

Second Edition

AH 1440



## Investors' Guide for Issuing License Parcel Transportation

### Activity

Transfer of Postal Parcel

### Category

Transfer of Postal Parcel Transportation Number: **532000**

From Private Postal Companies

Approving the future regulatory aspects of the postal sector committee

# Steps to Obtain a License to Provide a Parcel Transfer Service



Obtain a  
Commercial  
Register



Apply for  
License



Issuing  
license



Fulfill Conditions to  
Provide Services



License is issued  
and related  
entities notified

## Requirements and Obligations to Obtain a License



### Fill out the application form to obtain a license

license data | cancellation | Issuance | renewal | updating



**A clear copy of the identity Card of the Authority's representative**  
National identity or resident identity

Not required through  
MERAS platform



**A copy of a valid commercial register**



### Provide an operational plan explaining the main office

and branches (if any), and all the fixtures, procedures, steps and prices to be performed

## Licensee's Obligations



To not sub-contract the provision of courier services.  
The service provider shall comply with the requirements set out in the Parcel Transfer Regulations.



Allowing officials to inspect collection point's sites and relevant regulatory procedures.



The weight of the parcel shall not exceed 30 kg.



Licensees must publish all services and prices on the company's website.



To abide by the relevant regulations requirements related to the provision of this service.



All documents provided by the licensee are considered as part of the application.

# License Issuance and Renewal Procedures



	<div> <b>License Issuance</b></div>	<div> <b>Completion Period</b></div>	<div> <b>License Renewal</b></div>	<div> <b>Completion Period</b></div>
<b>Procedures</b>	Submit the application Study the application Issue the license Issuance Circulation	One day Five days One day One day	Submit Renewal Application Application Study License Renewal Renewal Circulation	One day Three days One day One day
<b>Completion of licensing procedures</b>	Days 8		Days 6	
<b>License fees</b>	First and second year Third year and beyond		10% of income 15% of income	
<b>License Period</b>	Two Years			



## Steps to Extract License

- Submit the license application.
- Study the application and ensure that it fulfills the requirements.
- Notify the applicant in case of missing documents.
- Notify the applicant in case of acceptance or rejection.
- Issuance of the license.



## Steps to Renew License

- Submit renewal application.
- Study the application and its fulfillment of the requirements.
- Notify the applicant in case of missing documents.
- Renewal of the License.

# Penalties



In case any of the statements in the license application form proved to be incorrect, it shall be a forgery of an official documents, the license shall be invalidated and the licensee shall be penalized under the forgerlaw.

In case the licensee violates the conditions and obligations stipulated in these regulations or violates the law or regulations in force in the Kingdom, the regulating authority shall be entitled to impose the following penalties:



Warning



Suspension for  
three months



Subject to one hundred  
thousand riyals as a fine



Withdrawal  
of the license

The penalty provided for in the second and third paragraphs may be combined together

## Available Services



Service Type

Provide parcel  
transfer service



Service Price

**%10**

of total income during the  
first and second years.

**%15**

of total income from  
the third year forward.



Bank Guarantee

## Contact Address

The application shall be submitted online through the unified  
(platform for business sector services (Meras

<https://meras.gov.sa>