

Services Guide

Tourism Accommodation Facility Regulations

This translation is provided for guidance. The governing text is the Arabic text.

mt.gov.sa

Deputyship of Regulatory Affairs and Policies

Licensing & Classification Department

V.1 2022

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Introduction

The Ministry of Tourism is responsible for regulating, developing, and promoting the tourism sector in KSA, as well as enhancing its role and overcoming obstacles to growth in accordance with the Kingdom's status and values. The Ministry also aims to develop the tourism industry through integrated tourism programs and activities that will meet all tourists needs during their trip. The Ministry strives to encourage and stimulate the private sector to play an important role in the development and establishment of investment tourism facilities

Dear investor, we have developed this guide with the goal of defining the procedures for obtaining licensing and classification services for an activity related to a tourism accommodation facility via the Ministry of Tourism's electronic platform for tourism activities, as well as the conditions and requirements required for each of them, based on the Tourism Law and the Tourism Accommodation Facility Regulations.

Types of tourism accommodation facilities

#	Type	Definition	Classification	ISIC
1	Hotels	An establishment that offers lodging and complete hospitality services, including meals and other amenities. Typically a distinct or adjacent building, or a set of buildings with associated infrastructure. It includes a lobby with a reception desk, accommodation units and facilities for providing food, beverages and more. Types of accommodation units in hotels: • Rooms • Suites	1 Star 2 Stars 3 Stars 4 Stars 5 Stars 5-star luxury	5510 11
2	Boutique Hotels	A specialized category of hotels consisting of a compact structure with unique and elegant rooms that include attractive decor and creative details.	A specialized category of hotels	5510 15
3	Recovery Hotels	A specialized category of hotels that prioritizes wellbeing, fitness, and health. It seeks to help visitors make permanent changes to their lifestyle.	A specialized category of hotels	5510 14
4	6 stars	Luxurious five-star hotels are specialized hotel types that offer top-notch services. The service provided by these establishments can be described as ultra-luxurious, and the facility that carries this designation must be exceptional in terms of services.	A specialized category of hotels	-
5	Heritage hotels	A facility that offers housing, meals, and other services in a historical or heritage building or buildings that have been registered as such by the Ministry of Culture and may have undergone traditional renovation. Typically, a distinct or adjacent building, or a set of buildings with associated infrastructure. It includes a lobby with a reception desk, accommodation units and facilities for providing food, beverages and more. Types of accommodation units in heritage hotels: • Rooms • Suites (Hotel apartments)	N/A	5510 13
6	Resorts	Resorts can be near a natural attraction (national parks, beaches, desert) or a man-made attraction (golf course). The hotel, along with other forms of accommodation, may be one of the most prominent features of the resort. Types of accommodation units in resorts: • Rooms • Suites • Villas	3 Stars 4 Stars 5 Stars 5-star luxury	5510 44
7	Hotel villas	Food, drinks, and other amenities. Hotel villas guarantee a higher level of privacy for visitors, in addition to offering hotel amenities and	4 Stars 5 Stars 5-star luxury	5510 23

