

**Headquarter**  
**Riyadh**

**Electronic version number**  
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**Application number** **38546**

By- Law

Mawarid Manpower company

Joint Stock

## The by-Law of the Mawarid Manpower Company

(Joint Stock Company)

### Chapter One: Incorporation of the Company

#### Article One: incorporation

A Saudi joint stock company shall be established in accordance with the provisions of the Companies Law issued by Royal Decree No. (M/132) dated 1/12/1443 and its implementing regulations, according to the following:

#### Article Two: The name of the company

Ward Mawarid Manpower Company (Joint Stock Company)

#### Article Three: The company's head office

The company's head office is located in the city of Riyadh, and branches may be established inside or outside the Kingdom by a decision of the Board of Directors.

#### Article Four: Objectives of the Company

The company carries out the following purposes:

Section	Category
Administrative and support services	Providing other human resources, including (providing human resources on a long-term or permanent basis in general)

The company carries out its objectives in accordance with the relevant regulations and after obtaining the necessary licenses from the competent authorities, if any.

#### Article Five: Duration of the company

\* The duration of the company is (99) years starting from the date of its registration in the commercial register, and this period may always be extended by a decision issued by the Extraordinary General Assembly at least one year before the expiry of its term.

### Chapter Two: Capital and Shares

#### Article Six: Capital

The issued capital of the company has been set at one hundred and fifty million Saudi riyals (150,000,000) riyals, divided into (15,000,000) nominal shares of equal value, the value of each of which is (10) Saudi riyals, and all of them are ordinary shares in exchange for cash shares, and the value of the payments in cash is one hundred and fifty million riyals (150,000,000 riyals), and the cash amounts paid from the capital to Sadr have been deposited with one of the licensed banks in the name of the company under incorporation.

### Article Seven: Subscription to shares

The founders subscribed to the entire issued capital shares amounting to 150,000,000 riyals, paid in full.

### Chapter Three: The Board of Directors

#### Article Eight: Management of the company

The company is managed by a board of directors consisting of (7) members, provided that they are persons of natural capacity elected by the ordinary general assembly of shareholders for a period not exceeding four years.

As an exception to this, the founders appointed the first board of directors for a period of 3 years/years as follows:

N	Name	Position
1	Riyad Ibrahim Ramizan Al Ramizan	Member of the Board of Directors
2	Ahmed Mohamed Othman Al-Rukban	Chairman
3	Abdullah Ibrahim Muhammad Al-Omair	Vice Chairman of the Board of Directors
4	Ahmed Mohamed Saleh Al-Essa	Member of the Board of Directors
5	Tariq bin Ali bin Mohammed Al-Awaji	Member of the Board of Directors
6	Youssef Abdullah Ibrahim Al-Olayan	Member of the Board of Directors
7	Abdul Aziz bin Othman bin Muhammad Al-Nasser	Member of the Board of Directors

### Article Nine: Expiration or termination of the membership of the Council

- 1- Membership of the Board ends with the expiry of its term or with the expiration of the member's validity in accordance with any system or instructions in force in the Kingdom, and the General Assembly may (upon a recommendation from the Board of Directors) terminate the membership of any member who has been absent from attending (three) consecutive meetings or (five) separate meetings during the term of his membership without a legitimate excuse accepted by the Board of Directors.

### Article Ten: Powers of the Council

Subject to the terms of reference of the General Assembly, the Board of Directors shall have the widest powers in managing the company in a manner that achieves its objectives.

Commercial records	Main	Issuance
		Renewal
		Cancel
	Sub	Issuance
		Renewal
		Cancel
Enterprise purchase		
Sign all documents with the Commercial Division		

Enterprise sale
Records management review
Extract records
Transfer of business records
Records management
Cancel records
Supervision of records
Opening a subscription to the Chamber of Commerce
Signature approval at the Chamber of Commerce
Cancellation of signature at the Chamber of Commerce
Entering tenders and receiving forms.
Transfer of the enterprise branch
Social insurance review
Review the Department of Zakat and Income
Branches open for records
Commercial registry management
Cancellation of the commercial register
Civil defense review
Modify records
Add activity
Trade name reservation
Renewal of subscription to the Chamber of Commerce.
Amendment of the commercial register
Transfer of the commercial register
Extracting a damaged or missing allowance record
Extracting a damaged or missing allowance record
Trademark registration
Trademark waiver
Assignment of the trade name
Issuance of licenses
Buying boats
Issuance of a replacement for damaged or lost fishing permits
Importing boats
Cancellation of boat licenses
License renewal
Amending licenses
Add activity

Reservation of names
License revocation
Renewal of subscription to the Chamber of Commerce
Open branches
Social insurance review
Civil defense review
Review the Department of Zakat and Income
Issuance of a hunting permit
Obtaining a boat license
Boat license renewal
Transfer boat license
Sell the boat
Fishing permit renewal
Cancellation of the hunting permit
Issuing a replacement for a damaged or lost boat license
Opening a branch for licensing
License transfer
Establishing a company
Signing articles of incorporation and amendment annexes
Cancellation of articles of incorporation and appendices of amendment
Signing the decisions of the partners
Appointment and dismissal of managers
Amending the company's objectives
Liquidation of the company
Converting the company from a joint stock company to a limited liability company
Converting the company from a limited liability company to a joint stock company
Converting the company from a joint venture to a limited liability company
Capital increase
Capital reduction
Entry and exit of partners
Entry into existing companies
Transfer of shares, stocks and bonds

