## Additional driver

**Add** **Renew** **Remove**

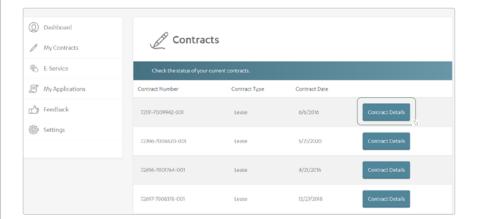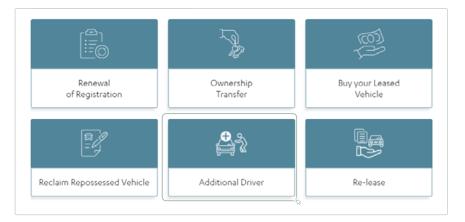### Before going through with the service, the following conditions must be met:

☑ National ID/ Iqama must be valid
☑ Istemara must be valid



**1**

Log in to your personal account in ALJUF website. On the side, click on the tab "Contracts"



**2**

From the list of E-services choose "Adding a driver"



**3**

Details of your current added drivers and pending requests if existent will be displayed. Click on "New driver" on the top right
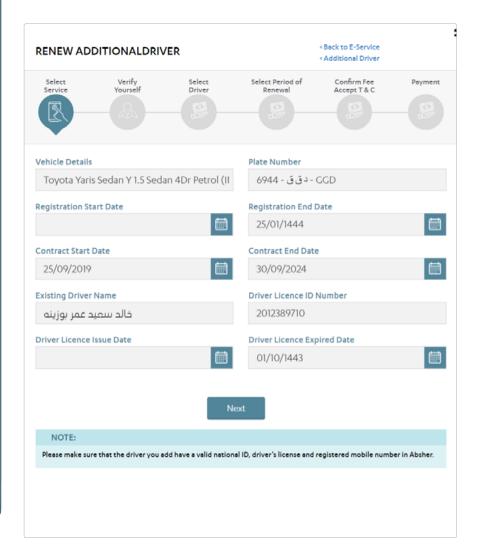
**Sidebar:**
- Istimara Renewal
- Transfer of Ownership
- Buying the vehicle
- Authorization form
- Clearance Letter
- Insurance certificate
- Reclaim Repossessed Vehicle
- Additional Driver

## Additional driver

Add    Renew    Remove

### RENEW ADDITIONALDRIVER

‹ Back to E-Service
‹ Additional Driver

Select Service — Verify Yourself — Select Driver — Select Period of Renewal — Confirm Fee Accept T & C — Payment

**Vehicle Details**
Toyota Yaris Sedan Y 1.5 Sedan 4Dr Petrol (II

**Plate Number**
6944 - ﻕ ﻕ ﺩ - GGD

**Registration Start Date**

**Registration End Date**
25/01/1444

**Contract Start Date**
25/09/2019

**Contract End Date**
30/09/2024

**Existing Driver Name**
خالد سعيد عمر بوزينه

**Driver Licence ID Number**
2012389710

**Driver Licence Issue Date**

**Driver Licence Expired Date**
01/10/1443

Next

NOTE:
Please make sure that the driver you add have a valid national ID, driver's license and registered mobile number in Absher.

Click on OK will send an OTP to your mobile number

Cancel    OK

**4**

Contract details will be displayed, click on next to receive OTP

**5**

OTP code

## Additional driver

Add    Renew    Remove

RENEW ADDITIONALDRIVER

‹ Back to E-Service
‹ Additional Driver

Select Service — Verify Yourself — Add Driver Details — Verify Driver — Confirm Fee Accept T & C — Payment

Driver And Driver Details Verified                72781-STN-2021-0000926

Driver ID
1083958353

* Verification Code
357561

Resend(1)

Previous    Next

NOTE:
Please make sure driver has an Absher registered mobile number to receive and confirm the identity.

**6**

Enter the received code

RENEW ADDITIONALDRIVER

‹ Back to E-Service
‹ Additional Driver

Select Service — Verify Yourself — Select Driver — Select Period of Renewal — Confirm Fee Accept T & C — Payment

Guest Verified                72452-STN-2021-0000202

* Driver ID
2389371523

Driver Date of Birth
31/01/1987

Driver Name
موجَبَا

* Gender
Male ▼

Age
34

Nationality
Indian

Authorization Expired Date
18/11/2020 📅

* Driver Mobile Number
0543478348

* License Type
Private ▼

* Driver License Expired Date Hijri
1442 ▼  7 ▼  20 ▼ 📅

* Relationship with Guest
Cousin ▼

* DriverID Expiry Date Hijri
1442 ▼  12 ▼  5 ▼ 📅

Previous    Next

**7**

Enter the new driver information (ID number, Date of birth, Gender, Relationship with guest, mobile number, license type, license expiry date and ID expiry date)
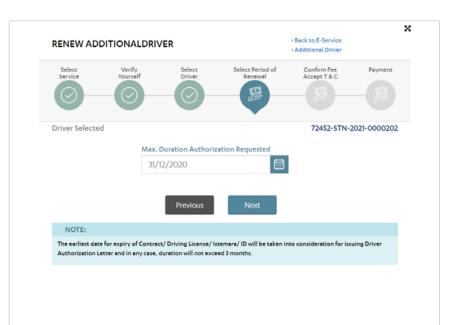
## Additional driver