		services. At least 51% of accommodation units must be villas for a property to be categorized as a hotel villa. Types of accommodation units in hotel villas: • Villas • Apartments		
8	Hotel apartments	An establishment that offers lodging and complete accommodation services, including meals and other amenities. Typically, a distinct or adjacent building, or a set of buildings with associated infrastructure It includes a lobby with a reception desk, accommodation units and facilities for providing food, beverages and more. The primary distinction between a hotel and an apartment hotel is the type of lodging; apartments are found in hotel apartments. At least 51% of accommodation units must be apartments for a building to be categorized as an apartment hotel. Types of accommodation units in hotel apartments: • Apartments (comprising entrance area, living room with kitchen/kitchenette, bedroom(s), bathroom) • Rooms	1 Star 2 Stars 3 Stars 4 Stars 5 Stars 5-star luxury	551022
9	Serviced apartments	The size of accommodation units may vary by 10% from the standard sizes, up to 20% of the total units. Types of accommodation units in serviced apartments: • Apartment (comprising entrance area, living room with kitchen, bedroom(s) and bathroom(s))	Economy First class	5512025
10	Camps	A camping facility is one that primarily consists of tents and other similar non-permanent units and offers an accommodation unit and other services within accommodation units (such as motorhomes and caravans). A campground may also be provided for guests who bring their own tents, motorhomes/caravans, and similar mobile shelters. The facility must be surrounded by a wall, fence, barrier, or other structure that offers security and the ability to control the guests' and visitors' entry and exit. The facility must provide sanitary facilities, have a main entrance, a reception area, food and beverage outlets, and may offer other commercial services (such as entertainment-focused services). An outdoor camp is typically situated away from the city center or at the very least in an urban area surrounded by nature Types of accommodation units in camps: • Tents • Campgrounds • Mobile homes • Caravans	3 Stars 4 Stars 5 Stars	552001
11	Hostels	A business that offers basic lodging at affordable rates, primarily for temporary stays. Typically, a distinct or adjacent building, or a set of buildings with associated infrastructure It is comprised of a lobby, a	N/A	551043

		reception desk, accommodation units, and a variety of other amenities. A motel may also provide food and beverage service. Types of accommodation units in motels: • Dormitory (more than 5 beds in one room) • Mobile rooms without bathroom (up to 4 beds in one room) • En-suite rooms (family rooms) (minimum 3 beds, maximum 6 beds) • Capsules		
12	Chalets	An establishment that offers lodging, meals, and other amenities. Each unit consists of an entrance area, kitchen, living/dining area, at least one bedroom with an en-suite bathroom and an outdoor area (terrace, patio, garden). The chalet complex is completely surrounded by a wall and includes the main entrance and lobby/reception area. Each unit must have a private entrance. Types of accommodation units in chalets: • (Chalets)	Economy First class	5510 41
13	Temporary accommodation facility	A style of tourism accommodation that is typically situated in the outdoors during events and other times of the year when demand is at its highest. This could be in the form of outdoor festivals, accommodation units or sporting events, to name a few. The main requirement for establishing temporary accommodation units is the use of accommodation units of any kind. In addition to providing lodging, the operator must offer sanitary amenities and guarantee a high level of security for visitors by monitoring entry and exit points. Such facility may remain in place for up to a month. Types of accommodation units in temporary accommodation facilities: • Luxury tents • Mobile homes • Container homes	N/A	

Before starting the license application procedures, the following prerequisites for license issuance must be met. The applicants shall provide the following:

Service requirements

1. Meet the one-star requirements for a star-rated tourism accommodation facility (hotels/hotel apartments/resorts/hotel villas/camps)
2. Meet the economy category requirements for the graded tourism accommodation facility (serviced apartments/camps/ chalets)
3. Meet the license requirements for an uncategorized tourism accommodation facility (motels)
4. Meet mandatory universal accessibility requirements in rooms and units (designated for people with mobility, hearing, or visual impairments) in all types of tourism accommodation facilities

Security and safety requirements

1. A valid license from MoMRAH or the like - as applicable (e.g.: RCJY)
2. A valid Civil Defense permit
3. Connect to Shomoos platform

The approval of competent authorities

- The approval of the Ministry of Environment, Water and Agriculture
- The approval of the National Center for Vegetation Development

First: License issuance

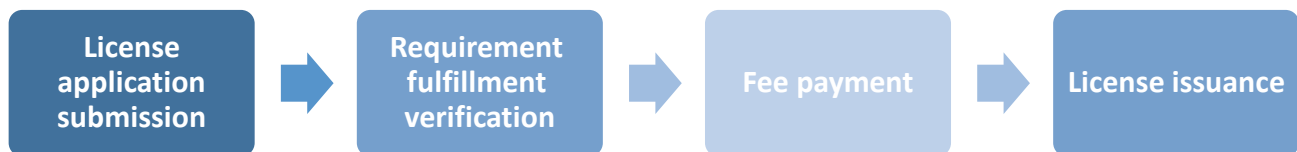
Service description

Service provided to those wishing to offer accommodation services for tourists for a fee and obtain a tourism accommodation facility license, one must comply with the following requirements:

Service duration

5 business days

License issuance - Service journey:



1-1 License application submission:

Visit the Tourism Activities Licensing Portal (TLG) and make sure you meet the following conditions and requirements:

1. Applicants must fill out the tourism accommodation license application form with the required data.
2. Valid commercial register that includes the operation of tourism accommodation facility (along with ISIC code).
3. Valid license from MoMRAH or the competent authority - as applicable (e.g.: RCJY).
4. A valid permit from the General Directorate of Civil Defense or the like.
5. MEWA approval (for agricultural land plots).
6. National Center for Vegetation Development approval for land plots falling within its authority.
7. A document proving the right to use the brand issued by SAIP - if any.
8. Connect to Shomoos platform.
9. Direct integration between guest registration software and NTMP platform (NTMP.GOV.SA).
10. Attach a documented contract or agreement in case a Ministry-licensed company is appointed to manage the tourism accommodation facility.
11. Applicants must commit to the veracity of information submitted along with the application on the TLG portal.

Applicants may submit their application without fulfilling requirements number 3 and

4. The Ministry will electronically forward the application to the competent

authorities (MoMRAH, General Directorate of Civil Defense) and will notify applicants thereof.

1-2 Requirement fulfillment verification:

The Ministry will verify compliance with the requirements through the following:

- 1- The validity period of licenses issued by relevant authorities (license from the Ministry of Municipal, Rural Affairs, and Housing/Civil Defense permit/Ministry of Environment, Water, and Agriculture (if applicable) should not be less than (30) days.
- 2- After approving the application, the Ministry schedules a site visit to the tourism accommodation facility within no more than (3) working days to ensure that the licensing requirements are met.
- 3- If any observations are made during the site visit, the following steps will be taken:
 1. The observations will be communicated to the license applicant, who will then have (20) working days from the notification date to address them.
 2. After addressing the observations, the license applicant must notify the Ministry via the TLG portal and request an appointment for a second visit before the (20) day period expires.
 3. The Ministry sets a date for the second visit within a period not exceeding (3) working days.
 4. If the license applicant fails to address the observations after the first or second visit, the application will be canceled, and a new license application will be required.

If a new license is requested for the same facility, the Ministry will charge a fee for each visit (after the second visit) to the tourism accommodation facility for which a license is required.

1-3 Fee payment:

- Applicants will be informed of the financial fees (via the TLG portal) and will have up to (30) days to pay after receiving the notification. If payment is not received before the deadline, the application for a license will be canceled and the applicant will be notified.
- The fee for issuing a license is determined by the type of tourism accommodation facility and the requested period, as shown in the tables below:

Category	Number of rooms	Fee (in Saudi Riyals)		
Hotels Resorts Heritage hotels	License duration	One year	Two years	Three years
	500 +	12,500	17,500	22,500
	300-499	10,000	13,500	17,000

Hotel villas Temporary accommodation facilities	100-299	5,000	7,500	10,000
	1-100	2,500	3,750	5,000

Category	Number of rooms	Fee (in Saudi Riyals)	
Temporary accommodation facilities	License duration	Three months	Six months
	500 +	3,125	6,250
	300-499	2,500	5,000
	100-299	1,250	2,500
	1-100	625	1,250

Category	Number of units	Fee (in Saudi Riyals)		
Hotel apartments	License duration	One year	Two years	Three years
	71+	2,500	3,750	5,000
	31-70	2,000	3,000	4,000
	1-30	1,500	2,200	2,900

Category	Number of units	Fee (in Saudi Riyals)		
Serviced apartments and chalets	License duration	One year	Two years	Three years
	71-100	2,000	3,000	4,000
	31-70	1,500	2,250	3,000
	1-30	1,000	1,500	2,000

Category	Fee (in Saudi Riyals)						
Camps	License duration	Three months	Six months	Nine months	One year	Two years	Three years
		1,000	2,000	3,000	4,000	6,000	8,000

Category	Fee (in Saudi Riyals)						
Motels	License duration			One year	Two years	Three years	
	No fee						

Visit application (For each subsequent visit after the first two)	Fee (in Saudi Riyals)
	500

1-4 License issuance:

The license will be issued by the Ministry upon receipt of payment, and it will be valid for a period of (3) renewable years. The licensee can print out the license through the TLG portal (there is no service for issuing a replacement license).

