



# Services Guide

July 2019

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## Editorial

### "Partner of MODON"

We are pleased at the Saudi Authority for Industrial Cities and Technology Zones (MODON) to put in your hands this procedural guide for the services provided by the Authority, which aims to develop a smart industrial environment and a contribution to the local economy, and take into account the needs of industrial partners to meet the needs of industrial partners. Rationalization and aspirations to create a global industrial investment in accordance with the vision of the Kingdom 2030.

We believe in the necessity of facilitating the execution and services of the industrial (MODON) partners, and converting them into integrated and intelligent services in order to enhance the competitiveness of the country globally, and to achieve aspirations in the industrial field. We present to you the “Services Guide” in its first version to serve as a reference for the industrial partners including all the services provided by (MODON). The Guide shall be updated periodically to keep pace with the continuous improvement in the services provided.

In conclusion, we renew our thanks to everyone who worked on the preparation and success of the implementation of services to industrial partners from within or outside (MODON). We are committed to serving the industrial sector in the Kingdom of Saudi Arabia and achieving the vision of its wise leadership and aspirations.

In case of any comments or suggestions, we will be glade to communicate with you via e-mail: [info@modon.gov.sa](mailto:info@modon.gov.sa)

**The Saudi Authority for Industrial Cities and Technology Zones (MODON)**



## 1. Application Services for MODON Products

1.1 Rent a Land or Factory for the purpose of establishing an industrial project	
<b>Service Name</b>	Rent a Land or Factory for the purpose of establishing an industrial project
<b>Service Definition</b>	It is a service that allows applicants to establish an industrial project or services in MODON's industrial cities.
<b>Dealers</b>	The Potential Investor
<b>Required Documents</b>	<ul style="list-style-type: none"> <li>▪ Industrial License</li> <li>▪ Commercial Register for Industrial Activity</li> <li>▪ Preliminary Schemes for the Project</li> <li>▪ Timetable for implementation phases not exceeding 24 months</li> <li>▪ Complete the online application form</li> </ul>
<b>Perform Service Execution</b>	<pre> graph LR     A[Registration in Eservices] --&gt; B[Submission of the application]     B --&gt; C[Review the Application]     C --&gt; D[Interview]     D --&gt; E[Customized Product]             </pre>
<b>Service Delivery Channels</b>	<input type="checkbox"/> Electronic Services (e.modon.gov.sa)
<b>Fees of the Service</b>	To be determined later in accordance with the area and the location.
<b>Duration of Service</b>	25 Working Days
<b>Terms and Conditions of the Service</b>	<ul style="list-style-type: none"> <li>▪ The application shall be submitted by the project owner or directly involved in the project.</li> <li>▪ All applications are subject to «MODON» policies and requirements regarding the type of activity and industries available for each industrial city.</li> <li>▪ A person familiar with technical and financial matters is required for a personal interview with the market, technical and financial aspects of the project.</li> <li>▪ The site shall be inspected before paying the payment, note that payment means full acceptance of the site.</li> <li>▪ Upon acceptance of the application, payment for allocation shall be paid within 20 days of invoice issuance.</li> <li>▪ The lease commenced from the date of payment for allocation.</li> </ul>



## 1.2 Leasing a land for the purpose of establishing a service project

<b>Service Name:</b>	Leasing a land for the purpose of establishing a service project
<b>Service Definition:</b>	<p>A service that shall allow applicants to lease land for service purposes inside the industrial cities of MODON which shall include:</p> <ul style="list-style-type: none"> <li>▪ Commercial complexes</li> <li>▪ Banks (branches, ATMs, remittance centers)</li> <li>▪ Restaurants in all categories</li> <li>▪ Recreational projects</li> <li>▪ Other businesses according to the need of each industrial city</li> <li>▪ Hazardous or medical waste treatment facilities</li> </ul>
<b>Dealers:</b>	The potential investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Filling out the online application form</li> <li>▪ Commercial Register</li> <li>▪ Feasibility study (including technical and financial details)</li> <li>▪ Copy of previous projects (if any)</li> <li>▪ Environmental Information Report (-) EIR in case of application to treatment facilities</li> <li>▪ Hazardous or medical waste</li> </ul>
<b>Performing service execution:</b>	<pre> graph LR     A[Registering for E-services] --&gt; B[Submit an investment application]     B --&gt; C[Request studying]     C --&gt; D[Initial approval]     D --&gt; E[Interview]     E --&gt; F[Site investment rental]     </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	Shall be determined later by area and location
<b>Service duration:</b>	25 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ The project owner or who shall be related to the project shall submit the application.</li> <li>▪ All service requests shall be subjected to "MODON" policies and requirements regarding to the type of required activity and available for each industrial city.</li> <li>▪ Complying with the general regulations of the environment, the executive regulations and safety regulations.</li> <li>▪ A person with full knowledge of the technical and financial matters of the interview shall be required.</li> <li>▪ The site shall be reviewed before payment shall be made. Payment shall mean full acceptance of the site.</li> <li>▪ Upon acceptance of the request, the rent payable for the first year shall be paid within 20 days of the invoice issuing.</li> <li>▪ Previous experience of at least 3 years and for two or more projects in the same field shall be required.</li> </ul>



### 1.3 Leasing a land for the purpose of establishing a residential compounds project

<b>Service Name:</b>	Leasing a land for the purpose of establishing a residential compounds project request
<b>Service Definition:</b>	A service that shall allow applicants to lease land for the purpose of constructing residential complexes inside MODON industrial cities.
<b>Dealers:</b>	The potential investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Commercial Register</li> <li>▪ The identity of the authorized signatory of the contract</li> <li>▪ Company Profile</li> <li>▪ Previous experience of the company</li> </ul>
<b>Performing service execution:</b>	<pre> graph LR     A[Registering for E-services] --&gt; B[Submit an investment application]     B --&gt; C[Application studying]     C --&gt; D[Initial approval]     D --&gt; E[Interview]     E --&gt; F[Site investment rental]             </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	Shall be determined later by area and location
<b>Service duration:</b>	25 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ The company shall have previous experience in operating residential compounds for labor.</li> <li>▪ The area of required land for the construction of a residential compound shall be equal to 5000 meters or more, or the number of required workers to be housing shall be equal to 1000 workers or more.</li> <li>▪ All investment applications shall be subjected to MODON policies and requirements regarding to the provision of land to residential compounds.</li> <li>▪ The site shall be reviewed before payment shall be made. Payment shall mean full acceptance of the site.</li> <li>▪ Upon acceptance of the request, the rent payable for the first year shall be paid within 20 days of the invoice issuing.</li> </ul>




## 1.4 Leasing a land for the purpose of establishing a Logistic project

<b>Service Name:</b>	Leasing a land for the purpose of establishing a Logistic project
<b>Service Definition:</b>	<p>A service that shall allow applicants to lease land for logistic purposes inside MODON industrial cities, which shall include:</p> <ul style="list-style-type: none"> <li>▪ Warehouses.</li> <li>▪ Truck Yard</li> <li>▪ Container Yard</li> <li>▪ Refrigerators</li> <li>▪ Gas stations</li> <li>▪ Other logistics services</li> </ul>
<b>Dealers:</b>	The potential investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Commercial Register</li> <li>▪ Company Profile</li> <li>▪ A copy of previous experience of the company (if any).</li> <li>▪ 3D project visualization (by project).</li> </ul>
<b>Performing service execution:</b>	<pre> graph LR     A[Registering for E-services] --&gt; B[Submit an investment (logistics) application]     B --&gt; C[Request studying]     C --&gt; D[Interview]             </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	Shall be determined later by area and location
<b>Service duration:</b>	25 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ The type of activity referred to in the Commercial Register shall be defined as "Logistics Services"</li> <li>▪ All investment applications shall be subjected to MODON policies and requirements regarding to the provision of land to residential compounds.</li> <li>▪ The request activity shall be consistent with the targeted activities of each industrial city.</li> <li>▪ Approving all logistic requests in the allocation record before issuing the financial claim.</li> <li>▪ Upon acceptance of the request, the rent payable for the first year shall be paid within 20 days of the invoice issuing.</li> </ul>





## 1.5 Inquiring about the request for leasing land for the purpose of establishing an industrial / investment / residential / logistic project

<b>Service Name:</b>	Inquiring about the request for leasing land for the purpose of establishing an industrial / investment / residential / logistic project.
<b>Service Definition:</b>	A service that shall allow applicants to lease the land of MODON to inquire about the status of its lease application
<b>Dealers:</b>	Land lease applicants
<b>The required documents:</b>	None
<b>Performing service execution:</b>	
<b>Related Services</b>	<ul style="list-style-type: none"> <li>▪ Request for leasing land for the purpose of establishing an industrial project.</li> <li>▪ Request for leasing land for the purpose of establishing an investment project.</li> <li>▪ Request for leasing land for the purpose of establishing an logistic project.</li> <li>▪ Request for leasing land for the purpose of establishing an residential compound project.</li> </ul>
<b>Service providing channels:</b>	<input type="checkbox"/> E-Services (e.modon.gov.sa) <input type="checkbox"/> Partner care in the industrial city. <input type="checkbox"/> Call our Customer Service Center on (920000425).
<b>Service fees:</b>	None
<b>Service duration:</b>	Done directly
<b>Terms and Conditions of Service:</b>	None



