



الهيئة العامة للطيران المدني
General Authority of Civil Aviation

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Investor Guide in Civil Aviation Sector in Saudi Arabia

2018





Introduction



About the Authority:

In 1948, the body responsible for Civil Aviation was established in the Kingdom under the title (Civil Aviation Authority) to include both Saudi Airlines and Civil Aviation Administration. In 1959, Saudi Airlines was separated from Civil Aviation and a new title to the later was given under (Directorate of Civil Aviation). In 1977 the title (Directorate of Civil Aviation) was changed to (Civil Aviation Presidency).

In accordance with Cabinet Resolution No. (13) issued on 17/01/1425H (2004), the Presidency of Civil Aviation was transformed into a Public authority with legal personality, and financial and administrative independence to operate on commercial bases and standards, and to have its new title as (General Authority of Civil Aviation).

On 09/12/1432H (2011) Royal Decree No. A /230 was issued, which ordered the separation of the General Authority of Civil Aviation from the Ministry of Defense to grant it more independence and enable it to develop the air transport industry in the Kingdom.

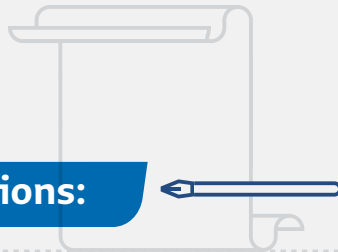
On 30/07/1437H (2016), Royal Decree No. A /133 was issued, which ordered linking the General Authority of Civil Aviation to the Minister of Transport, and on 11/04/1438H, Royal Decree No. (17049) was issued, which ordered the separation of the legislative side from the operational side in order to deepen its role as legislator and regulator of the air transport industry in the Kingdom, and thus stand one distance from all operators and workers in the sector.

Authority Functions

The activities and functions of the General Authority for Civil Aviation are divided into three main sections:

1

Regulatory functions:



The issuance and application of international and domestic regulations governing the civil aviation and air transport industry in the Kingdom, including the issuance of licenses for all categories and forms of air transport activity and its support services, issuance of necessary civil aviation permits for aircraft crews, maintenance stations, institutions and companies operating in this field and aviation schools, and the holding of bilateral air agreements between the Kingdom and other countries, and the development of policies and controls to ensure the security of airports and air transport safety and standards of operation and maintenance, and lay the foundations for the development of revenues of the Kingdom's airports and their facilities and maintaining of investments and encourage investment opportunities therein.

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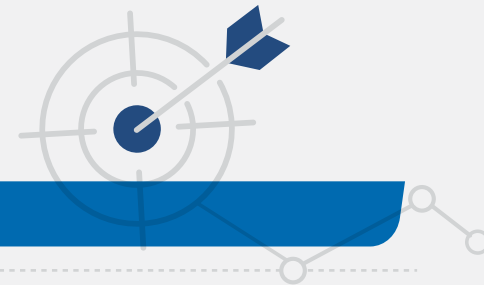
Operational functions:



The establishment, management, operation, maintenance and development of civil airports, their support with basic equipment, and supervision of airport personnel.

Service functions:

Include the establishment, management, operation and maintenance of air navigation systems and their development, regulation of air traffic, granting of transit and landing permits, monitoring, inspection and auditing in the field of its specialties on operations, airlines, and national and foreign international air transport in the Kingdom



3

Authority objectives:

- Develop the financial resources of the Authority and work on commercial bases to achieve financial independence.
- Encourage investment opportunities in the air transport sector.
- Provide the highest quality services to pilgrims and travelers according to the most advanced international standards.
- Build, develop, manage and operate the infrastructure of air transport services according to the most advanced technologies and systems.
- Establish and develop procedures for the safety and security of air transport sector.
- Development of air transport operations and maintenance procedures according to international standards.
- Achieve the optimal investment of human resources and ensure the highest levels of job satisfaction in a distinct work environment.
- Strengthen regional and international cooperation and ensure effective participation of the Kingdom in decision-making processes in the air transport industry.
- Protect the environment from the negative effects of air transport activities.
- Regulate and develop the air transport sector according to the latest international practices.
- Develop strategic business units and their activities and transform them into independent and viable commercial entities.



Economic Licensing Department

Duties and Responsibilities

4

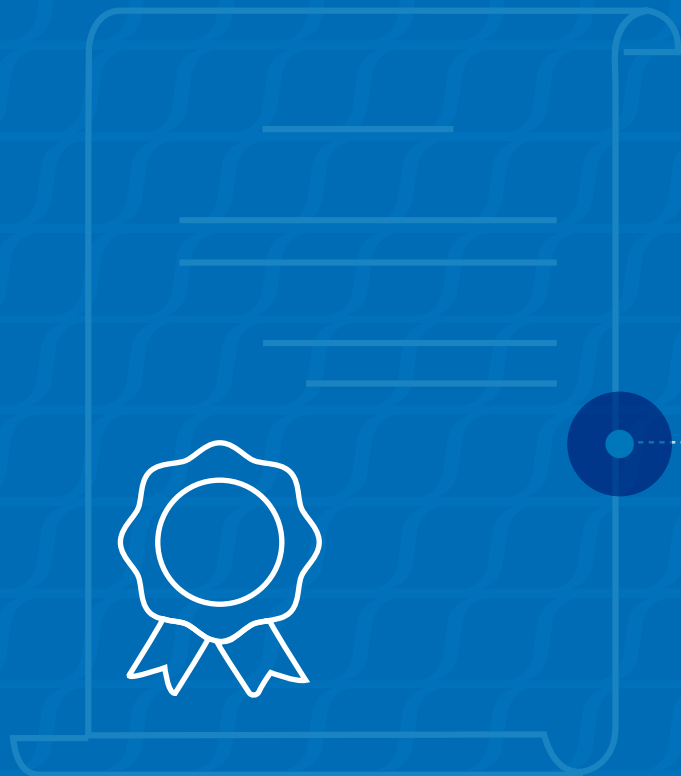
- Issuance of economic licenses for national and foreign carriers, ground handling providers and all aviation-related services.
- Implement provisions of economic air transport regulations relevant to national and foreign carriers, ground handling providers, fixed base operators, maintenance and repair stations, air navigation service providers and all aviation-related services.
- Inspection of airlines and aviation-related service providers.
- Organizing and tracking airfares, airport fees, air navigation services and aviation-related services.
- Monitoring levels of performance and standards related to air transport efficiency.
- Preparation of economic analyzes of the direction and evolution of air traffic indicators.
- Preparation of market studies and economic research to analyze methods development to support bilateral agreements with different countries, to increase the value of contribution to the national economy.
- Supervise the support of mandatory (internal) service points to achieve operational efficiency of air transport in the Kingdom.
- Monitor the capacity of airports and air navigation systems to optimize capital expenditure planning.



