

General Commission for Audiovisual Media (GCAM) Licensing – Standard Operating Procedure (SOP) Manual

April 2019

This document is a consolidated pack of SOPs designed by GCAM as part of the Regulatory Framework Detailing & Implementation project

Contents

1	Version Control	4
2	Purpose of the Document	5
3	Process Model Shapes Definition.....	6
4	Abbreviations & Definitions	8
5	Process Details.....	9
5.1	Process Hierarchy	9
5.2	Process Description & Owner	10
5.3	Issue License – Category A	15
5.4	Issue License – Category B	29
5.5	Issue License – Category C	45
5.6	Issue License – Category D	60
5.7	Renew License.....	82
5.8	Transfer License	97
5.9	Cancel License....	113
5.10	Issue NOC.....	125
5.11	Cancel NOC.....	137
6	Support Documents & Forms – Structure & Description	146
6.1	Application Forms	146
6.2	Check-List.....	146
6.3	License Application Report	147
6.4	Inspection Form (Category C).....	148
6.5	Data Request	148
6.6	Resource Allocation & Monitoring	149
7	Appendix I – Support Documents & Forms - Detail	150
7.1	Application Forms & Checklists	150
7.2	License Application Report	255
7.3	Inspection Form (Category C).....	258
7.4	Data Request	262

7.5 Resource Allocation & Monitoring	264
8 General Assumptions	268

Document ID	GCAM-Licensing-04/2019	 لجنة الاتصالات والملصق العام للكتابة المطبوعة ووسائل الإعلام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

1 Version Control

Version	Date	Modification Details	Prepared By	Reviewed By	Approved By
V1.00	11/02/19	First draft shared with GCAM	Deloitte		
V2.00	19/02/19	Updated version (changes on Issue License – Category D)	Deloitte		
V3.00	13/03/19	Updated version (Forms and Support documents included)	Deloitte		
V4.00	29/03/19	Update Version (Forms and Support documents further detailed)	Deloitte		
V5.00	18/04/19	Update Version (Forms and Support documents further detailed)	Deloitte		

Document ID	GCAM-Licensing-04/2019	 جنة المعرفة والفنون للإعلام المائي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

2 Purpose of the Document

This document provides details on the recommended processes and standard operating procedure for **Licensing**.

The processes are divided into a series of process flows with activities that are described in detail. Each process flow is accompanied with the following details:

- Process hierarchy
- Process description and owner
- Process name
- Process flow
- Procedure, including:
 - Activity name
 - Responsible role
 - Activity description
 - Activity inputs
 - Activity outputs
 - Forms
 - System
- RACI matrix
- Process attributes, including:
 - Process Key Performance Indicators (KPIs)
 - Preceding processes
 - Intermediate processes
 - Succeeding processes
 - Rules and regulations
- Interfaces

Document ID	GCAM-Licensing-04/2019	 جمهورية مصر العربية لجنة التلفزيون والملصق العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

3 Process Model Shapes Definition

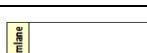
Process Model

The process model is a graphical presentation of each section's process group and related processes.

Process Flow

The process flow is a logical set of activities sequenced to accomplish the business objective.

The below table clarifies the shapes used in developing the process flowchart:

Process Model Object Definition	
	Process Group – a set of processes covering a single functional area
	Process – a network of activities and the controls that sequence them
	Activity – an atomic activity within a process
	Start Event – the beginning or start of a process
	End Event – the end of a process
	Link Event – a link to another process
	Rule – a rule that must be followed
	Timer – a time based event
	Notification – an activity triggered by notification (e.g. email, phone call)
	Decision – a decision point in the process with predefined alternatives e.g. Yes/No
	Parallel Fork (And) – simultaneous activities that need to take place before the next activity occurs
	Automated – indicates that an activity is performed by an application / system
	Annotation – the role or system responsible for executing the activity
	Connector – the flow of activities within the process
	Swim lane – a swim lane depicts who is working on a set of activities within a process

Document ID	GCAM-Licensing-04/2019	 جنة المعرفة والفنون للإعلام المائي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

RACI Matrix

Terms used in the RACI Matrix are defined as follows:

RACIs	Definition
Responsible	<ul style="list-style-type: none"> The individual(s) who performs the activity, responsible for the action/implementation The degree of responsibility is defined by the Accountable person "R's" can be performed by multiple people
Accountable	<ul style="list-style-type: none"> The individual who is ultimately accountable Has Yes/No power, as well as power of veto Only one "A" can be assigned to a process step/activity
Consulted	<ul style="list-style-type: none"> The individual(s) to be consulted prior to an action being taken or a final decision made Encourages two-way communication "C's" can be performed by multiple people
Informed	<ul style="list-style-type: none"> The individual(s) who need to be informed after an action has been taken, or a decision is made "I's" can be performed by multiple people

Document ID	GCAM-Licensing-04/2019	 لجنة المطبوعات والاعلام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

4 Abbreviations & Definitions

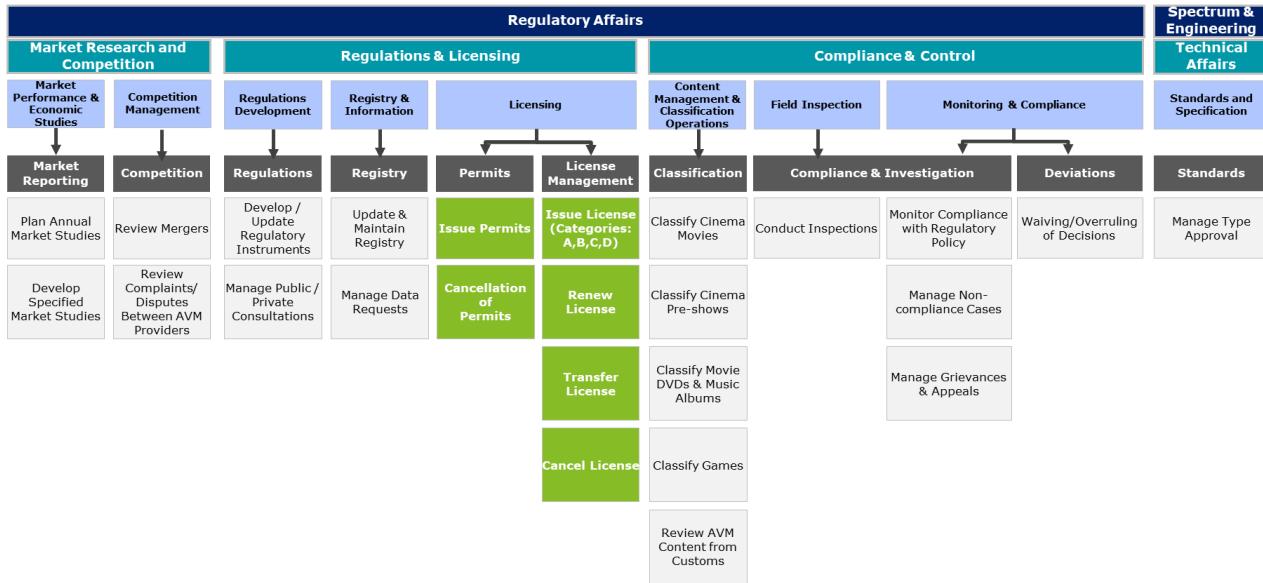
Term	Description
GCAM	General Commission for Audiovisual Media
CR	Company Registration
MOI	Ministry of Interior
MoA	Memorandum of Association
SAMA	Saudi Arabian Monetary Agency
SBA	Saudi Broadcasting Authority
CITC	Communications and Information Technology Commission
DoA	Delegation of Authority

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5 Process Details

The process hierarchy is a holistic view of the end-to-end cycle set of processes. The processes highlighted in green indicate processes owned by the respective section.

5.1 Process Hierarchy



Document ID	GCAM-Licensing-04/2019	 جنة المعرفة والاتصال GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.2 Process Description & Owner

Process Name	Process Description	Process Owner	Attachment
Issue License – Category A	<p>The assessment of licensing applications and development of the license report. Includes invoice issuance and sign-off on the license.</p> <p>This process covers the following licenses:</p> <ul style="list-style-type: none"> • Physical distribution • Importing, distributing or selling media content reception devices and their accessories in retail • Cinema movie distribution • Studio operation (production) • Audiovisual advertisement, publicity agencies and marketing offices • Content production • Mass media measurements • Permit to shoot in public spaces and touristic locations 	Regulations & Licensing Director	 Issue License - Category A.jpg

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Process Name	Process Description	Process Owner	Attachment
Issue License – Category B	<p>The assessment of licensing applications and development of the license report. Includes invoice issuance and sign-off on the license. In addition, covers approval from MOI.</p> <p>This process covers the following license:</p> <ul style="list-style-type: none"> • Satellite uplinking 	Regulations & Licensing Director	 Issue License - Category B.jpg
Issue License – Category C	<p>The assessment of licensing applications and development of the license report. Includes invoice issuance and sign-off on the license. In addition, covers approval from field monitoring / venue inspection.</p> <p>This process covers the following licenses:</p> <ul style="list-style-type: none"> • Operation of cinema venues 	Regulations & Licensing Director	 Issue License - Category C.jpg

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Process Name	Process Description	Process Owner	Attachment
Issue License – Category D	<p>The assessment of licensing applications and development of the license report. Includes invoice issuance and sign-off on the license. In addition, covers approval from Spectrum & Engineering and MOI.</p> <p>This process covers the following licenses:</p> <ul style="list-style-type: none"> • Linear service • VOD service • Satellite platform • Terrestrial platform • Cable & IPTV platform • Radio service • Cinema exhibition 	Regulations & Licensing Director	 Issue License - Category D.jpg
Renew License	<p>The review of license renewal requests (categories A, B, C, and D) and the preparation of the License Report. Includes license award, invoice generation, and license issuance once fees have been paid.</p>	Regulations & Licensing Director	 Renew License.jpg

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Process Name	Process Description	Process Owner	Attachment
Transfer License	The review of license transfer requests (categories A, B, C, and D) and the preparation of the License Review Report. Includes review of Security Clearance Report developed by the Ministry of Interior and approval of the transfer.	Regulations & Licensing Director	 Transfer Modify License.jpg
Cancel License	The review of license cancellation applications (categories A, B, C, and D) or requests and the corresponding case documentation. Includes cancellation approval and issuance of final invoice.	Regulations & Licensing Director	 Cancel License.jpg

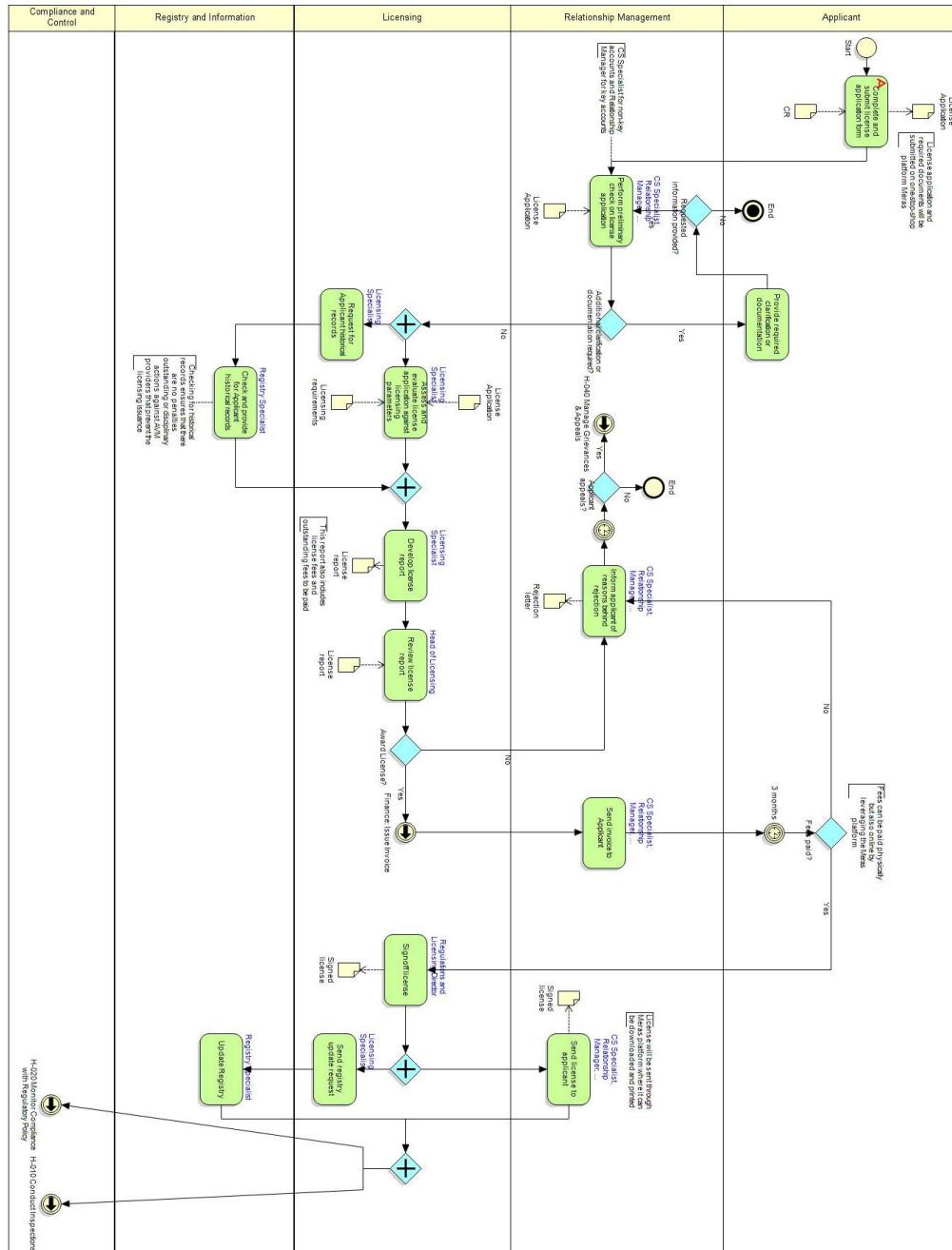
Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Process Name	Process Description	Process Owner	Attachment
Issue NOCs	<p>The assessment of NOC applications and development of the NOC Review Report. Includes the award of the NOC or rejection.</p> <p>This process covers the following NOCs:</p> <ul style="list-style-type: none"> • Production of professional media content • Public displays of media content • Establishment of associations or clubs specializing in the field of AVM and/or media content • Media consultation and study offices • Audiovisual training institutions and centers • Cinema venue development • Changing company structure 	Regulations & Licensing Director	 Issue NOCs.jpg
Cancellation of NOCs	<p>The review of a NOC cancellation request and the corresponding case documentation. Includes the sign-off approval and final invoice issuance for the NOC cancellation.</p>	Regulations & Licensing Director	 Cancel NOCs.jpg

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.3 Issue License – Category A

5.3.1 Process Flow



Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والملصق العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.3.2 Procedures

Activity Name	Complete and submit license application form
Responsible Role	Applicant
Activity Description	<ul style="list-style-type: none"> ▪ Prepare and submit the license application form and required documents on the one-stop-shop platform, Meras.
Activity Inputs	<ul style="list-style-type: none"> ▪ License application form ▪ Company Registration (CR) <p><i>Note: The Corporate Memorandum of Association is an input to obtaining a CR. A foreign company also requires a SAGIA license to obtain a CR.</i></p>
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed license application form and required documents submitted.
Forms	<ul style="list-style-type: none"> ▪ License application
System	Meras platform / License management

Activity Name	Perform preliminary check on license application
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ Review the submitted license application and required documents. ▪ Ensure all required documents, information and details are being provided ▪ Inform the applicant if additional clarification or documentation is required. If the applicant does not provide the additional clarification or documentation, end the process. ▪ If no further clarification or documentation is required, proceed with the application.

Document ID	GCAM-Licensing-04/2019	 لجنة المطبوعات والاعلام العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Inputs	<ul style="list-style-type: none"> ▪ License application ▪ Construction completion certificate (for operation of cinema venues license only) ▪ Company Registration (CR) <p><i>Note: The Corporate Memorandum of Association is an input to obtaining a CR. A foreign company also requires a SAGIA license to obtain a CR.</i></p>
Activity Outputs	<ul style="list-style-type: none"> ▪ Preliminary check on the license application and required documents completed. ▪ License application forwarded. ▪ Process terminated for applicants who do not provide the additional clarification or required documentation.
Forms	<ul style="list-style-type: none"> ▪ License application
System	License Management

Activity Name	Provide required clarification or documentation
Responsible Role	Applicant
Activity Description	<ul style="list-style-type: none"> ▪ Applicant receives a request for additional clarification or documentation. ▪ Provide additional clarification or required documents, e.g. missing construction completion certificate.
Activity Inputs	<ul style="list-style-type: none"> ▪ Request for additional clarification or required documents.
Activity Outputs	<ul style="list-style-type: none"> ▪ Additional clarification or required documents provided.
Forms	N/A
System	Meras platform / License management

Document ID	GCAM-Licensing-04/2019	 لجنة المطبوعات والاعلام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Name	Request for Applicant historical records
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Send a request for the Applicant's historical records and provide the license application containing the Applicant's details.
Activity Inputs	<ul style="list-style-type: none"> ▪ License application
Activity Outputs	<ul style="list-style-type: none"> ▪ Request for Applicant's historical records.
Forms	N/A
System	License management/reporting

Activity Name	Check and provide for Applicant historical records
Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Check the Applicant's details in the licensing application and search the Applicant in the registry to see if they already exist. ▪ If the Applicant exists, check the Applicant's historical records to ensure that there are no outstanding penalties or disciplinary actions against the Applicant that would prevent the license being approved. In addition, check if the Applicant already has existing licenses. ▪ Provide Applicant's historical records as an input to developing the license report, fees to be paid, and any outstanding fees. ▪ If the Applicant does not exist, respond that no historical records are available.

Document ID	GCAM-Licensing-04/2019	 جنة لجنة المطبوعات والاعلامية العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Inputs	<ul style="list-style-type: none"> ▪ License application
Activity Outputs	<ul style="list-style-type: none"> ▪ Applicant's historical records checked and provided (if available)
Forms	N/A
System	License Management

Activity Name	Assess and evaluate license application against licensing parameters
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Evaluate the license application against the licensing parameters set out in the Licensing Schedule. ▪ For example, for physical distribution license application, licensing parameters include, but are not limited to, the following: <ul style="list-style-type: none"> ○ Hold appropriate registration permits from MCI and/or SAGIA, after obtaining an NOC from GCAM ○ Hold the approval of the manufacturing company or its sponsor in the Middle East in order to import and distribute the product in the Kingdom
Activity Inputs	<ul style="list-style-type: none"> ▪ Licensing application ▪ Licensing requirements (<i>refer to Licensing Schedule</i>)
Activity Outputs	<ul style="list-style-type: none"> ▪ License application evaluated against licensing requirements.
Forms	N/A
System	License Management

Document ID	GCAM-Licensing-04/2019	 لجنة المطبوعات والاعلامية العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Name	Develop license report
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Develop the license report with evaluation findings against the licensing parameters and an overall recommendation on whether the license should be granted or not. ▪ The report should include, but not limited to: <ul style="list-style-type: none"> ○ Application details ○ Details about the applicant ○ Details about the respective license ○ Compliance with the license parameters, especially all the documentation and information required ○ Recommendation, regarding the approval or rejection ○ Reasons for rejection, if applicable ○ Actions to be addressed by the applicant prior to obtaining the respective license (eg. Outstanding feeds) ○ Fees associated to the license issuance
Activity Inputs	<ul style="list-style-type: none"> ▪ License report template
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed license report
Forms	N/A
System	License Management/Reporting

Activity Name	Review license report
Responsible Role	Head of Licensing

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ الـعـالـيـةـ لـلـعـلـمـ الـجـنـوـبـيـ وـالـمـسـدـدـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Description	<ul style="list-style-type: none"> ▪ Review the completed license report, including the evaluation findings, license fees and outstanding fees. ▪ Ensure all information is available, and all parameters are covered correctly ▪ Based on the report, make a decision on whether to award or reject the license application.
Activity Inputs	<ul style="list-style-type: none"> ▪ Completed license report
Activity Outputs	<ul style="list-style-type: none"> ▪ License awarded or rejected
Forms	N/A
System	Licensing Management/Reporting

Activity Name	Inform applicant of reasons behind rejection
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ If the license is rejected, complete the rejection letter template providing the Applicant with the reasons behind the rejection of their license application. ▪ If licensing fees have not been paid by the Applicant within 3 months, either physically or online through Meras, complete the rejection letter template providing the Applicant with the reasons behind the rejection of their license application.
Activity Inputs	<ul style="list-style-type: none"> ▪ Completed license report ▪ Rejection letter template
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed rejection letter shared with the Applicant.
Forms	<ul style="list-style-type: none"> ▪ Rejection letter

Document ID	GCAM-Licensing-04/2019	 جنة المعرفة والفنون لجنة الملاحة والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

System	Meras platform/License Management
--------	-----------------------------------

Activity Name	Send invoice to Applicant
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ If the license is awarded, send a physical invoice to the Applicant, or send the invoice via email. ▪ <i>Note: invoices are only issued physically if the invoice is not automatically issued through SADAD</i> ▪ <i>Note: Finance prepares the invoice based on the license fees (and outstanding fines, if any) recorded in the completed license report.</i>
Activity Inputs	<ul style="list-style-type: none"> ▪ Completed license report
Activity Outputs	<ul style="list-style-type: none"> ▪ Invoice issued to Applicant
Forms	N/A
System	License management

Activity Name	Signoff license
Responsible Role	Regulations & Licensing Director
Activity Description	<ul style="list-style-type: none"> ▪ If licensing fees are paid by the Applicant within 3 months, signoff the license so that it can be issued to the Applicant. ▪ Payments can be done either physically, online through Meras or through SADAD ▪ Finance is responsible for checking the payment receipt and communicate accordingly

Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والمساحة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Inputs	<ul style="list-style-type: none"> ▪ Fees paid (Payment receipt) ▪ License for signoff
Activity Outputs	<ul style="list-style-type: none"> ▪ Signed license
Forms	N/A
System	License Management

Activity Name	Send license to Applicant
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ Submit the signed license online through the Meras platform where the Applicant can download and print the license.
Activity Inputs	<ul style="list-style-type: none"> ▪ Signed license
Activity Outputs	<ul style="list-style-type: none"> ▪ Signed license submitted online through Meras
Forms	N/A
System	Meras platform/License Management

Activity Name	Send registry update request
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Send a registry update request so that the license signoff details are officially recorded in the registry.

Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والمساحة العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Inputs	<ul style="list-style-type: none"> ▪ Signed license
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry update request sent
Forms	N/A
System	License Management

Activity Name	Update registry
Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Receive a registry update request. ▪ Enter the license signoff details in the registry including the license number and date of issue.
Activity Inputs	<ul style="list-style-type: none"> ▪ Registry update request
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry updated with license signoff details
Forms	N/A
System	License Management

Document ID	GCAM-Licensing-04/2019	 جنة لـلـعلامـونـ والـمسـعـونـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.3.3 RACI Matrix

Type	Activities / Decisions	Applicant	CS Specialist / Relationship Manager	Licensing Specialist	Registry Specialist	Head of Licensing	Regulations & Licensing Director
Activity	1. Complete and submit license application form	RA	I				
Activity	2. Perform preliminary check on license application		RA	I			
Decision	3. Additional clarification or documentation required?		RA				
Activity	4. Provide required clarification or documentation	RA	I				
Decision	5. Requested information provided?		RA				
Activity	6. Request for Applicant historical records			RA	I		
Activity	7. Check and provide for Applicant historical records			I	RA		
Activity	8. Assess and evaluate license application against licensing parameters			R		A	
Activity	9. Develop license report			R		A	
Activity	10. Review license report					RA	
Decision	11. Award License?					RA	I
Activity	12. Inform applicant of reasons behind rejection	I	RA				
Decision	13. Applicant appeals?	RA	I				
Activity	14. Send invoice to Applicant	I	RA				
Decision	15. Fees paid?	RA	I				
Activity	16. Signoff license						RA

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَلَامَاتِ الْأَوْدِيُّونِ وَالْمَسَنُودِيُّونِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Type	Activities / Decisions	Applicant	CS Specialist / Relationship Manager	Licensing Specialist	Registry Specialist	Head of Licensing	Regulations & Licensing Director
Activity	17. Send license to applicant	I	RA				
Activity	18. Send registry update request			RA	I		
Activity	19. Update Registry			I	RA		

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ وـالـمـسـعـودـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.3.4 Process Attributes

Process KPIs	<ul style="list-style-type: none"> Number of license applications rejected at each stage of the process (preliminary, license report, etc.) Percentage distribution of rejections per reason Percentage of successful license appeals Percentage distribution of successful appeals per reason Time from license application to issue license or rejection
Preceding Processes	N/A
Intermediate Processes	<ul style="list-style-type: none"> Manage Grievances & Appeals Finance: Issue Invoice
Succeeding Processes	<ul style="list-style-type: none"> Conduct Inspections Monitor Compliance with Regulatory Policy
Rules & Regulations	<ol style="list-style-type: none"> License to import, distribute, sell and lease the AVM content License to import, and distribute or sell media content receivers License to distribute or import cinematic movies, videos and TV shows License to operate a studio (production) License for audiovisual advertising offices, marketing offices and advertising agencies License of audiovisual media content production License for mass media measurements

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـنـدـبـ وـالـمـسـعـدـ لـلـعـلـمـ الـجـنـوـبـيـ وـالـمـسـعـدـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

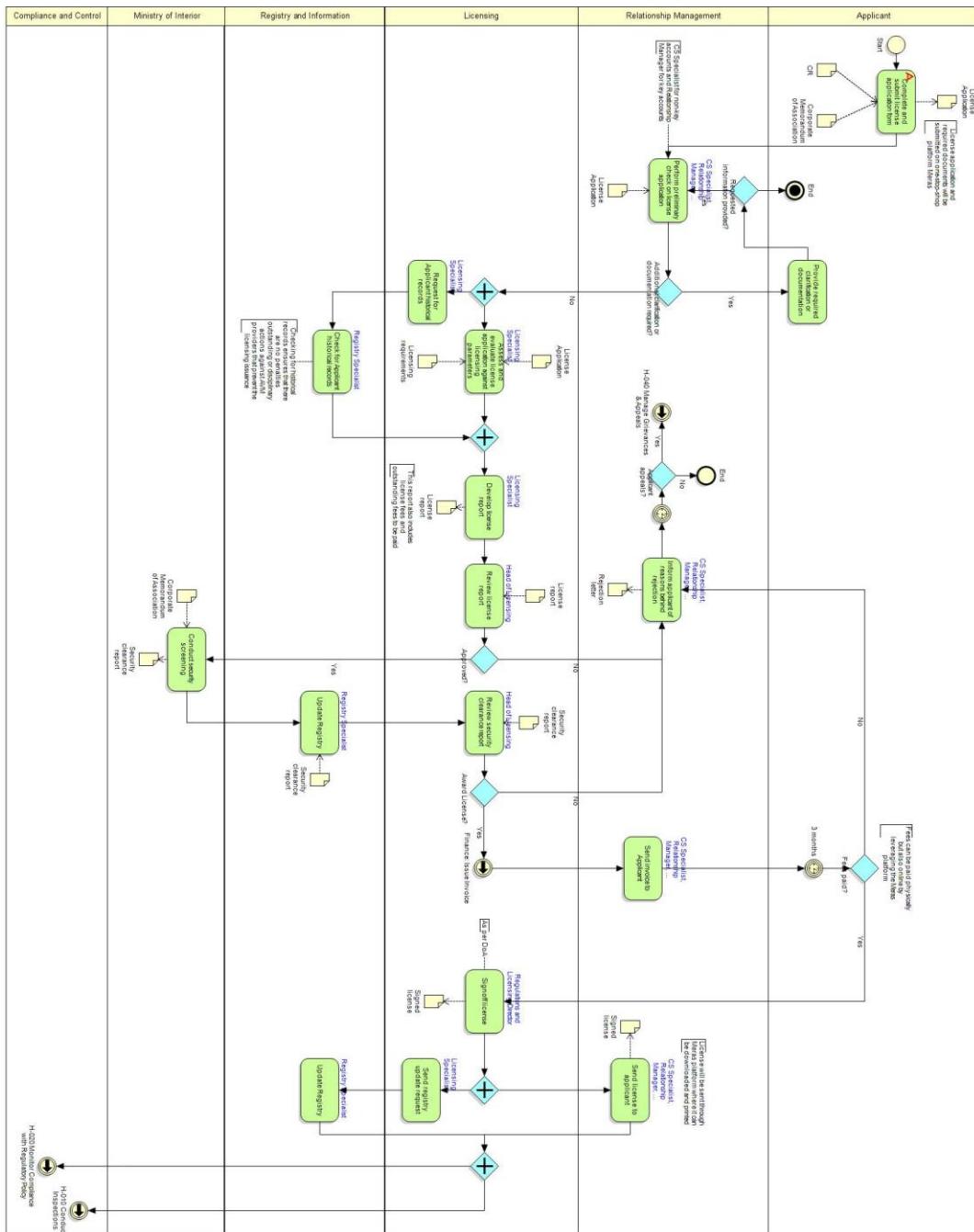
5.3.5 Interfaces

Purpose	Entity Name	Applications Used
For submission of license application and required documents.	Tayseer	Meras
For payment of licensing fees.	Tayseer/GCAM	Meras / License Management
For payment of licensing fees.	SAMA (Saudi Arabian Monetary Agency)	SADAD
For submitting the license to the Applicant.	Tayseer/GCAM	Meras / License Management

Document ID	GCAM-Licensing-04/2019	 الهيئة العامة للإذاعة والتلفزيون الجهاز المركزي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.4 Issue License – Category B

5.4.1 Process Flow



Document ID	GCAM-Licensing-04/2019	 لجنة الاتصالات المرئية والسموعية GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.4.2 Procedures

Activity Name	Complete and submit license application form
Responsible Role	Applicant
Activity Description	<ul style="list-style-type: none"> ▪ Prepare and submit the license application form and required documents on the one-stop-shop platform, Meras.
Activity Inputs	<ul style="list-style-type: none"> ▪ License application ▪ Corporate Memorandum of Association (input for Security Clearance) ▪ CR <p><i>Note: The Corporate Memorandum of Association is an input to obtaining a CR. A foreign company also requires a SAGIA license to obtain a CR.</i></p>
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed license application form and required documents submitted.
Forms	<ul style="list-style-type: none"> ▪ License application
System	Meras platform / License management

Activity Name	Perform preliminary check on license application
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ Review the submitted license application and required documents. ▪ Ensure all required documents, information and details are being provided. ▪ Inform the applicant if additional clarification or documentation is required. If the applicant does not provide the additional clarification or documentation, end the process.

Document ID	GCAM-Licensing-04/2019	 جنة المعرفة والاتصال لجنة المنشآت والمطبوعات GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

	<ul style="list-style-type: none"> ▪ If no further clarification or documentation is required, proceed with the application.
Activity Inputs	<ul style="list-style-type: none"> ▪ License application ▪ Corporate Memorandum of Association ▪ CR
Activity Outputs	<ul style="list-style-type: none"> ▪ Preliminary check on the license application and required documents completed. ▪ License application forwarded. ▪ Process terminated for applicants who do not provide the additional clarification or required documentation.
Forms	<ul style="list-style-type: none"> ▪ License application
System	License Management

Activity Name	Provide required clarification or documentation
Responsible Role	Applicant
Activity Description	<ul style="list-style-type: none"> ▪ Applicant receives a request for additional clarification or documentation. ▪ Provide additional clarification or required documents, e.g. MoA.
Activity Inputs	<ul style="list-style-type: none"> ▪ Request for additional clarification or required documents.
Activity Outputs	<ul style="list-style-type: none"> ▪ Additional clarification or required documents provided. ▪ If no additional clarification or required documents is provided, the process is terminated.
Forms	N/A
System	Meras platform / License management

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ الـعـالـيـ الـلـيـلـ الـمـدـىـ الـعـالـيـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Name	Request for Applicant historical records
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Send a request for the Applicant's historical records and provide the license application containing the Applicant's details.
Activity Inputs	<ul style="list-style-type: none"> ▪ License application
Activity Outputs	<ul style="list-style-type: none"> ▪ Request for Applicant's historical records.
Forms	N/A
System	Licensing Management/reporting

Activity Name	Check and provide for Applicant historical records
Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Check the Applicant's details in the licensing application and search the Applicant in the registry to see if they already exist. ▪ If the Applicant exists, check the Applicant's historical records to ensure that there are no outstanding penalties or disciplinary actions against the Applicant that would prevent the license being approved. In addition, check if the Applicant already has existing licenses. ▪ Provide Applicant's historical records as an input to developing the license report, fees to be paid, and any outstanding fees. ▪ If the Applicant does not exist, respond that no historical records are available.

Document ID	GCAM-Licensing-04/2019	 جنة لجنة المطبوعات والاعلامية العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Inputs	<ul style="list-style-type: none"> ▪ License application
Activity Outputs	<ul style="list-style-type: none"> ▪ Applicant's historical records checked and provided (if available)
Forms	N/A
System	License Management

Activity Name	Assess and evaluate license application against licensing parameters
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Evaluate the license application against the licensing parameters set out in the Licensing Schedule. ▪ For example, for satellite platform license application, licensing parameters include, but are not limited to, the following: <ul style="list-style-type: none"> ○ Provide GCAM with the list of channel packages and subscription prices ○ Provide GCAM with information and data about customers of the service, as required
Activity Inputs	<ul style="list-style-type: none"> ▪ Licensing application ▪ Licensing requirements (<i>refer to Licensing Schedule</i>)
Activity Outputs	<ul style="list-style-type: none"> ▪ License application evaluated against licensing requirements.
Form	N/A
System	License Management

Activity Name	Develop license report
---------------	------------------------

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ الـعـالـيـ الـلـيـلـةـ الـمـدـىـ الـعـالـيـ لـلـعـالـمـ الـمـدـىـ الـعـالـيـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Develop the license report with evaluation findings against the licensing parameters and an overall recommendation on whether the license should be granted or not. ▪ The report should include, but not limited to: <ul style="list-style-type: none"> ○ Application details ○ Details about the applicant ○ Details about the respective license ○ Compliance with the license parameters, especially all the documentation and information required ○ Recommendation, regarding the approval or rejection ○ Reasons for rejection, if applicable ○ Actions to be addressed by the applicant prior to obtaining the respective license (eg. Outstanding feeds)
Activity Inputs	<ul style="list-style-type: none"> ▪ License report template
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed license report
Forms	N/A
System	License management/reporting

Activity Name	Review license report
Responsible Role	Head of Licensing
Activity Description	<ul style="list-style-type: none"> ▪ Review the completed license report, including the evaluation findings, license fees and outstanding fees. ▪ Based on the report, make a decision on whether to award or reject the license application.

Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والمساحة العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Inputs	<ul style="list-style-type: none"> ▪ Completed license report
Activity Outputs	<ul style="list-style-type: none"> ▪ License approved or rejected
Forms	N/A
System	Licensing management/reporting

Activity Name	Inform applicant of reasons behind rejection
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ If the license is rejected, complete the rejection letter template providing the Applicant with the reasons behind the rejection of their license application. <i>Note: if the rejection is due to security clearance, do not communicate the reason to the Applicant.</i> ▪ If licensing fees have not been paid by the Applicant within 3 months, either physically or online through Meras, complete the rejection letter template providing the Applicant with the reasons behind the rejection of their license application.
Activity Inputs	<ul style="list-style-type: none"> ▪ Completed license report ▪ Rejection letter template
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed rejection letter shared with the Applicant.
Forms	<ul style="list-style-type: none"> ▪ Rejection letter
System	Meras platform/License Management

Document ID	GCAM-Licensing-04/2019	 لجنة المطبوعات والاعلام العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Name	Conduct security screening
Responsible Role	Ministry of Interior
Activity Description	<ul style="list-style-type: none"> ▪ Conduct security screening to thoroughly check the Applicant's background. ▪ If there are no findings that prevent security clearance, issue the security clearance report.
Activity Inputs	<ul style="list-style-type: none"> ▪ Corporate Memorandum of Association
Activity Outputs	<ul style="list-style-type: none"> ▪ Security clearance report
Forms	N/A
System	N/A

Activity Name	Update registry
Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Receive the physical security clearance report and update the registry with the security clearance report approval or rejection, date, and letter number.
Activity Inputs	<ul style="list-style-type: none"> ▪ Security clearance report
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry updated with security clearance report details
Forms	N/A
System	License Management

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِ الْعَرَبِيِّ وَالْمَدِينِيِّ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Name	Review security clearance report
Responsible Role	Head of Licensing
Activity Description	<ul style="list-style-type: none"> ▪ Review the security clearance report and make a decision on whether to award or reject the license application based on any report findings.
Activity Inputs	<ul style="list-style-type: none"> ▪ Security clearance report
Activity Outputs	<ul style="list-style-type: none"> ▪ License awarded or rejected
Forms	N/A
System	Document Management System / Correspondence

Activity Name	Send invoice to Applicant
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ If the license is awarded, send a physical invoice to the Applicant, or send the invoice via email. ▪ <i>Note: invoices are only issued physically if the invoice is not automatically issued through SADAD</i> ▪ <i>Note: Finance prepares the invoice based on the license fees (and outstanding fines, if any) recorded in the completed license report.</i>
Activity Inputs	<ul style="list-style-type: none"> ▪ Completed license report
Activity Outputs	<ul style="list-style-type: none"> ▪ Invoice issued to Applicant
Forms	N/A

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ وـالـمـسـعـدـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

System	License management
--------	--------------------

Activity Name	Signoff license
Responsible Role	Regulations & Licensing Director
Activity Description	<ul style="list-style-type: none"> ▪ If licensing fees are paid by the Applicant within 3 months, signoff the license so that it can be issued to the Applicant. ▪ Payments can be done either physically, online through Meras or through SADAD ▪ Finance is responsible for checking the payment receipt and communicate accordingly
Activity Inputs	<ul style="list-style-type: none"> ▪ Fees paid physical or online through Meras ▪ License for signoff
Activity Outputs	<ul style="list-style-type: none"> ▪ Signed license
Forms	N/A
System	License management

Activity Name	Send license to Applicant
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ Submit the signed license online through the Meras platform where the Applicant can download and print the license.
Activity Inputs	<ul style="list-style-type: none"> ▪ Signed license

Document ID	GCAM-Licensing-04/2019	 جنة المعرفة والاتصال للإعلام العربي والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Outputs	<ul style="list-style-type: none"> ▪ Signed license submitted online through Meras
Forms	N/A
System	Meras platform / License Management

Activity Name	Send registry update request
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Send a registry update request so that the license signoff is officially recorded in the registry.
Activity Inputs	<ul style="list-style-type: none"> ▪ Signed license
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry update request sent
Forms	N/A
System	License management

Activity Name	Update registry
Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Receive a registry update request. Enter the license signoff details in the registry such as the license number and date of issue.
Activity Inputs	<ul style="list-style-type: none"> ▪ Registry update request

Document ID	GCAM-Licensing-04/2019	 لجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Outputs	<ul style="list-style-type: none"> ▪ Registry updated with license signoff details
Forms	N/A
System	License management

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.4.3 RACI Matrix

Type	Activities / Decisions	Applicant	CS Specialist / Relationship Manager	Licensing Specialist	Registry Specialist	Head of Licensing	Ministry of Interior (MOI)	Regulations & Licensing Director
Activity	1. Complete and submit license application form	RA	I					
Activity	2. Perform preliminary check on license application		RA					
Decision	3. Additional clarification or documentation required?	I	RA					
Activity	4. Provide required clarification or documentation	RA	I					
Decision	5. Requested information provided?		RA					
Activity	6. Request for Applicant historical records			RA	I			
Activity	7. Check for Applicant historical records			I	RA			
Activity	8. Assess and evaluate license application against licensing parameters			R		A		
Activity	9. Develop license report			R		A		
Activity	10. Review license report					RA		
Decision	11. Approve License?		I			RA	I	I
Activity	12. Conduct security screening			I			RA	
Activity	13. Update registry			RA	I			
Activity	14. Review security clearance report					RA		
Decision	15. Award License?		I			RA		I
Activity	16. Send invoice to Applicant		RA					I

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمَدْيَنَةِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Type	Activities / Decisions	Applicant	CS Specialship / Relationship Manager	Licensing Specialist	Registry Specialist	Head of Licensing	Ministry of Interior (MOI)	Regulations & Licensing Director
Decision	17. Fees paid?	RA						I
Activity	18. Signoff license							RA
Activity	19. Send license to applicant		RA					
Activity	20. Send registry update request			RA	I			
Activity	21. Update Registry			I	RA			

Document ID	GCAM-Licensing-04/2019	 لجنة تنظيم المحتوى والمسوغ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.4.4 Process Attributes

Process KPIs	<ul style="list-style-type: none"> Number of license applications rejected at each stage of the process (preliminary, license report, etc.) Percentage distribution of rejections per reason Percentage of successful license appeals Percentage distribution of successful appeals per reason Time from license application to issue license or rejection
Preceding Processes	N/A
Intermediate Processes	<ul style="list-style-type: none"> Manage Grievances & Appeals Finance: Issue Invoice
Succeeding Processes	<ul style="list-style-type: none"> Conduct Inspections Monitor Compliance with Regulatory Policy
Rules & Regulations	1. License for Satellite uplink station

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـنـدـبـ وـالـمـسـعـدـ لـلـعـلـمـ الـجـنـوـبـيـ وـالـمـسـعـدـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

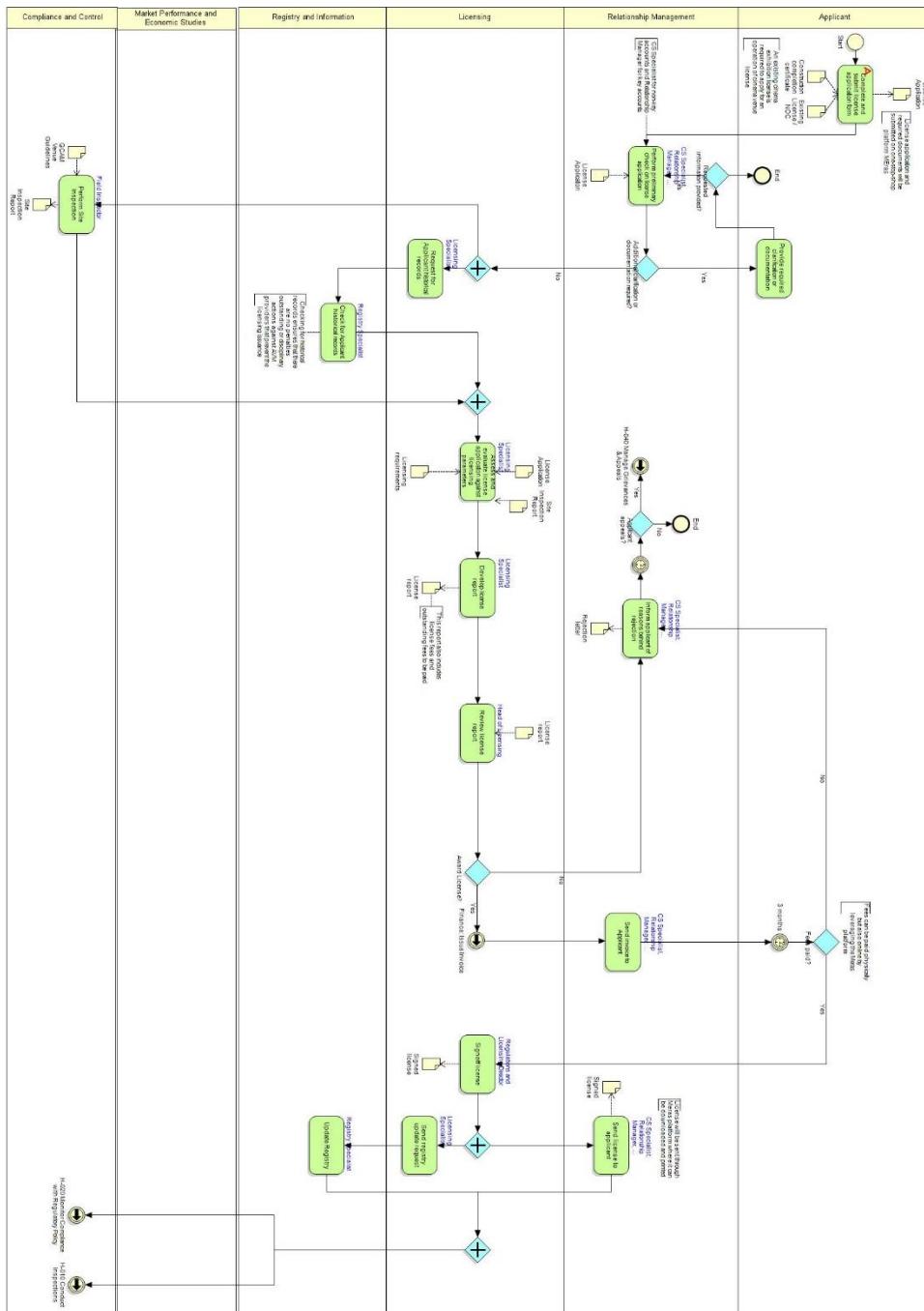
5.4.5 Interfaces

Purpose	Entity Name	Applications Used
For submission of license application and required documents.	Tayseer	Meras
For payment of licensing fees.	Tayseer/GCAM	Meras / License Management
For payment of licensing fees.	SAMA (Saudi Arabian Monetary Agency)	SADAD
For submitting the license to the Applicant.	Tayseer/GCAM	Meras / License Management

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.5 Issue License – Category C

5.5.1 Process Flow



Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والملصق العام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.5.2 Procedures

Activity Name	Complete and submit license application form
Responsible Role	Applicant
Activity Description	<ul style="list-style-type: none"> ▪ Prepare and submit the license application form and required documents on the one-stop-shop platform, Meras. ▪ <i>Note: for the operation of cinema venues, an existing cinema exhibition license is required.</i> ▪ If applying for the operation of cinema venues license, submit the construction completion certificate.
Activity Inputs	<ul style="list-style-type: none"> ▪ License application ▪ Construction completion certificate ▪ Required documents (as specified on Meras) ▪ Existing license / NOC
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed license application form and required documents submitted.
Forms	<ul style="list-style-type: none"> ▪ License application
System	Meras platform / License management

Activity Name	Perform preliminary check on license application
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ Review the submitted license application and required documents. ▪ Ensure all required documents, information and details are being provided ▪ Inform the applicant if additional clarification or documentation is required. If the applicant does not

Document ID	GCAM-Licensing-04/2019	 جمهورية مصر العربية لجنة المنشآت والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

	<p>provide the additional clarification or documentation, end the process.</p> <ul style="list-style-type: none"> ▪ If no further clarification or documentation is required, proceed with the application.
Activity Inputs	<ul style="list-style-type: none"> ▪ License application ▪ Required documents ▪ Existing license / NOC
Activity Outputs	<ul style="list-style-type: none"> ▪ Preliminary check on the license application and required documents completed. ▪ License application forwarded. ▪ Process terminated for applicants who do not provide the additional clarification or required documentation.
Forms	<ul style="list-style-type: none"> ▪ License application
System	License Management

Activity Name	Provide required clarification or documentation
Responsible Role	Applicant
Activity Description	<ul style="list-style-type: none"> ▪ Applicant receives a request for additional clarification or documentation. ▪ Provide additional clarification or required documents, e.g. <i>existing cinema exhibition license</i>.
Activity Inputs	<ul style="list-style-type: none"> ▪ Request for additional clarification or required documents.
Activity Outputs	<ul style="list-style-type: none"> ▪ Additional clarification or required documents provided. ▪ If no additional clarification or required documents is provided, the process is terminated.
Forms	N/A
System	Meras platform / License management

Document ID	GCAM-Licensing-04/2019	 لجنة المحتوى والمسوغ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Name	Perform site inspection
Responsible Role	Field Inspector
Activity Description	<ul style="list-style-type: none"> ▪ Inspect the cinema venue site and assess its compliance with GCAM's venue guidelines. ▪ The inspection should cover, but not limited to: <ul style="list-style-type: none"> ○ Halls & passageways (F&B area, entrance and acoustics) ○ Visibility of required documents (such as Ticket Prices, Code of Conduct, Saudization License, Licenses, Ratings Poster, Classification Certificate) ○ Theatre Design (Seats, Row distance, AV equipment) ○ Staff (Supervisors per screen, Admission strictness) ○ Compliance to KSA Laws (Family vs singles, prayer time, timing of last movie) ○ Classification (classifications, Ads and film posters) ▪ Complete the site inspection report with assessment findings, including: <ul style="list-style-type: none"> ○ Venue details ○ Date of inspection ○ Name of the inspection officer ○ Violations identified, with descriptions ○ The findings should be detailed, and complemented with pictures or other relevant evidence ○ Additional clarifications ○ Venue violations history ○ Recommended actions ▪ Depending on the severity of the violations identified, if any, the matter might require further escalation (Compliance Head, operations Head, CEO), as per the Compliance / Inspection Guidelines – with low severity violations being handled by the Inspector, and high severity violations potentially requiring the CEO involvement

Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والمساحة العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Inputs	<ul style="list-style-type: none"> ▪ License application ▪ GCAM Venue Guidelines ▪ Compliance / Inspection Guidelines
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed site inspection report
Forms	<ul style="list-style-type: none"> ▪ Site inspection report template
System	Field & Case management

Activity Name	Request for Applicant historical records
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Send a request for the Applicant's historical records and provide the license application containing the Applicant's details.
Activity Inputs	<ul style="list-style-type: none"> ▪ License application
Activity Outputs	<ul style="list-style-type: none"> ▪ Request for Applicant's historical records.
Forms	N/A
System	License management

Activity Name	Check and provide for Applicant historical records
Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Check the Applicant's details in the licensing application and search the Applicant in the registry to see if they already exist.

Document ID	GCAM-Licensing-04/2019	 جمهورية مصر العربية لجنة الملاحة والمساحة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

	<ul style="list-style-type: none"> ▪ If the Applicant exists, check the Applicant's historical records to ensure that there are no outstanding penalties or disciplinary actions against the Applicant that would prevent the license being approved. In addition, check if the Applicant already has existing licenses. ▪ Provide Applicant's historical records as an input to developing the license report, fees to be paid, and any outstanding fees. ▪ If the Applicant does not exist, respond that no historical records are available.
Activity Inputs	<ul style="list-style-type: none"> ▪ License application
Activity Outputs	<ul style="list-style-type: none"> ▪ Applicant's historical records checked and provided (if available)
Forms	N/A
System	License management

Activity Name	Assess and evaluate license application against licensing parameters
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Evaluate the license application against the licensing parameters set out in the Licensing Schedule. ▪ For example, for operation of cinema venues, licensing parameters include, but are not limited to, the following: <ul style="list-style-type: none"> ○ The license applicant shall be licensed to engage in the operation of Cinema Venues from GCAM ○ The Cinema Venue to be operated shall be licensed by the competent entities
Activity Inputs	<ul style="list-style-type: none"> ▪ Licensing application ▪ Licensing requirements (<i>refer to Licensing Schedule</i>) ▪ Site inspection report

Document ID	GCAM-Licensing-04/2019	 جنة المعرفة والاتصال GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Outputs	<ul style="list-style-type: none"> ▪ License application evaluated against licensing requirements. ▪ Site assessment report reviewed
Forms	N/A
System	License management

Activity Name	Develop license report
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Develop the license report with evaluation findings against the licensing parameters and an overall recommendation on whether the license should be granted or not. ▪ The report should include, but not limited to: <ul style="list-style-type: none"> ○ Application details ○ Details about the applicant ○ Details about the respective license ○ Compliance with the license parameters, especially all the documentation and information required ○ Recommendation, regarding the approval or rejection ○ Reasons for rejection, if applicable ○ Actions to be addressed by the applicant prior to obtaining the respective license (eg. Outstanding feeds) ○ Fees associated to the license issuance
Activity Inputs	<ul style="list-style-type: none"> ▪ License report template
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed license report
Forms	N/A

Document ID	GCAM-Licensing-04/2019	 جنة المعرفة والاتصال GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

System	License management/reporting
--------	------------------------------

Activity Name	Review license report
Responsible Role	Head of Licensing
Activity Description	<ul style="list-style-type: none"> ▪ Review the completed license report, including the evaluation findings, license fees and outstanding fees. ▪ Based on the report, make a decision on whether to award or reject the license application.
Activity Inputs	<ul style="list-style-type: none"> ▪ Completed license report
Activity Outputs	<ul style="list-style-type: none"> ▪ License awarded or rejected
Forms	N/A
System	License management/reporting

Activity Name	Inform applicant of reasons behind rejection
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ If the license is rejected, complete the rejection letter template providing the Applicant with the reasons behind the rejection of their license application. ▪ If licensing fees have not been paid by the Applicant within 3 months, either physically or online through Meras, complete the rejection letter template providing the Applicant with the reasons behind the rejection of their license application.

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ وـالـمـسـعـدـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Inputs	<ul style="list-style-type: none"> ▪ Completed license report ▪ Rejection letter template
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed rejection letter shared with the Applicant.
Forms	<ul style="list-style-type: none"> ▪ Rejection letter
System	Meras platform/License Management

Activity Name	Send invoice to Applicant
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ If the license is awarded, send a physical invoice to the Applicant, or send the invoice via email. ▪ <i>Note: invoices are only issued physically if the invoice is not automatically issued through SADAD</i> ▪ <i>Note: Finance prepares the invoice based on the license fees (and outstanding fines, if any) recorded in the completed license report.</i>
Activity Inputs	<ul style="list-style-type: none"> ▪ Completed license report
Activity Outputs	<ul style="list-style-type: none"> ▪ Invoice issued to Applicant
Forms	N/A
System	License management

Activity Name	Signoff license
---------------	-----------------

Document ID	GCAM-Licensing-04/2019	 جنة المعرفة والفنون لجنة الملاحة والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Responsible Role	Regulations & Licensing Director
Activity Description	<ul style="list-style-type: none"> ▪ If licensing fees are paid by the Applicant within 3 months, signoff the license so that it can be issued to the Applicant. ▪ Payments can be done either physically, online through Meras or through SADAD ▪ Finance is responsible for checking the payment receipt and communicate accordingly
Activity Inputs	<ul style="list-style-type: none"> ▪ Fees paid physical or online through Meras ▪ License for signoff
Activity Outputs	<ul style="list-style-type: none"> ▪ Signed license
Forms	N/A
System	License management

Activity Name	Send license to Applicant
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ Submit the signed license online through the Meras platform where the Applicant can download and print the license.
Activity Inputs	<ul style="list-style-type: none"> ▪ Signed license
Activity Outputs	<ul style="list-style-type: none"> ▪ Signed license submitted online through Meras
Forms	N/A
System	Meras platform / License Management

Document ID	GCAM-Licensing-04/2019	 لجنة المطبوعات والاعلام العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Name	Send registry update request
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Send a registry update request so that the license signoff is officially recorded in the registry.
Activity Inputs	<ul style="list-style-type: none"> ▪ Signed license
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry update request sent
Forms	N/A
System	License management

Activity Name	Update registry
Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Receive a registry update request. Enter the license signoff details in the registry such as the license number and date of issue.
Activity Inputs	<ul style="list-style-type: none"> ▪ Registry update request
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry updated with license signoff details
Forms	N/A
System	License management

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.5.3 RACI Matrix

Type	Activities / Decisions	Applicant	CS Specialist / Relationship Manager	Field Inspector	Compliance & Control Director	Licensing Specialist	Registry Specialist	Head of Licensing	Regulations & Licensing Director
Activity	1. Complete and submit license application form	RA	I						
Activity	2. Perform preliminary check on license application		RA						
Decision	3. Additional clarification or documentation required?	I	RA						
Activity	4. Provide required clarification or documentation	RA	I						
Decision	5. Requested information provided?			RA					
Activity	6. Request for Applicant historical records					RA	I		
Activity	7. Check for Applicant historical records					I	RA		
Activity	8. Perform site inspection				RA	I	I		
Activity	9. Assess and evaluate license application against licensing parameters					R		A	
Activity	10. Develop license report					R		A	
Activity	11. Review license report						RA		
Decision	12. Award License?						RA	I	
Activity	13. Inform applicant of reasons behind rejection	I	RA						
Decision	14. Applicant appeals?	RA	I						
Activity	15. Send invoice to Applicant	I	RA						
Decision	16. Fees paid?	RA							I

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Type	Activities / Decisions	Applicant	CS Specialist / Relationship Manager	Field Inspector	Compliance & Control Director	Licensing Specialist	Registry Specialist	Head of Licensing	Regulations & Licensing Director
Activity	17. Signoff license					I			RA
Activity	18. Send license to applicant	I	RA						
Activity	19. Send registry update request					RA	I		
Activity	20. Update Registry					I	RA		

Document ID	GCAM-Licensing-04/2019	 لجنة تنظيم المحتوى والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.5.4 Process Attributes

Process KPIs	<ul style="list-style-type: none"> Number of license applications rejected at each stage of the process (preliminary, license report, etc.) Percentage distribution of rejections per reason Percentage of successful license appeals Percentage distribution of successful appeals per reason Time from license application to issue license or rejection Quality of site inspection reports (i.e. percentage of reports that are incomplete)
Preceding Processes	N/A
Intermediate Processes	<ul style="list-style-type: none"> Manage Grievances & Appeals Finance: Issue Invoice
Succeeding Processes	<ul style="list-style-type: none"> Conduct Inspections Monitor Compliance with Regulatory Policy
Rules & Regulations	<ol style="list-style-type: none"> License to operate cinemas License for cinema venue development

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـنـدـبـ وـالـمـسـعـدـ لـلـعـلـمـ الـجـنـوـبـيـ وـالـمـسـعـدـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

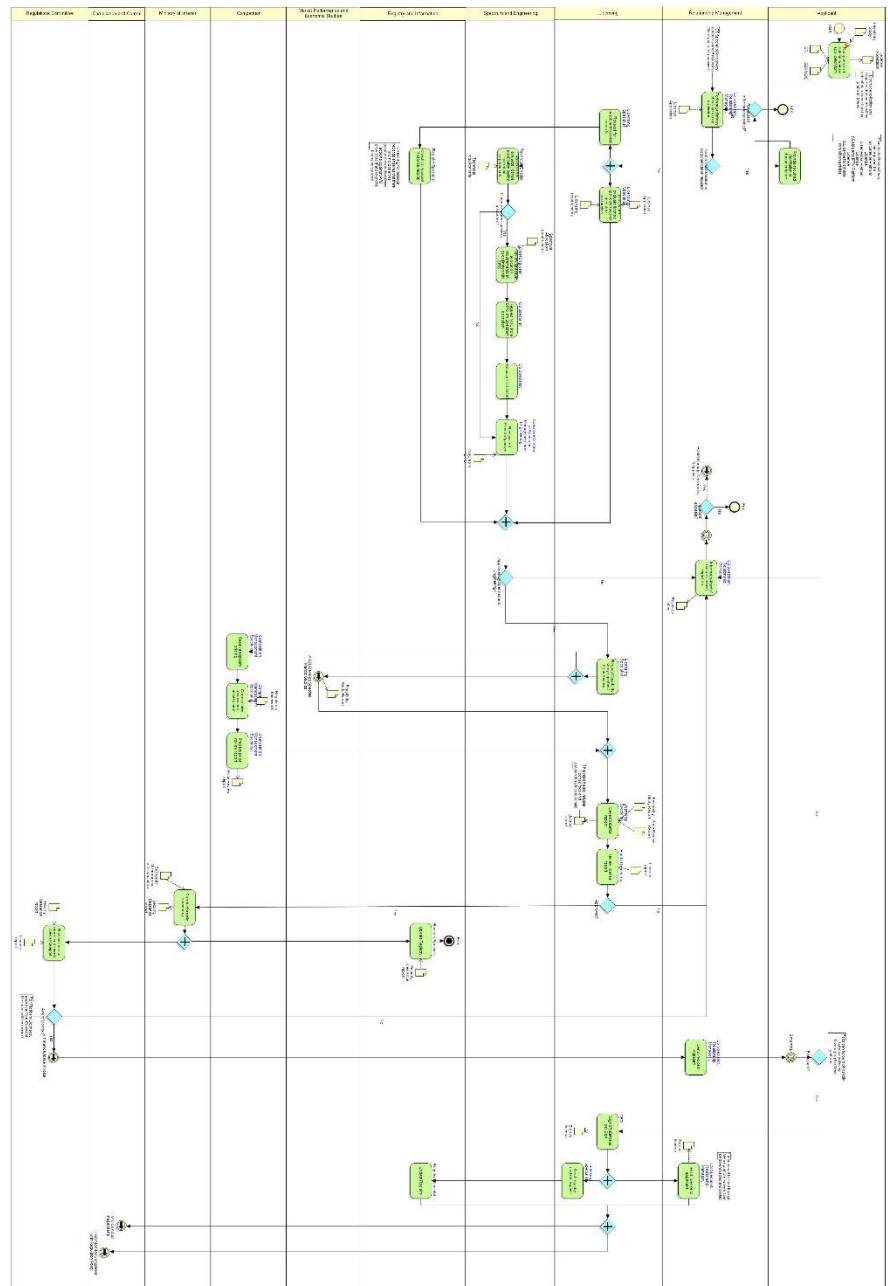
5.5.5 Interfaces

Purpose	Entity Name	Applications Used
For submission of application and required documents.	Tayseer	Meras
For payment of licensing fees.	Tayseer/GCAM	Meras / License Management
For payment of licensing fees.	SAMA (Saudi Arabian Monetary Agency)	SADAD
For submitting the license to the Applicant.	Tayseer/GCAM	Meras / License Management

Document ID	GCAM-Licensing-04/2019	 جمهورية مصر العربية لجنة الأخذ والنشر GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.6 Issue License – Category D

5.6.1 Process Flow



Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والمساحة العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.6.2 Procedures

Activity Name	Complete and submit license application form
Responsible Role	Applicant
Activity Description	<ul style="list-style-type: none"> ▪ Prepare and submit the license application form and required documents on the one-stop-shop platform, Meras. ▪ If applying for: a) satellite platform license, b) terrestrial platform license, c) cable and IPTV platform license, or d) license for cinema exhibition activities, submit a high-level feasibility study. ▪ The feasibility study should outline: <ul style="list-style-type: none"> ○ Clear description of the objectives and high-level plan ○ Business Plan, including financial projections
Activity Inputs	<ul style="list-style-type: none"> ▪ License application ▪ Feasibility study (<i>only required for: a) satellite platform license, b) terrestrial platform license, c) cable and IPTV platform license, or d) license for cinema exhibition activities</i>) ▪ Corporate Memorandum of Association (input for Security Clearance) ▪ CR ▪ SBA NOC (to confirm use of the infrastructure)
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed license application form and required documents submitted.
Forms	<ul style="list-style-type: none"> ▪ License application
System	Meras platform / License management
Activity Name	Perform preliminary check on license application

Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والمساحة العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ Review the submitted license application and required documents. ▪ Ensure all required documents, information and details are being provided ▪ Inform the applicant if additional clarification or documentation is required. If the applicant does not provide the additional clarification or documentation, end the process. ▪ If no further clarification or documentation is required, proceed with the application.
Activity Inputs	<ul style="list-style-type: none"> ▪ License application ▪ Feasibility study (if required) ▪ Required documents ▪ Corporate Memorandum of Association ▪ CR ▪ SBA NOC
Activity Outputs	<ul style="list-style-type: none"> ▪ Preliminary check on the license application and required documents completed. ▪ License application forwarded. ▪ Process terminated for applicants who do not provide the additional clarification or required documentation.
Forms	<ul style="list-style-type: none"> ▪ License application
System	License Management

Activity Name	Provide required clarification or documentation
Responsible Role	Applicant
Activity Description	<ul style="list-style-type: none"> ▪ Receive a request for additional clarification or documentation. ▪ Provide additional clarification or required documents, e.g. feasibility study.

Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والمساحة العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Inputs	<ul style="list-style-type: none"> ▪ Request for additional clarification or required documents.
Activity Outputs	<ul style="list-style-type: none"> ▪ Additional clarification or required documents provided. ▪ If no additional clarification or required documents is provided, the process is terminated.
Forms	N/A
System	Meras platform / License management

Activity Name	Request for Applicant historical records
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Send a request for the Applicant's historical records and provide the license application containing the Applicant's details.
Activity Inputs	<ul style="list-style-type: none"> ▪ License application
Activity Outputs	<ul style="list-style-type: none"> ▪ Request for Applicant's historical records.
Forms	N/A
System	License management

Activity Name	Check and provide for Applicant historical records
Responsible Role	Registry Specialist

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْعَلَامَةِ الْأَوَّلِ وَالْمُسْدَدِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Description	<ul style="list-style-type: none"> ▪ Check the Applicant's details in the licensing application and search the Applicant in the registry to see if they already exist. ▪ If the Applicant exists, check the Applicant's historical records to ensure that there are no outstanding penalties or disciplinary actions against the Applicant that would prevent the license being approved. In addition, check if the Applicant already has existing licenses. ▪ Provide Applicant's historical records as an input to developing the license report, fees to be paid, and any outstanding fees. ▪ If the Applicant does not exist, respond that no historical records are available.
Activity Inputs	<ul style="list-style-type: none"> ▪ License application
Activity Outputs	<ul style="list-style-type: none"> ▪ Applicant's historical records checked and provided (if available)
Forms	N/A
System	License management

Activity Name	Assess and evaluate license application against licensing parameters
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Evaluate the license application against the licensing parameters set out in the Licensing Schedule. ▪ For example, for satellite platform license application, licensing parameters include, but are not limited to, the following: <ul style="list-style-type: none"> ○ Check if the linear service provider (including FTA or pay) qualifies based on the set threshold of viewers or subscribers
Activity Inputs	<ul style="list-style-type: none"> ▪ Licensing application ▪ Licensing requirements (<i>refer to Licensing Schedule</i>)

Document ID	GCAM-Licensing-04/2019	 لجنة تنظيم المحتوى والملصق العام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Outputs	<ul style="list-style-type: none"> ▪ License application evaluated against licensing requirements.
Forms	N/A
System	License management

Activity Name	Assess and evaluate license application against technical requirements
Responsible Role	Technical Director
Activity Description	<ul style="list-style-type: none"> ▪ Review the license application and assess the licensing requirements against the technical requirements e.g. decoder security and piracy protection. ▪ Determine whether the license requires spectrum allocation.
Activity Inputs	<ul style="list-style-type: none"> ▪ License application ▪ Technical requirements
Activity Outputs	<ul style="list-style-type: none"> ▪ Technical requirements assessed. ▪ Determined whether the license requires spectrum allocation.
Forms	N/A
System	License management/Spectrum Management

Activity Name	Review spectrum allocation requirements in coordination with CITC
Responsible Role	Chief Engineer
Activity Description	<ul style="list-style-type: none"> ▪ Review the license application and assess the spectrum allocation requirements in coordination with CITC.

Document ID	GCAM-Licensing-04/2019	 جمهورية مصر العربية للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

	<ul style="list-style-type: none"> ▪ Assess if there is available spectrum for the applicant to meet their technical requirements. ▪ If there is available spectrum, GCAM should proceed with obtaining an NOC from CITC.
Activity Inputs	<ul style="list-style-type: none"> ▪ License application ▪ Technical requirements ▪ Spectrum allocation requirements
Activity Outputs	<ul style="list-style-type: none"> ▪ Spectrum allocation requirements assessed.
Forms	<ul style="list-style-type: none"> ▪ N/A
System	License management/Spectrum Management

Activity Name	Request NOC from CITC on Spectrum operations
Responsible Role	Executive Director of Spectrum Management and Engineering
Activity Description	<ul style="list-style-type: none"> ▪ Request an NOC from CITC, in case GCAM and CITC confirmed the availability of spectrum. ▪ The request should include all the details regarding spectrum information, specifications and other relevant elements. ▪ The respective NOC from CITC refers to the ability of the applicant to operate in the specific spectrum identified. ▪ The NOC intends to ensure an alignment of both entities, and avoid issuing a License that might latter lose its value in case CITC does not provide the required complementary License. ▪ The NOC will indicate that the respective spectrum will be reserved during 3 months.
Activity Inputs	<ul style="list-style-type: none"> ▪ Spectrum Allocation Details
Activity Outputs	<ul style="list-style-type: none"> ▪ NOC from CITC

Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والملصق GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Forms	CITC NOC form
System	Document Management System /Correspondence

Activity Name	Receive CITC NOC
Responsible Role	Executive Director of Spectrum Management and Engineering
Activity Description	<ul style="list-style-type: none"> ▪ Receive NOC, provided by CITC ▪ Ensure all information is accordingly to the requested (eg. Confirm alignment on the specific spectrum in analysis)
Activity Inputs	<ul style="list-style-type: none"> ▪ CITC NOC
Activity Outputs	<ul style="list-style-type: none"> ▪ CITC NOC reviewed
Forms	N/A
System	Document Management System /Correspondence/License management

Activity Name	Review and provide approval
Responsible Role	Executive Director of Spectrum Management and Engineering
Activity Description	<ul style="list-style-type: none"> ▪ Review the technical and spectrum assessments against the licensing application and its requirements. ▪ Make a decision on whether to approve or reject the technical requirements ▪ If no spectrum is available to meet the applicant's technical needs, reject the application

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِ الْعَرَبِيِّ وَالْمَدِينِيِّ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Inputs	<ul style="list-style-type: none"> ▪ License application ▪ Technical requirements ▪ Spectrum allocation requirements ▪ CITC NOC
Activity Outputs	<ul style="list-style-type: none"> ▪ Technical requirements approved or rejected
Forms	N/A
System	License management

Activity Name	Request feasibility study report and price review
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Submit requests to the relevant teams for the following: ▪ Feasibility study, to confirm the Feasibility Study submitted by the applicant, and / or to check for additional details / requirements. The feasibility Study is requested to the "Market Performance and Economic Studies" team ▪ Price review, based on the plan provided by the Applicant, seeking to confirm its alignment with the market trends, and avoid any anti-competitive behavior. The price review should be requested to the "Competition" team
Activity Inputs	<ul style="list-style-type: none"> ▪ License application ▪ Feasibility Study (submitted by the applicant)
Activity Outputs	<ul style="list-style-type: none"> ▪ Feasibility study and price review request submitted
Forms	N/A
System	License management/reporting

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ الـعـالـيـ لـلـعـالـمـ الـعـالـيـ الـلـيـلـةـ الـعـالـيـ لـلـعـالـمـ الـعـالـيـ الـلـيـلـةـ الـعـالـيـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Name	Receive Applicant pricing
Responsible Role	Competition Management Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Receive the applicant's proposed product and service pricing ▪ Ensure all required information / details are available
Activity Inputs	<ul style="list-style-type: none"> ▪ License application
Activity Outputs	<ul style="list-style-type: none"> ▪ License application received
Forms	N/A
System	License management

Activity Name	Conduct price review and assessment
Responsible Role	Competition Management Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Review the Applicant's proposed pricing against the regulatory framework. ▪ Ensure the pricing complies with the rules and regulations in the regulatory framework and does not exceed or undercut existing prices / thresholds, avoiding an anti-competitive behavior (to the AVM providers and / or consumer).
Activity Inputs	<ul style="list-style-type: none"> ▪ License application ▪ Regulatory framework
Activity Outputs	<ul style="list-style-type: none"> ▪ Price reviewed and assessed

Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والمساحة العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Forms	N/A
System	License management

Activity Name	Prepare price review report
Responsible Role	Competition Management Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Prepare the price review report with the assessment findings of the Applicant's pricing against the regulatory framework. ▪ The report should include the following information: <ul style="list-style-type: none"> ○ Price plan, provided by the applicant ○ Pricing / regulatory framework, including thresholds to be complied with ○ Analysis to the price plan ○ Final decision / recommendation
Activity Inputs	<ul style="list-style-type: none"> ▪ License application ▪ Regulatory framework
Activity Outputs	<ul style="list-style-type: none"> ▪ Price review report completed
Forms	<ul style="list-style-type: none"> ▪ Price review report
System	Licensing management/reporting

Activity Name	Develop license report
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Develop the license report with evaluation findings against the licensing parameters and an overall

Document ID	GCAM-Licensing-04/2019	 جنة المعرفة والاتصال GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

	<p>recommendation on whether the license should be granted or not.</p> <ul style="list-style-type: none"> ▪ The report should include, but not limited to: <ul style="list-style-type: none"> ○ Application details ○ Details about the applicant ○ Details about the respective license ○ Compliance with the license parameters, especially all the documentation and information required ○ Recommendation, regarding the approval or rejection ○ Reasons for rejection, if applicable ○ Actions to be addressed by the applicant prior to obtaining the respective license (eg. Outstanding fees) ○ Fees associated to the license issuance
Activity Inputs	<ul style="list-style-type: none"> ▪ License report template ▪ Feasibility study report ▪ Price review report
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed license report
Forms	N/A
System	Licensing management/reporting

Activity Name	Review license report
Responsible Role	Head of Licensing
Activity Description	<ul style="list-style-type: none"> ▪ Review the completed license report, including the evaluation findings, license fees and outstanding fees. ▪ Based on the report, make a decision on whether to award or reject the license application.
Activity Inputs	<ul style="list-style-type: none"> ▪ Completed license report

Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والملصق العام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Outputs	<ul style="list-style-type: none"> ▪ License approved or rejected
Forms	N/A
System	Licensing management/reporting

Activity Name	Inform applicant of reasons behind rejection
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ If the license is rejected, complete the rejection letter template providing the Applicant with the reasons behind the rejection of their license application. ▪ <i>Note: if the rejection is due to security clearance, the reasons for rejection are not detailed / shared with the applicant.</i> ▪ If licensing fees have not been paid by the Applicant within 3 months, either physically or online through Meras, complete the rejection letter template providing the Applicant with the reasons behind the rejection of their license application.
Activity Inputs	<ul style="list-style-type: none"> ▪ Completed license report ▪ Rejection letter template
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed rejection letter shared with the Applicant.
Forms	<ul style="list-style-type: none"> ▪ Rejection letter
System	Meras platform/License Management

Activity Name	Conduct security screening
---------------	----------------------------

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ وـالـمـسـعـدـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Responsible Role	Ministry of Interior
Activity Description	<ul style="list-style-type: none"> ▪ Conduct security screening to thoroughly check the Applicant's background. ▪ If there are no findings that prevent security clearance, issue the security clearance report.
Activity Inputs	<ul style="list-style-type: none"> ▪ Corporate Memorandum of Association
Activity Outputs	<ul style="list-style-type: none"> ▪ Security clearance report
Forms	N/A
System	N/A

Activity Name	Update registry
Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Receive the physical security clearance report and update the registry with the security clearance report approval or rejection, date, and letter number.
Activity Inputs	<ul style="list-style-type: none"> ▪ Security clearance report
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry updated with security clearance report details
Forms	N/A
System	License management

Document ID	GCAM-Licensing-04/2019	 لجنة المطبوعات والاعلام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Name	Review security clearance report
Responsible Role	Regulations Committee
Activity Description	<ul style="list-style-type: none"> ▪ Review the security clearance report and make a decision on whether to award or reject the license application based on any report findings. ▪ <i>Note: For platform licenses, approval from Council of Ministers will be required</i>
Activity Inputs	<ul style="list-style-type: none"> ▪ License report ▪ Security clearance report
Activity Outputs	<ul style="list-style-type: none"> ▪ License awarded or rejected
Forms	N/A
System	Document Management System / Correspondence

Activity Name	Send invoice to Applicant
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ If the license is awarded, send a physical invoice to the Applicant, or send the invoice via email. ▪ <i>Note: invoices are only issued physically if the invoice is not automatically issued through SADAD</i> ▪ <i>Note: Finance prepares the invoice based on the license fees (and outstanding fines, if any) recorded in the completed license report.</i>
Activity Inputs	<ul style="list-style-type: none"> ▪ Completed license report
Activity Outputs	<ul style="list-style-type: none"> ▪ Invoice issued to Applicant

Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والمساحة العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Forms	N/A
System	License management

Activity Name	Signoff license
Responsible Role	Executive Director of Regulations & Competition
Activity Description	<ul style="list-style-type: none"> ▪ If licensing fees are paid by the Applicant within 3 months, signoff the license so that it can be issued to the Applicant. ▪ Payments can be done either physically, online through Meras or through SADAD ▪ Finance is responsible for checking the payment receipt and communicate accordingly
Activity Inputs	<ul style="list-style-type: none"> ▪ Fees paid physical or online through Meras ▪ License for signoff
Activity Outputs	<ul style="list-style-type: none"> ▪ Signed license
Forms	N/A
System	License management

Activity Name	Send license to Applicant
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ Submit the signed license online through the Meras platform where the Applicant can download and print the license.

Document ID	GCAM-Licensing-04/2019	 جنة المعرفة والفنون للإعلام العربي والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Inputs	<ul style="list-style-type: none"> ▪ Signed license
Activity Outputs	<ul style="list-style-type: none"> ▪ Signed license submitted online through Meras
Forms	N/A
System	Meras platform / License Management

Activity Name	Send registry update request
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Send a registry update request so that the license signoff is officially recorded in the registry.
Activity Inputs	<ul style="list-style-type: none"> ▪ Signed license
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry update request sent
Forms	N/A
System	License management

Activity Name	Update registry
Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Receive a registry update request. Enter the license signoff details in the registry such as the license number and date of issue.

Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والمساحة العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Inputs	<ul style="list-style-type: none"> ▪ Registry update request
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry updated with license signoff details
Forms	N/A
System	License management

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ وـالـمـسـدـعـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.6.3 RACI Matrix

Type	Activities / Decisions	Applicant	CS Specialist / Relationship Manager	Technical Director	Chief Engineer	Executive Director of Spectrum Mgmt. & Competition Management Specialist	Licensing Specialist	Registry Specialist	Head of Licensing	Regulations & Licensing Director	Regulations Committee	Council of Ministers (for Platform Licenses)	Executive Director of Regulation & Ministry of Interior (MOI)	CITC	Head of Operations	CEO
Activity	1. Complete and submit license application form	RA	I													
Activity	2. Perform preliminary check on license application		RA													
Decision	3. Additional clarification or documentation required?	I	RA													
Activity	4. Provide required clarification or documentation	RA	I													
Decision	5. Requested information provided?		RA													
Activity	6. Request for Applicant historical records						RA	I								
Activity	7. Check for Applicant historical records						I	RA								
Activity	8. Assess and evaluate license application against licensing parameters						R		A	I						
Activity	9. Assess and evaluate license application against technical requirements		RA	I												
Activity	10. Review spectrum allocation requirements in coordination with CITC			RA	I										C	
Activity	11. Request NOC from CITC on Spectrum allocation	I			RA											
Activity	12. Receive CITC NOC	I			RA											
Activity	13. Review and provide approval	I			RA	I										
Decision	14. Approved by Spectrum and Engineering?	I			RA	I										
Activity	15. Inform applicant of reasons behind rejection	I	RA													
Activity	16. Applicant appeals?	RA	I													

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Type	Activities / Decisions	Applicant	CS Specialist / Relationship Manager	Technical Director	Chief Engineer	Executive Director of Spectrum Mgmt. & Competition Management Specialist	Licensing Specialist	Registry Specialist	Head of Licensing	Regulations & Licensing Director	Regulations Committee	Council of Ministers (for Platform Licenses)	Executive Director of Regulation & Ministry of Interior (MOI)	CTIC	Head of Operations	CEO	
Activity	17. Request feasibility study report and Price Review					I	RA										
Activity	18. Receive applicant pricing						RA										
Activity	19. Conduct price review and assessment						RA										
Activity	20. Prepare price review report					RA	I										
Activity	21. Develop license report						R	A	I								
Activity	22. Review license report							RA						I			
Decision	23. Approved?							RA						I			
Activity	24. Conduct security screening									I			RA				
Activity	25. Review license report and security clearance report									RA	I						
Decision	26. Award License?									R	RA	I					
Activity	27. Send invoice to Applicant	I	RA														
Decision	28. Fees paid?	RA											I				
Activity	29. Signoff license			I									R		R	RA	
Activity	30. Send license to applicant	I		RA													
Activity	31. Send registry update request						RA	I									
Activity	32. Update Registry							RA									

Document ID	GCAM-Licensing-04/2019	 لجنة تنظيم المحتوى والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.6.4 Process Attributes

Process KPIs	<ul style="list-style-type: none"> Number of license applications rejected at each stage of the process (preliminary, license report, etc.) Percentage distribution of rejections per reason Percentage of successful license appeals Percentage distribution of successful appeals per reason Time from license application to issue license or rejection
Preceding Processes	N/A
Intermediate Processes	<ul style="list-style-type: none"> Manage Grievances & Appeals Develop Specified Market Studies Finance: Issue Invoice
Succeeding Processes	<ul style="list-style-type: none"> Conduct Inspections Monitor Compliance with Regulatory Policy
Rules & Regulations	<ol style="list-style-type: none"> License for scheduled broadcast services (linear) License for non-scheduled audiovisual broadcasting services License for a distribution platform via satellite receivers License for terrestrial transmitting stations License for AV content distribution platform, via IPTV and cable License for rendering radio broadcasting service License to engage in cinema house activity

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـنـدـبـ وـالـمـسـعـدـ لـلـعـلـمـ الـجـنـوـبـيـ وـالـمـسـعـدـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

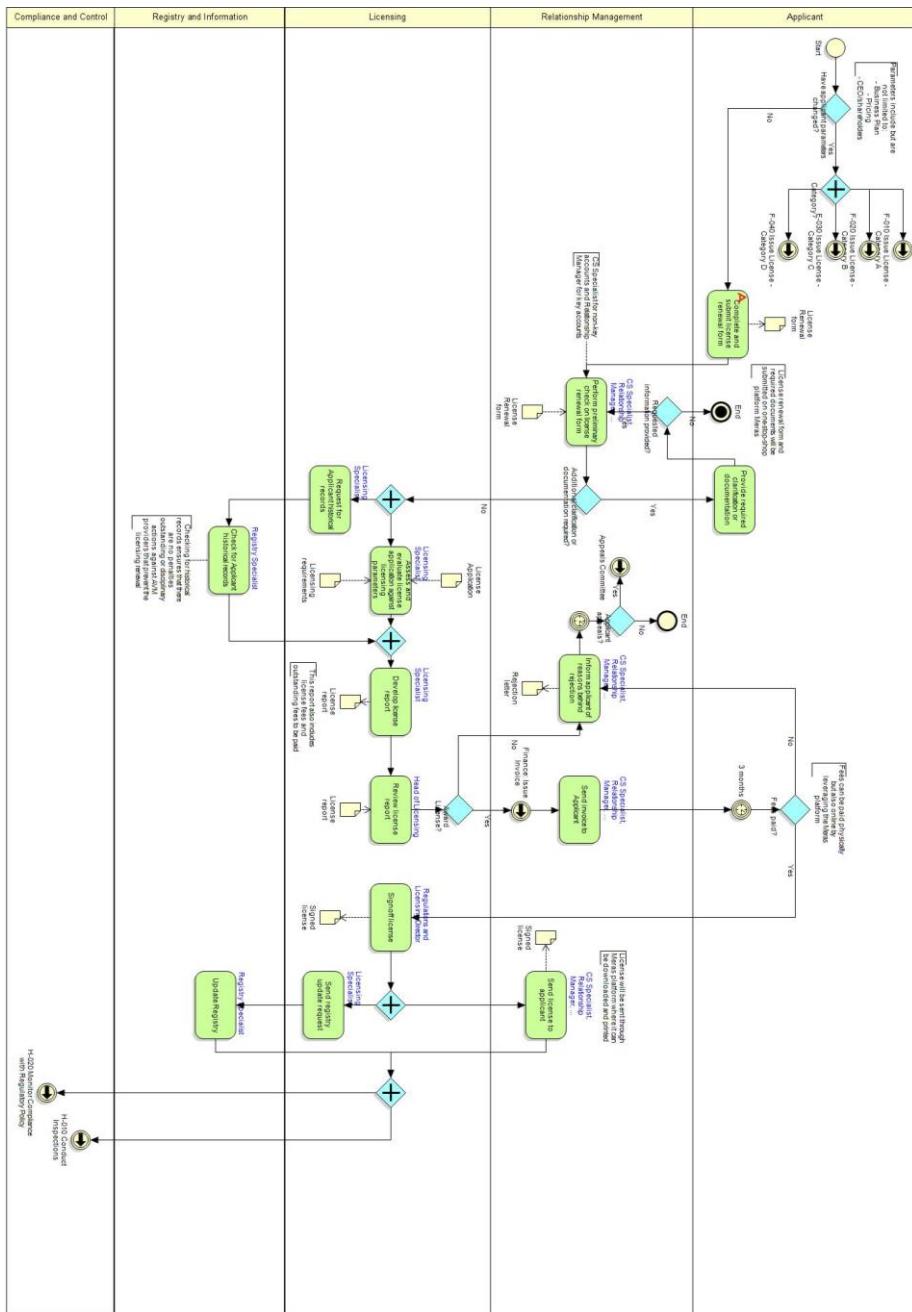
5.6.5 Interfaces

Purpose	Entity Name	Applications Used
For submission of application and required documents.	Tayseer	Meras
For payment of licensing fees.	Tayseer/GCAM	Meras / License Management
For payment of licensing fees.	SAMA (Saudi Arabian Monetary Agency)	SADAD
For submitting the license to the Applicant.	Tayseer/GCAM	Meras / License Management

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.7 Renew License

5.7.1 Process Flow



Document ID	GCAM-Licensing-04/2019	 جنة الإذاعة والتلفزيون للتلفزيون والملصق GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Document ID	GCAM-Licensing-04/2019	 جنة المعرفة والاتصال لجنة المطبوعات والاعلام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.7.2 Procedures

Activity Name	Complete and submit license application renewal form
Responsible Role	Applicant
Activity Description	<ul style="list-style-type: none"> ▪ Check if Applicant's parameters have changed, such as: <ul style="list-style-type: none"> ○ Business plan ○ Pricing ○ CEO / shareholders ▪ In case no changes were identified, prepare and submit the license renewal form and required documents on the one-stop-shop platform, Meras. ▪ In case changes were identified, the applicant will have to submit a new license, and follow the respective process
Activity Inputs	<ul style="list-style-type: none"> ▪ License renewal ▪ Required documents (as specified on Meras)
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed license renewal form and required documents submitted.
Forms	<ul style="list-style-type: none"> ▪ License renewal form
System	Meras platform / License management

Activity Name	Perform preliminary check on license renewal form
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ Review the submitted license renewal form and required documents. ▪ Ensure all required documents, information and details are being provided

Document ID	GCAM-Licensing-04/2019	 جنة المعرفة والاتصال GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

	<ul style="list-style-type: none"> ▪ Inform the applicant if additional clarification or documentation is required. If the applicant does not provide the additional clarification or documentation, end the process. ▪ If no further clarification or documentation is required, proceed with the application.
Activity Inputs	<ul style="list-style-type: none"> ▪ License renewal ▪ Required documents
Activity Outputs	<ul style="list-style-type: none"> ▪ Preliminary check on the license renewal and required documents completed. ▪ License renewal forwarded. ▪ Process terminated for applicants who do not provide the additional clarification or required documentation.
Forms	<ul style="list-style-type: none"> ▪ License renewal form
System	License management

Activity Name	Provide required clarification or documentation
Responsible Role	Applicant
Activity Description	<ul style="list-style-type: none"> ▪ Applicant receives a request for additional clarification or documentation. ▪ Provide additional clarification or required documents, e.g. company registration.
Activity Inputs	<ul style="list-style-type: none"> ▪ Request for additional clarification or required documents.
Activity Outputs	<ul style="list-style-type: none"> ▪ Additional clarification or required documents provided. ▪ If no additional clarification or required documents is provided, the process is terminated.
Forms	N/A

Document ID	GCAM-Licensing-04/2019	 جَلْدُ الْمَعْرِفَةِ الْأَوَّلُ لِلْعَالَمِ الْعَرَبِيِّ وَالْمَسْطُوحِيِّ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

System	Meras platform / License management
--------	-------------------------------------

Activity Name	Request for Applicant historical records
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Send a request for the Applicant's historical records and provide the license application containing the Applicant's details.
Activity Inputs	<ul style="list-style-type: none"> ▪ License renewal
Activity Outputs	<ul style="list-style-type: none"> ▪ Request for Applicant's historical records.
Forms	N/A
System	Licensing management/reporting

Activity Name	Check and provide for Applicant historical records
Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Check the Applicant's details in the licensing application and search the Applicant in the registry to see if they already exist. ▪ If the Applicant exists, check the Applicant's historical records to ensure that there are no outstanding penalties or disciplinary actions against the Applicant that would prevent the license being approved. In addition, check if the Applicant already has existing licenses. ▪ Provide Applicant's historical records as an input to developing the license report, fees to be paid, and any outstanding fees.

Document ID	GCAM-Licensing-04/2019	 لجنة الاتصالات والملصق العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

	<ul style="list-style-type: none"> ▪ If the Applicant does not exist, respond that no historical records are available.
Activity Inputs	<ul style="list-style-type: none"> ▪ License renewal
Activity Outputs	<ul style="list-style-type: none"> ▪ Applicant's historical records checked and provided (if available)
Forms	N/A
System	License management

Activity Name	Assess and evaluate license application against licensing parameters
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Evaluate the license renewal application against the licensing parameters set out in the Licensing Schedule.
Activity Inputs	<ul style="list-style-type: none"> ▪ Licensing application ▪ Licensing requirements (<i>refer to Licensing Schedule</i>)
Activity Outputs	<ul style="list-style-type: none"> ▪ License application evaluated against licensing requirements.
Forms	N/A
System	License management

Activity Name	Develop license report
Responsible Role	Licensing Specialist

Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والمساحة العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Description	<ul style="list-style-type: none"> ▪ Develop the license report with evaluation findings against the licensing parameters and an overall recommendation on whether the license should be granted or not. ▪ The report should include, but not limited to: <ul style="list-style-type: none"> ○ Application details ○ Details about the applicant ○ Details about the respective license ○ Compliance with the license parameters, especially all the documentation and information required ○ Recommendation, regarding the approval or rejection ○ Reasons for rejection, if applicable ○ Actions to be addressed by the applicant prior to obtaining the respective license (eg. Outstanding feeds) ○ Fees associated to the license issuance
Activity Inputs	<ul style="list-style-type: none"> ▪ License report
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed license report
Forms	N/A
System	License management/reporting

Activity Name	Review license report
Responsible Role	Head of Licensing
Activity Description	<ul style="list-style-type: none"> ▪ Review the completed license report, including the evaluation findings, license fees and outstanding fees. ▪ Based on the report, make a decision on whether to award or reject the license application.

Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والملصق العام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Inputs	<ul style="list-style-type: none"> ▪ Completed license report
Activity Outputs	<ul style="list-style-type: none"> ▪ License awarded or rejected
Forms	N/A
System	Licensing management/reporting

Activity Name	Inform applicant of reasons behind rejection
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ If the license is rejected, complete the rejection letter template providing the Applicant with the reasons behind the rejection of their license application. ▪ If licensing fees have not been paid by the Applicant within 3 months, either physically or online through Meras, complete the rejection letter template providing the Applicant with the reasons behind the rejection of their license application.
Activity Inputs	<ul style="list-style-type: none"> ▪ Completed license report ▪ Rejection letter template
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed rejection letter shared with the Applicant.
Forms	<ul style="list-style-type: none"> ▪ Rejection letter
System	Meras platform/License Management

Activity Name	Send invoice to Applicant
---------------	---------------------------

Document ID	GCAM-Licensing-04/2019	 جمهورية مصر العربية لجنة الأخذ والرد GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ If the license is awarded, send a physical invoice to the Applicant, or send the invoice via email. ▪ <i>Note: invoices are only issued physically if the invoice is not automatically issued through SADAD</i> ▪ <i>Note: Finance prepares the invoice based on the license fees (and outstanding fines, if any) recorded in the completed license report.</i>
Activity Inputs	<ul style="list-style-type: none"> ▪ Completed license report
Activity Outputs	<ul style="list-style-type: none"> ▪ Invoice issued to Applicant
Forms	N/A
System	License management

Activity Name	Signoff license
Responsible Role	Regulations & Licensing Director
Activity Description	<ul style="list-style-type: none"> ▪ If licensing fees are paid by the Applicant within 3 months, signoff the license so that it can be issued to the Applicant. ▪ Payments can be done either physically, online through Meras or through SADAD ▪ Finance is responsible for checking the payment receipt and communicate accordingly
Activity Inputs	<ul style="list-style-type: none"> ▪ Fees paid physical or online through Meras ▪ License for signoff
Activity Outputs	<ul style="list-style-type: none"> ▪ Signed license
Forms	N/A

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ الـعـالـيـ الـلـمـسـدـعـ GCAM - GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

System	Licensing mangement
--------	---------------------

Activity Name	Send license to Applicant
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ Submit the signed license online through the Meras platform where the Applicant can download and print the license.
Activity Inputs	<ul style="list-style-type: none"> ▪ Signed license
Activity Outputs	<ul style="list-style-type: none"> ▪ Signed license submitted online through Meras
Forms	N/A
System	Meras platform/License Management

Activity Name	Send registry update request
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Send a registry update request so that the license signoff is officially recorded in the registry.
Activity Inputs	<ul style="list-style-type: none"> ▪ Signed license
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry update request sent
Forms	N/A

Document ID	GCAM-Licensing-04/2019	 جنة لجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

System	License Management
--------	--------------------

Activity Name	Update registry
Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Receive a registry update request. Enter the license signoff details in the registry such as the license number and date of issue.
Activity Inputs	<ul style="list-style-type: none"> ▪ Registry update request
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry updated with license signoff details
Forms	N/A
System	License management

Document ID	GCAM-Licensing-04/2019	 جنة للمطبوعات والاعلام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.7.3 RACI Matrix

Type	Activities / Decisions	Applicant	CS Specialist / Relationship Manager	Registry Specialist	Licensing Specialist	Head of Licensing	Regulations & Licensing Director
Activity	1. Have applicant parameters changed?	RA					
Activity	2. Complete and submit license renewal form	RA	I				
Activity	3. Perform preliminary check on license renewal form		RA		I		
Decision	4. Additional clarification or documentation required?	I	RA				
Activity	5. Provide required clarification or documentation	RA	I				
Decision	6. Requested information provided?		RA		I		
Activity	7. Request for Applicant historical records			I	RA		
Activity	8. Check for Applicant historical records			RA	I		
Activity	9. Assess and evaluate license application against licensing parameters				R	AI	
Activity	10. Develop license report				R	AI	
Activity	11. Review license report					RA	
Decision	12. Award License?					RA	I
Activity	13. Inform applicant of reasons behind rejection	I	RA				
Decision	14. Applicant appeals?	RA					
Activity	15. Send invoice to Applicant	I	RA				I
Decision	16. Fees paid?	RA					I

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَلَامَةِ الْأَوَّلِ لِلْعَلَامَةِ الْأَوَّلِ وَالْمَسْدُوعِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Type	Activities / Decisions	Applicant	CS Specialist / Relationship Manager	Registry Specialist	Licensing Specialist	Head of Licensing	Regulations & Licensing Director
Activity	17. Signoff license						RA
Activity	18. Send license to applicant	I	RA				
Activity	19. Send registry update request			I	RA		
Activity	20. Update Registry			RA	I		

Document ID	GCAM-Licensing-04/2019	 جمهورية مصر العربية لجنة التلفزيون والملصق العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.7.4 Process Attributes

Process KPIs	<ul style="list-style-type: none"> Number of license renewal applications rejected at each stage of the process (preliminary, license report, etc.) Percentage distribution of rejections per reason Percentage of successful license appeals Percentage distribution of successful appeals per reason Time from license renewal application to issue license or rejection
Preceding Processes	N/A
Intermediate Processes	<ul style="list-style-type: none"> Manage Grievances & Appeals Finance: Issue Invoice
Succeeding Processes	<ul style="list-style-type: none"> Conduct Inspections Monitor Compliance with Regulatory Policy
Rules & Regulations	<ol style="list-style-type: none"> License for a distribution platform via satellite receivers License for terrestrial transmitting stations License for AV content distribution platform, via IPTV and cable License for Scheduled Broadcast Services (Linear) License for non-scheduled audiovisual broadcasting services License for Satellite uplink station License to engage in cinema house activity Licenses to operate cinemas License for rendering radio broadcasting service Audiovisual media content production license License to distribute or import cinematic movies, videos and TV shows License to import, distribute, sell and lease the AV media content Licenses to operate a studio (Production) License for audiovisual advertising offices, marketing offices and advertising agencies Licenses to import, and distribute or sell media content receivers

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِ الْعَرَبِيِّ وَالْمَسْطُوحِيِّ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

	16.License for Mass Media Measurement
--	---------------------------------------

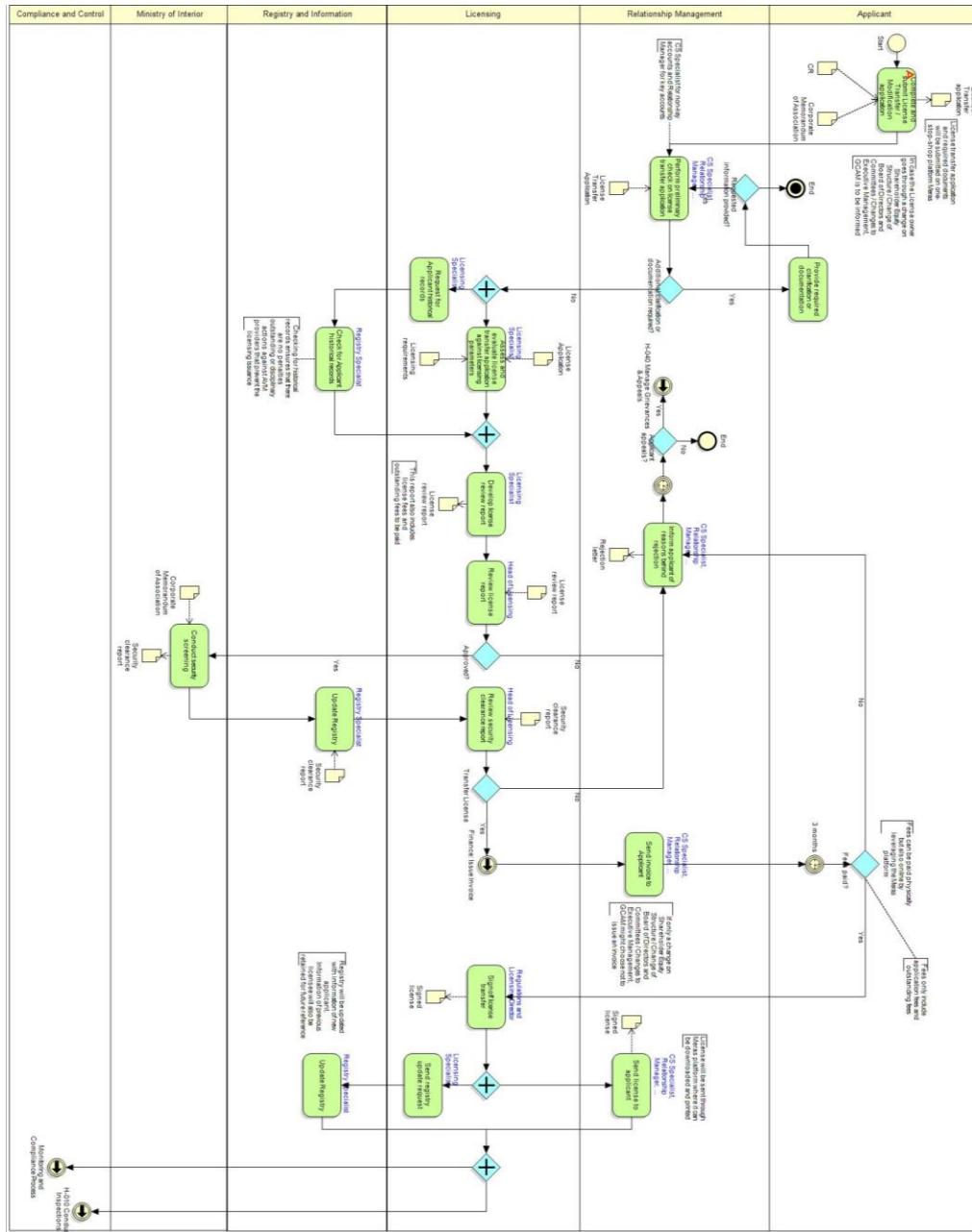
5.7.5 Interfaces

Purpose	Entity Name	Applications Used
For submission of application and required documents.	Tayseer	Meras
For payment of licensing fees.	Tayseer / GCAM	Meras / License Management
For payment of licensing fees.	SAMA (Saudi Arabian Monetary Agency)	SADAD
For submitting the license to the Applicant.	Tayseer / GCAM	Meras / License Management

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.8 Transfer License

5.8.1 Process Flow



Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ الـعـالـيـةـ لـلـعـلـمـ الـجـنـوـبـيـ وـالـمـسـدـدـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.8.2 Procedures

Activity Name	Complete and submit license transfer application renewal form
Responsible Role	Applicant
Activity Description	<ul style="list-style-type: none"> ▪ If the only parameter changing is the ownership of the license, prepare and submit the license transfer application and required documents on the one-stop-shop platform, Meras. ▪ In case the License owner goes through a change on Shareholder Equity Structure / Change of Board of Directors and Committees / Changes to Executive Management, GCAM is to be informed
Activity Inputs	<ul style="list-style-type: none"> ▪ License transfer application ▪ Required documents (as specified on Meras) ▪ Corporate Memorandum of Association ▪ CR
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed license transfer application and required documents submitted.
Forms	<ul style="list-style-type: none"> ▪ License transfer application
System	Meras platform / License management

Activity Name	Perform preliminary check on license transfer application
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ Review the submitted license transfer application and required documents. ▪ Ensure all required documents, information and details are being provided ▪ Inform the applicant if additional clarification or documentation is required. If the applicant does not

Document ID	GCAM-Licensing-04/2019	 جمهورية مصر العربية لجنة المنشآت والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

	<p>provide the additional clarification or documentation, end the process.</p> <ul style="list-style-type: none"> ▪ If no further clarification or documentation is required, proceed with the application.
Activity Inputs	<ul style="list-style-type: none"> ▪ License transfer application ▪ Required documents ▪ Corporate Memorandum of Association ▪ CR
Activity Outputs	<ul style="list-style-type: none"> ▪ Preliminary check on the license transfer application and required documents completed. ▪ License transfer application forwarded. ▪ Process terminated for applicants who do not provide the additional clarification or required documentation.
Forms	<ul style="list-style-type: none"> ▪ License transfer application
System	License Management

Activity Name	Provide required clarification or documentation
Responsible Role	Applicant
Activity Description	<ul style="list-style-type: none"> ▪ Receive a request for additional clarification or documentation. ▪ Provide additional clarification or required documents, e.g. company registration.
Activity Inputs	<ul style="list-style-type: none"> ▪ Request for additional clarification or required documents.
Activity Outputs	<ul style="list-style-type: none"> ▪ Additional clarification or required documents provided. ▪ If no additional clarification or required documents is provided, the process is terminated.
Forms	N/A
System	Meras platform / License management

Document ID	GCAM-Licensing-04/2019	 لجنة الاتصالات والملصق العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Name	Request for Applicant historical records
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Send a request for the Applicant's historical records and provide the license application containing the Applicant's details.
Activity Inputs	<ul style="list-style-type: none"> ▪ License transfer application
Activity Outputs	<ul style="list-style-type: none"> ▪ Request for Applicant's historical records.
Forms	N/A
System	License management/reporting

Activity Name	Check and provide for Applicant historical records
Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Check the Applicant's details in the licensing application and search the Applicant in the registry to see if they already exist. ▪ If the Applicant exists, check the Applicant's historical records to ensure that there are no outstanding penalties or disciplinary actions against the Applicant that would prevent the license being approved. In addition, check if the Applicant already has existing licenses. ▪ Provide Applicant's historical records as an input to developing the license report, fees to be paid, and any outstanding fees. ▪ If the Applicant does not exist, respond that no historical records are available.

Document ID	GCAM-Licensing-04/2019	 جـلـمـيـاـتـ الـرـئـيـسـيـةـ الـعـلـمـيـةـ وـالـمـدـيـعـهـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Inputs	<ul style="list-style-type: none"> ▪ License transfer application
Activity Outputs	<ul style="list-style-type: none"> ▪ Applicant's historical records checked and provided (if available)
Forms	N/A
System	License management

Activity Name	Assess and evaluate license transfer application against licensing parameters
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Evaluate the license transfer application against the licensing parameters set out in the Licensing Schedule. ▪ If a change on Shareholder Equity Structure / Change of Board of Directors and Committees / Changes to Executive Management, check if there are any matters that might affect the License issuance
Activity Inputs	<ul style="list-style-type: none"> ▪ Licensing application ▪ Licensing requirements (<i>refer to Licensing Schedule</i>)
Activity Outputs	<ul style="list-style-type: none"> ▪ License application evaluated against licensing requirements.
Forms	N/A
System	License Management

Activity Name	Develop license review report
---------------	-------------------------------

Document ID	GCAM-Licensing-04/2019	 جنة المعرفة والاتصال لجنة المحتوى والمسوغ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Develop the license report with evaluation findings against the licensing parameters and an overall recommendation on whether the license should be granted or not. ▪ The report should include, but not limited to: <ul style="list-style-type: none"> ○ Application details ○ Details about the applicant ○ Details about the respective license ○ Compliance with the license parameters, especially all the documentation and information required ○ Recommendation, regarding the approval or rejection ○ Reasons for rejection, if applicable ○ Actions to be addressed by the applicant prior to obtaining the respective license (eg. Outstanding feeds) ○ Fees associated to the license issuance
Activity Inputs	<ul style="list-style-type: none"> ▪ License review report
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed license review report
Forms	N/A
System	License management/reporting

Activity Name	Review license report
Responsible Role	Head of Licensing
Activity Description	<ul style="list-style-type: none"> ▪ Review the completed license report, including the evaluation findings, license fees and outstanding fees.

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

	<ul style="list-style-type: none"> ▪ Based on the report, make a decision on whether to award or reject the license application.
Activity Inputs	<ul style="list-style-type: none"> ▪ Completed license review report
Activity Outputs	<ul style="list-style-type: none"> ▪ License approved or rejected
Forms	N/A
System	License management/reporting

Activity Name	Inform applicant of reasons behind rejection
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ If the license transfer is rejected, complete the rejection letter template providing the Applicant with the reasons behind the rejection of their license transfer application. ▪ <i>Note: if the rejection is due to security clearance, the reasons for rejection are not detailed / shared with the applicant.</i> ▪ If licensing fees have not been paid by the Applicant within 3 months, either physically or online through Meras, complete the rejection letter template providing the Applicant with the reasons behind the rejection of their license application.
Activity Inputs	<ul style="list-style-type: none"> ▪ Completed license review report ▪ Rejection letter template
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed rejection letter shared with the Applicant.
Forms	<ul style="list-style-type: none"> ▪ Rejection letter

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ وـالـمـسـعـوـدـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

System	Meras platform/License Management
--------	-----------------------------------

Activity Name	Conduct security screening
Responsible Role	Ministry of Interior
Activity Description	<ul style="list-style-type: none"> ▪ Conduct security screening to thoroughly check the Applicant's background. ▪ If there are no findings that prevent security clearance, issue the security clearance report.
Activity Inputs	<ul style="list-style-type: none"> ▪ Corporate Memorandum of Association
Activity Outputs	<ul style="list-style-type: none"> ▪ Security clearance report
Forms	N/A
System	N/A

Activity Name	Update registry
Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Receive the physical security clearance report and update the registry with the security clearance report approval or rejection, date, and letter number.
Activity Inputs	<ul style="list-style-type: none"> ▪ Security clearance report
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry updated with security clearance report details

Document ID	GCAM-Licensing-04/2019	 لجنة تنظيم المحتوى والملصق العام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Forms	N/A
System	License management

Activity Name	Review security clearance report
Responsible Role	Head of Licensing
Activity Description	<ul style="list-style-type: none"> ▪ Review the security clearance report and make a decision on whether to award or reject the license application based on any report findings.
Activity Inputs	<ul style="list-style-type: none"> ▪ Security clearance report
Activity Outputs	<ul style="list-style-type: none"> ▪ License transfer approved or rejected
Forms	N/A
System	Document Management System / Correspondence

Activity Name	Send invoice to Applicant
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ If the license is awarded, send a physical invoice to the Applicant, or send the invoice via email. ▪ <i>Note: invoices are only issued physically if the invoice is not automatically issued through SADAD</i> ▪ <i>Note: Finance prepares the invoice based on the license fees (and outstanding fines, if any) recorded in the completed license report.</i> ▪ Depending on the type of modification required (eg. Change in executive management) GCAM might not

Document ID	GCAM-Licensing-04/2019	 جمهورية مصر العربية لجنة الملاحة والمساحة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

	<p>issue an invoice and charge the entity, as per the respective Regulatory Document</p> <ul style="list-style-type: none"> ▪ If only a change on Shareholder Equity Structure / Change of Board of Directors and Committees / Changes to Executive Management, GCAM might choose not to issue an invoice
Activity Inputs	<ul style="list-style-type: none"> ▪ Completed license review report
Activity Outputs	<ul style="list-style-type: none"> ▪ Invoice issued to Applicant
Forms	N/A
System	License management

Activity Name	Signoff license transfer
Responsible Role	Regulations & Licensing Director
Activity Description	<ul style="list-style-type: none"> ▪ If licensing fees are paid by the Applicant within 3 months, signoff the license so that it can be issued to the Applicant. ▪ Payments can be done either physically, online through Meras or through SADAD ▪ Finance is responsible for checking the payment receipt and communicate accordingly
Activity Inputs	<ul style="list-style-type: none"> ▪ Fees paid physical or online through Meras ▪ License for signoff
Activity Outputs	<ul style="list-style-type: none"> ▪ Signed license transfer
Forms	N/A
System	License management

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ الـعـالـيـةـ لـلـعـلـمـ الـمـدـىـ وـالـمـسـعـوـدـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Name	Send license to Applicant
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ Submit the signed license online through the Meras platform where the Applicant can download and print the license. ▪ If only a change on Shareholder Equity Structure / Change of Board of Directors and Committees / Changes to Executive Management, GCAM can opt for not issuing a new license, and only inform the applicant that the changes were validated and approved
Activity Inputs	<ul style="list-style-type: none"> ▪ Signed license transfer
Activity Outputs	<ul style="list-style-type: none"> ▪ Signed license transfer submitted online through Meras
Forms	N/A
System	Meras platform / License Management

Activity Name	Send registry update request
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Send a registry update request so that the license signoff is officially recorded in the registry.
Activity Inputs	<ul style="list-style-type: none"> ▪ Signed license transfer
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry update request sent

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمُدْبَرِيَّةِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Forms	N/A
System	License management

Activity Name	Update registry
Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Receive a registry update request. Enter the license transfer signoff in the registry. ▪ Update the registry with the new Applicant's information. ▪ Retain information of the previous licensee for future reference.
Activity Inputs	<ul style="list-style-type: none"> ▪ Registry update request
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry updated with license transfer signoff details
Forms	N/A
System	License management

5.8.3 RACI Matrix

Type	Activities / Decisions	Applicant	CS Specialist / Relationship Manager	Registry Specialist	Licensing Specialist	Head of Licensing	Regulations & Licensing Director	Ministry of Interior (MOI)
Activity	1. Complete and submit license transfer application	RA	I					

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمَدْيَارِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Type	Activities / Decisions	Applicant	CS Specialist / Relationship Manager	Registry Specialist	Licensing Specialist	Head of Licensing	Regulations & Licensing Director	Ministry of Interior (MOI)
Activity	2. Perform preliminary check on license renewal form		RA		I			
Decision	3. Additional clarification or documentation required?	I	RA					
Activity	4. Provide required clarification or documentation	RA	I					
Decision	5. Requested information provided?		RA		I			
Activity	6. Request for Applicant historical records			I	RA			
Activity	7. Check for Applicant historical records			RA	I			
Activity	8. Assess and evaluate license transfer application against licensing parameters				R	AI		
Activity	9. Develop license review report				R	AI		
Activity	10. Review license report					RA		
Decision	11. Approved?			I		RA		
Activity	12. Inform applicant of reasons behind rejection	I	RA					
Activity	13. Applicant appeals?	RA						
Activity	14. Conduct security screening			I			RA	
Activity	15. Update Registry			RA		I		
Activity	16. Review security clearance report					RA		
Decision	17. Transfer License?					RA	I	
Activity	18. Send invoice to Applicant	I	RA				I	

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِ الْعَرَبِيِّ وَالْمَسْدُوعِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Type	Activities / Decisions	Applicant	CS Specialship / Relationship Manager	Registry Specialist	Licensing Specialist	Head of Licensing	Regulations & Licensing Director	Ministry of Interior (MOI)
Decision	19. Fees paid?	RA					I	
Activity	20. Signoff license transfer						RA	
Activity	21. Send license to applicant	I	RA					
Activity	22. Send registry update request			I	RA			
Activity	23. Update Registry			RA	I			

Document ID	GCAM-Licensing-04/2019	 جمهورية مصر العربية لجنة التلفزيون والملصق العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.8.4 Process Attributes

Process KPIs	<ul style="list-style-type: none"> Number of license transfer applications rejected at each stage of the process (preliminary, license report, etc.) Percentage distribution of rejections per reason Percentage of successful license appeals Percentage distribution of successful appeals per reason Time from license transfer application to issue license or rejection
Preceding Processes	N/A
Intermediate Processes	<ul style="list-style-type: none"> Manage Grievances & Appeals Finance: Issue Invoice
Succeeding Processes	<ul style="list-style-type: none"> Conduct Inspections Monitor Compliance with Regulatory Policy
Rules & Regulations	<ol style="list-style-type: none"> License for a distribution platform via satellite receivers License for terrestrial transmitting stations License for AV content distribution platform, via IPTV and cable License for Scheduled Broadcast Services (Linear) License for non-scheduled audiovisual broadcasting services License for Satellite uplink station License to engage in cinema house activity Licenses to operate cinemas License for rendering radio broadcasting service Audiovisual media content production license License to distribute or import cinematic movies, videos and TV shows License to import, distribute, sell and lease the AV media content Licenses to operate a studio (Production) License for audiovisual advertising offices, marketing offices and advertising agencies Licenses to import, and distribute or sell media content receivers

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِ الْعَرَبِيِّ وَالْمَسْطُوحِيِّ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

	16. License for Mass Media Measurement
--	--

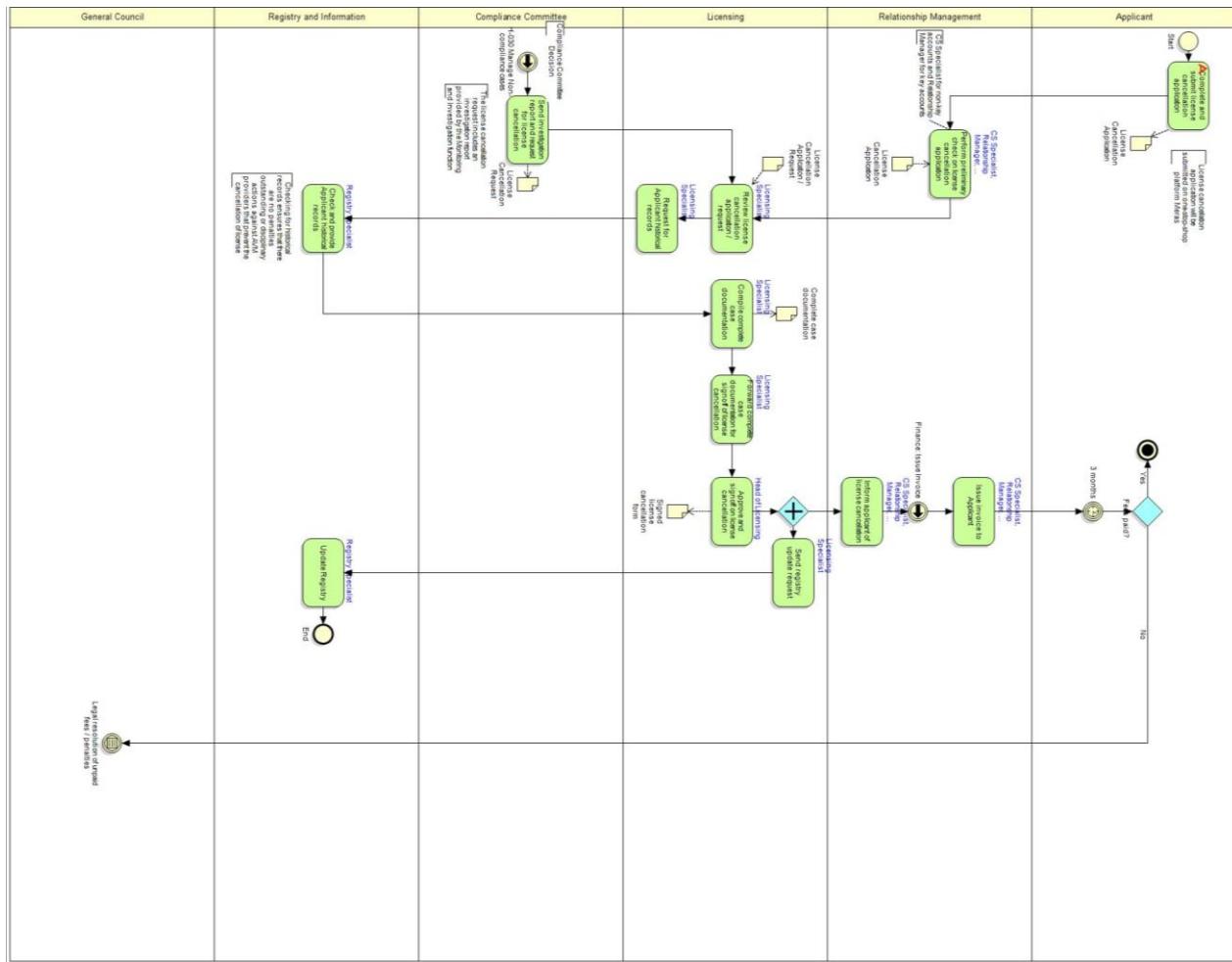
5.8.5 Interfaces

Purpose	Entity Name	Applications Used
For submission of transfer application and required documents.	Tayseer	Meras
For payment of licensing fees.	Tayseer / GCAM	Meras / License Management
For payment of licensing fees.	SAMA (Saudi Arabian Monetary Agency)	SADAD
For submitting the license to the Applicant.	Tayseer / GCAM	Meras / License Management

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.9 Cancel License

5.9.1 Process Flow



Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ الـعـالـيـةـ لـلـتـلـيـنـ المـدـىـ وـالـمـسـعـودـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.9.2 Procedures

Activity Name	Complete and submit license cancellation application
Responsible Role	Applicant
Activity Description	<ul style="list-style-type: none"> ▪ Prepare and submit the license cancellation application and required documents on the one-stop-shop platform, Meras.
Activity Inputs	<ul style="list-style-type: none"> ▪ License cancellation application
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed license cancellation application and required documents submitted.
Forms	<ul style="list-style-type: none"> ▪ License cancellation application
System	Meras platform / License management

Activity Name	Perform preliminary check on license cancellation application
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ Review the submitted license cancellation application and required documents. ▪ Ensure all required documents were provided. ▪ Inform the applicant if additional clarification or documentation is required. If the applicant does not provide the additional clarification or documentation, end the process. ▪ If no further clarification or documentation is required, proceed with the application.
Activity Inputs	<ul style="list-style-type: none"> ▪ License cancellation application

Document ID	GCAM-Licensing-04/2019	 جنة المطبوعات والاعلامية العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Outputs	<ul style="list-style-type: none"> ▪ Preliminary check on the license cancellation application and required documents completed. ▪ License cancellation application forwarded. ▪ Process terminated for applicants who do not provide the additional clarification or required documentation.
Forms	<ul style="list-style-type: none"> ▪ License cancellation application
System	License Management

Activity Name	Send investigation report and request for license cancellation
Responsible Role	Compliance Committee
Activity Description	<ul style="list-style-type: none"> ▪ Due to cases of non-compliance by the licensee, send a request for license cancellation attaching the relevant investigation report.
Activity Inputs	<ul style="list-style-type: none"> ▪ Investigation report
Activity Outputs	<ul style="list-style-type: none"> ▪ License cancellation request sent
Forms	N/A
System	Regulatory & Compliance / Case Management

Activity Name	Review license cancellation application / request
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ If the license cancellation is requested by the licensee, review the license cancellation application and required documentation.