**Add**  **Renew**  **Remove**

### RENEW ADDITIONALDRIVER

‹ Back to E-Service
‹ Additional Driver

Select Service — Verify Yourself — Select Driver — Select Period of Renewal — Confirm Fee Accept T & C — Payment

Driver Selected                                   72452-STN-2021-0000202

Max. Duration Authorization Requested

31/12/2020

[Previous]  [Next]

**NOTE:**
The earliest date for expiry of Contract/ Driving License/ Istemara/ ID will be taken into consideration for issuing Driver Authorization Letter and in any case, duration will not exceed 3 months.

### RENEW ADDITIONALDRIVER

‹ Back to E-Service
‹ Additional Driver

Select Service — Verify Yourself — Select Driver — Select Period of Renewal — Confirm Fee Accept T & C — Payment

Renewal Period Selected                           72452-STN-2021-0000202

**Payment Details**

| Particulars | Amount(SAR) | VAT (SAR) |
|---|---|---|
| AdditionalDriverFee | 200.00 | 30.00 |
| Total | 200.00 | 30.00 |
| **Total Including VAT** | | 230.00  SAR |

☑ I have read & understood and agree to proceed with adding driver and Issuing Driving Authorization Letter

[Previous]  [Next]

**NOTE:**
Click here for full terms and conditions. The contract will be processed for adding additional driver.

8

Select period of renewal

9

Click on "Next"

10

Your payment details will be displayed

# Additional driver

Add    Renew    Remove

## RENEW ADDITIONALDRIVER

< Back to E-Service
< Additional Driver

Select Service — Verify Yourself — Select Driver — Select Period of Renewal — Confirm Fee Accept T & C — Payment

### Processing

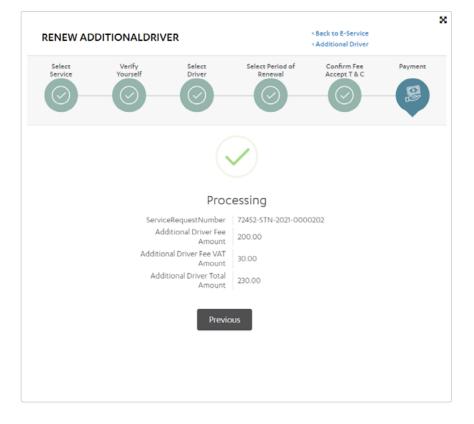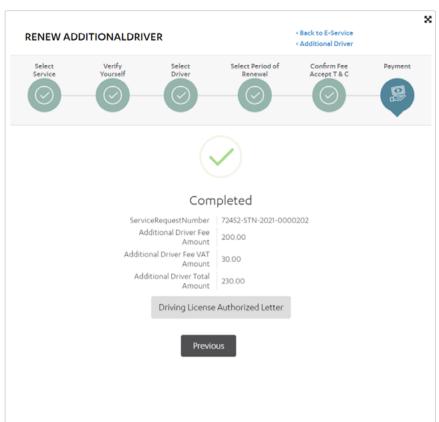| | |
|---|---|
| ServiceRequestNumber | 72452-STN-2021-0000202 |
| Additional Driver Fee Amount | 200.00 |
| Additional Driver Fee VAT Amount | 30.00 |
| Additional Driver Total Amount | 230.00 |

Previous

**11**

SADAD bill is created and details of payment are displayed. Payment should be done within 24 hours to avoid cancellation

## RENEW ADDITIONALDRIVER

< Back to E-Service
< Additional Driver

Select Service — Verify Yourself — Select Driver — Select Period of Renewal — Confirm Fee Accept T & C — Payment

### Completed

| | |
|---|---|
| ServiceRequestNumber | 72452-STN-2021-0000202 |
| Additional Driver Fee Amount | 200.00 |
| Additional Driver Fee VAT Amount | 30.00 |
| Additional Driver Total Amount | 230.00 |

Driving License Authorized Letter

Previous

**12**

After payment is completed; tax invoice and invoice will be available to download

Sidebar:
- Istimara Renewal
- Transfer of Ownership
- Buying the vehicle
- Authorization form
- Clearance Letter
- Insurance certificate
- Reclaim Repossessed Vehicle
- Additional Driver