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Kingdom of Saudi Arabia

*Saudi Organization for Industrial
Estates & Technology Zones*

دليل الإجراءات
للمدن الصناعية المحددة الحكومية

PROCEDURES MANUAL

For

**GOVERNMENT SPECIFIED INDUSTRIAL
ESTATES**

PROCEDURES MANUAL INDEX

For GOVERNMENT SPECIFIED INDUSTRIAL ESTATES

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Chapter (1)

Requirements for obtaining development license of Specified Industrial Estate on a government Land

First: General

The requirements for obtaining development license of Specified Industrial Estate on a government shall include and comply with the following:

1. The terms, controls and conditions included in the Council of Ministers' Resolution No. (235), dated 27/8/1422H and its Executive bylaw which it is approved by SOIETZ' Board of Directors Resolution No. (5/2003), dated 3/12/1423H.
2. The land or site shall be within the organizational drawings approved as industrial zones and in conformity with the constructional strategy of the Kingdom.

Second: Data and documents required from the development applicant:

Note: The development application is submitted attached with studies prepared by a specialized consultative Office and approved by SOIETZ in addition to the required data as follows:

a. Application Form:

Each applicant shall submit two signed copies of his application to SOIETZ and one of them is original. When the application form is received by SOIETZ, the officer concerned shall review it to make sure it fulfilling all the requirements.

If the application form is incomplete, SOIETZ will return it to the applicant (developer) within (15) working days from of the completion date of the review.

b. An economic feasibility study proves:

The financial and technical capability of the applicant to develop the Specified Industrial Estate project during the usufruct period including the following:

- b-1 Documents proves that the applicant has previously achieved or participated in the accomplishment of similar works concerning volume or nature of projects.
- b-2 A statement including financing agencies in addition to the permanent lenders or financiers, if any who will cooperate with the applicant to accomplish the proposed project.
- b-3 Statement identifying the paid up capital and the capital funds proposed to be borrowed for the implementation of the project.
- b-4 An estimated statement of cash flow of the proposed Industrial Estates costs and revenues (at least for five years).

C. A proposed study indicates the following:

- c-1. Engineering and constructional drawings include: land use, the volume and type of services such as (electricity, water drainage, communicationetc), and the related utilities and fundamentals of general design (streets wideness, central facilities buildings, entrances...etc.) in addition to the geographical site and nature of the land.
- c-2. An analytical engineering study indicates suitability of the soil, ground water, infrastructure and topographic relief, compatibility of land with the proposed industrial development nature of soil
- c-3. Distribution of the expected industries study and its needs of services such as, (electricity, water drainage, communication...etc), Also, expectations of manpower needs , considerations of exportation, local sales and the added value of the national income.
- c-4. Description of services provided by the applicant though Sub-contractors.
- c-5 Identification of the financial capability and volume of financial transactions with Banks or financing finds.
- c-6 The manner or methodology used for recovering development costs together with its profits from the industrial beneficiaries during the usufruct period.
- c-7 Details of providing occupants of land with each separate service and their commitments towards this service.

D. Human Resources Plan including:

The organizational structure of the developer and a summery of workers' qualifications and experiences needed by the project to accomplish the development and implementation plan.

E. Environment and safety considerations to include:

A report identifies that the work in the proposed Specified Industrial Estate will be in compliance with the requirements of environment, safety and the infrastructures as required by the related rules and regulations in force in the Kingdom of Saudi Arabia.

F. Statement of providing services:

The applicants (Developers) who intend to provide and manage the basic services by themselves such as, electrical, water, garbage treatment, natural gas and communication in the Specified Industrial Estate are required to submit a proof identifying their capability in providing these services or identifying how these services shall be submitted. With a (capacity, volume or type of these services) by the related agencies of jurisdiction.

G. Proposed implementation plan identifying the following:

- g-1 Phases of implementation shall be effective from the expected date to start the first phase of the Industrial Estate development and the timetable to implement the following phases for the Specified Industrial Estate.
- g-2 A timetable identifying conduction dates of service and operation of the proposed development project.
- g-3 A list of other utilities, services and infrastructures associated with the accomplishment of the proposed development plan.
- g-4 The expected accomplishments after the development and construction phase as well as the management and operation phase during the usufruct period

Chapter (2)
**Requirements for obtaining operation license to operate a
Specified Industrial Estate on a Government Land.**

First: General.