Document ID	GCAM-Licensing-04/2019	 لجنة تنظيم المحتوى والملصق العام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

	<ul style="list-style-type: none"> ▪ If the license cancellation is requested by the Compliance Committee, review the license cancellation request and investigation report.
Activity Inputs	<ul style="list-style-type: none"> ▪ License cancellation application / request ▪ Investigation report
Activity Outputs	<ul style="list-style-type: none"> ▪ License cancellation application / request reviewed
Forms	N/A
System	License management

Activity Name	Request for Applicant historical records
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Send a request for the Applicant's historical records and provide the license application containing the Applicant's details. ▪ Historical records include any pending situation from the applicant, such as outstanding fees
Activity Inputs	<ul style="list-style-type: none"> ▪ License cancellation application / request
Activity Outputs	<ul style="list-style-type: none"> ▪ Request for Applicant's historical records.
Forms	N/A
System	License management/reporting

Activity Name	Check and provide for Applicant historical records
---------------	--

Document ID	GCAM-Licensing-04/2019	 جنة المعرفة والاتصال لجنة المذيع والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Check the Applicant's details in the licensing application and search the Applicant in the registry to see if they already exist. ▪ If the Applicant exists, check the Applicant's historical records to ensure that there are no outstanding penalties or disciplinary actions against the Applicant that would prevent the license being approved. In addition, check if the Applicant already has existing licenses. ▪ Provide Applicant's historical records as an input to developing the license report, fees to be paid, and any outstanding fees. ▪ If the Applicant does not exist, respond that no historical records are available.
Activity Inputs	<ul style="list-style-type: none"> ▪ License cancellation application / transfer
Activity Outputs	<ul style="list-style-type: none"> ▪ Applicant's historical records checked and provided (if available)
Forms	N/A
System	License management/reporting

Activity Name	Compile complete case documentation
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Compile all of the submitted information including cancellation application / request, investigation report, and historical records.
Activity Inputs	<ul style="list-style-type: none"> ▪ License cancellation application / transfer ▪ Investigation report

Document ID	GCAM-Licensing-04/2019	 لجنة تنظيم المحتوى والملصق العام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Outputs	<ul style="list-style-type: none"> ▪ Complete case documentation
Forms	N/A
System	License management

Activity Name	Forward complete case documentation for signoff of license cancellation
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Send the complete case documentation for a final review and signoff on the license cancellation.
Activity Inputs	<ul style="list-style-type: none"> ▪ Complete case documentation
Activity Outputs	<ul style="list-style-type: none"> ▪ Complete case documentation forwarded
Forms	N/A
System	License management

Activity Name	Approve and signoff on license cancellation
Responsible Role	Head of Licensing
Activity Description	<ul style="list-style-type: none"> ▪ Review the complete case documentation to ensure all the required information has been collected. ▪ If the documentation is complete, provide a final signoff on the license cancellation.
Activity Inputs	<ul style="list-style-type: none"> ▪ Complete case documentation

Document ID	GCAM-Licensing-04/2019	 لجنة تنظيم المحتوى والملصق العام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Outputs	<ul style="list-style-type: none"> ▪ Signed license cancellation form
Forms	<ul style="list-style-type: none"> ▪ License cancellation form
System	License management

Activity Name	Send registry update request
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Send a registry update request so that the license cancellation is officially recorded in the registry.
Activity Inputs	<ul style="list-style-type: none"> ▪ Signed license cancellation form
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry update request sent
Forms	N/A
System	License management

Activity Name	Update registry
Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Receive a registry update request. Enter the license signoff details in the registry such as the license number and date of cancellation.
Activity Inputs	<ul style="list-style-type: none"> ▪ Registry update request

Document ID	GCAM-Licensing-04/2019	 جَلْدُ الْمَعْرِفَةِ الْأَعْلَمِيَّةِ لِلْعَالَمِ الْعَرَبِيِّ وَالْمَسْطُوحِيِّ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Outputs	<ul style="list-style-type: none"> ▪ Registry updated with license cancellation signoff details
Forms	N/A
System	License management

Activity Name	Inform Applicant of license cancellation
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ If the applicant issued the cancellation request, inform the Applicant that their license has been successfully cancelled. ▪ If the Compliance Committee issued the cancellation request, inform the Applicant that their license has been cancelled due to non-compliance with GCAM's executive policy.
Activity Inputs	<ul style="list-style-type: none"> ▪ Signed license cancellation form
Activity Outputs	<ul style="list-style-type: none"> ▪ Applicant informed of license cancellation
Forms	N/A
System	Meras platform / License Management

Activity Name	Send invoice to Applicant
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ وـالـمـسـعـدـ GCAM - GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Description	<ul style="list-style-type: none"> ▪ If the license is cancelled, send a physical invoice to the Applicant, or send the invoice via email. ▪ Note: invoices are only issued physically if the invoice is not automatically issued through SADAD ▪ Note: Finance prepares the invoice based on the license fees (and outstanding fines, if any) recorded in the completed license report.
Activity Inputs	<ul style="list-style-type: none"> ▪ Signed license cancellation form
Activity Outputs	<ul style="list-style-type: none"> ▪ Invoice issued to Applicant
Forms	N/A
System	Meras platform / License management

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.9.3 RACI Matrix

Type	Activities / Decisions	Applicant	Compliance Committee	Licensing Specialist	Registry Specialist	Head of Licensing	Regulations & Licensing Director	CS Specialist / Relationship Manager
Activity	1. Complete and submit license cancellation application	RA						I
Activity	2. Perform preliminary check on license cancellation application			I				RA
Activity	3. Send investigation report and request for license cancellation		RA	I				
Activity	4. Review license cancellation application / request			R		A		
Activity	5. Request for Applicant historical records			R	I	A		
Activity	6. Check and provide Applicant historical records			I	RA			
Activity	7. Compile complete case documentation			R		AI		
Activity	8. Forward complete case documentation for signoff of license cancellation			R		AI		
Activity	9. Approve and signoff on license cancellation			I		RA	I	I
Activity	10. Inform applicant of license cancellation	I						RA
Activity	11. Send invoice to Applicant	I						RA
Decision	12. Fees paid?	RA						
Activity	13. Send registry update request			RA	I			
Activity	14. Update Registry			I	RA			

Document ID	GCAM-Licensing-04/2019	 لجنة الاتصالات المساندة لوسائل الاعلام GCAM - GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.9.4 Process Attributes

Process KPIs	<ul style="list-style-type: none"> Number of license cancellation applications rejected at each stage of the process (preliminary, license report, etc.) Percentage distribution of rejections per reason Percentage of successful license appeals Percentage distribution of successful appeals per reason Time from license cancellation application to issue license or rejection
Preceding Processes	<ul style="list-style-type: none"> Manage Non-Compliance Cases
Intermediate Processes	<ul style="list-style-type: none"> Finance: Issue Invoice
Succeeding Processes	N/A
Rules & Regulations	<ol style="list-style-type: none"> License for a distribution platform via satellite receivers License for terrestrial transmitting stations License for AV content distribution platform, via IPTV and cable License for Scheduled Broadcast Services (Linear) License for non-scheduled audiovisual broadcasting services License for Satellite uplink station License to engage in cinema house activity Licenses to operate cinemas License for rendering radio broadcasting service Audiovisual media content production license License to distribute or import cinematic movies, videos and TV shows License to import, distribute, sell and lease the AV media content Licenses to operate a studio (Production) License for audiovisual advertising offices, marketing offices and advertising agencies Licenses to import, and distribute or sell media content receivers

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ الـعـالـيـ الـلـيـلـ الـعـالـيـ الـلـيـلـ الـعـالـيـ لـلـعـالـمـ الـعـالـيـ الـلـيـلـ الـعـالـيـ الـلـيـلـ الـعـالـيـ GENE~RAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

	16.License for Mass Media Measurement
--	---------------------------------------

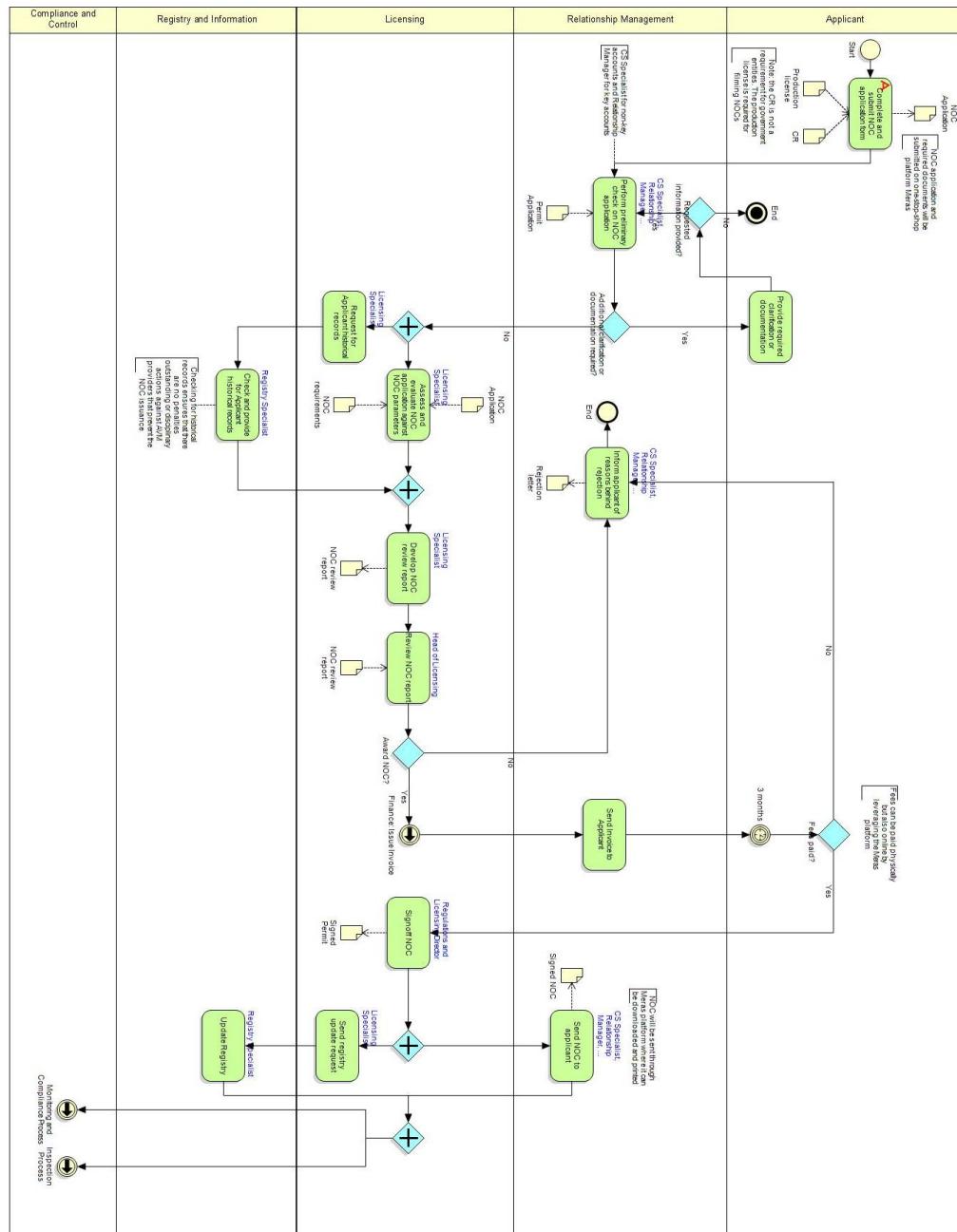
5.9.5 Interfaces

Purpose	Entity Name	Applications Used
For submission of application and required documents.	Tayseer	Meras
For payment of licensing fees.	Tayseer / GCAM	Meras / License Management
For payment of licensing fees.	SAMA (Saudi Arabian Monetary Agency)	SADAD

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.10 Issue NOC

5.10.1 Process Flow



Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والمساحة العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.10.2 Procedures

Activity Name	Complete and submit NOC application form
Responsible Role	Applicant
Activity Description	<ul style="list-style-type: none"> ▪ Prepare and submit the NOC application and required documents on the one-stop-shop platform, Meras.
Activity Inputs	<ul style="list-style-type: none"> ▪ NOC application ▪ Required documents (as specified on Meras) ▪ CR (for non-government entities) ▪ Production license (for filming)
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed NOC application and required documents submitted.
Forms	<ul style="list-style-type: none"> ▪ NOC application
System	Meras platform / License management

Activity Name	Perform preliminary check on NOC application
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ Review the submitted NOC application and required documents. ▪ Ensure all required documentation and information was provided. ▪ Inform the applicant if additional clarification or documentation is required. If the applicant does not provide the additional clarification or documentation, end the process. ▪ If no further clarification or documentation is required, proceed with the application.

Document ID	GCAM-Licensing-04/2019	 جنة المعرفة والاتصال لجنة المنشآت والمطبوعات GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Inputs	<ul style="list-style-type: none"> ▪ NOC application ▪ Required documents ▪ CR (for non-government entities) ▪ Production license (for filming)
Activity Outputs	<ul style="list-style-type: none"> ▪ Preliminary check on the NOC application and required documents completed. ▪ NOC application forwarded. ▪ Process terminated for applicants who do not provide the additional clarification or required documentation.
Forms	<ul style="list-style-type: none"> ▪ NOC application
System	License Management

Activity Name	Request for Applicant historical records
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Send a request for the Applicant's historical records and provide the NOC application containing the Applicant's details.
Activity Inputs	<ul style="list-style-type: none"> ▪ NOC application
Activity Outputs	<ul style="list-style-type: none"> ▪ Request for Applicant's historical records.
Forms	N/A
System	License Management

Activity Name	Check and provide for Applicant historical records
---------------	--

Document ID	GCAM-Licensing-04/2019	 جَلْدُ الْمَعْرِفَةِ الْأَعْلَمِيَّةِ لِلْعَالَمِ الْعَرَبِيِّ وَالْمُسْلِمِيِّ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Check the Applicant's details in the NOC application and search the Applicant in the registry to see if they already exist. ▪ If the Applicant exists, check the Applicant's historical records to ensure that there are no outstanding penalties or disciplinary actions against the Applicant that would prevent the NOC being approved. In addition, check if the Applicant already has existing licenses. ▪ Provide Applicant's historical records as an input to developing the NOC report, fees to be paid, and any outstanding fees. ▪ If the Applicant does not exist, respond that no historical records are available.
Activity Inputs	<ul style="list-style-type: none"> ▪ NOC application
Activity Outputs	<ul style="list-style-type: none"> ▪ Applicant's historical records checked and provided (if available)
Forms	N/A
System	License management

Activity Name	Assess and evaluate NOC application against NOC parameters
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Evaluate the NOC application against the NOC parameters set out in the Licensing Schedule.
Activity Inputs	<ul style="list-style-type: none"> ▪ NOC application ▪ NOC requirements (refer to Licensing Schedule)
Activity Outputs	<ul style="list-style-type: none"> ▪ NOC application evaluated against NOC requirements.

Document ID	GCAM-Licensing-04/2019	 لجنة تنظيم المحتوى والملصق العام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Forms	N/A
System	License management

Activity Name	Develop NOC review report
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Develop the NOC report with evaluation findings against the NOC parameters and an overall recommendation on whether the NOC should be granted or not. ▪ The report should include, but not limited to: <ul style="list-style-type: none"> ○ Application details ○ Details about the applicant ○ Details about the respective license ○ Compliance with the license parameters, especially all the documentation and information required ○ Recommendation, regarding the approval or rejection ○ Reasons for rejection, if applicable ○ Actions to be addressed by the applicant prior to obtaining the respective license (eg. Outstanding feeds) ○ Fees associated to the license issuance
Activity Inputs	<ul style="list-style-type: none"> ▪ NOC review report template
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed NOC review report
Forms	N/A
System	License management/reporting

Document ID	GCAM-Licensing-04/2019	 لجنة الاتصالات والملصق العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Name	Review NOC report
Responsible Role	Head of Licensing
Activity Description	<ul style="list-style-type: none"> ▪ Review the completed NOC report, including the evaluation findings, NOC fees and outstanding fees. ▪ Based on the report, make a decision on whether to award or reject the NOC application.
Activity Inputs	<ul style="list-style-type: none"> ▪ Completed NOC review report
Activity Outputs	<ul style="list-style-type: none"> ▪ NOC awarded or rejected
Forms	N/A
System	License management

Activity Name	Inform Applicant of reasons behind rejection
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ If the NOC is rejected, complete the rejection letter template providing the Applicant with the reasons behind the rejection of their NOC application. ▪ If NOC fees have not been paid by the Applicant within 3 months, either physically or online through Meras, complete the rejection letter template providing the Applicant with the reasons behind the rejection of their NOC application.
Activity Inputs	<ul style="list-style-type: none"> ▪ Completed NOC review report ▪ Rejection letter template
Activity Outputs	<ul style="list-style-type: none"> ▪ Completed rejection letter shared with the Applicant.

Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والملصق العام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Forms	<ul style="list-style-type: none"> ▪ Rejection letter
System	Meras platform/License Management

Activity Name	Send invoice to Applicant
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ If the NOC is awarded, send a physical invoice to the Applicant, or send the invoice via email. ▪ Note: invoices are only issued physically if the invoice is not automatically issued through SADAD ▪ Note: Finance prepares the invoice based on the NOC fees (and outstanding fines, if any) recorded in the completed NOC review report.
Activity Inputs	<ul style="list-style-type: none"> ▪ Completed NOC review report
Activity Outputs	<ul style="list-style-type: none"> ▪ Invoice issued to Applicant
Forms	N/A
System	License Management

Activity Name	Signoff NOC
Responsible Role	Regulations & Licensing Director
Activity Description	<ul style="list-style-type: none"> ▪ If licensing fees are paid by the Applicant within 3 months, signoff the license so that it can be issued to the Applicant. ▪ Payments can be done either physically, online through Mera or through SADAD

Document ID	GCAM-Licensing-04/2019	 جنة المعرفة والاتصال GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

	<ul style="list-style-type: none"> ▪ Finance is responsible for checking the payment receipt and communicate accordingly
Activity Inputs	<ul style="list-style-type: none"> ▪ NOC for signoff
Activity Outputs	<ul style="list-style-type: none"> ▪ Signed NOC
Forms	N/A
System	License management

Activity Name	Send NOC to Applicant
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ Submit the signed NOC online through the Meras platform where the Applicant can download and print the NOC.
Activity Inputs	<ul style="list-style-type: none"> ▪ Signed NOC
Activity Outputs	<ul style="list-style-type: none"> ▪ Signed NOC submitted online through Meras
Forms	N/A
System	Meras platform / License Management

Activity Name	Send registry update request
Responsible Role	Licensing Specialist

Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والمبثعين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Description	<ul style="list-style-type: none"> ▪ Send a registry update request so that the NOC signoff is officially recorded in the registry.
Activity Inputs	<ul style="list-style-type: none"> ▪ Signed NOC
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry update request sent
Forms	N/A
System	License management

Activity Name	Update registry
Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Receive a registry update request. Enter the NOC signoff details in the registry such as the NOC number and date of issue.
Activity Inputs	<ul style="list-style-type: none"> ▪ Registry update request
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry updated with NOC signoff details
Forms	N/A
System	License management

Document ID	GCAM-Licensing-04/2019	 جنة للمطبوعات والاعلام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.10.3 RACI Matrix

Type	Activities / Decisions	Applicant	CS Specialist / Relationship Manager	Licensing Specialist	Registry Specialist	Head of Licensing	Regulations & Licensing Director
Activity	1. Complete and submit NOC application form	RA	I				
Activity	2. Perform preliminary check on NOC application		RA	I			
Decision	3. Additional clarification or documentation required?			RA			
Activity	4. Provide required clarification or documentation	RA	I				
Decision	5. Requested information provided?			RA			
Activity	6. Request for Applicant historical records			RA	I		
Activity	7. Check and provide for Applicant historical records			I	RA		
Activity	8. Assess and evaluate NOC application against NOC parameters			R		A	
Activity	9. Develop NOC review report			R		A	
Activity	10. Review NOC report					RA	
Decision	11. Award NOC?					RA	I
Activity	12. Inform applicant of reasons behind rejection	I	RA				
Activity	13. Send invoice to Applicant	I	RA				
Activity	14. Signoff license						RA
Activity	15. Send NOC to applicant	I	RA				
Activity	16. Send registry update request			RA	I		

Document ID	GCAM-Licensing-04/2019	 جنة للمحتوى والمسعدة للتلفزيون والراديو GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Type	Activities / Decisions	Applicant	CS Specialist / Relationship Manager	Licensing Specialist	Registry Specialist	Head of Licensing	Regulations & Licensing Director
Activity	17. Update Registry			I	RA		

Document ID	GCAM-Licensing-04/2019	 لجنة الاتصالات المساندة لوسائل الاعلام GCAM - GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.10.4 Process Attributes

Process KPIs	<ul style="list-style-type: none"> Number of NOC applications rejected at each stage of the process (preliminary, license report, etc.) Percentage distribution of rejections per reason Percentage of successful NOC appeals Percentage distribution of successful appeals per reason Time from NOC application to issue NOC or rejection
Preceding Processes	N/A
Intermediate Processes	<ul style="list-style-type: none"> Finance: Issue Invoice
Succeeding Processes	<ul style="list-style-type: none"> Conduct Inspections Monitor Compliance with Regulatory Policy
Rules & Regulations	N/A

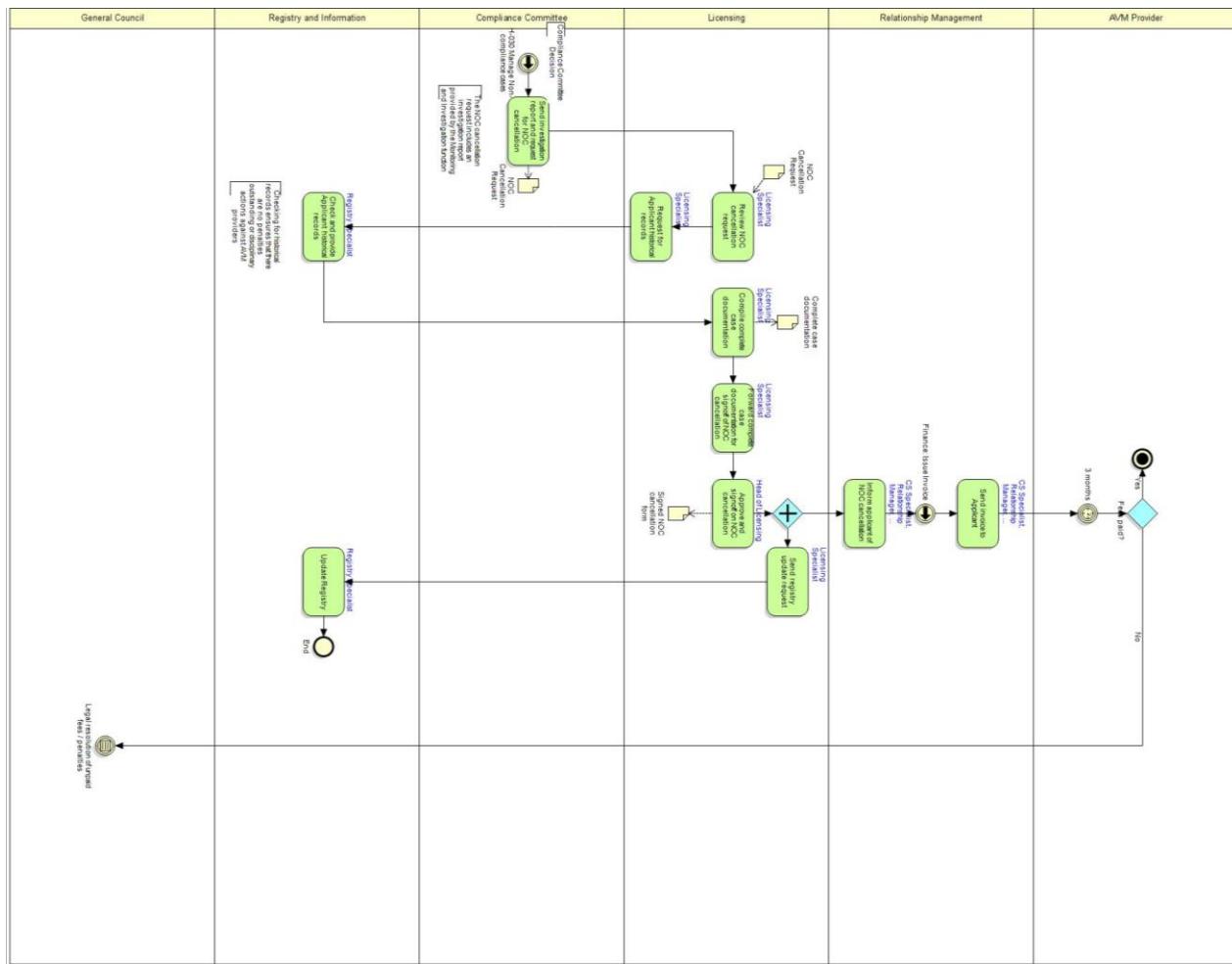
5.10.5 Interfaces

Purpose	Entity Name	Applications Used
For submission of NOC application and required documents.	Tayseer	Meras
For payment of licensing fees.	Tayseer / GCAM	Meras / License Management
For payment of licensing fees.	SAMA (Saudi Arabian Monetary Agency)	SADAD
For submitting the NOC to the Applicant.	Tayseer / GCAM	Meras / License Management

Document ID	GCAM-Licensing-04/2019	 جنة للمحتوى والمسوغ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.11 Cancel NOC

5.11.1 Process Flow



Document ID	GCAM-Licensing-04/2019	 لجنة تنظيم المحتوى والملصق العام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.11.2 Procedures

Activity Name	Send investigation report and request for NOC cancellation
Responsible Role	Compliance Committee
Activity Description	<ul style="list-style-type: none"> ▪ Due to cases of non-compliance by the NOC holder, send a request for NOC cancellation attaching the relevant investigation report.
Activity Inputs	<ul style="list-style-type: none"> ▪ Investigation report
Activity Outputs	<ul style="list-style-type: none"> ▪ NOC cancellation request sent
Forms	<ul style="list-style-type: none"> ▪ NOC cancellation request
System	Regulatory & Compliance Case Management

Activity Name	Review NOC cancellation request
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Review the NOC cancellation request and investigation report details e.g. reason for cancellation request and supporting evidence.
Activity Inputs	<ul style="list-style-type: none"> ▪ NOC cancellation request ▪ Investigation report
Activity Outputs	<ul style="list-style-type: none"> ▪ NOC cancellation request reviewed
Forms	N/A

Document ID	GCAM-Licensing-04/2019	 لجنة تنظيم المحتوى والملصق العام GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

System	License management
--------	--------------------

Activity Name	Request for Applicant historical records
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Send a request for the Applicant's historical records and provide the NOC containing the Applicant's details.
Activity Inputs	<ul style="list-style-type: none"> ▪ NOC cancellation request
Activity Outputs	<ul style="list-style-type: none"> ▪ Request for Applicant's historical records.
Forms	N/A
System	License mangement/reporting

Activity Name	Check and provide for Applicant historical records
Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Check the Applicant's details in the NOC and search the Applicant in the registry to see if they already exist. ▪ If the Applicant exists, check the Applicant's historical records to ensure that there are no outstanding penalties or disciplinary actions against the Applicant that would prevent the NOC being cancelled. In addition, check if the Applicant already has existing licenses. ▪ Provide Applicant's historical records as an input to NOC complete case documentation, fees to be paid, and any outstanding fees.

Document ID	GCAM-Licensing-04/2019	 لجنة المطبوعات والاعلام العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

	<ul style="list-style-type: none"> ▪ If the Applicant does not exist, respond that no historical records are available.
Activity Inputs	<ul style="list-style-type: none"> ▪ NOC cancellation request
Activity Outputs	<ul style="list-style-type: none"> ▪ Applicant's historical records checked and provided (if available)
Forms	N/A
System	License management

Activity Name	Compile complete case documentation
Responsible Role	Licensing Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Compile all of the submitted information including NOC cancellation application / request, investigation report, and historical records.
Activity Inputs	<ul style="list-style-type: none"> ▪ License cancellation request ▪ Investigation report
Activity Outputs	<ul style="list-style-type: none"> ▪ Complete case documentation
Forms	N/A
System	License management / Reporting

Activity Name	Forward complete case documentation for signoff on NOC cancellation
Responsible Role	Licensing Specialist

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْعَلَامَةِ الْمَدِينَةِ وَالْمَسَدِيَّةِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Description	<ul style="list-style-type: none"> ▪ Send the complete case documentation for a final review and signoff on the NOC cancellation.
Activity Inputs	<ul style="list-style-type: none"> ▪ Complete case documentation
Activity Outputs	<ul style="list-style-type: none"> ▪ Complete case documentation forwarded
Forms	N/A
System	License management

Activity Name	Approve and signoff on NOC cancellation
Responsible Role	Head of Licensing
Activity Description	<ul style="list-style-type: none"> ▪ Review the complete case documentation to ensure all the required information has been collected. ▪ If the documentation is complete, provide a final signoff on the NOC cancellation.
Activity Inputs	<ul style="list-style-type: none"> ▪ Complete case documentation
Activity Outputs	<ul style="list-style-type: none"> ▪ Signed NOC cancellation form
Forms	<ul style="list-style-type: none"> ▪ NOC cancellation form
System	License management

Activity Name	Send registry update request
Responsible Role	Licensing Specialist

Document ID	GCAM-Licensing-04/2019	 لجنة المطبوعات والاعلام العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Description	<ul style="list-style-type: none"> ▪ Send a registry update request so that the NOC signoff is officially recorded in the registry.
Activity Inputs	<ul style="list-style-type: none"> ▪ Signed NOC cancellation form
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry update request sent
Forms	N/A
System	License management

Activity Name	Update registry
Responsible Role	Registry Specialist
Activity Description	<ul style="list-style-type: none"> ▪ Receive a registry update request. Enter the NOC signoff details in the registry such as the NOC number and date of cancellation.
Activity Inputs	<ul style="list-style-type: none"> ▪ Registry update request
Activity Outputs	<ul style="list-style-type: none"> ▪ Registry updated with NOC cancellation signoff details
Forms	N/A
System	License management

Activity Name	Inform Applicant of NOC cancellation
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)

Document ID	GCAM-Licensing-04/2019	 لجنة المطبوعات والاعلام العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Activity Description	<ul style="list-style-type: none"> ▪ Inform the Applicant that their license has been cancelled due to non-compliance with GCAM's executive policy.
Activity Inputs	<ul style="list-style-type: none"> ▪ Signed NOC cancellation form
Activity Outputs	<ul style="list-style-type: none"> ▪ Applicant informed of NOC cancellation
Forms	N/A
System	Meras platform / License management

Activity Name	Send invoice to Applicant
Responsible Role	CS Specialist (for non-key accounts) / Relationship Manager (for key accounts)
Activity Description	<ul style="list-style-type: none"> ▪ If the NOC is cancelled, send a physical invoice to the Applicant, or send the invoice via email. ▪ Note: invoices are only issued physically if the invoice is not automatically issued through SADAD ▪ Note: Finance prepares the invoice based on the NOC fees (and outstanding fines, if any) recorded in the completed NOC review report.
Activity Inputs	<ul style="list-style-type: none"> ▪ Signed NOC cancellation form
Activity Outputs	<ul style="list-style-type: none"> ▪ Invoice issued to Applicant
Forms	N/A
System	Meras platform

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.11.3 RACI Matrix

Type	Activities / Decisions	Applicant	Compliance Committee	Licensing Specialist	Registry Specialist	Head of Licensing	Regulations & Licensing Director	CS Specialist / Relationship Manager
Activity	1. Send investigation report and request for NOC cancellation		RA	I				
Activity	2. Review NOC cancellation request			R		A		
Activity	3. Request for Applicant historical records			R	I	A		
Activity	4. Check and provide Applicant historical records			I	RA			
Activity	5. Compile complete case documentation			R		AI		
Activity	6. Forward complete case documentation for signoff of NOC cancellation			R		AI		
Activity	7. Approve and signoff on NOC cancellation			I		RA	I	I
Activity	8. Inform applicant of NOC cancellation	I						RA
Activity	9. Send invoice to Applicant	I						RA
Decision	10. Fees paid?	RA						
Activity	11. Send registry update request			RA	I			
Activity	12. Update Registry			I	RA			

Document ID	GCAM-Licensing-04/2019	 لجنة الاتصالات المساندة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

5.11.4 Process Attributes

Process KPIs	<ul style="list-style-type: none"> Number of NOC cancellation applications rejected at each stage of the process (preliminary, license report, etc.) Percentage distribution of rejections per reason Percentage of successful NOC appeals Percentage distribution of successful appeals per reason Time from NOC cancellation application to issue NOC or rejection
Preceding Processes	<ul style="list-style-type: none"> Manage Non-Compliance Cases
Intermediate Processes	<ul style="list-style-type: none"> Finance: Issue Invoice
Succeeding Processes	N/A
Rules & Regulations	N/A

5.11.5 Interfaces

Purpose	Entity Name	Applications Used
For payment of NOC cancellation fees.	Tayseer / GCAM	Meras / License Management
For payment of NOC cancellation fees.	SAMA (Saudi Arabian Monetary Agency)	SADAD

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمُوَسَّعَاتِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

6 Support Documents & Forms – Structure & Description

6.1 Application Forms

The Application Forms will support the external applicant when submitting a License Application (including new, renewal, and modification) or when requesting a Cancelation. The forms include all the relevant data fields that ensure that collection of relevant information, as well as checklists of the requirements that must be fulfilled for a successful process.

Application Forms are, in general, organized in 4 key sections:

1. **Applicant Details** – Section to be filled with relevant data that enables the identification of the applicant
2. **Headquarters National Address** – Section to be filled with the details regarding the applicant's / company's headquarters address, in case it is located in Saudi Arabia
3. **Responsible in Charge Details** – Section to be filled with relevant identification details in case the applicant and the responsible in charge are distinct persons
4. **License Details** – Section that is focused on identifying the type of request and License associated with the process. This information is required to define which steps will be followed for the License issuance / Cancellation / Transfer
5. **Additional Information** – Section focused on providing the requirements that must be fulfilled for the process initiations. This section considers the following:
 - **Observations regarding the usage of this document** – Highlights relevant information on how the document / form should be filled, to ensure a clear understanding from the applicant side
 - **Details Required** - Identification of total employees number expected as well the total number of Saudi employees expected
 - **License Requirements** – Identification of the documentation / information required, and check whether the licensee is compliance to all/some/none of them, attach the needed document, and identify any observation (if needed) to the form for submission
 - **Pledge and Signature** – The applicant signs and assumes full responsibility over the information being provided in the respective document / form

6.2 Check-List

It helps to ensure consistency and completeness in carrying out a task, and validating that all the required documents/information are within the form. The checklist will include a set of necessities required by GCAM in every license form that will be reviewed internally.

Checklist are, in general, organized in 2 key sections:

1. **Requirements Checklist** – Section to be checked with relevant requirement that enables to identify whether the information is correct "Pass", correct but needs

Document ID	GCAM-Licensing-04/2019	 جمهورية مصر العربية للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

improvement/Further description/attachment, or declined “Rejected” which will lead to rejecting the license submission.

2. **Additional Information** – Section focused on providing the name of the reviewer/approver of the license, department of the reviewer/approver, date of reviewing/approving the license.

6.3 License Application Report

The License Application Report works as a supporting report to the end-to-end License process, ensuring the compilation of all the relevant information and outcome of each case. The usage of such report will allow for a clear understanding of each case, a more efficient review, when required, and an easier consultation of historical cases regarding each applicant.

The License Application Report is composed of the following sections:

1. **GCAM Responsible** – Section focused on identifying the GCAM employee that is owning the end-to-end process, and responsible for building the License Report
2. **Applicant Details** – Identification of the respective Applicant, as per the Application form
3. **Type of License** – Identification of the type of License being evaluated and potentially issued. The type of License is selected from a drop-down list.
4. **Compliance with License Requirements** – Section to confirm the compliance with the License Requirements as per the respective Regulatory Documents. The respective detailed assessment should be attached to the Report
5. **Historical Records Assessed** – Section to confirm the assessment of the Applicant’s historical records, when applicable, ensuring there are no previous issues that influence the current process. The respective detailed assessment should be attached to the Report
6. **Recommendation from GCAM** – Provide a final recommendation, based on the assessments and analysis conducted (approval, approval with conditions, or rejection).
7. **Reasons for Rejection** – Section focused on providing clear reasons for rejecting the License issuance, providing a brief description of the reasons, and any additional relevant comments that ensure its understanding. This section is only to be filled if the Recommendation from GCAM is towards the rejection of the process
8. **Conditions for Approval** – Section focused on describing the conditions that need to be fulfilled and complied with for the Applicant to obtain a final approval. The GCAM Responsible is to provide brief descriptions and additional relevant comments that ensure a clear understanding. This section is only to be filled if the Recommendation from GCAM is towards an Approval with Conditions
9. **Fees to be paid** – Clear identification of the Fees to be paid by the applicant to finalize the License issuance. The different types of fees (eg. Variable or fixed), respective amounts, and any relevant observations (eg. Payment terms) are to be

Document ID	GCAM-Licensing-04/2019	 جمهورية مصر العربية لجنة الملاحة والمساحة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

- clearly described in this section, as per the respective Regulatory Documents. This section is only to be filled in case of Approval or Approval with Conditions
10. **Signature** – The GCAM Responsible assumes the responsibility over the process and assessments conducted, providing its signature as an agreement over the information and outcomes being provided.
11. **Observations regarding the usage of this document** – Identification of the respective requirements to be fulfilled while filling the License Report. The non-fulfillment of the requirements may impact the final approval and closure of the respective process

6.4 Inspection Form (Category C)

The Inspection Form supports the field inspection, which is required as part of the "Issue License – Category C", ensuring that the respective inspector collects all the relevant identification data, and covers a thorough checklist of requirements that must be fulfilled by the inspected entity to ensure a successful license issuance.

The Inspection Form is comprised of 3 key sections:

1. **Section one: Introduction** – Clear identification of the entity being inspected, ensuring an easy collection of the relevant information's of the same, such as name, phone, location, responsible in charge, and license identification, if applicable.
2. **Section two: Assessment** – This section covers the different areas to assess and the checklist associated to each of them. It starts with the identification of the inspector responsible for the respective inspection, complemented by a checklist for the Regional Standards, documentation required and screen display standards.
3. **Section three: Recommendation** – Focused on the final recommendation from the Inspector, considering the conducted assessment, identifying if there is a full compliance or if there matters to be covered before an approval is provided.

6.5 Data Request

The Data Request form ensures a clear identification of the data being requested to the Registry & Information team, its context and purpose, to ensure an efficient process and a thorough monitoring of the data stored in GCAM.

The Data Request form is comprised of 6 key sections:

1. **GCAM Requestor Details** – Identification of the GCAM employee requesting the respective Data, including full name, department, position and company ID
2. **Applicant Details** – Clear identification of the Applicant regarding which the Data is being requested

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ الـعـالـيـ لـلـعـلـمـ الـمـدـىـ وـالـمـسـعـوـدـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

3. **Purpose of Request** – Identification of the reason / purpose for the respective request (eg. New License or Market Study)
4. **Type of Information Required** – This section is focused on identifying the type of information that is relevant for the requestor, to ensure a focused and efficient process. The requestor can request all information available, if relevant
5. **Signature** – The requestor assumes the ownership over the Data requested
6. **Observations regarding the usage of this document** – Identification of respective requirements to be fulfilled when filling the respective form, ensuring a clear communication between departments

6.6 Resource Allocation & Monitoring

The Resource Allocation & Monitoring Document works as a tool to control the allocation of the GCAM team to each process and activity. This tool allows for an easy and detailed control of the time required for each activity, per process, and per specific case, while enabling a full transparency on the owners of each activity.

The Resource Allocation & Monitoring document is comprised of the following fields:

1. **Process** – Identify the respective process, identify if it is a License issuance, renewal, transfer or cancelation, and identifying its type (A, B, C, D or NOC)
2. **Applicant name** – Identify the applicant / entity of the respective process
3. **Activities** – List of activities that need to be fulfilled for the process in question
4. **Time required (hours)** – Estimate the time required to complete each activity
5. **# of Resources** – Estimate the number of resources required to ensure the completeness of the respective activity
6. **Resource(s) Name** – Identify the resource name(s) that will be allocated to the respective process and activity
7. **Resource Position** – Identify the hierarchical position of the respective resources
8. **Resource Department** – Identify the department where the respective resources are integrated

Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7 Appendix I – Support Documents & Forms – Detail

The Appendix section contains the supporting documents and forms that ensure an efficient execution of the processes, as well as an efficient communication and flow of information between different departments and external parties.

Each section is structure as follows:

- **Form Structure** - Description and explanation of the structure of the forms contained on the respective sub-section (eg. Application Forms)
- **Form Body** – Presentation of the each form, as an image, being available as an attachment to the SOP (xls. File) for actual usage
- **Data Fields guide** – Clear description of each Data Field that composes the respective form. This works as a guide on how to fill the respective form
- **Checklist** – Internal checklist to ensure the full compliance of the applicant with the respective License requirements. This document will enforce an efficient check of all the rules while serving as a tool to accelerate the storage of all related data

7.1 Application Forms & Checklists

7.1.1 License Category A

7.1.1.1 Studio Operation (Production)

7.1.1.1.1 Application Form

 لجنة تنمية المحتوى والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA	
STUDIO OPERATION (PRODUCTION)	
Applicant Details	
Entity name	
Entity owner Full Name	
ID/Passport #	
CR Number	
Email	
Phone #	
Headquarters National Address	
Building No.	
Street name	
Neighborhood Name	
City	
Postal code	
Additional number	

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Responsible in Charge Details (Studio Manager)		
Full Name		
ID		
Email		
Phone #		
Applicant Activity type		
Audio <input type="checkbox"/>	Visual <input type="checkbox"/>	
Applicant Sub-activity type		
Fixed <input type="checkbox"/>	Mobilized <input type="checkbox"/>	
Applicant Request type		
New <input type="checkbox"/>	Renewal <input type="checkbox"/>	Modification <input type="checkbox"/>

Details Required	#			
# of Employees				
# of Saudi Employees				
LICENSE REQUIREMENTS:		COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
Copy of the commercial registration matching the company activity		Y / N		
Copy of the lease contract of headquarters or property deed		Y / N		
In case the request refers to a renewal of license or modification of it, attach the original required license		Y / N		
Copy of the vehicle form if the request refers to a mobile studio. It must be under the ownership of the applicant		Y / N		
If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well		Y / N		
Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form		Y / N		
Curriculum Vitae of the person in charge, providing proof of experience in the area		Y / N		

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:
1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE

I hereby undertake to abide by the audio and video media regulations, its executive regulations, its terms and conditions, and to obtain the license to operate a studio (production) issued by the decision of the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440 H. It also acknowledged the validity of the information contained in this form and therefore signed.