5

Speech of His Excellency the President of the General Authority of Civil Aviation

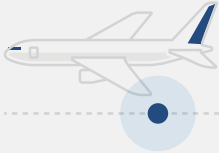
Based on the organizational and supervisory role of the General Authority for Civil Aviation of the civil aviation sector, and the development of the civil aviation industry and its economic activities, and in order to facilitate investment steps according to the latest achievements of the civil aviation industry in line with the vision of the Kingdom of Saudi Arabia 2030 to facilitate investment procedures in the Kingdom, the Authority issued this guide to introduce civil aviation activities supervised by the Authority. The manual contains a definition of all civil aviation activities, conditions and requirements for obtaining each activity. The Authority will endeavor to update this guide whenever necessary.



Types of licenses



Licenses of Air transport



- National carrier license
- Operational leasing of aircraft license
- Aviation operators for non-commercial purposes license
- Foreign air carrier license (activities of airline agencies)
- Aerial photography activities license
- Agricultural spraying license

Licenses of Ground service providers



- License of Ground service providers
- License of Operation and maintenance of boarding bridges
- License of aircraft fuel and oil handling
- License of Food processing companies or contractors (catering companies)
- License of Luggage handling services
- License of Surface transportation
- License of Ground management and ground supervision services at airports
- License of Passenger handling activities at airports

Licenses of maintenance providers



- License of maintenance stations
- Maintenance of ground service equipment

Licenses of airports and air navigation activities



- License of airport activities
- License of navigation and aerial guidance activities

Licenses of cargo



- License of shipping and unloading of air cargo aircraft
- License of authorized air cargo agency
- License of consolidation air cargo agency

Licenses of schools, training institutes and aviation clubs



- License of flying clubs
- License of aviation education schools
- License of aviation science training centers
- License of training institutes for aviation engineers, crew members, and aircraft correspondents
- License of air traffic control schools
- License of aviation maintenance technician schools
- License of parachuting

Licenses of consulting service providers



- License of aviation security consultancy services
- License of consultancy services in airport operations
- License of fire and rescue services in airports
- License of consultancy services in air navigation services
- License of aviation safety and standards consultancy service
- License of air transport consultancy services

Licenses of brokers and mediation



- License of aircraft brokers services
- Mediation in the sale of aircraft spare parts and simulators

Beneficiaries

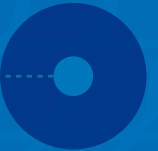


Local and foreign establishments wishing to invest in the Saudi aviation sector who meet the licensing requirements.





Types of licenses / description / requirements / duration / Fees



Duration of the license (Issuance/Validity)

License type

- National carrier license: Scheduled passenger air transport
- Classification number 511001

Description

- This license grants entities the right to carry out scheduled passenger operations within and outside the Kingdom

Duration of the license (Issuance/Validity)

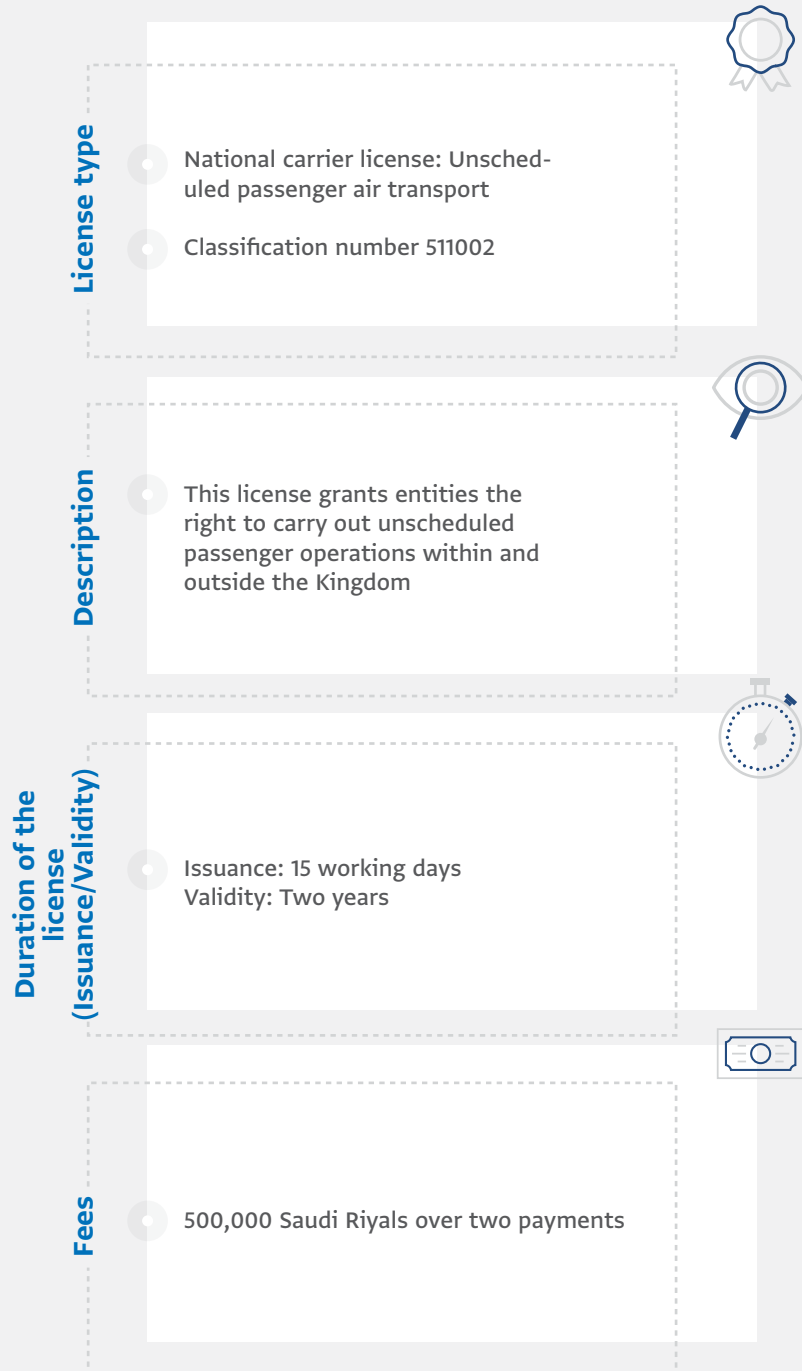
- Issuance: 15 working days
Validity: Two years

