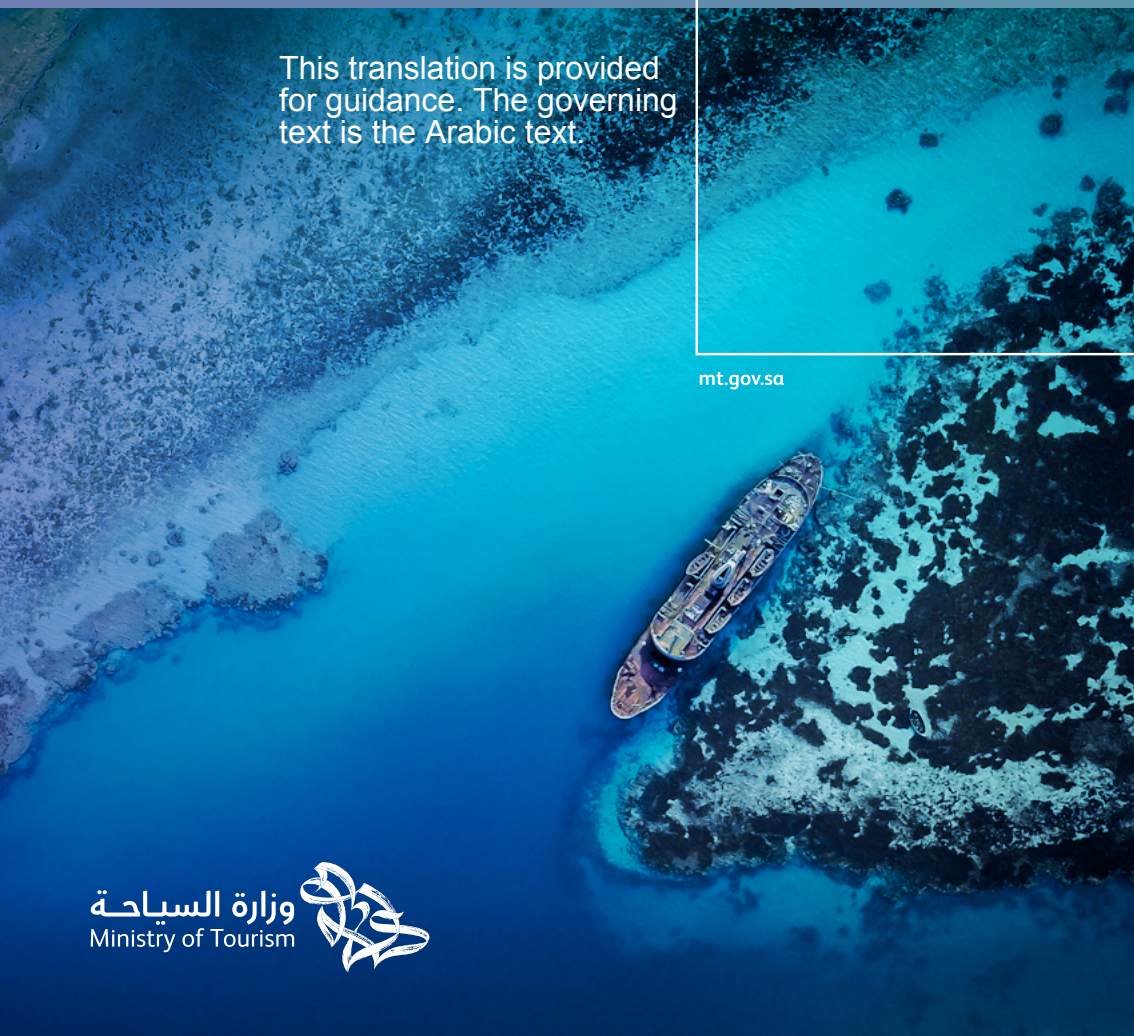
Regulations
for Tourism Consultations

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

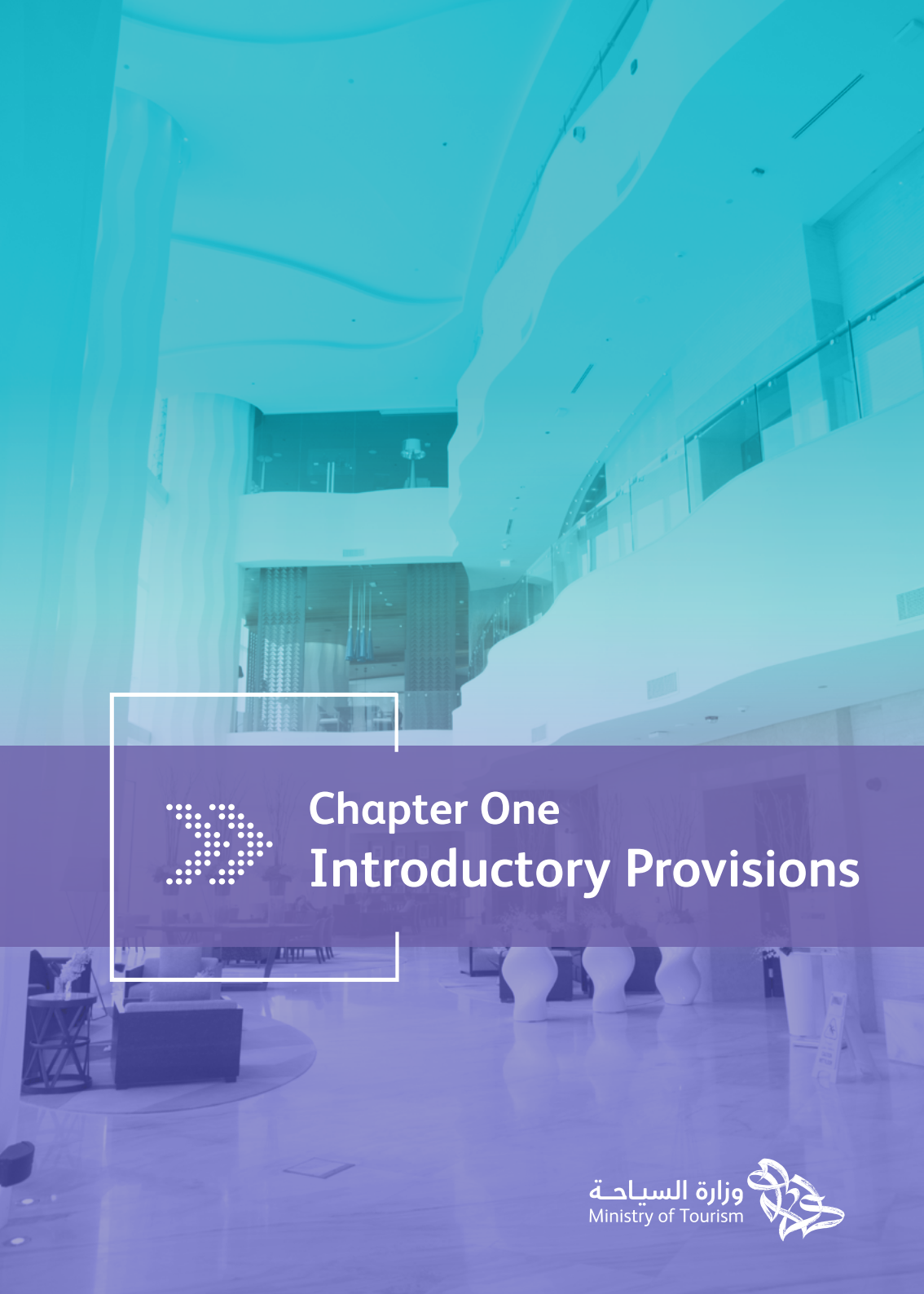
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وزارة السياحة
Ministry of Tourism

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Chapter One
Introductory Provisions

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Article 1

In these Regulations, the following terms and phrases shall have the meanings assigned thereto, unless the context requires otherwise:

- **Law:** Tourism Law
- **Regulations:** Regulations for Tourism Consultations.
- **Ministry:** Ministry of Tourism.
- **Minister:** Minister of Tourism.
- **Tourism Consultations:** To provide opinions, advice, studies, recommendations and the like, which are based on scientific and practical experiences, on tourism activities.
- **License:** A document issued by the Ministry enabling its holder to practice the activity of tourism consultations.
- **Licensee:** Any person with a natural or legal capacity who has obtained a license from the Ministry in accordance with the Law.
- **Tourism Consultation Office:** A place through which a licensee practices the activity of tourism consultations, be it an office or a website.
- **Head Office:** A tourism consultation office through which a licensee's branch office is managed and regulated.
- **Branch Office:** A tourism consultation office that administratively and organizationally reports to the head office.
- **Procedural Guide:** A document that includes instructions, guidelines, criteria, or the like, to specify in detail the procedures complementary to these Regulations, in accordance with the provisions of the Law and its Regulations.
- **Official Address:** The address registered in the license, the national address, or the contact information of the activity practitioner, whatever their types, as obtained by the Ministry.

