

User Guide to the Service of Copy of Commercial Registration:





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Common Mistakes

To have access to the service link



Click here

e.mc.gov.sa

Steps for submitting a service for requesting a copy of commercial registration

- 1 Click Start Service
- 2 Log in to the account (user name, password or national access)
- 3 Click icon (submitting a new application)
- 4 Identify the commercial register and enter its number.
- 5 Choose the type of statement (a copy of commercial register) and fill out the required fields.
- 6 Choose to «Check Statement» to verify the information of the statement.
- 7 Click icon «Send the request».
- 8 The confirmation window and application number appear
- 9 Payment receipt is issued and sent as a text message to your phone.
- 10 The bill is paid through various payment channels. For more information about SADAD service, [click here](#)
- 11 To print the e-statement go to the home page and choose «Print the statement.»

1 Access the service



To start service, choose "Start service"



2 Log in the account (user name, password or national access):



Log in via the Ministry of Commerce's access system or the unified national access:



3 Click on icon (submit new application)

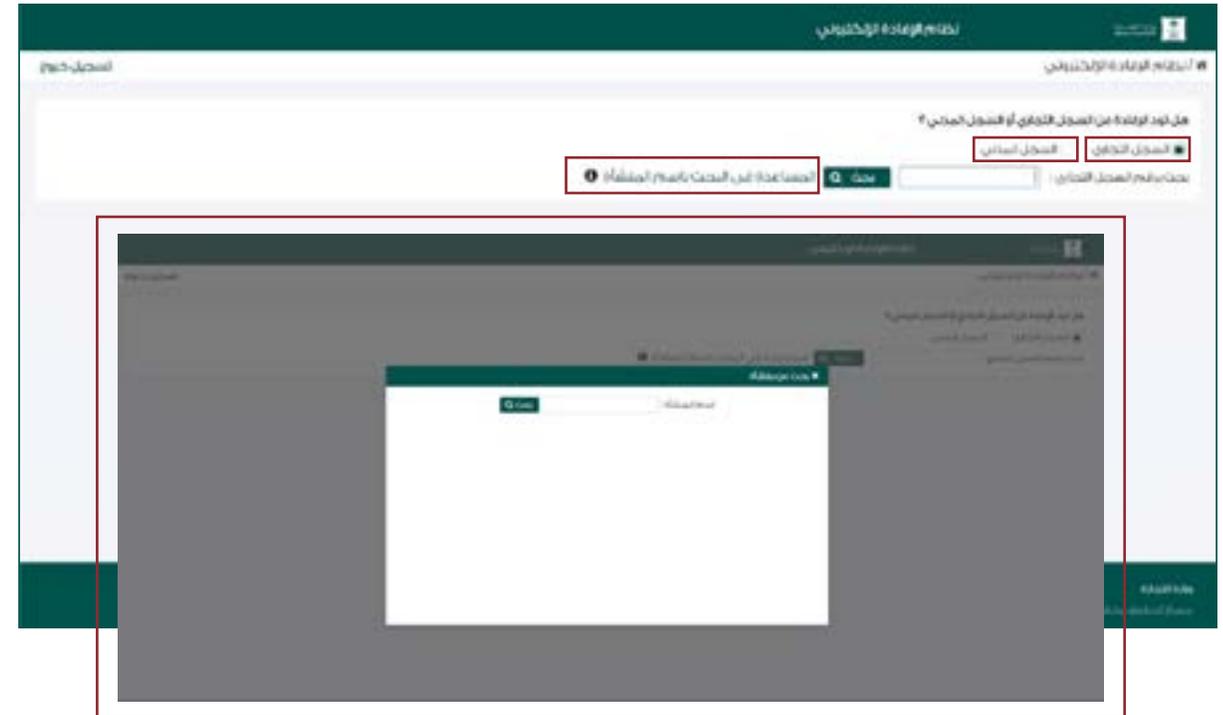


Home page of on-line statement service:
Click on the icon to submit a new application

رقم الطلب	رقم الترخيص	رقم الترخيص	الجهة	اسم النشاط	رقم الترخيص	رقم الترخيص	رقم الطلب
-	14430920	التجارة	التجارة	تجارة التجزئة	12345	12345	12345
-	14430919	التجارة	التجارة	تجارة التجزئة	12345	12345	12345
-	14430413	التجارة	التجارة	تجارة التجزئة	12345	12345	12345
إرسال الطلب	-	14430306	مستودع تجارة	مستودع تجارة	12345	12345	12345
إرسال الطلب	-	14430304	مستودع تجارة	مستودع تجارة	12345	12345	12345

4 Identify the civil register and add the civil register number:

- 1 Select the commercial register and add commercial register number in the search box
- 2 If the register number is not known, select "help" and search using the name of the entity.



