

User Manual for Companies Registration



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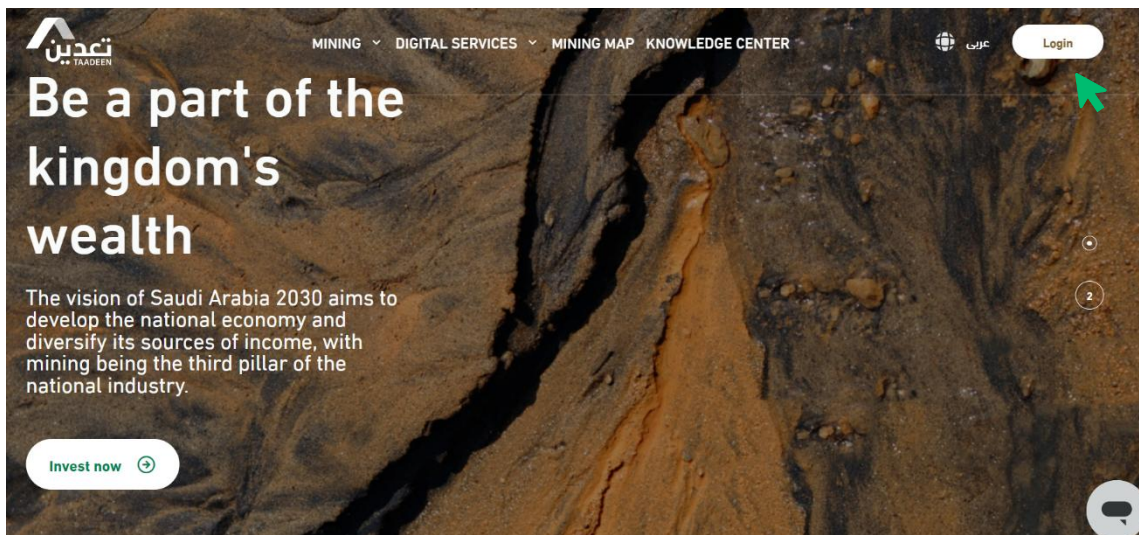
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Service Description:

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://www.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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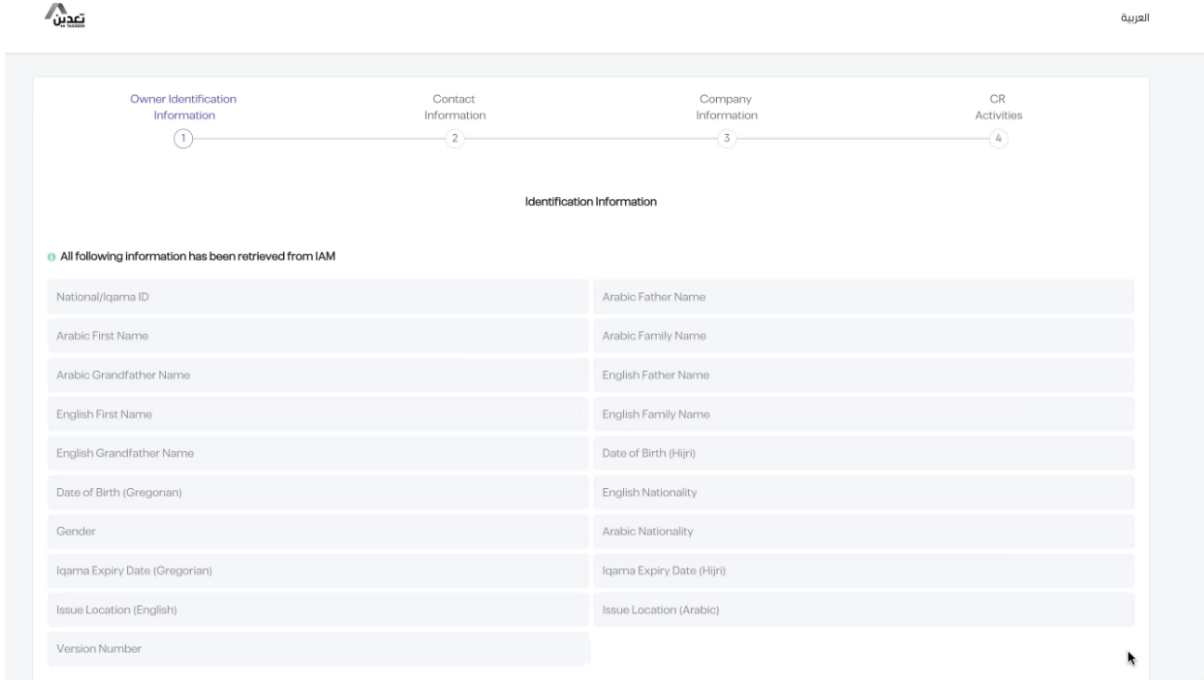
Login