- The license must be made known inside the tourism accommodation facility by being prominently displayed in areas that are open to the public, such as the reception area, or the entrance to the tourism accommodation facility.

- Provide a communication channel with the manager in charge of the tourism accommodation facility and display the Ministry's communication channels in the reception area.
- The license document is only issued to the licensed operator, and the latter is not permitted to allow another operator to operate the building or use the license without the Ministry's approval (license ownership transfer procedure).
- When promoting the tourism accommodation facility, whether through signs, publications, or online reservation systems, the licensee is required to use the trade name listed in the license.

Visit the Ministry's website at www.mt.gov.sa to view additional operation-related obligations, as well as the Tourism Accommodation Facility Regulations in the chapter on the licensee's obligations

Second: Classification issuance

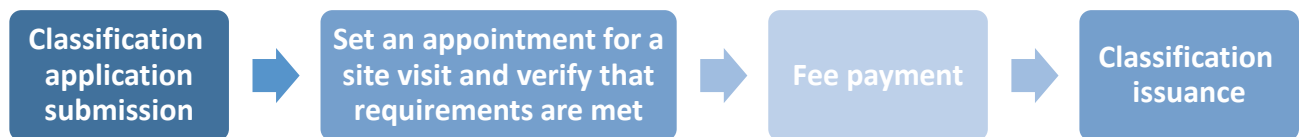
Service description

The procedures listed below must be followed when the licensee wants to classify the tourism accommodation facility within (180) days of the license grant, in accordance with the requested classification/grade:

Service duration

5 business days

Classification issuance - Service journey:



2-1 Classification application submission:

Visit the TLG portal and make sure you meet the following conditions and requirements:

1. Applicants must fill out the tourism accommodation classification application form with the required data.
2. The tourism accommodation facility must meet the classification requirements.
3. Before applying for the service, the licensee must ensure that all services are available in accordance with the requested classification. The classification criteria can be found on [the Ministry of Tourism's website | Saudi Arabia | Tourism Licenses \(mt.gov.sa\)](https://mt.gov.sa).
4. When the licensee chooses a specialized classification (boutique hotels - recovery hotels - 6-star category), the hotel classification criteria are applied first, followed by the specialized classification criteria.

2-2 Set an appointment for a site visit and verify that requirements are met:

The Ministry will verify that the applicant has met the requirements and set a date for a site visit to the tourism accommodation facility within (3) working days of the application's approval, as follows:

- 1- If there are any observations made during the site visit and the (180) day period has not expired, the following procedures must be followed:
 - The observations will be communicated to the license applicant, who will then have (30) working days from the notification date to address them.
 - If the observations are addressed before the expiration of the (30) day period, the licensee must notify the Ministry via the TLG portal and request that an appointment be set for a second visit that will take place within three (3) working days.

2- If it is discovered during the second visit that the observations have not been addressed or that the (180)-day deadline has passed, the licensee must be informed that it has one of the following options:

- A. The classification/rating due is granted based on the report of the last visit, provided that the investor accepts the result and pays the financial fee.
- B. The lower classification/rating on which the license grant was based.

2-3 Fee payment:

- Applicants will be informed of the financial fees (via the TLG portal) and will have up to (30) days to pay after receiving the notification. If payment is not received before the deadline, the application for a license will be canceled and the applicant will be notified.
- The value of the classification fee shall be determined according to the classification of the tourism accommodation facility specified in the application for classification issuance, as shown in the tables below:

Type of tourism accommodation facility	Classification	Fee (in Saudi Riyals)
Hotels Resorts Hotel villas Heritage hotels	5-star luxury	10,000
	5 stars	7,500
	4 stars	5,000
	3 stars	3,000
	2 Stars	No fees
Hotel apartments	5-star luxury	2,500
	5 stars	2,000
	4 stars	1,000
	3 stars	500
	2 Stars	No fee
Camps	5 stars	No fee
	4 stars	No fee
	3 stars	No fee
Serviced apartments	First class	No fee
	Economy	No fee
Visit application (For each subsequent visit after the first two)	Fee (in Saudi Riyals)	
	500	

2-4 Classification issuance:

The sub-license will be issued by the Ministry upon receipt of payment and will be valid for a period of (3) renewable years. The licensee can print out the license through the TLG portal, (there is no service for issuing a replacement license). After the license has been issued, the licensee shall abide by the following:

- The classification certificate must be made known inside the tourism accommodation facility by being prominently displayed in areas that are open to the public, such as reception area, or the entrance to the tourism accommodation facility.
- The licensee must deliver services in accordance with the Ministry's classification and may not discontinue any of the services for which the classification was granted without consulting the Ministry.
- When advertising on the facility's websites or other online media, the licensee must specify the classification by the Ministry.

Visit the Ministry's website at www.mt.gov.sa to view additional operation-related obligations, as well as the Tourism Accommodation Facility Regulations in the chapter on the licensee's obligations

Third: License and classification certificate renewal

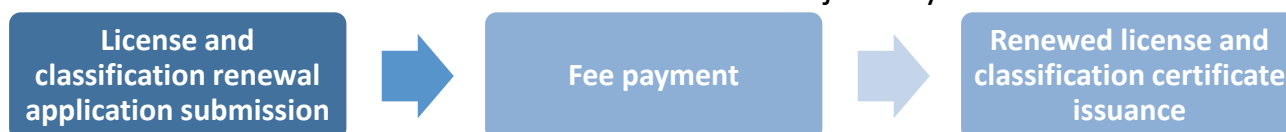
Service description

The following procedures are required when the licensee wants to renew the license for travel and tourism services within (60) days before the license expires:

Service duration

Instant

License and classification certificate renewal - Service journey



3-1 License and classification renewal application submission:

The system will notify the licensee of the impending expiration of the license (60) days before the license and classification expire, and of the financial fee required to renew the license and classification.

3-2 Fee payment:

- Applicants will be informed of the financial fees (via the TLG portal) and will have up to (60) days to pay after receiving the notification. If payment is not received before the deadline, the license renewal application will be canceled, and the applicant will be notified.
- The following tables show the value of the license renewal fee and the classification certificate based on the type, category, or grade of the tourism accommodation facility:

• Category	Number of rooms	Fee (in Saudi Riyals)		
Hotels Resorts Heritage hotels Hotel villas Temporary accommodation facilities (years)	License duration	One year	Two years	Three years
	500 +	5,000	10,000	15,000
	300-499	3,500	7,000	10,500
	100-299	2,500	5,000	7,500
	1-100	1,250	2,500	3,750
Category	Number of rooms	Fee (in Saudi Riyals)		
Temporary accommodation facilities (months)	License duration	One year	Two years	Three years
	500 +	1,250	2,500	3,750
	300-499	875	1,750	2,625
	100-299	625	1,250	1,875
	1-100	312	625	937

Category	Number of units	Fee (in Saudi Riyals)		
Hotel apartments	License duration	One year	Two years	Three years
	71+	1,250	2,500	3,750
	31-70	1,000	2,000	3,000
	1-30	700	1,400	2,100

Category	Number of units	Fee (in Saudi Riyals)		
Serviced apartments and chalets	License duration	One year	Two years	Three years
	71-100	2,000	3,000	4,000
	31-70	1,500	2,250	3,000
	1-30	1,000	1,500	2,000

Category	Fee (in Saudi Riyals)			
Camps	License duration	One year	Two years	Three years
		2,000	4,000	6,000

Category	Fee (in Saudi Riyals)			
Motels	License duration	One year	Two years	Three years
	No fee			

3-3 License and classification renewal:

After paying the fees, the Ministry will issue the renewed license and classification certificate, which will be valid for (3) years from the previous expiry date. The licensee can print it through the TLG portal.