## 1.6 Inquiring about the request of renting a ready-made factory

<b>Service Name:</b>	Inquiring about the request of renting a ready-made factory
<b>Service Definition:</b>	A service that shall allow applicants to rent a ready-made factory within MODON industrial cities to inquire about the status of its rental request.
<b>Dealers:</b>	Ready-made factory lease applicants
<b>The required documents:</b>	None
<b>Performing service execution:</b>	<pre> graph LR     A[Access to E-services] --&gt; B[Choosing desired product]     B --&gt; C[See request status]             </pre>
<b>Related Services</b>	<ul style="list-style-type: none"> <li>▪ Request for leasing ready-made factory.</li> </ul>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> E-Services (e.modon.gov.sa)</li> <li><input type="checkbox"/> Partner care in the industrial city.</li> <li><input type="checkbox"/> Call our Customer Service Center on (920000425).</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	Done directly
<b>Terms and Conditions of Service:</b>	None



## 2. Investor Services

### 2.1 Contract Services

#### 2.1.1 Changing the Factory Name

<b>Service Name:</b>	Changing the Factory Name
<b>Service Definition:</b>	A service that shall allow investors to change the current name of the factory approved by MODON.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Old and new industrial licenses</li> <li>▪ Commercial Registers</li> <li>▪ A copy of the contract signed with "MODON"</li> <li>▪ Company Articles of Association (if the owner shall be a company)</li> <li>▪ Letter from the Industrial Development Fund that there shall be no lending relationship on the factory submitting the request.</li> </ul>
<b>Performing service execution:</b>	<pre> graph LR     A[Request submission] --&gt; B[Request reviewing]     B --&gt; C[Factory visiting]     C --&gt; D[Approving the request to change the name]     D --&gt; E[Issuing invoices for amendment]     E --&gt; F[Paying bills for amendment]     F --&gt; G[Issuing contract]     style G fill:#00AEEF,color:#fff           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	10000 SAR
<b>Service duration:</b>	5 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ All financial dues shall be paid on the contract before submitting the request.</li> <li>▪ The factory shall be a productive.</li> <li>▪ All structural and legal breaches of the contract (if any) shall be corrected.</li> <li>▪ A service charge of SR 10,000 shall be required for each amendment request (including more than one amendment).</li> </ul>



### 2.1.2 Adding products to the factory activity

<b>Service Name:</b>	Adding products to the factory activity					
<b>Service Definition:</b>	A service that shall allow investors to add new products not stipulated in the contract approved by MODON.					
<b>Dealers:</b>	The investor					
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Old and new industrial licenses</li> <li>▪ Commercial Registers</li> <li>▪ A copy of the contract signed with "MODON"</li> <li>▪ Company Articles of Association (if the owner shall be a company)</li> <li>▪ Letter from the Industrial Development Fund that there shall be no lending relationship on the factory submitting the request.</li> </ul>					
<b>Performing service execution:</b>	<pre> graph LR     A[Request submission] --&gt; B[Request reviewing]     B --&gt; C[Factory visiting]     C --&gt; D[Approving the request to add the products]     D --&gt; E[Issuing invoices for amendment]     E --&gt; F[Paying bills for amendment]     G[Issuing contract]   </pre>					
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> </ul>					
<b>Service fees:</b>	10000 SAR					
<b>Service duration:</b>	5 working days					
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ All financial dues shall be paid on the contract before submitting the request.</li> <li>▪ The factory shall be a productive.</li> <li>▪ All structural and legal breaches of the contract (if any) shall be corrected.</li> <li>▪ The new production line shall be suitable for the factory site and conformed to the requirements of the environment and safety in "MODON".</li> <li>▪ A service charge of SR 10,000 shall be required for each amendment request (including more than one amendment).</li> </ul>					

### 2.1.3 Changing the Industrial Activity

<b>Service Name:</b>	Changing the Industrial Activity
<b>Service Definition:</b>	A service that shall allow investors to change the industrial activity stipulated in the contract approved by MODON.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Old and new industrial licenses</li> <li>▪ Commercial Registers</li> <li>▪ A copy of the contract signed with "MODON"</li> <li>▪ Company Articles of Association (if the owner shall be a company)</li> <li>▪ Letter from the Industrial Development Fund that there shall be no lending relationship on the factory submitting the request.</li> </ul>
<b>Performing service execution:</b>	<pre> graph LR     A[Request submission] --&gt; B[Request reviewing]     B --&gt; C[Factory visiting]     C --&gt; D[Approving the request to change the activity]     D --&gt; E[Issuing invoices for amendment]     E --&gt; F[Paying bills for amendment]     F --&gt; G[Issuing contract]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	10000 SAR
<b>Service duration:</b>	10 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ All financial dues shall be paid on the contract before submitting the request.</li> <li>▪ The factory shall be a productive.</li> <li>▪ All structural and legal breaches of the contract (if any) shall be corrected.</li> <li>▪ The new production line shall be suitable for the factory site and conformed to the requirements of the environment and safety in "MODON".</li> <li>▪ A service charge of SR 10,000 shall be required for each amendment request (including more than one amendment).</li> </ul>



### 2.1.4 Merging two or more contracts

<b>Service Name:</b>	Merging two or more contracts
<b>Service Definition:</b>	A service that shall allow the investor to apply for merging two or more contracts for contracts located in one industrial city.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Old and new industrial licenses</li> <li>▪ Commercial Registers</li> <li>▪ A copy of the contract signed with "MODON"</li> <li>▪ Company Articles of Association (if the owner shall be a company)</li> <li>▪ Letter from the Industrial Development Fund that there shall be no lending relationship on the factory submitting the request.</li> </ul>
<b>Performing service execution:</b>	<pre> graph LR     A[Request submission] --&gt; B[Request reviewing]     B --&gt; C[Factory visiting]     C --&gt; D[Approving the request to change the activity]     D --&gt; E[Issuing invoices for amendment]     E --&gt; F[Paying bills for amendment]     F --&gt; G[Issuing contract]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> <li>▪ Partner care in the industrial city.</li> </ul>
<b>Service fees:</b>	10000 SAR
<b>Service duration:</b>	10 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ All financial dues shall be paid on the contract before submitting the request.</li> <li>▪ The factory shall be a productive for the two contracts.</li> <li>▪ All structural and legal breaches of the contract (if any) shall be corrected.</li> <li>▪ Contracts to be merged shall be contiguous.</li> <li>▪ The contracts to be merged shall be the same as the construction case.</li> <li>▪ Contracts to be merged shall have the same product.</li> <li>▪ Contracts to be merged shall have the same activity.</li> <li>▪ A service charge of SR 10,000 shall be required for each merge request (including more than one contract).</li> <li>▪ If the merge request shall include a transfer request, the terms and conditions of the full transfer request for an investor or new investors shall be applied.</li> </ul>

### 2.1.5 Contract Separation

<b>Service Name:</b>	Contract Separation
<b>Service Definition:</b>	This service shall allow the investor to apply for the separation of one of its contracts according to the policies and conditions approved by MODON.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Old and new industrial licenses</li> <li>▪ Commercial Registers</li> <li>▪ A copy of the contract signed with "MODON"</li> <li>▪ Company Articles of Association (if the owner shall be a company)</li> <li>▪ Letter from the Industrial Development Fund that there shall be no lending relationship on the factory submitting the request.</li> </ul>
<b>Performing service execution:</b>	<pre> graph LR     A[Request submission] --&gt; B[Request reviewing]     B --&gt; C[Site visiting]     C --&gt; D[Approving the request to separate the contract]     D --&gt; E[Issuing invoices for contract separation]     E --&gt; F[Issuing contract]   </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ Partner care in the industrial city.</li> </ul>
<b>Service fees:</b>	10000 SAR
<b>Service duration:</b>	10 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ All financial dues shall be paid on the contract before submitting the request.</li> <li>▪ The factory shall be a productive for the two contracts.</li> <li>▪ All structural and legal breaches of the contract (if any) shall be corrected.</li> <li>▪ If the separation request shall include a change of activity request for one or both contracts, the terms and conditions of the factory change request shall be applied.</li> <li>▪ An independent industrial license shall be required for each contract to be separated.</li> </ul>



### 2.1.6 Modifying a Contract Area

<b>Service Name:</b>	Modifying a Contract Area request
<b>Service Definition:</b>	A service that shall allow the investor to modify the contract area according to the area on the ground (Areal differences).
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"><li>▪ Surveyor submission from a consultant office approved by "MODON".</li><li>▪ A letter from the client explaining the areal differences.</li></ul>
<b>Performing service execution:</b>	<pre>graph LR; A[Request submission] --&gt; B[Request reviewing]; B --&gt; C[Approving the request to modify the area];</pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"><li>▪ Partner care in the industrial city.</li></ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	10 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"><li>▪ All financial dues shall be paid on the contract before submitting the request.</li><li>▪ All structural and legal breaches of the contract (if any) shall be corrected.</li></ul>




### 2.1.7 Contract Renewing

<b>Service Name:</b>	Contract Separation
<b>Service Definition:</b>	A service that shall allow the investor to apply for renewal of a contract that shall about to expire.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	No documentation required for the service
<b>Performing service execution:</b>	<pre> graph LR     A[Request submission] --&gt; B[Request reviewing]     B --&gt; C[Factory visiting]     C --&gt; D[Approving the request to renew the contract]     D --&gt; E[Issuing contract]   </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	10 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>A renewal application shall be submitted at least six months before the end of the contract.</li> <li>The factory shall be a productive.</li> <li>All financial dues shall be paid on the contract before submitting the request.</li> <li>All structural and legal breaches of the contract (if any) shall be corrected.</li> <li>The licenses and commercial register shall be confined to the contract information registered with MODON.</li> <li>The renewal application shall be examined and verified as appropriate to the requirements and policies of “MODON”.</li> <li>The contract shall be renewed according to the prices determined by Modon.</li> </ul>