5 Select the type of statement (a copy of commercial registration data) and fill in the required fields:



Branch



Information of the branch



Details



Detailed information about primary registers

The screenshot shows a web interface for commercial registration. At the top, there's a header with the Ministry of Commerce logo and name in Arabic and English. Below that, there's a search bar and a dropdown menu. The main content area contains a form with several sections:

- A section for "Branch Name" with a text input field.
- A section for "Branch Type" with a dropdown menu.
- A section for "Branch Details" with a table containing columns for "Branch Name", "Branch Type", and "Branch Details".
- A section for "Primary Registers" with a table containing columns for "Register Name", "Register Type", and "Register Details".

 At the bottom of the form, there are two buttons: "Submit" and "Cancel".

6 Choose «Check Statement» to double-check information

The screenshot displays the 'نظام الإفادة الإلكتروني' (Electronic Request System) interface. At the top, there is a header with the Ministry of Commerce logo and the text 'وزارة التجارة' and 'Ministry of Commerce'. Below the header, the page title reads 'نظام الإفادة الإلكتروني / طلب إفادة'. The main content area features a dropdown menu labeled 'الرجاء اختيار نوع الإفادة' (Please select the type of request). To the right, there is a section for 'نوع الإفادة*' (Type of request*) with a sub-label '* التوقيض والمرفقات الخاصة' (Signature and attachments). Below this, there is a blue button labeled '+ إضافة مرفق' (Add attachment). Further down, there is a section for 'الملاحظات' (Remarks) with a large text input field. At the bottom right, there is an orange button labeled 'إرسال الطلب' (Send request).

7 Click "Send Request" icon;



Select type of statement (a copy of commercial registration data) and fill in the data and send the request

9 An invoice showing the payment is issued and sent as text message to the applicant's phone

نظام الإزادة الإلكتروني / طلب إزادة

نوع الإزادة*

مصدر العميل التجاري*

وصف الإزادة

تقديم للعميل الذي يرغب بتحويل الشركة إلى مؤسسة فردية باسمه

تحويل من شركة إلى مؤسسة

اسم المؤسسة*

اسم الشركة السابق*

رقم العميل التجاري*

اسم المالك*

تاريخ التحويل

ملاحظات

تأكيد الإزادة

10 The bill is paid through various payment channels



For more information about SADAD service, click here

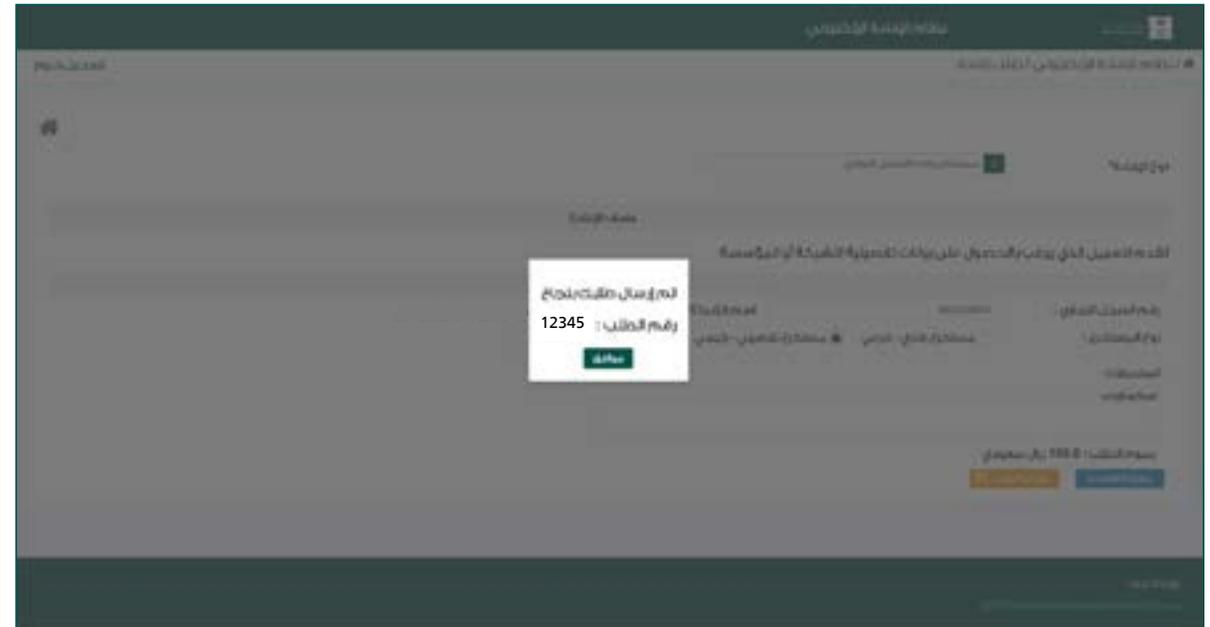
Payment:

the application is submitted by the customer, a text message is sent (attachment 1)

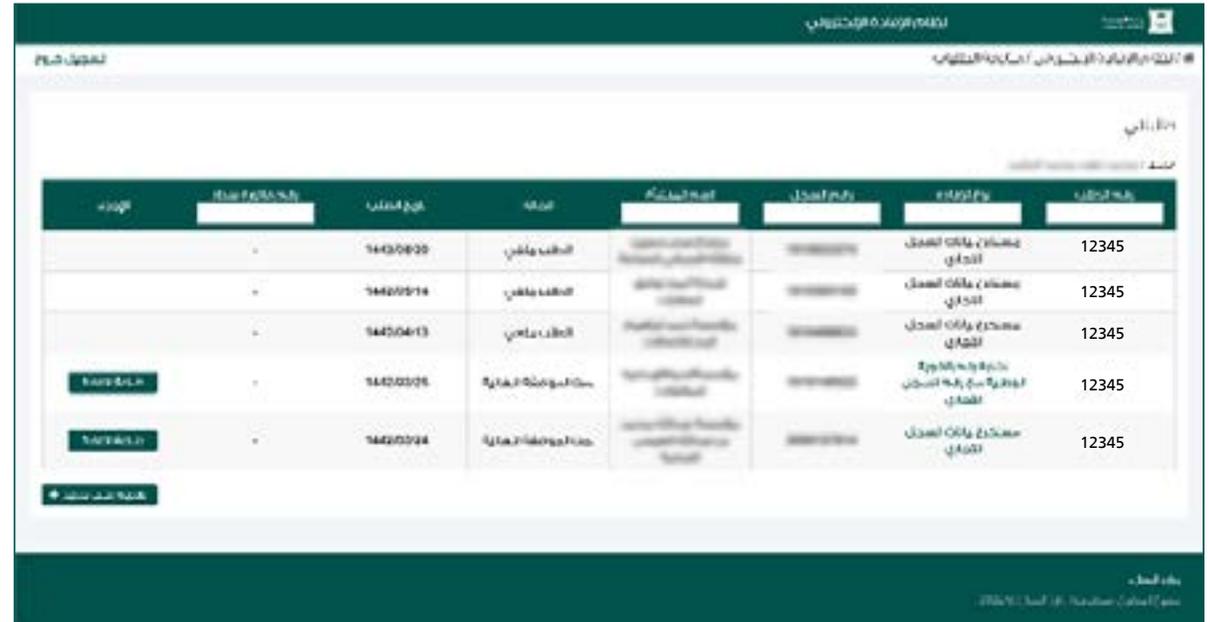
If an application is submitted and the statement has been approved automatically or by an employee for statements requiring the issuance of an invoice

After payment, the customer is notified that the transaction is complete.

