رؤية VISION 2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

وزارة التجارة
Ministry of Commerce

User Guide to the Service of Copy of Commercial Registration:

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Service of copy of commercial registration

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To have access to the service link

☞ **Click here**

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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.»

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1 Access the service

To start service, choose “Start service”

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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:

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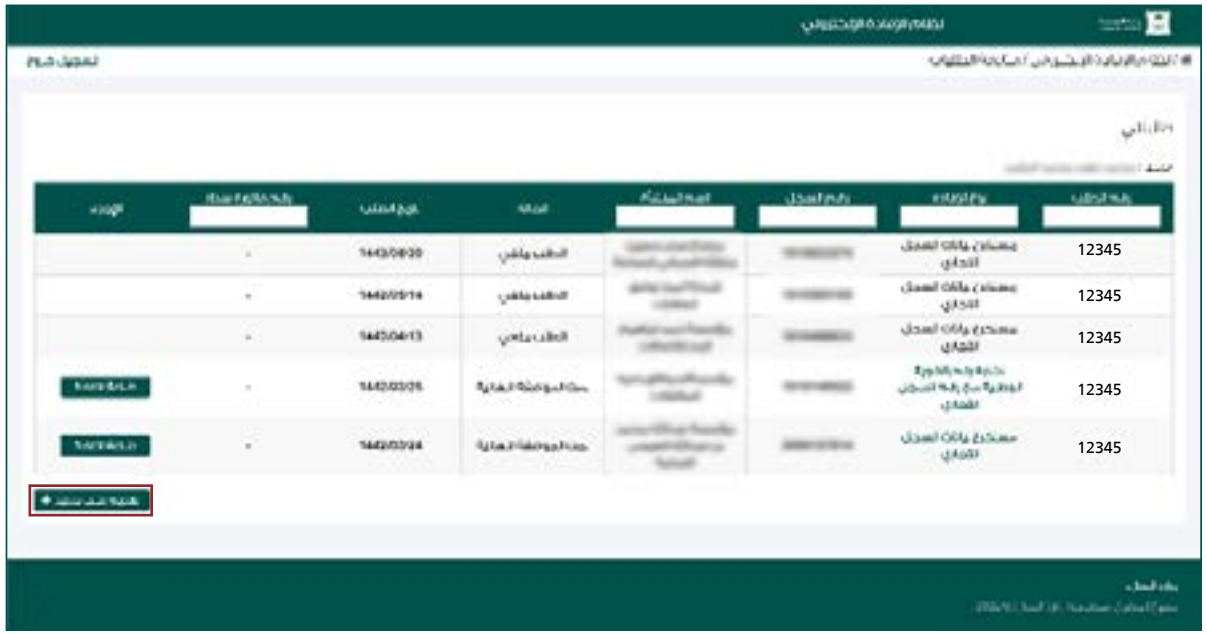
3 Click on icon (submit new application)

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



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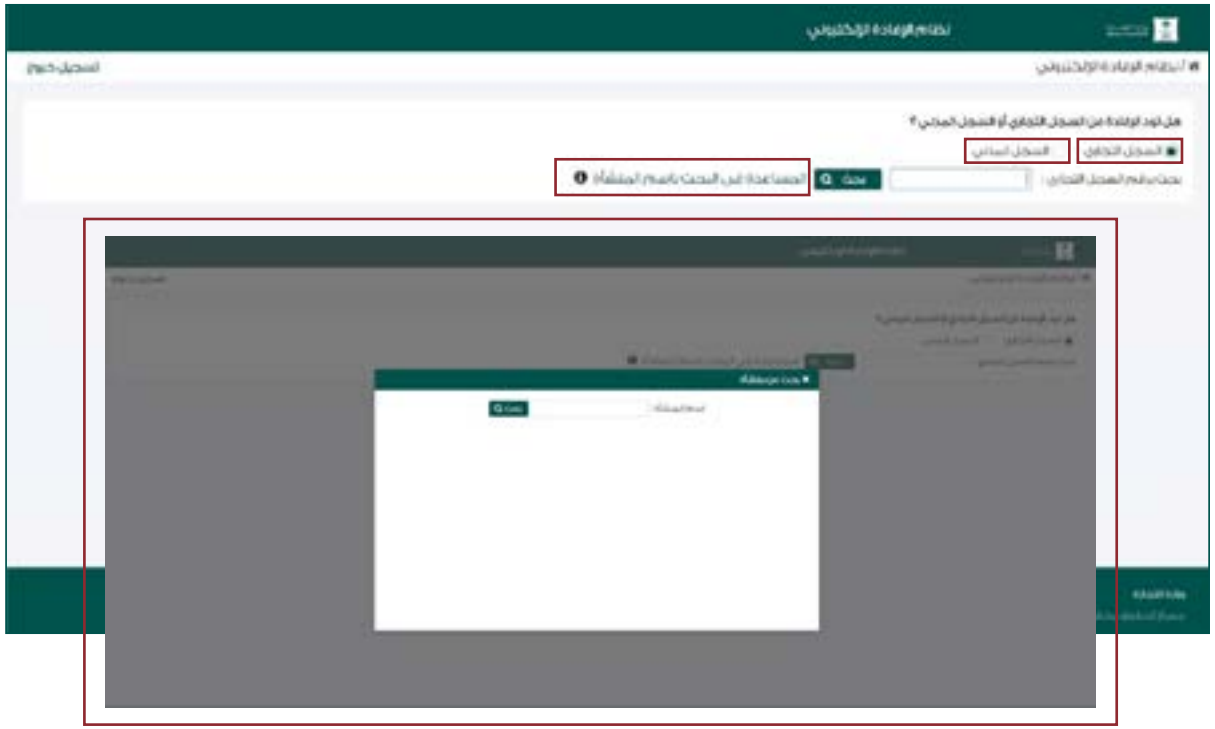
4 Identify the civil register and add the civil register number:

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.



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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

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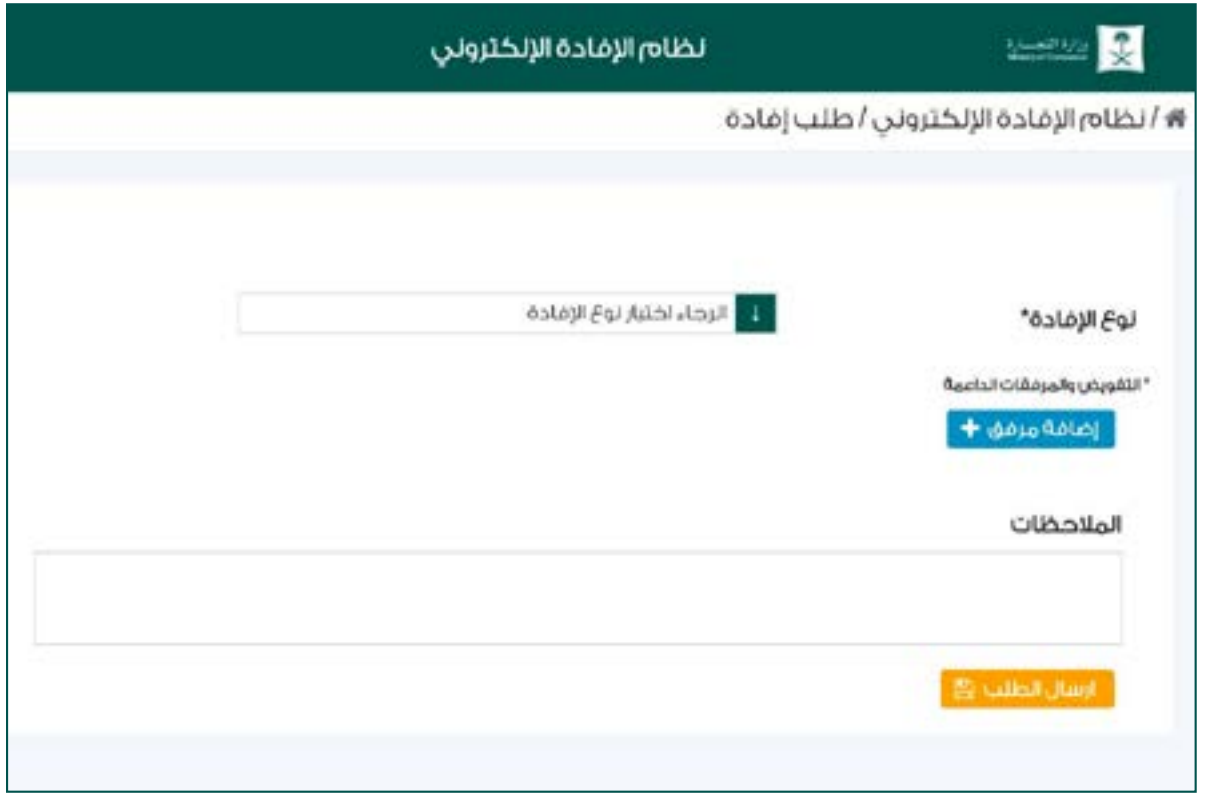
6 Choose «Check Statement" to double-check information