ID Number / Iqama

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 Waiting for approval

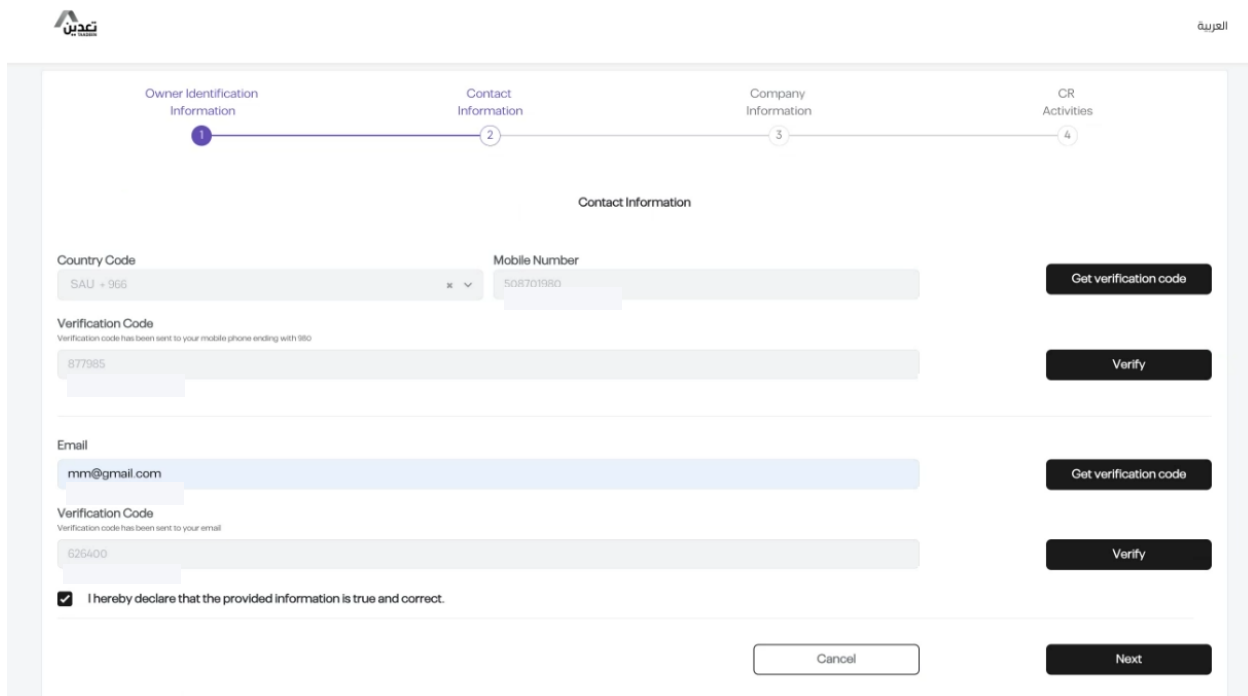
You will then proceed to screen "Identification Information" to read only, then click on "Next" button.



The screenshot shows the "Identification Information" screen. At the top, there is a progress bar with four steps: 1. Owner Identification Information, 2. Contact Information, 3. Company Information, and 4. CR Activities. Below the progress bar, the title "Identification Information" is centered. A message states: "All following information has been retrieved from IAM". Below this message is a table with two columns and ten rows of information:

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	

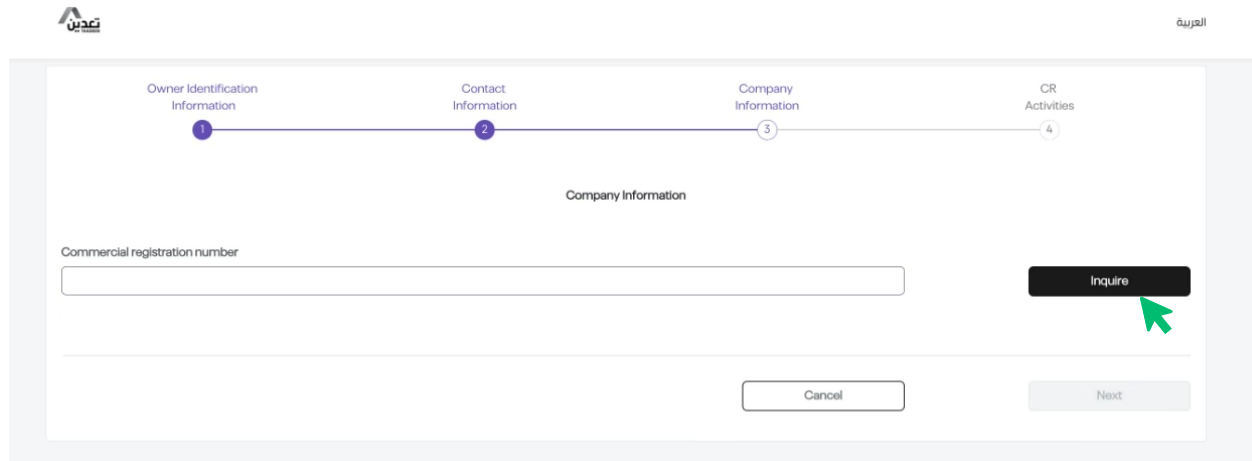
4. Enter the "Mobile Number" and "Email" then "Approval of the declaration".



The screenshot shows the "Contact Information" screen. At the top, there is a progress bar with four steps: 1. Owner Identification Information, 2. Contact Information, 3. Company Information, and 4. CR Activities. Below the progress bar, the title "Contact Information" is centered. The form contains the following fields and buttons:

- Country Code:** A dropdown menu showing "SAU + 966".
- Mobile Number:** A text input field containing "508701980".
- Get verification code:** A button next to the mobile number field.
- Verification Code:** A text input field containing "877985".
- Verify:** A button next to the verification code field.
- Email:** A text input field containing "mm@gmail.com".
- Get verification code:** A button next to the email field.
- Verification Code:** A text input field containing "626400".
- Verify:** A button next to the verification code field.
- Declaration:** A checkbox labeled "I hereby declare that the provided information is true and correct." which is checked.
- Cancel:** A button at the bottom center.
- Next:** A button at the bottom right.

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



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Owner Identification Information 1

Contact Information 2

Company Information 3

CR Activities 4

Company Information

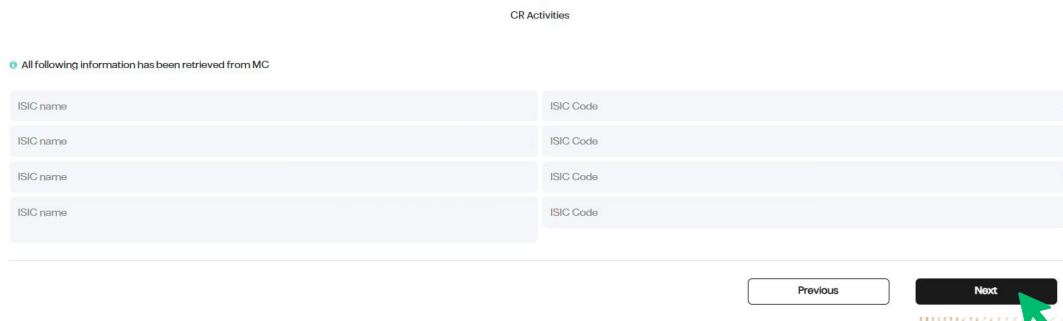
Commercial registration number

Inquire

Cancel

Next

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



CR Activities

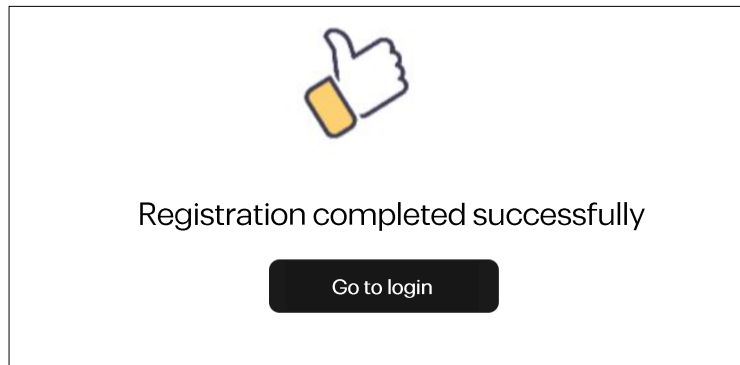
All following information has been retrieved from MC

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