Signature	Designation	Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	/ /

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Entity Owner Full Name	Provide the Entity owner or owners' full names
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
CR Number	Company Registration number
Email	Provide email for further contact, if required
Phone #	Provide phone number for further contact, if required

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِلَاعَامِ الْمَوْنَدِيِّ وَالْمَسَهُوِّيِّ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Headquarters National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
Applicant Activity Type	
Applicant Sub-activity Type	Identify if the License type refers to Audio or Visual activities
Applicant Request Type	Identify if the application refers to a new license or a renewal / modification of a current one

7.1.1.1.2 Checklist

 STUDIO OPERATION (PRODUCTION)			
<i>Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status</i>			
#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly field		
2	Details regarding Employees and Saudi Employees provided		
3	Copy of the commercial registration matching the company activity		
4	Copy of the lease contract of headquarters or property deed		
5	In case the request refers to a renewal of license or modification of it, attach the original required license		
6	Copy of the vehicle form if the request refers to a mobile studio. It must be under the ownership of the applicant		
7	If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well		
8	Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form		
9	Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)		
Signature		Department	Name
			Date

Document ID	GCAM-Licensing-04/2019	 جمهورية مصر العربية للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.1.2 Physical distribution

7.1.1.2.1 Application Form

 جمهورية مصر العربية للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA		
PHYSICAL DISTRIBUTION		
Applicant Details		
Entity name		
Entity owner Full Name		
ID/Passport #		
CR Number		
Email		
Phone #		
Headquarters National Address		
Building No.		
Street name		
Neighborhood Name		
City		
Postal code		
Additional number		
Responsible in Charge Details		
Full Name		
ID		
Email		
Phone #		
Applicant request type		
New <input type="checkbox"/>	Renewal <input type="checkbox"/>	Modification <input type="checkbox"/>
Applicant Activity type		
Retail (sell and rent) <input type="checkbox"/>	Import and Distribution <input type="checkbox"/>	
Applicant Sub-activity type		
Non-cinematic movies & video programs <input type="checkbox"/>	Audio recordings <input type="checkbox"/>	Video Games <input type="checkbox"/>
Additional Details (if activity Type - Retail)		
<i>Identify the respective License</i> Sell <input type="checkbox"/> Rent <input type="checkbox"/>		
Full Name (Store manager)		
ID		
Email		
Phone #		

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمَدْيَرِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Details Required	#		
# of Employees			
# of Saudi Employees			
LICENSE REQUIREMENTS:		COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)
Copy of the commercial registration matching the company activity		Y / N	
Copy of the lease contract of headquarters or property deed		Y / N	
In case the request refers to a renewal of license or modification of it, attach the original required license		Y / N	
Copy of the vehicle form if the request refers to a mobile studio. It must be under the ownership of the applicant		Y / N	
If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well		Y / N	
Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form		Y / N	
Curriculum Vitae of the person in charge, providing proof of experience in the area		Y / N	

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:

1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE

I hereby undertake to abide by the audio and video media regulations, its executive regulations, its terms and conditions, and to obtain the license to import, distribute, sell and lease the visual and audio media content issued by the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440 H. I also acknowledge the correctness of the information contained in this form and therefore signed.

Signature

Designation

Name

Date

/ /

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Entity Owner Full Name	Provide the Entity owner or owners' full names
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
CR Number	Company Registration number
Email	Provide email for further contact, if required
Phone #	Provide phone number for further contact, if required
Headquarters National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمُوَسَّعَةِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
Applicant Request Type	Identify if the application refers to a new license or a renewal / modification of a current one
Applicant Activity Type	Identify if the License activity type refers to Retail (sell and rent) or Import and Distribution activities
Applicant Sub-activity Type	Identify if the License Sub-activity type refers to Non-cinematic movies & video programs, Audio recordings, or Video Games
Additional Details	In case activity Type was Retail, identify if the Retail License activity type refers to Sell or Rent
<i>Full Name (Store manager)</i>	Provide the name of the <i>Store manager</i> in charge of the Entity, if not the applicant
<i>ID</i>	Provide the ID of the responsible in charge of the Entity, if not the applicant
<i>Email</i>	Provide the email of the responsible in charge of the Entity, if not the applicant
<i>Phone #</i>	Provide the phone number of the responsible in charge of the entity, if not the applicant

7.1.1.2.2 Checklist



PHYSICAL DISTRIBUTION

Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status

#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Details regarding Employees and Saudi Employees provided		
3	Copy of the commercial registration matching the company activity		
4	Copy of the lease contract of headquarters or property deed		
5	In case the request refers to a renewal of license or modification of it, attach the original required license		
6	Copy of the vehicle form if the request refers to a mobile studio. It must be under the ownership of the applicant		
7	If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well		
8	Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form		
9	Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)		

Signature

Department

Name

Date

Document ID	GCAM-Licensing-04/2019	 للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.1.3 Cinema movie distribution

7.1.1.3.1 Application Form

 للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA	
CINEMA MOVIE DISTRIBUTION	
Applicant Details	
Entity name	
National Address	
Building No.	
Street name	
Neighborhood Name	
City	
Postal code	
Phone #	
Email	
CR No.	
CR Date	
Investment license No.	
Investment license Data	
Saudi investors percentage	

Additional Details (Owners & Partners)	
Number of partners	
Identify the company type (in case of Company, please provide Partners' details in Appendix A):	
Individual <input type="checkbox"/>	Company <input type="checkbox"/>
Provide the details regarding the Individual, or the primary Partner details if a Company:	
Full name	
Email	
Address	
City	
Postal Code	
Cellphone #	
Phone #	
If Company, please fill in the following:	
CR No.	
CR Date	
Investment license No.	
Investment license Data	
If Individual, please fill in the following:	
Nationality	
ID / Passport #	
Issuance place	

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإعلام والمنابع والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Distributer Experience Details	
Number of years in the distribution of films	
Number of movie titles currently being distributed	
Names of the countries in which they are distributed	
Content Control Details	
Full Name	
Nationality	
ID / Passport #	
Issuance Place	
Email	
Phone #	
Address	
Postal Code	
City	

LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
A letter from the applicant requesting permission to GCAM to apply for the respective license/permit	Y / N		
License application form for the establishment of a fully packed cinema signed by the applicant	Y / N		
Distributor Expertise proof - Copy of the Corporate Memorandum of Association - Company brief - Last five years audited financial reports - Companies CR in all the countries operating in	Y / N		
If the applicant is a company, attach a copy of the company's memorandum of association and a copy of the national identity of all partners, director and members of the board of directors. If one of the partners is another company, attach its CR	Y / N		
Copy of applicant CR (if exists)	Y / N		
Copy of National ID / Passport from all the personnel names mentioned in this form	Y / N		
Copy of the investment license	Y / N		
Detailed investment plan in KSA for the next two years including: 1) number of accepted planned movies for distribution and the expected Saudi employees 2) Expected number of employees and the expected number of Saudi employees 3) any other material in relation	Y / N		

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:

1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE

I hereby undertake to abide by the audio and video system, its executive regulations, its terms and conditions, and to obtain the license to distribute or import films, videos and television programs issued under the decision of the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440 H. I also acknowledge the correctness of the information contained in this form and therefore signed.

Signature	Designation	Name	Date
			/ /

Document ID	GCAM-Licensing-04/2019	 جنة للمحتوى والمسعدين للتلفزيون والسينما GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Appendix A- Partners List

1 - Identify if the partner is an individual or company

Individual Company

Partnership percentage	
Partner Full name	
Email	
Address	
City	
Postal Code	
Cellphone #	
Phone #	

If the Partner is a Company, please provide the following:

CR No.	
CR Date	
Investment license No.	
Investment license Data	
Total No. of Partners	

If the Partner is an individual, please provide the following:

Nationality	
ID / Passport #	
Issuance place	

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Entity Owner Full Name	Provide the Entity owner or owners' full names
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
CR Number	Company Registration number
Email	Provide email for further contact, if required
Phone #	Provide phone number for further contact, if required
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Details	
Number of partners	Provide the Number of partners in the company.
Additional Details	Identify the company type, refers to individual or company
Full Name	Provide the full name of the applicant
Email	Provide the email of the applicant
Address	Provide the location where the cinema address
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Phone #	Provide the phone number of the applicant
Cellphone #	Provide the Cellphone number of the applicant
Additional Details	In case company details
CR Number	Company Registration number
CR Date	Company Registration Date of issuance
Investment license No.	Investment license number
Investment license Data	Investment license Date of issuance
Additional Details	In case individual details
Nationality	Provide the applicant nationality
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
Issuance place	Provide the ID/ Passport entity place that issued it
Distributer Experience Details	
Number of years in the distribution of films	Provide the number of years the Distributer has been working in distributing films

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

<i>Number of movie titles currently being distributed</i>	Provide the number of movie titles the Distributer is currently distributing
<i>Names of the countries in which they are distributed</i>	Provide the name of countries the Distributer is distributing/distributed to
Content Control Details	
<i>Full Name</i>	Provide the name of the Content Control
<i>Nationality</i>	Provide the applicant nationality
<i>ID / Passport #</i>	Provide ID #, or Passport # in case the applicant is non-Saudi
<i>Issuance place</i>	Provide the ID/ Passport entity place that issued it
<i>Email</i>	Provide the email of the Content Control
<i>Phone #</i>	Provide the phone number of the Content Control
<i>Address</i>	Provide the location where the cinema address
<i>City</i>	Provide the city
<i>Postal Code</i>	Provide the postal code
Appendix A- Partners List	Identify if the partner, refers to an individual or company
<i>Email</i>	Provide the email of the partners
<i>Address</i>	Provide the location where the cinema address
<i>City</i>	Provide the city where the partners is located
<i>Postal Code</i>	Provide the postal code where the partners is located
<i>Cellphone #</i>	Provide the Cellphone number of the partners
<i>Phone #</i>	Provide the phone number of the partners
Appendix A- Partners List	In case the partner is company
<i>CR Number</i>	Company Registration number
<i>CR Date</i>	Company Registration Date of issuance
<i>Investment license No.</i>	Investment license number
<i>Investment license Data</i>	Investment license Date of issuance
<i>Total No. of Partners</i>	Provide the total no. of partners
Appendix A- Partners List	In case the partner is individual
<i>Nationality</i>	Provide the applicant nationality
<i>ID / Passport #</i>	Provide ID #, or Passport # in case the applicant is non-Saudi
<i>Issuance place</i>	Provide the ID/ Passport entity place that issued it

7.1.1.3.2 Checklist

CINEMA MOVIE DISTRIBUTION			
Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status			
#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly field		
2	Copy of the commercial registration matching the company activity		
3	Copy of the Investment license		
4	A letter from the applicant requesting permission to GCAM to apply for the respective license/permit		
5	License application form for the establishment of a fully packed cinema signed by the applicant		
6	Distributer Expertise proof - Copy of the Corporate Memorandum of Association - Company brief - Last five years audited financial reports - Companies CR in all the countries operating in		

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـلـكـيـةـ الـعـالـمـيـةـ الـمـدـرـسـيـةـ لـلـعـلـمـ الـمـدـنـيـ وـالـمـسـدـعـيـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7	If the applicant is a company, attach a copy of the company's memorandum of association and a copy of the national identity of all partners, director and members of the board of directors. If one of the partners is another company, attach its CR		
8	Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form		
9	Detailed investment plan in KSA for the next two years including: 1) number of accepted planned movies for distribution and the expected Saudi employees 2) Expected number of employees and the expected number of Saudi employees 3) any other material in relation		
Signature	Department	Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Document ID	GCAM-Licensing-04/2019	 ج.م.ـ الـلـهـ لـلـعـلـمـ الـمـرـئـيـ وـالـمـسـمـعـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.1.4 Importing, Distributing or Selling media content reception devices and their accessories in retail

7.1.1.4.1 Application Form

 ج.م.ـ الـلـهـ لـلـعـلـمـ الـمـرـئـيـ وـالـمـسـمـعـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA		
IMPORTING, DISTRIBUTING OR SELLING MEDIA CONTENT RECEPTION DEVICES AND THEIR ACCESSORIES IN RETAIL		
Applicant Details		
Entity name		
Entity owner Full Name		
ID/Passport #		
CR Number		
Email		
Phone #		
Headquarters National Address		
Building No.		
Street name		
Neighborhood Name		
City		
Postal code		
Additional number		
Responsible in Charge Details		
Full Name		
ID		
Email		
Phone #		
Applicant request type		
New <input type="checkbox"/>	Renewal <input type="checkbox"/>	Modification <input type="checkbox"/>

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

License type			
Retail (sell and rent) <input type="checkbox"/>	Import and Distribution <input type="checkbox"/>		
Additional Details (if activity Type - Retail)			
Identify the respective License under analysis from the drop-down list.			
Sell <input type="checkbox"/>	Rent <input type="checkbox"/>		
Full Name (Store manager)			
ID			
Email			
Phone #			
Details Required	#		
# of Employees			
# of Saudi Employees			
LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
Copy of the commercial registration matching the company activity	Y / N		
Copy of the lease contract of headquarters or property deed	Y / N		
In case the request refers to a renewal of license or modification of it, attach the original required license	Y / N		
Copy of the vehicle form if the request refers to a mobile studio. It must be under the ownership of the applicant	Y / N		
If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well	Y / N		
Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form	Y / N		
Curriculum Vitae of the person in charge, providing proof of experience in the area	Y / N		
OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:			
1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.			
PLEDGE			
I hereby undertake to abide by the audio and visual media regulations, its executive regulations, its terms and conditions, and to obtain the license to import media distribution, distribution and retail outlets issued pursuant to the decision of the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3 / 1440H, and I confirm the validity of the information contained in this form and therefore signed.			
Signature	Designation	Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Entity Owner Full Name	Provide the Entity owner or owners' full names
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
CR Number	Company Registration number
Email	Provide email for further contact, if required
Phone #	Provide phone number for further contact, if required
Headquarters National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located

Document ID	GCAM-Licensing-04/2019	 الهيئة العامة للإذاعة والتلفزيون للتلفاز المائي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
Applicant Request Type	
Identify if the application refers to a new license or a renewal / modification of a current one	
License Type	
Identify if the License activity type refers to Retail (sell and rent) or Import and Distribution activities	
Additional Details	
In case activity type is Retail, identify if the Retail License activity type refers to Sell or Rent	
Full Name (Store manager)	Provide the name of the Store manager in charge of the Entity, if not the applicant
ID	Provide the ID of the Store manager in charge of the Entity, if not the applicant
Email	Provide the email of the Store manager in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the Store manager in charge of the entity, if not the applicant

7.1.1.4.2 Checklist

 IMPORTING, DISTRIBUTING OR SELLING MEDIA CONTENT RECEPTION DEVICES AND THEIR ACCESSORIES IN RETAIL			
Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status			
#	Requirements Checklist	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Details regarding Employees and Saudi Employees provided		
3	Copy of the commercial registration matching the company activity		
4	Copy of the lease contract of headquarters or property deed		
5	In case the request refers to a renewal of license or modification of it, attach the original required license		
6	Copy of the vehicle form if the request refers to a mobile studio. It must be under the ownership of the applicant		
7	If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well		
8	Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form		
9	Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)		
Signature Department Name Date		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإعلا المركزي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.1.5 Mass media measurements

7.1.1.5.1 Application Form

 الجنة العامة للإعلا المركزي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA	
MASS MEDIA MEASUREMENTS	
Applicant Details	
Entity name	
Entity owner Full Name	
ID/Passport #	
CR Number	
Email	
Phone #	
Headquarters National Address	
Building No.	
Street name	
Neighborhood Name	
City	
Postal code	
Additional number	
Responsible in Charge Details	
Full Name	
ID	
Email	
Phone #	
Applicant request type	
New <input type="checkbox"/>	Renewal <input type="checkbox"/>
Modification <input type="checkbox"/>	
Applicant request sub-type (if application type - New)	
License to measure viewing ratios <input type="checkbox"/>	Licensing Media Studies <input type="checkbox"/>

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمَدْيَعَةِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Details Required	#
# of Employees	
# of Saudi Employees	
LICENSE REQUIREMENTS:	
Copy of the commercial registration matching the company activity	Y / N
Copy of the lease contract of headquarters or property deed	Y / N
In case the request refers to a renewal of license or modification of it, attach the original required license Copy or the vehicle form if the request refers to a mobile studio; it must be under the ownership of the applicant	Y / N
If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well	Y / N
Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form	Y / N
Detailed feasibility study on the project.	Y / N
Brief on the applicant	Y / N
Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)	Y / N
Provide a detailed description of the service that will be delivered	Y / N

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:

1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE

I hereby undertake to abide by the audio and visual media regulations, its executive regulations, its terms and conditions, and to obtain the license to measure the media issued pursuant to the decision of the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440 H. The information contained in this form and therefore signed.

Signature

Designation

Name

Date

/ /

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Entity Owner Full Name	Provide the Entity owner or owners' full names
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
CR Number	Company Registration number
Email	Provide email for further contact, if required
Phone #	Provide phone number for further contact, if required
Headquarters National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
Applicant Request Type	Identify if the application refers to a new license or a renewal / modification of a current one
Applicant request Sub-activity Type	Identify if the License Sub-activity type refers to License to measure viewing ratios, or Licensing Media Studies

Document ID	GCAM-Licensing-04/2019	 لجنة الاتصالات المساندة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.1.5.2 Checklist

 MASS MEDIA MEASUREMENTS			
<i>Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status</i>			
#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Details regarding Employees and Saudi Employees provided		
3	Copy of the commercial registration matching the company activity		
4	Copy of the lease contract of headquarters or property deed		
5	In case the request refers to a renewal of license or modification of it, attach the original required license		
6	Copy of the vehicle form if the request refers to a mobile studio. It must be under the ownership of the applicant		
7	If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well		
8	Detailed feasibility study on the project.		
9	Provide a detailed description of the service that will be delivered		
10	Brief on the applicant		
11	Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form		
12	Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)		
		Signature	Department
		Name	Date

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون لجنة المزني والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.1.6 Content production

7.1.1.6.1 Application Form

 الجنة العامة للإذاعة والتلفزيون لجنة المزني والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA	
CONTENT PRODUCTION	
Applicant Details	
Entity name	
Entity owner Full Name	
ID/Passport #	
CR Number	
Email	
Phone #	
Headquarters National Address	
Building No.	
Street name	
Neighborhood Name	
City	
Postal code	
Additional number	
Responsible in Charge Details	
Full Name	
ID	
Email	
Phone #	
Applicant request type	
New <input type="checkbox"/>	Renewal <input type="checkbox"/>
Modification <input type="checkbox"/>	

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـلـكـيـةـ الـعـالـمـيـةـ الـعـرـبـيـةـ الـمـسـمـوـعـهـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Details Required	#
# of Employees	
# of Saudi Employees	
LICENSE REQUIREMENTS:	
Copy of the commercial registration matching the company activity	Y / N
Copy of the lease contract of headquarters or property deed	Y / N
In case the request refers to a renewal of license or modification of it, attach the original required license	Y / N
Copy of the vehicle form if the request refers to a mobile studio. It must be under the ownership of the applicant	Y / N
If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well	Y / N
Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form	Y / N
Curriculum Vitae of the person in charge, providing proof of experience in the area	Y / N

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:

1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE

I, the undersigned, undertake to abide by the audio and visual media system, its executive regulations, its terms and conditions, and to obtain the license to produce the visual and audio media content issued under the decision of the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440, I have acknowledged the validity of the information contained in this form and therefore signed.

Signature	Designation	Name	Date
[Signature Box]	[Designation Box]	[Name Box]	/ /

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Entity Owner Full Name	Provide the Entity owner or owners' full names
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
CR Number	Company Registration number
Email	Provide email for further contact, if required
Phone #	Provide phone number for further contact, if required
Headquarters National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
Applicant Request Type	Identify if the application refers to a new license or a renewal / modification of a current one

Document ID	GCAM-Licensing-04/2019	 للإذاعة والتلفزيون والمسعدين المركزي للإعلام والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.1.6.2 Checklist

 CONTENT PRODUCTION			
<i>Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status</i>			
#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Details regarding Employees and Saudi Employees provided		
3	Copy of the commercial registration matching the company activity		
4	Copy of the lease contract of headquarters or property deed		
5	In case the request refers to a renewal of license or modification of it, attach the original required license		
6	Copy of the vehicle form if the request refers to a mobile studio. It must be under the ownership of the applicant		
7	If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well		
8	Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form		
9	Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)		

Signature Department Name Date

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.1.7 Audiovisual advertisement, Publicity agencies and Marketing offices

7.1.1.7.1 Application Form

 AUDIOVISUAL ADVERTISEMENT, PUBLICITY AGENCIES AND MARKETING OFFICES	
Applicant Details	
Entity name	
Entity owner Full Name	
ID/Passport #	
CR Number	
Email	
Phone #	
Headquarters National Address	
Building No.	
Street name	
Neighborhood Name	
City	
Postal code	
Additional number	
Responsible in Charge Details	
Full Name	
ID	
Email	
Phone #	
Applicant request type	
New <input type="checkbox"/>	Renewal <input type="checkbox"/>
Modification <input type="checkbox"/>	

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـلـكـيـةـ الـعـالـمـيـةـ الـعـرـبـيـةـ الـسـعـودـيـةـ لـلـلـعـامـلـ الـجـنـوبـيـ وـالـمـسـدـعـيـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Details Required	#
# of Employees	
# of Saudi Employees	
LICENSE REQUIREMENTS:	
Copy of the commercial registration matching the company activity	Y / N
Copy of the lease contract of headquarters or property deed	Y / N
In case the request refers to a renewal of license or modification of it, attach the original required license	Y / N
Copy of the vehicle form if the request refers to a mobile studio. It must be under the ownership of the applicant	Y / N
If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well	Y / N
Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form	Y / N
Curriculum Vitae of the person in charge, providing proof of experience in the area	Y / N

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:

- 1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE

I hereby undertake to abide by the audio and visual media regulations, its executive regulations, its terms and conditions, and to obtain the license of advertising and audio media offices, marketing offices and publicity agencies issued under the decision of the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3 / 1440H, and I confirm the validity of the information contained in this form and therefore signed.

Signature

Designation

Name

Date

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Entity Owner Full Name	Provide the Entity owner or owners' full names
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
CR Number	Company Registration number
Email	Provide email for further contact, if required
Phone #	Provide phone number for further contact, if required
Headquarters National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
Applicant Request Type	Identify if the application refers to a new license or a renewal / modification of a current one

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإعلا للتلفزيون والسينما GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.1.7.2 Checklist

AUDIOVISUAL ADVERTISEMENT, PUBLICITY AGENCIES AND MARKETING OFFICES			
Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status			
#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Details regarding Employees and Saudi Employees provided		
3	Copy of the commercial registration matching the company activity		
4	Copy of the lease contract of headquarters or property deed		
5	In case the request refers to a renewal of license or modification of it, attach the original required license		
6	Copy of the vehicle form if the request refers to a mobile studio. It must be under the ownership of the applicant		
7	If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well		
8	Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form		
9	Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)		
		Signature	Department
		Name	Date

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.2 License Category B

7.1.2.1 Satellite uplinking

7.1.2.1.1 Application Form

 الجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA	
SATELLITE UPLINKING	
Applicant Details	
Entity name	
Entity owner Full Name	
ID/Passport #	
CR Number	
Email	
Phone #	
Headquarters National Address	
Building No.	
Street name	
Neighborhood Name	
City	
Postal code	
Additional number	
Responsible in Charge Details	
Full Name	
ID	
Email	
Phone #	
Applicant request type	
New <input type="checkbox"/>	Renewal <input type="checkbox"/>
Modification <input type="checkbox"/>	
Connection request type	
Collective platforms <input type="checkbox"/>	Satellite mobile comm. equip. <input type="checkbox"/>

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Additional Details (if Connection request type - Collective platforms)						
Platform address						
Station type (if Connection request type - Satellite mobile comm. equip.)						
Fixed <input type="checkbox"/>	Mobilized <input type="checkbox"/>					
Purpose of use (if Connection request type - Satellite mobile comm. equip.)						
Personal <input type="checkbox"/>	Commercial <input type="checkbox"/>					
Satellite Uplink Main Equipment List						
#	Equipment	Antenna	Encoder	Modulator	BUC	HPA
1	Manufacturer					
2	Model No.					
3	Serial No					
4	Dual (D) / Single (S)	N/A				
5	Power in (w)	N/A		N/A	N/A	N/A
6	Size in (M)		N/A	N/A	N/A	N/A

Details Required	#			
# of Employees				
# of Saudi Employees				
LICENSE REQUIREMENTS:		COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
Copy of the commercial registration matching the company activity		Y / N		
Copy of the lease contract of headquarters or property deed		Y / N		
In case the request refers to a renewal of license or modification of it, attach the original required license		Y / N		
Copy of the vehicle form if the request refers to a mobile studio. It must be under the ownership of the applicant		Y / N		
If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well		Y / N		
Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form		Y / N		
Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)		Y / N		
In case the requested License is meant to be used for broadcasting Channels' programs, then the applicant is required to provide details regarding the Channel name, owner of the Channel, Location, direction / purpose of the programs, and Technical information regarding the same		Y / N		
Brief on the license applicant (if exist)		Y / N		
Provide a detailed description of the service that will be delivered		Y / N		

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:

1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE

I hereby undertake to abide by the audio and visual media system, its executive regulations, its terms and conditions, and to obtain the license of the satellite interconnection station issued by virtue of the decision of the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 1440/3/4 H, I have acknowledged the validity of the information contained in this form and therefore signed.

Signature	Designation	Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	/ /

Document ID	GCAM-Licensing-04/2019	 لجنة المحتوى والمسوغ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Entity Owner Full Name	Provide the Entity owner or owners' full names
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
CR Number	Company Registration number
Email	Provide email for further contact, if required
Phone #	Provide phone number for further contact, if required
Headquarters National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
Applicant Request Type	
Connection request type	Identify if the application refers to a new license or a renewal / modification of a current one
Additional Details	
Platform address	Identify if the Connection request type, refers to Collective platforms, or Satellite mobile comm. equip.
Station type	In case connection request type is Collective platforms
Purpose of use	Provide the address of the platform where the satellite will be located
Satellite Uplink Main Equipment List	In case connection request type is Satellite mobile comm. Equip, identify if the Station type refers to Fixed or mobilized
	In case connection request type is Satellite mobile comm. Equip, identify if the Purpose of use refers to Personal or Commercial
	Identify equipment name, antenna type (if applicable), encoder type(if applicable), modulator (if applicable), BUC (if applicable), HPA (if applicable)

Document ID	GCAM-Licensing-04/2019	 جَلْدُ الْمَعْرِفَةِ الْأَنْوَاعِ الْمَعْلُومَاتِيَّةِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.2.1.2 Checklist

SATELLITE UPLINKING - APPLICATION CHECKLIST			
Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status			
#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Details regarding Satellite Uplink Main Equipment List provided		
3	Details regarding Employees and Saudi Employees provided		
4	Copy of the commercial registration matching the company activity		
5	Copy of the lease contract of headquarters or property deed		
6	In case the request refers to a renewal of license or modification of it, attach the original required license		
7	Copy of the vehicle form if the request refers to a mobile studio. It must be under the ownership of the applicant		
8	If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well		
9	Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form		
10	Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)		

Document ID	GCAM-Licensing-04/2019	 جَلْدُ الْمَعْرِفَةِ الْأَعْلَمُ لِلْعَالَمِ الْمَدْنِيِّ وَالْمَسْدُوعِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.3 License Category C

7.1.3.1 Operation of Cinema Venue – Fixed

7.1.3.1.1 Application Form

 جَلْدُ الْمَعْرِفَةِ الْأَعْلَمُ لِلْعَالَمِ الْمَدْنِيِّ وَالْمَسْدُوعِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA	
OPERATION OF CINEMA VENUE - FIXED	
Applicant Details	
Entity name	
ID/Passport #	
CR Number	
Email	
Phone #	
Building No.	
Street name	
Neighborhood Name	
City	
Postal code	
Additional number	
Responsible in Charge Details	
Full Name	
Nationality	
ID / Passport #	
Issuance Place	
Email	
Phone #	
Applicant request type	
New <input type="checkbox"/>	Renewal <input type="checkbox"/>
Modification <input type="checkbox"/>	
Cinema National Address	
Building No.	
Street name	
Neighborhood Name	
City	
Postal code	
Additional number	
Cinema Details	
Commercial Name	
Establishment License #	
Issuance Date	
GPS Coordinates	
Construction License #	
Issuance Municipality	
Property deed No.	
Issuance place	
Phone#	
Email	

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِلَامَةِ الْأَوَّلِيَّةِ وَالْمُسْتَعْدِيَةِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Detailed Information on the Cinema Venue	
Detail Required	Cinema Details
City	
Location type (Complex or Standalone)	
Brief description of Cinema type and nature	
Expected Opening Date	
Readiness for inspection (date)	
Expected Screens, per type	
Average ticket-price, per type / category	
Average price of non-normal ticket (specify)	
Food & beverages options to be provided	
Total number of seats, per type and per room	
Total number of Employees	
Number of Saudi Employees	

Cinema Operator Details	
Do you have an agreement with one of the Cinema operators to operate the cinema?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please identify the Operator's Name	
Operator Name	
Years of Experience in the field	
No. of Cinemas operated	
Countries of respective Cinemas	

LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
License application form for the establishment of a fully packed movie theater signed by the applicant	Y / N		
Copy of the agreement between the operator of the Cinema and the owner of the property (unless the owner is the Cinema operator)	Y / N		
In case the Cinema activity type is fixed, attach a copy of the property deed	Y / N		
Attach long term lease agreement between the owner of the property and the lessee to use the property (in the case of the lessee utilizing the property is not the owner of the property)	Y / N		
Readiness for inspection needs to be at least 5 business days before the opening date	Y / N		
Copy of the national identity or passport (for non-Saudis) to all personnel mentioned in this form	Y / N		
Copy of the Cinema Exhibition license	Y / N		
Copy of the Cinema establishment license	Y / N		
Copy of the Cinema Municipality License	Y / N		
Curriculum Vitae of the person in charge of running the daily operation of the Cinema. The CV should provide proof of experience in the area, especially on operating Cinemas	Y / N		

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْمَدْرَسَةِ الْأَوْدِيُّو-فِيُّو GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:

1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE

I hereby undertake to abide by the audio and video media regulations and its executive regulations and its annexes to obtain a license for Cinema operation issued by the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440 H. I also acknowledge the correctness of the information contained in this form and based on it I submit my signature

Signature
Designation
Name
Date

/ / /

Appendix - Information of the screens in the movie theater

Type of screen	Description	Seats #	Seats type	Ticket price

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
CR Number	Company Registration number
Email	Provide email for further contact, if required
Phone #	Provide phone number for further contact, if required
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
Nationality	Provide the applicant nationality
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
Issuance place	Provide the ID/ Passport entity place that issued it
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
Applicant request type	Identify if the application refers to a new license or a renewal / modification of a current one
Cinema National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Cinema Details	
Commercial Name	Provide the Commercial Name which the company use in advertising, trading, others..
Establishment License #	Provide the Establishment License number
Establishment License Issuance Date	Provide the Establishment License Issuance Date
GPS Coordinates	Provide the location of the company through providing google coordinates
Construction License #	Provide the construction license number

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

<i>Issuance Municipality</i>	Provide which municipality issued the construction license
<i>Property deed No.</i>	Provide the Legal writings which confirm the ownership of the property
<i>Property deed Issued place</i>	Provide the government entity place that issued the property deed
<i>Phone#</i>	Provide the phone number of the cinema
<i>City</i>	Provide the city where the cinema is located
Detailed Information on the Cinema Venue	Identify each aspect in the detail required fields with their cinema details information
Cinema Operator Details	Identify if there is an agreement with one of the Cinema operators to operate the cinema, refers to yes or no answer. In case of yes, please fill the following data fields
<i>Operator Name</i>	Provide the operator who will run the cinema
<i>Years of Experience in the field</i>	Provide the number of years the operator worked in
<i>No. of Cinemas operated</i>	Provide the total number of cinemas the operator operated so far
<i>Countries of respective Cinemas</i>	Provide the countries of which the operator runned a similar cinemas in

7.1.3.1.2 Checklist

OPERATION OF CINEMA VENUE - FIXED			
<i>Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status</i>			
#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Details regarding Employees and Saudi Employees provided		
3	Details regarding Cinema venue provided		
4	Details regarding Cinema operator provided		
5	License application form for the establishment of a fully packed movie theater signed by the applicant		
6	Copy of the agreement between the operator of the Cinema and the owner of the property (unless the owner is the Cinema operator)		
7	In case the Cinema activity type is fixed, attach a copy of the property deed		
8	Attach long term lease agreement between the owner of the property and the lessee to use the property (in the case of the lessee utilizing the property is not the owner of the property)		
9	Cinema Venue is Ready for inspection		
10	Copy of the Cinema Exhibition license		
11	Copy of the Cinema establishment license		
12	Copy of the Cinema Municipality License		
13	Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)		
	Signature	Department	Name
			Date

Document ID	GCAM-Licensing-04/2019	 لجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.3.1.1 Assessment Report

 لجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA			
VENUE OPERATING LICENSE ASSESSMENT REPORT			
Section One: Introduction			
Applicant Name			
Entity owner(s) Full Name			
Operator name			
Application date			
Application type			
GPS Coordinates			
Application Form Number			
Cinema Exhibition Form No.			
Notes			

Section Two: Assessment			
#	Standards required	Compliant? (Yes/No)	Comments
Hall and Main Passageways			
1	Fully-equipment food area	Yes / No	
2	Separate entrance to the cinema	Yes / No	
3	Security Camera exists	Yes / No	
4	Adaptation and lighting, across the hallways and corridors of the cinema lobby, are in place and operational	Yes / No	
5	Readiness of Toilets	Yes / No	
Theather and Showrooms Design			
1	Seating width not less than 50 cm	Yes / No	
2	Distance between rows not less than 1 m	Yes / No	
3	Acceptable sightlines (both horizontal and vertical) from all audience seats	Yes / No	
4	Comfortable seating	Yes / No	
5	Seats for disabled	Yes / No	
6	Screening equipment instaled and operational	Yes / No	
7	The measured angle does not exceed the level of 105 cm above ground level in the first row of seats and the highest point on the screen is 45 degrees	Yes / No	
Cinema Experience			
1	Soundproof cinema room	Yes / No	
2	Sound distribution is suitable for all rows and lounge staff	Yes / No	
3	Operational air conditioner and acceptable room temperature	Yes / No	
4	Ticketing screens are fully operational	Yes / No	
5	Ensure enough Ticket pos (Ticketing box offices) are around	Yes / No	
Staff			
1	Two supervisors for each screen	Yes / No	
2	Saudization rate conforming to Saudization requirements set out in the investment plan	Yes / No	
Code of Conduct and Ticket Prices			
1	Ticket price list posted in a visible place	Yes / No	
2	Visible and clear code of conduct	Yes / No	
Recommendation regarding Venue Inspection			
<div style="height: 100px; background-color: #f0f0f0;"></div>			

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Operational Inspection			
#	Standards required	Compliant? (Yes/No)	Comments
Movies broadcasted compliant with censorship guidelines:			
1	Ensure that operator does not exhibits censored scenes of a movie	Yes / No	
1	Ensure The movies are arabic subtitled	Yes / No	
Classification & Censorship:			
1	Ensure venue displays clearly the age rating for each movie in all required places (ticket office, printed schedule, digital displays)	Yes / No	
2	Ensure the explanatory poster with age ratings definition is displayed visible at main access point(s) to the cinema and screens	Yes / No	
Admission of under-age children to restricted movies:			
1	Ensure that the cinema operator is abiding by GCAM's movie age classification	Yes / No	
Exhibitor License:			
1	Ensure exhibitor's license is in a visible place in the venue	Yes / No	
2	Ensure that the exhibitor has the required venue operating license	Yes / No	
3	Ensure that activities conducted by the exhibitor are in line with the obtained license (e.g. charging for tickets using a special purpose license)	Yes / No	
Ticket Prices:			
1	Ensure that operator respects the ticket price list as agreed with GCAM	Yes / No	
2	Ensure list of all ticket prices is in a visible place in the venue	Yes / No	
Type of seats available:			
1	Ensure standard seats are at least 30% of total seats of the venue	Yes / No	
Family vs Singles sessions:			
1	Ensure separate sessions are held for families vs single male visitors	Yes / No	
Start time of last movie:			
1	Ensure last movie starts no later than 12AM	Yes / No	
Movie time scheduling:			
1	Ensure Ramadan timing adjustment	Yes / No	
2	Ensure prayer time and movie play time do not overlap	Yes / No	
Assessment Result			
Section Three: Recommendation			
Studier Name			
Date			
Recommendation			
Comments/Notes			

Document ID	GCAM-Licensing-04/2019	 جَلْدُ الْمَعْرِفَةِ الْأَوَّلُ لِلْعَالَمِ الْعَادِلِ وَالْمَسْدُودِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
A letter from the applicant requesting permission to GCAM requesting to apply for a cinema exhibition license	Y / N		
License application form for the establishment of a fully packed cinema signed by the applicant	Y / N		
Copy of the national identity or passport (for non-Saudis) to all personnel mentioned in this form	Y / N		
Brief on the cinema working nature, explaining number of showrooms, seats capacity and number, Food and beverages types	Y / N		
Copy of the Cinema Exhibition license	Y / N		
Copy of the Cinema establishment license	Y / N		
Copy of the Cinema Municipality License	Y / N		

Reviewer

Signature	Designation	Name	Date (H)
<input type="text"/>	<input type="text"/>	<input type="text"/>	/ /

DATA FIELDS	DESCRIPTION
Section One: Introduction	
Applicant Name	Provide applicant name
Entity owner(s) Full Name	Provide Entity owner(s) Full Name
Operator name	Provide Operator name
Application date	Provide Application date
Application type	Provide Application type
GPS Coordinates	Provide GPS Coordinates
Application Form Number	Provide Application Form Number
Cinema Exhibition Form No.	Provide Cinema Exhibition Form Number
Notes	Provide notes
Section Two: Assessment	Check the standard required, confirm whether its compliant or not, and if there is any comments
Recommendation regarding Venue Inspection	Provide Recommendation regarding Venue Inspection
Section Two: Assessment Operational Inspection	Check the standard required, confirm whether its compliant or not, and if there is any comments
Assessment Result	Provide the result of the assessment
Section Three: Recommendation	
Studier Name	Provide the Studier Name
Date	Provide the study date
Recommendation	Provide the study recommendation
Comments/Notes	Provide the study comments/notes (if applicable)

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون والمسعوه GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.3.2 Operation of Cinema Venue - Temporary

7.1.3.2.1 Application Form

 الجنة العامة للإذاعة والتلفزيون والمسعوه GENERAL COMMISSION FOR AUDIOVISUAL MEDIA	
OPERATION OF CINEMA VENUE - TEMPORARY	
Applicant Details	
Entity name	
National Address	
Phone #	
Cellphone #	
Email	
Additional Details (Individuals & Company)	
<i>Identify the company type</i> Individual <input type="checkbox"/> Company <input type="checkbox"/>	
Additional Details (If the applicant is an individual)	
Nationality	
ID / Passport #	
Issuance place	
Cinema Exhibition license No. <i>(if applicable)</i>	
<i>Did the applicant previously requested a temporary license</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If the answer is yes, please fill the following</i> Identify the previous license no. <input type="text"/>	
Additional Details (If the applicant is a company)	
CR No.	
CR Date	
Investment license No.	
Investment license Data	
Cinema Exhibition license No. <i>(if applicable)</i>	
<i>Did the applicant previously requested a temporary license</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If the answer is yes, please fill the following</i> Identify the previous license no. <input type="text"/>	

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمَدْيَعَةِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Responsible in Charge	
Identify if the cinema operator responsible for the event is a licensed entity in Saudi	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the answer is yes, please fill the following	
Identify the cinema exhibition license	
Identify if the submitter of the information in the form is responsible for daily operation	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the answer is No, please fill the following	
Full Name	
Nationality	
ID / Passport #	
Issuance place	
Email	
Phone #	
Cellphone #	
Address	
Postal code	