### 2.1.8 Receiving land

<b>Service Name:</b>	Receiving land
<b>Service Definition:</b>	A service that shall allow the investor to receive industrial land.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	Lease Contract
<b>Performing service execution:</b>	
<b>Service providing channels:</b>	<ul style="list-style-type: none"><li>▪ Partner care in the industrial city.</li></ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"><li>▪ All financial dues shall be paid on the contract before submitting the request.</li><li>▪ The surveying office shall be approved by Modon.</li></ul>

### 2.1.9 Factory inside factory service

<b>Service Name:</b>	Factory inside factory
<b>Service Definition:</b>	A service that shall allow investors to add a factory inside the existing factory on the same contract signed and approved by "MODON".
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Old and new industrial licenses</li> <li>▪ Commercial Registers</li> <li>▪ A copy of the contract signed with "MODON"</li> </ul>
<b>Performing service execution:</b>	<pre> graph LR     A[Request submission] --&gt; B[Request reviewing]     B --&gt; C[Factory visiting]     C --&gt; D[Meeting with the investor]     D --&gt; E[Approving the request of Factory inside factory]     E --&gt; F[Issuing invoices for the service]     F --&gt; G[Paying bills for the service]   </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	20000 SAR for each year
<b>Service duration:</b>	10 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ The remaining period in the existing factory contract shall not be less than one year.</li> <li>▪ A valid operating license shall be required from the existing factory.</li> <li>▪ The absence of unresolved irregularities of the factory or an issue between it and MODON.</li> <li>▪ The site shall not be separated into two separate factories.</li> <li>▪ The factory inside a factory shall be either a technical partner of the existing factory or logistic or there shall be a cross between the owners of the factories or its assets or branches by more than 50% and the activity shall be complementary in the manufacturing processes.</li> <li>▪ The products of the factory inside factory shall not suitable for the policy of distributing activities within the industrial city.</li> </ul>



### 2.1.10 Issuing a replacement contract

<b>Service Name:</b>	Issuing a replacement contract
<b>Service Definition:</b>	A service that shall enable the investor to print a replacement contract for its contract with MODON.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	A letter from the factory with a copy of the contract request.
<b>Performing service execution:</b>	<pre>graph LR; A[Request submission] --&gt; B[Request studying]; B --&gt; C[Printing new copy of contract];</pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"><li>▪ E-Services (e.modon.gov.sa)</li><li>▪ Partner care in the industrial city.</li></ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"><li>▪ All financial dues shall be paid on the contract before submitting the request.</li><li>▪ All structural and legal breaches of the contract (if any) shall be corrected.</li><li>▪ The request letter shall be certified by the Chamber of Commerce.</li></ul>

### 2.1.11 Objection to the withdrawal procedure

<b>Service Name:</b>	Objection to the withdrawal procedure
<b>Service Definition:</b>	A service that shall allow the investor to submit an objection to the withdrawal procedure of its factory
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Factory ownership data</li> <li>▪ Insurance statement</li> <li>▪ Proof of years of experience</li> <li>▪ Time plan to start production</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Request reviewing]     B --&gt; C[Request studying]     C --&gt; D[Decision taking] </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	5 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ Providing a time plan indicating the stages of preparation for the start of production and specify dates for each stage.</li> <li>▪ The necessary undertakings shall be signed after the objection to the withdrawal procedure shall be accepted.</li> <li>▪ Each objection shall be examined separately, considering the industrial city and type of industry according to the policies and conditions applicable in "MODON".</li> </ul>



### 2.1.12 Data Updating Service

<b>Service Name:</b>	Updating facility / investor data
<b>Service Definition:</b>	A service that shall allow the investor to update its data at any time during the validity of the contract
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"><li>▪ Industrial License</li><li>▪ Commercial Register</li><li>▪ A certified letter from the Chamber of Commerce stating the data to be updated</li></ul>
<b>Performing service procedures:</b>	<pre>graph LR; A[Request submission] --&gt; B[Request studying]; B --&gt; C[Updating data]</pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"><li>▪ E-Services (e.modon.gov.sa)</li></ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	2 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"><li>▪ All financial dues shall be paid on the contract before submitting the application.</li><li>▪ The factory shall be a productive.</li><li>▪ The contract shall be valid.</li><li>▪ The activity of the factory or owners shall not be updated or changed.</li></ul>



## 2.2 Ownership transfer services

### 2.2.1 Adding partners in the factory

<b>Service Name:</b>	Adding partners in the factory
<b>Service Definition:</b>	A service that shall allow investors to add partners in the factory, in addition to the partners already in the contract approved by Modon.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Old and new industrial licenses</li> <li>▪ Commercial Registers</li> <li>▪ A copy of the contract signed with "MODON"</li> <li>▪ Company Articles of Association (if the owner shall be a company)</li> <li>▪ The company Articles of Association after the addition of partners</li> <li>▪ Letter from the Industrial Development Fund that there shall be no lending relationship on the factory submitting the request.</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Request reviewing]     B --&gt; C[Factory visiting]     C --&gt; D[Adding partners request approval]     D --&gt; E[Issuing invoices for amendment]     E --&gt; F[Paying bills for amendment]     F --&gt; G[Issuing contract]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	<ul style="list-style-type: none"> <li>▪ For the allocation of land with the same rate of income as the partner if the activity shall remain</li> <li>▪ If the activity shall be changed, the rental price shall be converted to the "Investment" category .</li> <li>▪ If the activity shall be "support industries", the rental price shall be converted into a support industry category.</li> </ul>
<b>Service duration:</b>	2 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ All financial dues shall be paid on the contract before submitting the application.</li> <li>▪ The factory shall be a productive.</li> <li>▪ The contract shall be valid.</li> <li>▪ All structural and legal breaches of the contract (if any) shall be corrected.</li> </ul>



### 2.2.2 Transferring the owner share to the primary owners

<b>Service Name:</b>	Transferring the owner share to the primary owners
<b>Service Definition:</b>	A service that shall allow investors to transfer the share of one of the owners in the approved contract by MODON to another owner who shall be also presented in the contract.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Old and new industrial licenses</li> <li>▪ Commercial Registers</li> <li>▪ A copy of the contract signed with "MODON"</li> <li>▪ Company Articles of Association (if the owner shall be a company)</li> <li>▪ The company Articles of Association which shall show the transfer of shares between owners.</li> <li>▪ Letter from the Industrial Development Fund that there shall be no lending relationship on the factory submitting the request.</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Request reviewing]     B --&gt; C[Factory visiting]     C --&gt; D[Request to transfer the share of an owner approval]     D --&gt; E[Issuing invoices for amendment]     E --&gt; F[Paying bill for amendmen]     F --&gt; G[Issuing contract]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	10000 SAR
<b>Service duration:</b>	20 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ All financial dues shall be paid on the contract before submitting the request.</li> <li>▪ The factory shall be a productive.</li> <li>▪ The contract shall be valid.</li> <li>▪ All structural and legal breaches of the contract (if any) shall be corrected.</li> <li>▪ A service charge of SR 10,000 shall be required for each amendment request (including more than one amendment).</li> </ul>



### 2.2.3 Full transferring of ownership to new investor or investors

<b>Service Name:</b>	Full transferring of ownership to new investor or investors
<b>Service Definition:</b>	A service that shall allow investors to waive the entire ownership of the factory to a new investor or investors
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Old and new industrial licenses</li> <li>▪ Commercial Registers</li> <li>▪ A copy of the contract signed with "MODON"</li> <li>▪ Company Articles of Association (if the owner shall be a company)</li> <li>▪ The company Articles of Association which shall show the transfer of shares between owners.</li> <li>▪ Letter from the Industrial Development Fund that there shall be no lending relationship on the factory submitting the request.</li> <li>▪ A letter of commitment to correct the irregularities on site certified by the Chamber of Commerce</li> <li>▪ Letter of waiver between the parties</li> <li>▪ Approval of new rental rates</li> <li>▪ Partners approval to the request</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Request reviewing]     B --&gt; C[Factory visiting]     C --&gt; D[Request to transfer f owner approval]     D --&gt; E[Issuing invoices for amendment]     E --&gt; F[Paying bills for amendment]     F --&gt; G[Issuing contract]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	<ul style="list-style-type: none"> <li>▪ For the allocation of land with the same rate of income as the partner if the activity shall remain.</li> <li>▪ If the activity shall be changed, the rental price shall be converted to the "Investment" category .</li> <li>▪ If the activity shall be "support industries", the rental price shall be converted into a support industry category.</li> </ul>
<b>Service duration:</b>	20 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ All financial dues shall be paid on the contract before submitting the request.</li> <li>▪ The factory shall be a productive.</li> <li>▪ All structural and legal breaches of the contract (if any) shall be corrected.</li> </ul>



