of mutual funds shall be complied with, in particular investment percentage for a single person should not exceed 10% per fund.

4. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.

5. Informing SAMA when opening the account by the bank.

Non-resident company:

1. A copy of the official license of the company.

2. Its Articles of Association, indicating the name, identities and addresses of the company owners, except public joint stock companies.

3. The procedures of mutual funds shall be complied with, in particular investment percentage for a single person should not exceed 10% per fund.

4. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.

5. Informing SAMA when opening the account by the bank.

Rules Governing Intermediary Investment Accounts:

1. Local banks offering pooled accounts managed by professional intermediaries, lawyers or stockbrokers, such as mutual funds, money funds, and deposit funds etc. should obtain from the intermediary identification documents of the account's beneficiaries where there are sub-accounts attributable to each account's beneficiaries.

2. Requirements and procedures contained in Rule 300-2-5 shall be fulfilled, but the account shall not be treated as a correspondent account.

3. The procedures of mutual funds shall be complied with, in particular investment percentage for a single person should not exceed 10% per fund.

4. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.

5. Informing SAMA when opening the account by the bank.

Non-resident company:

1. A copy of the official license of the company.

2. Its Articles of Association, indicating the name, identities and addresses of the company owners, except public joint stock companies.

3. The procedures of mutual funds shall be complied with, in particular investment percentage for a single person should not exceed 10% per fund.

4. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.

5. Informing SAMA when opening the account by the bank.
beneficial owner. Banks should make sure that the intermediary is subject to the same requirements of anti-money laundering, combating Terrorist financing and KYC procedures applicable by local banks and the principle of “Know Your Customer”.

2. Banks must obtain copies of the licenses of the intermediary to practice business attested by the correspondent bank or the Saudi Embassy.

3. Approval of both the compliance officer and the chief executive officer (the general director) to open the account.

4. Informing SAMA when opening the account by the bank.

400-3 Rules Governing opening of accounts for corporate/juristic persons (licensed companies, establishments and stores) owned by resident expatriates permitted to run a commercial business but not included in Foreign Investment Act:

Banks may open accounts in SAR and Foreign currencies for these Juristic persons after obtaining the following required documents:

1. Copy of the Commercial Registration issued by the Ministry of Commerce.

2. Copy of the License if it is the only requirement or if it is required along with the Commercial Registration.

3. Articles of Association & its addendums (if any).

4. Copy of valid Iqama & passport for GCC citizens or for the business owner with the original passport for verification. Name of non-Saudi merchant in C.R and the license must be verified to match his name, ID No. and validity.

5. List of the owners as mentioned in the Articles of Association and amendments (if any) and copy of their IDs.

6. The non-Saudi owner of the entity is not allowed to authorize others (Saudi or non-Saudi) to manage the accounts of the entity.

The rules for opening accounts for private persons are:

1. Shareholders may open accounts for themselves.

2. Copy of the Commercial Registration issued by the Ministry of Commerce.

3. Copy of the License if it is the only requirement or if it is required along with the Commercial Registration.

4. Copy of valid Iqama & passport for non-Saudi citizens or for the business owner with the original passport for verification.

5. List of the owners as mentioned in the Articles of Association and amendments (if any) and copy of their IDs.

6. The non-Saudi owner of the entity is not allowed to authorize others (Saudi or non-Saudi) to manage the accounts of the entity.

The rules for opening accounts for non-resident expatriates are:

1. Copy of the Commercial Registration issued by the Ministry of Commerce.

2. Copy of the License if it is the only requirement or if it is required along with the Commercial Registration.

3. Articles of Association & its addendums (if any).

4. Copy of valid Iqama & passport for GCC citizens or for the business owner with the original passport for verification.

5. List of the owners as mentioned in the Articles of Association and amendments (if any) and copy of their IDs.

6. The non-Saudi owner of the entity is not allowed to authorize others (Saudi or non-Saudi) to manage the accounts of the entity.
RULES GOVERNING THE OPENING OF GOVERNMENT ACCOUNTS:

1. The government agency must submit an account opening application (be it a main account or sub-account or a cashier representative account etc...) to the Ministry of Finance and National Economy (Directorate General of Accounts). After studying the application, the Ministry shall notify SAMA of opening the account with one of the local banks. The government agency will then provide the bank with the names and signature specimens of the authorized signatories and copies of their IDs.

2. The name of the beneficiary shall be in the payment order pertaining to deposit in the account (To the order of the bank, Account No.…).

3. The Account at the bank shall be in the name of the government department or authority and not in the name of a natural person or his position or job. The bank account purpose must be specific in order to differentiate it from other accounts. Should the government department wish to amend its account name, an application to this effect shall be addressed by the said department to the Ministry of Finance (Accounts General Dept.) for approval or disapproval and notify SAMA about the decision of the Ministry in order to be conveyed accordingly to the bank.

4. Cheque books shall be requested by an official letter signed by those authorized to withdraw funds.

5. The authorization to deposit and withdraw must be issued by the concerned party. Authorized signatories cannot delegate their power to others unless they are so authorized by the concerned party.

Letters addressed by the authorized to issue bank cheques or internal or external transfer on the letters of the official entity or the approved bank

1. The government agency must submit an account opening application (be it a main account or sub-account or a cashier representative account etc...) to the Ministry of Finance and National Economy (Directorate General of Accounts). After studying the application, the Ministry shall notify SAMA of opening the account with one of the local banks. The government agency will then provide the bank with the names and signature specimens of the authorized signatories and copies of their IDs.

2. The name of the beneficiary shall be in the payment order pertaining to deposit in the account (To the order of the bank, Account No.…).

3. The Account at the bank shall be in the name of the government department or authority and not in the name of a natural person or his position or job. The bank account purpose must be specific in order to differentiate it from other accounts. Should the government department wish to amend its account name, an application to this effect shall be addressed by the said department to the Ministry of Finance (Accounts General Dept.) for approval or disapproval and notify SAMA about the decision of the Ministry in order to be conveyed accordingly to the bank.

4. Cheque books shall be requested by an official letter signed by those authorized to withdraw funds.

5. The authorization to deposit and withdraw must be issued by the concerned party. Authorized signatories cannot delegate their power to others unless they are so authorized by the concerned party.
forms may be acceptable, provided that they should be jointly signed by the authorized persons only.

6. Withdrawals from the account shall be by cheques signed jointly by the authorized signatories.

7. Government departments will not be allowed to open accounts in foreign currency unless a specific provision to this effect has been included in the approval of the Ministry of Finance, and notified to the banks through SAMA.

8. Banks shall not extend to any government entity any loans or facilities or allow overdraft of more than the amounts drawn under payment orders drawn on the Ministry of Finance, whether related to salaries or other purposes except under a special approval of the Council of Ministers.

9. Government accounts are not allowed to be transferred/ moved from one bank to another bank unless approved by the Ministry of Finance and advised to the bank through SAMA.

500-1-2 Rules Governing the opening of Accounts for Government Departments for the Collection of Donations for their account:

1. Subject to 500-1-1 above.

2. The application submitted by the government department to the Ministry of Finance to open an account for collection of donation must include the approval of the competent minister or head of the department or general organization/s or his designee.

500-1-2-1 Accounts of Government Bodies related to activities and services financed from outside the state budget:

Academic and specialized government bodies (universities - institutes - research centers - and the like) are allowed to open separate accounts in Saudi Riyal and foreign currencies for the purposes of research works, studies, consultation, and specialized services and the like that are funded by the beneficiaries of the services of the government body (outside of the state budget), according to the following controls:

- حساب ما ورد في 500-1-1 أعلاه.
- أن يكون الطلب المقدم من الجهة إلى وزارة المالية بطلب فتح الحساب للدفعة للكافة الجهة متمتعاً موافقة الوزير المختص أو رئيس المصلحة المستقلة أو (المؤسسة) المؤسسات العامة أو من تولده.

- حسابات الجهات الحكومية الخاصة بالأنشطة والخدمات الممولة من خارج الميزانية العامة للدولة

يمكن فتح حسابات مستقلة للجهات الحكومية الأكاديمية والبحثية (جامعات - مراكز أبحاث - وما شابهها) بالرياض والعملات الأجنبية وذلك لأغراض الأبحاث والدراسات والاستشارات والخدمات المتخصصة وما في حكمها الممولة من مستفيدي من خدمات الجهة الحكومية ( خارج الميزانية العامة للدولة) وذلك وفقًا للضوابط التالية:

الجهة الرسمية أو نماذج البنك المعتمدة شريطة أن يكون توقيع مشرف من المخولين فقط.

