



# User Guide to the Service of Application for Registering a Commercial Agency





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To have access to the service link

 **Click here**

**e.mc.gov.sa**

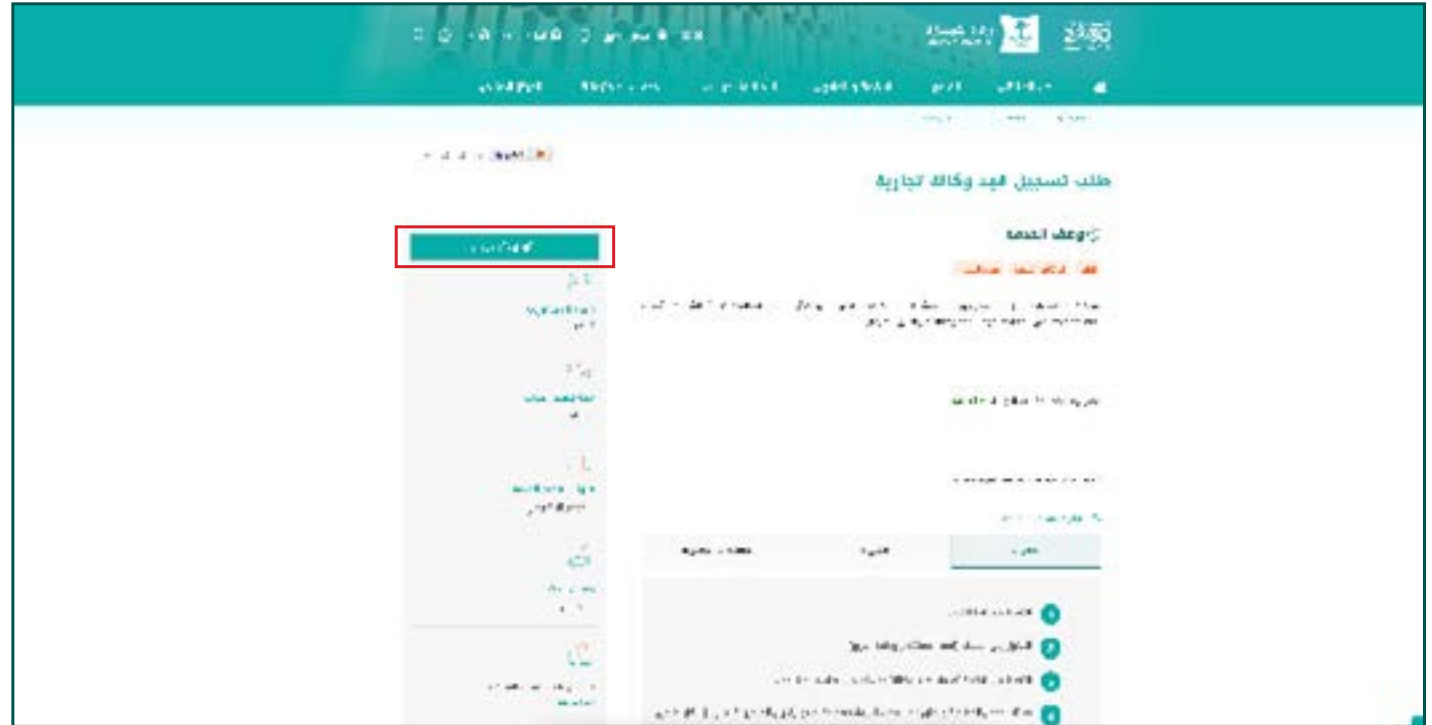
# Steps for applying for the service of registering a commercial agency

- 1 Click Start Service
- 2 Log in to the account (user name, password or national access)
- 3 Click the (Services) icon then (Create a commercial agency)
- 4 Fill in the register information then click Next.
- 5 Fill in the applicant's information and click Next.
- 6 Fill in the information of agent then click Next.
- 7 Fill out the contract data fields, select the contract type, and then click (Next) .
- 8 Attach the necessary materials to create a commercial agency, then click (Next).
- 9 Attach the necessary materials to create a commercial agency, then click (Next).
- 10 Add any remarks, then click (Next).
- 11 Click (Create a Request) icon after acknowledging and undertaking.
- 12 The request has been created, and the request number will show for you to follow up on its progress.
- 13 Once the application is accepted, the invoice is generated and transmitted to the mobile phone, where it can be viewed on the Notes page.