Fees

- One Million Saudi Riyals over two payments

Requirements

- Submit an application to the Authority to obtain a national air carrier license.
- Provide a bank statement stating that the applicant is in a good financial position.
- Provide a statement of the identity of key employees to be appointed by the applicant including:
 - Their names and addresses.
 - The expertise, specialties and responsibilities that will be assigned to each of them.
 - The number of voting shares held by each person.
 - The nationality of each of the principal employees.
- A list of the license applicant's branches, if any, with a description of the basic activity of each branch and his relationship to it.
- Provide a list of shares owned by or under the control of a license applicant in any national air carrier, foreign air carrier, joint air carrier or any person engaged in commercial activities in aviation.
- Submit a copy of the company's financial statements for 3 years.
- Provide a list of all unpaid criminal cases and judgments in excess of SR (250,000).
- Provide a detailed description of the applicant's aircraft fleet including the number of each type of aircraft, including aircraft owned, leased, or planned for lease or purchase.
- Provide a feasibility study for the project indicating:
 - Revenue forecasts in addition to key assumptions.
 - Cost projections in addition to basic assumptions including start-up costs.
 - Employee expectations.
 - Fleet development plans, including aircraft type, age and method of utilization.
 - Estimated returns for operating hours and kilometrical income for each type of aircraft.
 - Estimated number of passengers and tons of cargo.
 - Organizational structure including senior staff.
- Provide security program.
- The entity must be wholly Saudi or a mixed entity provided that the foreign partner does not exceed 49%.



Requirements

- Submit an application to the Authority to obtain a national air carrier license.
- Provide a bank statement stating that the applicant is in a good financial position.
- Provide a statement of the identity of key employees to be appointed by the applicant including:
 - Their names and addresses.
 - The expertise and specialties that will be assigned to each of them.
 - The number of voting shares held by each person.
 - The nationality of each of the principal employees.
- A list of the license applicant's branches, if any, with a description of the basic activity of each branch and his relationship to it.
- Provide a list of shares owned by or under the control of a license applicant in any national air carrier, foreign air carrier, joint air carrier or any person engaged in commercial activities in aviation.
- Submit a copy of the company's financial statements for 3 years.
- Provide a list of all unpaid criminal cases and judgments in excess of SR (250,000).
- Provide a detailed description of the applicant's aircraft fleet including the number of each type of aircraft, including aircraft owned, leased, or planned for lease or purchase.
- Provide a feasibility study for the project indicating:
 - Revenue forecasts in addition to key assumptions.
 - Cost projections in addition to basic assumptions including start-up costs.
 - Employee expectations.
 - Fleet development plans, including aircraft type, age and method of utilization.
 - Estimated returns for operating hours of charter flights operator and the kilometrical income for each type of aircraft.
 - Estimated number of passengers and tons of cargo.
 - Organizational structure including senior staff.
- Provide security program.
- The entity must be wholly Saudi or a mixed entity provided that the foreign partner does not exceed 49%.

Duration of the license (Issuance/Validity)

License type

- National carrier license: Operational leasing of aircraft
- Classification number 773041

Description

This license grants entities the right to lease aircraft operations with an operator for the purposes of transporting passengers for aircraft whose seats do not exceed 56 seats and whose cargo does not exceed 75,000 kg.

Duration of the license (Issuance/Validity)

Issuance: 15 working days
Validity: Two years

Fees

500,000 Saudi Riyals over two payments

Requirements

- Submit an application to the Authority to obtain a national air carrier license.
- Provide a bank statement stating that the applicant is in a good financial position.
- Provide a statement of the identity of key employees to be appointed by the applicant including:
 - Their names and addresses.
 - The expertise, specialties and responsibilities that will be assigned to each of them.
 - The number of voting shares held by each person.
 - The nationality of each of the principal employees.
- A list of the license applicant's branches, if any, with a description of the basic activity of each branch and his relationship to it.
- Provide a list of shares owned by or under the control of a license applicant in any national air carrier, foreign air carrier, joint air carrier or any person engaged in commercial activities in aviation.
- Submit a copy of the company's financial statements for 3 years.
- Provide a list of all unpaid criminal cases and judgments in excess of SR (250,000).
- Provide a detailed description of the applicant's aircraft fleet including the number of each type of aircraft, including aircraft owned, leased, or planned for lease or purchase.
- Provide a feasibility study for the project indicating:
 - Revenue forecasts in addition to key assumptions.
 - Cost projections in addition to basic assumptions including start-up costs.
 - Employee expectations.
 - Fleet development plans, including aircraft type, age and method of utilization.
 - Estimated returns for operating hours (and/or flying hours of charter flights operator) and the kilometrical income for each type of aircraft.
 - Estimated number of passengers and tons of cargo.
 - Organizational structure including senior staff.
- Provide security program.
- The entity must be wholly Saudi or a mixed entity provided that the foreign partner does not exceed 49%.



Duration of the license (Issuance/Validity)

License type

- National carrier license: Scheduled air transport of goods
- Classification number 512001

Description

- This license grants entities the right to carry out the operational operations of scheduled air transport of goods inside and outside the Kingdom

Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: Two years

Fees

- One Million Saudi Riyals over two payments

Requirements

- Submit an application to the Authority to obtain a national air carrier license.
- Provide a bank statement stating that the applicant is in a good financial position.
- Provide a statement of the identity of key employees to be appointed by the applicant including:
 - Their names and addresses.
 - The expertise, specialties and responsibilities that will be assigned to each of them.
 - The number of voting shares held by each person.
 - The nationality of each of the principal employees.
- A list of the license applicant's branches, if any, with a description of the basic activity of each branch and his relationship to it.
- Provide a list of shares owned by or under the control of a license applicant in any national air carrier, foreign air carrier, joint air carrier or any person engaged in commercial activities in aviation.
- Submit a copy of the company's financial statements for 3 years.
- Provide a list of all unpaid criminal cases and judgments in excess of SR (250,000).
- Provide a detailed description of the applicant's aircraft fleet including the number of each type of aircraft, including aircraft owned, leased, or planned for lease or purchase.
- Provide a feasibility study for the project indicating:
 - Revenue forecasts in addition to key assumptions.
 - Cost projections in addition to basic assumptions including start-up costs.
 - Employee expectations.
 - Fleet development plans, including aircraft type, age and method of utilization.
 - Estimated returns for operating hours and kilometrical income for each type of aircraft.
 - Estimated number of passengers and tons of cargo.
 - Organizational structure including senior staff.
- Provide security program.
- The entity must be wholly Saudi or a mixed entity provided that the foreign partner does not exceed 49%.