Determine the capital
Receipt of surplus allocation
Sell shares and stocks and receive the value
Assignment of shares and shares of the capital
Sale of the company's branch
Modifying the nationality of one of the partners in the contract
Accepting assignment of shares, shares and capital
Buy shares and shares and pay the price
Closing accounts with banks in the name of the company
Opening accounts with banks in the name of the company
Signing agreements
Company Registration
Registration of agencies and trademarks
Attending general assemblies
Opening branches of the company
Open company files
Signing the articles of incorporation and amendment appendices with the notary public
Extracting and renewing commercial records for the company
Subscribing to the Chamber of Commerce and renewing it
Refer to the General Authority for Investment and sign in front of it
Reviewing the Quality and Quality Department and the Standards and Metrology Authority
Review of the Capital Market Authority
Issuing and renewing licenses for the company
Transforming the enterprise into a company
Converting the company's branch into an establishment
The branch of the company is transformed into a company.
Publication of the Memorandum of Association, the appendices of the

amendment, their summaries, and the basic pronouncement in the Official Gazette.
Reviewing telecommunications companies and establishing fixed or mobile phones in the name of the company
Entering tenders and receiving forms
Signing contracts for the company with others
Waiver or cancellation of trademarks
Modify the company name
Issuance of visas
Transforming the company into an enterprise
Receipt of visa compensation
Update worker data
Opening, renewing and deleting main and sub files
Employment liquidation and cancellation
Reporting the escape of workers
Cancellation of labor escape reports
Transfer of sponsorships
Modify professions
Transfer of ownership of establishments, liquidation and cancellation
Review the National Recruitment Offices Section
Review of computer management in the workforce.
Issuing and renewing work permits
Receipt of Saudization certificates
Data statement extraction (Print)
Add and delete Saudis
Admission
Admission
Open file
Activate the Saudi portal
Recruitment of labor from abroad
Finalization of employment procedures with social insurance
Visa cancellation
Visa refunds
Adjust nationalities

Issuance of family visit visas	
Issuance of visas to bring families	
Embassy review	
Extension of exit and return visas	
Extending visitor visas	
Data statement extraction (Print)	
Visa cancellation	
Refund of the visa amount	
Modify the destination	
Companies in which the company enters as a partner	Signing corporate contracts
	Buy shares
	Liquidation of the company
	Selling shares
	Representing the company in the shareholder company
Incorporation of companies in the name of the company	Registered with the Ministry
	Representation before the notary public
	Signing the company contract
	Signing the decisions of the partners
	Commercial records
	Issuance
	Renewal
	Cancel
Residency extraction	
Residency renewal	
Exit and return action	
Final exit work	
Transfer of sponsorships	
Issuance of residencies instead of lost or damaged	
Ending the procedures for the deceased worker	
Report the escape	
Cancellation of escape reports	
Information transfer and data update	
Settlement and assignment of workers	
Review of the Department of Deportation and Expatriates	
Extracting workers data sheet (Brent)	
dropping employment	
Managing my business	
Transfer the employment sponsorship to himself	
Add the newborn	



Termination of the procedures of the deceased worker	
Ports Affairs Department	
Extract replay scenes	
Add followers	
Adding children to the passport of the father or mother	
Separation of children from the passport of the father or mother	
Cancellation of exit and re-entry visas	
Cancellation of final exit visas	
Issuing travel visas to replace damaged or lost ones	
Issuance of extended visit visas	
Modify professions	
Obtaining Hajj permits	
Maids Affairs Review	
Register for the electronic service	
Banking	Open accounts
	Opening credits
	filing
	clouds
	Issuing checks
	Update accounts
	Extracting account statements
	Facility request
	collateral request
	Signing loan contracts
	Signing commercial papers
	Signing of promissory notes
	Submitting any request or service that falls under the jurisdiction of the Communications and Information Technology Commission
	The authority to authorize any person - in accordance with the relevant regulations - to submit any of the requests or services that fall under the jurisdiction of the Communications and Information Technology Commission
	Review the Ministry of Agriculture and the Directorate of Agriculture regarding
Reviewing the notary or wisdom to accept its emptying	
Waiver of the agricultural decision	
Agricultural decision transfer	

Receipt of salaries
Receiving pensions
Receipt of end of service benefits and vacation compensation
Salary transfer
Receive the reward
Salary definition extraction
Receive my dues
Opening accounts with legal controls
Closing and settlement of accounts
Withdrawals from accounts
Issuance of ATM cards
Issuance of credit cards that are compatible with Sharia provisions
Receiving and disbursing remittances
Check cashing
Issuance of checks to the ratifiers
Check book issuance
Extracting an account statement
Transfer from accounts
Requesting bank loans that are compatible with Sharia provisions and controls
Opening an account with legal controls
Deposit into the account
Renewal of subscription to safe deposit boxes
Open safe deposit boxes
Subscribe to safe deposit boxes
Request for loan forgiveness
Objection to checks
Updating data
Account activation
Receipt of checks
Recovery of safe deposit funds units
Review
Installment rescheduling
POS request
Bank credit application
Bank guarantee request
IPOs in joint stock companies
Receive certificates of contributions