### 2.2.4 Enter one or more of the primary owner branches

<b>Service Name:</b>	Enter one or more of the primary owner branches
<b>Service Definition:</b>	A service that shall allow investors to add a new owner in the contract provided that it shall be a first-class relative of one of the primary owners.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Old and new industrial licenses</li> <li>▪ Commercial Registers</li> <li>▪ A copy of the contract signed with "MODON"</li> <li>▪ Company Articles of Association (if the owner shall be a company)</li> <li>▪ The company Articles of Association after adding the partner.</li> <li>▪ Letter from the Industrial Development Fund that there shall be no lending relationship on the factory submitting the request.</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Request reviewing]     B --&gt; C[Factory visiting]     C --&gt; D[Request to transfer f owner approval]     D --&gt; E[Issuing invoices for amendment]     E --&gt; F[Paying bills for amendment]     F --&gt; G[Issuing contract]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	10000 SAR
<b>Service duration:</b>	20 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ All financial dues shall be paid on the contract before submitting the request.</li> <li>▪ The factory shall be a productive.</li> <li>▪ All structural and legal breaches of the contract (if any) shall be corrected.</li> <li>▪ A service charge of SR 10,000 shall be required for each amendment request (including more than one amendment).</li> </ul>



## 2.3 Coordination letters

### 2.3.1 Electricity delivery letter


<b>Service Name:</b>	Electricity delivery letter
<b>Service Definition:</b>	A service that shall allow the investor to issue a "electricity delivery letter" directed to the service provider to start the work of delivering the electricity to the factory.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Overloading plan through an approved consultant office at MODON.</li> <li>▪ A copy of the lease contract with MODON.</li> <li>▪ Commercial Register.</li> <li>▪ Minutes of receipt and inspection.</li> <li>▪ Initial Industrial License.</li> <li>▪ Signing the necessary commitments.</li> <li>▪ General plan of the factory.</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Coordination letters Request submission] --&gt; B[Request studying]     B --&gt; C[Issuing an electricity delivery letter]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> <li>▪ Partner care in the industrial city.</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ The completion rate shall be more than 50%.</li> <li>▪ The contract shall be valid.</li> <li>▪ All financial dues on the contract shall be paid.</li> <li>▪ All violations on the contract shall be settled.</li> <li>▪ Public plans shall be approved.</li> <li>▪ The required letter shall be issued, addressed to the service provider for implementation.</li> </ul>



### 2.3.2 Electricity launching letter

<b>Service Name:</b>	Electricity launching letter
<b>Service Definition:</b>	A service that shall allow the investor to issue an electricity-launching letter to the service provider to start the current launch of the factory.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Final Industrial License</li> <li>▪ Signing the necessary commitments</li> <li>▪ A letter of completion by the consultant office.</li> <li>▪ General plan of the factory.</li> <li>▪ Security and safety plan.</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Coordination letters Request submission] --&gt; B[Request studying]     B --&gt; C[Issuing an electricity delivery letter]           </pre>
<b>Related Services</b>	Electricity delivery letter request
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> <li>▪ Partner care in the industrial city.</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	2 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ The contract shall be valid.</li> <li>▪ All financial dues on the contract shall be paid.</li> <li>▪ All violations on the contract shall be settled.</li> <li>▪ Public plans shall be approved.</li> <li>▪ The structural state of the factory shall be "structurally completed".</li> <li>▪ The required letter shall be issued, addressed to the service provider for implementation.</li> </ul>

### 2.3.3 Overloading letter

<b>Service Name:</b>	Overloading letter request
<b>Service Definition:</b>	A service that shall allow the investor to apply for a “Overload Letter” addressed to the service provider to increase the capacity.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Public plan for the project</li> <li>▪ Security and safety plan</li> <li>▪ Report showing the rate of implementation if the license shall be for renewal purposes.</li> <li>▪ Letter from the consultant office showing the need to increase loads.</li> </ul>
<b>Performing service procedures:</b>	 <pre> graph LR     A[Coordination letters Request submission] --&gt; B[Request studying]     B --&gt; C[Issuing an overload letter]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> <li>▪ Partner care in the industrial city.</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ The contract shall be valid.</li> <li>▪ All financial dues on the contract shall be paid.</li> <li>▪ All violations on the contract shall be settled.</li> <li>▪ Public plans shall be approved.</li> <li>▪ The structural state of the factory shall be "productive".</li> <li>▪ The required letter shall be issued, addressed to the service provider for implementation.</li> </ul>



## 2.4 Permit services

### 2.4.1 Overloading letter

<b>Service Name:</b>	Fences permit
<b>Service Definition:</b>	A service that shall enable the investor to submit a request for restoration of the fences of the factory.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>Public plan for the project</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Request studying]     B --&gt; C[Issuing permits]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>E-Services (e.modon.gov.sa)</li> </ul>
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>The contract shall be valid.</li> <li>All financial dues on the contract shall be paid.</li> <li>All violations on the contract shall be settled.</li> <li>Public plans shall be supported (including the required amendments).</li> <li>The factory structural state shall be "productive".</li> <li>Professional safety standards approved by MODON shall be adhered.</li> <li>The waste shall be removed from the work site and transported to the designated places according to the requirements of "MODON".</li> <li>The permit shall be obtained from the Industrial City Administration before starting work.</li> </ul>

### 2.4.2 Civil work permit

<b>Service Name:</b>	Civil work permit
<b>Service Definition:</b>	This service shall allow the investor to apply for a civil works permit inside the factory land
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>Public plan for the project</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Request studying]     B --&gt; C[Issuing permits]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>The contract shall be valid.</li> <li>All financial dues on the contract shall be paid.</li> <li>All violations on the contract shall be settled.</li> <li>Public plans shall be supported (including the required amendments).</li> <li>The factory structural state shall be "productive".</li> <li>The safety and compliance standards of MODON shall be committed.</li> <li>Professional safety standards approved by MODON shall be adhered.</li> <li>The waste shall be removed from the work site and transported to the designated places according to the requirements of "MODON".</li> <li>The permit shall be obtained from the Industrial City Administration before starting work.</li> </ul>



### 2.4.3 Gates permit

<b>Service Name:</b>	Gates permit
<b>Service Definition:</b>	A service that shall allow the investor to obtain a permit for the construction of external gates
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"><li>Public plan for the project</li></ul>
<b>Performing service procedures:</b>	<pre>graph LR; A[Request submission] --&gt; B[Request studying]; B --&gt; C[Issuing permits];</pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"><li>E-Services (e.modon.gov.sa)</li></ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"><li>The contract shall be valid.</li><li>All financial dues on the contract shall be paid.</li><li>All violations on the contract shall be settled.</li><li>Public plans shall be supported (including the required amendments).</li><li>The factory structural state shall be "productive".</li><li>The safety and compliance standards of MODON shall be committed.</li><li>Professional safety standards approved by MODON shall be adhered.</li><li>The waste shall be removed from the work site and transported to the designated places according to the requirements of "MODON".</li><li>The permit shall be obtained from the Industrial City Administration before starting work.</li><li>The gates to be constructed shall not overlook main streets</li></ul>



### 2.4.4 Restoration permit

<b>Service Name:</b>	Restoration permit
<b>Service Definition:</b>	A service that shall allow the investor to obtain a permit for restoration works of all kinds
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>Public plan for the project</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Request studying]     B --&gt; C[Issuing permits]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>The contract shall be valid.</li> <li>All financial dues on the contract shall be paid.</li> <li>All violations on the contract shall be settled.</li> <li>Public plans shall be supported (including the required amendments).</li> <li>The factory structural state shall be "productive".</li> <li>Professional safety standards approved by MODON shall be adhered.</li> <li>The waste shall be removed from the work site and transported to the designated places according to the requirements of "MODON".</li> <li>The permit shall be obtained from the Industrial City Administration before starting work.</li> </ul>



### 2.4.5 Drilling and asphaltting permit

<b>Service Name:</b>	Issuing drilling and asphaltting permit
<b>Service Definition:</b>	A service that shall allow the investor to obtain a permit for drilling and asphaltting works inside and outside the factory.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"><li>▪ Sketch that shall illustrate the drilling area</li><li>▪ Schedule of work in case of drilling outside the factory</li><li>▪ Letter stating the scope of work in the event that drilling outside the factory.</li><li>▪ Cross section showing the dimensions of drilling in case of drilling outside the factory</li></ul>
<b>Performing service procedures:</b>	<pre>graph LR; A[Request submission] --&gt; B[Request studying]; B --&gt; C[Issuing coordination];</pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"><li>▪ E-Services (e.modon.gov.sa)</li><li>▪ Care of the partner in the industrial city in case of working outside the factory</li></ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days

### 2.4.5 Drilling and asphaltting permit

#### Terms and Conditions of Service:

- The contract shall be valid.
- All financial dues on the contract shall be paid.
- All violations on the contract shall be settled.
- Public plans shall be supported (including the required amendments).
- Providing a sketch showing the drilling area in case of drilling inside or outside the factory
- The factory structural state shall be "productive".
- The permit shall be obtained from the Industrial City Administration before starting work.
- In case the drilling shall be more than one meter, an engineering office shall be contracted to supervise the excavation work.
- In case of drilling outside the factory, coordination shall be made with the relevant service authorities to ensure the possibility of working on site (communications, electricity, water, gas, etc.).
- Professional safety standards approved by MODON shall be adhered.
- The waste shall be removed from the work site and transported to the designated places according to the requirements of "MODON".
- A consulting office shall be required to evaluate the work based on the assessment of the division in the industrial city.
- The investor shall be obliged not to throw waste and not to damage the facilities of the industrial city. In case of violation, the fines regulation and penalties shall be applied for violations and water and sanitation facilities issued by the Authority's Board of Directors Decision No. 28 and 29/2004 dated 14/09/2004 and based on Cabinet Decree No. 225 dated 1985/08/03.
- Safety regulations shall be observed during excavation around the work site, taking all precautions to avoid any damage that may result from work and shall include:
  - Provide evening lighting along the excavation until the completion of work.
  - Requiring workers to wear protective helmets, safety shoes and reflective suits.
  - All safety reasons shall be taken into account when dealing with the conformity of providing adequate ventilation of suction and pushing of air and secure the descent of workers to the rooms with safety ropes.
  - Drilling sides shall be provided by supporting drilling sides in sandy and non-stationary areas.
- All that shall be contained in the plans for the construction and drilling process shall be completely and strictly adhered to and approved by the Industrial City Administration.
- Keeping a copy of the license on the job site continuously and in a prominent place.
- The panel shall be placed prominently at the drilling site showing the project name, the contractor executing, the consultant and the addresses.
- All debris, building debris, and excavation shall be removed from the site and its surroundings immediately and transferred to authorized places outside the industrial city.