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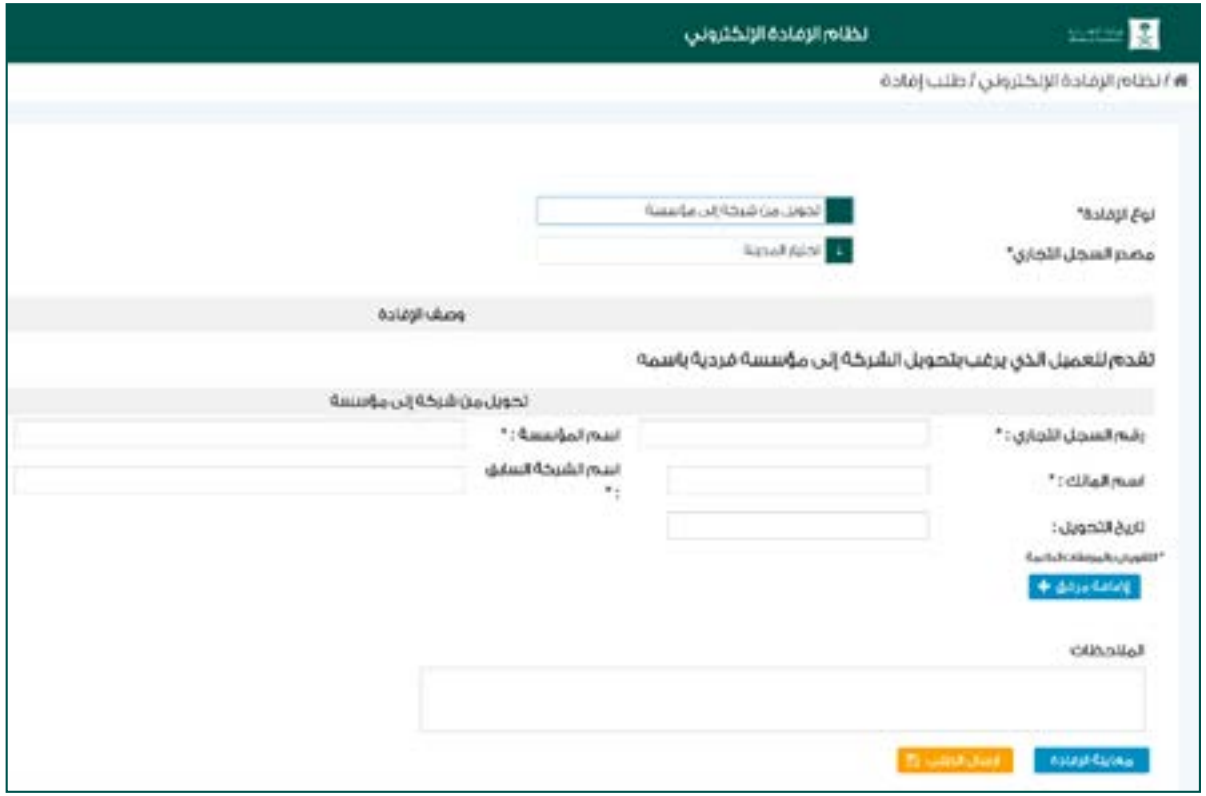
7 Click “Send Request” icon;

