

Guidelines to Apply for Payment Services Providers License

February – 2020

Important information before completing the application

1. Purpose of application

This application is for entities that want to provide payments services in The Kingdom of Saudi Arabia. These entities will be referred to as The Applicant in this form. The applicant may apply to obtain a license for a Micro Payment Institution (PI), a Micro Electronic Money Institution (EMI), a Major Payment Institution (PI), and a Major Electronic Money Institution (EMI) as defined in the Payment Services Provider Regulations.

2. Understanding of regulations

Applicants are urged to thoroughly read Payment Services Provider Regulations to understand which license to apply for, and to fully comply with all regulatory requirements related to that license prior to apply for licensing.

3. Integrity of information

It is important that the applicant provides accurate and complete information required in this form, as well as disclose any additional information that may be relevant. If the information provided is misleading in any way, the applicant may be committing a criminal offence and/or diminishing its chances to obtain a license.

4. The application consists of 2 parts, namely:

- a. Main application form.
- b. Supporting documents and checklist for completeness.

5. The applicant must complete the application as follows:

- a. All questions must be answered in full and the abbreviations are must be avoided.
- b. Every part of the form should be completed. If any question is not relevant, state not applicable, and, if appropriate, give brief reasons. Failure to do so may result in an incomplete application.
- c. Please ensure all attachments are typed out and clearly labelled.

6. Application submission

All applicants are required to submit the application form and supporting documents in order to obtain a license to provide regulated payment services. After the application has been submitted, the applicant may be required to provide additional information at the request of SAMA.

7. Submitting application form and supporting documents:

The completed form along with its supporting documents should be submitted to the Saudi Arabian Monetary Authority (SAMA) via the postal and e-mail addresses below:

Saudi Arabian Monetary Authority (SAMA).
Payment Systems and Companies Control Department.
King Saud St. P.O. Box 2992 Riyadh 11169.

E-mail: PSCC@SAMA.GOV.SA.

1. Key stages of a license application

First; New companies (companies with no CR):

- In-principle Approval

SAMA may grant in-principle approval to enable the Applicant to complete remaining requirements for licensing pursuant to Payment Services Provider Regulations within 90 days of application submission if it satisfied that all conditions for licensing set out in the regulations have been met. In case of missing documents or clarification requests, the application evaluation period may extend beyond 90 calendar days.

After in-principle approval the applicant will have 180 days to complete business related requirements then submit the documents required for final approval, SAMA may request an on-site evaluation visit of the applicant at their discretion if additional evaluation is deemed necessary.

- Supporting documents for principle approval

- a. Company request letter addressed to SAMA.
- b. Bank statement for paid capital.

- c. Business plan to illustrate the strategy of the business, proposed operating model and feasibility of the business through a 5-year financial projection and associated.
- d. Proof of payment services license from another regulatory body (if applicable).

Second; Existing companies (companies with CR):

- **Application submission**

The regulation gives transitional period 180 days for companies already existing, operating with CR and provide payment services in the market.

All applicants are required to submit the application form and supporting documents in order to obtain a license to provide regulated payment services. After the application has been submitted, SAMA will evaluate the application within 90 calendar days. During this period, the applicant may be required to provide additional information at the request of SAMA. As result of missing documents or clarification the application evaluation period may extend beyond 90 calendar days.

- **Final approval**

If SAMA satisfied that all conditions for licensing set out in the regulations have been met SAMA may grant the license as Payment Services Provider.