- يتم السحب من الحساب بموجب شيكات يتوافق مشتركة من المخولين بالحساب.

- لا يسمح بفتح حسابات الجهات الحكومية بالعملات العربية إلا إذا نصت موافقة وزارة المالية المبلغة للبنك عن طريق المؤسسة على ذلك.

- لا يسمح للبنك بتقديم أي قروض أو تسهيلات أو السماح بالسحب من المصرف لأية جهة حكومية تزيد عن المبالغ المسحوبة بموجب أوامر الدفع التي تسحب على وزارة المالية سواء فيما يتعلق بالمزيات أو غيرها إلا بموجب موافقة من مجلس الوزراء.

- لا يسمح بنقل حسابات حكومية من بنك إلى بنك آخر إلا بموجب موافقة من وزارة المالية تبلغ للبنك عن طريق المؤسسة.

- حسابات الجهة الحكومية الخاصة بالأنشطة والخدمات الممولة من خارج الميزانية العامة للدولة

يمكن فتح حسابات مستقلة للجهات الحكومية الأكاديمية والبحثية (جامعات - مراكز أبحاث - وما شابهها) بالرياض والعملات الأجنبية وذلك لأغراض الأبحاث والدراسات والاستشارات والخدمات المتخصصة وما في حكمها الممولة من مستفيدي من خدمات الجهة الحكومية ( خارج الميزانية العامة للدولة) وذلك وفقًا للضوابط التالية:

- حساب ما ورد في 500-1-1 أعلاه.

- أن يكون الطلب المقدم من الجهة إلى وزارة المالية بطلب فتح الحساب للدفعة للكافة الجهة متمتعاً موافقة الوزير المختص أو رئيس المصلحة المستقلة أو (المؤسسة) المؤسسات العامة أو من تولده.

القواعد المنظمة لفتح حسابات للجهات الحكومية

بغض تلقى تبرعات لصالحها:

- حساب ما ورد في 500-1-1 أعلاه.

- أن يكون الطلب المقدم من الجهة إلى وزارة المالية بطلب فتح الحساب للدفعة للكافة الجهة متمتعاً موافقة الوزير المختص أو رئيس المصلحة المستقلة أو (المؤسسة) المؤسسات العامة أو من تولده.

- حسابات الجهة الحكومية الخاصة بالأنشطة والخدمات الممولة من خارج الميزانية العامة للدولة

يمكن فتح حسابات مستقلة للجهات الحكومية الأكاديمية والبحثية (جامعات - مراكز أبحاث - وما شابهها) بالرياض والعملات الأجنبية وذلك لأغراض الأبحاث والدراسات والاستشارات والخدمات المتخصصة وما في حكمها الممولة من مستفيدي من خدمات الجهة الحكومية ( خارج الميزانية العامة للدولة) وذلك وفقًا للضوابط التالية:
1. A request from the President/Director of the body (University - Institute - Scientific Center - and the like) to open an account stating that the account is for the conduct of an activity funded from outside the budget.

2. The purpose of the account, and supporting documents of contracting or assignment for the implementation of (advisory or technical) tasks, if possible.

3. Defining the name of the account, so that it complies with the purpose for opening it.

4. Identifying names of persons authorized to sign by the President/Director of the body and copies of their identification cards and specimen signatures certified as correct by the Body and the bank. The change of the authorized signatories is made by a letter from the President/Director of the Body addressed to the bank at which the account is opened.

5. A copy of the Rules regulating the Financial Affairs in the government body funding the activity (University, Institute...).

6. The account will be opened for the duration of the project or for a period of one year. If the duration of the project is not defined, the extension of the account duration for other periods should be made under a letter by the President of the body addressed to the bank containing the causes for its continuation.

**500-1.3 Beuet El Maal (Finance houses):**

Banks are allowed to open bank accounts, after fulfilling the following information:

1. The Ministry of Justice to request the opening of the account as the nature and type (duties and unknowns or mentally ill and minors, etc.) to the Ministry of Finance, where the ministry after studying the request to inform Saudi Arabian Monetary Agency (SAMA) to open the account, which in turn inform the required bank to be opened it.

2. The concerned division in Ministry of Justice to provide the bank with the

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بيوت المال:

يسمح للبنك بفتح حسابات بنكية بعد استيفاء البيانات التالية:

1. أن تقوم وزارة العدل بتوجه طلب فتح الحساب حسب طبيعته ونوعه (عمال ومجاهلي أو أقرص ومعتوقين .. الخ) إلى وزارة المالية حيث تقوم الوزارة بعد دراسة طلب بلاغ مؤسسة النقد العربي السعودي بفتح الحساب والتي بدورها تقوم بإبلاغ البنك المراد فتح الحساب فيه.
1. تقوم الجهات المختصة بوزارة العدل بتزويد البنك بأسماء المخوّلين بإدارة الحساب ونماذج توقيعهم بتوقيع مشترك وصور هوياتهم والتوقع على نماذج فتح الحسابات.

2-500 حسابات البنكان والجهات الحكومية غير السعودية غير المقيمة:
لا يسمح لbanks in the Kingdom to open bank accounts to such entities except against an official approval of the Ministry of Foreign Affairs communicated to the bank through SAMA, indicating the title of the account, sources of funds, persons authorized to sign and how they may be changed. However such change shall only be valid if the approval of the Ministry of Foreign Affairs on opening the account as communicated through SAMA has clearly allowed introducing such change by specific person(s) or entity. The bank shall classify such accounts as high-risk accounts.

500-2 Accounts of non-Saudi non-resident government entities:

500-2-1 Governmental and semi-governmental entities of the GCC countries:
Accounts may be opened to such entities of GCC countries only according to following procedures:
1. A copy of the ministerial decision issued by Gulf Cooperation Council which refers to the requirement of opening bank accounts.
2. An application addressed by the GCC entity to the corresponding Saudi entity or Saudi Ministry of Finance or Ministry of Foreign Affairs.
3. Copies of the identification documents of the persons authorized to sign (jointly).
4. Signature specimens
5. SAMA approval on opening the account.

500-2-2 Non-resident Governmental and quasi-governmental entities of the non-GCC countries other than pilgrim missions:
Banks operating in the Kingdom shall not open bank accounts to such entities except against an official approval of the Minister of Foreign Affairs communicated to the bank through SAMA, indicating the title of the account, sources of funds, persons authorized to sign and how they may be changed. However such change shall only be valid if the approval of the Ministry of Foreign Affairs on opening the account as communicated through SAMA has clearly allowed introducing such change by specific person(s) or entity. The bank shall classify such accounts as high-risk accounts.

600 Discharge Receivables account:
Banks are allowed to open an account in Saudi Riyals for the purpose "Discharge Receivable" after meeting the following requirements:
1. The account to be named as
1. To open the account for a period of one year only.
2. The name of the depositor in the deposit slip is optional and not mandatory, and the banks to urge the applicant to obtain a copy of the deposit slip, even without his name which is not required to do so.
3. The account to be classified as High Risk and to be monitored by the Compliance officer.
4. A detailed report to be presented to SAMA at the end of the year.
5. The bank in coordination with the requesting entity to provide SAMA, the announcement mechanism before the account is used.
6. No amount to be withdrawn from the account unless the withdrawal request is addressed to the bank and is signed by the Chairman of the entity and another authorized signatory.
7. The necessary documentation to be obtained according to the classification of the requesting entity in the account opening rules.
8. After fulfilling all the required documents, the bank should send a request to SAMA to obtain their approval to open the account.
FOURTH: RULES AND INSTRUCTIONS FOR OPERATING BANK ACCOUNTS

رابعاً القواعد والتعميمات العامة لتشغيل الحسابات المصرفية
FOURTH: RULES AND INSTRUCTIONS FOR OPERATING BANK ACCOUNTS:

1. Responsibility for operating the account originally falls on the account holder or other persons authorized by him and approved by the bank. The authorization will remain valid until the account holder notifies the bank of its cancellation or upon the expiry of the validity of the authorized person’s ID without applying for its renewal. Authorization for the operation and cancellation of the account may be originated and cancelled through a Notary Public or an authorization made in the bank.