The requirements for obtaining operation license to operate a Specified Industrial Estate include the following:

The terms, controls and conditions provided in the Executive bylaw approved by SOIETZ Board of Directors Decision' Resolution No. (5/2003), dated 3/12/1423H.

Second: Data and documents requested from the operation applicant:

- 1. Submission of a work plan which at least, includes the following:**
 - a. Description of the nature and volume of services that shall be performed by the applicant.
 - b. The number of beneficiaries expected and the volume of services required in the specified industrial estate.
 - c. Prices and costs required to be collected in exchange for he services rendered.
 - d. An enhancement and re-qualification plan of utilities and entities at the Industrial Estate, program for implementation of work to provide services.
 - e. The Expected cash flow statement of expenditures and revenues during the next ten years.
- 2. Submission of human resources plan and the organizational structure of the operator as well as qualifications and experiences of the important staffs required to implement the operation and maintenance plan.**
- 3. Submission of data that proves the applicant's financial and technical capability to implement the commitments of operation and maintenance functions in the government specified industrial Estate in the following:**

- a. Documents prove that the applicant has implemented or participated in the implementation of similar projects in terms of size or type or being capable to do so in accordance with SOIETZ' report.
 - b. Financing Agencies list to include the borrowers, if any or those who will cooperate with him to finance the project.
 - c. Financial statements show the financial capability of the operator and the participants if any.
 - d. Financial statements show the paid up capital and the financing required for operation and maintenance.
4. The applicant shall submit a proof identifying his capability in providing, operating and distributing services such as, electricity, water, garbage treatment, natural gas, and communication to beneficiaries inside the Specified Industrial Estate as well as, identify beneficiaries' commitments towards the providers of these services.
 5. The applicant shall submit to SOIETZ two signed copies of his application, of which, one shall be original. Upon receipt of the two copies by SOIETZ, the concerned officer will review the application to make sure that it fulfills all requirements. In case the application is found to be incomplete, it will be returned to the applicant (operator) within (15) working days from the completion date of the review.

Chapter (3)
**Requirements for obtaining an operation or development
license of utilities or / and providing services in a
Specified Industrial Estate.**

First: General.

The requirements for obtaining operation license of Specified Industrial Estate include and comply with the following:

1. The terms, controls and conditions stipulated in the Statute issued under Council of Ministers' Resolution No. (235), dated 27/8/1422H and its Executive Bylaw approved by SOIETZ' Board of Directors' Decision No. (5/2003), dated 3/12/1423H.
2. The utility or site of service shall be included in the Industrial Estates approved as Specified Industrial Estates.

Second: Data and documents required to be submitted by development, operation applicant or service provider:

Note: The applicant shall submit his application attached with studies prepared by specialized consultative office approved by SOIETZ in addition to the required data as follows:

a. Application form:

Each developer, operator or service provider shall submit to SOIETZ two signed copies of his application, of which, one shall be original. Upon receipt of the application by SOIETZ, the officer concerned will review the application to make sure that it fulfills all the requirements.

In case the application is found to be incomplete, it will be returned to the applicant (operator) within (15) working days from the completion date of the review.

B. A proposed study identifying the following:

- b-1. Comprehensive engineering and constructional drawings for the utility or nature of services submitted in the specified industrial Estate.
- b-2. An analytical engineering study identifying nature of development or operation proposed for the utility or the services submitted at the

Industrial Estate and the technical inputs and out puts of development and operation.

- b-3. A description of functions performed by the development, operation applicant or service provider
- b-4. Identify the financial capability and volume of financial transactions with banks or with the financing funds for the developer, operator or service provider.
- b-5 Identify manner and methodology for recovering development costs and its profits from the industrial beneficiaries gained from the utility or from the service during the usufruct period.
- b-6. Details of how Industrial Estates beneficiaries be provided with the required services and their commitments for this service.

C. A proposed implementation plan identifies the following:

- c-1 Phases of implementation effective from the expected date to start the development of the development or operation of the utility or presentation of service in the first phase and the implementation dates of next phases if any, for the utility or service.
- c-2 A time table identifying the operation of the proposed project.
- c-3 The expected accomplishments after the development and construction phase or the re-qualification phase as well as management and operation phase during usufruct period.