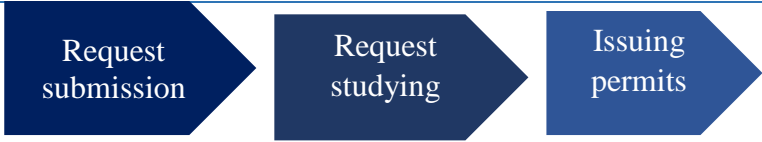
- The situation shall be restored, as it shall be after the completion of the extension of service.
- Coordination with the project consultant office shall be approved by MODON.
- The project progress shall not be interfered with other services in the industrial city.



### 2.4.6 Sunshade permit


<b>Service Name:</b>	Issuing sunshade permit
<b>Service Definition:</b>	A service that shall allow the investor to obtain a permit for the construction of sunshade inside the factory.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Public plan for the project</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Request studying]     B --&gt; C[Issuing permits]             </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ The contract shall be valid.</li> <li>▪ All financial dues on the contract shall be paid.</li> <li>▪ All violations on the contract shall be settled.</li> <li>▪ Public plans shall be supported (including the required amendments).</li> <li>▪ The factory structural state shall be "productive".</li> <li>▪ Professional safety standards approved by MODON shall be adhered.</li> <li>▪ The waste shall be removed from the work site and transported to the designated places according to the requirements of "MODON".</li> <li>▪ The permit shall be obtained from the Industrial City Administration before starting work.</li> </ul>

### 2.4.7 Demolition and removal permit

<b>Service Name:</b>	Issuing demolition and removal permit
<b>Service Definition:</b>	This service that shall allow the investor to obtain a permit for demolition and removal works inside the factory
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>Public plan for the project</li> </ul>
<b>Performing service procedures:</b>	 <pre> graph LR     A[Request submission] --&gt; B[Request studying]     B --&gt; C[Issuing permits] </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>The contract shall be valid.</li> <li>All financial dues on the contract shall be paid.</li> <li>All violations on the contract shall be settled.</li> <li>Public plans shall be supported (including the required amendments).</li> <li>The factory structural state shall be "productive".</li> <li>Professional safety standards approved by MODON shall be adhered.</li> <li>The waste shall be removed from the work site and transported to the designated places according to the requirements of "MODON".</li> <li>The permit shall be obtained from the Industrial City Administration before starting work.</li> </ul>



### 2.4.8 Agriculture permit

<b>Service Name:</b>	Agriculture permit
<b>Service Definition:</b>	A service that shall allow the investor to obtain a permit for agriculture works outside the factory borders
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"><li>▪ Letter stating the scope of work in the event that drilling outside the factory.</li><li>▪ Worksite Plan</li><li>▪ Cross section showing the dimensions of drilling in case of drilling outside the factory</li><li>▪ Schedule of work in case of drilling outside the factory</li></ul>
<b>Performing service procedures:</b>	 <pre>graph LR; A[Request submission] --&gt; B[Request studying]; B --&gt; C[Issuing coordination]; C --&gt; D[Issuing permits];</pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"><li>▪ E-Services (e.modon.gov.sa)</li><li>▪ Care of the partner in the industrial city in case of working outside the factory</li></ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	5 working days

### 2.4.8 Agriculture permit

#### Terms and Conditions of Service:

- Coordination shall be made with the relevant service authorities to ensure the possibility of working on site (telecommunications, electricity, water, gas, etc.).
- Professional safety standards approved by MODON shall be adhered.
- The waste shall be removed from the work site and transported to the designated places according to the requirements of “MODON”.
- Agriculture works shall be in accordance with the specifications approved by MODON.
- The investor shall be obliged not to throw waste and not to damage the facilities of the industrial city. In case of violation, the fines regulation and penalties shall be applied for violations and water and sanitation facilities issued by the Authority's Board of Directors Decision No. 28 and 29/2004 dated 14/09/2004 and based on Cabinet Decree No. 225 dated 1985/08/03.
- Safety regulations shall be observed during excavation around the work site, taking all precautions to avoid any damage that may result from work and shall include:
  - Provide evening lighting along the excavation until the completion of work.
  - Requiring workers to wear protective helmets, safety shoes and reflective suits.
  - All safety reasons shall be taken into account when dealing with the conformity of providing adequate ventilation of suction and pushing of air and secure the descent of workers to the rooms with safety ropes.
  - Drilling sides shall be provided by supporting drilling sides in sandy and non-stationary areas.
- All that shall be contained in the plans for the construction and drilling process shall be completely and strictly adhered to and approved by the Industrial City Administration.
- Keeping a copy of the license on the job site continuously and in a prominent place.
- The panel shall be placed prominently at the drilling site showing the project name, the contractor executing, the consultant and the addresses.
- All debris, building debris, and excavation shall be removed from the site and its surroundings immediately and transferred to authorized places outside the industrial city.
- Coordination with the project consultant office shall be approved by MODON.

	<ul style="list-style-type: none"> <li>▪ The project progress shall not be interfered with other services in the industrial city.</li> <li>▪ In case of drilling to establish an irrigation network outside the factory, coordination with the relevant service authorities shall be made to ensure the possibility of working on site (telecommunications, electricity, water, gas, etc.).</li> <li>▪ The contractor shall undertake to deliver the site to "MODON" for releasing of liability.</li> </ul>
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### 2.4.9 Equipment installation/ transportation permit

<b>Service Name:</b>	Issuing equipment installation/ transportation permit
<b>Service Definition:</b>	A service that shall allow the investor to obtain equipment installation/ transportation permit for use in construction or for use within the production line.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	No documents required
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Request studying]     B --&gt; C[Issuing permits] </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ The contract shall be valid.</li> <li>▪ All financial dues on the contract shall be paid.</li> <li>▪ All violations on the contract shall be settled.</li> <li>▪ Permits shall be submitted in cases (fences, civil works, demolition, removal, drilling and asphaltting, restoration) before applying for a permit to install / transport equipment.</li> <li>▪ Safety standards shall be obliged in MODON in relation to equipment transportation.</li> </ul>







#### 2.4.10 Safety and security installations permit


<b>Service Name:</b>	Issuing Safety and security installations permit
<b>Service Definition:</b>	The service shall allow the investor to obtain a permit to install security and safety equipment in the factory.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	Safety plan
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Application studying]     B --&gt; C[Issuing permission]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>The contract shall be valid.</li> <li>All financial dues on the contract shall be paid.</li> <li>All irregularities on the contract shall be settled.</li> <li>The safety plan shall be approved by MODON's approved consultancy offices.</li> <li>Installations shall comply with the conditions and specifications adopted in MODON's.</li> </ul>



#### 2.4.11 Permit to conduct a mock evacuation plan

<b>Service Name:</b>	Issuing permit to conduct a fake evacuation plan
<b>Service Definition:</b>	A service that shall allow the investor to obtain a permit to execute the factory emergency plan and fire extinguishers in the factory for awareness and training purposes.
<b>Dealers:</b>	The investor
<b>The required documents:</b>	A letter from the factory indicating the date and time of the implementation of the fake evacuation plan
<b>Performing service procedures:</b>	<pre>graph LR; A[Request submission] --&gt; B[Application studying]; B --&gt; C[Issuing permission];</pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"><li>▪ Caring for a partner in the industrial city.</li></ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"><li>▪ The safety plan shall be approved by MODON's approved consultancy offices.</li></ul>

### 2.4.12 Truck entry permit in the evening

<b>Service Name:</b>	Issuing Truck entry permit in the evening
<b>Service Definition:</b>	A service that shall allow the investor to obtain a permit to enter its own trucks for some industrial cities that require it during the evening period
<b>Dealers:</b>	The investor
<b>The required documents:</b>	Valid industrial license
<b>Performing service procedures:</b>	 <pre> graph LR     A[Request submission] --&gt; B[Application studying]     B --&gt; C[Issuing permission] </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>The contract shall be valid.</li> <li>All financial dues on the contract shall be paid.</li> <li>All irregularities on the contract shall be settled.</li> <li>The truck shall comply with traffic safety specifications and in good condition.</li> </ul>



### 2.4.13 Training permit for fire extinguishers inside the factory

<b>Service Name:</b>	Issuing Training permit for fire extinguishers inside the factory
<b>Service Definition:</b>	A service that shall allow the investor to obtain a permit to use fire extinguishers in the factory for awareness and training purposes
<b>Dealers:</b>	The investor
<b>The required documents:</b>	A letter from the factory indicating the date and time of the implementation of the fake evacuation plan
<b>Performing service procedures:</b>	<pre>graph LR; A[Request submission] --&gt; B[Application studying]; B --&gt; C[Issuing permission];</pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"><li>▪ Caring for a partner in the industrial city.</li></ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	None