Event information					
Please identify the event purpose					
Film Festival <input type="checkbox"/>	Movie show <input type="checkbox"/>	Other			
Event summary					
Event Start Date (G)					
Event End Date (G)					
Event Start Date (H)					
Event End Date (H)					
Please identify if you have a written approval from the police to make the event on the applied dates					
Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Please identify if you have a written approval from municipality to make the event on the applied dates					
Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Expected Attendees No.					
Please identify the place type					
Indoor <input type="checkbox"/>	Outdoor <input type="checkbox"/>				
Please complete the place details in the table below (Appendix for the additional screens)					
Screen#	Screen#1	Screen#2	Screen#3	Screen#4	Screen#5
Total Seats No.					
Regular Seats No.					
Regular Seats Ticket price					
special Seats Ticket price					
Movie name					

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Event place Details	
Cinema Exhibition commercial name (if applicable)	
Region	
Address	
Postal code	
Phone #	
Site coordinates (GPS)	
<i>Please identify if you have a permission to use the land/cinema for the event</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>In case the answer is yes, please identify the following</i> Am the Owner <input type="checkbox"/> Owner gave me permission <input type="checkbox"/>	
Construction License #	
Issuance Municipality	
Issuance Date	
Property deed No.	
Issuance place	

LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
A letter from the applicant requesting permission to GCAM to apply for the respective license/permit	Y / N		
License application form for the operation of a fully packed temporary cinema signed by the applicant	Y / N		
If the applicant is a company, attach a copy of the company's memorandum of association and a copy of the national identity of all partners, director and members of the board of directors.	Y / N		
Copy of the municipality approval to hold the event	Y / N		
Attach proof of property deed	Y / N		
Copy of the Ministry of Interior approval to hold the event	Y / N		
Copy of ID / passport for all persons whose names appear in the form	Y / N		
Copy of cinema exhibition license (if applicable)	Y / N		
Copy of previous temporary license (if applicable)	Y / N		
Copy of cinema operation agreement between the operator and the property usage owner	Y / N		

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:

1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE

I hereby undertake to abide by the audio and video media regulations and its executive regulations and its annexes to obtain a license for Cinema operation issued by the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440 H. I also acknowledge the correctness of the information contained in this form and based on it I submit my signature

Signature	Designation	Name	Date
			/ /

Appendix					
Screen#	Screen#1	Screen#2	Screen#3	Screen#4	Screen#5
Total Seats No.					
Regular Seats No.					
Regular Seats Ticket price					
special Seats Ticket price					
Movie name					

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name National Address	Provide the name of the Entity related to the respective License, as per the CR Provide ID #, or Passport # in case the applicant is non-Saudi

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإعلام والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Email	Provide email for further contact, if required
Phone #	Provide phone number for further contact, if required
CellPhone #	Provide Cell phone number for further contact, if required
Additional Details	Identify the company type, refers to company or Individuals
Additional Details	In case the company type is an individual
Nationality	Provide the applicant nationality
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
Issuance place	Provide the ID/ Passport entity place that issued it
Cinema Exhibition license No. (if applicable)	Provide Cinema Exhibition license Number, then identify if applicant previously requested a temporary license. Refers to yes or no
Identify the previous license no.	In case there is a previously requested temporary license, the identify the temporary previous license number
Additional Details	In case the company type is a Company
CR Number	Company Registration number
CR Date	Company Registration Date of issuance
Investment license No.	Investment license number
Investment license Data	Investment license Date of issuance
Cinema Exhibition license No. (if applicable)	Provide the cinema Exhibition license No.
Additional Details	Identify if applicant previously requested a temporary license. Refers to yes or no
Identify the previous license no.	In case there is a previously requested temporary license, the identify the temporary previous license number
Responsible in Charge Details	Identify if the cinema operator responsible for the event is a licensed entity in Saudi, refers to yes or no answer.
Identify the cinema exhibition license	In case the the cinema operator is responsible for the event is a licensed entity in saudi, then provide the cinema exhibition license
Responsible in Charge Details	Identify if the submitter of the information in the form is responsible for daily operation, refers to yes or no
Full Name	In case the the submitter of the information in the form is not responsible for the daily operation, then Provide the name of the responsible in charge of the Entity, if not the applicant
Nationality	Provide the applicant nationality
ID / Passport #	Provide ID #, or Passport # in case responsible in charge is non-Saudi
Issuance place	Provide the ID/ Passport entity place that issued it
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
Cellphone #	Provide the Cellphone number of the responsible in charge of the entity, if not the applicant
Address	Provide the location of the responsible in charge
Postal code	Provide the postal code of the responsible in charge
Event information	identify the event purpose refers to Film Festival, movie show or Others (Please specify)
Event summary	Provide the Event summary (Ex: whats the reason of event and whats the activities included, etc..)
Event Start Date (G)	Provide the event starting date in Gregorian calendar format
Event End Date (G)	Provide the event ending date in Gregorian calendar format
Event Start Date (H)	Provide the event starting date in Hijri calendar format
Event End Date (H)	Provide the event Ending date in Hijri calendar format.
Event information	Identify if the applicant has a written approval from the police & municipality to make the event on the applied dates, refers to yes or no
Expected Attendees No.	Provide Expected Attendees number.
Event information	Identify the place type, refers to Indoor or outdoor
Event information	Complete the place details in regards to screens, includes total Seats No., Regular Seats No., Regular Seats, Ticket price, special Seats Ticket price, Movie name
Event Place Details	

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والسينما GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Cinema Exhibition commercial name (if applicable)	Provide the Commercial Name which the company use in advertising, trading, others..
Region	Provide the Establishment License number
Address	Provide the Establishment License Issuance Date
Postal code	Provide the location of the company through providing google coordinates
Phone #	Provide the phone number
Site coordinates (GPS)	Provide exact location through GPS coordinates.
Event information	Identify if there is a permission to use the land/cinema for the event. Refers to yes or no
Event information	in case the answer is yes then identify if the land/cinema owners is the applicant or the Owner gave permission to use it
Construction License #	Provide the construction license number
Issuance Municipality	Provide which municipality issued the construction license
Issuance Date	Provide which municipality issued Date
Property deed No.	Provide the Legal writings which confirm the ownership of the property
Issuance place	Provide the government entity place that issued the property deed
Appendix	Provide total Seats No., Regular Seats No., Regular Seats, Ticket price, special Seats Ticket price, Movie name

7.1.3.2.2 Checklist

OPERATION OF CINEMA VENUE - TEMPORARY			
Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status			
#	Requirements Checklist	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Details regarding Event information provided		
3	Details regarding Event place provided		
4	A letter from the applicant requesting permission to GCAM to apply for the respective license/permit		
5	License application form for the operation of a fully packed temporary cinema signed by the applicant		
6	If the applicant is a company, attach a copy of the company's memorandum of association and a copy of the national identity of all partners, director and members of the board of directors.		
7	Copy of the municipality approval to hold the event		
8	Attach proof of property deed		
9	Copy of the Ministry of Interior approval to hold the event		
10	Copy of ID / passport for all persons whose names appear in the form		
11	Copy of cinema exhibition license (if applicable)		
12	Copy of previous temporary license (if applicable)		
13	Copy of cinema operation agreement between the operator and the property usage owner		
Signature		Department	Name
			Date

Document ID	GCAM-Licensing-04/2019	 جمهورية مصر العربية لجنة المنشآت والمسارع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.3.3 Operation of Cinema Venue - Special Purpose

7.1.3.3.1 Application Form

 OPERATION OF CINEMA VENUE - SPECIAL PURPOSE	
Applicant Details	
Entity name	
CR No.	
CR Date	
Phone #	
National Address	
Email	
Please describe the applicant work nature and describe its daily operations	
<i>Identify if you had previously submitted for the special purpose license</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If the answer is yes, please fill in the following</i>	
Previous license No.	
Responsible in Charge	
Full Name	
Nationality	
ID / Passport #	
Issuance place	
Email	
Phone #	
Operational details for specialist purposes	
Brief description on the purpose cinema for special purpose	
Brief description on the expected Attendees	
<i>Please identify if the special purpose event tickets will be sold on the event</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provide a description of the type of content to be displayed (content must be for scientific, cultural, historical or social purposes)	
<i>Please identify the place type</i>	
Indoor <input type="checkbox"/>	Outdoor <input type="checkbox"/>

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Event place Details	
Cinema Exhibition commercial name (if applicable)	
Region	
Address	
Postal code	
Phone #	
Site coordinates (GPS)	

Please identify if you have a permission to use the land/cinema for the event

Yes No

In case the answer is yes, please identify the following

Am the Owner Owner gave me permission

Construction License #	
Issuance Municipality	
Issuance Date	
Property deed No.	
Issuance place	

LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
A letter from the applicant requesting permission to GCAM to apply for the respective license/permit	Y / N		
License application form for the operation of a fully packed special purposes cinema signed by the applicant	Y / N		
If the applicant is a company, attach a copy of the company's memorandum of association and a copy of the national identity of all partners, director and members of the board of directors.	Y / N		
A detailed description of the type of work carried out by the company, the type of company (private, government, ...) and the type of company activities (registration from the Ministry of Labor and Social Affairs, if any, or any other relevant entity)	Y / N		
Attach proof of property deed	Y / N		
Copy of the Minstry of Interior approval to held the event	Y / N		
Copy of ID / passport for all persons whose names appear in the form	Y / N		
Copy of cinema exhibition license (if applicable)	Y / N		
Copy of previous special purposes license (if applicable)	Y / N		
Copy of cinema operation agreement between the operator and the property usage owner	Y / N		

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمُوَسَّعَاتِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:

1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE

I hereby undertake to abide by and comply with the Audiovisual Media Regulations, its Bylaws and Regulations, and the special conditions and controls for obtaining a No Objection Certificate for the establishment of a cinema issued by the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440 H. Based on it I confirm the validity of the information contained in this form and therefore signed.

Signature

Designation

Name

Date

/ /

Appendix

Details Required	Screen#1	Screen#2	Screen#3	Screen#4	Screen#5
Total Seats No.					
Regular Seats No.					
Regular Seats Ticket price					
special Seats Ticket price					
Movie name					

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
CR No.	Provide the Company registration number
CR Date	Provide Company registration date
National Address	Provide ID #, or Passport # in case the applicant is non-Saudi
Email	Provide email for further contact, if required
Phone #	Provide phone number for further contact, if required
Please describe the applicant work nature and describe its daily operations	Provide detailed work nature for the applicant and describe its daily operations.
Applicant Details	
Previous license No.	Identify if applicant had previously submitted for the special purpose license. Refers to yes or no In case applicant had previously submitted for the special purpose license, then provide Previous license number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
Nationality	Provide the applicant nationality
ID / Passport #	Provide ID #, or Passport # in case the responsible in charge is non-Saudi
Issuance place	Provide the ID/ Passport entity place that issued it
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
Operational details for specialist purposes	
Brief description on the purpose cinema for special purpose	Provide Brief description on the purpose cinema for special purpose
Brief description on the expected Attendees	Provide Brief description on the expected Attendees.
Operational details for specialist purposes	
Provide a description of the type of content to be displayed (content must be for scientific, cultural, historical or social purposes)	Identify if the special purpose event tickets will be sold on the event. Refers to yes or no Provide a description of the type of content to be displayed (content must be for scientific, cultural, historical or social purposes).
Operational details for specialist purposes	
	Identify the place type, refers to indoor, or outdoor

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمُوَسَّعَةِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Event place Details	
Cinema Exhibition commercial name (if applicable)	Provide the Commercial Name which the company use in advertising, trading, others..
Region	Provide the Establishment License number
Address	Provide the Establishment License Issuance Date
Postal code	Provide the location of the company through providing google coordinates
Phone #	Provide the phone number
Site coordinates (GPS)	Provide exact location through GPS coordinates.
Event place Details	
Event place Details	
Construction License #	Identify if there is a permission to use the land/cinema for the event. Refers to yes or no
Issuance Municipality	In case the answer is yes then identify if the land/cinema owners is the applicant or the Owner gave permission to use it
Issuance Date	Provide the construction license number
Property deed No.	Provide which municipality issued the construction license
Issuance place	Provide which municipality issued Date
	Provide the Legal writings which confirm the ownership of the property
	Provide the government entity place that issued the property deed
	Provide total Seats No., Regular Seats No., Regular Seats, Ticket price, special Seats Ticket price, Movie name
Appendix	

7.1.3.3.2 Checklist



OPERATION OF CINEMA VENUE - SPECIAL PURPOSE

Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status

#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Details regarding Operational for specialist purposes provided		
3	Details regarding Event place provided		
4	A letter from the applicant requesting permission to GCAM to apply for the respective license/permit		
5	License application form for the operation of a fully packed special purposes cinema signed by the applicant		
6	If the applicant is a company, attach a copy of the company's memorandum of association and a copy of the national identity of all partners, director and members of the board of directors		
7	A detailed description of the type of work carried out by the company, the type of company (private, government, ...) and the type of company activities (registration from the Ministry of Labor and Social Affairs, if any, or any other relevant entity)		
8	Attach proof of property deed		
9	Copy of the Ministry of Interior approval to hold the event		
10	Copy of ID / passport for all persons whose names appear in the form		
11	Copy of cinema exhibition license (if applicable)		
12	Copy of previous temporary license (if applicable)		
13	Copy of cinema operation agreement between the operator and the property usage owner		

Signature

Department

Name

Date

Document ID	GCAM-Licensing-04/2019	 لجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.4 License Category D

7.1.4.1 Linear service

7.1.4.1.1 Application Form

 لجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA			
LINEAR SERVICE			
Applicant Details			
Entity name			
Entity Owner Full Name			
ID/Passport #			
CR Number			
Email			
Phone #			
Headquarters National Address			
Building No.			
Street name			
Neighborhood Name			
City			
Postal code			
Additional number			
Responsible in Charge Details			
Full Name			
ID			
Email			
Phone #			
Applicant request type			
New <input type="checkbox"/>	Renewal <input type="checkbox"/>	Modification <input type="checkbox"/>	
Channel Information			
Channel Name			
Headquarter Location			
Website			
Broadcasting Satellites Details			
Satellite	Frequency	Channel broadcast location	Country

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمُدْبَرِيَّةِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Details Required	#
# of Employees	
# of Saudi Employees	
LICENSE REQUIREMENTS:	
Copy of the commercial registration matching the company activity	Y / N
Copy of the lease contract of headquarters or property deed	Y / N
In case the request refers to a renewal of license or modification of it, attach the original required license	Y / N
Channel profile, including (1) Channel name, (2) Channel angel, (3) Channel orientation, (4) Program orientation	Y / N
If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well	Y / N
Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form	Y / N
Curriculum Vitae of the person in charge, providing proof of experience in the area	Y / N
Detailed feasibility study on the project.	Y / N

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:

1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE

I hereby undertake to abide by the audio and visual media system and its executive regulations and its annexes and the special conditions and controls for obtaining the license of the scheduled broadcasting services issued by virtue of the decision of His Excellency the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 1440/3/14 H, I have acknowledged the validity of the information contained in this form and therefore signed.

Signature

Designation

Name

Date

/ /

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Entity Owner Full Name	Provide the Entity owner or owners' full names
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
CR Number	Company Registration number
Email	Provide email for further contact, if required
Phone #	Provide phone number for further contact, if required
Headquarters National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
Applicant Request Type	Identify if the application refers to a new license or a renewal / modification of a current one

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـلـكـيـةـ الـعـالـمـيـةـ الـمـدـرـسـيـةـ لـلـتـلـفـيـزـيـوـنـ وـالـمـدـيـاـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Channel Information	
Channel Name	Provide the channel name that will appear in the broadcasting station
Headquarter Location	Provide the headquarter location for the channel
Website	Provide the web page the channel present its content in
Broadcasting Satellites Details	
	Identify Satellites name, Frequency, Channel broadcast location, Country

7.1.4.1.2 Checklist



LINEAR SERVICE

Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status

#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly field		
2	Details regarding Broadcasting Satellites provided		
3	Details regarding Channel Information provided		
4	Details regarding Employees and Saudi Employees provided		
5	Copy of the commercial registration matching the company activity		
6	Copy of the lease contract of headquarters or property deed		
7	In case the request refer to a renewal of license or modification of it, attach the original required license		
8	Channel profile, including (1) Channel name, (2) Channel angel, (3) Channel orientation, (4) Program orientation		
9	If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well		
10	Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form		
11	Curriculum Vitae of the person in charge, providing proof of experience in the area		
12	Detailed feasibility study on the project.		

Signature

Department

Name

Date

Document ID	GCAM-Licensing-04/2019	 جمهورية مصر العربية للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.4.2 VOD service

7.1.4.2.1 Application Form

 جمهورية مصر العربية للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA			
VOD SERVICE			
Applicant Details			
Entity name			
Entity Owner Full Name			
ID/Passport #			
CR Number			
Name of the service			
Description of service			
Email			
Phone #			
Headquarters National Address			
Building No.			
Street name			
Neighborhood Name			
City			
Postal code			
Additional number			
Responsible in Charge Details			
Full Name			
ID			
Email			
Phone #			
Applicant request type			
New <input type="checkbox"/>	Renewal <input type="checkbox"/>	Modification <input type="checkbox"/>	
Delivery method to beneficiary			
Satellite <input type="checkbox"/>	Internet <input type="checkbox"/>	Application <input type="checkbox"/>	Other <input type="text"/>
Broadcasting Satellites Details			
Satellite	Frequency	Channel broadcast location	Country

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـلـكـيـةـ الـعـالـمـيـةـ الـعـرـبـيـةـ الـمـسـمـوـعـهـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Details Required	#	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
# of Employees		Y / N		
# of Saudi Employees		Y / N		
LICENSE REQUIREMENTS:				
Provide operational details, which includes;				
<ul style="list-style-type: none"> - Location and details of servers and platform through which services are provided in KSA - Details of the area (incl. regional offices) in which VOD services are sought to be provided - Date from which VOD services are proposed to be offered 				
Provide Service-specific details, which includes;				
<ul style="list-style-type: none"> - No. and details of VOD services owned by the service providers - Total no. of existing and proposed subscribers to be covered by broadcast services - Arrangements made to ensure compliance of Content and Advertisement Code and code of access services (subtitling and signing) - Arrangements made/proposed to be made to comply with quality/content storage/monitoring requirements 				
In case the request refers to a renewal of license or modification of it, attach the original required license				
Copy of the commercial registration matching the company activity				
Copy of the lease contract of headquarters or property deed				
In case the request refers to a renewal of license or modification of it, attach the original required license				
Copy of the commercial registration matching the company activity				
Copy of the lease contract of headquarters or property deed				
Detailed description of the service that will be delivered (Name of the service, Nature of service, and other relevant details)				
If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well				
Curriculum Vitae of the General Manager / Administrative Manager (a person accountable for running day-to-day operations of the company), which should be:				
<ul style="list-style-type: none"> - Saudi national - Not less than 23 years old - Fully dedicated to his position (full-time employee) 				
Provide applicant, directors, shareholders, member of the board of the applicant company criminal record (if there is any)				
Provide Service provider's contact details;				
<ul style="list-style-type: none"> -Primary Contact: whom GCAM should address inquiries about the notification, and the day-to-day contact for GCAM on regulatory matters -Compliance Contact: whom GCAM should contact regarding any compliance issues -Public Contact: whose details will be published on the GCAM website 				
Provide applicant, directors, shareholders, member of the board of the applicant company declared bankrupt or insolvent (if there is any)				
Provide applicant, directors, shareholders, member of the board of the applicant company information about being excluded from a professional or trade body following disciplinary or regulatory proceedings (if there is any)				

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمُدْبِغَةِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form	Y / N		
Curriculum Vitae of the person in charge, providing proof of experience in the area	Y / N		
Detailed feasibility study on the project.	Y / N		
Brief on the applicant	Y / N		

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:

- 1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE

I hereby undertake to abide by the audio and visual media regulations, its executive regulations, its terms of reference and the special conditions and regulations for obtaining the license of the non-scheduled broadcast or audio broadcasting services issued by the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated March 4, 1440H, and I confirm the validity of the information contained in this form and therfore signed

Signature

Designation

Name

Date

/ /

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Entity Owner Full Name	Provide the Entity owner or owners' full names
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
CR Number	Company Registration number
Name of the service	Provide the name of the service that will be provided
Description of service	Provide a detailed description of the service that will be provided
Email	Provide email for further contact, if required
Phone #	Provide phone number for further contact, if required
Headquarters National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
Applicant Request Type	Identify if the application refers to a new license or a renewal / modification of a current one
Delivery method to beneficiary	Identify if the delivery method refers to a Satellite, Internet, Application, or others (Please specify)

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.4.2.2 Checklist

VOD SERVICE			
Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status			
#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Details regarding Broadcasting Satellites provided		
3	Details regarding Employees and Saudi Employees provided		
4	Information on operational details, which includes: - Location and details of servers and platform through which services are provided in KSA - Details of the area (incl. regional offices) in which VOD services are sought to be provided - Date from which VOD services are proposed to be offered		
5	Information on Service-specific details, which includes; - No. and details of VOD services owned by the service providers - Total no. of existing and proposed subscribers to be covered by broadcast services - Arrangements made to ensure compliance of Content and Advertisement Code and code of access services (subtitling and signing) - Arrangements made/proposed to be made to comply with quality/content storage/monitoring requirements		
6	Curriculum Vitae of the General Manager / Administrative Manager (a person accountable for running day-to-day operations of the company), which should be: - Saudi national - Not less than 23 years old - Fully dedicated to his position (full-time employee)		
7	Provided applicant, directors, shareholders, member of the board of the applicant company criminal record (if there is any)		
8	Provide applicant, directors, shareholders, member of the board of the applicant company declared bankrupt or insolvent (if there is any)		
9	Provide applicant, directors, shareholders, member of the board of the applicant company information about being excluded from a professional or trade body following disciplinary or regulatory proceedings (if there is any)		
10	Information on Service provider's contact details; -Primary Contact: whom GCAM should address inquiries about the notification, and the day-to-day contact for GCAM on regulatory matters -Compliance Contact: whom GCAM should contact regarding any compliance issues -Public Contact: whose details will be published on the GCAM website		
11	Copy of the lease contract of headquarters or property deed		
12	Copy of the commercial registration matching the company activity		
13	Copy of the lease contract of headquarters or property deed		
14	In case the request refers to a renewal of license or modification of it, attach the original required license		
15	Detailed description of the service that will be delivered		
16	If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well.		
17	Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form		
18	Curriculum Vitae of the person in charge, providing proof of experience in the area		
19	Detailed feasibility study on the project.		
20	Brief on the applicant		
	Signature	Department	Name
			
			Date
			

Document ID	GCAM-Licensing-04/2019	 جنة ل الإعلام العربي والمسعو GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.4.3 Satellite platform

7.1.4.3.1 Application Form

SATELLITE PLATFORM					
Applicant Details					
Entity name					
Entity Owner Full Name					
ID/Passport #					
CR Number					
Email					
Phone #					
Satellite package					
Commercial name					
Description of service					
Headquarters National Address					
Building No.					
Street name					
Neighborhood Name					
City					
Postal code					
Additional number					
Responsible in Charge Details					
Full Name					
ID					
Email					
Phone #					
Applicant request type					
New <input type="checkbox"/>	Renewal <input type="checkbox"/>	Modification <input type="checkbox"/>			
Subscription method					
CAM <input type="checkbox"/>	IPCAS <input type="checkbox"/>	Software CAS <input type="checkbox"/>	Other <input type="text"/>		
Special receiver provided					
Yes (Data Attached) <input type="checkbox"/>	No <input type="checkbox"/>				
Services to be provided					
Details required	Channel #1	Channel #2	Channel #3	Channel #4	Channel #5
Ownership of the Channel					
Type of channel					
Brief Description of the Channel					
Packages to be offered					
Rates to be offered					
Identify and describe any arrangements made to ensure compliance of Content and Advertisement Code & Parental control requirements					
Identify and describe any arrangements made/proposed to be made to comply with quality/content storage/monitoring requirements					
Total # of Current subscribers					
Total # of expected subscribers					
Expected Date to initiate offer					
# of Employees					
# of Saudi Employees					

Document ID	GCAM-Licensing-04/2019	 جنة ل الإعلام المركب والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Average monthly subscriptions - Encrypted channels				
Channel type	No.	Owner	Language	Channel Name
General				
Religious				
Economic				
Sport				
News				
Documentary				
Cultural				
Kids				
Social & Family				
Music & Songs				
Drama				
Movies				
Educational				
Shopping & Advertisement				
Others				

Number of active subscribers in the last 12 months		
Month #	Subscribers No.	Notes
Total Subscribers number		
Average Subscribers / month		

Earth Stations to be used					
Details required	Station #1	Station #2	Station #3	Station #4	Station #5
Location					
Brief Description					
Ownership (Private or Third Party)					

Satellite(s) to be accessed					
Details required	Satellite #1	Satellite #2	Satellite #3	Satellite #4	Satellite #5
Name of Satellite(s)					
Clarifications on agreements for access on Satellite(s)					
Type of signals / frequencies to be used					
Date for proposed services to be offered					

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمُدْبِغَةِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
The applicant (local/foreign) should be an entity registered & licensed by a competent authority (MCOISAGIA) to operate in KSA	Y / N		
The applicant should have a specific KSA based national address and an electronic means of communication	Y / N		
Curriculum Vitae of the General Manager / Administrative Manager (a person accountable for running day-to-day operations of the company), which should be: - Saudi national - Not less than 23 years old - Familiar with and aware of Satellite TV business activity (Brief relevant profile of the GM / AM needs to be provided to ascertain familiarity with Satellite TV business) - Fully dedicated to his position (full-time employee)	Y / N		
The applicant should meet at least one of the two criteria below, however, GCAM reserves the right to evaluate each application on case by case basis and make decisions as it seems fit: - The applicant should have its head office in KSA and editorial decisions should be made in KSA - The licensee should use up-linking infrastructure (earth station) in KSA	Y / N		
Copy of the commercial registration matching the company activity	Y / N		
Board of Directors details, including brief profiles of each Board member	Y / N		
Management team details, including brief profiles of each CXOs	Y / N		
Detailed project report indicating business plan, financial forecasts (5 yrs.), technical specifications and operational implications (including social impact, sector development plan) needs to be submitted as a project feasibility report	Y / N		
Net worth certificate of the Company	Y / N		
Copy of Annual Reports and audited accounting statements for last three years	Y / N		
The licensee is required to give priority to Saudi nationals when hiring. - Provide details regarding the number of employees, detailing the number of Saudi employees and non-Saudi employees.	Y / N		
If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well	Y / N		
Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form	Y / N		
In case the request refers to a renewal of license or modification of it, attach the original required license	Y / N		

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:

1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE

I hereby undertake to abide by the audio and visual media system, its executive regulations and its annexes, and the special conditions and controls for obtaining a license for a video and audio distribution platform through satellite receivers issued pursuant to the decision of His Excellency the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440 E. I also acknowledge the correctness of the information contained in this form and therefore signed

Signature

Designation

Name

Date

/ /

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Entity Owner Full Name	Provide the Entity owner or owners' full names
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
CR Number	Company Registration number
Email	Provide email for further contact
Phone #	Provide phone number for further contact
Satellite package Commercial name	Provide the name of the Satellite package Commercial that will be presented to the consumer
Description of service	Provide a Description of service
Headquarters National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمُدْبِغِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
Applicant Request Type	Identify if the application refers to a new license or a renewal / modification of a current one
Subscription method	Identify if the Subscription method refers to CAM, IPCAS, Software CAS, or others (specify)
Special receiver provided	Identify if there is a Special receiver provided, refers to yes or no Identify each channel; Ownership of the Channel, Type of channel, Brief Description of the Channel, Packages to be offered, Rates to be offered, Identify and describe any arrangements made to ensure compliance of Content and Advertisement Code & Parental control requirements, Identify and describe any arrangements made/proposed to be made to comply with quality/content storage/monitoring requirements, Total # of Current subscribers, Total # of expected subscribers, Expected Date to initiate offer, # of Employees, # of Saudi Employees
Services to be provided	Identify channel type, number, owner, language, channel name
Average monthly subscriptions - Encrypted channels	Identify the 12 months, how many Subscribers, notes (if there is any), Total Subscribers number for the active 12 months, Average Subscribers and month
Number of active subscribers in the last 12 months	Identify station Location, Brief Description, Ownership (Private or Third Party) Identify Satellite Name of Satellite(s), Clarifications on agreements for access on Satellite(s), Type of signals / frequencies to be used, Date for proposed services to be offered
Earth Stations to be used	
Satellite(s) to be accessed	

7.1.4.3.2 Checklist

SATELLITE PLATFORM			
Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status			
#	Requirements Checklist	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Details regarding Services to be provided mentioned		
3	Details regarding Earth Stations to be used provided		
4	The applicant entity registered & licensed by a competent authority (MCI/SAGIA) to operate in KSA		
5	The applicant provided a national address and an electronic means of communication		
6	Curriculum Vitae of the General Manager / Administrative Manager (a person accountable for running day-to-day operations of the company), which should be: - Saudi national - Not less than 23 years old - Familiar with and aware of Satellite TV business activity (Brief relevant profile of the GM / AM needs to be provided to ascertain familiarity with Satellite TV business) - Fully dedicated to his position (full-time employee)		
7	The applicant meet at least one of the two criteria below: - The applicant should have its head office in KSA and editorial decisions should be made in KSA - The licensee should use up-linking infrastructure (Earth station) in KSA		
8	Copy of the commercial registration matching the company activity		
9	Board of Directors details, including brief profiles of each Board member		

Document ID	GCAM-Licensing-04/2019	 الهيئة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

10	Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)		
11	In case the requested License is meant to be used for broadcasting Channels' programs, then the applicant is required to provide details regarding the Channel name, owner of the Channel, Location, direction / purpose of the programs, and Technical information regarding the same		
12	Brief on the license applicant (if exist).		
13	Provide a detailed description of the service that will be delivered		
Signature	Department	Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7.1.4.4 Terrestrial platform

7.1.4.4.1 Application Form

 <p>الهيئة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA</p>							
TERRESTRIAL PLATFORM							
Applicant Details							
Entity name							
Entity Owner Full Name							
ID/Passport #							
CR Number							
Email							
Phone #							
Headquarters National Address							
Building No.							
Street name							
Neighborhood Name							
City							
Postal code							
Additional number							
Responsible in Charge Details							
Full Name							
ID							
Email							
Phone #							
Applicant request type							
New <input type="checkbox"/>	Renewal <input type="checkbox"/>	Modification <input type="checkbox"/>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Details Required</td> <td style="padding: 2px;">#</td> </tr> <tr> <td style="padding: 2px;"># of Employees</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"># of Saudi Employees</td> <td style="padding: 2px;"></td> </tr> </table>		Details Required	#	# of Employees		# of Saudi Employees	
Details Required	#						
# of Employees							
# of Saudi Employees							

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمُدْبِغَةِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
Provide Technical details, which includes; - Detailed description of types of signals / frequencies to be utilized - Planned utilization of transmitters across Saudi Arabia - Specifications on any up-linking plan (Privately owned vs Third party) - Location and brief description of earth stations utilized - Name of satellite(s) to be accessed and clarifications on any agreements - Date from TV services are proposed to be offered	Y / N		
Provide Service specific details, which includes; - No. and details of TV channels to be provided (own/broadcasters', brief description of channels) - Subscription package rates, as applicable - Total no. of existing subscribers, if any - Target market and geographic coverage - Arrangements made to ensure compliance with Content Code and Advertisement Code - Arrangements made/proposed to be made to comply with content storage/content monitoring requirements	Y / N		
Provide Management and ownership details, which includes; - Company ownership details - BOD details including brief profiles of each board member - Management team details including brief profiles of CxOs	Y / N		
Provide Project Feasibility requirements, which includes; - Detailed project report indicating business plan, financial forecasts (10 yrs.), technical specifications and operational implications (including social impact, sector development plan) needs to be submitted as a project feasibility report	Y / N		

Provide Financial credibility requirements, which includes; - Net worth certificate of the company - Copy of Annual Reports and audited accounting statements for last three years	Y / N		
Copy of the commercial registration matching the company activity	Y / N		
Copy of the lease contract of headquarters or property deed	Y / N		
In case the request refers to a renewal of license or modification of it, attach the original required license	Y / N		
Detailed description of the service that will be delivered	Y / N		
If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well	Y / N		
Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form	Y / N		
Curriculum Vitae of the person in charge, providing proof of experience in the area	Y / N		
Detailed feasibility study on the project.	Y / N		
Brief on the applicant	Y / N		

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:

- 1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE

I hereby undertake to abide by the audio and visual media system, its executive regulations and its annexes, and the special conditions and controls for obtaining a license for a terrestrial broadcasting station issued pursuant to the decision of the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440 H. I also acknowledge the correctness of the information contained in this form and therfore signed

Signature	Designation	Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	/ /

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Entity Owner Full Name	Provide the Entity owner or owners' full names
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
CR Number	Company Registration number
Email	Provide email for further contact, if required
Phone #	Provide phone number for further contact, if required
Headquarters National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
Applicant Request Type	Identify if the application refers to a new license or a renewal / modification of a current one

7.1.4.4.2 Checklist

 الجنة العامة للإذاعة والتلفزيون للمحتوى المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA		
TERRESTRIAL PLATFORM		
<i>Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status</i>		
#	Requirements Checklist:	Status
1	Form fully and correctly filled	
2	Details regarding Employees and Saudi Employees provided	
3	Copy of the commercial registration matching the company activity	
4	Copy of the lease contract of headquarters or property deed	
5	Information on Technical details, which includes: - Detailed description of types of signals / frequencies to be utilized - Planned utilization of transmitters across Saudi Arabia - Specifications on any up-linking plan (Privately owned vs Third party) - Location and brief description of earth stations utilized - Name of satellite(s) to be accessed and clarifications on any agreements - Date from TV services are proposed to be offered	

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون للتلفزيون العربي والمسعوه GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

6	Information on Service specific details, which includes; - No. and details of TV channels to be provided (own/broadcasters', brief description of channels) - Subscription package rates, as applicable - Total no. of existing subscribers, if any - Target market and geographic coverage - Arrangements made to ensure compliance with Content Code and Advertisement Code - Arrangements made/proposed to be made to comply with content storage/content monitoring requirements		
7	Information on Management and ownership details: details, which includes; - Company ownership details - BOD details including brief profiles of each board member - Management team details including brief profiles of CxOs		
8	Information Project Feasibility requirements, which includes; - Detailed project report indicating business plan, financial forecasts (10 yrs.), technical specifications and operational implications (including social impact, sector development plan) needs to be submitted as a project feasibility report		
9	Information on Financial credibility requirements, which includes; - Net worth certificate of the company - Copy of Annual Reports and audited accounting statements for last three years		
10	In case the request refers to a renewal of license or modification of it, attach the original required license		
11	Detailed description of the service that will be delivered		
12	If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well		
13	Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form		
14	Curriculum Vitae of the person in charge, providing proof of experience in the area		
15	Detailed feasibility study on the project.		
16	Brief on the applicant		
	Signature	Department	Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Date
			<input type="text"/>

7.1.4.5 Cable & IPTV platform

7.1.4.5.1 Application Form

 الجنة العامة للإذاعة والتلفزيون للتلفزيون العربي والمسعوه GENERAL COMMISSION FOR AUDIOVISUAL MEDIA	
CABLE & IPTV PLATFORM	
Applicant Details	
Entity name	<input type="text"/>
Entity Owner Full Name	<input type="text"/>
ID/Passport #	<input type="text"/>
CR Number	<input type="text"/>
Name of the service	<input type="text"/>
Description of service	<input type="text"/>
Email	<input type="text"/>
Phone #	<input type="text"/>
Headquarters National Address	
Building No.	<input type="text"/>
Street name	<input type="text"/>
Neighborhood Name	<input type="text"/>
City	<input type="text"/>
Postal code	<input type="text"/>
Additional number	<input type="text"/>

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Responsible in Charge Details					
Full Name					
ID					
Email					
Phone #					
Applicant request type					
New <input type="checkbox"/>	Renewal <input type="checkbox"/>	Modification <input type="checkbox"/>			
Operation Type					
Platform Turn-on <input type="checkbox"/>	Locked Network Initiation <input type="checkbox"/>				
Broadcasting Satellites Details					
Satellite	Frequency	Channel broadcast location	Country		
Service Details on Channels to be Provided					
Details required	Channel #1	Channel #2	Channel #3	Channel #4	Channel #5
Ownership of the Channel					
Type of channel					
Brief Description of the Channel					
Packages to be offered					
Rates to be offered					
Source of content (Broadcaster / MSO / LCO / IPTV Serv. Provider)					
If Source of content - MSO / LCO / IPTV - Confirm whether such platform operator possesses due rights from the content owner / broadcaster					
Identify and describe any arrangements made to ensure compliance of Content and Advertisement Code & Parental control requirements					
Identify and describe any arrangements made/proposed to be made to comply with quality/content storage/monitoring requirements					
Total # of Current subscribers					
Total # of expected subscribers					
Expected Date to initiate offer					
# of Employees					
# of Saudi Employees					
Average monthly subscriptions - Encrypted channels					
Channel type	No.	Owner	Language	Channel Name	
General					
Religious					
Economic					
Sport					
News					
Documentary					
Cultural					
Kids					
Social & Family					
Music & Songs					
Drama					
Movies					
Educational					
Shopping & Advertisement					
Others					
Number of active subscribers in the last 12 months					
Month #	Subscribers No.	Notes			
Total Subscribers number					
Average Subscribers / month					

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمُدْبِغِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
The applicant (local / foreign) should be an entity registered & licensed by a competent authority (MCI/SAGIA) to operate in KSA	Y / N		
The applicant should have a specific KSA based national address and an electronic means of communication	Y / N		
Submit the Curriculum Vitae of the General Manager / Administrative Manager (a person accountable for running day-to-day operations of the company), which should be: - Saudi national - Not less than 23 years old - Familiar with and aware of IPTV / Cable TV business activity (Brief relevant profile of the GM / AM needs to be provided to ascertain familiarity with IPTV / Cable TV business) - Fully dedicated to his position (full-time employee)	Y / N		
The IPTV / Cable TV operator needs to have its IPTV / Cable TV service platform / Head End stationed within KSA so that programming / editorial decisions can be controlled locally	Y / N		
Provide the following Technical Details: - Location and description of IPTV & Cable TV service platform (network infrastructure, Headend capabilities, etc.) - Details of the area (incl. regional offices) in which IPTV / Cable TV services are sought to be provided	Y / N		
Copy of the commercial registration matching the company activity	Y / N		
Board of Directors details, including brief profiles of each Board member	Y / N		
Management team details, including brief profiles of each CXOs	Y / N		
Submit a detailed project report indicating business plan, financial forecasts (10 yrs.), technical specifications and operational implications (including social impact, sector development plan) needs to be submitted as a project feasibility report	Y / N		
Submit Net worth certificate of the Company	Y / N		
Submit a Copy of Annual Reports and audited accounting statements for last three years	Y / N		
Submit a Copy of the lease contract of headquarters or property deed	Y / N		
If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well	Y / N		
Submit Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form	Y / N		
In case the request refers to a renewal of license or modification of it, attach the original required license	Y / N		

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:

1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE

I hereby undertake to abide by the audio and video system and its executive regulations and its annexes and the special conditions and controls for obtaining a license for a video and audio distribution platform through the Internet Protocol and cable television issued by the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated March 4, 1440H, and I confirm the validity of the information contained in this form and thereto signed

Signature

Designation

Name

Date

/ /

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Entity Owner Full Name	Provide the Entity owner or owners' full names
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
CR Number	Company Registration number
Email	Provide email for further contact, if required
Phone #	Provide phone number for further contact, if required
Headquarters National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
Applicant Request Type	Identify if the application refers to a new license or a renewal / modification of a current one

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون للتلفزيون العربي والمسند GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Operation Type	Identify if the operation type refers to Platform Turn-on or Locked Network Initiation
Broadcasting Satellites Details	Identify Satellite, Frequency, Channel broadcast location, Country
Services to be provided	Identify each channel; Ownership of the Channel, Type of channel, Brief Description of the Channel, Packages to be offered, Rates to be offered, Source of content (Broadcaster / MSO / LCO / IPTV Serv. Provider) (If Source of content - MSO / LCO / IPTV - Confirm whether such platform operator possesses due rights from the content owner / broadcaster), Identify and describe any arrangements made to ensure compliance of Content and Advertisement Code & Parental control requirements, Identify and describe any arrangements made/proposed to be made to comply with quality/content storage/monitoring requirements, Total # of Current subscribers, Total # of expected subscribers, Expected Date to initiate offer, # of Employees, # of Saudi Employees
Average monthly subscriptions - Encrypted channels	Identify channel type, number, owner, language, channel name
Number of active subscribers in the last 12 months	Identify the 12 months, how many Subscribers, notes (if there is any), Total Subscribers number for the active 12 months, Average Subscribers and month

