

# User Manual for Companies Registration



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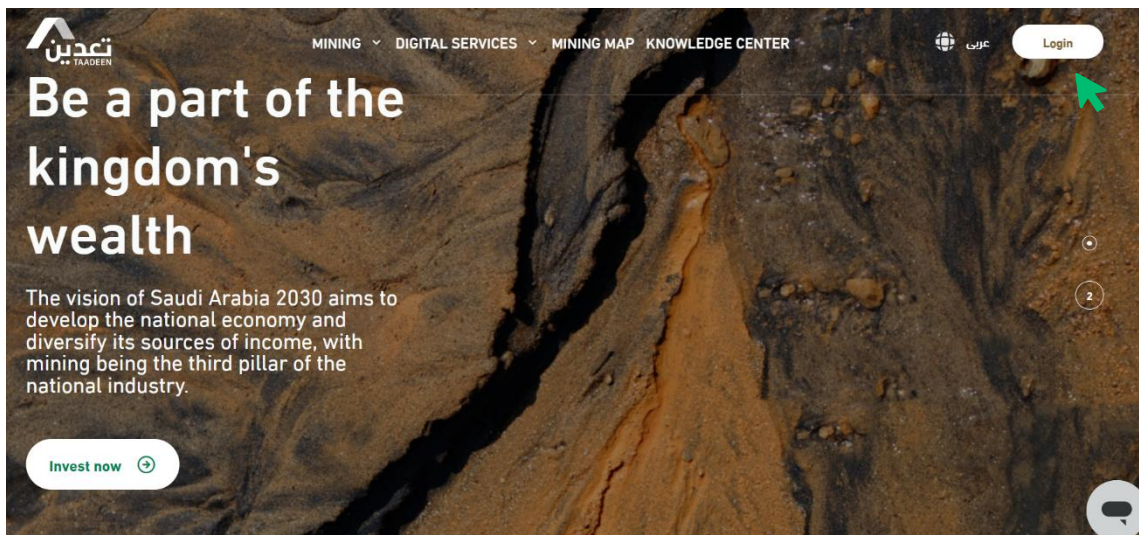
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### Service Description:

A service that enables investors (companies) to register a new account on Taadeen Platform. The individuals authorized to register the company profile and authorize on Taadeen Platform will be based on the following list in the Unified commercial register (in order): Director, Business Owner, Executive Director, CEO, Chairman of the Board, Chairman of the Board of Directors.

### Steps to Access the Service:

1. The individuals authorized can visit Taadeen Platform [Taadeen](https://taadeen.gov.sa) and click on "Login" option.



2. Choose "Company" then login to "National Information Center".


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## Create Account

☐ Individual ☒ Company

**National Information Center**

Dear customer..you can log in using the username and password used in the unified national access platform..in order to benefit from the electronic services provided by the ministry..



**NIC**  
مركز المعلومات الوطني  
National Information Center

Or

Already have an account? [Login](#)

3. Enter your ID Number / Iqama.

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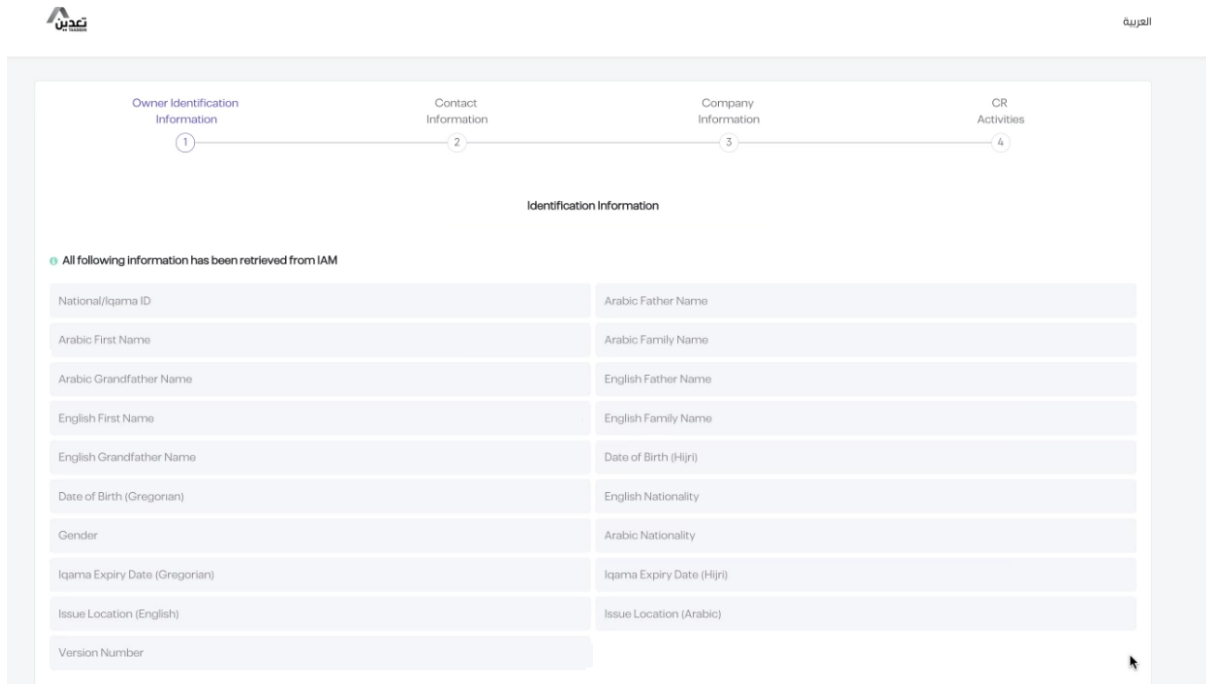
## Login