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



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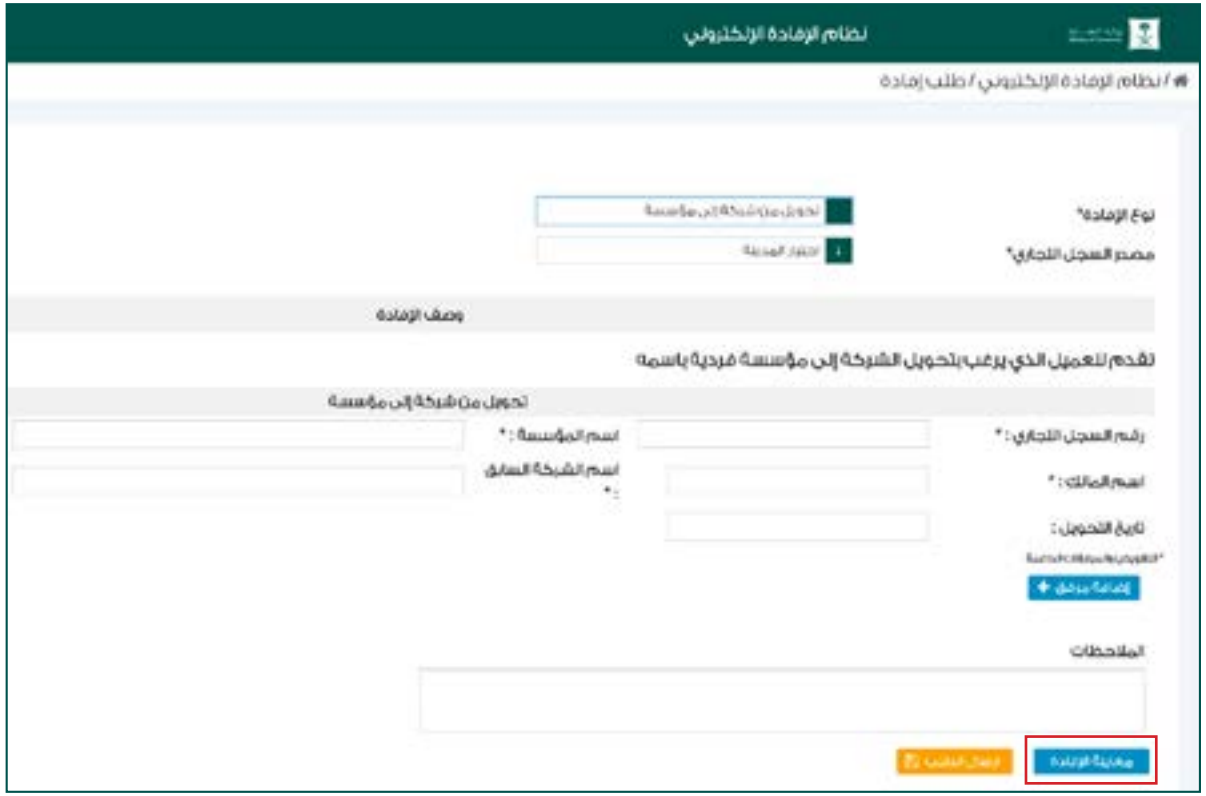
8 **The confirmation window and application number appear**
After filling out the information, you will see the application number.



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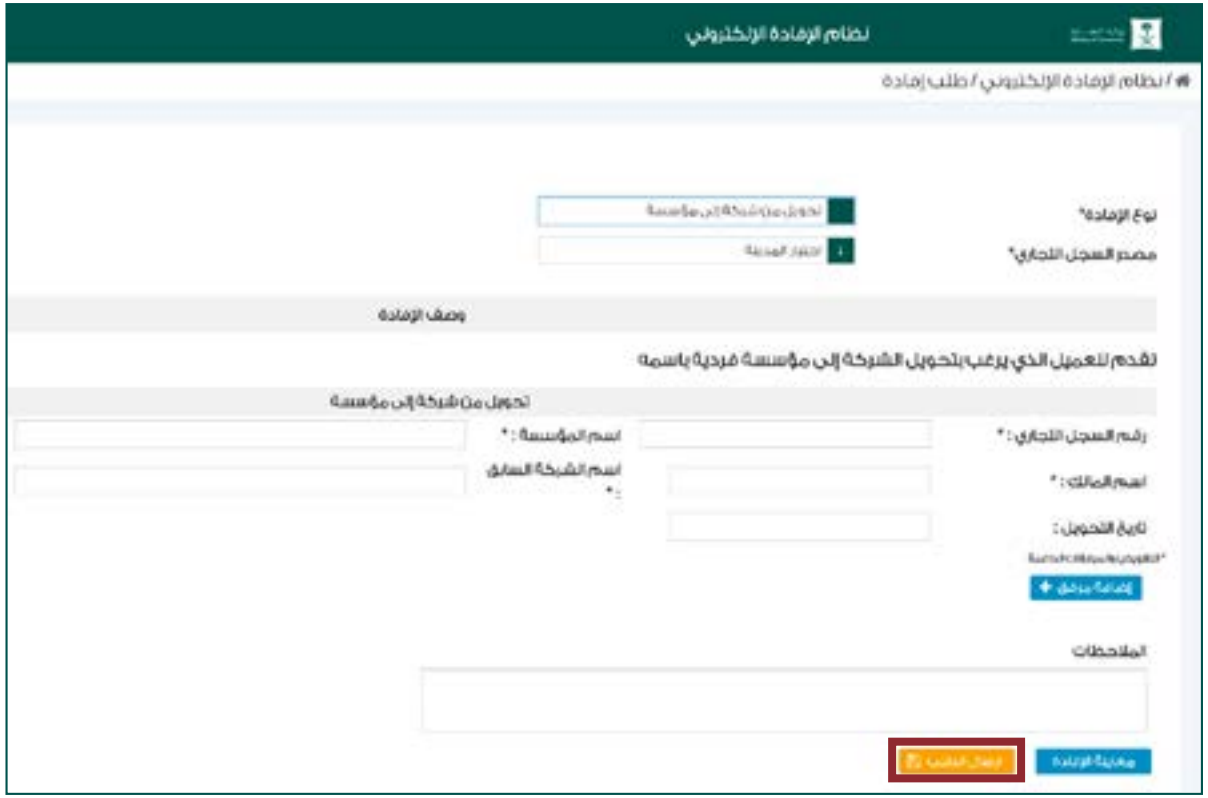
9 An invoice showing the payment is issued and sent as text message to the applicant’s phone