7.1.4.5.2 Checklist

CABLE & IPTV PLATFORM			
Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status			
#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Details regarding Broadcasting Satellites mentioned		
3	Details regarding Services to be provided mentioned		
4	The applicant entity registered & licensed by a competent authority (MCISAGIA) to operate in KSA		
5	The applicant provided a national address and an electronic means of communication		
6	Curriculum Vitae of the General Manager / Administrative Manager (a person accountable for running day-to-day operations of the company), which should be: - Saudi national - Not less than 23 years old - Familiar with and aware of Satellite TV business activity (Brief relevant profile of the GM / AM needs to be provided to ascertain familiarity with Satellite TV business) - Fully dedicated to his position (full-time employee)		
7	The IPTV / Cable TV operator needs to have its IPTV / Cable TV service platform / Head End stationed within KSA so that programming / editorial decisions can be controlled locally		
8	Provide the following Technical Details: - Location and description of IPTV & Cable TV service platform (network infrastructure, Headend)		
9	Copy of the commercial registration matching the company activity		
10	Board of Directors details, including brief profiles of each Board member		
11	Management team details, including brief profiles of each CXOs		
12	Submit a detailed project report indicating business plan, financial forecasts (10 yrs.), technical specifications and operational implications (including social impact, sector development plan) needs to be submitted as a project feasibility report		
13	Submit Net worth certificate of the Company		
14	Submit a Copy of Annual Reports and audited accounting statements for last three years		
15	Submit a Copy of the lease contract of headquarters or property deed		
16	If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well		
17	Submit Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form		
18	In case the request refers to a renewal of license or modification of it, attach the original required license		
Signature		Department	Name
			Date

Document ID	GCAM-Licensing-04/2019	 لجنة العامة للإذاعة المرئية والمسمعية GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.4.6 Radio service

7.1.4.6.1 Application Form

 لجنة العامة للإذاعة المرئية والمسمعية GENERAL COMMISSION FOR AUDIOVISUAL MEDIA		
RADIO SERVICE		
Applicant Details		
Entity name		
Entity Owner Full Name		
ID/Passport #		
CR Number		
Email		
Phone #		
Headquarters National Address		
Building No.		
Street name		
Neighborhood Name		
City		
Postal code		
Additional number		
Responsible in Charge Details		
Full Name		
ID		
Email		
Phone #		
Applicant request type		
New <input type="checkbox"/>	Renewal <input type="checkbox"/>	Modification <input type="checkbox"/>
Activity Type		
Broad. Ser. Lic.-ground sta. <input type="checkbox"/>	Broadcasting services via other means <input type="checkbox"/>	

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Details Required	#
# of Employees	
# of Saudi Employees	
LICENSE REQUIREMENTS:	
Copy of the commercial registration matching the company activity	Y / N
Copy of the lease contract of headquarters or property deed	Y / N
In case the request refers to a renewal of license or modification of it, attach the original required license	Y / N
Brief on the TV channel, including (1) Channel name, (2) Canal owner, (3) Channel orientation, (4) Sketch for headquarters and Fixed station headquarters, (5) Program direction, (6) Technical information about the channel, (7) Custom frequencies and geographical coverage area	Y / N
If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well	Y / N
Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form	Y / N
Curriculum Vitae of the person in charge, providing proof of experience in the area	Y / N
Detailed feasibility study on the project.	Y / N

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:

- 1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE

I hereby undertake to abide by the audio and visual media system, its executive regulations and its annexes, and the special conditions and controls for obtaining the broadcasting license issued by the decision of His Excellency the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440 H. Contained in this form and therefore signed

Signature

Designation

Name

Date

/ /

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Entity Owner Full Name	Provide the Entity owner or owners' full names
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
CR Number	Company Registration number
Email	Provide email for further contact, if required
Phone #	Provide phone number for further contact, if required
Headquarters National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمَدْيَعَةِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Applicant Request Type	Identify if the application refers to a new license or a renewal / modification of a current one
Activity Type	Identify if the activity type refers to Broad. Ser. Lic.-ground station or Broadcasting services via other means
Delivery method to beneficiary	Identify if the activity type refers to Ground Station or Others (Please specify)

7.1.4.6.2 Checklist

 RADIO SERVICE			
Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status			
#	Requirements Checklist	Status	Comments (if applicable)
1	Form fully and correctly filled		
4	Details regarding Employees and Saudi Employees provided		
5	Copy of the commercial registration matching the company activity		
6	Copy of the lease contract of headquarters or property deed		
7	In case the request refers to a renewal of license or modification of it, attach the original required license		
8	Sketch of the TV channel, including (1) Channel name; (2) Channel owner; (3) Channel orientation, (4) Sketch for headquarters and Fixed station headquarters, (5) Program direction, (6) Technical information about the channel, (7) Custom frequencies and		
9	If the applicant is a registered company, attach a copy of the company's Memorandum of Association and copies of IDs or Passports (for non-Saudis) of all partners, directors and members of the board of directors. In addition, if one of the partners is a registered company then attach its Company Registration as well		
10	Copy of the national ID or Passport (for non-Saudis) of all personnel mentioned in this form		
11	Curriculum Vitae of the person in charge, providing proof of experience in the area		
12	Detailed feasibility study on the project.		
	Signature	Department	Name
			Date

Document ID	GCAM-Licensing-04/2019	 الهيئة العامة للإذاعة والتلفزيون للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.4.7 Cinema exhibition

7.1.4.7.1 Application Form

 CINEMA EXHIBITION	
Applicant request type	
New <input type="checkbox"/>	Renewal <input type="checkbox"/>
Modification <input type="checkbox"/>	
Activity type	
Fixed <input type="checkbox"/>	Temporary <input type="checkbox"/>
Special activity type <input type="checkbox"/>	
Applicant Details	
Entity name	
HQ Address	
City	
Postal code	
Phone #	
Cellphone #	
National Address	
Email	
CR No.	
CR Date	
Investment license No.	
Investment license Data	
Saudi investors percentage	
Additional Details (Owners & Partners)	
Number of partners	
Identify the company type (in case of Company, please provide Partners' details in Appendix A):	
Individual <input type="checkbox"/>	Company <input type="checkbox"/>
Provide the details regarding the Individual, or the primary Partner details if a Company:	
Full name	
Email	
Address	
City	
Postal Code	
Cellphone #	
Phone #	
If Company, please fill in the following:	
CR No.	
CR Date	
Investment license No. (if applicable)	
Investment license Data (if applicable)	
If Individual, please fill in the following:	
Nationality	
ID / Passport #	
Issuance place	

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـنـدـبـ وـالـمـسـعـدـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

CEO / General Manager Details	
Full Name	
Nationality	
ID / Passport #	
Issuance Place	
Email	
Phone #	
Content Control Details	
Full Name	
Nationality	
ID / Passport #	
Issuance Place	
Email	
Phone #	
Operator Details	
<i>If the cinema operator is the same company mentioned in applicant details, please skip the "operator details" section</i>	
Commercial name	
HQ Address	
City	
Country	
Postal Code	
Cellphone #	
Email	
Year of Experience in the field	
No. of Cinemas operated	
Countries of respective Cinemas	

Cinema Details	
<i>Please identify any cinemas currently in place, in Saudi Arabia, if applicable (in case of more than 1, add additional details in appendix)</i>	
Property deed No.	
Prop. deed Issued place	
Phone #	
Website	
Email	
Investment plan details (5 years)	
<i>Please provide details regarding the investment plan that supports the respective license request. Any additional and relevant detail to be provided attached</i>	
Expected # of cinemas planned to operate	
Expected # Screens planned to operate	
Expected # of employees	
Expected # of Saudi employees	
Planned cities to operate	

Document ID	GCAM-Licensing-04/2019	 جنة للمحتوى والمسعدين للتلفزيون والسينما GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Please complete the details of the planned cinemas expected in the table below (Cinema can be added to a separate sheet in Appendix B if necessary based on your investment plans)

Details Required	Cinema #1	Cinema #2	Cinema #3	Cinema #4	Cinema #5	Cinema #6
City						
Location type (Complex or Free Location)						
Brief description of Cinema type and nature						
Expected Screens, per type						
Average ticket-price, per type / category						
Average price of non-normal ticket (specify)						
Number of screens with advanced options for food and beverages						
Food & beverages options to be provided						
Total number of seats, per type						
Total number of Employees						
Number of Saudi Employees						

Please complete the assessment details (Approval Tool) of the planned cinemas expected (in the next 3 years) in the table below

Details Required	Y1	Y2	Y3	Total
No. of Saudi regions covered				
Location type (Complex or Free Location)				
Brief description of Cinema type and nature				
Planned No. of Screens (all types)				
Planned No. of 2D Screens (all types)				
Planned No. of screens with access to non-standard options for food and beverages				
Planned No. of seats (All types of seats)				
Planned No. of standard seats				
Total number of job created				
Total number of job created (Saudi Employees)				
Average price of non-normal ticket (specify)				
# of Saudi ownership in the company				

Company Financial Details (last 5 years)

Details Required	Year #1	Year #2	Year #3	Year #4	Year #5	Average 5 years
No. of countries with existing cinemas						
No. of screen in operation						
EBITDA (Earning Before Interest Taxes Depreciation & Amortization)						
EBIT (Earnings Before Interest and Taxes)						
Depreciation						
Amortization						
Total sales						
Cash & Cash equivalent						
Short Term Debt						
Long Term Debt						
Sales Growth						

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمَدْيَعَةِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
A letter from the applicant requesting permission to GCAM to apply for the respective license/permit	Y / N		
Copy of the Corporate Memorandum of Association from: - The requesting party - Owner/partners - Cinema operator (if they are different from applicant or owner)	Y / N		
Demonstrate the experience of the respective Cinema operator by providing the following: - Brief on the company's operations and cinemas operated by the same - Audited financial statements for the past five years - Copy of commercial records in all countries where the operator operates	Y / N		
Copy of National ID / Passport from, if applicable: - Owners of the company(ies) listed on the form - Members of the Board of Directors and the Executive Director of mentioned companies - Other individuals mentioned in this form	Y / N		
Copy of the CEO/General manager academic degree, Experience certificate in media sector	Y / N		
Detailed investment plan for the next five years, including but not limited to: - Total number of cinemas planned to be opened and respective locations - Number of screens in each cinema - List of expected ticket prices for each display - Total number of employees expected and number of Saudi employees - List of films to be presented in the first year and their source - An overview of the cinema experience in each cinema (e.g. 2D, 3D, IMAX, Premium seats, children) - Any other relevant information	Y / N		

Appendix A- Partners List

1 - Identify if the partner is an individual or company

Individual

Company

Partnership percentage

Partner Full name

Email

Address

City

Postal Code

Cellphone #

Phone #

If the Partner is a Company, please provide the following:

CR No.

CR Date

Investment license No.

Investment license Data

Total No. of Partners

If the Partner is an individual, please provide the following:

Nationality

ID / Passport #

Issuance place

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمَدْبُوْرِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

2 - Identify if the partner is an individual or company

Individual Company

Partnership percentage	
Partner Full name	
Email	
Address	
City	
Postal Code	
Cellphone #	
Phone #	

If the Partner is a Company, please provide the following:

CR No.	
CR Date	
Investment license No.	
Investment license Data	
Total No. of Partners	

If the Partner is an individual, please provide the following:

Nationality	
ID / Passport #	
Issuance place	

If additional Partners are involved, provide the respective information for the same, by adding the same to the respective form or attaching the related documentation

Appendix B - Additional Cinema Details, as per Investment Plan						
Cinema No.	Cinema #7	Cinema #8	Cinema #9	Cinema #10	Cinema #11	Cinema #12
City						
Location type (Complex or Free Location)						
Brief description of Cinema type and nature						
Expected Screens, per type						
Average ticket-price, per type / category						
Average price of non-normal ticket (specify)						
Number of screens with advanced options for food and beverages						
Food & beverages options to be provided						
Total number of seats, per type						
Total number of Employees						
Number of Saudi Employees						

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:

- 1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE

I hereby undertake to abide by the audio and video media regulations and its executive regulations and its annexes to obtain a license for movie theater operation activity issued by the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440 H. I also acknowledge the correctness of the information contained in this form and based on it I submit my signature

Signature

Designation

Name

Date

/ /

DATA FIELDS	DESCRIPTION
Applicant request type	Identify if the application refers to a new license or a renewal / modification of a current one
Activity Type	Identify if the activity type refers to Fixed, Temporary, or Special activity type
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
HQ Address	Provide the Entity owner or owners' full names
City	Provide city name in which the company is located
Postal code	Company Registration number
Email	Provide email for further contact, if required
National Address	Provide National Address
Phone #	Provide phone number for further contact, if required

Document ID	GCAM-Licensing-04/2019	 جنة المعرفة والفنون لجنة الأخذ والنشر GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

<i>CR No.</i>	Provide the Company registration number
<i>CR Date</i>	Provide Company registration date
<i>Investment license No.</i>	Provide the investment license number
<i>Investment license Data</i>	Provide the investment license issuance date
<i>Saudi investors percentage</i>	Provide Saudi investor(s) percentage
Additional Details	
<i>Number of partners</i>	Provide the Number of partners in the company.
Additional Details	
<i>Full Name</i>	Provide the name of the applicant of the Entity,
<i>Email</i>	Provide the email of the applicant of the Entity,
<i>Address</i>	Provide the location where the cinema address
<i>City</i>	Provide the city where the headquarter is located
<i>Postal Code</i>	Provide the postal code where the headquarter is located
<i>Phone #</i>	Provide the phone number of the applicant of the entity
<i>CellPhone #</i>	Provide the Cellphone number of the applicant of the entity
Additional Details	
<i>CR Number</i>	Company Registration number
<i>CR Date</i>	Company Registration Date of issuance
<i>Investment license No.</i>	Investment license number
<i>Investment license Data</i>	Investment license Date of issuance
Additional Details	
<i>Nationality</i>	Provide the applicant nationality
<i>ID / Passport #</i>	Provide ID #, or Passport # in case the applicant is non-Saudi
<i>Issuance place</i>	Provide the ID/ Passport entity place that issued it
CEO / General Manager Details	
<i>Full Name</i>	Provide the name of the CEO / General Manager of the Entity, if not the applicant
<i>Nationality</i>	Provide the applicant nationality
<i>ID / Passport #</i>	Provide ID #, or Passport # in case CEO / General Manager of the Entity is non-Saudi
<i>Issuance place</i>	Provide the ID/ Passport entity place that issued it
<i>Email</i>	Provide the email CEO / General Manager of the Entity of the Entity, if not the applicant
<i>Phone #</i>	Provide the phone number of the responsible in charge of the entity, if not the applicant
Operator Details	
<i>Commercial name</i>	Provide the Commercial name of the operator
<i>HQ Address</i>	Provide the HQ Address of the operator
<i>City</i>	Provide the City of the operator
<i>Country</i>	Provide the Country of the operator
<i>Postal Code</i>	Provide the postal code of the operator
<i>Cellphone #</i>	Provide the Cellphone # of the operator
<i>Email</i>	Provide the Email of the operator
<i>Years of Experience in the field</i>	Provide the number of years the operator worked in
<i>No. of Cinemas operated</i>	Provide the total number of cinemas the operator operated so far
<i>Countries of respective Cinemas</i>	Provide the countries of which the operator runned a similar cinemas in
Cinema Details	
<i>Property deed No.</i>	Provide the Legal writings which confirm the ownership of the property
<i>Property deed Issued place</i>	Provide the government entity place that issued the property deed
<i>Phone#</i>	Provide the phone number of the cinema
<i>Website</i>	Provide the website of the cinema
<i>Email</i>	Provide the Email of the cinema
Investment plan details	
<i>Expected # of cinemas planned to operate</i>	Provide the expected # of cinemas planned to operate

Document ID	GCAM-Licensing-04/2019	 الهيئة العامة للإذاعة والتلفزيون للتلفاز العربي والمسند GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Expected # Screens planned to operate	Provide the expected # Screens planned to operate
Expected # of employees	Provide the expected # of employees
Expected # of Saudi employees	Provide the expected # of Saudi employees
Planned cities to operate	Provide the planned cities to operate cinema in. then complete the details of the planned cinemas in the next three years. Then complete the assessment details of the planned cinemas
Company Financial Details	Provide information about financial details for the previous 5 years
Appendix A- Partners List	Identify if the partner, refers to an individual or company
Email	Provide the email of the partners of the Entity, if not the applicant
Address	Provide the location where the cinema address
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
CellPhone #	Provide the Cellphone number of the partners of the entity
Phone #	Provide the phone number of the partners of the entity
Appendix A- Partners List	In case the partner is company
CR Number	Company Registration number
CR Date	Company Registration Date of issuance
Investment license No.	Investment license number
Investment license Data	Investment license Date of issuance
Total No. of Partners	Provide the total no. of partners
Appendix A- Partners List	In case the partner is individual
Nationality	Provide the applicant nationality
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
Issuance place	Provide the ID/ Passport entity place that issued it
Appendix B - Additional Cinema Details, as per Investment Plan	Provide Additional Cinema Details, as per Investment Plan

7.1.4.7.2 Checklist

CINEMA EXHIBITION			
Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status			
#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly field		
2	Details regarding Employees and Saudi Employees provided		
3	Details regarding Investment plan provided		
4	Details regarding Company Financial provided		
5	A letter from the applicant requesting permission to GCAM to apply for the respective license/permit		
6	Copy of the Corporate Memorandum of Association from: - The requesting party - Owner/partners - Cinema operator (if they are different from applicant or owner)		
7	Demonstrate the experience of the respective Cinema operator by providing the following: - Brief on the company's operations and cinemas operated by the same - Audited financial statements for the past five years - Copy of commercial records in all countries where the operator operates		
8	Copy of National ID / Passport from, if applicable: - Owners of the company(ies) listed on the form - Members of the Board of Directors and the Executive Director of mentioned companies - Other individuals mentioned in this form		

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

9	Copy of the CEO/General manager academic degree, Experience certificate in media sector Detailed investment plan for the next five years, including but not limited to: - Total number of cinemas planned to be opened and respective locations - Number of screens in each cinema - List of expected ticket prices for each display - Total number of employees expected and number of Saudi employees - List of films to be presented in the first year and their source - An overview of the cinema experience in each cinema (e.g. 2D, 3D, IMAX, Premium seats, children) - Any other relevant information		
10			
Signature	Department	Name	Date

7.1.4.7.1 Assessment Report

 الجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA				
CINEMA EXHIBITION ASSESSMENT				
Section One: Introduction				
Applicant Name				
Entity owner(s) Full Name				
Operator name				
Application date				
Application type				
Application Form Number				
Notes				
Section Two: Assessment (Evaluate the readiness of the Cinema Exhibition)				
Operational assessment result				
#	Rating category	(Company Name)	Min. Requirements	Pass / Fail
1	# Years of Experience			Pass / Fail
2	No. of countries operating in			Pass / Fail
3	No. of Screens Operated			Pass / Fail
Assessment Result				

Document ID	GCAM-Licensing-04/2019	 جنة للإذاعة والتلفزيون والمسعدين لـ GCAM GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Financial assessment result					
Financial Info (last 5 years)	Y1	Y2	Y3	Y4	Y5
Profitability Ratio					
Financial Leverage ratio					
Sales					
Average Profitability Ratio					
Average Leverage Ratio					
Average Sales Growth					
Assessment Result					
<i>Identify the Financial assessment result</i>					
Pass <input type="checkbox"/>		Fail <input type="checkbox"/>			
Business Plan assessment result					
#	Rating category	(Company Name)			
1	The total number of screens planned to run in the first three years				
2	Geographical presence in the Kingdom				
3	Total No. of job creation				
4	Total No. of localization job creation				
Assessment Summary					
#	Category	Dimension	Mark (out of 3)	Dimension Weight	
1	Participate in the Saudi Film Market (for the next 3 years)	Expected Screens No.	#/3	15%	
2		Geographical presence	#/3	15%	
3		Localization job creation	#/3	15%	
4	Company Financial Integrity (For the previous 5 years)	Profitability Ratio	#/3	5%	
5		Financial Leverage ratio	#/3	5%	
6		Sales Growth	#/3	5%	
7	Others	Scope of services related to customer experience	#/3	20%	
8		Local Partnership	#/3	20%	
Min. mark (out of 3)		<i>Minimum mark is - 2.1</i>			
Total Result					
Assessment Result					
Section Three: Recommendation					
Studier Name					
Date					
Recommendation					
Comments/Notes					
Signature	Designation	Name	Date (H)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	/ /		
Reviewer					
Signature	Designation	Name	Date (H)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	/ /		

Document ID	GCAM-Licensing-04/2019	 لجنة الاتصالات المدنية والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

DATA FIELDS	DESCRIPTION
Section One: Introduction	
Applicant Name	Provide applicant name
Entity owner(s) Full Name	Provide Entity owner(s) Full Name
Operator name	Provide Operator name
Application date	Provide Application date
Application type	Provide Application type
Application Form Number	Provide Application Form Number
Notes	Provide notes
Section Two: Assessment	
Section Two: Assessment Operational assessment result	Identify information for each rating category, the company name, Min. Requirements, and whether pass/fail on the each rating category
Assessment result	Provide the result of the assessment
Section Two: Assessment Financial assessment result	Identify information for Financial information (last 5 years)
Average Profitability Ratio	Provide the Average Profitability Ratio
Average Leverage Ratio	Provide the Average Leverage Ratio
Average Sales Growth	Provide the Average Sales Growth
Assessment Result	Provide the result of the assessment
Section Two: Assessment Business Plan assessment result	Identify information for each rating category, and the company name
Assessment Summary	confirm the mark for each category/dimension
Min. mark (out of 3)	Confirm the Minimum mark of the assessment
Total Result	Provide the total result of the assessment
Assessment Result	Provide the assessment result
Section Three: Recommendation	
Studier Name	Provide the Studier Name
Date	Provide the study date
Recommendation	Provide the study recommendation
Comments/Notes	Provide the study comments/notes (if applicable)

Document ID	GCAM-Licensing-04/2019	 المَعْلَمُ الْجَامِعُ لِلْإِلَامِ الْمَرْئِيِّ وَالْمَسْمَوِعِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.5 Permits

7.1.5.1 Public display of media content

7.1.5.1.1 Application Form

 المَعْلَمُ الْجَامِعُ لِلْإِلَامِ الْمَرْئِيِّ وَالْمَسْمَوِعِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA	
PUBLIC DISPLAYS OF MEDIA CONTENT	
Applicant Details	
Entity name	
Email	
Website	
National Address	
Building No.	
Street name	
Neighborhood Name	
City	
Postal code	
Unit number	
Additional number	
Responsible in Charge Details	
Full Name	
ID	
Email	
Phone #	
License Details (if applicable)	
License type	
License No.	
License Expirey date	

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
Submission of a copy of the respective media content to be displayed, for approval, in case such content is pre-recorded	Y / N		
Overview of the media content, in case the broadcast is live	Y / N		
Details of the Event, including type, number of expected attendance, place and time	Y / N		
Copy of the commercial registration	Y / N		

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:
The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE
I hereby undertake to abide by the audio-visual media and its executive regulations and its annexes and the special conditions and controls for obtaining a No Objection Certificate to submit general presentations of the media content (other than cinema or film festivals) issued by the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440 H. Based on it I confirm the validity of the information contained in this form and therefore signed.

Signature	Designation	Name	Date
			/ /

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Email	Provide email for further contact, if required
Website	Provide the web page the Media company present its content in
National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
License Details	Confirm the applicability of the information
License type	Provide the License type of the entity
License No.	Provide the License No. of the entity
License Expire date	Provide the License End date

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.5.1.2 Checklist

PUBLIC DISPLAYS OF MEDIA CONTENT			
<i>Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status</i>			
#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Submission of a copy of the respective media content to be displayed, for approval, in case such content is pre-recorded		
3	Overview of the media content, in case the broadcast is live		
4	Details of the Event, including type, number of expected attendance, place and time		
5	Copy of the commercial registration		
Signature		Department	Name
			Date

7.1.5.2 Establishment of associations or clubs specializing in the field of avm and / or media content

7.1.5.2.1 Application Form

ESTABLISHMENT OF ASSOCIATIONS OR CLUBS SPECIALIZING IN THE FIELD OF AVM AND / OR MEDIA CONTENT	
Applicant Details	
Entity name	
Email	
Website	
National Address	
Building No.	
Street name	
Neighborhood Name	
City	
Postal code	
Unit number	
Additional number	
Responsible in Charge Details	
Full Name	
ID	
Email	
Phone #	

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
Submission of internal rules of the Association / Club, including its (1) objectives, (2) method of affiliation, (3) mechanism of private and public meetings, (4) specialization of the board of directors members, (5) membership duration, (6) presidential duration, and (7) budget	Y / N		

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:
The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

I hereby undertake to abide by the audio and visual media system, its executive regulations and its annexes, and the special conditions and regulations for obtaining a No Objection Certificate for the establishment of associations or clubs specialized in the field of audiovisual media or media content issued by the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440 H. Based on it I confirm the validity of the information contained in this form and therefore signed.

Signature	Designation	Name	Date
			/ /

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Email	Provide email for further contact, if required
Website	Provide the web page the Media company present its content in
National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant

7.1.5.2.2 Checklist

 الجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA			
ESTABLISHMENT OF ASSOCIATIONS OR CLUBS SPECIALIZING IN THE FIELD OF AVM AND / OR MEDIA CONTENT			
Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status			
#	Requirements Checklist	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Submission of internal rules of the Association / Club, including its (1) objectives, (2) method of affiliation, (3) mechanism of private and public meetings, (4) specialization of the board of directors members, (5) membership duration, (6) presidential duration, and (7) budget		
Signature		Department	Name
			Date

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإعلا للتلفزيون والملصق GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.5.3 Media consultation and study offices

7.1.5.3.1 Application Form

 MEDIA CONSULTATION AND STUDY OFFICES				
Applicant Details				
Entity name				
Email				
Website				
National Address				
Building No.				
Street name				
Neighborhood Name				
City				
Postal code				
Unit number				
Additional number				
Responsible in Charge Details				
Full Name				
ID				
Email				
Phone #				
LICENSE REQUIREMENTS:		COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
Brief of the consultations & studies		Y / N		
Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)		Y / N		
OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:				
<p>The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.</p>				
PLEDGE <p>I hereby undertake to abide by and comply with the Audiovisual Media Regulations, its Bylaws and Regulations, and the special conditions and controls for obtaining a No Objection Certificate to provide media advice and services provided by the study offices issued by the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440 H. Based on it I confirm the validity of the information contained in this form and therefore signed.</p>				
Signature	Designation	Name	Date	
			/	/

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Email	Provide email for further contact, if required
Website	Provide the web page the Media company present its content in

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant

7.1.5.3.2 Checklist

 الجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA			
MEDIA CONSULTATION AND STUDY OFFICES			
<i>Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status</i>			
#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly field		
2	Brief of the consultations & studies		
3	Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)		
Signature Department Name Date			

Document ID	GCAM-Licensing-04/2019	 لجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.5.4 Audiovisual training institutions and centers

7.1.5.4.1 Application Form

 AUDIOVISUAL TRAINING INSTITUTIONS AND CENTERS			
Applicant Details			
Entity name			
Email			
Website			
National Address			
Building No.			
Street name			
Neighborhood Name			
City			
Postal code			
Unit number			
Additional number			
Responsible in Charge Details			
Full Name			
ID			
Email			
Phone #			
LICENSE REQUIREMENTS: Detailed profile of the Institution / Center, including the courses to be offered, the names of the trainers, registration fees, duration of training and location Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)		COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)
		Y / N	
		Y / N	
OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT: <i>The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.</i>			
Signature	Designation	Name	Date
			/ /

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Email	Provide email for further contact, if required
Website	Provide the web page where the institution present its content in
National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located

Document ID	GCAM-Licensing-04/2019	 جنة للمعلومات والاتصالات للتلفزيون والسينما GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant

7.1.5.4.2 Checklist



AUDIOVISUAL TRAINING INSTITUTIONS AND CENTERS

Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status

#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Detailed profile of the institution / Center, including the courses to be offered, the names of the trainers, registration fees, duration of training and location		
3	Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)		

Signature Department Name Date

7.1.5.5 Cinema venue development

7.1.5.5.1 Application Form



CINEMA VENUE DEVELOPMENT

Applicant Details

Entity name	
National Address	
City	
Postal code	
Phone #	
Cellphone #	
Email	

Additional Details (Individuals & Company)

Identify the company type (in case of Company, please provide Partners' details in Appendix A):

Individual Company

Additional Details (If the applicant is an individual)

Nationality	
ID / Passport #	
Issuance place	

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ وـالـمـسـعـدـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Additional Details (If the applicant is a company)	
CR No.	
CR Date	
Investment license No.	
Investment license Data	

Responsible in Charge	
Full Name	
ID / Passport #	
Issuance place	
Email	
Phone #	

Cinema Details	
National Address	
Building No.	
Street name	
Neighborhood Name	
City	
Postal code	
Location Coodinates	

Is there a permission to use the land / building to establish a cinema?

Yes No

If the answer is Yes, identify the type of permission / ownership:

Ownership Long term lease contract

Property Deed No.	
Issuance place	
Building license No.	
Municipality	

Do you have an agreement with one of the film operators to operate the cinema?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

If Yes, please identify the Operator's Name

Operator Name	
---------------	--

Identify the type of cinema:

Inside a Complex Standalone

Expected screens	
Expected seats	

Complex details (If Cinema Type - Inside a Complex)		
Please fill the table below (If no service is provided, put 0 in the number box)		
Type of services provided	Number	Total area (m2)
Shops		
Restaurants		
Games & Leisure Area		
Central Market		
Other Services (Specify)		

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمُوَسَّعَةِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Detailed Information on the Cinema Venue	
Detail Required	Cinema Details
Brief description of Cinema type and nature	
Number of Screens, per type	
Cinema Size (m2)	
Average ticket-price, per type / category	
Average price of non-normal ticket (specify)	
Food & beverages options to be provided	
Total number of seats, per type and per room	
Total number of Employees	
Number of Saudi Employees	

LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
A letter from the applicant requesting permission to GCAM to apply for the respective license/permit	Y / N		
License application form for the establishment of a fully packed cinema signed by the applicant	Y / N		
If the applicant is a company, attach a copy of the company's memorandum of association and a copy of the national identity of all partners, director and members of the board of directors. If one of the partners is another company, attach its CR	Y / N		
Feasibility Study of the (To-be established) cinema which includes: A. Building Space for cinema-only activities (lobby room, screen rooms, ...) B. Building Space for non-cinematic movies activities (entertainment area, restaurants, ...) (if any) C. the number of screens to be constructed, with the total number of seats in each room D. Description of other services to be offered at the venue (shops, restaurants not in the cinema, ...) E. Population density and age distribution of the residents of the cinema area	Y / N		
Attach proof of property deed	Y / N		
A long term lease contract if the landlord is different from the applicant	Y / N		
Copy of ID / passport for all persons whose names appear in the form	Y / N		
Copy of applicant CR (If exists)	Y / N		
Copy of the movie theater establishment license (If exists)	Y / N		
Copy of the movie theater Municipality License(If exists)	Y / N		

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:

1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE

I hereby undertake to abide by and comply with the Audiovisual Media Regulations, its Bylaws and Regulations, and the special conditions and controls for obtaining a No Objection Certificate for the establishment of a cinema issued by the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440 H. Based on it I confirm the validity of the information contained in this form and therefore signed.

Signature

Designation

Name

Date

/ /

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
National address	Provide national address for the cinema

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمَدْيَعَةِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

<i>City</i>	Provide the city where the cinema is located
<i>Postal code</i>	Provide the postal code where the cinema is located
<i>Phone #</i>	Provide the phone number of the cinema
<i>Cellphone #</i>	Provide the cellphone number of the cinema
<i>Email</i>	Provide the email for the cinema
Additional Details	Identify the company type, refers to Individual or Company
Additional Details	In case the applicant type is Individual
<i>Nationality</i>	Provide the applicant nationality
<i>ID / Passport #</i>	Provide ID #, or Passport # in case the applicant is non-Saudi
<i>Issuance place</i>	Provide the ID/ Passport entity place that issued it
Additional Details	In case the applicant type is company
<i>CR No.</i>	Provide the Company registration number
<i>CR Date</i>	Provide Company registration date
<i>Investment license No.</i>	Provide the investment license number
<i>Investment license Data</i>	Provide the investment license issuance date
Responsible in Charge Details	
<i>Full Name</i>	Provide the name of the responsible in charge of the Entity, if not the applicant
<i>ID</i>	Provide the ID of the responsible in charge of the Entity, if not the applicant
<i>Email</i>	Provide the email of the responsible in charge of the Entity, if not the applicant
<i>Phone #</i>	Provide the phone number of the responsible in charge of the entity, if not the applicant
Cinema Details	
<i>National Address</i>	Provide the National Address
<i>Building No.</i>	Provide the Building No.
<i>Street name</i>	Provide the Street name
<i>Neighborhood Name</i>	Provide the Neighborhood Name
<i>City</i>	Provide the city where the cinema is located
<i>Postal code</i>	Provide the postal code where the cinema is located
<i>Location Coordinates</i>	Provide the Location Coordinates where the cinema is located
Cinema Details	Identify if there is a permission to use the land / building to establish a cinema, refers to yes or no answer
Cinema Details	In case yes there is a permission to use property, identify the type of permission, refers to ownership or Long term lease contract
<i>Property Deed No.</i>	Provide the Legal writings which confirm the ownership of the property
<i>Issuance place</i>	Provide the government entity place that issued the property deed
<i>Building license No.</i>	Provide the building license number
<i>Municipality</i>	Provide the municipality name that issued the property deed.
Cinema Details	Identify if there is an agreement with one of the film operators to operate the cinema. In case, yes there is a film operator, provide the following details
<i>Operator Name</i>	Provide the name of the film operator that operates the cinema
Cinema Details	Identify the Cinema type, refers to Inside a Complex, or Free location
<i>Expected screens</i>	Provide how many screens will display a movie in the cinema
<i>Expected seats</i>	Provide how many seats will be in a movie in the cinema
Complex details	In case Cinema Type is Inside a Complex, identify type of services provided, number, and total area space (m ²)
Detailed Information on the Cinema Venue	Identify all the detail required for cinema details

Document ID	GCAM-Licensing-04/2019	 الهيئة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.5.5.2 Checklist

CINEMA VENUE DEVELOPMENT			
Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status			
#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Details regarding Cinema Venue provided		
3	A letter from the applicant requesting permission to GCAM to apply for the respective license/permit		
4	License application form for the establishment of a fully packed cinema signed by the applicant		
5	If the applicant is a company, attach a copy of the company's memorandum of association and a copy of the national identity of all partners, director and members of the board of directors. If one of the partners is another company, attach its CR		
6	Feasibility Study of the (To-be established) cinema which includes: A. Building Space for cinema-only activities (lobby room, screen rooms, ...) B. Building Space for non-cinematic movies activities (entertainment area, restaurants, ...) (if any) C. the number of screens to be constructed, with the total number of seats in each room D. Description of other services to be offered at the venue (shops, restaurants not in the cinema, ...) E. Population density and age distribution of the residents of the cinema area		
7	Attach proof of property deed		
8	A long term lease contract if the landlord is different from the applicant		
9	Copy of ID / passport for all persons whose names appear in the form		
10	Copy of applicant CR (if exists)		
11	Copy of the movie theater establishment license (if exists)		
12	Copy of the movie theater Municipality License (if exists)		
Signature		Department	Name
			Date

7.1.5.5.1 Assessment Report

CINEMA VENUE DEVELOPMENT ASSESSMENT	
Section One: Introduction	
Applicant Name	
Company Name	
Application date	
Cinema Type	
Cinema Area / Size (m2)	
Cinema Screens	
Cinema Seats	
Expected Opening Date	
Address	
Site coordinates (GPS)	
Comments	

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Section Two: Assessment (Site services)						
Agreement info. between operator & cinema co.						
#	Type of services to be provided	Number of service to be provided				
1	Hyper Market					
2	Restaurants					
3	Games & Leisure Area					
4	Central Market					
5	Other Services (specify)					
Demand in the region						
Demand in region analysis						
#	Region Name	City Name	Population	Region Area	Current Avg. No. of screens	Expected Avg. No. of screens
1						
2						
3						
Section Three: Recommendations						
#	Category	Fill information			Mark (out of 5)	
1	Cinema Type					
2	Total Number of screens					
3	Operator Name					
4	Other services provided					
5	Demand in the region					
Final Recommendation						
Signature		Designation	Name		Date (H)	
					/ /	
Reviewer						
Signature		Designation	Name		Date (H)	
					/ /	

DATA FIELDS	DESCRIPTION
Section One: Introduction	
Applicant Name	Provide Applicant Name
Company Name	Provide Company Name
Application date	Provide Application date
Cinema Type	Provide Cinema Type
Cinema Area / Size (m2)	Provide Cinema Area / Size (m2)
Cinema Screens	Provide Cinema Screens
Cinema Seats	Provide Cinema Seats
Expected Opening Date	Provide Expected Opening Date
Address	Provide Address
Site coordinates (GPS)	Provide Site coordinates (GPS)
Comments	Provide Comments (If applicable)
Section Two: Assessment	
Agreement info. between operator & cinema co.	Provide Agreement information between operator & cinema co.

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Section Two: Assessment	Identify Number of service to be provided to the type of services offered
Section Two: Assessment Demand in the region	
Demand in region analysis	Confirm Demand in region analysis
Section Two: Assessment	Provide information for Region Name, City Name, Population, Region Area, and Current Averg. No. of screens, and Expected Averg. No. of screens
Section Three: Recommendation	Provide information for each category and the mark that fits them
Final Recommendation	Provide the final recommendation for the assessment

7.1.5.6 Changing company structure

7.1.5.6.1 Application Form

 الجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA	
CHANGING COMPANY STRUCTURE	
Applicant Details	
Entity name	
Change request type	
Email	
Website	
National Address	
Building No.	
Street name	
Neighborhood Name	
City	
Postal code	
Unit number	
Additional number	
Responsible in Charge Details	
Full Name	
ID	
Email	
Phone #	

Document ID	GCAM-Licensing-04/2019	 ج.م.ل.لـلـعـالـمـيـنـيـهـ وـالـمـسـمـوـعـهـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
Provide a clear description of the changes on the Company structure, including all relevant details on the changes and motives	Y / N		

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:
The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE
I hereby undertake to abide by and comply with the Audiovisual Media Regulations, its Bylaws and Regulations, and the special conditions and controls for obtaining a No Objection Certificate to change the structure or ownership of the Licensed Facility issued by the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440 H. Based on it I confirm the validity of the information contained in this form and therefore signed.