Article 2

These Regulations set up rules for regulating the activity of tourism consultations, and specify controls, conditions, requirements, and procedures for obtaining a license as required for the practice of said activity, as well as the ongoing obligations to be met, and the general provisions.



Chapter Two
License

وزارة السياحة
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Article 3

A tourism consultation activity may not be practiced without obtaining a license, nor after the expiry or cancellation of said license or during its suspension period.

Article 4

Licensing a tourism consultation activity shall be divided into two types:

1. Individual license; and
2. Office license.

The classes of the two types of licensing shall be issued pursuant to a decision of the Minister or his designee. This decision shall specify the academic qualifications and practical experience required for each class, its scope, and the mechanisms of its implementation. The decision shall be published on the official website of the Ministry and shall take effect as of the date of its publication.

Article 5

Any person applying to the Ministry for an individual license shall satisfy the following conditions:

1. Be a Saudi national;
2. Be allowed to practice the tourism consultation activity in accordance with relevant laws and regulations;
3. Hold the academic degree and possess the practical experience specified for the required class;

The applicant shall fill out the license application form prepared by the Ministry.

Article 6

Any person applying to the Ministry for an office license shall satisfy the following conditions:

1. A valid commercial register providing for the activity of tourism consultations;
2. A valid license from the Ministry of Municipal and Rural Affairs and Housing, or the competent authority, as the case may be, or an authentication of the website for that person who provides the service only electronically;
3. Proof of practical experience for the required class;
4. Official data of the applicant and his representative in dealing with the Ministry in relation to the activity, if any, and office data; and
5. Proof of the right to use the trademark, if any.

The applicant shall fill out the license application form prepared by the Ministry.

Article 7

The Ministry shall issue the license upon the applicant's fulfillment of the requirements set forth in Article 5 or Article 6 of these Regulations, his payment of the license fees in accordance with the Fees Schedule attached to these Regulations.

Article 8

1. The license shall contain the licensee's data, license type and class, issuance and expiry dates of the license, and any other information specified by the Ministry.
2. The validity period of the license shall not exceed three years, and shall be renewable.

Article 9

Each branch office shall obtain an independent license; said license shall be of the same class as that of the head office.

Article 10

1. 1. A licensee shall, in the event of intending to renew the license, apply to the Ministry within 60 days prior to its expiration, and shall satisfy the conditions required for renewal as follows:
   a. Meet the requirements set forth in Article 5 or Article 6 of these Regulations, as per the license type;
   b. Pay the required fees in accordance with the Fees Schedule attached to these Regulations.
2. 2. Upon fulfillment of the provisions of Paragraph 1 of this Article, the Ministry shall issue the renewed license, which shall take effect from the date of expiry of the previous license for a period not exceeding three years.

Article 11

The licensee shall obtain the Ministry's approval and shall pay the required fees in accordance with the Fees Schedule attached to these Regulations, if any, prior to carrying out any of the following:

1. Closure of the tourism consultation office, whether on a temporary basis, or on a permanent basis for suspension of the activity practice and revocation of license, provided that the office notifies all persons affected by such closure, and terminates all existing obligations during the closure period;
2. Permanent or temporary closure of the tourism consultation office and revocation of individual license, provided that all persons affected by such closure are notified, and all existing obligations during the closure period are terminated;
3. Change of the location of the tourism consultation office; and/or
4. Cancellation or amendment of the commercial register, trade name, or trademark, including changing same on the website or the external sign of the tourism consultation office.

Article 12

The licensee shall, upon cancellation of the license of the head office while retaining a license for a branch office affiliated with said office, carry out the following:

1. Name an alternative head office – within a period not exceeding 15 days from the date of cancellation – that meets all the requirements set forth in these Regulations in the event that the cancellation is based on the provisions of the Law and its Regulations; and
2. Name an alternative head office that meets all the requirements set forth in these Regulations in the event that the cancellation was at its request, prior to license cancellation.



Chapter Three
Exemptions

وزارة السياحة
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Article 13

The Minister, or his designee, may issue exemptions from the requirement set forth in Article 5(3) and Article 6(3) of these Regulations, as the case may be, pursuant to the following considerations:

1. The tourism sector's needs;
2. The applicant for license possesses distinguished qualifications, abilities, skills, or experiences;
3. Any other considerations approved by a decision of the Minister.



Chapter Four
Ongoing Obligations

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Article 14

The licensee shall:

1. Comply with the license requirements throughout its validity period;
2. Provide services as prescribed in the license;
3. Prevent other persons from using its license;
4. Abide by the decisions, instructions and circulars issued by the Ministry;
5. Allow inspectors to perform their duties as set forth in the Law and its Regulations, and cooperate with them and facilitate their work;
6. Avoid using the Ministry's name or logo in any promotional or marketing activity, except after obtaining its approval; and
7. Respond to the Ministry on a continuous basis through the licensee or the representative of the tourism consultation office.