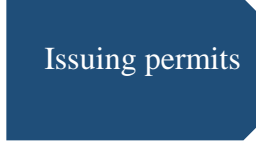
## 2.5 Licensing Services

### 2.5.1 Issuing an operating license

<b>Service Name:</b>	Issuing an operating license
<b>Service Definition:</b>	A service that shall allow investors to obtain an operating license certifying the establishment's compliance with the safety standards and requirements in MODON
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Current Commercial Register</li> <li>▪ Lease Contract</li> <li>▪ Industrial license (if applicable)</li> <li>▪ Approved safety plans for the facility</li> <li>▪ Approved construction plan</li> <li>▪ Periodic maintenance contract for safety systems</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Operating license request submission] --&gt; B[Application studying]     B --&gt; C[Field visit]     C --&gt; D[Issuing license]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> <li>▪ Caring for a partner in the industrial city.</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<p>The following safety standards shall be checked before issuing the license:</p> <ul style="list-style-type: none"> <li>▪ The firefighting system shall match the approved plans or reality matching plans (for old factories)</li> <li>▪ Appointment of a Saudi safety officer of either male or female in women sections.</li> <li>▪ Ensuring the effectiveness of the fire alarm system and connect it to the main control panel, with a valid periodic maintenance contract.</li> <li>▪ Ensuring the effectiveness of the firefighting system and water hoses, and the presence of periodic maintenance contract.</li> <li>▪ Ensuring the presence of fire extinguishers shall be distributed in accordance with the approved standards and a periodic maintenance contract.</li> <li>▪ Ensuring the emergency exits, its adequacy and conformity with the specifications.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ensuring that there shall be no hazardous conditions in the facility.</li> <li>▪ The presence of emergency back-up lighting distributed on the corridors and exits.</li> <li>▪ The presence of indicative signs on the corridors and emergency exits.</li> <li>▪ If construction/safety plans shall not be available for older installations, Built As shall be submitted.</li> </ul>
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## 2.5.2 Issuance / Renewal / Transfer of Ownership of a Commercial Store License

<b>Service Name:</b>	Issuance / Renewal / Transfer of Ownership of a Commercial Store License
<b>Service Definition:</b>	<p>A service that shall enable the investor to obtain licenses for shops located in the industrial cities of "Modon", including:</p> <ul style="list-style-type: none"> <li>▪ Food establishments (restaurant, buffet... etc.</li> <li>▪ Supermarket</li> <li>▪ Shops of all kinds</li> </ul>
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ A copy of the lease contract</li> <li>▪ A copy of the owner proof</li> <li>▪ The origin of the old license</li> <li>▪ Health certificates for employees</li> <li>▪ Commercial Register</li> <li>▪ Certified concession contract from the Chamber of Commerce (in cases of transfer of ownership)</li> <li>▪ Zakat and Income Authority Certificate</li> <li>▪ Contract for insect control for food facilities</li> <li>▪ The origin of the shop license</li> <li>▪ A copy of the contract for the maintenance of water tanks signed by the commercial complex administration</li> </ul>
<b>Performing procedures:</b>	<div style="display: flex; align-items: center; justify-content: space-around;"> <div style="text-align: center;">  <p>Request submission</p> </div> <div style="text-align: center;">  <p>Application studying</p> </div> <div style="text-align: center;">  <p>Issuing permits</p> </div> </div>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ Caring for a partner in the industrial city.</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days



	<ul style="list-style-type: none"> <li>▪ Attaching any permits related to the required activity and include (pharmacies, aviation offices, car rental ... etc).</li> </ul>
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- All violations prior to the license shall be paid before applying for a shop license.
- The old shop license shall be attached in cases of renewal.
- Fees for issuing licenses and issuing health certificates shall be paid according to the applicable rules in Modon.

### 2.5.3 Adding / Modifying a Commercial Store License Activity

<b>Service Name:</b>	Adding / Modifying a Commercial Store License Activity
<b>Service Definition:</b>	<ul style="list-style-type: none"> <li>▪ This service shall allow the investor to apply for adding or modifying the activity of the commercial store license located within the scope of the industrial city.</li> </ul>
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ A copy of the lease contract</li> <li>▪ A copy of civil status</li> <li>▪ The origin of the old license</li> <li>▪ Health certificates for employees</li> <li>▪ A general plan for the food facility shows processing and production</li> <li>▪ A copy of the operating license of the mall</li> <li>▪ Amended Commercial Register</li> <li>▪ Zakat and Income Authority Certificate</li> <li>▪ Lease contract for the space to be added (in cases of added activity)</li> <li>▪ The origin of the shop license</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Application studying]     B --&gt; C[Issuing permits with the new activity]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ Caring for a partner in the industrial city.</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ The contract shall be valid.</li> <li>▪ The commercial register shall be on the same site as the current facility in the industrial city.</li> <li>▪ Painting fees shall be paid before applying for the application (SR 200 per meter).</li> <li>▪ Attaching any permits related to the required activity and include (pharmacies, aviation offices, car rental ... etc).</li> <li>▪ The plan shall be approved by one of the approved consultancy offices for food facilities.</li> </ul>





### 2.5.4 Cancellation of the store license

<b>Service Name:</b>	Cancellation of the store license
<b>Service Definition:</b>	This service shall allow the investor to cancel the license of a commercial store located inside the industrial city
<b>Dealers:</b>	The investor
<b>The required documents:</b>	<ul style="list-style-type: none"><li>▪ A copy of the lease contract</li><li>▪ A copy of civil status</li><li>▪ The origin of the old license</li><li>▪ Health certificates for employees</li><li>▪ A general plan for the food facility shows processing and production</li><li>▪ A copy of the operating license of the mall</li><li>▪ Amended Commercial Register</li><li>▪ Zakat and Income Authority Certificate</li><li>▪ The origin of the shop license</li></ul>
<b>Performing service procedures:</b>	<pre>graph LR; A[Request submission] --&gt; B[Application studying]; B --&gt; C[Issuing permits with the new activity];</pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"><li>▪ Caring for a partner in the industrial city.</li></ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"><li>▪ The contract shall be valid.</li><li>▪ The commercial register shall be on the same site as the current facility in the industrial city.</li><li>▪ Painting fees shall be paid before applying for the application (SR 002 per meter).</li><li>▪ The plan shall be approved by one of the approved consultancy offices for food facilities.</li></ul>





### 3. Contractors Services

#### 3.1 Qualification of Contractor / Supplier for the purposes of entering MODON Competitions


<b>Service Name:</b>	Qualification of Contractor / Supplier
<b>Service Definition:</b>	Registering in the list of contractors / suppliers for the purpose of competing or request for proposal from MODON
<b>Dealers:</b>	The contractors / suppliers
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ File containing general information about the entity (owners, managers, contact information and previous work)</li> <li>▪ Commercial Register</li> <li>▪ Chamber of Commerce registration</li> <li>▪ Zakat and Income Certificate</li> <li>▪ Social Security Certificate</li> <li>▪ Certificate of Saudization</li> <li>▪ A copy of the investment license if the competitor shall be authorized in accordance with the foreign investment system</li> <li>▪ A copy of the classification certificate from the Ministry of Municipal and Rural Affairs (if any)</li> <li>▪ Media license (if any)</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Application studying]     B --&gt; C[Company visit (as needed)]     C --&gt; D[Company qualification]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services ( Suppliers Portal)</li> </ul>
<b>Service fees:</b>	10000 SAR
<b>Service duration:</b>	7 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ All submitted documents shall be valid.</li> <li>▪ There shall be media license for activities that require it.</li> <li>▪ The company visiting to evaluate the application for qualification if needed.</li> </ul>



### 3.2 Qualifying a contractor for the projects of the implementation of factories and industrial and investment contracts

<b>Service Name:</b>	Qualification of Contractor
<b>Service Definition:</b>	Qualifying a contractor for the projects of the implementation of factories and industrial and investment contracts
<b>Dealers:</b>	The contractors
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Commercial Register</li> <li>▪ Classification by the Ministry of Municipal and Rural Affairs (if any)</li> <li>▪ Company profile, containing general information about the contracting company (owners, managers, contact information)</li> <li>▪ Technical details of projects completed during 5 years</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Application studying]     B --&gt; C[Company visit for evaluation]     C --&gt; D[Office qualification]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ Caring for a partner in the industrial city.</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ Settlement of all violations arising from the contractor.</li> <li>▪ Payment of all financial dues on the contract.</li> </ul>

### 3.3 Permit for Communication Tower Maintenance

<b>Service Name:</b>	Permit for Communication Tower Maintenance
<b>Service Definition:</b>	A service that shall enable contractors to request a permit to enter the tower site for maintenance
<b>Dealers:</b>	The communication contractors
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Letter from the owner of the project</li> <li>▪ The work site chart shall be sealed by the owner.</li> <li>▪ Project schedule</li> <li>▪ Commercial Register of the Executing Contractor</li> <li>▪ A copy employees Iqamas</li> </ul>
<b>Performing service procedures:</b>	 <pre> graph LR     A[Request submission] --&gt; B[Application studying]     B --&gt; C[Issuing permits]   </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-Services (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	10000 SAR for two years
<b>Service duration:</b>	7 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ All technical details and certificates of completion or baptism shall be submitted for previous projects</li> </ul>