D. Human Resources Plan includes:

The Organizational Structure of the developer, operator or service provider with a summery of the workmen's qualifications and experiences needed the project to accomplish the development, implementation or operation plan.

E. Environment and safety considerations include:

A report identify that the work required to be implemented shall be in compliance with the requirements of environment, safety and infrastructures in the specified industrial Estates in which, the work will be implemented as required by the related rules and regulations in force in the Kingdom of Saudi Arabia.

F. Economic Feasibility Study:

The financial and economical feasibility study for the implementation and operation of the facility or service project in the specified industrial Estate is

proved during the usufruct period and applicant's capability of accomplishment includes the following:

- f-1 Documents prove that the applicant has previously accomplished or participated in the accomplishment of similar functions in respect to volume and nature of the project.
- f-2 A statement of the financing Agencies including lenders or persistent financiers (if any), who will cooperate with him in the accomplishment of the proposed project and the banks he deals with.
- f-3 A statement identifying the financial status of the group participating in the development, operation project of the facility or the service and the commitments of each Party thereof.
- f-4 A statement identifying details of the paid up capital and the capital funds proposed for borrowing for the implementation of the project.
- f-5 An estimated cash flow statement about the project costs and revenues of developing or operating the facility or the service (at least for 5 years period).

Chapter (4)

Competition Procedures on the usufruct rights for public land, part of its utilities or its associated services in the specified industrial Estate.

First: .General

1. The Competition Procedures on usufruct rights to develop, operate or invest the Government Specified Industrial Estate s or part of its related utilities or services shall be as per the approved Council of Ministers' resolution No. (235) dated 27/8/1422H and its executive bylaw approved by SOIETZ' Boards of Directors' Resolution No. (5/2003) dated 3/12/1423H.
2. Competitors shall be re-habilitated pursuant to Article (23) of the Executive bylaw.

Second: Competition procedures on usufruct rights:

- 1- The competing developers , operators or investors whom are approved for rehabilitation to enter the competition shall be called to submit their proposals attached with the information previously prepared by the SOIETZ to include:
 - a. A full description of the usufruct intended to be called for competition, to include restriction of land and assets (factories), financial performance date of assets and description to SOIETZ' plans aiming at showing benefits relating to development or operation.
 - b. Description of SOIETZ' goals in showing the benefits of its assets either, upgrading the use of the area to the optimum or to increase a new industrial area or to provide services, and utilities to beneficiaries or any other similar considerations.
 - c. A draft of the usufruct contract, considered as basis for any future contractual negotiations.
 - d. A set of tables including the competitor's suggestions relating to financial, technical and executive matters in addition to entry of the following data.
 - d.1 The annual development rate in the squire meter.
 - d.3 The marketing budget within ten years . (How to recover the capital costs with profits).
 - d.4 Operational budget within ten years (Statement of Cash Flow of expenditures and revenues).

- d.5 Rate of revenues expected from project throughout the usufruct period.
 - d.6 Rental amounts expected throughout the usufruct period.
 - d.7 A list of services that furnished to include description of these services.
2. The competitors shall fill the tables and data included in the competition documents together with the information required to be added to the license application form for developing and operating a specified industrial estate.
 3. Each competitor shall submit two signed copies of his proposal to SOIETZ' one of them is original.
 4. SOIETZ may request from the competitor to repay an amount of money to SOIETZ according to terms and conditions stipulated in the proposal in accordance with on or all of the following forms:
 - a. Application charges
 - c. Warranty of execution
 - d. Final warranty.
 5. The last date to receive the competition documents as well as the period of each competition shall be separately determined as per the volume of work and circumstances.
 6. SOIETZ shall form a committee to value the proposals.
 7. The proposal valuation Committee shall study and analyze the proposals from the technical aspect to make ensure that they are fulfilling the requirements. Proposals not fulfilling the requirements shall be returned to owners within thirty- (30) working days effective from the final date identified to receive proposals.
 8. The bidding Committee shall complete its study to the remaining proposals in accordance with the fundamentals shown in the competition documents within thirty (30) working days effective from the day in which the envelopes are opened. The Committee shall submit a report of the proposals to SOIETZ' board of directors including the following points:
 - a. A summary description of all main points identified in each proposal.
 - b. Description of the method followed in evaluating the proposals.
 - c. Classification of proposals in accordance with the above mentioned method.
 - d. Recommendation of the best proposals and any private terms added to the usufruct contract, which is prepared in accordance with the bid or tender.
 9. After reviewing the report by SOIETZ' board of director, the board shall issue its decision in its first meeting including either the approval or rejection of all or part of the bidding Committee recommendations.
 10. If SOIETZ' board of director requested further study to these proposals to clarify certain aspects of the report that relate to bidding, this study shall

be made and submitted to the board within twenty (20) working days. Thereafter, the board shall announce its decisions relating to proposals in the first meeting.