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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 I)
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

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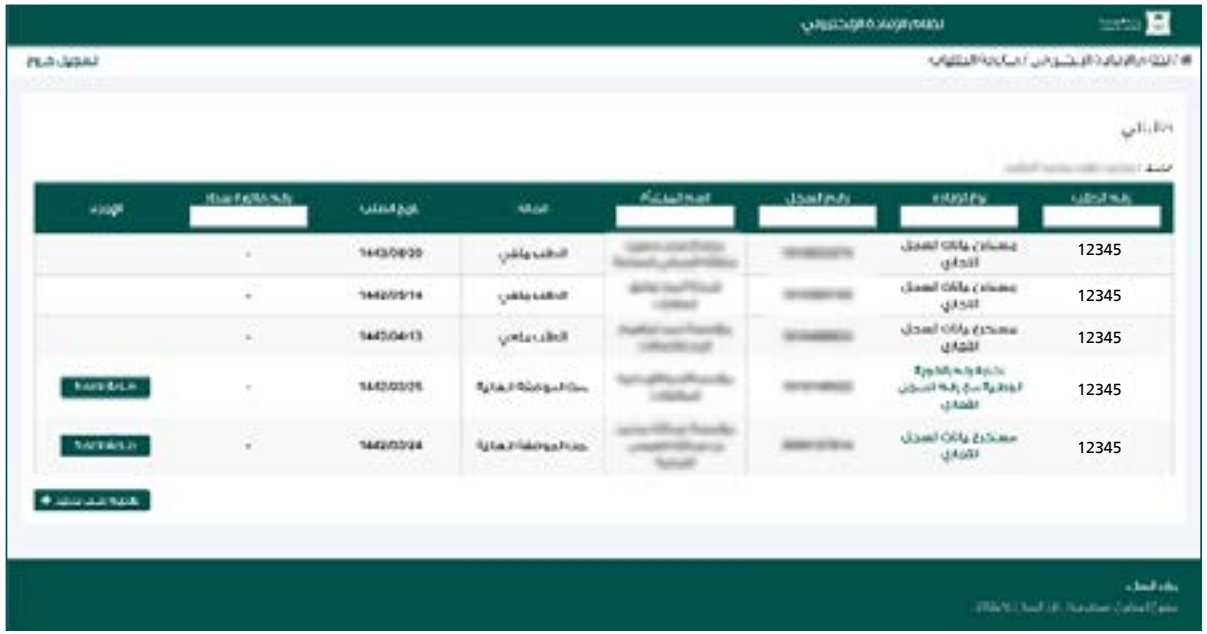
11

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



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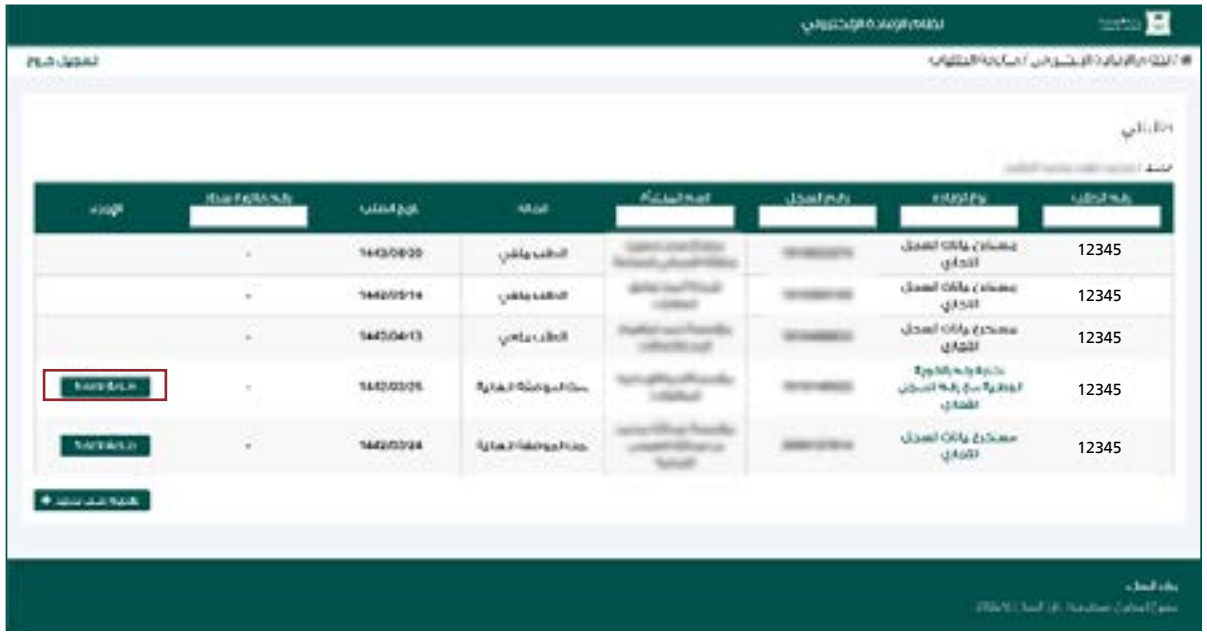
12 Steps for printing copy of commercial registration