Buying shares that are compatible with Sharia provisions				
Selling Sharia-compliant shares				
Receiving the value of the shares				
Receipt of profits				
receipt of the surplus				
Opening of the investment portfolio with Sharia controls, editing, amending and canceling orders				
Subscription				
Buy shares				
sell shares				
Redeeming investment fund units				
Transfer of shares from custodians				
Subscribing to investment fund units to comply with Sharia provisions				
Investment portfolio management				
Issuance of proof of indebtedness				
Liquidation of investment portfolios				
Property Management	Buying, selling and offloading properties	real estate lands shares	Buying Sale empty	
		Mortgage of property	mortgage right Redemption	Buying Sale empty
			real estate lands shares	Buying Sale
			shares	
			mortgage right	
			Redemption	
Open a shop				
Extraction of health cards				
Converting agricultural land into residential				
Review of the General Department of Urban Planning				
Opening shops				
Extraction of licenses				
License renewal				
License revocation				
License transfer				
Extraction of building and restoration spaces				
Land planning				

Obtaining construction completion certificates		
Issuance of fencing licenses		
Issuance of demolition permits		
Amending the corporate contract in which the company enters as a partner	Approval of partners' decisions	Change of legal entity
		Increasing or decreasing the capital
		Acceptance of assignment of shares and purchase of shares.
		Entry and exit of partners
		Signing the partners' decision to merge
		Amending the rest of the Articles of Association
	Liquidation of the company	
	Converting a company into an enterprise	
Signing the lease		
Waiver of the contract		
Plan work for owned land		
Secretariat review		
Converting agricultural land into residential		
Construction supervision		
Signing contracts with construction institutions and contractors		
Entering tenders and receiving forms		
Eliminate	Representation before Sharia courts	Hearing claims and responding to them
		reconciliation
		Rejection and acceptance of arbitration
		Rejection and acceptance of reconciliation
		Acknowledgment and denial
		Waiver
		pleading
		advocacy
		claim
contention		

	Use and implementation of all electronic services of the Ministry of Justice	
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	Authorizing / authorizing others to implement the electronic services of the Ministry of Justice
	Signing the loan contract agreement, its amendments and annexes, and all related documents - Signing the follow-up agreement - Signing the counseling agreement - Signing in front of the notary public regarding the industrial mortgage of all the company's property - Receiving the loan - Waiver of the loan - Requesting loan forgiveness - Paying off the loan - Signing the Documentary Credit Agreement)
	signature of the legal guarantee)
	Signing the agreement for the transfer of obligations and the amendment of the loan contract)
	Signing the debt arrangement agreement on behalf of the company and the partners)
	(Issuing, amending and canceling the waiver declaration)
Sale and discharge to the buyer	
Purchase, acceptance of discharge and payment of the price	
Receiving the instruments	
leasing	
Receipt of the fare	
Signing rental contracts	
Rental contracts renewal	
Cancellation and termination of lease contracts	
foreclosure	
Redemption	
Fragmentation and sorting	
Amendment of borders, lengths, area, lot numbers, plans, instruments, their dates, and neighborhood names	
sale	
Mortgage acceptance	
Updating the instruments and entering them into the comprehensive system	
Sell share of	
buying	

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Buy share of
Leasing
Amending the name of the owner and the registered civil registry number
Gifting and emptying
Acceptance of the gift and discharge
Waiver of space shortage
Consolidation of instruments
Acceptance of waiver and discharge
Issuance of a set of replacement checks for a lost one and its data are as follows:
Issuance of a set of damaged replacement bonds and their data are as follows:
Sale and transfer to heirs
Waiver of share
Building proof
Issuance of a damaged replacement instrument
For real estate
Converting agricultural land into residential or industrial
Engage in real estate contributions
Buying shares of real estate contributions
Selling shares for real estate contributions
Assignment of the leased land
Update the instrument and enter it into the comprehensive system
Issuing a replacement for a lost instrument
Converting agricultural land into residential
Earth Bank
land lease
Changing the legal entity of the company
Converting the company from a limited partnership to a limited liability company
Divide the shares among the heirs and transfer them to their portfolios

It is required that the Board of Directors obtain the approval of the General Assembly when selling assets whose value exceeds fifty percent of the value of their total assets, whether the sale is made through a single transaction or several transactions. In this case, the transaction that leads to exceeding fifty percent of the value of the assets is considered the one that The approval of the General Assembly is required, and this percentage is calculated from the date of the first transaction that took place during the previous twelve months. The Board of Directors, within the limits of its competence, may authorize one or more of its members or a third party to undertake a specific work or actions.

**Article 11: Council members' remuneration**

1. The remuneration of the Board of Directors shall consist of a percentage of the net profits, in-kind benefits, or whatever is determined by the Ordinary Assembly
2. The report of the Board of Directors to the Ordinary General Assembly at its annual meeting shall include a comprehensive statement of all that each member of the Board of Directors has received or is entitled to receive during the fiscal year in terms of remunerations, attendance allowances, expenses allowances and other benefits. It shall also include a statement of what the members of the Council have received in their capacity as workers or administrators, or what they have received in exchange for technical, administrative or consulting work. It shall also include a statement of the number of Council sessions and the number of sessions attended by each member.

**Article 12: Powers of the Chairman, Vice President, Managing Director and Secretary**

In its first meeting, the Board of Directors shall appoint a Chairman from among its members, and it may appoint from among its members a Managing Director or Vice-Chairman of the Board of Directors.