2. Saudi Male Citizens are not allowed to operate their personal, juristic or other accounts by non-authorized persons and not to en cash personal cheques and make transfers and other credit transactions to their order or to the order of a third party except against valid Identity Cards at the bank’s automated system. Exempted are the holders of Diplomatic Passports or Special Passport for whom the requirements under this paragraph will be applied on the basis of these passports.

3. Persons authorized to operate bank accounts on behalf of Juristic persons should be authorized to do so by authorized competent individuals vide an official approval from the concerned party whether public or private. These may include the board of directors, the partners, the employer or any person designated by the owner or the person in charge of the entity or the party as determined in the agreement concluded between the bank and the concerned party and on the availability of an official seals.

4. Authorization by a Saudi citizen (natural/juristic) to a non-Saudi / or GCC citizen to manage his accounts shall be subject to the following conditions:

   • Individuals:
     The bank must not accept any authorization from a Saudi national to a non-Saudi or a non GCC citizen to operate his/her personal accounts. The only exception is when a Saudi husband authorizes his non-Saudi wife or his non-Saudi father, mother, son or daughter; or when a Saudi wife authorizes her non-Saudi husband or her non-Saudi father, mother, son or daughter provided that the authorized person is holding a valid Iqama.

   • Individual Ownership Establishments and Businesses:
     Banks must not accept an authorization from such entities to non-Saudis.
Companies, factories, joint ventures, international trademark agencies, and other institutions:

Companies: Companies may authorize an expatriate employee under its sponsorship residing in the Kingdom to manage its bank accounts. The expatriate employee may not manage the accounts of another company, whether a subsidiary or sister company.

Factories and trade mark agencies: For authorizing an expatriate employee working under their sponsorship, these entities shall be treated according to their legal status set forth in the license/commercial license issued to it by the competent authority. Legal persons licensed as individual proprietorships shall be treated in pursuance of paragraph (2) of Rule (4) concerning business entities owned by a single Saudi individual, while those licensed as companies shall be treated pursuant to paragraph (3) above pertaining to companies.

5. Management of investors' accounts under the Foreign Investment Act is subject to the following conditions:

1. The national investing partner can authorize the foreign investing partner holding a valid Iqama or any resident non-Saudi employee to manage and operate the entity's bank accounts.

2. The foreign investor may authorize a Saudi or a resident non-Saudi person to manage the entity's accounts provided that the non-Saudi is an employee of the entity with a valid Iqama.

3. A National investor and a foreign partner may authorize any other resident party to manage the entity's accounts.

6. All banks are not allowed to accept from the expatriate male or female coming for work or investment to authorize others to operate and manage his/ her personal account except:

6-1 A resident expatriate and his expatriate wife and vice versa and their first degree resident relatives.

6-2 An employed resident expatriate woman and her Islamic legal escort (Mahram), provided that his companionship to her is recorded in his Iqama or any other official document.

6-3 A resident expatriate woman and her Saudi husband.

6-4 An expatriate woman and her Saudi father, mother, son and daughter.

6-5 A resident expatriate person and his Saudi wife.

6-6 A resident expatriate and his Saudi father, mother, son and daughter.

Provided that the resident expatriate man or woman and their above mentioned resident relatives hold valid Iqama/ Iqamas. The bank should record the Iqama No. of each resident expatriate male or female as an

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6-2 An employed resident expatriate woman and her Islamic legal escort (Mahram), provided that his companionship to her is recorded in his Iqama or any other official document.

6-3 A resident expatriate woman and her Saudi husband.

6-4 An expatriate woman and her Saudi father, mother, son and daughter.

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The banking rules regarding the following cheques must be observed:

1. The name of the beneficiary must be identical with his name in the identity card.

2. The bank should pay the value of the cheque drawn inside the Kingdom and payable therein within one month from issue date. As for the cheque drawn out side the Kingdom and payable therein, it should be paid within three months from issue date. The bank on which the cheque is drawn should pay its value even after the elapse of its submission date provided that such delay does not exceed the 6 month period following its submission expiry date.

3. Erasing, scratching or using chemical material on the cheque is not allowed.

4. If the cheque is amended, the amended part shall be crossed and the correct replacement must be signed by the authorized signatories.

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12- Rules Pertaining to deposit in bank account:

12-1 Deposits through bank tellers:

Banks should give to the cash deposits and cheques in the accounts equal importance as given to similar withdrawals there from. A minimum requirement for the control of this aspect is to obtain, the personal information of the depositor and his signature. A due consideration should be given to the volume and nature of other information which the bank should collect from the depositors according to the type and nature of each deposited amount including its volume and recurrence in different circumstances and the relationship of the depositor with the person in whose favor the amount is deposited or his business. The bank should apply in principle as an example the following events:

1. when an individual deposits personally in his name or in the name of another person in a bank account of his own or on behalf of a corporate or natural

7. Illiterate and Blind people can operate their accounts using thumbprints and personal stamp and in case they would like to sign, it is allowed provided it is concurred by the branch manager and a branch staff.

8. Father or grandfather (if father/grandfather is dead) or legal guardian shall operate the account of the minor until the minor reaches legal age. This applies to the account opened by the legal guardian. However, If the account is opened by a distinguished juvenile (15 years and having an identification Card), the account shall be directly operated by him; rather than by the guardian.

9. In the case of companies, the account will be operational when the company becomes legally in place.

10. The banking rules regarding the following cheques must be observed:

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1. when an individual deposits personally in his name or in the name of another person in a bank account of his own or on behalf of a corporate or natural
person, the bank in this case should obtain the personal data of the depositor which is No of his ID as explained in item 2 of clause 3-1-1 and 3-1-2 herein, full name and address, Tel. No and his signature.

2. In case the said individual comes to deposit funds in the account while the deposit slip shows the name of the Depositor as a Corporate Body (Est., Co, Store or any other party) which the individual does not own or is not authorized to manage its accounts, the bank should obtain and observe the following:

2-1 The same requirements as mentioned in the above case.

2-2 The purpose of deposit should be clearly mentioned in the Deposit slip.

2-3 The Individual Depositor should present an authorization issued to him by the corporate body certified by the chamber of commerce or made on the banks special format and certified by the bank or vide a legal power of attorney issued by the Notary Public, authorizing such individual to deposit in the bank account(s) on behalf of the corporate body in favor of others accounts whether corporate or natural persons. The bank should maintain a copy thereof certified as a true copy of the original either in a separate file or by attaching it to the Deposit slip in the Journal.

3. Banks shall not be allowed to continue adopting the word "himself" added to the customer name if the depositor is the account holder, in which case the full name of the depositor and all data contained in the depositing slip shall be written. However, it is excluded from this provision the case where the depositor signature on the depositing slip is the same of that of the account holder, provided that the bank staff shall verify the authenticity of the depositor's signature and certifies that he is the holder of the account himself.

12-2 Depositing via CAM and ATM:

12-2-1 Depositing by the automatic tellers machines by the ATM card and personal identification number only:

All banks must comply with the following procedures of acceptance of cash deposits by means of the ATMs:

1. Cash deposit by means of ATMs shall only be acceptable by using the ATM card and related personal identification number, or by using credit card, with the exception of payment of services and utilities bills and payment made to the State entities (bank customers or others) or as officially approved by SAMA after the issuance of this updating.

2. Compliance with the instructions related to amounts limits, acceptable number of banknotes deposited in a time and the procedures contained in the manual.

إذاً، في حالة تقدم الافسر أو تضمن بأن اسم المودع شخص اعتباري (مؤسسة أو شركة أو معلم أو جهة ما...) لا يملكها وهو أو مفوض إدارة حساباتها في البنك، يتوجب على البنك استفاء ما يلي:

1- نصف المتطلبات المذكورة في الحالة السابقة أعلاه.

2- تحديد الغرض من الإيداع نسبيا في قسيمة الإيداع.

3- أن يقم المودع الأفردي فوقها هو من الشخص اعتباري مصدقا من الغرفة التجارية أو معه على نماذج البنك وصادق على صفحة التوقيع五一 قبل البنك أو وكالة شرعية صادرة من كاتب عدل يحمل تأويل له ذلك الفرد (الإيداع في الحسابات البنكية للأفرديين (طبيعيين أو اعتباريين)بية عن الشخص اعتباري. وعلى البنك أن يحافظ بصورة من ذلك لديه مصدق عليها في ملفه للمتابعة للأصل وذلك سواء في ملف خاص بها أو بإرفاق قسيمة الإيداع في يومية العمل.