Access the service

Choose icon “Print Statement” for the extract to be printed out



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1 Access the service

To start service, choose “Start service”

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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:

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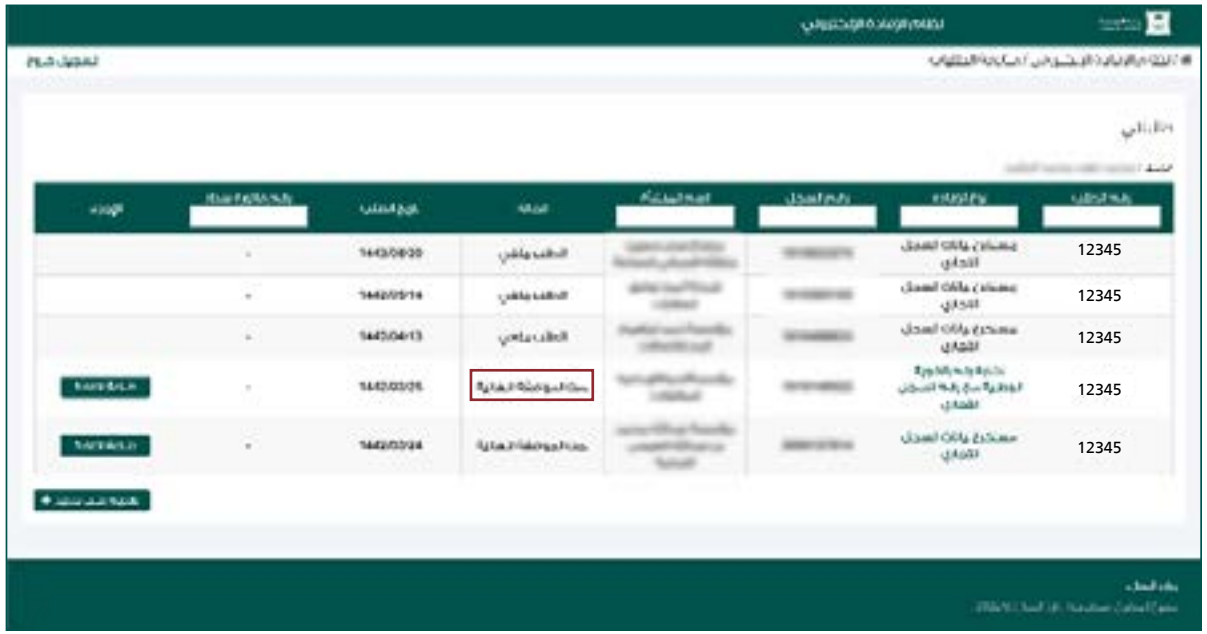
3 **After having paid, the status of the request becomes (final approved has been made)**



