



# Requirements & Application Form for Parcel Delivery Service License

**The 2nd version**

Committee for approving the future regulatory aspects of the postal sector





## Requirements and Conditions for Granting Parcels Transfer License

### Requirements:

1. Transporting parcels service license (issuing, renewing, updating or canceling) form duly filled out.  
\* Not a requirement on Meras Platform.
2. A clear copy of Civil Affairs ID (Saudis) or a Resident Permit ( Non- Saudi) of the entity's representative.  
\* Not a requirement on Meras Platform.
3. A valid commercial registration.\* Not a requirement on Meras Platform.
4. An operational plans including details of registered office and branches (if any), as well as preparations , procedures, measures and prices which will be implemented by the entity .

### Service Provisioning Conditions:

1. The licensee company or establishment shall transfer the parcel by itself, and shall not entrust it to other sub- companies.  
The service provider shall comply with the requirements mentioned in the Parcel Delivery Service Regulations.
2. Inspection process in collection points must be considered to ensure compliance with organizational standards and procedures.
3. The weight of the parcel should not exceed 30 kg.
4. Website publishing of the licensed entity for the offered services and prices.
5. The licensed entity shall comply with the regulatory requirements related to providing the service.
6. The documents and files submitted for this application are an integral part of the license application.

### \*A percentage of the licensee's income providing the parcel delivery service will be deducted in exchange for the license as follows:

- (10) .1 % Ten percent of its total income inside KSA for the first and second year.
- (15) .2 % Fifteen percent of its total income inside KSA for the third year and after.





## (Parcel Delivery Service) License Application Form

Name of the company			
Name of the company / institution In Arabic			
Commercial Registration No		Place of Registration Issuing	
Registration Issuing No		Registration expiry date	

Name of the representative of the company / institution		Job	
Identity Number (National Identity/ Residency)		Place & Date of issue:	

National Address:			
Building number:		Street name:	
Neighborhood:		City:	
Postal Code:		Additional Number:	

Phone Number:		Fax Number:	
Mobile phone number:			
Website:		Email:	

I, the hereunder signed, in my capacity as the legal representative of the entity licensed to provide parcel delivery service, I undertake the following:

1. The validity of the information contained in this form and its annexes.
2. Compliance with regulations, decisions, regulatory requirements and terms and conditions related to the provision of parcel delivery service.
3. The obligation of the authorized licensee to provide the parcel delivery service itself and does not assign it to other companies' sub-contract, and the obligation with the requirements of the parcel delivery regulation.
4. The weight of the package should not exceed 30 kilograms.
5. Publish offered services and prices on the website of the licensee.
6. Refer to the official website to find out what is new in terms of licensing regulations and conditions.
7. Update the data if any of them change above.
8. Documents submitted for this application are an integral part of the license application.

Name of the representative of the company / institution:

Signature:

Company / Institution Stamp:

Date: / / 14...

Chamber of Commerce Certification:

