**Application Form for Money Exchanging Branch(s) Opening**

Version 2

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 all required information and data. If not, the application will be considered incomplete.
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 riyal (SAR), and the exchange rate to the riyal that is used must be of the date closest to the date of submission, provided that such date is specified. The relevant accounting standards shall be used.
5. Dates must be provided in the following format: Day/Month/Year.
6. Input and all submitted documents must be in Arabic or translated into Arabic, and the applicant is responsible for ensuring the correctness and accuracy of any translation provided.
7. Forms must be submitted in hard copies after completing them electronically. Any additional data must be attached when needed. The applicant must also ensure that all forms are titled and organized.
8. After its completion, the form must be signed by the authorized signatory.
9. SAMA may request any additional data.
10. The application shall be deemed canceled in the following cases:

* If the attachments are not completed within 10 working days from the date of application submission.
* When SAMA requests additional data but such data are not provided for SAMA within 10 working days.
* In case of any omission or modification to the application form.

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

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

P.O. Box 2992, Riyadh 11169

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 |  | | | | | |

* Request strategic reasons (objectives):

1. ....................................................................................................
2. ....................................................................................................
3. ....................................................................................................

* New branch(s):

|  |  |
| --- | --- |
| # | Location(s) of New Branch(s) |
| 1 | .................................................................................................... |
| 2 | .................................................................................................... |

* The following must be attached:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirements | Attached | Not Attached |
| 1 | A formal letter that includes a request for SAMA’s no-objection to the opening of a branch/branches to practice money exchanging business. |  |  |
| 2 | 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) |  |  |
| 3 | A copy of the cash transfer agreement or the cash self-transfer license. |  |  |
| 4 | A copy of employees’ registration certificates in Social Insurance and the list of active subscribers. |  |  |

\*The minimum requirements for the premises of Money Exchangers must be observed.

\*After obtaining SAMA's no objection to opening a branch and prior to operating the new branch, the money exchanger must obtain a no-objection to appointing a manager for the new branch in accordance with the Requirements for Appointments to Senior Positions.

**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.