# 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 (Services) then (Create a commercial agency)



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



## 4 Fill in the data of the register and click “Next”

The screenshot displays the 'طلب إنشاء قيد وعمله تجاريه' (Request for Commercial Registration) form on the Saudi Ministry of Commerce portal. The form is divided into two columns. The left column contains fields for 'تاريخ القيد' (Registration Date) with a date picker, 'نوع القيد' (Type of Registration) with a dropdown menu, 'نوع العمل' (Type of Activity) with a dropdown menu, 'نوع الترخيص' (Type of License) with a dropdown menu, and 'نوع النشاط' (Type of Activity) with a dropdown menu. The right column contains fields for 'رقم الضريبة' (Tax Number), 'رقم القيد' (Registration Number), 'تاريخ انتهاء القيد' (Expiration Date of Registration), 'رقم العمل' (Activity Number), 'اسم القانون' (Legal Name), and 'نوع القانون' (Type of Legal Entity). A red box highlights the 'التالي' (Next) button at the bottom left of the form. The portal's header includes the Ministry of Commerce logo and navigation icons. A sidebar on the right contains icons for 'الرئيسية' (Home) and 'التسجيل' (Registration). The footer of the page features the 'رؤية 2030' (Vision 2030) logo.

## 5 Fill in the data of the applicant and click "Next".

The screenshot shows a web interface for a registration process. At the top, there is a title in Arabic: "طلب إنشاء قيد وكالة تجارية" (Request for registration of a commercial agency). Below the title is a progress bar with several steps. The current step is "بيانات مقدم الطلب" (Applicant's data). The form contains several input fields and dropdown menus. A red box highlights a button labeled "بيانات التالي" (Next data), which is the button to be clicked according to the instruction. Other visible fields include "مصدر التوظيف" (Source of employment), "تاريخ التأسيس" (Date of establishment), and "التوظيف" (Employment). The interface is in Arabic and includes a sidebar with navigation icons and a footer with the 2030 vision logo.



## 5 Fill in the data of the applicant and click "Next".

طلب إنشاء قيد وكالة تجاريه

اسم الشركة

تاريخ التأسيس

رقم الترخيص

نوع العمل

التالي

## 6 Fill in the data of the agent and click "Next"

Foreign agent's data: All fields must be filled out

Saudi agent data: Add ID number

The screenshot displays a web form titled "طلب إنشاء قيد وكالة تجاريه" (Request for Agent Registration). The form is divided into two main sections: "بيانات الوكيل الاجنبي" (Foreign Agent Data) and "بيانات الوكيل السعودي" (Saudi Agent Data). The "Foreign Agent Data" section includes fields for "تاريخ التسجيل" (Registration Date), "اسم الوكيل" (Agent Name), "رقم الهاتف" (Phone Number), "البريد الإلكتروني" (Email Address), "رقم الحساب" (Account Number), and "الاسم التجاري" (Trade Name). The "Saudi Agent Data" section includes fields for "اسم الوكيل" (Agent Name), "رقم الهوية" (ID Number), "محل إقامة الوكيل" (Agent Residence), "رقم الهاتف" (Phone Number), "الاسم التجاري" (Trade Name), and "رقم الحساب" (Account Number). A "التالي" (Next) button is visible at the bottom right of the form.

## 7 Fill out the contract data fields, select the type of contract, and then click the (Next).

Contract addenda such as (commercial agency form, contract form, copy of translation for the contract if it is in English, copy of contract attestation)

The screenshot shows a web form titled "طلب إنشاء قيد وكالة تجاريه" (Request to create a new agency). The form is divided into two columns. The left column contains fields for "هل مدة العقد غير محدودة" (Is the contract term unlimited?), "تاريخ توكف الاستاذة والمصدر" (Date of the contract and source), "المنطقة" (Region), "مقر الوكالة التجارية" (Commercial agency office), "المستند من التجار" (Merchant's document), and "المستند من الطرق" (Merchant's document). The right column contains fields for "نوع العقد" (Contract type), "المنطقة" (Region), "رقم كارت الهوية" (ID card number), "الإقليم المحدد بالعقد" (Contract specified region), and "رقم العقد بالعقد" (Contract number). A dropdown menu is open for "نوع العقد", showing options: "وكالة تجاريه", "وكالة غير تجاريه", "وكالة خدمات", and "وكالة اخرى". A "Next" button is visible at the bottom right of the form.

## 8 Upload addenda to create a commercial agency and click "Next".

## 9 Add the remarks, if any, and click "Next"

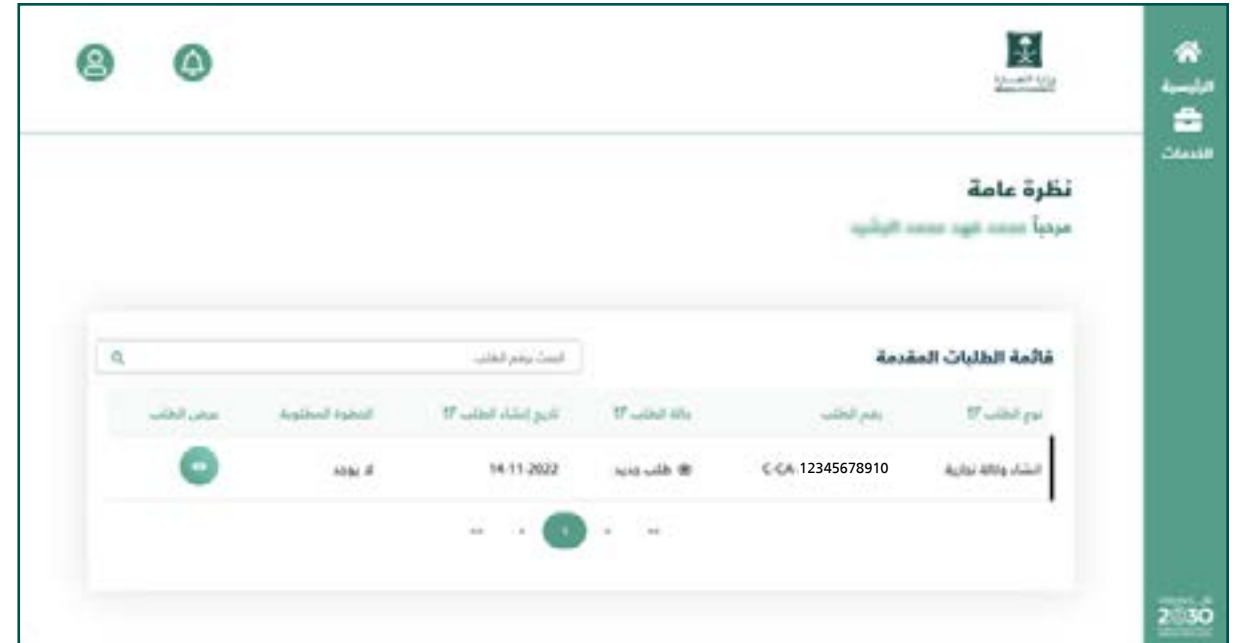


## 10 Click “Create a request” after acknowledging and undertaking



# 11 A request has been created. The number of request is displayed so that you can follow up and see the procedure that has been taken.

The process will be monitored until the invoice has been issued and the request has been accepted.