### 3.4 Drilling/extension license services

<b>Service Name:</b>	Drilling/extension license services
<b>Service Definition:</b>	A service that shall allow water, sewage, electricity, telecommunications and gas contractors to apply for a license for drilling and extension services.
<b>Dealers:</b>	MODON Water, Sanitation, Electricity, Telecommunications and Gas Contractors
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Letter from the owner of the project (electricity, communications, gas... etc.</li> <li>▪ The work site chart shall be sealed by the owner.</li> <li>▪ Project schedule</li> <li>▪ A cross-section of the drilling showing the dimensions of the drilling and sealed by the owner</li> <li>▪ Traffic safety plan</li> <li>▪ Approved risk assessment model</li> <li>▪ Commercial Register of the Executing Contractor</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Application studying]     B --&gt; C[Issuing coordination]     C --&gt; D[Issuing permits]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ Caring for a partner in the industrial city.</li> </ul>
<b>Service fees:</b>	3 working days
<b>Service duration:</b>	3 working days


### 3.4 Drilling/extension license services

#### Terms and Conditions of Service:

- The contractor shall comply with the standards and requirements imposed by MODON regarding to excavation works.
- The consultant office of the project approved by "Modon", shall be coordinated.
- The project progress shall not be interfered with other services in the industrial city.
- The service delivery request shall comply with the policies and requirements imposed by MODON.
- The investor shall be obliged not to throw waste and not to damage the facilities of the industrial city. In case of violation, the fines regulation and penalties shall be applied for violations and water and sanitation facilities issued by the Authority's Board of Directors Decision No. 28 and 29/2004 dated 14/09/2004 and based on Cabinet Decree No. 225 dated 1985/08/03.
- Safety regulations shall be observed during excavation around the work site, taking all precautions to avoid any damage that may result from work and shall include:
  - Provide evening lighting along the excavation until the completion of work.
  - Requiring workers to wear protective helmets, safety shoes and reflective suits.
  - All safety reasons shall be taken into account when dealing with the conformity of providing adequate ventilation of suction and pushing of air and secure the descent of workers to the rooms with safety ropes.
  - Drilling sides shall be provided by supporting drilling sides in sandy and non-stationary areas.
- All that shall be contained in the plans for the construction and drilling process shall be completely and strictly adhered to and approved by the Industrial City Administration.
- Keeping a copy of the license on the job site continuously and in a prominent place.
- The panel shall be placed prominently at the drilling site showing the project name, the contractor executing, the consultant and the addresses.
- All debris, building debris, and excavation shall be removed from the site and its surroundings immediately and transferred to authorized places outside the industrial city.

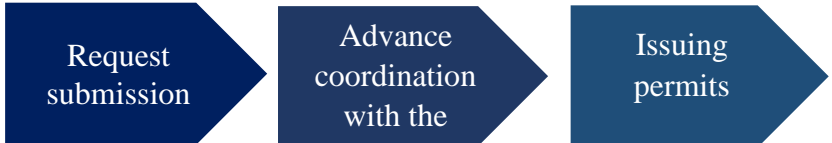
- The situation shall be restored, as it shall be after the completion of the extension of service.

### 3.5 Interim Invoices receiving of the implemented projects in the industrial cities

<b>Service Name:</b>	Interim Invoices receiving of the implemented projects in the industrial cities
<b>Service Definition:</b>	A service that shall allow contractors to submit the Interim Invoices to be received from MODON projects inside the industrial city.
<b>Dealers:</b>	Contractors
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Employees payroll salaries</li> <li>▪ Attendance and absence sheet for employees</li> <li>▪ Project Monthly Performance Report</li> <li>▪ Letter of financial claim from the contractor</li> <li>▪ Valid certificates from the contractor</li> </ul>
<b>Performing service procedures:</b>	 <pre> graph LR     A[Request submission] --&gt; B[Application studying]     B --&gt; C[Interim Invoices receiving] </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ Caring for a partner in the industrial city.</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	10 working days
<b>Terms and Conditions of Service:</b>	None



### 3.6 Emergency license

<b>Service Name:</b>	Emergency license
<b>Service Definition:</b>	A service that shall allow water, sewage, electricity, telecommunications and gas contractors to apply for an emergency work permit.
<b>Dealers:</b>	Water, sanitation, electricity and telecommunications contractors accredited by "MODON"
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Letter from the owner of the project stating that it shall be an emergency work (electricity, communications, gas... etc.</li> <li>▪ The work site chart shall be sealed by the owner.</li> <li>▪ Cross-section of the drilling sealed by the owner</li> <li>▪ Traffic safety plan</li> <li>▪ Commercial Register of the Executing Contractor</li> </ul>
<b>Performing service procedures:</b>	 <pre> graph LR     A[Request submission] --&gt; B[Advance coordination with the]     B --&gt; C[Issuing permits]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ Facilities Management Division (within working hours)</li> <li>▪ Security and Safety Division (off-duty)</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days




### 3.6 Emergency license

#### Terms and Conditions of Service:

- The contractor shall be obliged not to throw waste and not to damage the facilities of the industrial city. In case of violation, the fines regulation and penalties shall be applied for violations and water and sanitation facilities issued by the Authority's Board of Directors Decision No. 28 and 29/2004 dated 14/09/2004 and based on Cabinet Decree No. 225 dated 1985/08/03.
- Safety regulations shall be observed during excavation around the work site, taking all precautions to avoid any damage that may result from work and shall include:
  - Provide evening lighting along the excavation until the completion of work.
  - Requiring workers to wear protective helmets, safety shoes and reflective suits.
  - All safety reasons shall be taken into account when dealing with the conformity of providing adequate ventilation of suction and pushing of air and secure the descent of workers to the rooms with safety ropes.
  - Drilling sides shall be provided by supporting drilling sides in sandy and non-stationary areas.
- All that shall be contained in the plans for the construction and drilling process shall be completely and strictly adhered to and approved by the Industrial City Administration.
- Keeping a copy of the license on the job site continuously and in a prominent place.
- The panel shall be placed prominently at the drilling site showing the project name, the contractor executing, the consultant and the addresses.
- All debris, building debris, and excavation shall be removed from the site and its surroundings immediately and transferred to authorized places outside the industrial city.
- The situation shall be restored, as it shall be after the completion of the extension of service.
- The consultant office of the project approved by "Modon", shall be coordinated.
- The project progress shall not be interfered with other services in the industrial city.
- In case of work in the agricultural area, the contractor shall undertake to deliver the site to "MODON" to be disclaimed.



### 3.7 Permit for maintenance work without drilling

<b>Service Name:</b>	Maintenance permit without excavation works such as telecommunication tower, sewerage, power stations, etc.
<b>Service Definition:</b>	A service that shall enable contractors to apply for a site entry permit for maintenance
<b>Dealers:</b>	The telecommunications, electricity, water and gas contractors
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Letter from the owner of the project</li> <li>▪ The work site chart shall be sealed by the owner.</li> <li>▪ Project schedule</li> <li>▪ Commercial Register of the Executing Contractor</li> <li>▪ A copy of employees Iqamas</li> </ul>
<b>Performing service procedures:</b>	 <pre> graph LR     A[Request submission] --&gt; B[Application studying]     B --&gt; C[Issuing permits]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ Caring for a partner in the industrial city.</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ All violations arising from the contractor shall be settled.</li> <li>▪ All financial dues on the contract shall be paid.</li> </ul>




#### 4. Consultant Offices Services

##### 4.1 Qualification of an engineering office to oversee the projects of the "MODON"

<b>Service Name:</b>	Qualification of an engineering\ consultant office
<b>Service Definition:</b>	Registration in the list of engineering offices for the purpose of supervising the projects of MODON
<b>Dealers:</b>	Engineering and consulting offices
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ The authority file contains general information about the office (owners, managers, contact information, previous office work)</li> <li>▪ Previous projects for the last three years including the numbers of communication for those authorities</li> <li>▪ Professions Practicing License</li> <li>▪ Commercial Register</li> <li>▪ Zakat and Income Certificate</li> <li>▪ Social Security Certificate</li> <li>▪ Certificate of Saudization</li> <li>▪ Chamber of Commerce Registration</li> <li>▪ Investment license if the applicant shall be licensed in accordance with the foreign investment system</li> <li>▪ License to practice safety activity from the Authority of Engineers - in case the office specializes in the field of safety</li> <li>▪ License to engage in activity from the General Authority for Meteorology and Environmental Protection - if the Consultant Office for Environmental Studies</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Application studying]     B --&gt; C[Visiting office for evaluation]     C --&gt; D[Office qualification]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-service (Suppliers Portal)</li> </ul>
<b>Service fees:</b>	10.000 SAR for two years
<b>Service duration:</b>	5 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ All submitted documents shall be valid</li> <li>▪ Visiting the office to evaluate the application for qualification in case of need.</li> </ul>

## 4.2 Qualifying an engineering office to supervise the engineering works for the investors contracts within the industrial "MODON"