1. The Board of Directors shall appoint a Chief Executive Officer from among its members or others.

The chairman of the council is responsible for:

		Issuance
Commercial records	Main	renewal
		cross out
	sub	Issuance
		renewal
		cross out
Sign all documents at the Chamber of Commerce		
Records management review		
extract records		
Transfer of business records		
Records management		
cancel records		
Supervision of records		



Opening a subscription to the Chamber of Commerce		
Signature approval at the Chamber of Commerce		
Cancellation of signature at the Chamber of Commerce		
Entering tenders and receiving forms		
Social insurance review		
Review the Department of Zakat and Income		
Commercial registry management		
Cancellation of the commercial register		
Civil defense review		
modify records		
add activity		
Trade name reservation		
Renewal of subscription to the Chamber of Commerce		
Amendment of the commercial register		
Transfer of the commercial register		
Extracting a damaged or missing allowance record		
Extracting a damaged or missing allowance record		
Trademark registration		
Trademark waiver		
Assignment of the trade name		
Issuance of licenses		
Buying boats		
Issuance of a replacement for damaged or lost fishing permits		
Importing boats		
Cancellation of boat licenses		
License renewal		
Amending licenses		
add activity		
Reservation of names		
Revocation of licenses		
Renewal of subscription to the Chamber of Commerce		
Open branches		
Social insurance review		
Civil defense review		

Review the Department of Zakat and Income		
Issuance of a hunting permit		
Obtaining a boat license		
Boat license renewal		
Transfer boat license		
Sell the boat		
Fishing permit renewal		
Cancellation of the hunting permit		
Issuing a replacement for a damaged or lost boat license		
Opening a branch for licensing		
License transfer		
Establishing a company		
Signing articles of incorporation and amendment annexes		
Cancellation of articles of incorporation and appendices of amendment		
Signing the decisions of the partners		
Appointment and dismissal of managers		
Amending the company's objectives		
Liquidation of the company		
Converting the company from a joint stock company to a limited liability company		
Converting the company from a limited liability company to a joint stock company		
Converting the company from a joint venture to a limited liability company		
Capital increase		
capital reduction		
Entry and exit of partners		
Entry into existing companies		
Transfer of shares, stocks and bonds		
Determine the capital		
Receipt of surplus allocation		
Sell shares and stocks and receive the value		
Assignment of shares and shares of the capital		
Sale of the company's branch		

Modifying the nationality of one of the partners in the contract		
Accepting assignment of shares, shares and capital		
Buy shares and shares and pay the price		
Closing accounts with banks in the name of the company		
Opening accounts with banks in the name of the company		
Signing agreements		
company Registration		
Registration of agencies and trademarks		
Attending general assemblies		
Opening branches of the company		
Open company files		
Signing the articles of incorporation and amendment appendices with the notary public		
Extracting and renewing commercial records for the company		
Subscribing to the Chamber of Commerce and renewing it		
Refer to the General Authority for Investment and sign in front of it		
Review of the Quality and Quality Department and the Standards and Metrology Authority. Review of the Capital Market Authority		
Issuing and renewing licenses for the company		
Transforming the enterprise into a company		
Transforming the organization into a company		
Converting the company's branch into an establishment		
Converting the company branch into a company		
Publication of the Memorandum of Association, amendment appendices, summaries thereof,		

and articles of association in the Official Gazette		
Reviewing telecommunications companies and establishing fixed or mobile phones in the name of the company		
Entering tenders and receiving forms		
Signing contracts for the company with others		
Waiver or cancellation of trademarks		
Modify the company name		
Issuance of visas		
Transforming the company into an enterprise		
Receipt of visa compensation		
Update worker data		
Opening, renewing and canceling main and sub files		
Employment liquidation and cancellation		
Reporting the escape of workers		
Cancellation of labor escape reports		
Transfer of sponsorships		
Modify professions		
Transfer of ownership of establishments, liquidation and cancellation		
Review the National Recruitment Offices Section		
Review of computer management in the workforce		
Issuing and renewing work permits		
Receipt of Saudization certificates		
Data statement extraction (Brent)		
Add and delete Saudis		
Admission		
Opening a file		
Activate the Saudi portal		
Recruitment of labor from abroad		
Ending employment procedures with social insurance		
Visa cancellation		

Visa refunds		
Adjust nationalities		
Issuance of family visit visas		
Issuance of visas to bring families		
Embassy review		
Extension of exit and return visas		
Extending visitor visas		
Data statement extraction (Brent)		
Visa cancellation		
Refund of the visa amount		
Modify the destination		
Companies in which the company enters as a partner	Signing corporate contracts	
	Buy shares	
	Liquidation of the company	
	selling shares	
Incorporation of companies in the name of the company	Representing the company in the shareholder company	
	registered with the Ministry	
	Representation before the notary public	
	Signing the company contract	practiced alone
	Signing the decisions of the partners	practiced alone
Commercial records	Issuance	
	renewal	
	to cross out	
Residency extraction		
Residency renewal		
Exit and return action		
Final exit work		
Transfer of sponsorships		
Issuance of residencies instead of lost or damaged		
Ending the procedures for the deceased worker		
Report the escape		
Cancellation of escape reports		
Transferring information and updating data		