لا يسمح للكون باستمرار العمل بالعلامة المذكورة أعلاه بين العملاء.

1- لا يسمح بقبول الأفردي في حال كان المودع هو صاحب الحساب حيث يطلب تدوين اسم المودع كاملا وكافة البيانات اللازمة في قسيمة الإيداع. وينتبذ من تلك إذا كان توقع المودع في القسيمة هو نفس توقع العمل صاحب الحساب مستندًا إلى مصدق موظف البنك على صفح Crazy لاحتواء المودع بأنه صاحب الحساب.

12-2 الإيداع عن طريق أجهزة الصرف الآلي (CAM) والصرف الآلي (ATM)
of ATMs operation procedures.
3. If the cash deposit consists of banknotes not in envelope, the ATM used in this respect must have the feature of detecting counterfeit bank notes based on the security marks.

12-2-2 Deposit using automatic tellers machines by special depositing card (cash deposit special card):
Banks may issue smart cards to be used for cash deposit by means of the ATMs of the issuing bank using the personal identification number according to the following procedures:
1. Stating the purpose of deposit.
2. Such cards shall be issued to a selected category of issued to a selected category of the bank institutional customers (companies and establishments) after evaluation by the compliance officer of the bank.
3. The businesses of such customers shall include sale or collection representatives having necessary identification documents so the bank may check them under its responsibility. The number of such representatives shall be consistent with the company business in terms of number and volume.
4. Such accounts shall be subject to constant monitoring by the compliance officer in the bank, to ensure that the deposit transactions match with the business of the client to avoid suspicious financial transactions through reports of internal audit and performance quality teams.
5. Deposit card/cards shall be restricted to a single account. In case of multiple accounts for a company, the bank may, at the request of the client, issue one deposit card or more for each account, and shall not use the card for deposit to more than one account.
6. Such service shall be provided pursuant to an official request of the officer responsible for Computer Department or from the establishment owner.
7. Current account-related records, licenses and identities shall be valid and updated.
8. Such cards shall only be issued to the representatives of the establishment staff. The establishment representative shall present his identification document to the bank in person. If he is an expatriate, he should be working with the establishment owner under an Iqama book or card. If he is a Saudi, he shall present his business card or an introduction letter from the establishment.
9. The card shall be issued in the name of the establishment as well as the representative who uses the card (Company/representative name). Personal photo of the representative shall, as
possible, be added to the face of the deposit card.
10. The card validity date shall be related to the earlier identification document validity date or the validity date of the documents of the establishment, whichever is earlier, provided that the validity duration of the card shall not exceed two years.
11. The bank shall obtain a written undertaking from both the establishment and the card holder to the effect that such cards will only be used by the person to whom they are issued, and shall only be used for cash deposit transactions, and not in any other banking operation.
12. The cards shall be used by a personal identification number assigned to each representative (each card).
13. Such cards shall only be used by means of the ATMs of the bank itself and the specified current account.
14. These cards shall be subject to the same procedures applied to other cards in terms of technical and security specifications (in relation to deposit transactions only).
15. They shall not be used for deposits through the bank tellers.
16. They shall be used for direct cash deposit without the need for sealed envelopes.
17. The card and related personal identification number shall be directly delivered by the bank to the representative, and not through the establishment.
18. The bank shall set up procedures to change personal identification number periodically for each card in accordance with the nature of the establishment, risks, and discretion of the departments of compliance and risk management at the bank.
19. When requested by SAMA, the bank shall provide a detailed report on the operations that were performed by each card separately.
20. The bank shall, based on the assessment of the compliance officer, set a maximum limit for the daily deposits per account, taking into consideration the risks associated with carrying large amounts of cash.
21. SAMA preliminary approval shall be obtained on the submission of such product (service).

13- Closing the Account:

1. When the customer wishes to terminate his relationship with the bank, he should submit a
request to close his account and return the cheques, ATM card, which the bank will destroy in the presence of the customer. The bank will then pay the whole amount in the account to the customer. The bank can decline the customer's request if there are transactions which originated under the power and existence of the account, such as letter of guarantee, letter of credit and discounted bills of financial significance and effect that warrant continuation of the account.

2. In case the account after its opening faced problems as to the verification of the banking relationship, and it was not possible to resolve these problems, or the account was used for purposes other than what it was opened for, then the bank should close the account and return the balance of the fund to the source. But in case the problem faced are related to suspicious transaction conducted by the customer (ML or TF), the bank have to apply the special instructions mentioned in the Rules Governing Anti Money Laundering and Combating Terrorist Financing (AML-CTF) when sending the suspicious report.

3. If the opened account does not show any movement due to not depositing any sums in it and if it continues to maintain a zero balance for a period of 90 days, in this case the bank must close such account.
FIFTH: SAMA’S PERMISSION TO OPEN BANK ACCOUNTS:

خامساً: موافقة مؤسسة النقد على فتح الحسابات المصرفية

SIXTH: Existing Accounts Incongruent With the Dictates of This Circular:

سادساً: الحسابات القائمة خارج أحكام هذا التصميم

SEVENTH: Updating these Rules and Procedures in future:

سابعاً: تحديث هذه القواعد والإجراءات مستقبلاً

EIGHTH: Enforcement of These Rules (2nd updating) and commencement of application thereof:

ثامناً: تطبيق هذه القواعد وسريان مفعولها
FIFTH  
SAMAS PERMISSION TO OPEN BANK ACCOUNTS:
The bank, not the customer, must obtain SAMA’s approval to open bank accounts which require such approval according to these rules. Exempted are accounts for government departments where the Ministry of Finance informs SAMA of its approval on the accounts of such government departments (See Article 500).

SIXTH  
Existing Accounts Incongruent With the Dictates of This Circular:
All bank accounts that are not permitted under these updated (4th updating and previous ones) rules must be closed no later than 31/05/2012. All accounts that are not closed must be referred to SAMA with details of their status, purposes and reasons for continuation.

SEVENTH  
Updating these Rules and Procedures in future:
SAMA may from time to time update, amend or make additions to these Rules to cope with the latest developments and new banking products and services as well as comments. All banks are required, in case it is deemed necessary due to the introduction of new transactions, products or services, to undertake the following updating procedures:
1. Each bank must identify and submit the points / comments, if any in an aggregated form, each three months through the chief operations Officers Committee.
2. Points / comments should be recorded in both Arabic and English.
3. These points / comments must be linked to the Index points set in the Directory.
4. Points / comments are to be copied on a Floppy Disk.
5. Points / comments are to be submitted to the Banking Inspection Department, SAMA, at the end of each quarter.
6. On its part, SAMA will review such points / comments and developments, and re-circulate the directory containing updated clauses and points.

SAMA'S PERMISSION TO OPEN BANK ACCOUNTS:
The bank, not the customer, must obtain SAMA’s approval to open bank accounts which require such approval according to these rules. Exempted are accounts for government departments where the Ministry of Finance informs SAMA of its approval on the accounts of such government departments (See Article 500).

Existing Accounts Incongruent With the Dictates of This Circular:
All bank accounts that are not permitted under these updated (4th updating and previous ones) rules must be closed no later than 31/05/2012. All accounts that are not closed must be referred to SAMA with details of their status, purposes and reasons for continuation.

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6. On its part, SAMA will review such points / comments and developments, and re-circulate the directory containing updated clauses and points.
EIGHTH Enforcement of These Rules (2nd updating) and commencement of application thereof:

1. These rules have been issued pursuant to clause 3 of Law of the Banking Control Regulations vide Royal Decree No. M/5 Dated 22/2/1386H.

2. These rules have been laid down by SAMA for the purpose of regulating opening of accounts with local commercial banks and Resident and non-Resident banking transactions in Saudi Riyal and Foreign Currencies for all kinds of corporate bodies and natural persons (public/private).

3. These rules have been issued in a bilingual form in Arabic and English. In case of any difference in the text, the Arabic text will prevail. The English language will be referred to only for the purpose of assisting in understanding these rules.

4. The effectiveness of the first edition of these rules has commenced from the date of their circulation on 14/5/2002.

5. The effectiveness of the first updating of these rules has commenced from the date of their circulation on 8/4/2003.

6. The effectiveness of the first supplementary rules of the first updating has commenced from the date of their circulation on 2/8/2003.