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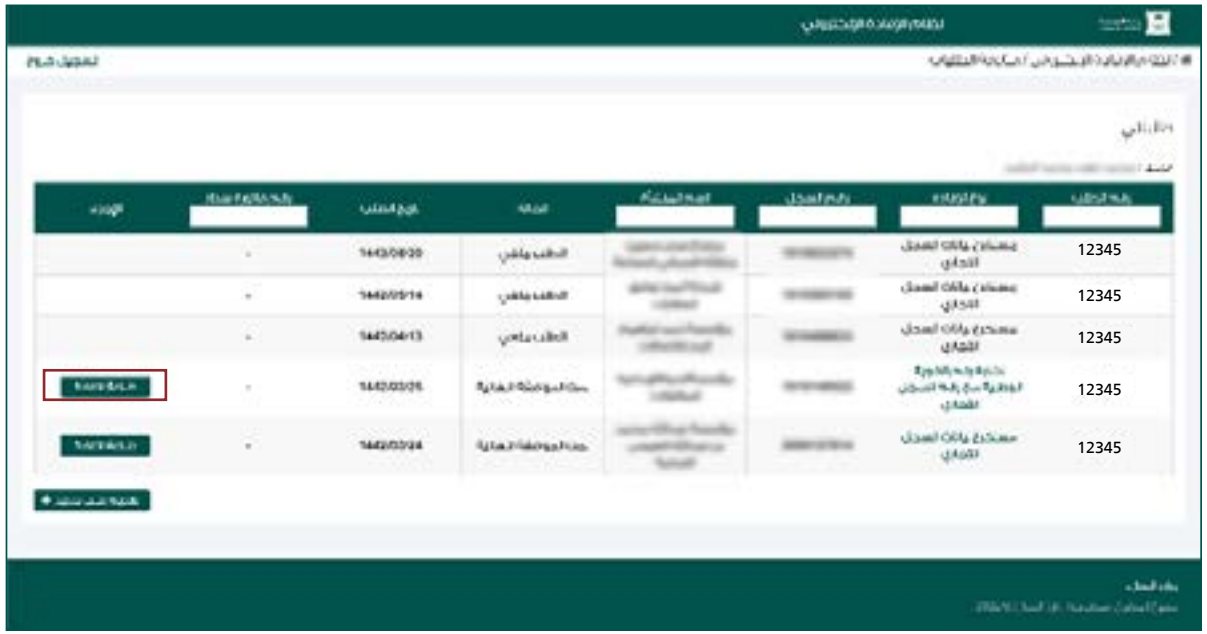
4 Choose icon “Print Statement” for the extract you want to print out



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5 Copy of commercial registration

إلى من يهمه الأمر

وبناء على طلبه أعطي هذا المشهد.

وتقبلوا أطيب تحياتي،،،

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Common Mistakes

A copy of a suspended register cannot be submitted

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1 Access the service

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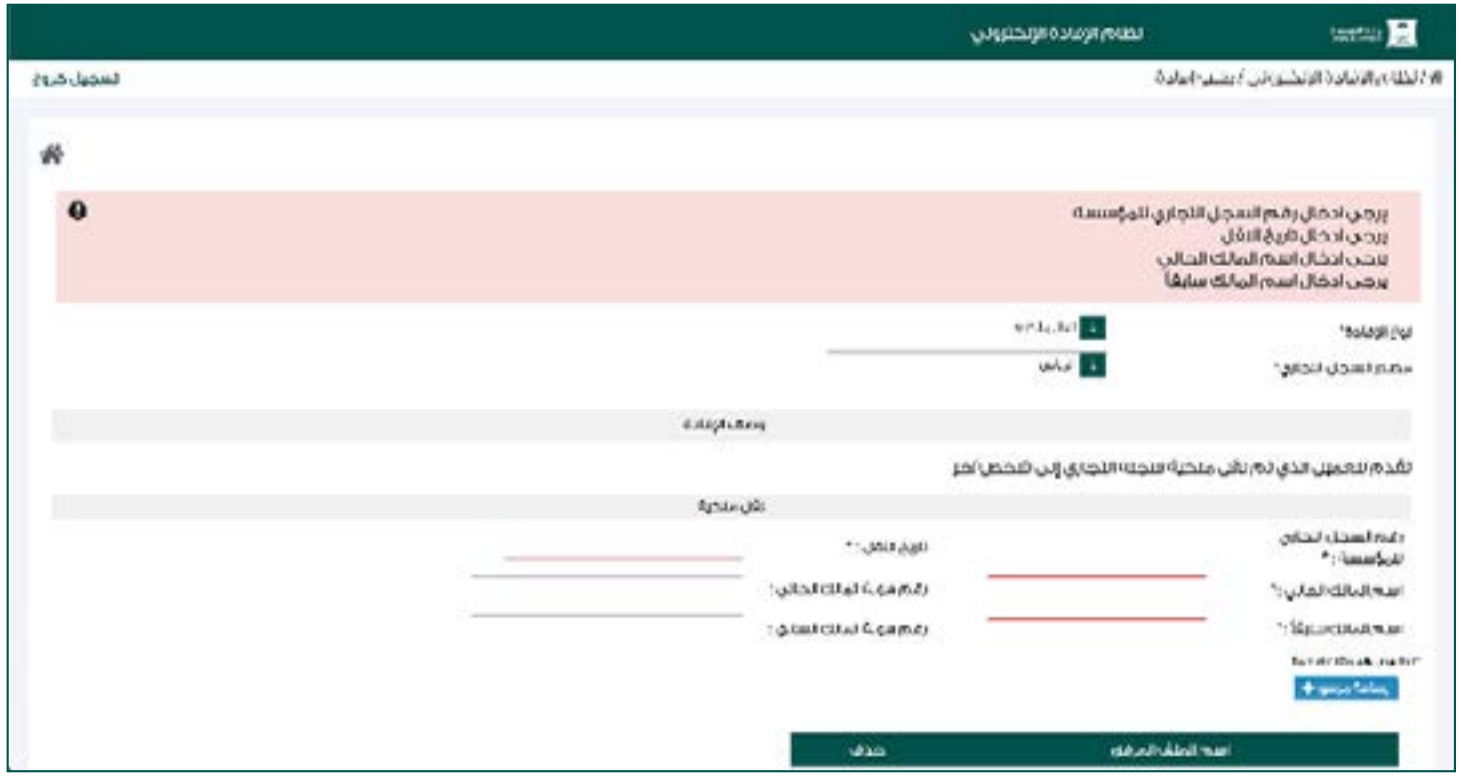
(If user data is not entered correctly, an error message appears to verify the data)