Duration of the license (Issuance/Validity)

License type

- National carrier license: Unscheduled air transport of goods
- Classification number 512002

Description

- This license grants entities the right to carry out the operational operations of unscheduled air transport of goods inside and outside the Kingdom

Duration of the license (Issuance/Validity)

- Issuance: 15 working days
- Validity: Two years

Fees

- 500,000 Saudi Riyals over two payments

Requirements

- Submit an application to the Authority to obtain a national air carrier license.
- Provide a bank statement stating that the applicant is in a good financial position.
- Provide a statement of the identity of key employees to be appointed by the applicant including:
 - Their names and addresses.
 - The expertise, specialties and responsibilities that will be assigned to each of them.
 - The number of voting shares held by each person.
 - The nationality of each of the principal employees.
- A list of the license applicant's branches, if any, with a description of the basic activity of each branch and his relationship to it.
- Provide a list of shares owned by or under the control of a license applicant in any national air carrier, foreign air carrier, joint air carrier or any person engaged in commercial activities in aviation.
- Submit a copy of the company's financial statements for 3 years.
- Provide a list of all unpaid criminal cases and judgments in excess of SR (250,000).
- Provide a detailed description of the applicant's aircraft fleet including the number of each type of aircraft, including aircraft owned, leased, or planned for lease or purchase.
- Provide a feasibility study for the project indicating:
 - Revenue forecasts in addition to key assumptions.
 - Cost projections in addition to basic assumptions including start-up costs.
 - Employee expectations.
 - Fleet development plans, including aircraft type, age and method of utilization.
 - Estimated returns for operating hours of charter flights operator and the kilometrical income for each type of aircraft.
 - Estimated number of passengers and tons of cargo.
 - Organizational structure including senior staff.
- Provide security program.
- The entity must be wholly Saudi or a mixed entity provided that the foreign partner does not exceed 49%.



License type

- License of non-commercial aviation operators
- Classification number 522308



Description

- Special license for entities using aircraft for non-profit purposes



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: Two years



Fees

- No financial Fees.



Requirements

- Provide a brief overview of the entity and its activities
- Submission of the Memorandum of Association
- Provide Commercial Registration
- Provide the entity's national address and contact details
- Provide aircraft insurance
- Provide a contract for owning or operating the aircraft
- Submit audited financial statements for two years from an accredited accountant or a certificate attesting to the financial solvency of the entity
- The entity must be wholly Saudi or a mixed entity provided that the foreign partner does not exceed 49%



License type

- Foreign air carrier license: Airlines Agencies
- Classification number 791102



Description

This license is granted to foreign air carriers to carry out commercial activities of passengers and cargo transportation (scheduled / unscheduled), the sale of airline tickets, and bills of lading to the company's aircraft only.



Duration of the license (Issuance/Validity)

Issuance: 5 working days
Validity: Two years



Fees

No financial Fees.



Requirements

- Submit an application to the Authority to obtain a foreign air carrier license for operation
- Fill in form (4.1.6) and attach proof of information by:
- Providing public information and identify contact person.
- Presentation of the operational plan.
- Providing information on the managers and people concerned in the company.
- Providing information about the company's owners and the share of each partner according to the company's memorandum of association.
- Providing aircrafts insurance policy.
- Providing information on the aircraft fleet owned or leased by the company.
- Include any agreements or alliances with any other airline.
- Provide audited financial statements for two years from an accredited accountant.
- Provide a sales agency contract in Saudi Arabia.
- Provide a bank guarantee.
- Provide site lease.
- Provide security program.
- Provide the entity's national address and contact details.

License type

- Aerial photography license
- Classification number 742012



Description

- A license for entities specialized in aerial photography activities where they can conduct aerial photography activity within the Kingdom.



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
- Validity: Two years



Fees

- No financial Fees.



Requirements

- Provide a brief overview of the entity and its activities
- Submission of the Memorandum of Association
- Provide Commercial Registration
- Provide the entity's national address and contact details
- Provide aircraft insurance
- Provide a contract for owning or operating the aircraft
- Submit audited financial statements for two years from an accredited accountant or a certificate attesting to the financial solvency of the entity
- The entity must be wholly Saudi or a mixed entity provided that the foreign partner does not exceed 49%





License type

- Aerial spraying license
- Classification number 01610



Description

- Provision of specialized air services for the spraying of agricultural pesticides and so forth.



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: Two years



Fees

- No financial Fees.



Requirements

- Provide a brief overview of the entity and its activities
- Submission of the Memorandum of Association
- Provide Commercial Registration
- Provide the entity's national address and contact details
- Provide aircraft insurance
- Provide a contract for owning or operating the aircraft
- Submit audited financial statements for two years from an accredited accountant or a certificate attesting to the financial solvency of the entity
- The entity must be wholly Saudi or a mixed entity provided that the foreign partner does not exceed 49%

License type

- License of ground service providers
- Classification number 522303



Description

License includes ground management and ground supervision services at airports, passenger handling services, luggage handling services, handling services in the area of wharves and passenger steps, aviation services, aviation operations and crew supply management, surface transportation.



Duration of the license (Issuance/Validity)

Issuance: 15 working days
Validity: 10 years



Fees

International airport : 200,000
Regional airport: 10,000
Domestic airport : 50,000



Requirements

- Provide a brief overview of the entity and its activities.
- Fill out the licensing form.
- Payment of fees.
- Provide insurance policy.
- Provide a feasibility study for a period of three years, including operating costs and expected revenues.
- Provide information on the managers and people concerned in the company.
- Submit a certificate from a local bank confirming the solvency.
- Submit audited financial statements for two years from an accredited accountant.
- The company's incorporation contract in case the company is present or provide an overview of the owners in case the company is new.
- Provide security program.
- Provide the entity's national address and contact details.



License type

License of Operation of boarding bridges

Classification number 522313



Description

Licensing for the construction, operation, maintenance, development, adaptation and processing of boarding bridges to serve passengers to the fullest extent.



Duration of the license (Issuance/Validity)

Issuance: 15 working days
Validity: 2 years



Fees

No financial Fees.



Requirements

- Provide a brief overview of the entity and its activities.
- Provide of the Memorandum of Association.
- Provide Commercial Registration.
- Provide a feasibility study for a period of three years, including operating costs and expected revenues.
- Provide the entity's national address and contact details.
- Provide a contract for renting the site with the airport.
- Provide the concession contract with the airport.
- Provide audited financial statements for two years from an accredited accountant or a certificate of proof of solvency.
- Provide an insurance policy for the entity's business.



License type

- License of aircraft fuel and oil handling
- Classification number 522403



Description

- Licensing entities to conduct fueling and defueling operations, including fuel storage, control of quality and fuel supply operation, as well as refueling of oil and other liquids.



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: 2 years



Fees

- No financial Fees.