Automatically performed by the system



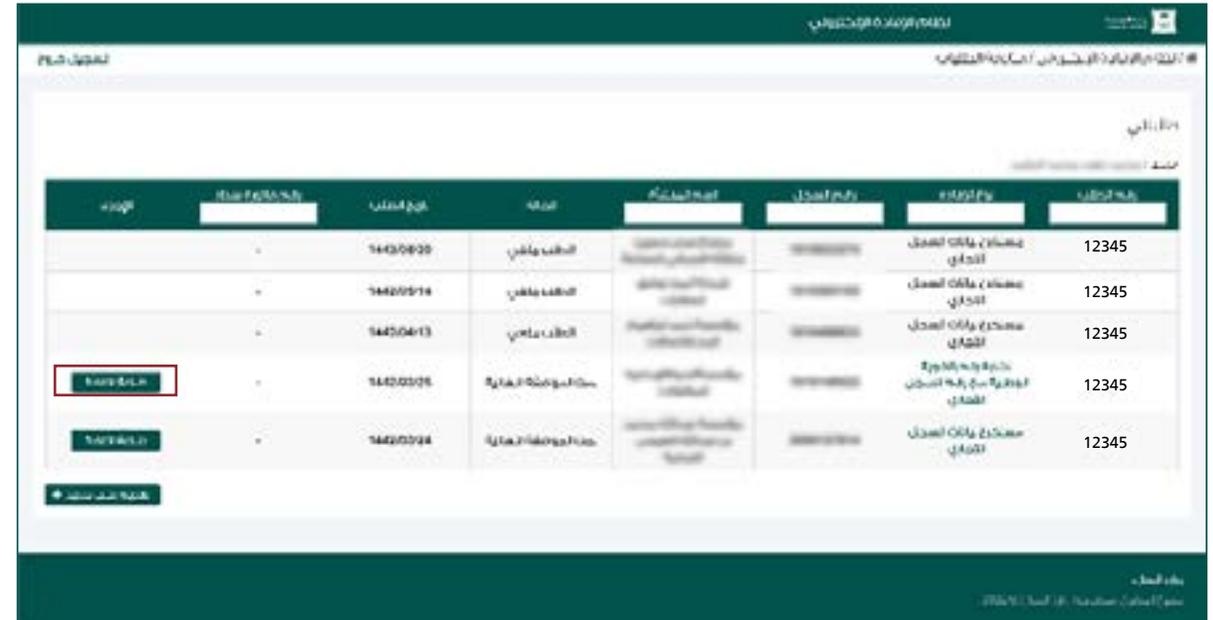
11 The confirmation window and application number appear After filling out the information, you will see the application number.



12 Steps for printing copy of commercial registration

Access the service

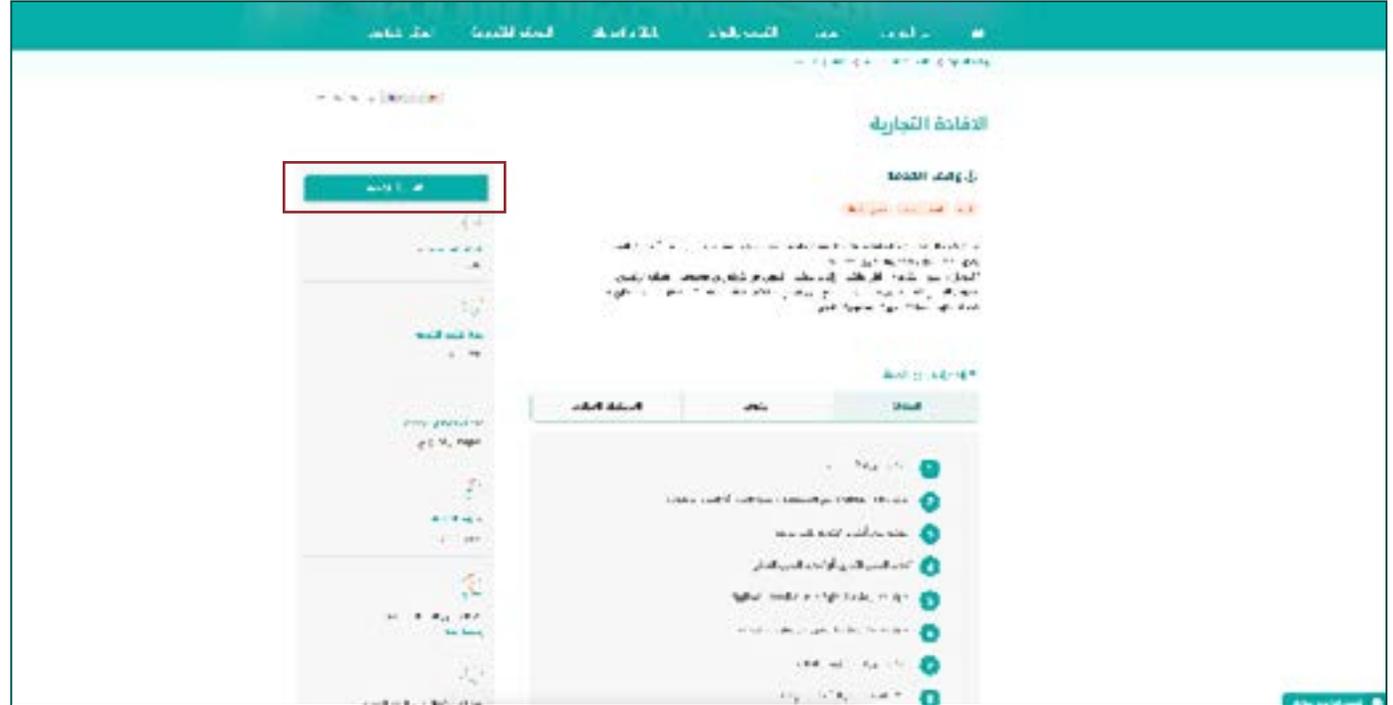
Choose icon "Print Statement" for the extract to be printed out