Article 15

To ensure the quality of the service provided, the licensee shall carry out the following:

1. Indicate the basic data specified in the license, as follows:
   a. Keep the license posted in a conspicuous place in the tourism consultation office;
   b. Include the licensee's name or trade name, and license number and class on all its electronic pages and websites;
   c. Indicate the licensee's name or trade name, and license number and class on all official documents, papers and publications, in addition to the trademark, if any.
2. Decline to use an expired license;
3. Use the data and information in the license on an as-is basis in all dealings;
4. Apply the general health rules and conditions to the tourism consultation office and all services provided thereby, and to employees therein;
5. Ensure that workers at the tourism consultation office maintain personal hygiene and good appearance;

6. Maintain general cleanliness in all fixtures at the tourism consultation office;
7. Use the Arabic or English languages, and the Hijri and Gregorian calendars, in all official dealings and publications, and answer phone calls and respond to e-mails as per the client's wish;
8. Ensure the employment of a unified management and clear administrative structure for all departments in the office license;
9. Notify persons whose contracts will be valid pursuant to the contracts concluded with them during the temporary closure period of the procedures to be taken with them, without prejudice to their rights contained in such contracts;
10. Avoid declining to provide services without legally acceptable reasons;

Article 16

To ensure the integrity of the information and data provided, the licensee shall:

1. Provide the Ministry, upon its request, with any information or data by any means it deems appropriate and within the period it specifies;
2. update the data in the Ministry's electronic system immediately in the event of any change; and
3. keep a copy of the contracts, correspondence, documents and other papers related to the provision of tourism consultation for a period of no less than one year.

Article 17

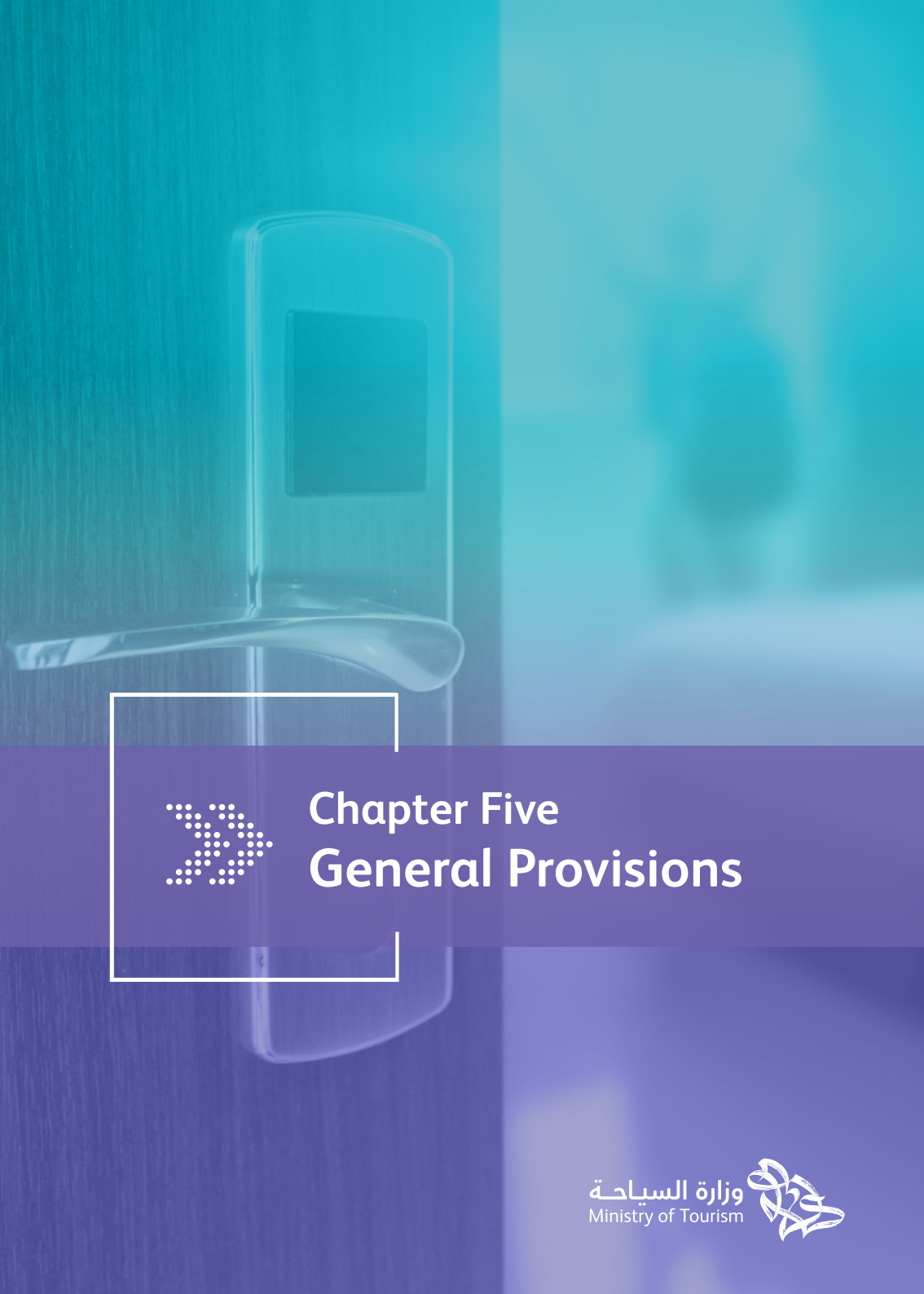
To ensure the efficiency of its employees, the licensee, as the case may be, shall carry out the following:

1. Ensure that the manager, unless he is registered as a manager in the licensed commercial register, possesses the necessary powers to manage the activity, and that he satisfies the following conditions and qualifications:

   a. An academic qualification of not less than a bachelor's degree in one of the following specializations: hotels, hospitality, tourism, or management, with at least three years of practical experience in his relevant field, or an academic qualification of not less than a bachelor's degree in any other specialization, with at least five years of practical experience in the field of hotels and tourism.

   b. Spoken and written fluency in both Arabic and English languages.

2. Ensure that the staff, including heads of departments, units, and administrations, and employees directly in contact with clients, are qualified and that they hold certificates of specialized training programs in their field of work;.
3. Register the data of all employees (personal data, qualifications, experience, etc.) with the Ministry, and update such data in case of any deletion or addition, as per the changes that may occur, within a period not exceeding three months.
4. Abide by the instructions issued by the Ministry, based on joint coordination between the Ministry and the competent authorities, with regard to work controls, and implement administrative and specialized training plans for employees.



Chapter Five
General Provisions

وزارة السياحة
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Article 18

1. A person practicing a tourism consultation activity shall be subject to inspection in accordance with the Law, Regulations and procedural guides set by the Ministry for this purpose.
2. Penalties shall be implemented against any violation of the provisions of the Law and its Regulations in accordance with the Schedule of Violations and Penalties referred to in Article 16(5) of the Law.

Article 19

Without prejudice to relevant laws, the Ministry may seek the assistance of specialized technical companies or agencies to carry out certain tasks entrusted thereto under the Law and its Regulations, provided that they have sufficient trained technical personnel and experience as per the tasks assigned thereto as determined by the Ministry, in accordance with the provisions of the Law and its Regulations.

Article 20

The procedural guides required to implement the provisions of these Regulations shall be issued pursuant to a decision of the Minister or his designee, upon the recommendation of the Ministry, and shall be updated in the same manner. These guides shall be published on the Ministry's official website, and shall enter into force as of the date of publication thereof.

Article 21

The Ministry may coordinate with the competent authority to provide the Ministry with reports, information and data prepared by said authority pursuant to its review or study of the financial statements of the entities licensed to practice the activity of tourism consultation, in accordance with the provisions of Article 9(3) of the Law.

Article 22 Any correspondence sent by the Ministry to the practitioners of tourism consultation activity at their official addresses shall be deemed an official notification.

Article 23 These Regulations shall be issued pursuant to a decision of the Minister. They shall be published in the Official Gazette and shall enter into force as of the effective date of the Law.

Fees Schedule for the Activity of Tourism Consultations

Service	License Type	License Duration		
		One Year	Two Years	Three Years
		Fees (SAR)		
License Issuance	Individuals	750		
	Offices	4,000	6,500	9,000

Service	License Type	License Duration		
		One Year	Two Years	Three Years
		Fees (SAR)		
License Renewal	Individuals	No fees		
	Offices	2,500	5,000	7,500

الخدمة	License Duration		
	One Year	Two Years	Three Years
	Fees (SAR)		
License Issuance for Branch Office	1,000	2,000	3,000

Service	Fees (SAR)
Change Office Location	400
Change Commercial Register or Trademark (Offices)	No fees
Temporary Closure	No fees
License Cancelation	No fees


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