

The educational services activity

A- Conditions for registration, renewal and modification of educational services activity:

1. That the project and the activity of establishing, maintaining or equipping educational institutions are recorded in both the commercial register and the tax card of the facility.
2. The activity must be existing and unconditional, and it has been issued a valid and fixed-term operating license (beginning and end) from the governorate to which the facility belongs.
3. That the facility is licensed to practice the profession from the educational directorate to which the facility belongs (if the facility is already operating).
4. Or from the Educational Buildings Authority (if the facility is new).
5. I believe in the Supreme Council of Universities.
6. That the educational institution has been issued an unconditional letter of clear approval to extract or renew the production requirements card from the educational directorate to which the facility belongs (if the facility is already operating)
7. From the Educational Buildings Authority (if the facility is new).
8. Or from the Supreme Council of Universities.
9. The previous clear approval should specify the validity period of the approval and the items and quantities that were approved for import during that period.
10. The project and activity data must be identical in the clear approval letter to extract and renew the production requirements card, operating license, commercial register and tax card
11. That the person concerned or the person who has the right to manage and sign or the agent is not working in the government

B- Registration, renewal and amendment documents for educational services activity:

1. A production requirements card application form signed by the person who has the right to manage and sign in front of the competent employee or signed by the agent or authorized representative (if existed).
2. A copy of the national ID card or passport of those who have the right to manage, sign, and the original for viewing
3. If the applicant is an agent or authorized representative:

A copy of the national ID card or passport of the agent or authorized representative and the original for review

- A copy of a notarized authorized from the real estate registry and the original for review (even a second agent is accepted only)

Or the original authorization form signed in front of the competent employee who has the right to manage and sign, or the authenticity of the signature is certified by an approved bank

- Acknowledgment of the validity of the authorized signed by the agent (if the applicant is an agent of the facility)

4. A recent official extract from the commercial register, recent and valid, and not more than 90 days have passed since its issuance, and its validity period is not less than 90 days, provided that it includes:

- The activity of establishing, maintaining or equipping educational institutions - project data - activity title - data of those who have the right to manage and sign.
- A copy of the license to practice the profession from the Educational Buildings Authority / Directorate of Education / Supreme Council of Universities and the original for review, including: -
- Project location - project and license holder data - type of license (creation - ramp - add) - license number issued

5. An original letter of clear approval to extract or renew the production requirements register, showing: The validity period of the activity license, the beginning and the end, the items and quantities, and the necessary equipment during that period.

6. A copy of the tax card is identical to the commercial registration data and the original for viewing .A basic data document for the taxpayer from the Tax Authority (if the company is new, for which a tax card has not been issued).

7. Completion of the “undertaking for activities that do not have an industrial registry” signed by those who have the right to manage and sign in front of the competent employee or signed by the agent or authorized representative.

C- Notes on the registration, renewal and modification of the educational services activity:

1. The document evidencing the practice of the activity is the operating licenses and the license to practice the profession.

2. The document evidencing the activity is the letter of clear approval to obtain and renew the production requirements card.

3. The cancellation of the operating license, followed by the cancellation of the production requirements register card

