**Application Form for Obtaining a No-objection to Implement Engineering Designs**

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, otherwise their application will be considered incomplete.
3. Official letters issued by the Money Exchanger must be marked with the issuancenumber and date (Hijri/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:

* 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 |  | | | | | |

* 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 implementation of engineering designs. |  |  |
| 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 license obtained to practice money exchanging business. |  |  |
| 4 | A copy of the commercial register. |  |  |
| 5 | Comprehensive photos of all empty spaces in the premises in its current condition before implementing any new designs. |  |  |
| 6 | Attach an engineering design in AutoCAD format for all premises layouts, including an illustrative table detailing the internal layouts area and the total area.\* |  |  |
| 7 | Independent engineering design in AutoCAD format for the premises’ safety and security requirements (specifications of the security door leading to the tellers station and the security door of the main vault; specifications of the premises main vault; layout of fire detectors and fire extinguishers, theft alarms, and internal and external surveillance cameras; specifications of the teller security window separating the tellers from the lobby).\* |  |  |
| 8 | A 3D engineering modeling that includes all internal layouts of the premises as well as its facade.\* |  |  |
| 9 | A contract for the supply or maintenance of the premises’ internal and external surveillance cameras consistent with the number of surveillance cameras proposed in the engineering design. |  |  |
| 10 | A contract from the engineering design office confirming supervision of implementation in accordance with SAMA’s requirements. |  |  |

**\*The applicant must comply with the minimum requirements for the premises of the Money Exchanger.**

**\*The applicant must comply with the Instructions for Licenses Disclosure.**

**\*The applicant must comply with the Security and Safety Guide for the Financial Sector in Saudi Arabia.**

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

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

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