Settlement and assignment of workers		
Review of the Department of Deportation and Expatriates		
Extracting workers data sheet (Brent)		
dropping employment		
Managing my business		
Transfer the employment sponsorship to himself		
Add the newborn		
Termination of the procedures of the deceased worker		
Ports Affairs Department		
Extract replay scenes		
Add followers		
Adding children to the passport of the father or mother		
Separation of children from the passport of the father or mother		
Cancellation of exit and re-entry visas		
Cancellation of final exit visas		
Issuing travel visas to replace damaged or lost ones		
Issuance of extended visit visas		
Modify professions		
Obtaining Hajj permits		
Maids Affairs Review		
Register for the electronic service		
banking	Open accounts	
	opening credits	
	Deposit	
	withdrawal	
	Issuing checks	
	Update accounts	
	Extracting account statements	
	Facility request	
	collateral request	
	Signing loan contracts	
	Signing commercial papers	
	Signing a promissory note	
	Submitting any request or service that falls	

	under the jurisdiction of the Communications and Information Technology Commission	
	The authority to authorize any person - in accordance with the relevant regulations - to submit any of the requests or services that fall under the jurisdiction of the Communications and Information Technology Commission	
Review the Ministry of Agriculture and the Directorate of Agriculture regarding		
Refer to the notary or the court to accept its emptying		
Waiver of the agricultural decision		
Agricultural decision transfer		
Receipt of salaries		
Receiving pensions		
Receipt of end of service benefits and vacation compensation		
Salary transfer		
Receive the reward		
Salary definition extraction		
Receive my dues		
Opening accounts with legal controls		
Closing and settlement of accounts		
Withdrawals from accounts		
Issuance of ATM cards		
Issuance of credit cards that are compatible with Sharia provisions		
Receiving and disbursing remittances		
Check cashing		
Issuance of certified checks		
Issuance of check books		

Extracting an account statement		
Transfer from accounts		
Requesting bank loans that are compatible with Sharia provisions and controls		
Opening an account with legal controls		
Deposit into the account		
Renewal of subscription to safe deposit boxes		
Open safe deposit boxes		
Subscribe to safe deposit boxes		
Request for loan forgiveness		
Objection to checks		
Updating data		
Account activation		
Receipt of checks		
Recovery of safe deposit funds units		
review		
Installment rescheduling		
POS request		
Bank credit request		
Bank guarantee request		
IPOs in joint stock companies		
Receive certificates of contributions		
Buying shares that are compatible with Sharia provisions		
Selling Sharia-compliant shares		
Receiving the value of the shares		
Receipt of profits		
receipt of the surplus		
Opening investment portfolios with Sharia controls and editing, modifying and canceling orders		
Subscription		
Buy shares		
sell shares		
Redeeming investment fund units		
Transfer of shares from the portfolio		
Subscribing to investment fund units that are compatible with Sharia provisions		



Investment portfolio management		
Issuance of proof of indebtedness		
Liquidation of investment portfolios		
Property Management	Buying, selling and offloading properties	Real estate
		lands
		shares
	Mortgage of property	Even foreclosure
		Redemption
		arrest
Open a shop		
Extraction of health cards		
Converting agricultural land into residential		
Review of the General Department of Urban Planning		
Individual entitled to power of attorney		
Opening shops		
Extraction of licenses		
License renewal		
License revocation		
License transfer		
Extraction of building and restoration spaces		
Land planning		
Obtaining construction completion certificates		
Issuance of fencing licenses		
Issuance of demolition permits		
Amending the corporate contract in which the company enters as a partner	Approval of partners' decisions	Change of legal entity
		Increasing or decreasing the capital
		Acceptance of assignment of shares and purchase of shares
		Entry and exit of partners

		Signing the partners' decision to merge	
		Amending the rest of the Articles of Association	
	Liquidation of the company		
	Converting a company into an enterprise		
Signing the lease			
Waiver of the contract			
Plan work for owned land			
Secretariat review			
Converting agricultural land into residential			
Construction supervision			
Signing contracts with construction institutions and contractors			
Entering tenders and receiving forms			
judiciary	Appointment of arbitrators		
	Appointment of lawyers		
	Representation in front of the writings of justice		
	Representation before Sharia courts	Hearing claims and responding to them	
		reconciliation	
		Rejection and acceptance of arbitration	
		Rejection and acceptance of reconciliation	
		Acknowledgment and denial	
		Waiver	
		pleading	
		Defender claim	
contention			
Use and implementation of all electronic services of the Ministry of Justice			

	Authorizing/powering others to implement the electronic services of the Ministry of Justice	
	(Signing the loan contract agreement, its amendments and appendices, and all related documents - signing the follow-up agreement - signing the advice agreement - signing before the notary public regarding the industrial mortgage of all the company's property - receiving the loan - waiver of the loan - requesting loan forgiveness - repayment Loan - Signing the Documentary Credit Agreement)	
	(signing the legal guarantee)	
	(Signing the commitment transfer agreement and amending the loan contract)	
	(Signing the debt arrangement agreement on behalf of the company and partners)	
	(Issuing, amending and canceling a waiver declaration)	
Sale and discharge to the buyer		
Purchase, acceptance of discharge and payment of the price		
Receiving the instruments		
leasing		
Receipt of the fare		
Signing rental contracts		

Rental contracts renewal		
Cancellation and termination of lease contracts		
foreclosure		
Redemption		
Fragmentation and sorting		
Amendment of borders, lengths, area, lot numbers, plans, instruments, their dates, and neighborhood names		
sale		
Mortgage acceptance		
Updating the instruments and entering them into the comprehensive system		
Sell share of...		
buying		
Buy a share of...		
Leasing		
Amending the name of the owner and the registered civil registry number		
Gifting and emptying		
Acceptance of the gift and discharge		
Waiver of space shortage		
Consolidation of instruments		
Acceptance of waiver and discharge		
Issuance of a set of checks in exchange for a lost one, and its data are as follows:		
Issuance of a set of damaged checks and their data are as follows:		
Sale and transfer to heirs		
Waiver of share		
Proof of the building		
Issuance of a damaged replacement instrument		
For real estate		
Converting agricultural land into residential or industrial		
Engage in real estate contributions		
Buying shares of real estate contributions		
Selling shares of real estate contributions		