11. After the board's resolution relating to competition's award is issued, negotiations will be completed and usufruct agreement will be entered into during sixty- (60) working days effective from the Board's approval date.

Chapter 5

Procedures followed in case the Developer or Operator failed in making the Specified Industrial Estate productive

Without prejudice to Article (27) of the Executive bylaw that is approved by SOIETZ' Board of Directors Resolution No. (5/2003), dated 3/12/1423H relating to making the Specified Industrial Estate productive within two years effective from the date in which the developer or operator receives the license, the following should be considered:

1. Failure in developing Specified Industrial Estate.

- a. In case the developer failed in making the Specified Industrial Estate productive within two years, he may request from SOIETZ an extension of the development period for another year. The developer shall submit a written request in this regard including sufficient explanation of the reasons that made the Specified Industrial Estate non-productive within two years period. **An extension may be granted if the development failure is attributed to the following:**

1. Force majored conditions including war or natural disasters through which the continuation of work become impossible.
2. Slow of commercial movement or unexpected changes in the investment environment.
3. Any other accepted reasons related to the delay considered the Board of Directors as unexpected and beyond developer's capability.

- b. The Board of Directors issues its resolution relating to the extension within the first session held after the completion of the study if the reasons included in the extension request are considered acceptable and

the extension will permit the possibility of making the Specified Industrial Estate productive within one year.

- c. The extension shall be granted for one year only and no other request for similar extension will be accepted after the elapse of one year.
- d. If the Specified Industrial Estate does not become productive within the two years period and the developer delayed in providing SOIETZ with a written report in which, he requests an extension for convincing reasons, the Board of Directors shall have the right to cancel the license granted to the concerned Specified Industrial Estate. In this case, SOIETZ will notify the developer in writing with the cancellation of the license and all his right relating to the development of the Specified Industrial Estate shall refer back to SOIETZ.

2. Failure in operating Specified Industrial Estate.

- a. If the Specified Industrial Estate the new, the operator shall be considered as:
 - 1. A licensed developer or;
 - 2. A sub-contractor for the licensed developer.
- b. In these cases, failure in operating the Specified Industrial Estate during the period shown in Article (27) of the Executive Bylaw, shall give SOIETZ the right to cancel the license of the developer unless the development is extended for another year in accordance with the procedures approved by SOIETZ.
- c. In case the new operator obtained a license to operate an existing and developed Specified Industrial Estate, the requirements for the initiation of the work and practicing the services and maintenance of facilities and financial exchanges will be the same requirements that are stated in the:
 - 1. Usufruct Contract signed between SOIETZ and the Operator previously licensed.
 - 2. Operation License issued by SOIETZ.

Chapter (6)
**Cancellation of the license granted to develop or operate a
Specified Industrial Estate**

1. The SOIETZ' Board of Directors shall have the right to cancel the license granted to the Developer or Operator pursuant to article (20) of the Executive Bylaw in the following cases:
 - a. Expiry and non-renewal of the license.
 - b. Expiry of the usufruct period validity pertaining to activity under which, the license is issued unless renewed.
 - c. Insolvency of the Developer or Operator, dissolution or liquidation of the assets referred to the Developer or Operator.
 - d. Conducting of works contradict with the common welfare.
 - e. Non-commitment with the timetable submitted by the Developer or Operator, and approved by SOIETZ during the implementation period, unless amended under an approval from SOIETZ.
 - f. Non-compliance with all terms and liabilities stipulated in the Executive By law, Rules and Regulation applied in the Kingdom of Saudi Arabia, especially the regulations relating to environment.
 - g. Non-fulfillment with provisions and terms of the usufruct contract entered into between the developer and/ or operator and SOIETZ, which grants the right to use the Specified Industrial Estate.
 - h. Practicing other works not stated in the usufruct contract and not related to services presented at the Specified Industrial Estate.
 - i. Assign of the license without obtaining SOIETZ approval.
2. In case any of the violations stated in the previous Para. (1) is present; SOIETZ shall notify the concerned holder of the license. He therefore, shall inform SOIETZ with the reasons of the violation and the corrective steps taken

by him to treat such violation during thirty-(30) working days from the date in which, the notification is received.