ID Number / Iqama

54

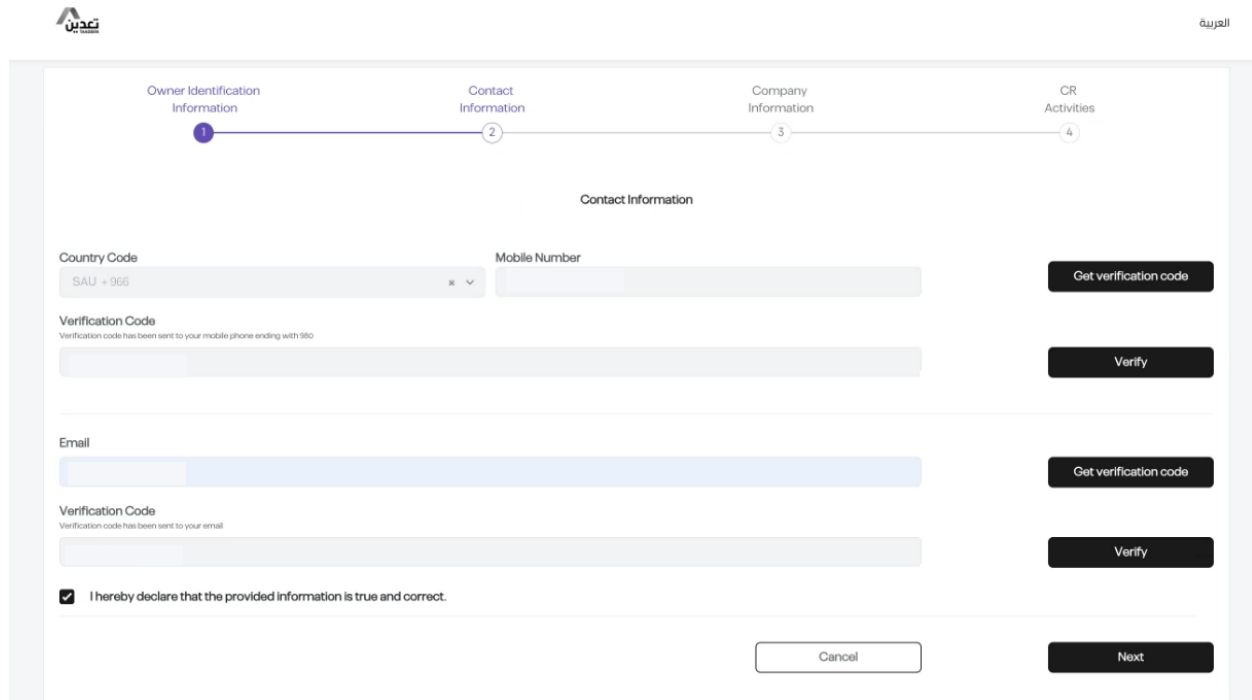
[Waiting for approval](#)

You will then proceed to screen "Identification Information" to read only, then click on "Next" button.