Assignment of the leased land		
Update the instrument and enter it into the comprehensive system		
Issuing a replacement for a lost instrument		
Converting agricultural land into residential		
land building		
Land lease		
Changing the legal entity of the company		
Converting the company from a limited partnership to a limited liability company		
Divide the shares among the heirs and transfer it to their portfolios		

**The Vice President is responsible for:**

		Issuance
Commercial records	Main	renewal
		cross out
	sub	Issuance
		renewal
		cross out
Sign all documents at the Chamber of Commerce		
Records management review		
extract records		
Transfer of business records		
Records management		
cancel records		
Supervision of records		
Opening a subscription to the Chamber of Commerce		
Signature approval at the Chamber of Commerce		
Cancellation of signature at the Chamber of Commerce		
Entering tenders and receiving forms		
Social insurance review		
Review the Department of Zakat and Income		
Commercial registry management		

Cancellation of the commercial register		
Civil defense review		
modify records		
add activity		
Trade name reservation		
Renewal of subscription to the Chamber of Commerce		
Amendment of the commercial register		
Transfer of the commercial register		
Extracting a damaged or missing allowance record		
Extracting a damaged or missing allowance record		
Trademark registration		
Trademark waiver		
Assignment of the trade name		
Issuance of licenses		
Buying boats		
Issuance of a replacement for damaged or lost fishing permits		
Importing boats		
Cancellation of boat licenses		
License renewal		
Amending licenses		
add activity		
Reservation of names		
Revocation of licenses		
Renewal of subscription to the Chamber of Commerce		
Open branches		
Social insurance review		
Civil defense review		
Review the Department of Zakat and Income		
Issuance of a hunting permit		
Obtaining a boat license		
Boat license renewal		
Transfer boat license		
Sell the boat		
Fishing permit renewal		
Cancellation of the hunting permit		
Issuing a replacement for a damaged or lost boat license		
Opening a branch for licensing		

License transfer		
Establishing a company		
Signing articles of incorporation and amendment annexes		
Cancellation of articles of incorporation and appendices of amendment		
Signing the decisions of the partners		
Appointment and dismissal of managers		
Amending the company's objectives		
Liquidation of the company		
Converting the company from a joint stock company to a limited liability company		
Converting the company from a limited liability company to a joint stock company		
Converting the company from a joint venture to a limited liability company		
Capital increase		
capital reduction		
Entry and exit of partners		
Entry into existing companies		
Transfer of shares, stocks and bonds		
Determine the capital		
Receipt of surplus allocation		
Sell shares and stocks and receive the value		
Assignment of shares and shares of the capital		
Sale of the company's branch		
Modifying the nationality of one of the partners in the contract		
Accepting assignment of shares, shares and capital		
Buy shares and shares and pay the price		
Closing accounts with banks in the name of the company		
Opening accounts with banks in the name of the company		
Signing agreements		
company Registration		

Registration of agencies and trademarks		
Attending general assemblies		
Opening branches of the company		
Open company files		
Signing the articles of incorporation and amendment appendices with the notary public		
Extracting and renewing commercial records for the company		
Subscribing to the Chamber of Commerce and renewing it		
Refer to the General Authority for Investment and sign in front of it		
Review of the Quality and Quality Department and the Standards and Metrology Authority. Review of the Capital Market Authority		
Issuing and renewing licenses for the company		
Transforming the enterprise into a company		
Transforming the organization into a company		
Converting the company's branch into an establishment		
Converting the company branch into a company		
Publication of the Memorandum of Association, amendment appendices, summaries thereof, and articles of association in the Official Gazette		
Reviewing telecommunications companies and establishing fixed or mobile phones in the name of the company		
Entering tenders and receiving forms		
Signing contracts for the company with others		
Waiver or cancellation of trademarks		
Modify the company name		



Issuance of visas		
Transforming the company into an enterprise		
Receipt of visa compensation		
Update worker data		
Opening, renewing and canceling main and sub files		
Employment liquidation and cancellation		
Reporting the escape of workers		
Cancellation of labor escape reports		
Transfer of sponsorships		
Modify professions		
Transfer of ownership of establishments, liquidation and cancellation		
Review the National Recruitment Offices Section		
Review of computer management in the workforce		
Issuing and renewing work permits		
Receipt of Saudization certificates		
Data statement extraction (Brent)		
Add and delete Saudis		
Admission		
Opening a file		
Activate the Saudi portal		
Recruitment of labor from abroad		
Ending employment procedures with social insurance		
Visa cancellation		
Visa refunds		
Adjust nationalities		
Issuance of family visit visas		
Issuance of visas to bring families		
Embassy review		
Extension of exit and return visas		
Extending visitor visas		
Data statement extraction (Brent)		
Visa cancellation		