3. When the clarification submitted by the holder of the license is studied by SOIETZ in light of the circumstances that lead to that violation and the corrective steps taken or shall be taken and how far these steps are compatible and accomplished. In case SOIETZ is persuaded of these justifications presented by the holder of the license it may give the concerned holder a period to treat this violation and postpones the cancellation of the license for a period not exceeding sixty - (60) working days .
4. After lapse of the thirty- (30) working days effective from the delivery of the notification of the violation to the holder of the license or when the postponing period of the cancellation mentioned in the previous Para. (3) is ended without correcting the violation, SOIETZ shall have the right to cancel the license and in this case, all rights related to the license will be returned to SIOETZ.
5. In case the license is cancelled under the Article (20) of the Executive Bylaw, SOIETZ will, within thirty (30) working days from the cancellation date of the license, take the following arrangements:
 - a. Publish an announcement in the local newspaper declaring the cancellation of the concerned license.
 - b. The usufruct contract entered into between SOIETZ and the Developer or Operator is cancelled (in accordance to its terms).
 - c. A new Developer or Operator is selected in accordance with the terms and provisions of the Executive Bylaw and the procedures stated in this Manual.
6. In case the procedures shown in the previous Paragraphs. (b) and (c) during the ninety (90) working days period from the cancellation date of the Developer or Operator's License, the project's classification as " Specified Industrial Estate" shall be withdrawn.

Chapter (7)

Developer or Operator's waiver or assignment procedures of his rights

1. In case the assignee intends to develop and operate the Specified Industrial Estate in accordance with the development or operation plan and the related information received from the Developer or Operator the (assigner) who obtained the development or operation license. When the assignee is applying to obtain such license or when presents his proposal to obtain the usufruct contract in accordance with the terms of the original license granted to the first Developer or Operator. In this case, the assignee shall present an original copy of the indicated application together with authenticated acknowledgement in this regard. However, if the assignee desires to change the development or operation plans of the Specified Industrial Estate, he shall include these changes in the block assigned for that in the development or operation application form. These changes will be subject to SOIETZ' study and approval.
2. SOIETZ approval on the application shall be subject to the assignee's fulfillment to the required terms to be approved as a Developer or Operator especially concerning proving his financial and technical capability and the results of these changes he stated in accordance to the previous Para (1).

Chapter (8)

Classification of works in the Specified Industrial Estates

Works in the specified industrial estates are divided into permitted and non-permitted works as follows:

1. The permitted works:

Every service work may be practiced inside the Specified Industrial Estates long as it conforms to the economic goals set forth to the development plan of the Specified Industrial Estates that are approved by SOIETZ.

2. The non-permitted works:

The works that are unauthorized to be practiced in the Specified Industrial Estate are identified as follows:

- a. Works threaten environment in accordance with the considered regulations and laws.
- b. Works considered in its nature as service work but prohibited from being practiced under the regulations applied in the Kingdom of Saudi Arabia.
- c. Works that form a random load on the structure of the Specified Industrial Estates and are located beyond the scope of the designed plan which it is agreed to between SOIETZ and the a licensed Developer or Operator.
- d. Other works prohibited to be practiced and included in the terms of the development and /or operation license of a Specified Industrial Estates.

Chapter (9)

Terms for allocating lands to Beneficiaries in the Specified Industrial Estates

First: General

Lands allocating within the Specified Industrial Estates whether Governmental or related to Private sector are allocated as follows:

1. Factories obtained industrial license from the concerned authorities.
2. Services and activities that serve the specified industrial estate, are associated to industrial development, and assigned by a resolution issued by SOIETZ pursuant to article (36-37) of the Executive bylaw of the organization issued under Council of Ministers' Resolution No. (235), dated 27/8/1422H.
3. Works non-permitted to be practiced in the Specified Industrial Estate in accordance with the license issued to the Developer or Operator or mentioned in the usufruct contract.
4. Lands of the specified industrial estate are not allowed to be leased to any activities that cause pollution to environment or damage to factories and other related services centers.