**12** After the request is accepted, the invoice is issued and sent to your phone. You can view it on the notes page





## Copy of the agency

رقم الوثيقة :  
تاريخ التسجيل :

وزارة التجارة  
Ministry of Commerce

شهادة أيد وكالة

VISION رؤية  
2030  
المملكة العربية السعودية  
KINGDOM OF SAUDI ARABIA

اسم العميل أو المورد:  
عنوان العميل أو المورد:

اسم العميل:  
عنوانه:

رقم التسجيل التجاري:  
الرمز البريدي:  
العنوان:  
المنطقة:

اسم العميل:  
عنوانه:

Principal's Name:  
Principal's Address:

المنطقة:  
مدة العقد:

اسم العميل:  
تاريخ البدء بتاريخ:  
تاريخ الانتهاء بتاريخ:

## Common Mistakes

Service of application for  
registering a commercial agency



## 1 Access the service

بيانات المستخدم المدخلة غير صحيحة. الرجاء التحقق من البيانات.

وزارة التجارة  
تسجيل دخول بحساب النفاذ التجاري الموحد

### أهلاً بك عميل وزارة التجارة

تسجيل الدخول

رقم الهوية أو الإقامة / اسم المستخدم

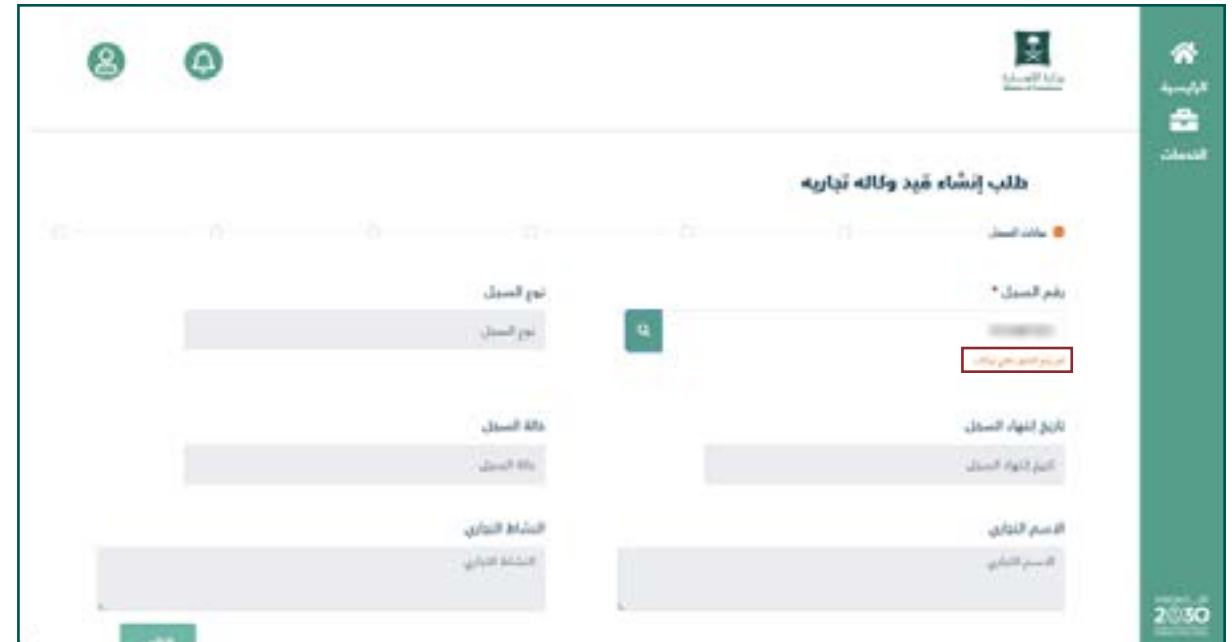
✓

كلمة المرور

تذكرني

دخول

2 If the register number is incorrect, the following message appears.



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.**