Requirements

- Provide a brief overview of the entity and its activities.
- Provide of the Memorandum of Association.
- Provide Commercial Registration.
- Provide a feasibility study for a period of three years, including operating costs and expected revenues.
- Provide the entity's national address and contact details.
- Provide a contract for renting the site with the airport.
- Provide the concession contract with the airport.
- Provide audited financial statements for two years from an accredited accountant or a certificate of proof of solvency.
- Provide an insurance policy for the entity's business.



License type

- License of Food processing companies or contractors (catering companies)
- Classification number 562901



Description

- Licensing entities to store food and beverages as well as equipment to prepare and transport food and beverages from the aircraft as well as loading and unloading them.



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: 2 years



Fees

- No financial Fees.



Requirements

- Provide a brief overview of the entity and its activities.
- Provide of the Memorandum of Association.
- Provide Commercial Registration.
- Provide a feasibility study for a period of three years, including operating costs and expected revenues.
- Provide the entity's national address and contact details.
- Provide a contract for renting the site with the airport.
- Provide the concession contract with the airport.
- Provide audited financial statements for two years from an accredited accountant or a certificate of proof of solvency.
- Provide an insurance policy for the entity's business.



License type

- License of Baggage Handling Services
- Classification number 512013



Description

Licensing entities to handle bags in the sorting area, sorting and processing them for departure, loading on the equipment allocated for transportation from aircraft to sorting area and vice versa as well as unloading from equipment, in addition to transfer of bags from sorting area to baggage recovery area.



Duration of the license (Issuance/Validity)

Issuance: 15 working days
Validity: 2 years



Fees

No financial Fees.



Requirements

- Provide a brief overview of the entity and its activities.
- Provide of the Memorandum of Association.
- Provide Commercial Registration.
- Provide a feasibility study for a period of three years, including operating costs and expected revenues.
- Provide the entity's national address and contact details.
- Provide a contract for renting the site with the airport.
- Provide the concession contract with the airport.
- Provide audited financial statements for two years from an accredited accountant or a certificate of proof of solvency.
- Provide an insurance policy for the entity's business.



License type

- License of Surface transportation
- Classification Number 522323



Description

- Licensing competent entities to carry out and organize the transport of crews and passengers, including services for persons with special needs between aircrafts and terminals or vice versa, and between the terminals at the airport.



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: 2 years



Fees

- No financial Fees.



Requirements

- Provide a brief overview of the entity and its activities.
- Provide of the Memorandum of Association.
- Provide Commercial Registration.
- Provide a feasibility study for a period of three years, including operating costs and expected revenues.
- Provide the entity's national address and contact details.
- Provide a contract for renting the site with the airport.
- Provide the concession contract with the airport.
- Provide audited financial statements for two years from an accredited accountant or a certificate of proof of solvency.
- Provide an insurance policy for the entity's business.



License type

- License of Ground management and ground supervision services at airports
- Classification number 522322



Description

Licensing competent entities to conduct administrative and supervisory activities for ground services, including coordination and representation with local authorities and management of loading on aircraft, correspondence and communications related to ground services.



Duration of the license (Issuance/Validity)

Issuance: 15 working days
Validity: 2 years



Fees

No financial Fees.



Requirements

- Provide a brief overview of the entity and its activities.
- Provide of the Memorandum of Association.
- Provide Commercial Registration.
- Provide a feasibility study for a period of three years, including operating costs and expected revenues.
- Provide the entity's national address and contact details.
- Provide a contract for renting the site with the airport.
- Provide the concession contract with the airport.
- Provide audited financial statements for two years from an accredited accountant or a certificate of proof of solvency.
- Provide an insurance policy for the entity's business.



License type

- License of Passenger handling activities at airports
- Classification Number 522321



Description

- Licensing entities to provide passenger handling services, including inspection and reviewing tickets, travel documents, registration of luggage and transfer to sorting and classification area.



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: 2 years



Fees

- No financial Fees.



Requirements

- Provide a brief overview of the entity and its activities.
- Provide of the Memorandum of Association.
- Provide Commercial Registration.
- Provide a feasibility study for a period of three years, including operating costs and expected revenues.
- Provide the entity's national address and contact details.
- Provide a contract for renting the site with the airport.
- Provide audited financial statements for two years from an accredited accountant or a certificate of proof of solvency.
- Provide an insurance policy for the entity's business.



License type

- License of aircraft repair and maintenance
- Classification Number: 043315



Description

- Provide maintenance, repair, installation and engineering services for aircraft, engines and parts.



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: 2 years



Fees

- 20,000 Saudi Riyals.



Requirements

- Provide a brief overview of the entity and its activities.
- Provide of the Memorandum of Association.
- Provide Commercial Registration.
- Provide a feasibility study for a period of three years, including operating costs and expected revenues.
- Provide the entity's national address and contact details.
- Provide audited financial statements for two years from an accredited accountant or a certificate of proof of solvency.
- Provide an insurance policy for the entity's business.



License type

- License of ground services equipment maintenance
- Classification Number: (None)



Description

- License for maintenance works of ground services equipment, their repair and preparation for air transport service to the best.



Duration of the license (Issuance/Validity)

- Issuance: 5 working days
Validity: 2 years



Fees

- No financial Fees.



Requirements

- Provide a brief overview of the entity and its activities.
- Submission of the Memorandum of Association.
- Provide Commercial Registration.
- Provide a feasibility study for a period of three years, including operating costs and expected revenues.
- Provide the entity's national address and contact details.
- Submitting of audited financial statements for two years from an accredited accountant or a certificate of financial solvency proof.
- Submit the site lease contract.



License type

- License of airport activities
- Classification Number 522311



Description

- Licensing of entities and supervision of operation and maintenance of airports including buildings, installations and equipment wholly or partially assigned to the arrival, movement or departure of aircraft.



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: 2 years



Fees

- No financial Fees.



Requirements

- Provide a brief overview of the entity and its activities.
- Provide of the Memorandum of Association.
- Provide Commercial Registration.
- Provide a feasibility study for a period of three years, including operating costs and expected revenues.
- Provide the entity's national address and contact details.
- Provide audited financial statements for two years from an accredited accountant or a certificate of proof of solvency.
- Provide an insurance policy for the entity's business.



License type

- License of navigation and aerial guidance activities
- Classification Number 522302



Description

- License for entities conducting air traffic organizing aerial navigation and guidance.



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: 2 years



Fees

- No financial Fees.



Requirements

- Provide a brief overview of the entity and its activities.
- Provide of the Memorandum of Association.
- Provide Commercial Registration.
- Provide a feasibility study for a period of three years, including operating costs and expected revenues.
- Provide the entity's national address and contact details.
- Provide audited financial statements for two years from an accredited accountant or a certificate of proof of solvency.
- Provide an insurance policy for the entity's business.