7. The 2nd update of this manual was in force effective the date of its circulation on 8/2/1428 i.e. 26/2/2007.

8. The 3rd update of this manual was in force effective the date of its circulation on 16/12/1429 i.e. 14/12/2008.

9. The 4th update (new/amended articles) of this manual shall become effective as from the date of its circulation on 04/04/1433i.e 26/02/2012.
Ninth: ATTACHMENTS
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<th>1st MINISTERIES</th>
<th>2nd MINISTERIES</th>
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</thead>
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<tr>
<td>Ministry of Foreign Affairs</td>
<td>وزارة الخارجية</td>
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<tr>
<td>Ministry of Defense &amp; Aviation</td>
<td>وزارة الدفاع والطيران</td>
</tr>
<tr>
<td>Ministry of Interior</td>
<td>وزارة الداخلية</td>
</tr>
<tr>
<td>Ministry of Justice</td>
<td>وزارة العمل</td>
</tr>
<tr>
<td>Ministry of Finance</td>
<td>وزارة المالية</td>
</tr>
<tr>
<td>Ministry of Commerce &amp; Industry</td>
<td>وزارة التجارة والصناعة</td>
</tr>
<tr>
<td>Ministry of Petroleum &amp; Mineral Resources</td>
<td>وزارة البترول والثروة المعدنية</td>
</tr>
<tr>
<td>Ministry of Health</td>
<td>وزارة الصحة</td>
</tr>
<tr>
<td>Ministry of Education</td>
<td>وزارة التربية والتعليم</td>
</tr>
<tr>
<td>Ministry of Higher Education</td>
<td>وزارة التعليم العالي</td>
</tr>
<tr>
<td>Ministry of Transportation</td>
<td>وزارة النقل</td>
</tr>
<tr>
<td>Ministry of Culture &amp; Information</td>
<td>وزارة الثقافة والإعلام</td>
</tr>
<tr>
<td>Ministry of Social Affairs</td>
<td>وزارة الشؤون الاجتماعية</td>
</tr>
<tr>
<td>Ministry of Labor</td>
<td>وزارة العمل</td>
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<tr>
<td>Ministry of Agriculture</td>
<td>وزارة الزراعة</td>
</tr>
<tr>
<td>Ministry of Water &amp; Electricity</td>
<td>وزارة المياه والكهرباء</td>
</tr>
<tr>
<td>Ministry of Municipal and Rural Affairs</td>
<td>وزارة الشؤون البلدية والقروية</td>
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<td>Ministry of Pilgrimage</td>
<td>وزارة الحج</td>
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<tr>
<td>Ministry of Planning &amp; National Economy</td>
<td>وزارة التخطيط والاقتصاد الوطني</td>
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<tr>
<td>Ministry of Telecommunications &amp; Information Technology</td>
<td>وزارة الاتصالات وتكنولوجيا المعلومات</td>
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<tr>
<td>Ministry of Civil Service</td>
<td>وزارة الخدمة المدنية</td>
</tr>
<tr>
<td>Ministry of Islamic affairs, Endowment, Call and Guidance</td>
<td>وزارة الشؤون الإسلامية والأوقاف والدعوة والإرشاد</td>
</tr>
<tr>
<td>Any other ministries that may be set up later on</td>
<td>أي وزارات أخرى تستحدث لاحقاً</td>
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### 2nd: GOV. DEPARTMENTS

<table>
<thead>
<tr>
<th>English</th>
<th>Arabic</th>
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<tbody>
<tr>
<td>Investigation and Public Prosecution Board</td>
<td>هيئة التعقيق والإدعاء العام</td>
</tr>
<tr>
<td>Control and Investigation Board</td>
<td>هيئة الوقاية والتحقيق</td>
</tr>
<tr>
<td>Grievance Bureau</td>
<td>ديوان المطالع</td>
</tr>
<tr>
<td>Comptroller General</td>
<td>ديوان المالية العامة</td>
</tr>
<tr>
<td>Institute of Public Administration</td>
<td>معهد الإدارة العامة</td>
</tr>
<tr>
<td>Specialized Central councils and committee</td>
<td>المجالس واللجان المركزية المتخصصة</td>
</tr>
<tr>
<td>National Guard</td>
<td>الرئاسة العامة للحرس الوطني</td>
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<tr>
<td>Public Morality Committee</td>
<td>رئاسة شؤون الحريم الشريفين</td>
</tr>
<tr>
<td>General Presidency of Youth Welfare</td>
<td>رئاسة هيئة الأمر بالمعروف والنهي عن المنكر</td>
</tr>
<tr>
<td>General Presidency of the Affairs of the Two Holy mosques</td>
<td>الرئاسة العامة لرعاية الشباب</td>
</tr>
<tr>
<td>Presidency of scientific Research, Iltaa, Call and Guidance</td>
<td>الرئاسة العامة لرعاية الشباب</td>
</tr>
<tr>
<td>General Authority of Civil Aviation</td>
<td>الهيئة العامة لتطيران المدني</td>
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<td>General Intelligence Authority</td>
<td>رئاسة الاستخبارات العامة</td>
</tr>
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<td>Gov. Universities &amp; Colleges</td>
<td>الجامعات والكليات الحكومية</td>
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<tr>
<td>King Faisal Specialist Hospital and Research center</td>
<td>مستشفى الملك فيصل التعليمي ومركز الأبحاث</td>
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<td>Saudi Red Crescent Authority</td>
<td>هيئة الهلال الأحمر السعودي</td>
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<td>National Authority for Wild life and its Development</td>
<td>الهيئة الوطنية لحماية الحياة الطبيعية وإنتهاجها</td>
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<tr>
<td>Zakat and Income Authority</td>
<td>مصلحة الركز والدخل</td>
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<tr>
<td>Saudi Arabian Agricultural Bank</td>
<td>البنك الزراعي العربي السعودي</td>
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<tr>
<td>Saudi Credit and Savings Bank</td>
<td>البنك السعودي للleasing والادخار</td>
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<td>Real Estate Development Fund – REDF</td>
<td>صندوق التنمية العقارية</td>
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<tr>
<td>Saudi Government Railway Organization</td>
<td>المؤسسة العامة لخطوط الحديدية</td>
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<td>Grain, Silos and Flour mills corp.</td>
<td>المؤسسة العامة للصابون الغزال ومطاحن الدقيق</td>
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<td>Saudi Saline Water Conversion corp.</td>
<td>المؤتمر العامة لتجهيز المياه المالحة</td>
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<td>Royal Commission for Jubail and Yanbu</td>
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<td>Saudi Port Authority</td>
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<td>General Organization for Technical Education and Vocational Training</td>
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<td>Saudi Arabian Standards and Specification Organization</td>
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<tr>
<td>King Abdul Aziz City for Science and Technology</td>
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<td>Al-Hassa Irrigation and Draining Authority – H.I.D.A</td>
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<tr>
<td>General Investment Authority</td>
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<td>Supreme Authority for Tourism</td>
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<td>Customs Authority</td>
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<td>Any other similar Government Departments and Authorities</td>
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- الهيئة الملكية للجبيل وينبع
- المؤسسة العامة للموانئ السعودية
- المؤسسة العامة للتعليم الفني والتدريب المهني
- الهيئة السعودية للمواصفات والمعايير
- مدينة الملك عبد العزيز للعلوم والتقنية
- مصلحة الزراعة وتصريف مياه الإحساء
- الهيئة العامة للاستثمار
- الهيئة العليا للسياحة
- مصلحة الجمارك
- أي إدارات أو مصالح حكومية أخرى مشابهة
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<tr>
<th>ATTACHMENT (B)</th>
<th>الملحق (ب)</th>
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<tbody>
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<td><strong>PUBLIC SECTOR AGENCIES</strong></td>
<td><strong>الشخصيات الاعتبارية في القطاع العام</strong></td>
</tr>
<tr>
<td><strong>AND CORPORATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>• Saudi Arabian Airlines - SAUDIA</td>
<td>• المؤسسة العامة للخطوط الجوية السعودية</td>
</tr>
<tr>
<td>• Contractors Financing Fund</td>
<td>• صندوق تمويل المقاولين</td>
</tr>
<tr>
<td>• Saudi Consolidated Electricity Corporation</td>
<td>• الشركة السعودية الموحدة للكهرباء</td>
</tr>
<tr>
<td>• Saudi Arabian Basic Industries - SABIC</td>
<td>• الشركة السعودية للصناعات الأساسية-سابك</td>
</tr>
<tr>
<td>• Saudi Arabian Public Transport – (SAPTCO)</td>
<td>• الشركة السعودية للنقل العام – سابتكو</td>
</tr>
<tr>
<td>• Non-Government Universities and other educational institutions registered with the Ministry of Higher Education and Ministry of Education.</td>
<td>• الجامعات والمعاهد العلمية غير الحكومية المسجلة لدى وزارة التعليم العالي ووزارة التربية والتعليم</td>
</tr>
<tr>
<td>• General Organization for Social Insurance</td>
<td>• المؤسسة العامة للأمانات الاجتماعية</td>
</tr>
<tr>
<td>• Public pension Agency</td>
<td>• المؤسسة العامة للأمانات التقاعد</td>
</tr>
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<td>• Saudi Development Fund</td>
<td>• الصندوق السعودي للتنمية</td>
</tr>
<tr>
<td>• Saudi Industrial Development Fund (S.I.D.F)</td>
<td>• صندوق التنمية الصناعي السعودي</td>
</tr>
<tr>
<td>• Public Investment Fund (P.I.F)</td>
<td>• صندوق الاستثمارات العامة</td>
</tr>
<tr>
<td>• Any other similar Juristic Persons</td>
<td>• أي شخصيات اعتبارية أخرى مشابهة</td>
</tr>
</tbody>
</table>
ATTACHMENT (C)

