**Application Form for Money Exchanger License Renewal**

Version 3

September 2023

**General Instructions and Guidelines**

1. Submit a formal letter to the head of Money Exchanger Control Division.
2. The applicant must fully complete the required data, otherwise their application will be considered invalid.
3. Official letters issued by the Money Exchanger must be marked with the issuance number and date (Hijri and Gregorian).
4. When submitting financial data, all numbers must be stated in Saudi riyals (SAR). Figures shall be in the exchange rates as of date of data submission, provided that such date is specified, and that the relevant accounting standards are used.
5. Dates must be provided in the following format: Day \ Month \ Year
6. All inputs and submitted documents must be in Arabic or translated into Arabic, The applicant is responsible for ensuring the correctness and accuracy of any translation.
7. Forms must be submitted in hard copy upon online fulfillment thereof. Furthermore, any additional data must be attached when needed. They must be titled and organized.
8. The form must be signed upon its completion by the authorized signatory.
9. SAMA may request any additional data.
10. The application shall be void in the following cases:

* When attachments are not delivered within 10 working days from the date of request.
* When SAMA requests additional data and such data are not delivered within 10 working days.
* In case of any abrasion or modification.

1. Upon its completion, the form must be sent to SAMA at the following address:

* Care/ Money Exchanger Control Division
* Saudi Central Bank – Head Office/ Riyadh

P.O. Box 2992, Riyadh 11169

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| --- | --- | --- | --- | --- | --- | --- |
| Basic Information | | | | | | |
| Money exchanger’s trade name | .................................................................................................... | | | | | |
| License No. | ..................................................... | | License expiry date | | |  |
| Legal Entity Identifier (LEI) |  | | | | | |
| Money Exchanger’s Commercial Register Information | | | | | | |
| Unified number of non-government entities | | .................................................................................................... | | | | |
| Commercial register No. | ............................................... | | | Business line | ........ ..... ....... | |
| Issuance date | ............................................... | | | Expiry date | ........ ..... ....... | |
| Issuer | ............................................... | | | Capital | ........ ..... ....... | |
| Cash Reserve Information | | | | | | |
| Bank’s name | ............................................... | | | Branch | ........ ..... ....... | |
| City | ............................................... | | | Issuance date | ........ ..... ........ | |
| Reserve amount | ............................................... | | | Ratio | ........ ..... ....... | |
| Money Exchanger’s Address | | | | | | |
| City | ............................................... | | | District | ........ ..... ....... | |
| Postal code | ............................................... | | | Street | ........ ..... ....... | |
| Additional No. | ............................................... | | | Code | ........ ..... ....... | |
| Coordinator/compliance officer name | ............................................... | | | Phone No. | ........ ..... ....... | |
| E-mail. | ............................................... | | | Mobile No. | ........ ..... ....... | |
| Number of branches | ............................................... | | | | | |
| Number of Employees | | | | | | |
| **Nationality** | **Number** | | | **Percentage** | | |
| Saudi | ............................................... | | | ............................................... | | |
| Non-Saudi | ............................................... | | | ............................................... | | |
| Son\daughter of a Citizen | ............................................... | | | ............................................... | | |
| Total | ............................................... | | | ............................................... | | |

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| --- | --- | --- | --- |
| No. | Requirements | Attached | Not Attached |
| 1 | A formal letter that contains the license renewal request. |  |  |
| 2 | A copy of the license to conduct money-exchanging business. |  |  |
| 3 | A copy of the commercial register. |  |  |
| 4 | A copy of the Municipal License. |  |  |
| 5 | A copy of the current cash reserve certificate. |  |  |
| 6 | A copy of the Insurance Policy. |  |  |
| 7 | A copy of the zakat and tax certificate. |  |  |
| 8 | A copy of the National address subscription. |  |  |
| 9 | A copy of cash transfers agreement or cash self-transport permit. |  |  |
| 10 | Images of the money exchanger interior and exterior. |  |  |
| 11 | A copy of the number of Legal Entity Identifier (LEI) from the official Local Operating Unit (LOU). |  |  |
| 12 | A copy of the documents supporting the compliance with the Licensing Disclosure Instructions (compliance instructions, disclosure format). |  |  |
| 13 | A copy of the registration certificates of Saudi staff in the GOSI and a list of active subscribers. |  |  |
| 14 | Any document authorizing the person signing the request, such as the Memorandum of Association, an authorization from the partners, etc. (for general partnerships and limited liability companies) |  |  |

Yes No

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| --- | --- | --- |
| Was the application submitted 6 months before the license expiration date? |  |  |

**Name of Money Exchanger’s Manager:**

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**Signature:** **Stamp:** **Date: / /**

\*Note: This form shall be deemed invalid in case of any omission or modification made thereto.