Fourth: Classification amendment

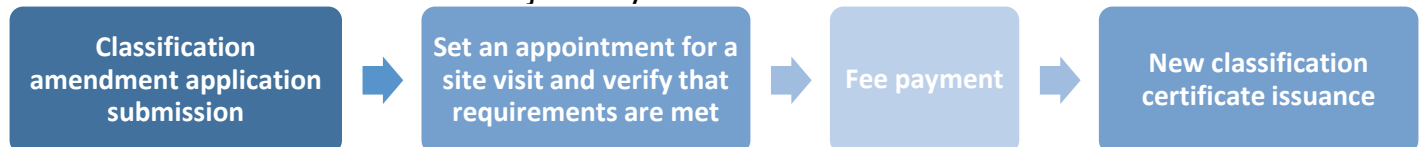
Service description

When the licensee wishes to modify the classification of the tourism accommodation facility and increase its rating, the following steps must be taken:

Service duration

5 business days

Classification amendment - Service journey:



4-1 Classification amendment application submission:

Visit the TLG portal and make sure you meet the following conditions and requirements:

- 1- Applicant must fill out the license renewal form with the required data.
- 2- The license and classification must be valid, with at least (60) days left on their validity period.
- 3- The tourism accommodation facility must fulfill the classification requirements for the relevant category.
- 4- Applicants must guarantee the accuracy of the information provided.

4-2 Set an appointment for a site visit and verify that requirements are met:

The Ministry will verify that the applicant has met the requirements and set a date for a site visit to the tourism accommodation facility within three (3) working days of the application's approval, as follows:

1. If, during the field visit, it is found that the requirements for the intended classification are not met, the licensee shall be notified of the observations and given (30) days to comply.
2. When the requirements are met by applicants, an appointment is arranged within (3) days to verify their completeness .
3. If the requirements are not met within (30) days, the application will be canceled.

4-3 Fee payment:

- Applicants will be informed of the financial fees' total amount (via the TLG portal) and will have up to (30) days to pay after receiving the notification. If payment is not received before the deadline, the classification modification application will be canceled, and the applicant will be notified.
- The financial fee for amending the classification is detailed in the following tables:

Type of tourism accommodation facility	Classification	Fee (in Saudi Riyals)
Hotels Resorts Hotel villas Heritage hotels	5-star luxury	7,500
	5 stars	5,000
	4 stars	3,500
	3 stars	2,000
	2 Stars	No fees
Hotel apartments	5-star luxury	500
	5 stars	500
	4 stars	No fee
	3 stars	No fee
	2 Stars	No fee
Camps	5 stars	No fee
	4 stars	No fee
	3 stars	No fee
Serviced apartments	First class	No fee
	Economy	No fee
Visit application (for each subsequent visit after the first two)	Fee (in Saudi Riyals)	
	500	

4-4 Amended classification printing:

After paying the fees, the Ministry issues a classification certificate based on the new classification, with the same expiry date as the certificate issued before the service. The licensee may print it through the TLG portal after paying the costs.

Fifth: Temporary closure of a facility

Service description

When the licensee intends to temporarily close all or part of the tourism accommodation facility, the following steps must be taken:

Service duration

Instant

Temporary closure - Service journey:



5-1 Temporary closure application submission:

Visit the TLG portal and make sure you meet the following conditions and requirements:

1. Applicants must fill in the tourism accommodation facility temporary closure application form with the required data and specify the type of closure.
2. Determine the causes for the facility's temporary closure (such as renovations, periodic maintenance of the building).
3. The closure term should not exceed the license's expiration date.
4. Applicants must agree to the undertakings upon request submission.

5-2 Facility status approval:

- The application is approved electronically, and the TLG portal license record is updated.
- During the closure, the licensee must comply with the following:
 1. Notify the Ministry upon reopening the temporarily closed facility and update the facility's status on the TLG portal.
 2. Announcing the closure period and naming the facilities that will be temporarily closed to tourists on the website and online booking platforms where services are available, to inform tourists before booking (This is not the case when rooms are closed).
 3. There must be no obligations throughout the closure period. If the Ministry finds that obligations exist, they must be addressed prior to submitting the application.