Explanation of the Combination of the Ten-digit computer Number of the Ministry of Interior

<table>
<thead>
<tr>
<th>First Digit</th>
<th>Second Digit</th>
<th>Third Digit</th>
<th>Forth Digit</th>
<th>Fifth Digit</th>
<th>Sixth Digit</th>
<th>Seventh Digit</th>
<th>Eighth Digit</th>
<th>Ninth Digit</th>
<th>Tenth Digit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

1. The First Digit on left side refers to the type of the computer number and its value is as follows:

   a. The value is (1) if the computer number pertains to a Saudi National. Since its birth a Saudi National is given a computer number and its value is as follows:

      - The First Digit on left side refers to the type of the identity card holder (1) for a Saudi National.
      - The value is (7) in case the computer number refers to the owner of the family.
      - The value (6) in case the computer number is given to a dependent of the owner.
      - The value (5) in case the computer number refers to the head of a family or a dependent.
      - The value (2) in case the computer number is given to the owner of the identity card holder.
      - The value (3) in case the computer number refers to the owner of the identity card holder.
      - The value (4) in case the computer number refers to legal resident (foreigner).
      - The value (1) in case of Dubai citizen.
      - The value (9) in case of the computer number is given for the purpose of its application in the computer.

2. The value of digits from the Second Digit to the Ninth Digit will be a serial number, the value of which will range from 00000000 to 99999999.

3. The Tenth Digit is the one at the almost right side. It is a “check” digit. Its value is from (0) to (9). Its value is derived from the values of the other 9 digits. It is used to check the corrections of the computer number. Any Entity which is in need of the formula for deriving this digit for the purposes of its application in its computer, may contact the National Information Center of the Ministry of Interior to obtain the formula.

4. Explanation of the computer number (C):

   - a. The First Digit on left side refers to the type of the computer number and its value is as follows:
   - The value is (1) if the computer number pertains to a Saudi National. Since its birth a Saudi National is given a computer number and its value is as follows:
      - The First Digit on left side refers to the type of the identity card holder (1) for a Saudi National.
       
   - b. The value is (2) in case the computer number is given to Legal Resident (foreigners) of all countries, and it is the same Residence Permit card number. Each resident will have its own specific number regardless of his being the head of a family or a dependent. The computer number given to establishments (businesses) owned by the foreign individuals permitted to own businesses is the same as those of the residence permit number of the foreigner.

   - C. The value (3) or (5) in case of computer number given to visitors who come into the Kingdom for the purpose of visit rather than for residence (such as those coming for Umroh, a temporary visit, or business visit etc). It is also given in case of Gulf Citizen on arriving the Kingdom. This computer number will also be used in each visit of such Gulfl Citizen.

   - D. The value is (6) in case the computer number is given to Pilgrims up on their arrival at the Kingdom for performing Pilgrimage.

   - E. The value is (7) in case the computer number refers to Government Entity, a Corporation, a Joint Stock companies, a Privet Entities, or any other entity such as: Military Missions, Charity Organizations, International Schools, Sport Clubs, Diplomatic Mission, etc.

   - F. The value of digits from the Second Digit through Ninth Digit will be a serial number, the value of which will range from 00000000 to 99999999.

   - G. The value (8) in case of the computer number pertains to the nationality of the computer number holder and its value is derived from the value of the other 9 digits. It is used to check the corrections of the computer number. Any Entity which is in need of the formula for deriving this digit for the purposes of its application in its computer, may contact the National Information Center of the Ministry of Interior to obtain the formula.

   - H. The value (9) in case of the computer number pertains to the nationality of the computer number holder and its value is derived from the value of the other 9 digits. It is used to check the corrections of the computer number. Any Entity which is in need of the formula for deriving this digit for the purposes of its application in its computer, may contact the National Information Center of the Ministry of Interior to obtain the formula.

5. The value (9) in case of the computer number pertains to the nationality of the computer number holder and its value is derived from the value of the other 9 digits. It is used to check the corrections of the computer number. Any Entity which is in need of the formula for deriving this digit for the purposes of its application in its computer, may contact the National Information Center of the Ministry of Interior to obtain the formula.

6. Explanation of the computer number (C):

   - a. The First Digit on left side refers to the type of the computer number and its value is as follows:
   - The value is (1) if the computer number pertains to a Saudi National. Since its birth a Saudi National is given a computer number and its value is as follows:
      - The First Digit on left side refers to the type of the identity card holder (1) for a Saudi National.
      - The value is (7) in case the computer number refers to the owner of the family.
      - The value (6) in case the computer number is given to a dependent of the owner.
      - The value (5) in case the computer number refers to the head of a family or a dependent.
      - The value (2) in case the computer number is given to the owner of the identity card holder.
      - The value (3) in case the computer number refers to the owner of the identity card holder.
      - The value (4) in case the computer number refers to legal resident (foreigner).
      - The value (1) in case of Dubai citizen.
      - The value (9) in case of the computer number is given for the purpose of its application in the computer.

   - b. The value is (2) in case the computer number is given to Legal Resident (foreigners) of all countries, and it is the same Residence Permit card number. Each resident will have its own specific number regardless of his being the head of a family or a dependent. The computer number given to establishments (businesses) owned by the foreign individuals permitted to own businesses is the same as those of the residence permit number of the foreigner.

   - C. The value (3) or (5) in case of computer number given to visitors who come into the Kingdom for the purpose of visit rather than for residence (such as those coming for Umroh, a temporary visit, or business visit etc). It is also given in case of Gulf Citizen on arriving the Kingdom. This computer number will also be used in each visit of such Gulfl Citizen.

   - D. The value is (6) in case the computer number is given to Pilgrims up on their arrival at the Kingdom for performing Pilgrimage.

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### Blood Affiliation

<table>
<thead>
<tr>
<th>Degree</th>
<th>Direct</th>
<th>Indirect</th>
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<tbody>
<tr>
<td></td>
<td>Ascendants</td>
<td>Descendants</td>
</tr>
<tr>
<td>1st</td>
<td>Father</td>
<td>Sons</td>
</tr>
<tr>
<td>2nd</td>
<td>Grandfather</td>
<td>Sons of Sons</td>
</tr>
<tr>
<td>3rd</td>
<td>Father of Grandfather</td>
<td>Sons of Sons of Sons</td>
</tr>
<tr>
<td>4th</td>
<td>Grandfather of Grandfather</td>
<td>Sons of Sons of Sons of Sons</td>
</tr>
</tbody>
</table>

#### Other relations:
In addition to every Islamic Legal Escort (Mahram), who can see her face, such as 1-Husband and forbears, 2-Sons in law (Daughter’s Husbands), 3-Fathers in law, 4-Sons in law (Husband’s Sons) and 5-Other Islamic Permitted persons (Mahram), such as foster brothers supported by a legal document.
ATTACHMEN (E) circulars addressed to banks regarding Rules governing the opening of Bank accounts in Saudi Arabia & General operational guidelines
To All Banks Operating In the Kingdom

HE:

Greeting.