1 Access the service



To start service, choose "Start service"



2 Log in the account (user name, password or national access):



Log in via the Ministry of Commerce's access system or the unified national access:



3 After having paid, the status of the request becomes (final approved has been made)

رقم الطلب	رقم الطلب	رقم الطلب	رقم الطلب	رقم الطلب	رقم الطلب	رقم الطلب
-	14430920	الطلب معلق	مستند طلب	مستند طلب	مستند طلب	12345
-	14430914	الطلب معلق	مستند طلب	مستند طلب	مستند طلب	12345
-	14430413	الطلب معلق	مستند طلب	مستند طلب	مستند طلب	12345
Final Approved	14430306	تمت الموافقة نهائياً	مستند طلب	مستند طلب	مستند طلب	12345
Final Approved	14430304	تمت الموافقة نهائياً	مستند طلب	مستند طلب	مستند طلب	12345

4 Choose icon “Print Statement” for the extract you want to print out

رقم الطلب	رقم الحساب	العميل	اسم الحساب	رقم الحساب	رقم الحساب	رقم الطلب
-	14400900	البنك الأهلي	حساب التوفير	14400900	14400900	12345
-	14400914	البنك الأهلي	حساب التوفير	14400914	14400914	12345
-	14400413	البنك الأهلي	حساب التوفير	14400413	14400413	12345
Print Statement	-	مصرف الراجحي	حساب التوفير	14400306	14400306	12345
Print Statement	-	مصرف الراجحي	حساب التوفير	14400304	14400304	12345

5 Copy of commercial registration



Common Mistakes

A copy of a suspended register cannot be submitted



1 Access the service



(If user data is not entered correctly, an error message appears to verify the data)



2 Renew the commercial register and enter the number of the commercial register

If the commercial register is selected but an incorrect number is entered, the following message pops up:
If the commercial register is selected but the space is left blank, the following message pops up

The screenshot shows the 'تجديد السجل التجاري' (Renew Commercial Register) page. A red error banner at the top states: 'يرجى إدخال رقم السجل التجاري للمؤسسة، يرجى إدخال تاريخ الأجل لاختار إدخال الرقم المالك الحالي يرجى إدخال اسم المالك سابقاً' (Please enter the commercial register number of the entity, please enter the expiry date to select the current owner number, please enter the previous owner name). Below this, there are input fields for 'رقم السجل التجاري' (Commercial Register Number) and 'تاريخ الأجل' (Expiry Date). A 'تجديد' (Renew) button is visible at the bottom right.

3 Select the type of statement (a copy of commercial registration data and fill out the required fields):



Branch



Information of the branch



Details



Detailed information about primary registers

The screenshot shows a web interface for commercial registration. At the top, there's a header with the Ministry of Commerce logo and navigation links. Below that, a main heading reads 'إجراءات التسجيل التجارية' (Commercial Registration Procedures). A prominent pink banner contains the text 'يرجى إدخال اسم والرقم المميز' (Please enter name and unique number). The form below has several sections: 'بيانات الفرع' (Branch Data) with fields for 'نوع الفرع' (Branch Type) and 'رقم الفرع التجاري' (Commercial Branch Number); 'معلومات الفرع' (Branch Information) with a text area for 'نوع النشاط' (Type of Activity); and 'معلومات التسجيل' (Registration Information) with fields for 'رقم التسجيل التجاري' (Commercial Registration Number), 'اسم المؤسسة التجارية' (Commercial Institution Name), 'الرمز القياسي' (Standard Code), and 'نوع المؤسسة' (Institution Type). A blue 'إرسال' (Send) button is at the bottom right.

When you log in the Ministry of Commerce's system, you can add, remove and manage your favorite e-services.

 **Here**

When you log in the Tijarti Platform, you can view all your commercial registers, transactions and latest alerts regarding your commercial activities.

 **Here**



Thank you.