Second: Procedures for obtaining land in the Specified Industrial Estate:

1. The owner of the project who is willing to obtain a piece of land, shall apply to SOIETZ or to the agency delegated by SOIETZ either it has a branch or a developer obtained a license and usufruct contract. The following documents shall be attached to the application:
 - a. A copy of application form to obtain a piece of land at the Specified Industrial Estate.
 - b. An initial industrial drawing indicates how the areas located inside the required land are exploited using a proper scale.

- c. A copy of the license for the Industrial entity or the service document associated to the related Agency.

2. Notify the investor with allocation of land:

SOIETZ, the developer, or the delegated Agency shall notify the Investor with SOIETZ approval on the allocation of a land after studying the application together with the previously mentioned documents. The investor shall be requested to take over the land within ten working days.

3. Preparation of Design drawings:

The investor shall prepare design the factory drawings in accordance with the construction requirements inside the industrial estates as stated in chapter (9) of this manual. The design drawings shall be submitted to SOIETZ or to any agency delegated by SOITZ within four months from the date of land notification letter to be studied and approved.

4. Sign the contract:

After the design drawings are approved, the following shall be requested from the investor:

1. A copy of the contract signed with a contractor to implement the project.
2. A copy of supervision contract of implementation as per the approved drawings. After submission of the previous documents, the lease contract of the land is sign and initiation of implementation will be within two months effective from the date in which the drawings are approved or in accordance with the contract's terms.

Chapter (10)

Procedures and requirements of construction made in the specified industrial estates.

The requirements for the construction of factories in the specified industrial estates shall be, in addition to what has been stated in item (3) of Article (29) of SOIETZ' executive bylaw as approved by SOIETZ' board of director's resolution No.(5/2003) dated 3/12/ 1423H. These requirements, which relate to full supervision of SOIETZ over the applicability of Owners of factories to stipulations of construction inside the specified industrial estates as follows:

First: General requirements:

1. The investor is required to submit a copy of the initial design attached with the following:
 - a. Land allocation letter either from SOIETZ or Developer.
 - b. Industrial license or the service document associated from the related agency.
 - c. Sketch Site Drawing approved by SOIETZ, developer or the agency delegated by SOIETZ identifying the general site of the project and the streets surrounding the site, width of these streets and other services.
2. The submitted Drawings shall be prepared by a licensed Consultative Office, signed, and stamped by the Office.
3. After obtaining the initial approval of the initial design, it is required to submit a complete copy of the factory's design drawings under these requirements for the initial complete review of the project. Upon approval, four complete copies shall be submitted for final approval.
4. Each copy shall be filed in a special file. Drawings shall be numbered and an index shall be set forth to indicate number and content of the drawing.

Second: Initial submission:

1. The investor shall submit a copy from the general site drawing with the scale 1/200 or 1/300 in which the following is indicated:
 - a. The legend to drawing indicates its site from the north direction, surrounding streets and Makkah Al- Mukarrama direction, Piece of land number, Dimensions of the land assigned to the project with linear meter, site and dimensions of the building.
 - b. The free spaces located between the buildings of the factory, its additions and boundaries of land as required by safety regulations. The following shall be considered:
 - b-1. No entrances shall be opened to the factory opposite to streets of 40 meters wide or more, only in case no other streets are facing the factory.
 - b-2. The main entrance and sub- entrance width of the factory (The Gates) shall not be less than 6 meters and they must be kept apart as much as possible.
 - b-3. The height of production buildings shall not exceed (12) meters high. In cases when it is needed to increase the height, SOIETZ approval is required, SOIETZ approval must be obtained.
2. The investor shall submit a copy of machines industrial drawing and a suitable scale identifying the following:
 - a. Type and location of used equipments.
 - b. Spaces required around the equipments.
 - c. Areas of temporary storage.
 - d. Warehouse of raw material.
 - e. Warehouse of produced material
 - f. Warehouse of maintenance workshops and spare parts.
 - g. A chart (sketch) indicates the sequence of productive operations of the project in accordance with the industrial production lines.

Third: Full submission of the design drawings:

When the design drawings are fully submitted, the following shall be considered:

1. The design drawings shall include:
 - 1-1 Industrial works drawings.
 - 1-2. Architectural works drawings.
 - 1-3 Constructional works drawings.
 - 1-4 Sanitary works drawings.
 - 1-5. Electrical works drawings.
 - 1-6 Industrial safety works drawings.