Subject: Rules for Opening Banking Accounts with Commercial Banks in the Kingdom of Saudi Arabia and General Rules for their Operation- fourth Update

Reference is made to SAMA’s Circular No.55777/BCI/777 dated 16/12/1429 H. under which the third Update of the above-mentioned Rules were notified.

In pursuance of Paragraph (D) of Article 3 of SAMA’s Charter issued via Royal Decree No.23 dated 23/5/1377 H which entrusts SAMA to supervise and regulate commercial banks and money-changers, and to set relevant rules whenever deemed necessary; and Paragraph (3) of Article 16 of the Banking Control Law issued via Royal Decree No. M/5 dated 22/2/1386 H.

In accordance with the powers given by Decision No.3/2149 dated 14/10/1406 H. of His Excellency the Minister of Finance concerning the implementation of the provisions of the Banking Control Law,

Based on the provisions of Articles 4 & 6 of the Anti-Money Laundering Law and its Implementing Regulations issued via Royal Decree No.M/39 dated 25/6/1424 H, empowering regulatory authorities to issue rules related to "Know Your Customer" Principle, and instructions related to precautionary procedures and internal control to detect any of the crimes stated in this Law, ensure compliance of financial institutions with issued instructions; set, apply and update effective written controls and monitor their application to prevent the exploitation of these institutions in money-laundering operations and assist in detecting suspicious transactions.

SAMA, in cooperation with all parties concerned, has conducted a comprehensive study of the rules set forth in the Second Update and updated them in keeping with consequent developments.

Enclosed herewith a copy of the fourth Update of "the Rules for Opening Banking Accounts with Commercial Banks in the Kingdom of Saudi Arabia" and "the General Rules for their Operation". You are kindly requested to apply these updated rules and comply with their provisions in accordance with the time period set for their application under Paragraph (9) of Item 8th. For any enquiry, you may contact Mr. Dahman Al-Asmari (Tel. No. 4662242, Fax 4662865).

Best regards.

Best regards.

Fax 4662865)
Fahad Abdullah ALmubarak,
Governor

- Local Banks.
- SAMA Branches.
- Committee for the Settlement of Banking Disputes (CSBD).
- SAMA Head Office Departments.
- The Institute of Banking.
Number 55777/ BCI /777
Date 16/12 /1429

To All Banks Operating In the Kingdom

HE :

Greeting.

Subject: Rules for Opening Banking Accounts with Commercial Banks in the Kingdom of Saudi Arabia and General Rules for their Operation - Third Update

Reference is made to SAMA's Circular No.5555/BCI/95 dated 8/2/1428 H. under which the Second Update of the above-mentioned Rules were notified.

In pursuance of Paragraph (D) of Article 3 of SAMA's Charter issued via Royal Decree No.23 dated 23/5/1377 H which entrusts SAMA to supervise and regulate commercial banks and money-changers, and to set relevant rules whenever deemed necessary; and

Paragraph (3) of Article 16 of the Banking Control Law issued via Royal Decree No. M/5 dated 22/2/1386 H.

In accordance with the powers given by Decision No.3/2149 dated 14/10/1406 H. of His Excellency the Minister of Finance concerning the implementation of the provisions of the Banking Control Law,

Based on the provisions of Articles 4 & 6 of the Anti-Money Laundering Law and its Implementing Regulations issued via Royal Decree No.M/39 dated 25/6/1424 H, empowering regulatory authorities to issue rules related to " Know Your Customer" Principle, and instructions related to precautionary procedures and internal control to detect any of the crimes stated in this Law, ensure compliance of financial institutions with issued instructions; set, apply and update effective written controls and monitor their application to prevent the exploitation of these institutions in money-laundering operations and assist in detecting suspicious transactions.

SAMA, in cooperation with all parties concerned, has conducted a comprehensive study of the rules set forth in the Second Update and updated them in keeping with consequent developments.

Enclosed herewith a copy of the Third Update of "the Rules for Opening Banking Accounts with Commercial Banks in the Kingdom of Saudi Arabia" and "the General Rules for their Operation". You are kindly requested to apply these updated rules and comply with their provisions in accordance with the time period set for their application under Paragraph (8) of Item 8th. For any enquiry, you may contact Mr. Dahman Al-Asmari (Tel. No. 4662242, Fax 4662865).

Enclosed herewith a copy of the Third Update of "the Rules for Opening Banking Accounts with Commercial Banks in the Kingdom of Saudi Arabia" and "the General Rules for their Operation". You are kindly requested to apply these updated rules and comply with their provisions in accordance with the time period set for their application under Paragraph (8) of Item 8th. For any enquiry, you may contact Mr. Dahman Al-Asmari (Tel. No. 4662242, Fax 4662865).

In pursuance of Paragraph (D) of Article 3 of SAMA's Charter issued via Royal Decree No.23 dated 23/5/1377 H which entrusts SAMA to supervise and regulate commercial banks and money-changers, and to set relevant rules whenever deemed necessary; and

Paragraph (3) of Article 16 of the Banking Control Law issued via Royal Decree No. M/5 dated 22/2/1386 H.

In accordance with the powers given by Decision No.3/2149 dated 14/10/1406 H. of His Excellency the Minister of Finance concerning the implementation of the provisions of the Banking Control Law,

Based on the provisions of Articles 4 & 6 of the Anti-Money Laundering Law and its Implementing Regulations issued via Royal Decree No.M/39 dated 25/6/1424 H, empowering regulatory authorities to issue rules related to " Know Your Customer" Principle, and instructions related to precautionary procedures and internal control to detect any of the crimes stated in this Law, ensure compliance of financial institutions with issued instructions; set, apply and update effective written controls and monitor their application to prevent the exploitation of these institutions in money-laundering operations and assist in detecting suspicious transactions.

SAMA, in cooperation with all parties concerned, has conducted a comprehensive study of the rules set forth in the Second Update and updated them in keeping with consequent developments.

Enclosed herewith a copy of the Third Update of "the Rules for Opening Banking Accounts with Commercial Banks in the Kingdom of Saudi Arabia" and "the General Rules for their Operation". You are kindly requested to apply these updated rules and comply with their provisions in accordance with the time period set for their application under Paragraph (8) of Item 8th. For any enquiry, you may contact Mr. Dahman Al-Asmari (Tel. No. 4662242, Fax 4662865).
Best regards.
Governor,
Hamad Bin Saud Al-Sayari.

- Local Banks.
- SAMA Branches.
- Committee for the Settlement of Banking Disputes (CSBD).
- SAMA Head Office Departments.
- The Institute of Banking.

Hamad Bin Saud Al-Sayari

 نطاق التوزيع:
- البنوك العاملة في المملكة.
- فروع المؤسسة.
- لجنة تسوية المنازعات المصرفيه.
- إدارات المؤسسة.
- المعهد المصرفي.
No. : 5555/ BCI /95
Date : 26th February, 2007

To All Banks Operating In the Kingdom

HE :
Greeting.

Subject: Rules for Opening Banking Accounts with Commercial Banks in the Kingdom of Saudi Arabia and General Rules for their Operation - Second Update

Reference is made to SAMA’s Circular No.3222/ BCI /60 dated 6/2/1424H. concerning the First Update of the above-mentioned Rules, and to Circular No.12164/ BCI /185 dated 4//6/1424H. regarding the consequent Rules to the First Update. We would like to inform you that SAMA has conducted a comprehensive study in this regard with all parties concerned.

Please find enclosed herewith a copy of the Second Update of "the Rules for Opening Banking Accounts with Commercial Banks in the Kingdom of Saudi Arabia" and "the General Rules for their Operation". You are kindly requested apply these rules and comply with their provisions in accordance with the time period set forth for their application under Paragraph (7) of Item 8th. For any enquiry, you may contact Mr.Dahman Al-Asmari (Tel.N0.4662242, Fax 4662865, e-mail: d-Alasmari@sama.gov.sa).

With best regards,
Governor,
Hamad Bin Saud Al-Sayari.