Sixth: License ownership transfer

Service description

When the licensee wants to transfer the ownership of the license and the classification to another party, the following steps must be taken:

Service duration

Instant

License ownership transfer - Service journey:



6-1 License ownership transfer application submission:

- Visit the TLG portal and make sure you meet the following conditions and requirements:
 - 1- The licensee must fill in the application form for the transfer of classification and license ownership and the required data.
 - 2- The license to be transferred must have at least (60) days of remaining validity.
 - 3- The new license holder must have an account on the TLG portal.
 - 4- The new license holder must meet the licensing requirements and conditions.
- After completing the form, the licensee shall notify the new license holder through the portal so it can accept the request to transfer license ownership, which could result in the following cases:
 1. If the new license holder accepts the request, the application will move to the next stage, i.e. the requirement fulfillment verification.
 2. In case the new owner rejects the application, the licensee must be notified.

6-2 Requirement fulfillment verification:

The Ministry will verify that the new license holder has met the requirements, and the validity of the licenses submitted and issued by the relevant authorities cannot be less than (30) days.

6-3 Fee payment:

- The new license holder will be informed of the financial fees' total amount (via the TLG portal) and will have up to (30) days to pay after receiving the notification. If payment is not received before the deadline, the classification and license ownership transfer application will be canceled, and the applicant will be notified.
- The following tables show the value of the license ownership transfer fee and the classification certificate, based on the type of the tourism accommodation facility:

	Hotels	Resorts	Heritage hotels	Hotel villas	Temporary accommodation facility
Fee (in Saudi Riyals)	500	500	500	500	500
	Serviced apartments	Hotel apartments	Motels	Chalets	Camps
Fee (in Saudi Riyals)	500	500	500	500	500

6-4 License issuance:

After the fees are paid, the license and classification certificate will be issued to the new owner according to their remaining validity period. They may be printed from the TLG portal. The licensee must adhere to the following:

1. Provide the service in accordance with the type of license and classification.
2. Execute the reservations agreed upon by the previous licensee prior to classification and license ownership transfer.

Seventh: License data amendment

Service description

When the licensee wishes to amend the license data (commercial register number, trade name, trademark) the following steps must be taken:

Service duration

One business day

License data amendment - Service journey:



7-1 License data amendment application submission:

Visit the TLG portal and make sure you meet the following conditions and requirements:

- 1- Applicants must fill out the license data amendment service with the required data based on the requested change, whether in the information of the tourism accommodation facility commercial register, commercial name, brand, or location.
- 2- The commercial register must be valid in case a request is submitted to amend its data (shall include the activity name and ISIC code).
- 3- The brand shall be approved by SAIP, in case an addition or amendment request is submitted.
- 4- Applicants must agree to the undertakings.

7-2 Requirement fulfillment verification:

The Ministry will verify if the requirements have been met, focusing on the following:

- 1- The license holder's identity and the trade name will be verified in the event that the commercial register to which the license is connected is changed.
- 2- The verification of the commercial register number is required in the event that the trade name associated with the license changes.
- 3- When adding a trademark, it must be verified that a certificate approved by the Saudi Authority for Intellectual Property is attached.

7-3 License issuance after data amendment:

After payment of the fee, the new license will be issued with the same pre-service license expiry date. The license can be printed out through the TLG portal with adherence to the following:

- Change the external nameplate to correspond with the required amendments.
- Updating data and information on the website and online reservation platforms of the facility.
- Changing the facility's publications and documents to correspond with the trade name and trademark.