SOIETZ, developer or any agency delegated by SOIETZ shall attach a copy of the detailed requirements that need to be provided in the drawings and designs with land allocation letter.

2. The potable water use should be restricted to the purposes to which the water is designated and should not be used for cooling or laundry purposes. Accordingly, the economy way for using potable water should be clarified in lines of production, if any.
3. The industrial drainage water should not include any materials or chemical remains that may affect the industrial drainage network of the Industrial Estate. Therefore, factories must use equipment for separation of chemical substances, greases. The drainage water must be within the limits of the special standards identified in the detailed designs, handed over with land allocation letter.

Chapter (9)

Procedures and requirements of construction within the Specified Industrial Estates.

The requirements for constructing factories in the specified industrial estates shall be, in addition to what has been stated in item (3) of Article (29) of SOIETZ executive bylaw of SOIETZ' Organization which is approved by SOIETZ board of director's resolution No.(5/2003) in 3/12/ 1423H. These requirements are related to full supervision of SOIETZ over the applicability of Owners of factories to stipulations of construction inside the specified industrial estates as follows:

First: General requirements:

5. The investor is required to submit a copy of the initial design attached with the following:
 - a. Land allocation letter either from SOIETZ or DEVELOPER.
 - b. Industrial license or the associated service from the related agency.
 - c. Diagram approved by SOIETZ, developer or the agency delegated by SOIETZ identifying the general site of the project and the streets surrounding the site, width of these streets and other services.
6. Drawings submitted by a consultative Office shall be prepared, signed and stamped by the office stamp.
7. After obtaining the initial approval of the design, it is required to submit a complete copy of the factory's drawings under these requirements for the initial complete review of the project. Upon approval, four complete copies shall be submitted for the final approval.
8. Each copy shall be filed in a special file. Drawings shall be numbered and an index shall be set forth to indicate number and content of the drawing.

Second: Initial submission:

4. The investor shall submit a copy from the general site drawing with the scale No. 1/200 or 1/300 in which the following is indicated:
 - a. The legend to drawing indicates its site from the north direction, surrounding streets and Makkah Al- Mukarrama direction, Piece of land number, Dimensions of the land assigned to project with the linear meter, site and dimensions of the building.
 - b. The free spaces between the factory buildings and its additions and between boundaries of land and as required by safety regulations. The following shall be considered:
 - b-1. No entrances shall be opened to the factory opposite to streets of 40 meters wide or more, only in case no other streets are facing the factory.
 - b-2. The main entrance and sub- entrance width of the factory (The Gates) shall not be less than 6 meters and they must be kept a part as much as possible.

- b-3 The height of production buildings shall not exceed (12) meters high. In cases when it is needed to increase the height, SOIETZ approval is required, SOIETZ approval must be obtained.
- 2. The investor shall submit a copy of the industrial drawing of the equipment with proper scale in which, the following is identified:
 - a. Type and location of the used equipments.
 - b. Spaces required around the equipments.
 - c. Areas of temporary storage.
 - d. Raw material warehouse.
 - e. Produced material warehouse.
 - f. Maintenance workshop and spare parts warehouse.
 - g. A chart (sketch) indicates the sequence of productive operations in the project in accordance with the industrial sketch.

Third: Full submission of the sketches:

When the design is submitted in full, the following shall be considered:

- 1. The submitted sketches shall include:
 - 1-1. Sketches of the industrial works.
 - 1-2. Sketches of architectural works.
 - 1-3. Sketches of constructional works.
 - 1-4. Sketches of sanitary works.
 - 1-5. Sketches of electrical works.
 - 1-6 Sketches of industrial safety works.
- SOIETZ, developer or any agency delegated by SOIETZ shall attach a detailed copy of the requirements that need to be provided in the drawings and designs with land allocation letter.
- 5. The portable water use should be restricted to the purposes to which the water is designated and should not be used for cooling or laundry purposes. Accordingly, the economy way for using portable water should be clarified in lines of production, if any.
 - 6. The industrial discharge water should not include any materials or chemical remains that may affect the industrial discharge network of the Industrial Estate. Therefore, factories must use equipment for the separation of chemical substances, greases. The discharge water that is discharged must be within the limits of the special standards identified in the detailed designs which are handed over with land allocation letter.