License type

- License for loading and unloading of air cargo aircraft
- Classification Number 522402



Description

- License for entities concerned with handling of air cargo and provision of logistical services for cargo aircraft at concerned airport.



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: 2 years



Fees

- No financial Fees.



Requirements

- Provide a brief overview of the entity and its activities.
- Provide of the Memorandum of Association.
- Provide Commercial Registration.
- Provide a feasibility study for a period of three years, including operating costs and expected revenues.
- Provide the entity's national address and contact details.
- Provide a contract for renting the site with the airport.
- Provide the concession contract with the airport.
- Provide audited financial statements for two years from an accredited accountant or a certificate of proof of solvency.
- Provide an insurance policy for the entity's business.



License type

- License of authorized air cargo agency
- Classification Number 522913



Description

- License to practice authorized air freight business (receiving and verifying shipments, validation of consignor, performing security procedures for them, and then transferring them to cargo terminal at airport) for cargo transport by air.



Duration of the license (Issuance/Validity)

- Issuance: 3 working days
Validity: 2 years



Fees

- Main office: 51,000 Saudi Riyals
Branch office : 21,000 Saudi Riyals



Requirements

- Submit a letter addressed to the General Manager of Air Cargo Security requesting the approval of an authorized air cargo license.
- Fill out authorized air cargo license form.
- Provide required documents.
- Fill out the civil defense permit form and obtain approval.
- Fill out security clearance form from criminal record document for Saudi workers in authorized shipper and obtain the clearance.
- Availability of specifications and security equipment of the office and the warehouse which shall not be less than 400 m.
- Owner of agency or company authorized to carry out air cargo or responsible personnel must have experience in air cargo works, and the manager of office shall be a Saudi nationality.
- Payment of Fees.



License type

- License of consolidation air cargo agency
- Classification Number 522903



Description

- License to practice consolidation of air cargo (Cargo collection, verification and identification of the consignor, then relay to the approved air carrier, and then to the airport) for the carriage of cargo by air.



Duration of the license (Issuance/Validity)

- Issuance: 3 working days
- Validity: 2 years



Fees

- Main office: 11,000 Saudi Riyals
- Branch office : 6,000 Saudi Riyals



Requirements

- Submit an application to the Authority to obtain a consolidation air cargo license.
- Fill out the licensing form.
- Payment of fees.
- Provide a copy of the Commercial Registration (valid) if any.
- Provide a copy of the rent contract of the office (warehouse) or a copy of the title deed of the site provided the warehouse area is not less than 400 m.
- The owner of the agency or the company authorized to carry out the air cargo business or its officials should have experience in air cargo operations and the manager of the office shall be Saudi.
- Provide a sketch of the site of the Agency + an inside and outside photograph of site.
- Provide a (valid) copy of the civil defense license.
- Provide a copy of the criminal record document of Saudi workers in the consolidation shipper.
- Provide security specifications and equipment for the office and warehouse.



License type

- Licensing of aviation clubs
- Classification Number (None)



Description

- Practice special activities for aviation enthusiasts and recreational aviation education, such as paragliding, parachuting, remote control aircrafts, and so forth.



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: Two years



Fees

- No financial fees



Requirements

- Provide a brief overview of the entity and its activities
- Submission of the Memorandum of Association
- Provide a Commercial Registration
- Provide a feasibility study for a period of three years, including operating costs and expected revenues
- Provide the entity's national address and contact details
- Provide a contract for renting with the airport
- Submit audited financial statements for two years from an accredited accountant or a certificate of proof of solvency
- Provide aircraft insurance
- Submit contract of ownership or lease of an aircraft



License type

- License of Aviation Education Schools
- Classification number 854991



Description

- Practice of schools of aviation education activities for the purpose of training and qualifying trainees and giving them the necessary training classes and courses.



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: Two years



Fees

- No financial fees



Requirements

- Provide a brief overview of the entity and its activities
- Submission of the Memorandum of Association
- Provide a Commercial Registration
- Provide a feasibility study for a period of three years, including operating costs and expected revenues
- Provide the entity's national address and contact details
- Provide a contract for renting with the airport
- Submit audited financial statements for two years from an accredited accountant or a certificate of proof of solvency
- Provide aircraft insurance
- Submit contract of ownership or lease of an aircraft



License type

- Licensing of aviation science training centers
- Classification number 854996



Description

- Practice of the aviation training centers activities for the purpose of training and qualifying trainees and giving them the necessary training classes and courses.



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: Two years



Fees

- No financial fees



Requirements

- Provide a feasibility study for a period of three years, including operating costs and expected revenues
- Provide a brief overview of the entity and its activities
- Certificate of solvency
- Site rental agreement (if the Institute is within airport grounds)
- Technical partner
- Submit audited financial statements for two years from an accredited accountant or a certificate of proof of solvency
- Commercial Registry
- Provide the entity's national address and contact details



License type

- Licensing of Aviation Engineers training institutes, crew members, and aircraft correspondence
- Classification number 854996



Description

- Practice of the Aviation Engineers training institutes, crewmembers, and aircraft correspondence activities for the purpose of training and qualifying trainees and giving them the necessary training classes and courses.



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: Two years



Fees

- No financial fees



Requirements

- Provide a feasibility study for a period of three years, including operating costs and expected revenues
- Provide a brief overview of the entity and its activities
- Certificate of solvency
- Site rental agreement (if the Institute is within airport grounds)
- Technical partner
- Submit audited financial statements for two years from an accredited accountant or a certificate of proof of solvency
- Commercial Registry
- Provide the entity's national address and contact details





License type

- Licensing of Air Traffic Control Schools
- Classification number 854991



Description

- Practice of Air Traffic Control Schools' activities for the purpose of training and qualifying trainees and giving them the necessary training classes and courses in Air Traffic Control from which aircraft traffic can be organized.



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: Two years



Fees

- No financial fees



Requirements

- Provide a feasibility study for a period of three years, including operating costs and expected revenues
- Provide a brief overview of the entity and its activities
- Certificate of solvency
- Site rental agreement (if the Institute is within airport grounds)
- Technical partner
- Submit audited financial statements for two years from an accredited accountant or a certificate of proof of solvency
- Commercial Registry
- Provide the entity's national address and contact details



License type

- Licensing of Aircraft Maintenance Technician Schools
- Classification number 854991



Description

- Practice of Aircraft Maintenance Technician Schools' activities for the purpose of training and qualifying trainees and giving them the necessary training classes and courses in Aircraft Maintenance (repair, inspect, or make modifications).