- Local Banks
- SAMA Branches
- Committee for the Settlement of Banking Disputes (CSBD)
- SAMA Head Office Departments

الموضوع / قواعد فتح الحسابات البنكية في البنوك التجارية بالمملكة العربية السعودية والقواعد العامة لتشغيلها – التحديث الثاني

بالإشارة إلى تعميم المؤسسة رقم 3222/ مأت/ 60 و تاريخ 6/2/1424 هـ العلامة الأولى للقواعد المذكورة أعلاه، و تعميم رقم 12164/ مأت/ 185 و تاريخ 4/6/1424 هـ العلامة للمؤسسة الأولى للقواعد الأول، نود الإحاطة بأن المؤسسة قامت بدراسة شاملة بهذا الخصوص بالتعاون مع كافة المعنيين.

لذا ترقى لكم نسخة التحديث الثاني لقواعد فتح الحسابات البنكية في البنوك التجارية بالمملكة العربية السعودية والقواعد العامة لتشغيلها و ت Màيإل تطبيقها والعمل بموجبها وفق المهمة الزمنية للتطبيق الكامل الموحدة في الفترة ( 7 ) من اليوم ثامناً، و للاستفادة الأفضل بالأستاذ / نحمان الأسمري ( هاتف رقم 2622642, فاكس 4866825) والبريد الإلكتروني d_Alasmari@sama.gov.sa) وتقبلوا خاص تحياتي ...

المحافظ
حمد بن سعود السياري

ال نطاق التوزيع:
- البنوك العامة في المملكة.
- فروع المؤسسة.
- إدارات المؤسسة.
- قواعد المؤسسة.
- مكتبات المؤسسة.
To All Banks Operating In the Kingdom

To:

Subject: First Supplementary Rules to the First Update to the Rules Governing The Opening of Bank Accounts in Saudi Arabia & General Operational Guidelines.

Pursuant to SAMA circular No. 3222/ BCI /60 dated 6/2/1424H accompanied by the First Update to the Rules Governing The Opening of Bank Accounts in Saudi Arabia & General Operational Guidelines.

We inform you that Supplementary Rules have been added to the above-mentioned First Update, that text of certain rules has been replaced by new ones and that one of the rule has been deleted. Attached you find a copy of the Guidelines that includes the additions and amendments. We would like to advise you that a separate Appendix containing the Supplementary Rules has been enclosed to the Guidelines.

We wish to see these Supplementary Rules implemented concurrently with the First Update, and that they are treated as an integral part of the Update, including the 31-December-2003 as the deadline stipulated for implementation.

Regards,

Hamad Bin Saud Al-Sayyari
Governor

Distribution:
- Local Banks
- SAMA Branches
- Committee for the Settlement of Banking Disputes (CSBD)
- SAMA Head Office Departments
To All Banks Operating in the Kingdom

Subject: First Update of Rules Governing the Opening of Bank Accounts and General Operational Guidelines.

This refers to our circular No. 5082/BCI/55 dated 2/3/1423H, accompanied by the Rules Governing the Opening of Bank Accounts in Saudi Commercial Banks and the General Operational Guidelines. We wish to inform you that in view of subsequent developments and due to the fact that Saudi banks have written to SAMA both individually and through a joint letter No. 553/46 dated 19/4/1423H, from the Chairman of the Banks’ Chief Operations Officers Committee (COOC). The Banks have sought some clarifications and explanations of these rules and also requested an extension of the implementation deadline. In this connection SAMA prepared a preliminary draft update for these rules and discussed these with Banks’ Chief Operations Officers Committee. This resulted in a final update draft which was again discussed with the Banks’ COOC and has now resulted in this final version of the Rules Update. As regards to the implementation, banks are expected to take all legal and procedural steps to implement the rules and make up for the earlier delays. Furthermore, the implementation deadline has been established as 31/12/2003 including the automation of all aspect of these rules.

Attached herewith is a copy of the updated Rules, which will come into force as of the date of this circular.

Regards,
Hamad Bin Saud Al-Sayyari
Governor

Distribution:
• Local Banks
• SAMA Branches
• Committee for the Settlement of Banking Disputes (CSBD)
• SAMA Head Office Departments
To All Banks Operating In the Kingdom

Subject: Rules Governing the Opening of Bank Accounts & General Operational Guidelines

We refer to Article 16, Clause 3 of the Banking Control Law, that empowers SAMA to fix the terms and conditions that banks should take into consideration when carrying certain transactions for their customers. It is well known that bank accounts are among the most important legal vehicles for promoting banking activities both domestically and internationally. These also have significant potential financial and legal consequences for both the banks and their private and government sector customers. Banks are constantly expanding their products and services and as a result are encouraged to carry out proper due diligence information and investigating its veracity. In this regard banks are required to strengthen internal controls and to mitigate any negative effects. These rules conform with the best international banking practices and supervisory requirement such as the “Know Your Customer” and the “Customer Due Diligence” Rules issued by the Basle Committee. These rules aim to protect banks against economic and financial crimes and money laundering activities.

SAMA is issuing these Rules governing the opening and operation of bank accounts maintained by customers in local and foreign currencies at local banks in Saudi Arabia. The customers include residents, non-residents, both natural and juristic persons (public and private), individuals, corporate and multilateral organizations. These new Rules outline the standard requirements applicable to all banks and are to serve as a regulatory instrument to strengthen internal controls and to protect banks against any illegal activity. These aim to prevent resident and non-resident individuals, corporations and financial institutions from practicing any unlicensed banking activities in domestic and foreign currencies including accepting deposits, transferring funds, marketing investment products, selling mutual fund or offering credit cards. Given that such activities normally entail the use of Saudi Riyals, for clearing purpose they require the assistance of a Saudi Bank. Any illegal activity is a violation of Article 2, Clause 1, of the Banking Control Law and is punishable under Article 23, Clause 1.

SAMA wishes to emphasize that all banks should avoid any collaboration with or help any person or organization. These new Rules outline the standard requirements applicable to all banks and are to serve as a regulatory instrument to strengthen internal controls and to mitigate any negative effects. These rules conform with the best international banking practices and supervisory requirement such as the “Know Your Customer” and the “Customer Due Diligence” Rules issued by the Basle Committee. These rules aim to protect banks against economic and financial crimes and money laundering activities.
company that is involved in illegal or suspicious banking activity. Any violation of the law or collaboration by any bank staff in illegal activities will be subject to punishment according to the above Article. These Rules are based on the premise that banks are responsible for ensuring that the accounts opened by their customer are actually used by them for the stated purposes. Banks are responsible for establishing procedures that ensure the achievement of these objectives.

These Rules shall be enforced as from this date and are to replace all previous circulars in respect of opening accounts. These take precedence over all current internal controls and procedures applied by the banks. Banks should circulate these Rules to their branches and departments, particularly to their Internal Audit Department, Compliance Department and to the Money Laundering Unit. Banks should also notify all their external auditors. In future SAMA will conduct field inspections to ensure that these Rules are implemented and strictly complied with. In case you need any clarification you may contact the Director of Banking Inspection Department (Tel. # 466-2440 and Fax # 466-2865).

Regards.
Hamad bin Saud Al-Sayari
Governor

Distribution:
- Local Banks
- SAMA Branches
- Committee for the Settlement of Banking Disputes (CSBD)
- SAMA Head Office Departments

Do not investigate companies involved in illegal or suspicious banking activity. Any violation of the law or collaboration by any bank staff in illegal activities will be subject to punishment according to the above Article. These Rules are based on the premise that banks are responsible for ensuring that the accounts opened by their customer are actually used by them for the stated purposes. Banks are responsible for establishing procedures that ensure the achievement of these objectives.

These Rules shall be enforced as from this date and are to replace all previous circulars in respect of opening accounts. These take precedence over all current internal controls and procedures applied by the banks. Banks should circulate these Rules to their branches and departments, particularly to their Internal Audit Department, Compliance Department and to the Money Laundering Unit. Banks should also notify all their external auditors. In future SAMA will conduct field inspections to ensure that these Rules are implemented and strictly complied with. In case you need any clarification you may contact the Director of Banking Inspection Department (Tel. # 466-2440 and Fax # 466-2865).

Regards.
Hamad bin Saud Al-Sayari
Governor

Distribution:
- Local Banks
- SAMA Branches
- Committee for the Settlement of Banking Disputes (CSBD)
- SAMA Head Office Departments