Eighth: Data update

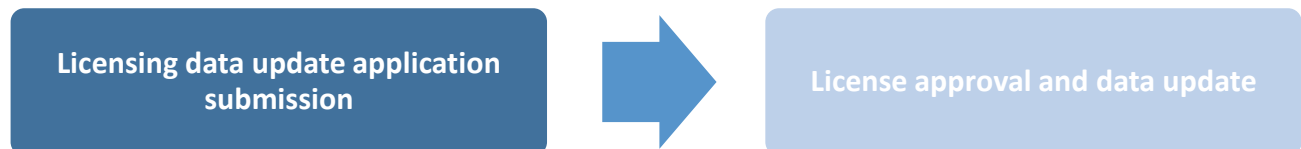
Service description

When the licensee wishes to update the contact information and replace the representative of the establishment at the Ministry to ensure communication with the latter and receipt of official notifications, the following steps must be taken:

Service duration

Instant

Data update - Service journey:



8-1 Licensing data update application submission:

Visit the TLG portal and make sure the following conditions and requirements are met:

- 1- Applicants must complete the licensee data update application form and update the facility's following data:
 - Contact information for the tourism accommodation facility, phone number/e-mail.
 - Change the name and contact details of the establishment's representative at the Ministry.
- 2- Applicants must make sure all added or modified information is correct and must take responsibility for such modifications.

8-2 License approval and data update:

After approving the application, the Ministry will update the facility's data, and it will be used if the licensee requests communication.

Ninth: Permanent closure of part of a facility

Service description

If the licensee wishes to permanently close part of the tourism accommodation facility, the following steps must be taken:

Service duration

Instant

Permanent closure of part of a facility - Service journey:



9-1 Permanent closure of part of a facility application submission:

When a licensee wishes to permanently close part of a facility, it must file an application through the TLG portal in accordance with the following conditions and requirements:

1. Applicants must fill in the application form for the permanent closure of part of a facility with the required data.
2. Explain the causes of the permanent closure of part of a facility.
3. The partial permanent closure should not be a requirement or condition of the license or classification.

9-2 Requirement fulfillment verification:

The Ministry verifies that the closure does not breach the requirements or conditions under which the license or classification was granted, as follows:

1. In the event that the closure is in accordance with the requirements and conditions upon which the license was granted, the application will be rejected.
2. In the event that the closure is due to the requirements and conditions upon which the classification was granted, the application will be rejected and the licensee will be referred to the classification amendment service.

9-3 License approval and data update:

The application is approved electronically, and the TLG portal license record is updated.

Tenth: License Cancellation

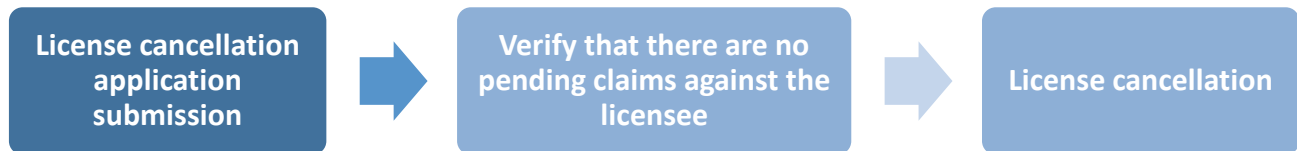
Service description

When the licensee wishes to stop practicing accommodation services for tourists for a fee and cancel the license, the following must be observed:

Service duration

Instant

License cancellation - Service journey:



10-1 License cancellation application submission:

When a licensee wishes to cancel the license, stop operation of the tourism accommodation facility, and permanently close it, it must file an application through the TLG portal in accordance with the following conditions and requirements:

- 1- Applicants must fill in the application form for the tourism accommodation facility license cancellation with the required data.
- 2- Applicants must also pledge to:
 - 1- The accuracy of the information provided.
 - 2- Stop engaging in the practice and remove any ads for the facility from websites and online booking platforms.

10-2 Verify that there are no pending claims against the licensee:

The Ministry will make sure applicants have no outstanding debts and have settled any and all legal disputes, including the payment of fines and damages, if applicable.

10-3 License cancellation:

Applicants are notified of the license cancellation and the Tourism Accommodation Facilities record in the TLG portal.

- After the Ministry agrees to cancel the license, the applicant will be notified of the license cancellation. He shall adhere to the following:
 - 1 Not engaging in the activities of the tourism accommodation facility after cancellation.
 - 2 There should be no advertisements for the canceled office on the website, official communication accounts, or electronic platforms where services are provided.