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: Two years



Fees

- No financial fees



Requirements

- Provide a feasibility study for a period of three years, including operating costs and expected revenues
- Provide a brief overview of the entity and its activities
- Certificate of solvency
- Site rental agreement (if the Institute is within airport grounds)
- Technical partner
- Submit audited financial statements for two years from an accredited accountant or a certificate of proof of solvency
- Commercial Registry
- Provide the entity's national address and contact details

License type

- License for parachuting
- Classification number 932921



Description

- Practice of parachuting in Areas specified for it.



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: Two years



Fees

- No financial fees



Requirements

- Provide a brief overview of the entity and its activities
- Submission of the Memorandum of Association
- Provide a Commercial Registration
- Provide a feasibility study for a period of three years, including operating costs and expected revenues
- Provide the entity's national address and contact details
- Provide aircraft insurance
- Submit contract of ownership or lease of an aircraft
- Submit audited financial statements for two years from an accredited accountant or a certificate of proof of solvency
- Provide the lease of the location



License type

- License for Aircraft Security Consultation Services
- Classification number 749044



Description

- Provide Consultation Services in Aircraft Security within the Kingdom.



Duration of the license (Issuance/Validity)

- Issuance: 15 working days
Validity: Two years



Fees

- No financial fees



Requirements

- Provide a brief overview of the entity and its activities
- Provide the lease of the location
- Provide a Commercial Registration
- The availability/ presence of experts in the same field that of the entity's
- Provide the entity's national address and contact details



License type

- License for Airport Operation Consultation Services
- Classification number 749045



Description

- Provide Consultation Services in Airport Operations.



Duration of the license (Issuance/Validity)

- Issuance: 5 working days
Validity: Two years



Fees

- No financial fees



Requirements

- Provide a brief overview of the entity and its activities
- Provide the lease of the location
- Provide a Commercial Registration
- The availability/ presence of experts in the same field that of the entity's
- Provide the entity's national address and contact details



License type

- License for Airport Fire & Rescue Consultation Services
- Classification number 749046



Description

- Provide Consultation Services in Airport Fire & Rescue.



Duration of the license (Issuance/Validity)

- Issuance: 5 working days
Validity: Two years



Fees

- No financial fees



Requirements

- Provide a brief overview of the entity and its activities
- Provide the lease of the location
- Provide a Commercial Registration
- The availability/ presence of experts in the same field that of the entity's
- Provide the entity's national address and contact details



License type

- License for Air Navigation Consultation Services
- Classification number 749042



Description

- Provide Licensing for specialist Consultation offices or expert Individuals in Air navigation services.



Duration of the license (Issuance/Validity)

- Issuance: 5 working days
Validity: Two years



Fees

- No financial fees



Requirements

- Provide a brief overview of the entity and its activities
- Provide the lease of the location
- Provide a Commercial Registration
- The availability/ presence of experts in the same field that of the entity's
- Provide the entity's national address and contact details



License type

- License for Aviation safety and standards Consultation Services
- Classification number 749043



Description

- Provide Licensing for specialist Consultation offices or expert Individuals in Aviation safety and standards.



Duration of the license (Issuance/Validity)

- Issuance: 5 working days
Validity: Two years



Fees

- No financial fees



Requirements

- Provide a brief overview of the entity and its activities
- Provide the lease of the location
- Provide a Commercial Registration
- The availability/ presence of experts in the same field that of the entity's
- Provide the entity's national address and contact details



License type

- License for Air Transport Consultation Services
- Classification number 749041



Description

- Provide Air Transport Consultation services within the Kingdom.



Duration of the license (Issuance/Validity)

- Issuance: 5 working days
Validity: Two years



Fees

- No financial fees



Requirements

- Provide a brief overview of the entity and its activities
- Provide the lease of the location
- Provide a Commercial Registration
- The availability/ presence of experts in the same field that of the entity's
- Provide the entity's national address and contact details



License type

- License for aircraft brokers Services
- Classification number 522916



Description

- Provide licensing for entities to Practice aircraft brokerage in commercial & private aviation.



Duration of the license (Issuance/Validity)

- Issuance: 5 working days
Validity: Two years



Fees

- No financial fees



Requirements

- Provide a brief overview of the entity and its activities
- Submission of the Memorandum of Association
- Provide a Commercial Registration
- Provide a feasibility study for a period of three years, including operating costs and expected revenues
- Provide the entity's national address and contact details
- Submit audited financial statements for two years from an accredited accountant or a certificate of proof of solvency
- Provide the lease of the location
- Provide a bank guarantee to the Authority to ensure the collection of the Authority's wages (200 thousand SAR)



License type

- Mediation in the sale of aircraft spare parts and simulators
- Classification number 522918



Description

- Provide licensing for entities to Practice Mediation in the sale of civil aircraft spare parts and provision of simulators or their spare parts.



Duration of the license (Issuance/Validity)

- Issuance: 5 working days
Validity: Two years



Fees

- No financial fees



Requirements

- Provide a brief overview of the entity and its activities
- Submission of the Memorandum of Association
- Provide a Commercial Registration
- Provide a feasibility study for a period of three years, including operating costs and expected revenues
- Provide the entity's national address and contact details
- Submit audited financial statements for two years from an accredited accountant or a certificate of proof of solvency
- Provide the lease of the location

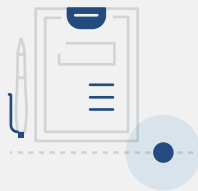


Inspection:



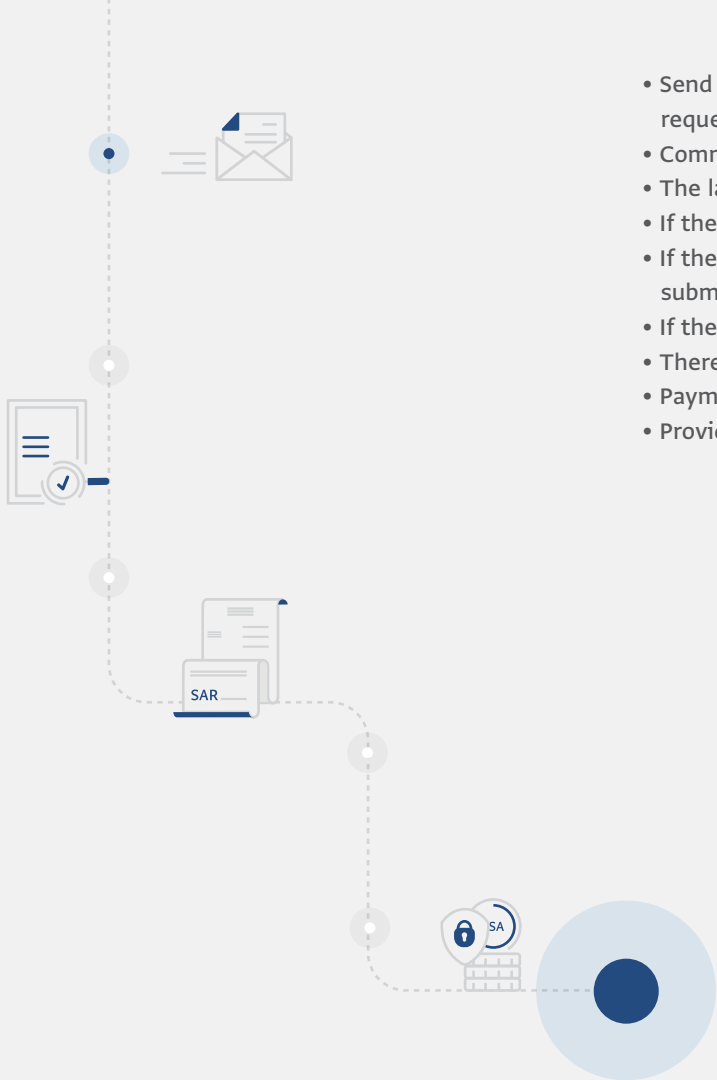
The Authority shall conduct periodic inspections of the offices and locations of airlines, national and foreign air transport companies, air cargo companies and agencies, ground services of aircraft and all licensees by the Commission in accordance with the best standards, with a positive impact on the business environment of the establishment. The main objective is to raise the level of service delivery and comply with the regulations and regulations of the Authority.

List of Violations and Sanctions:



In accordance with the requirements of the civil aviation regulations and its implementing regulations and any other provisions related to compliance with the safety and security of civil aviation. The General Authority of Civil Aviation shall impose sanctions on licensees to engage in civil aviation activities in the Kingdom of Saudi Arabia in case of violations that require the imposition of sanctions and follow-up of the establishment to correct the violation.

License Renewal Process:



- Send a letter to the Economic Licensing Department explaining your request
- Commercial Registry
- The last three years financial statements certified by a certified accountant
- If the activity is in the airport requires attaching a lease from the airport
- If the activity requires insurance, the valid insurance certificate must be submitted
- If the activity requires a financial guarantee, it must be in effect
- There is no indebtedness to the company
- Payment of wages if the license requires it
- Provide an updated copy of the contact and communication information

License Adjustment Process:



- Send a letter to the Economic Licensing Department explaining your request
- Commercial Registry
- The last three years financial statements certified by a certified accountant
- If the activity is in the airport requires attaching a lease from the airport
- If the activity requires insurance, the valid insurance certificate must be submitted
- If the activity requires a financial guarantee, it must be in effect
- There is no indebtedness to the company

License Cancellation Process:



- Send a letter to the Economic Licensing Department explaining your request
- There is no indebtedness

Forms and Documents:

[Renewal of License to Practice Ground Handling Services](#)

[License Cancellation Form for Ground Handling Services Activity](#)

[Modification of license data for the operation of ground handling services](#)

[Application form for support letter for supporting services activities](#)

[Application form for obtaining a letter of support for commercial visit visas](#)

[Application form for a letter of support for work visas](#)

[Application form for a letter of support addressed to a bank in the Kingdom](#)

[Services form for airline offices](#)

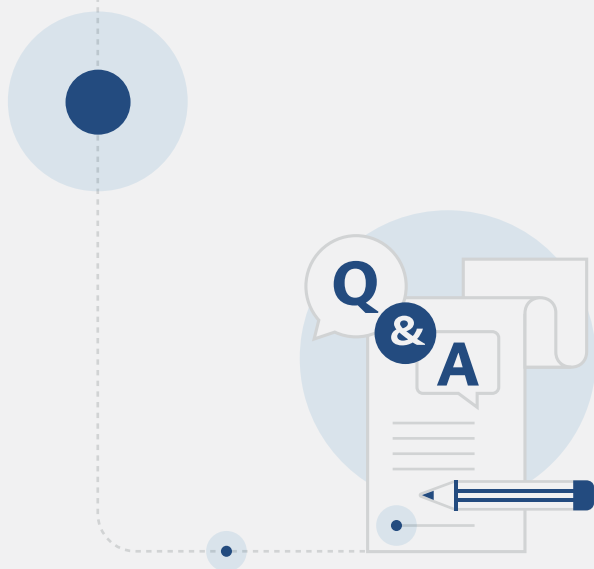
[Foreign Airline License Application Form](#)

Policies and legislations as per terms and conditions



- Adhere to all Rules and regulations enforced in the Kingdom of Saudi Arabia.
- The provisions of the civil aviation system and the international conventions and treaties must be observed.
- Compliance with the basic conditions and purposes under which the license is issued, and no amendments may be made to them without the prior approval of the Authority and the completion of the necessary procedures.
- The Authority shall have the power to detect violations of the provisions of the Civil Aviation Rules and regulations, legislations or decisions or instructions or the implementing rules.

FAQs:



What is the classification number in the Investor's Guide?

The classification number symbolizes the activity listed in the Economic Activities Classification (ISIC-4) index, which all government agencies deal with.

When a new license application is submitted, and the request is rejected, is it possible to re-apply with the same data as the previous one?

Yes, if rejection is not due to previous input data and all required documents are available.

Is it required that the company be fully Saudi in the license?

No, all activities are allowed for 100% foreign investment except for national air transport licenses. The percentage of ownership of a foreigner must not exceed 49% of the company's shares.

What time does it take to issue a new license?

Depends on the License type required. The directory shows the time taken for each license.

What is the process for inquiring about the status of a new license applied?

Through means of communication with the General Directorate of Economic Licenses

Is it possible to obtain more than one license for different activities?

Yes, if the establishment proves its eligibility to provide the service.

What are the costs of obtaining a license?

Depends on the License type required. The costs per license are shown in the manual.

How to apply for a license?

The license is submitted manually, and work is being made to allow submissions via the electronic portal of the Authority.

Where can I get the application form to apply for a license?

By visiting the Authority's headquarters or through the Authority's website - eServices - Economic Licensing Department.

Methods of communication

Kingdom of Saudi Arabia

General Authority for Civil Aviation

Tell: +966115253496

Tell: +966115253967

Fax: +966115253222

P.O. Box 47360, Riyadh 11552

www.gaca.gov.sa

Economic Licensing Portal

Licensesgate@gaca.gov.sa

Visual communication with investors (SKYPE)

Contact information for relevant government departments:

Ministry of Trade and Investment

Address: Riyadh / 11162

Customer Service Center (Telephone): 920000667 from 8 AM to 5 PM

Customer Service Center (e-mail): CS@mci.gov.sa