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



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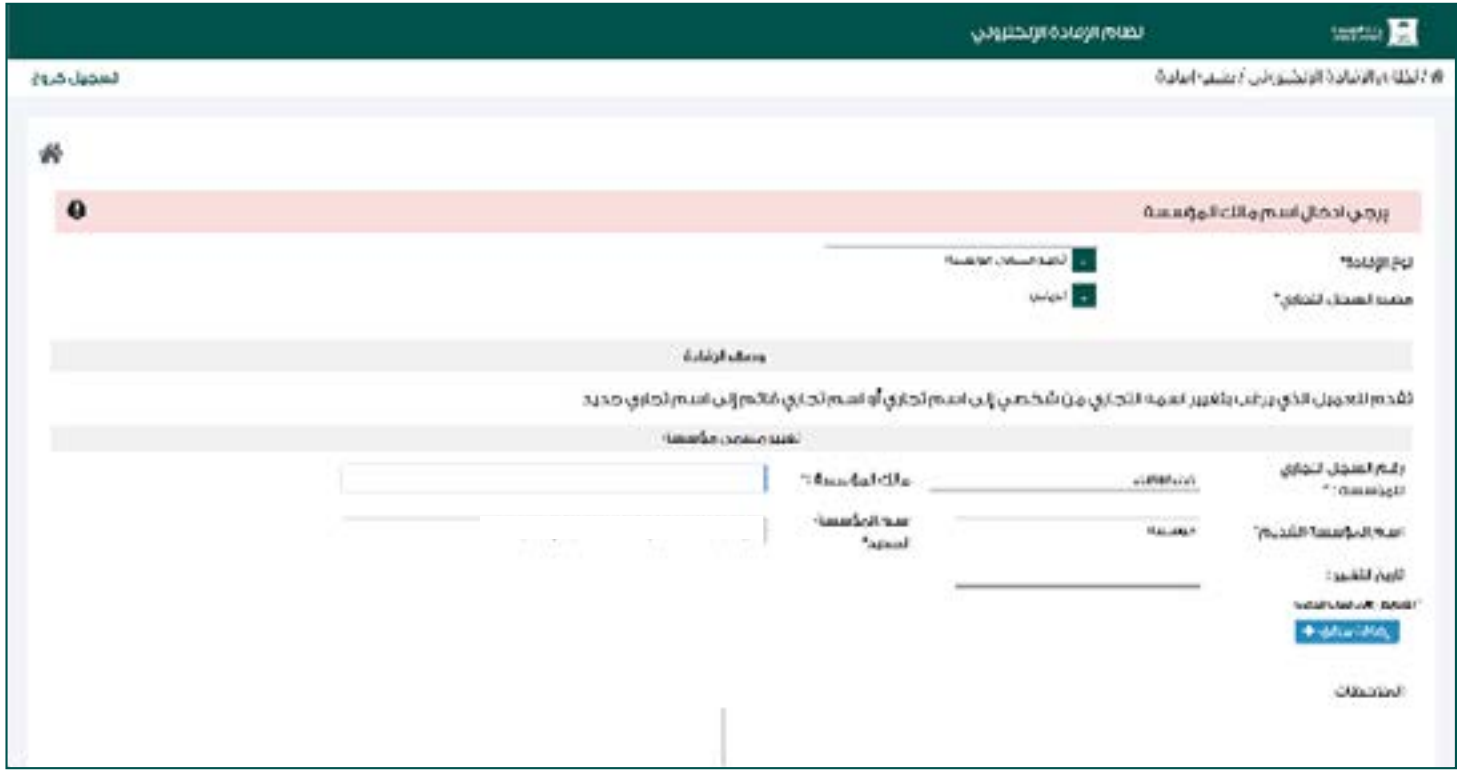
3 Select the type of statement (a copy of commercial registration data and fill out the required fields):



Branch

Information of the branch

Details

Detailed information about primary registers

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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

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Thank you.