Refund of the visa amount		
Modify the destination		
Companies in which the company enters as a partner	Signing corporate contracts	
	Buy shares	
	Liquidation of the company	
	selling shares	
Incorporation of companies in the name of the company	Representing the company in the shareholder company	
	registered with the Ministry	
	Representation before the notary public	
	Signing the company contract	practiced alone
	Signing the decisions of the partners	practiced alone
Commercial records	Issuance	
	renewal	
	to cross out	
Residency extraction		
Residency renewal		
Exit and return action		
Final exit work		
Transfer of sponsorships		
Issuance of residencies instead of lost or damaged		
Ending the procedures for the deceased worker		
Report the escape		
Cancellation of escape reports		
Transferring information and updating data		
Settlement and assignment of workers		
Review of the Department of Deportation and Expatriates		
Extracting workers data sheet (Brent)		
dropping employment		
Managing my business		
Transfer the employment sponsorship to himself		
Add the newborn		
Termination of the procedures of the deceased worker		

Ports Affairs Department		
Extract replay scenes		
Add followers		
Adding children to the passport of the father or mother		
Separation of children from the passport of the father or mother		
Cancellation of exit and re-entry visas		
Cancellation of final exit visas		
Issuing travel visas to replace damaged or lost ones		
Issuance of extended visit visas		
Modify professions		
Obtaining Hajj permits		
Maids Affairs Review		
Register for the electronic service		
banking	Open accounts	
	opening credits	
	Deposit	
	withdrawal	
	Issuing checks	
	Update accounts	
	Extracting account statements	
	Facility request	
	collateral request	
	Signing loan contracts	
	Signing commercial papers	
	Signing a promissory note	
	Submitting any request or service that falls under the jurisdiction of the Communications and Information Technology Commission	
	The authority to authorize any person - in accordance with the relevant regulations - to submit any of the requests or services that fall under the jurisdiction of the	

	Communications and Information Technology Commission	
Review the Ministry of Agriculture and the Directorate of Agriculture regarding		
Refer to the notary or the court to accept its emptying		
Waiver of the agricultural decision		
Agricultural decision transfer		
Receipt of salaries		
Receiving pensions		
Receipt of end of service benefits and vacation compensation		
Salary transfer		
Receive the reward		
Salary definition extraction		
Receive my dues		
Opening accounts with legal controls		
Closing and settlement of accounts		
Withdrawals from accounts		
Issuance of ATM cards		
Issuance of credit cards that are compatible with Sharia provisions		
Receiving and disbursing remittances		
Check cashing		
Issuance of certified checks		
Issuance of check books		
Extracting an account statement		
Transfer from accounts		
Requesting bank loans that are compatible with Sharia provisions and controls		
Opening an account with legal controls		
Deposit into the account		
Renewal of subscription to safe deposit boxes		
Open safe deposit boxes		
Subscribe to safe deposit boxes		
Request for loan forgiveness		
Objection to checks		

Updating data		
Account activation		
Receipt of checks		
Recovery of safe deposit funds units		
review		
Installment rescheduling		
POS request		
Bank credit request		
Bank guarantee request		
IPOs in joint stock companies		
Receive certificates of contributions		
Buying shares that are compatible with Sharia provisions		
Selling Sharia-compliant shares		
Receiving the value of the shares		
Receipt of profits		
receipt of the surplus		
Opening investment portfolios with Sharia controls and editing, modifying and canceling orders		
Subscription		
Buy shares		
sell shares		
Redeeming investment fund units		
Transfer of shares from the portfolio		
Subscribing to investment fund units that are compatible with Sharia provisions		
Investment portfolio management		
Issuance of proof of indebtedness		
Liquidation of investment portfolios		
Property Management	Buying, selling and offloading properties	Real estate
		lands
		shares
	Mortgage of property	Even foreclosure

		Redemption arrest
Open a shop		
Extraction of health cards		
Converting agricultural land into residential		
Review of the General Department of Urban Planning		
Individual entitled to power of attorney		
Opening shops		
Extraction of licenses		
License renewal		
License revocation		
License transfer		
Extraction of building and restoration spaces		
Land planning		
Obtaining construction completion certificates		
Issuance of fencing licenses		
Issuance of demolition permits		
Amending the corporate contract in which the company enters as a partner	Approval of partners' decisions	Change of legal entity
		Increasing or decreasing the capital
		Acceptance of assignment of shares and purchase of shares
		Entry and exit of partners
		Signing the partners' decision to merge
		Amending the rest of the Articles of Association
	Liquidation of the company	
Converting a company into an enterprise		
Signing the lease		
Waiver of the contract		
Plan work for owned land		
Secretariat review		
Converting agricultural land into residential		
Construction supervision		

Signing contracts with construction institutions and contractors			
Entering tenders and receiving forms			
judiciary	Appointment of arbitrators		
	Appointment of lawyers		
	Representation in front of the writings of justice		
	Representation before Sharia courts	Hearing claims and responding to them	
		reconciliation	
		Rejection and acceptance of arbitration	
		Rejection and acceptance of reconciliation	
		Acknowledgment and denial	
		Waiver	
		pleading	
		Defender	
		claim	
		contention	
	Use and implementation of all electronic services of the Ministry of Justice		
Authorizing/powering others to implement the electronic services of the Ministry of Justice			
(Signing the loan contract agreement, its amendments and appendices, and all related documents - signing the follow-up agreement - signing the advice agreement - signing before the notary public regarding the industrial mortgage of all the			

	company's property - receiving the loan - waiver of the loan - requesting loan forgiveness - repayment Loan - Signing the Documentary Credit Agreement)	
	(signing the legal guarantee)	
	(Signing the commitment transfer agreement and amending the loan contract)	
	(Signing the debt arrangement agreement on behalf of the company and partners)	
	(Issuing, amending and canceling a waiver declaration)	
Sale and discharge to the buyer		
Purchase, acceptance of discharge and payment of the price		
Receiving the instruments		
leasing		
Receipt of the fare		
Signing rental contracts		
Rental contracts renewal		
Cancellation and termination of lease contracts		
foreclosure		
Redemption		
Fragmentation and sorting		
Amendment of borders, lengths, area, lot numbers, plans, instruments, their dates, and neighborhood names		
sale		
Mortgage acceptance		
Updating the instruments and entering them into the comprehensive system		
Sell share of...		
buying		