Signature	Designation	Name	Date
			/ /

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Change request type	Provide the type of change request required
Email	Provide email for further contact, if required
Website	Provide the web page where the company present its content in
National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant

7.1.5.6.2 Checklist

 جـ.ـعـالـمـيـنـيـهـ وـالـمـسـمـوـعـهـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA												
CHANGING COMPANY STRUCTURE												
Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status												
<table border="1"> <thead> <tr> <th>#</th> <th>Requirements Checklist:</th> <th>Status</th> <th>Comments (if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Form fully and correctly filled</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Provide a clear description of the changes on the Company structure, including all relevant details on the changes and motives</td> <td></td> <td></td> </tr> </tbody> </table>	#	Requirements Checklist:	Status	Comments (if applicable)	1	Form fully and correctly filled			2	Provide a clear description of the changes on the Company structure, including all relevant details on the changes and motives		
#	Requirements Checklist:	Status	Comments (if applicable)									
1	Form fully and correctly filled											
2	Provide a clear description of the changes on the Company structure, including all relevant details on the changes and motives											
<table border="1"> <tr> <td>Signature</td> <td>Department</td> <td>Name</td> <td>Date</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Signature	Department	Name	Date								
Signature	Department	Name	Date									

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.5.7 Permit to shoot in public spaces and touristic locations

7.1.5.7.1 Application Form

 الجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA	
PERMIT TO SHOOT IN PUBLIC SPACES AND TOURISTIC LOCATIONS	
Applicant Details	
Entity name	
Email	
Website	
National Address	
Building No.	
Street name	
Neighborhood Name	
City	
Postal code	
Unit number	
Additional number	
Responsible in Charge Details	
Full Name	
ID	
Email	
Phone #	
License Details (if applicable)	
License type	
License No.	
License Expirey date	

Document ID	GCAM-Licensing-04/2019	 جـلـمـنـيـهـ الـعـالـمـيـهـ لـلـتـلـامـنـ الـجـلـمـيـهـ وـالـمـسـجـدـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Photography Details				
Photography Leader name				
ID				
Email				
Phone #				
Purpose				
Permit duration (From-To)				
Identify the respective Photography type:				
Photographic <input type="checkbox"/>		Video <input type="checkbox"/>		
Identify the photography origin / location:				
Ground <input type="checkbox"/>		Aerial <input type="checkbox"/>	Others (Specify) <input type="text"/>	
LICENSE REQUIREMENTS:		COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
Fill out a separate form for each application		Y / N		
A copy of the national identity of the official in charge and the photography team leader		Y / N		
A list of all team members with attaching photos of identities and residencies		Y / N		
A statement of the places that the entity wishes to shoot for photography		Y / N		
In the case of aerial photography for through using drones, must obtain an approval from the related authorities to be filmed.		Y / N		
OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:				
<p>The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.</p> <p>PLEDGE I hereby undertake to abide by the audio-visual media and its executive regulations and its terms and conditions and to obtain the no objection certificate issued by the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440 H. Based on it I confirm the validity of the information contained in this form and therefore signed.</p>				
Signature	Designation	Name	Date	/ /

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Email	Provide email for further contact, if required
Website	Provide the web page where the company present its content in
National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number
Responsible in Charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
License details	
License type	If applicable, identify the license information

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـلـكـيـةـ الـعـالـمـيـةـ الـمـدـرـسـيـةـ لـلـعـلـمـ الـعـلـمـيـ وـالـمـسـجـدـيـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

<i>License No.</i>	Provide the License No. of the entity
<i>License Expire date</i>	Provide the License End date
Photography Details	
<i>Photography Leader name</i>	Provide the full name of the Photography Leader name
<i>ID</i>	Provide the ID # of the Photography Leader name
<i>Email</i>	Provide email for further contact, if required
<i>Phone #</i>	Provide the phone number of the Photography leader
<i>Purpose</i>	Provide the purpose of Photography session
<i>Permit duration (From-To)</i>	Provide the permit duration required
Photography Details	Identify the photography type, refer to Photographic, or Video
Photography Details	Identify the photography origin, refer to Ground, Aerial, or Others (Specify)

7.1.5.7.2 Checklist

 جـلـيـلـةـ الـمـلـكـيـةـ الـعـالـمـيـةـ الـمـدـرـسـيـةـ لـلـعـلـمـ الـعـلـمـيـ وـالـمـسـجـدـيـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA			
PERMIT TO SHOOT IN PUBLIC SPACES AND TOURISTIC LOCATIONS			
<i>Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status</i>			
#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Details regarding Photography provided		
3	Separate forms filled for each application		
4	A copy of the national identity of the official in charge and the photography team leader		
5	A list of all team members with attaching photos of identities and residences		
6	A statement of the places that the entity wishes to shoot for photography		
7	In the case of aerial photography for through using drones, must obtain an approval from the related authorities to be filmed		
Signature		Department	Name
Date			

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.5.8 TV competition permit

7.1.5.8.1 Application Form

 الجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA	
TV COMPETITION PERMIT	
Applicant Details	
Entity name	
Email	
Website	
National Address	
Building No.	
Street name	
Neighborhood Name	
City	
Postal code	
Unit number	
Additional number	
Additional Details	
Is the Company name and its trademark registered in MCI? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If the Company name and trademark is registered in MCI, please provide the following details:	
Trademark No.	
Date	

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـدـىـ الـعـالـيـةـ لـلـعـلـمـ الـجـنـوـبـيـ وـالـمـسـدـدـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

List the services provided		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
Owner Details		
Full Name		
ID		
Email		
Phone #		
Cellphone #		
Responsible in Charge (Entity responsible for delivering the services)		
Name		
ID		
Email		
Phone #		
Cellphone #		
FAX		
Broadcast Type		
TV	<input type="checkbox"/>	Radio <input type="checkbox"/> Others (Specify) <input type="checkbox"/>
Content control (Responsible in charge)		
Name		
ID		
ID issuance place		
ID issuance date		
Phone #		
Cellphone #		
Email		

Document ID	GCAM-Licensing-04/2019	 جنة المطبوعات للتلفزيون والراديو GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Competition Details																												
Competition Name																												
Purpose																												
ID issuance place																												
Output beneficiaries																												
Sponsor																												
Duration (From - To)																												
Participation Cost (SAR)																												
Email																												
<i>Identify the Competition type:</i>																												
Commercial <input type="checkbox"/>		Charity <input type="checkbox"/>																										
<i>Identify the Competition participation model / detail:</i>																												
SMS <input type="checkbox"/>		Audio IVR <input type="checkbox"/>	Others (Specify) <input type="checkbox"/>																									
<i>Identify the Competition winner selection method:</i>																												
Electronic withdrawal <input type="checkbox"/>		Judgement Commission <input type="checkbox"/>																										
<table border="1"> <thead> <tr> <th>LICENSE REQUIREMENTS:</th> <th>COMPLIANCE (Y / N)</th> <th>DOC. ATTACHED (Specify)</th> <th>OBSERVATIONS</th> </tr> </thead> <tbody> <tr> <td>Brief on the applicant</td> <td>Y / N</td> <td></td> <td></td> </tr> <tr> <td>Detailed information regarding the competition, including (1) Brief on the competition, (2) questions and answers, (3) list of prizes provided, (4) competition terms</td> <td>Y / N</td> <td></td> <td></td> </tr> <tr> <td>Copy of the national ID of all persons mentioned in the form</td> <td>Y / N</td> <td></td> <td></td> </tr> <tr> <td>Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)</td> <td>Y / N</td> <td></td> <td></td> </tr> <tr> <td>Any relevant information not mentioned in the current form and relevant for the contestants</td> <td>Y / N</td> <td></td> <td></td> </tr> </tbody> </table>					LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS	Brief on the applicant	Y / N			Detailed information regarding the competition, including (1) Brief on the competition, (2) questions and answers, (3) list of prizes provided, (4) competition terms	Y / N			Copy of the national ID of all persons mentioned in the form	Y / N			Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)	Y / N			Any relevant information not mentioned in the current form and relevant for the contestants	Y / N		
LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS																									
Brief on the applicant	Y / N																											
Detailed information regarding the competition, including (1) Brief on the competition, (2) questions and answers, (3) list of prizes provided, (4) competition terms	Y / N																											
Copy of the national ID of all persons mentioned in the form	Y / N																											
Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)	Y / N																											
Any relevant information not mentioned in the current form and relevant for the contestants	Y / N																											
OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:																												
1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.																												
PLEDGE																												
I hereby undertake to abide by and comply with the Audiovisual Media Regulations and Executive Regulations and their terms and conditions and to obtain a No Objection Certificate for conducting a television or radio competition issued by the Minister of Information and Chairman of the General Authority for Audiovisual Media No. 16927 dated 4/3/1440 H. Based on it I confirm the validity of the information contained in this form and therefore signed.																												
Signature	Designation	Name	Date	/ /																								

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Email	Provide email for further contact, if required
Website	Provide the web page where the company present its content in
National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number

Document ID	GCAM-Licensing-04/2019	 جـلـيـلـةـ الـمـلـكـيـةـ الـعـالـمـيـةـ الـمـدـرـسـيـةـ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Additional Details	Identify if the Company name and its trademark registered in MCI. If its registered, provide the following details
Trademark No.	Provide the trademark number for the company
Date	Provide the date were the company got the trademark
List service provided	Provide a list of the services the company provide
Owner Details	
Full Name	Provide the name of the owner of the Entity
ID	Provide the ID of the owner of the Entity
Email	Provide the email of the owner of the Entity
Phone #	Provide the phone number of the owner of the entity
Cellphone #	Provide the cellphone number of the owner of the entity
Responsible in Charge Details	Identify Entity responsible for delivering the services
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
ID	Provide the ID of the responsible in charge of the Entity, if not the applicant
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
Broadcast Type	Identify the broadcast type, refer to, TV, radio, or others (Specify)
Content control	
Name	Provide the name of the content control, if not the applicant
ID	Provide the ID of the content control, if not the applicant
ID issuance place	Provide the government entity place that issued the ID for the content control, if not the applicant
ID issuance date	Provide the issuance date for the ID
Phone #	Provide the phone number of the content control, if not the applicant
Cellphone #	Provide the cellphone number of the content control, if not the applicant
Email	Provide the email of the content control, if not the applicant
Competition Details	
Competition Name	Provide the name of the <i>Competition will take place</i>
Purpose	Provide what's the reason of this competition
ID issuance place	Provide the government entity place that issued the ID
Output beneficiaries	Provide what will the beneficiaries if they participated in the competition
Sponsor	Provide the name of the competition sponsor
Duration (From - To)	Provide the duration of the competition
Participation Cost (SAR)	Provide the cost of participating per competition
Competition Details	Identify the Competition type, refers to Commercial or Charity
Competition Details	Identify the Competition participation model / detail, refers to SMS, Audio IVR, or Others (Specify)
Competition Details	Identify the Competition winner selection method, refers to Electronic withdrawal, or Judgement Commission

Document ID	GCAM-Licensing-04/2019	 لجنة تنمية المحتوى والمساحة العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.5.8.2 Checklist

 لجنة تنمية المحتوى والمساحة العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA			
TV COMPETITION PERMIT			
Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status			
#	Requirements Checklist	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Details regarding Competition provided		
3	Brief on the applicant		
4	Detailed information regarding the competition, including (1) Brief on the competition, (2) questions and answers, (3) list of prizes provided, (4) competition terms		
5	Copy of the national ID of all persons mentioned in the form		
6	Curriculum Vitae for the responsible in charge (should ideally show a degree and / or practical experience on the related field)		
7	Any relevant information not mentioned in the current form and relevant for the contestants		
Signature Department Name		Date	
<input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/>	

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.6 Sub-Forms - License (Category A, B, C, D)

7.1.6.1 Waiver

7.1.6.1.1 Application Form

 الجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA	
WAIVER	
Applicant Details	
Entity name	
Entity owner Full Name	
ID/Passport #	
Cellphone #	
Email	
Phone #	
License No.	
License issuance date	
CR Number	
CR issuance date	
Activity type	
Assignee entity name	
ID / Passport #	
Cellphone #	
Email	
Phone #	
Headquarters National Address	
Building No.	
Street name	
Neighborhood Name	
City	
Postal code	
Additional number	

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِذْاعَةِ وَالْمُوَسَّعَاتِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
Copy of the commercial registration matching the company activity	Y / N		
A letter stating the waiver request	Y / N		
Ratification from Chamber of Commerce	Y / N		

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:
The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.

PLEDGE
I hereby take full responsibility for any legal obligations or entitlements arising from waiver and to assume all liability or for any legal and legal consequences in the event of any legal or financial liability to any other parties, whether judicial or quasi-judicial, institutions, individuals or And I am fully prepared to comply with any decision issued by the General Authority for Audiovisual Media, including the fulfillment of any binding rights, including the suspension of services on the civil register or commercial register and therefore signed.

Name <input type="text" value="Waiver"/>	Designation <input type="text"/>	Signature <input type="text"/>	Date <input type="text"/> / <input type="text"/>
Assignee <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/>
Approval Director of Regulation and Licensing Department	Signature <input type="text"/>		

DATA FIELDS	DESCRIPTION
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Entity Owner Full Name	Provide the Entity owner or owners' full names
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
Cellphone #	Provide the cellphone number of applicant
Email	Provide email for further contact, if required
Phone #	Provide the phone number of the applicant
License No.	Provide the License No. of the entity
License issuance date	Provide the license issuance date
CR Number	Provide Company Registration number
CR issuance date	Provide Company Registration date of issuance
Activity type	provide the type of activity/service the applicant provide
Assignee entity name	Provide the name of the assignee entity name related to the respective License, as per the CR
ID / Passport #	Provide ID #, or Passport # in case the assignee is non-Saudi
Cellphone #	Provide the cellphone number of the assignee
Email	Provide email for further contact, if required
Phone #	Provide phone number for further contact, if required
Headquarters National Address	
Building No.	Provide the Building Number where the headquarter is located
Street Name	Provide the Street Name where the headquarter is located
Neighborhood Name	Provide the area / neighborhood where the headquarter is located
City	Provide the city where the headquarter is located
Postal Code	Provide the postal code where the headquarter is located
Additional Number	Provide additional number

Document ID	GCAM-Licensing-04/2019	
Document Name	Licensing Standard Operating Procedure	

7.1.6.1.2 Checklist

WAIVER			
Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status			
#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Copy of the commercial registration matching the company activity		
3	A letter stating the waiver request		
4	Ratification from Chamber of Commerce		
	Signature	Department	Name
			Date

7.1.6.2 Cancellation Form

7.1.6.2.1 Application Form

CANCELLATION OF LICENSE	
Applicant Details	
License Name	
Entity name	
Entity owner Full Name	
ID/Passport #	
Cellphone #	
Email	
Phone #	
License No.	
CR No.	
Investment License No.	

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Responsible in charge Details	
Full Name	
Nationality	
ID / Passport #	
Issuance place	
Email	
Phone #	
Cancelation Details	
License cancellation reason	
<i>Please inform us whether all the activities in relation to your license has been stopped already or not</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Please inform us whether all the activities in relation to your license has been stopped already or not</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	

LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
License original copy	Y / N		
A letter from the applicant requesting permission to GCAM to cancel the respective license/permit	Y / N		
Cancellation requester national identity copy along the ID (Matching purposes)	Y / N		
Last bill paid to GCAM	Y / N		

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:			
<p><i>The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.</i></p> <p>PLEDGE <i>The list of cinema licenses issued by the Minister of Information (Chairman of the General Authority for Audiovisual Media) on 1/3/2018 and the technical and operational specifications for the operation of the cinema was reviewed To the benefit of the knowledge and acknowledgement of compliance with all that is stated. Based on it I confirm the validity of the information contained in this form and therefore signed.</i></p>			
Signature	Designation	Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/>
For official Use			
Approval of Media Sector Development Department	Signature	Designation	Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Approval of License Department	Signature	Designation	Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Approval of GCAM CEO	Signature	Designation	Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

DATA FIELDS	DESCRIPTION
Applicant Details	Identify the License type to cancel, refers to Fixed Cinema, Film Dist., Temporary cinema, Special purpose cinema, Cinema Exhibition
Applicant Details	
Entity Name	Provide the name of the Entity related to the respective License, as per the CR
Entity Owner Full Name	Provide the Entity owner or owners' full names
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
Cellphone #	Provide the cellphone number of applicant
Email	Provide email for further contact, if required
Phone #	Provide the phone number of the applicant
License No.	Provide the License No. of the entity
CR No.	Provide the CR No. of the entity
Investment License No.	Provide the Investment License No. of the entity
Responsible in charge Details	
Full Name	Provide the name of the responsible in charge of the Entity, if not the applicant
Nationality	Provide the applicant nationality
ID / Passport #	Provide ID #, or Passport # in case the applicant is non-Saudi
Issuance place	Provide the ID/ Passport entity place that issued it
Email	Provide the email of the responsible in charge of the Entity, if not the applicant
Phone #	Provide the phone number of the responsible in charge of the entity, if not the applicant
Cancellation Details	
License cancellation reason	Provide the License cancellation reason
Cancellation Details	Identify whether all the activities in relation to your license has been stopped already or not, refers to yes or no
Cancellation Details	Identify whether all the fees has been paid before cancelation, refers to yes or no

7.1.6.2.2 Checklist

 CANCELLATION OF LICENSE			
Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status			
#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	License original copy		
3	A letter from the applicant requesting permission to GCAM to cancel the respective license/permit		
4	Cancellation requester national identity copy along the ID (Matching purposes)		
5	Last bill paid to GCAM		
Signature		Department	Name
<input type="text"/>		<input type="text"/>	<input type="text"/>
		Date	
<input type="text"/>		<input type="text"/>	<input type="text"/>

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.1.6.3 License transfer Form

7.1.6.3.1 Application Form

 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA	
LICENSE TRANSFER FORM	
Application type	
Please choose from one of the following, in case the license you wish to transfer is not one of the following, please contact GCAM to help with the needed	
Cinema Exhibition establishment <input type="checkbox"/>	Fixed cinema operation <input type="checkbox"/>
	Special purposes cinema operation <input type="checkbox"/>
Requester Details	
Entity name	
HQ Address	
City	
Postal code	
Phone #	
Cellphone #	
Nationality	
ID / Passport #	
Issuance place	
Applicant Job	
Applicant Details	
Commercial name	
CR No.	
CR Date	
Investment license No.	
License No. to be transferred	
Applicant Detail (Requester of license transfer to)	
Commercial name	
HQ Address	
City	
Postal code	
Phone #	
Cellphone #	
Email	
Responsible in Charge	
Full Name	
Nationality	
ID / Passport #	
Issuance place	
Responsible in charge Job	

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإعلام والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS
A letter from the applicant requesting permission to GCAM to apply for the respective license/permit	Y / N		
Letter from the licensee to GCAM stating the request for transfer of a license	Y / N		
Copy of exhibition license to the licensee (if applicable)	Y / N		
Copy of the license (The primary license must be submitted upon approval of the license transfer request)	Y / N		
OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:			
1 The form should be filled in all its mandatory fields to ensure an efficient process and its acceptance. In case the form is not filled accordingly, the same will be rejected.			
PLEDGE The list of cinema licenses issued by the Minister of Information (Chairman of the General Authority for Audiovisual Media) on 1/3/2018 and the technical and operational specifications for the operation of the cinema was reviewed To the benefit of the knowledge and acknowledgment of compliance with all that is stated. Based on it I confirm the validity of the information contained in this form and therefore signed.			
Signature	Designation	Name	Date
			/ /
For official Use			
<i>Approval of Media Sector Development Department</i>			
Signature	Designation	Name	Date
			/ /
<i>Approval of License Department</i>			
Signature	Designation	Name	Date
			/ /
<i>Approval of GCAM CEO</i>			
Signature	Designation	Name	Date
			/ /

DATA FIELDS	DESCRIPTION
Application type	Identify Application type. Refers to, Cinema Exhibition establishment, Fixed cinema operation, Special purposes cinema operation
Requester Details	
Entity Name	Provide Entity Name
HQ address	Provide HQ address
City	Provide city name in which the company is located
Postal code	Provide Postal code
Email	Provide Email
Phone #	Provide Phone #
ID / Passport #	Provide ID / Passport #
Issuance Place	Provide Issuance Place
CellPhone #	Provide CellPhone #
Applicant Job	Provide Applicant Job
Applicant Details	
Commercial Name	Provide the commercial name
CR Number	Company Registration number
CR Date	Company Registration Date of issuance
Investment license No.	Investment license number
Investment license Data	Investment license Date of issuance
Applicant Detail	
Commercial name	Provide the License cancellation reason
HQ Address	Provide HQ address
City	Provide City
Postal code	Provide Postal code
Email	Provide Email

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Phone #	Provide Phone #
Responsible in Charge	
Full Name	Provide the License cancellation reason
Nationality	Provide the nationality of the responsible in charge
ID / Passport #	Provide the ID or Passport number of the responsible in charge
Issuance place	Provide the issuance place of the respective ID or Passport
Responsible in charge Job	Provide the Job / Role of the responsible in charge
Responsible in Charge	
Responsible in Charge	
Cinema Exhibition license No.	Identify if there is plan to change the cinema plans, when the license to be transferred is a cinema exhibition license. Refers to yes or no
Cinema Exhibition license No.	Identify if there is a license to operate a cinema exhibition, when license to be transferred is a fixed cinema exhibition license. Refers to yes or no
Cinema Exhibition license No.	Provide Cinema Exhibition license No.

7.1.6.3.2 Checklist

 LICENSE TRANSFER FORM <p>Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status</p>			
#	Requirements Checklist:	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	A letter from the applicant requesting permission to GCAM to apply for the respective license/permit		
3	Letter from the licensee to GCAM stating the request for transfer of a license		
4	Copy of exhibition license to the licensee (if applicable)		
5	Copy of the license (The primary license must be submitted upon approval of the license transfer request)		
Signature		Department	Name
			Date

Document ID	GCAM-Licensing-04/2019	 لجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.2 License Application Report

7.2.1 Report

 لجنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA		
LICENSE APPLICATION REPORT		
GCAM Responsible		
Full Name		
Department		
Position		
Company ID		
Applicant Details		
Full Name		
ID		
CR Number		
Phone		
Email		
Date of Application		
Type Of License		
Identify the respective License under analysis from the drop-down list.		
<input type="text"/> <input type="text"/>		
Compliance with License Requirements (attach Compliance assessment)		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Historical Records Assessed (attach Historical Records, if applicable)		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Recommendation from GCAM		
Approval <input type="checkbox"/>	Rejection <input type="checkbox"/>	Approval with Conditions <input type="checkbox"/>

Document ID	GCAM-Licensing-04/2019	 جمهورية مصر العربية لجنة الأخذ والرد GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Reasons for Rejection (if Rejection recommended)		
<i>Identify reasons to support the rejection of the respective License, including clarifying comments if required</i>		
#	Description	Comments
1		
2		
3		
4		
5		

Conditions for Approval (if Approval with Conditions)		
<i>Identify reasons to support the Approval of the respective License, including clarifying comments if required</i>		
#	Description	Comments
1		
2		
3		
4		
5		

Document ID	GCAM-Licensing-04/2019	 جمهورية مصر العربية لجنة تنمية المحتوى والمساحة العامة GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Fees to be Paid (if Approval / Approval with Conditions)			
Identify fees to be paid by the applicant for issuing and obtain the respective License. Identify type of fee (eg. Variable or fixed feed), the respective amount and clarifying comments if required			
#	Fee Type	Fees	Observations
1			
2			
3			

Signature

Signature	Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:

- 1 The form should be fully filled to ensure an efficient process and its acceptance
- 2 Any relevant information that complements / supports the report should be attached to the same, such as:
 - Application Form, submitted by the Applicant
 - Assessment to the Applicant's Historical Records (if applicable)
 - Compliance with the License requirements, in line with the respective Regulatory Documents
- 3 In case additional lines are required for the description of Rejection Reasons, Conditions for Approval, and Fees to be paid, these should be added manually, ensuring however only critical information is recorded
- 4 In case new Licenses are developed / changed / removed, or in case the requirements change, the current form / report should be updated accordingly

DATA FIELDS	DESCRIPTION
GCAM Responsible	
Full Name	Full name of GCAM employee responsible for the Report
Department	Department where the GCAM employee is allocated
Position	Hierarchical position of the GCAM employee
Company ID	Employee number / ID in GCAM
Applicant Details	
Full Name	Full name of the entity / applicant related with the respective License process
ID / Passport #	ID or Passport # of the respective applicant
CR Number	Company Registration number of the applicant's entity
Phone	Phone number of the Applicant
Email	Email of the Applicant
Date of Application	Date when the Application was submitted by the Applicant
Type of License	Identification of the License under evaluation (from the drop-down list)
Compliance with License Requirements	Confirm the compliance of the application with the requirements, as per the respective Regulation
Historical Records Assessed	Confirm that no issues are pending on the applicant's historical records
Recommendation from GCAM	Responsible to provide a recommendation regarding the issuance of the license
Reasons for Rejection	In case of rejection, clear identify the reasons to support the same
Conditions for Approval	In case of Approval with Conditions, clear identify the conditions to be complied with in order to ensure the final Approval

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Fees to be Paid	In case of approval/approval with condition, identify the fees to be paid by the applicant – type of fee, amount to be paid and any relevant details to be considered
------------------------	---

7.3 Inspection Form (Category C)

7.3.1 Form

 INSPECTION REPORT		
Section One: Introduction		
Entity owner Full Name		
Cinema Name		
Venue Location		
Responsible in charge name		
Operator name		
License number		
Inspection Date		
Section Two: Venue Assessment		
Inspector role		
Inspector name		
Venue Inspection		
#	Standards required	Compliant? (Yes/No)
Hall and Main Passageways		
1	Fully-equipped food area	Yes / No
2	Separate entrance to the cinema	Yes / No
3	Security Camera exists	Yes / No
4	Adaptation and lighting, across the hallways and corridors of the cinema lobby, are in place and operational	Yes / No
5	Readiness of Toilets	Yes / No
Theather and Showrooms Design		
1	Seating width not less than 50 cm	Yes / No
2	Distance between rows not less than 1 m	Yes / No
3	Acceptable sightlines (both horizontal and vertical) from all audience seats	Yes / No
4	Comfortable seating	Yes / No
5	Seats for disabled	Yes / No
6	Screening equipment installed and operational	Yes / No
7	The measured angle does not exceed the level of 105 cm above ground level in the first row of seats and the highest point on the screen is 45 degrees	Yes / No

Document ID	GCAM-Licensing-04/2019	 جَلْمَادِيَّةُ الْعَالَمِيَّةُ لِلْإِلَامَةِ الْأَوَّلِيَّةِ وَالْمُسْتَعْدِيَةِ GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Cinema Experience		
1	Soundproof cinema room	Yes / No
2	Sound distribution is suitable for all rows and lounge staff	Yes / No
3	Operational air conditioner and acceptable room temperature	Yes / No
4	Ticketing screens are fully operational	Yes / No
5	Ensures enough Ticket pos (Ticketing box offices) are around	Yes / No
Staff		
1	Two supervisors for each screen	Yes / No
2	Saudization rate conforming to Saudization requirements set out in the investment plan	Yes / No
Code of Conduct and Ticket Prices		
1	Ticket price list posted in a visible place	Yes / No
2	Visible and clear code of conduct	Yes / No
Recommendation regarding Venue Inspection		

Operational Inspection			
#	Standards required	Compliant? (Yes/No)	Comments
Movies broadcasted compliant with censorship guidelines:			
1	Ensure that operator does not exhibit censored scenes of a movie	Yes / No	
1	Ensure the movies are arabic subtitled	Yes / No	
Classification & Censorship:			
1	Ensure venue displays clearly the age rating for each movie in all required places (ticket office, printed schedule, digital displays)	Yes / No	
2	Ensure the explanatory poster with age ratings definition is displayed visible at main access point(s) to the cinema and screens	Yes / No	
Admission of under-age children to restricted movies:			
1	Ensure that the cinema operator is abiding by GCAM's movie age classification	Yes / No	
Exhibitor License:			
1	Ensure exhibitor's license is in a visible place in the venue	Yes / No	
2	Ensure that the exhibitor has the required venue operating license	Yes / No	
3	Ensure that activities conducted by the exhibitor are in line with the obtained license (e.g. charging for tickets using a special purpose license)	Yes / No	

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Ticket Prices:		
1	Ensure that operator respects the ticket price list as agreed with GCAM	Yes / No
2	Ensure list of all ticket prices is in a visible place in the venue	Yes / No
Type of seats available:		
1	Ensure standard seats are at least 30% of total seats of the venue	Yes / No
Family vs Singles sessions:		
1	Ensure separate sessions are held for families vs single male visitors	Yes / No
Start time of last movie:		
1	Ensure last movie starts no later than 12AM	Yes / No
Movie time scheduling:		
1	Ensure Ramadan timing adjustment	Yes / No
2	Ensure prayer time and movie play time do not overlap	Yes / No
Recommendation regarding Operational Inspection		

Section Three: Overall Recommendation			
Inspector role			
Inspector name			
Inspection location			
Recommendation			
Signature	Designation	Reviewer Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	/ /
Reviewer Role			
Reviewer Name			
Date			
Signature	Designation	Reviewer Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	/ /

DOCUMENTS TO SUPPORT THE INSPECTION:				
LICENSE REQUIREMENTS:	COMPLIANCE (Y / N)	DOC. ATTACHED (Specify)	OBSERVATIONS	
Application form for Operating a Cinema Venue submitted by the applicant	Y / N			
Copy of the national identity card / passport of the director of the cinema	Y / N			
Details regarding the cinema - nature of the cinema, number of rooms, seats, number and type of food and beverages provided	Y / N			

DATA FIELDS	DESCRIPTION
Section One: Introduction	
Entity owner Full Name	Name of the Entity that owns the respective operation
Cinema Name	Provide Cinema Name
Venue Location	Provide Venue Location
Responsible in Charge Name	Responsible in charge, if distinct then the applicant
Operator Name	Name of the operator present on the Location to be inspected
License Number	License number, if a License is already in place

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

<i>Inspection Date</i>	Provide Inspection Date
Section two: Assessment	
<i>Inspector Role</i>	Role of then inspector responsible
<i>Inspection Location</i>	Confirmation of the inspection location
Section Two: Venue Assessment Venue Inspection	Checklist of 21 Standards required as Venue Inspection. The Inspector should identify if Yes, the respective standard is complied with, or No if it is not complied with
<i>Recommendation regarding Venue Inspection</i>	Provide Recommendation regarding Venue Inspection
Section Two: Venue Assessment Operational Inspection	Checklist of 15 documents required. The Inspector should identify if Yes, the respective document is available, or No, in case the respective document is not available
<i>Recommendation regarding Venue Inspection</i>	Provide Recommendation regarding Venue Inspection
Section three: Recommendation	
<i>Inspector Role</i>	Confirm the Role of the inspector responsible
<i>Inspection Location</i>	Confirm the location of the inspection place
<i>Recommendation</i>	Based on the assessment performed, identify if there is a full compliance with the checklist and mentioned standards or if there are requirements not fulfilled. If there are requirements to be fulfilled, recommend a new inspection to be conducted in a date to be defined
<i>Reviewer Role</i>	Role of the person responsible for reviewing the Inspection report
<i>Reviewer Name</i>	Name of the person responsible for reviewing the Inspection report
<i>Date</i>	Date of the report and review

7.3.2 Checklist

 INSPECTION REPORT			
Please select the status for each requirement, from the drop-down list, and provide any comments, in case of "Rejected" or "Pass with comments" status			
#	Requirements Checklist	Status	Comments (if applicable)
1	Form fully and correctly filled		
2	Details regarding inspection sections (Introduction, Venue Assessment, Overall Recommendation) provided		
3	Application form for Operating a Cinema Venue submitted by the applicant		
4	Copy of the national identity card / passport of the director of the cinema		
5	Details regarding the cinema - nature of the cinema, number of rooms, seats, number and type of food and beverages provided		
Signature		Department	Name
			Date

Document ID	GCAM-Licensing-04/2019	 الهيئة العامة للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.4 Data Request

7.4.1 Form

 **الهيئة العامة
للإعلام المرئي والمسموع
GENERAL COMMISSION
FOR AUDIOVISUAL MEDIA**

DATA REQUEST FORM

GCAM Requestor Details

Full Name	
Department	
Position	
Company ID	

Applicant Details

Full Name	
ID / Passport #	
CR Number	
Phone	
Email	
Date of Application	

Purpose of Request

Identify the request purpose

<input type="checkbox"/> New License	<input type="checkbox"/> License Renewal	<input type="checkbox"/> License Transfer
<input type="checkbox"/> License Cancellation	<input type="checkbox"/> Market Study / Report	<input type="checkbox"/> Other (Specify)

Type of Information Required

Identify the information required from the listed option, or specify additional information if not listed

<input type="checkbox"/> Licenses Historic	<input type="checkbox"/> Financial Performance	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Behavior Information	<input type="checkbox"/> Outstanding Payments	

Document ID	GCAM-Licensing-04/2019	 جنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

Signature						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; padding: 5px;">Signature</td> <td style="width: 33%; text-align: center; padding: 5px;">Name</td> <td style="width: 33%; text-align: center; padding: 5px;">Date</td> </tr> <tr> <td style="border: 1px dotted black; height: 40px;"></td> <td style="border: 1px dotted black; height: 40px;"></td> <td style="border: 1px dotted black; height: 40px; text-align: center;">/ /</td> </tr> </table>	Signature	Name	Date			/ /
Signature	Name	Date				
		/ /				
OBSERVATIONS REGARDING THE USAGE OF THIS DOCUMENT:						
<p>1 <i>The form should be fully filled to ensure an efficient process and its acceptance</i></p> <p>2 <i>Any relevant information that complements / supports the report should be attached to the same, such as:</i></p> <ul style="list-style-type: none"> - Application Form, submitted by the Applicant <p>3 <i>In case additional type of information is required, the Requestor must ensure a clear explanation of the same to ensure a clear process</i></p> <p>4 <i>In case the Registry & Information identifies a high level of requests regarding a specific type of information which is not listed on the options available, the form should be updated accordingly</i></p>						

DATA FIELDS	DESCRIPTION
GCAM Requestor Details	
Full Name	Full name of GCAM employee requesting the information / data
Department	Department where the GCAM requestor is allocated to
Position	Hierarchical position of the GCAM requestor
Company ID	Employee number / ID in GCAM
Applicant Details	
Full Name	Full name of the entity / applicant related with the respective process
ID / Passport #	ID or Passport # of the respective applicant
CR Number	Company Registration number of the applicant's entity
Phone	Phone number of the Applicant
Email	Email of the Applicant
Date of Application	Date when the Application was submitted by the Applicant
Purpose of Request	
	Identification of the purpose behind the request (new license, renewal, transfer, cancellation, study or other). In case of "other", specify the same
Type of Information Required	
	Identification of the information / data required. The requestor can ask for all data available, or can specify a different type of data than the listed one by selecting "other" and specifying the same

Document ID	GCAM-Licensing-04/2019	 الجنة العامة للإذاعة والتلفزيون والمسعدين GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.5 Resource Allocation & Monitoring

7.5.1 Issue License Category A

RESOURCE ALLOCATION & MONITORING				
Process:	Issue License - Category A	TIME REQUIRED (HOURS)	# OF RESOURCES	RESOURCE(S) NAME
Applicant Name:				RESOURCE POSITION
Activities				RESOURCE DEPARTMENT
1 Complete and submit license application form				
2 Perform preliminary check on license application				
3 Provide required clarification or documentation				
4 Request for Applicant historical records				
5 Check and provide for Applicant historical records				
6 Assess and evaluate license application against licensing parameters				
7 Develop license report				
8 Review license report				
9 Inform applicant of reasons behind rejection				
10 Send invoice to Applicant				
11 Signoff license				
12 Send license to applicant				
13 Send registry update request				
14 Update Registry				

7.5.2 Issue License Category B

RESOURCE ALLOCATION & MONITORING				
Process:	Issue License - Category B	TIME REQUIRED (HOURS)	# OF RESOURCES	RESOURCE NAME
Applicant Name:				RESOURCE POSITION
Activities				RESOURCE DEPARTMENT
1 Complete and submit license application form				
2 Perform preliminary check on license application				
3 Provide required clarification or documentation				
4 Request for Applicant historical records				
5 Check for Applicant historical records				
6 Assess and evaluate license application against licensing parameters				
7 Develop license report				
8 Review license report				
9 Conduct security screening				
10 Update registry				
11 Review security clearance report				
12 Send invoice to Applicant				
13 Signoff license				
14 Send license to applicant				
15 Send registry update request				
16 Update Registry				

Document ID	GCAM-Licensing-04/2019	 الهيئة العامة للإذاعة والتلفزيون للإعلام المرئي والمسموع GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.5.3 Issue License Category C

RESOURCE ALLOCATION & MONITORING				
Process:	Issue License - Category C	TIME REQUIRED (HOURS)	# OF RESOURCES	RESOURCE NAME
Applicant Name:		RESOURCE POSITION	RESOURCE DEPARTMENT	
Activities				
1 Complete and submit license application form				
2 Perform preliminary check on license application				
3 Provide required clarification or documentation				
4 Request for Applicant historical records				
5 Check for Applicant historical records				
6 Perform site inspection				
7 Assess and evaluate license application against licensing parameters				
8 Develop license report				
9 Review license report				
10 Inform applicant of reasons behind rejection				
11 Send invoice to Applicant				
12 Signoff license				
13 Send license to applicant				
14 Send registry update request				
15 Update Registry				

7.5.4 Issue License Category D

RESOURCE ALLOCATION & MONITORING				
Process:	Issue License - Category D	TIME REQUIRED (HOURS)	# OF RESOURCES	RESOURCE NAME
Applicant Name:		RESOURCE POSITION	RESOURCE DEPARTMENT	
Activities				
1 Complete and submit license application form				
2 Perform preliminary check on license application				
3 Provide required clarification or documentation				
4 Request for Applicant historical records				
5 Check for Applicant historical records				
6 Assess and evaluate license application against licensing parameters				
7 Assess and evaluate license application against technical requirements				
8 Review spectrum allocation requirements in coordination with CITC				
9 Request NDC from CITC on Spectrum allocation				
10 Receive CITC NDC				
11 Review and provide approval				
12 Inform applicant of reasons behind rejection				
13 Applicant appeals?				
14 Request feasibility study report and Price Review				
15 Receive applicant pricing				
16 Conduct price review and assessment				
17 Prepare price review report				
18 Develop license report				
19 Review license report				
20 Conduct security screening				
21 Review license report and security clearance report				
22 Send invoice to Applicant				
23 Signoff license				
24 Send license to applicant				
25 Send registry update request				
26 Update Registry				

Document ID	GCAM-Licensing-04/2019	 الهيئة العامة للإذاعة والتلفزيون والمسعوه GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.5.5 Renew License

RESOURCE ALLOCATION & MONITORING				
Process:	Renew License			
Applicant Name:				
Activities				
1	Complete and submit license renewal form			
2	Perform preliminary check on license renewal form			
3	Provide required clarification or documentation			
4	Request for Applicant historical records			
5	Check for Applicant historical records			
6	Assess and evaluate license application against licensing parameters			
7	Develop license report			
8	Review license report			
9	Inform applicant of reasons behind rejection			
10	Send invoice to Applicant			
11	Signoff license			
12	Send license to applicant			
13	Send registry update request			
14	Update Registry			

7.5.6 Transfer License

RESOURCE ALLOCATION & MONITORING				
Process:	Transfer / Modify License			
Applicant Name:				
Activities				
1	Complete and submit license transfer application			
2	Perform preliminary check on license renewal form			
3	Provide required clarification or documentation			
4	Request for Applicant historical records			
5	Check for Applicant historical records			
6	Assess and evaluate license transfer application against licensing parameters			
7	Develop license review report			
8	Review license report			
9	Inform applicant of reasons behind rejection			
10	Conduct security screening			
11	Update Registry			
12	Review security clearance report			
13	Send invoice to Applicant			
14	Signoff license transfer			
15	Send license to applicant			
16	Send registry update request			
17	Update Registry			

Document ID	GCAM-Licensing-04/2019	 الهيئة العامة للإذاعة والتلفزيون للتلفزيون والملصق GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.5.7 Cancel License

RESOURCE ALLOCATION & MONITORING				
Process:	Cancel License	TIME REQUIRED (HOURS)	# OF RESOURCES	RESOURCE NAME
Applicant Name:		RESOURCE POSITION	RESOURCE DEPARTMENT	
Activities				
1 Complete and submit license cancellation application				
2 Perform preliminary check on license cancellation application				
3 Send investigation report and request for license cancellation				
4 Review license cancellation application / request				
5 Request for Applicant historical records				
6 Check and provide Applicant historical records				
7 Compile complete case documentation				
8 Forward complete case documentation for signoff of license cancellation				
9 Approve and signoff on license cancellation				
10 Inform applicant of license cancellation				
11 Send invoice to Applicant				
12 Send registry update request				
13 Update Registry				

7.5.8 Issue NOC

RESOURCE ALLOCATION & MONITORING				
Process:	Issue NOCs	TIME REQUIRED (HOURS)	# OF RESOURCES	RESOURCE NAME
Applicant Name:		RESOURCE POSITION	RESOURCE DEPARTMENT	
Activities				
1 Complete and submit NOC application form				
2 Perform preliminary check on NOC application				
3 Provide required clarification or documentation				
4 Request for Applicant historical records				
5 Check and provide for Applicant historical records				
6 Assess and evaluate NOC application against NOC parameters				
7 Develop NOC review report				
8 Review NOC report				
9 Inform applicant of reasons behind rejection				
10 Send invoice to Applicant				
11 Signoff license				
12 Send NOC to applicant				
13 Send registry update request				
14 Update Registry				

Document ID	GCAM-Licensing-04/2019	 جمهورية مصر العربية لجنة تنمية وتحديث المحتوى والملصق GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

7.5.9 Cancel NOC

RESOURCE ALLOCATION & MONITORING				
Process:	Cancel NOCs			
Applicant Name:				
Activities				
1 Send investigation report and request for NOC cancellation				
2 Review NOC cancellation request				
3 Request for Applicant historical records				
4 Check and provide Applicant historical records				
5 Compile complete case documentation				
6 Forward complete case documentation for signoff of NOC cancellation				
7 Approve and signoff on NOC cancellation				
8 Inform applicant of NOC cancellation				
9 Send invoice to Applicant				
10 Send registry update request				
11 Update Registry				

8 General Assumptions

- All to-be processes in this SOP manual are designed on a role basis and in alignment with GCAM's current organization structure as per GCAM's request and instructions

Document ID	GCAM-Licensing-04/2019	 لجنة الاتصالات المدنية والمسعف GENERAL COMMISSION FOR AUDIOVISUAL MEDIA
Document Name	Licensing Standard Operating Procedure	

- Any future changes in GCAM's organization structure may impact the overall process flow design, activity ownership and necessary process governance. Such impact must be assessed and necessary amendments applied by GCAM directly
- This process manual only contains details of the processes selected for redesign by GCAM's executive management. Any information related to the detailed design for process that were not selected as part of the scope for redesign are not captured in this process manual
- Process level KPIs have been proposed as indicators to measure the performance of the processes. However, a detailed KPI assessment exercise will need to be conducted and validated by the process owners. The KPI assessment exercise will need to define the best fit KPIs to measure the process and target values to benchmark the target vs actual performance
- Initially, we recommend that only a selected few KPIs are monitored and measured to enforce the culture of measurement gradually
- Please note that the systems mentioned in the relevant section of each SOP are a theoretical representation of the type of system that can be used to fulfil the respective activity and does not represent the current state of GCAM systems' landscape.