<b>Service Name:</b>	Qualifying an engineering office
<b>Service Definition:</b>	Qualifying an engineering office to supervise the engineering works for investors contracts within the industrial cities
<b>Dealers:</b>	The engineering office
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Engineering license</li> <li>▪ The company file contains general information about the engineering office (owners, managers, contact information)</li> <li>▪ Introduction to the technical staff working in the office</li> <li>▪ Technical details of projects completed within 5 years</li> <li>▪ Valid Professions Practicing License</li> <li>▪ Financial details of contracts completed over 3 years</li> </ul>
<b>Performing service procedures:</b>	 <pre> graph LR     A[Request submission] --&gt; B[Application studying]     B --&gt; C[Visiting office for evaluation]     C --&gt; D[Office qualification] </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-service (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	10.000 SAR for two years
<b>Service duration:</b>	10 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ The number of engineers working in the engineering office shall not be less than 5.</li> <li>▪ The engineering office shall be qualified by 3 government and public authority.</li> <li>▪ All technical details and certificates of completion or baptism shall be submitted for previous projects.</li> <li>▪ The Saudi Council of Engineers shall license all engineers working in the office.</li> </ul>



### 4.3 Issuing a building license


<b>Service Name:</b>	Issuing a building license
<b>Service Definition:</b>	A service that shall allow the investor to obtain a building license to start the construction of the factory.
<b>Dealers:</b>	The consulting office
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Approved plan of the project</li> <li>▪ Status of the facility report</li> <li>▪ Project schedule</li> <li>▪ Commercial register</li> <li>▪ A copy of the contract</li> <li>▪ Commitment to schedule, signed by owner, certified by chamber of commerce</li> <li>▪ Business contract between the owner and the authorized contractor</li> <li>▪ commitment by owner to provide electricity in case of non-availability</li> <li>▪ Supervision contract between the consulting office and the owner</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Application studying]     B --&gt; C[Visiting worksite]     C --&gt; D[Issuing license]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-service (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	<ul style="list-style-type: none"> <li>▪ Complying with the policies and conditions approved by "MODON" for each industrial city.</li> <li>▪ Applying for a building license within the first 9 months of the date of the land allocation.</li> <li>▪ The contract shall be valid.</li> <li>▪ All financial dues on the contract shall be paid.</li> <li>▪ All violations on the contract shall be settled.</li> <li>▪ Public plans shall be approved.</li> <li>▪ The construction status of the factory shall be in cases of expansion.</li> </ul>

#### 4.4 Approval of safety plans

<b>Service Name:</b>	Approval of safety plans
<b>Service Definition:</b>	A service that shall allow engineering offices to approve safety plans for contracts to be followed by investors in accordance with the policies and requirements of MODON.
<b>Dealers:</b>	The engineering office
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Approved engineering plan of "MODON"</li> <li>▪ Technical brochure for the project</li> <li>▪ Hydraulic calculations for fire systems</li> <li>▪ Fire control system plans</li> <li>▪ Fire alarm system plans</li> <li>▪ Emergency and evacuation plans</li> <li>▪ Schedules and technical specifications of the systems</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Applying for approved plan] --&gt; B[Application studying]     B --&gt; C[Plan approval] </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-service (e.modon.gov.sa)</li> </ul>
<b>Service fees:</b>	None
<b>Service duration:</b>	5 working days
<b>Terms and Conditions of Service:</b>	None



#### 4.4 Approval of safety plans

<b>Service Name:</b>	Approving engineering plans
<b>Service Definition:</b>	A service that shall allow engineering offices to approve engineering plans for contracts to be followed by investors in accordance with the policies and requirements of MODON.
<b>Dealers:</b>	The engineering office
<b>The required documents:</b>	<ul style="list-style-type: none"><li>▪ Land receipt record approved by one of the surveying offices approved by "Modon"</li><li>▪ Letter of electricity during construction</li><li>▪ Previous approved plans in case of modification or expansion</li></ul>
<b>Performing service procedures:</b>	
<b>Service providing channels:</b>	<ul style="list-style-type: none"><li>▪ E-service (e.modon.gov.sa)</li></ul>
<b>Service fees:</b>	By area (per square meter in Riyal with a minimum of 5000 riyals and a maximum of 25,000 riyals)
<b>Service duration:</b>	3 working days
<b>Terms and Conditions of Service:</b>	Submitting the application for approval of the plans within the first 6 months from the date of allocating the land.



## 5. Joint Services

The group of services provided in cooperation and participation with the Saudi Industrial Development Fund



### 5.1 Factory and industrial loan

<b>Service Name:</b>	Factory and industrial loan
<b>Service Definition:</b>	The “Factory and Loan” product shall enable the investor to acquire (industrial land and finance) together, in partnership with the Saudi Authority for Industrial Cities and Technology Zones (MODON) and the Saudi Industrial Development Fund, as a unified industrial package.
<b>Dealers:</b>	The potential partner
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Investor ID card.</li> <li>▪ Industrial license from the Ministry of Trade and Investment.</li> <li>▪ A commercial register for organizations and companies.</li> <li>▪ Expansion justified (in case of expansion request) with the availability of a nearby unit.</li> <li>▪ Investor and project information</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Request studying]     B --&gt; C[Ensure product availability]     C --&gt; D[Transferring the request to the Fund]     D --&gt; E[Completing procedures]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-service (landlond.gov.sa\home)</li> </ul>
<b>Service fees:</b>	By area and site
<b>Service duration:</b>	<p>3 working days to study the request and then transfer it to the Saudi Industrial Development Fund.</p> <p>The expected duration of the Saudi Industrial Development Fund to study and approve the request shall be not included in the service completion period.</p>



## 5.1 Factory and industrial loan

### Terms and Conditions of Service:

- The investor's activity shall be compatible with the list of targeted and prohibited activities in each industrial city.
- The investor's request shall be rejected in the following cases:
  - If the required activity shall be completed in the industrial city.
  - If the type of industry required shall not be permitted in the industrial city.
  - The investor's request shall be rejected and its data shall be kept, in case the required product shall not available and apologized until the product shall available.
- The investor's request shall be cancelled in the following cases:
  - When the investor shall be asked to complete the data, it shall will not do so within 10 days.
  - If the request shall be returned to the investor three times, the deficiencies shall not be completed.
  - If the request shall be duplicated with another request.



## 5.2 Land and industrial loan

<b>Service Name:</b>	Land and industrial loan
<b>Service Definition:</b>	The "Land and Industrial Loan" product shall allow the investor to apply for financing including the allocation of land for industrial investment through a unified application, among the joint products with the Saudi Authority for Industrial Cities and Technology Zones (MODON) and the Saudi Industrial Development Fund as a unified industrial package.
<b>Dealers:</b>	The potential partner
<b>The required documents:</b>	<ul style="list-style-type: none"> <li>▪ Investor ID card.</li> <li>▪ Industrial license from the Ministry of Trade and Investment.</li> <li>▪ A commercial register for organizations and companies.</li> <li>▪ Expansion justified (in case of expansion request) with the availability of a nearby unit.</li> <li>▪ Investor and project information</li> </ul>
<b>Performing service procedures:</b>	<pre> graph LR     A[Request submission] --&gt; B[Application studying]     B --&gt; C[Ensure product availability]     C --&gt; D[Transferring the request to the Fund]     D --&gt; E[Completing procedures]           </pre>
<b>Service providing channels:</b>	<ul style="list-style-type: none"> <li>▪ E-service (landloan.gov.sa\home)</li> </ul>
<b>Service fees:</b>	By area and site
<b>Service duration:</b>	<p>3 working days to study the request and then transfer it to the Saudi Industrial Development Fund.</p> <p>The expected duration of the Saudi Industrial Development Fund to study and approve the request shall be not included in the service completion period.</p>
	By area and site



## 5.2 Land and industrial loan

### Terms and Conditions of Service:

- The investor's activity shall be compatible with the list of targeted and prohibited activities in each industrial city.
- The investor's request shall be rejected in the following cases:
  - If the required activity shall be completed in the industrial city.
  - If the type of industry required shall not be permitted in the industrial city.
- The investor's request shall be rejected and its data shall be kept, in case the required product shall not available and apologize until the product shall available.
- The investor's request shall be cancelled in the following cases:
  - When the investor shall be asked to complete the data, it shall will not do so within 10 days.
  - If the request shall be returned to the investor three times, the deficiencies shall not be completed.
  - If the request shall be duplicated with another request.
- The required area shall be studied and the appropriate area shall be determined according to the criteria specified in the area determination policy.
- Ensuring the availability of a suitable location for the plant activity and area.
- The land and space required shall be provided after the Industrial Fund has completed the study and approved the financing.



## 6. Communicate with us

You can contact Partner Care in MODON for any of the following reasons:

- Enquiry
- Complaint
- Proposals

Through the contact information and channels below:

### Contact us

#### Contact information

Universal Access Number: **920000425**

Fax: **966118749019**

Postal Code: **11671**

P. O. Box: **84214**

Email: [info@modon.gov.sa](mailto:info@modon.gov.sa)

You can also contact with us through MODON website, by sending a message containing the classification of the message (inquiry- complaint - proposal) and the subject of the message as shown in the figure below.



Name \*

E-mail \*

Tel \*

Classification \*

Subject \*

Message \*

Verification code \*

2973

Send

Delete

The request of the partner or the message sender will be interacted with and communicated within a period of not more than 24 hours.

Note: There may be some amendments to the prices of services, and to refer to the list of updated prices, please refer to the official site of MODON (Saudi Authority for Industrial Cities and Technology Zones) through the link below.

[https://www.modon.gov.sa/ar/Customerservice/Pages/cost\\_of\\_industry.aspx](https://www.modon.gov.sa/ar/Customerservice/Pages/cost_of_industry.aspx)



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