Identification Information	
All following information has been retrieved from IAM	
National/Iqama ID	Arabic Father Name
Arabic First Name	Arabic Family Name
Arabic Grandfather Name	English Father Name
English First Name	English Family Name
English Grandfather Name	Date of Birth (Hijri)
Date of Birth (Gregorian)	English Nationality
Gender	Arabic Nationality
Iqama Expiry Date (Gregorian)	Iqama Expiry Date (Hijri)
Issue Location (English)	Issue Location (Arabic)
Version Number	

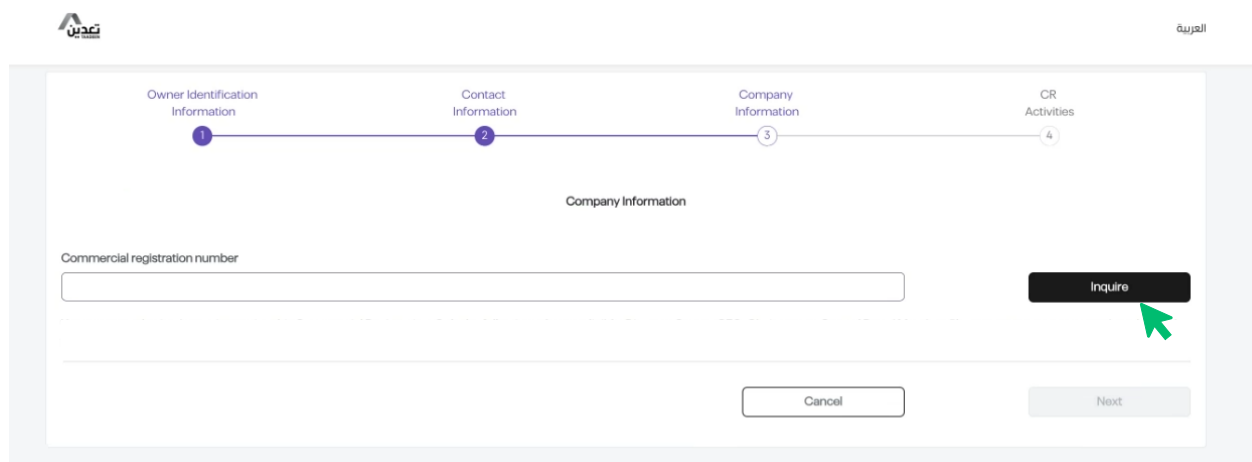
4. Enter the "Mobile Number" and "Email" then "Approval of the declaration".



The screenshot shows the 'Contact Information' step of the registration process. At the top, a progress bar indicates four steps: 1. Owner Identification Information, 2. Contact Information (current step), 3. Company Information, and 4. CR Activities. The main form area is titled 'Contact Information' and contains the following fields and buttons:

- Country Code:** A dropdown menu showing 'SAU + 966'.
- Mobile Number:** A text input field.
- Get verification code:** A button to request a verification code.
- Verification Code:** A text input field with a note: 'Verification code has been sent to your mobile phone ending with 980'.
- Verify:** A button to verify the mobile number.
- Email:** A text input field.
- Get verification code:** A button to request a verification code.
- Verification Code:** A text input field with a note: 'Verification code has been sent to your email'.
- Verify:** A button to verify the email.
- Declaration:** A checkbox labeled 'I hereby declare that the provided information is true and correct.' which is checked.
- Cancel:** A button at the bottom right.
- Next:** A button at the bottom right.

5. after that you will enter the "Unified Commercial Registration Number" then click on



The screenshot shows the 'Company Information' step of the registration process. At the top, a progress bar indicates four steps: 1. Owner Identification Information, 2. Contact Information, 3. Company Information (current step), and 4. CR Activities. The main form area is titled 'Company Information' and contains the following fields and buttons:

- Commercial registration number:** A text input field.
- Inquire:** A button to check the registration number, with a green arrow pointing to it.
- Cancel:** A button at the bottom right.
- Next:** A button at the bottom right.

"Inquire".






After inquiring, "CR Activities" will appear for read only then click on "Next" button.

CR Activities

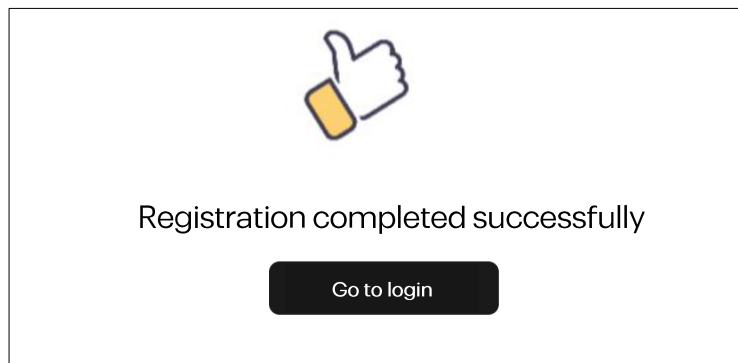
All following information has been retrieved from MC

ISIC name	ISIC Code
ISIC name	ISIC Code
ISIC name	ISIC Code
ISIC name	ISIC Code

Previous Next



Then a message will appear "Registration completed successfully".





Thank you