Buy a share of...		
Leasing		
Amending the name of the owner and the registered civil registry number		
Gifting and emptying		
Acceptance of the gift and discharge		
Waiver of space shortage		
Consolidation of instruments		
Acceptance of waiver and discharge		
Issuance of a set of checks in exchange for a lost one, and its data are as follows:		
Issuance of a set of damaged checks and their data are as follows:		
Sale and transfer to heirs		
Waiver of share		
Proof of the building		
Issuance of a damaged replacement instrument		
For real estate		
Converting agricultural land into residential or industrial		
Engage in real estate contributions		
Buying shares of real estate contributions		
Selling shares of real estate contributions		
Assignment of the leased land		
Update the instrument and enter it into the comprehensive system		
Issuing a replacement for a lost instrument		
Converting agricultural land into residential		
land building		
Land lease		
Changing the legal entity of the company		
Converting the company from a limited partnership to a limited liability company		
Divide the shares among the heirs and transfer it to their portfolios		

**Headquarter**  
**Riyadh**

**Electronic version number**  
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The Board of Directors shall appoint a secretary to be chosen from among its members or from others

The Chairman of the Board of Directors may delegate, by a written decision, some of his powers to other members of the Board or to third parties to undertake a specific work or actions. The Vice-Chairman of the Board of Directors shall replace the Chairman of the Board of Directors in his absence in cases where the Board of Directors has a Vice-Chairman.

#### **Chapter Four: Shareholders' Assemblies**

##### **Article Thirteen: Invitation to associations**

1. Public and private assemblies convene at the invitation of the Board of Directors, and the Board of Directors must invite the Ordinary General Assembly to convene within (thirty) days from the date of the request of the auditor or one or more shareholders representing ten percent of the company's shares that have voting rights at least, and the auditor may Accounts To call the Ordinary General Assembly to convene if the Board does not extend the invitation within thirty days from the date of the auditor's request.
2. The request referred to in Paragraph (1) of this Article must indicate the issues that the shareholders are required to vote on.
3. 3The invitation to convene the assembly shall be sent at least twenty-one (21) days prior to the date set for it in accordance with the provisions of the system, taking into account the following:
  - A - Notifying the shareholders by registered letters at their addresses listed in the shareholders' register, or announcing the invitation through modern technology means.
  - b- Sending a copy of the invitation and the agenda to the Commercial Register, as well as a copy to the Capital Market Authority if the company was listed in the financial market on the date of announcing the invitation.

4- The invitation to the assembly meeting must include at least the following:

A - A statement of the owner of the right to attend the meeting of the Assembly and his right to delegate whomever he chooses from non-members of the Board of Directors, and a statement of the shareholder's right to discuss topics on the agenda of the Assembly, asking questions and how to exercise the right to vote.

B - The place, date and time of the meeting.

C - The type of association, whether it is a public or private association

d- The agenda of the meeting, including the items on which shareholders are required to vote.

##### **Article 14: Voting in assemblies**

1- The election of the members of the Board of Directors shall be by cumulative vote. The members of the Board of Directors may not participate in voting on the decisions of the

Assembly that relate to business and contracts in which they have a direct or indirect interest or that involve a conflict of interests.

Article 15: Preparing the minutes of the associations

1- Minutes of the meeting of the assembly shall be written including the number of shareholders present in person or on behalf, the number of shares held by them in person or on behalf, the number of votes for it, the decisions taken, the number of votes for or against it, and an adequate summary of the discussions that took place in the meeting. Minutes are recorded regularly after each meeting in a special register signed by the president of the association, its secretary and the vote collectors.

Chapter 5: The company's finances and the distribution of profits

Article 16:

The company's fiscal year shall be twelve Gregorian months, starting on January 1st and ending on December 31st.

Chapter 16: Final Provisions

Article 17: Final Provisions

- 1- The company is subject to the regulations in force in the Kingdom of Saudi Arabia.
- 2- Any text that contradicts the provisions of the Companies Law in this Basic Law shall not be considered and the provisions of the Companies Law shall be applied against it. Everything that is not provided for in this Basic Law shall be applied in relation to the Companies Law and its Implementing Regulations.
- 3- The founders acknowledge the validity of the data and provisions included in this system and their agreement with the provisions of the Companies Law issued by Royal Decree (M / 132) dated 1/12/1443 AH and its implementing regulations, and that they fulfill all requirements and instructions issued by the Ministry of Commerce in accordance with the provisions of the system, and the founders bear responsibility and all consequences The legal and financial that may arise from that.. The founders are also aware of the right of the Ministry to take the necessary legal measures in the event of any violation or conflict with the provisions contained in the articles of association.

The articles of association were audited by the founders and approved by the Ministry's representative, and the contract was published in my business newspaper: <https://emagazine.aamaly.sa>

*God grants success.*